

Adding an administrator

To add a new administrator, go to 'administrators' in the 'Advanced' section

Fill in all the relevant fields. (The password must be between 6 and 20 characters long)

When complete, click the 'Tasks and Security' tab to continue to the next section.

In this tab you can assign the new administrator roles, tasks and access to secure microsites

Web Managers - Have access to all tasks, all microsites and pages.

Editors - Only have access to edit pages that have been assigned by a web manager. Editors can only save and not publish a page. Editors can select publishers they would like to review any updates.

Publishers - Have the same options as editors but can publish pages.

On the 'Pages' tab you can view the list of pages you have access to.

Web managers automatically have access to all pages.

Once you have finished click on the 'Save' link on the right corner of your screen.

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<http://www.youdu.co.uk/KBV2/KnowledgebaseArticle10015.aspx>

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