



September 26, 2023

Training Tuesday

Managing Your Users

Presented by:

Maria Magouirk – Software Trainer

Agenda

- Access vs Configuration
 - Live Demonstration
 - Account Level Settings
 - Site Level Settings
 - Custom Toolbars
 - Gadgets
 - Template Groups
 - Allowed Extensions
 - Snippet and Component Availability

Access vs Configuration

■ Access

- Who can go where in your site (e.g. the /academics directory)
- Determined by assigning Groups of Users to content
- Applies to lower-level users (level 9 and 10 administrators are not affected)

■ Configuration

- How Omni CMS operates for your account and sites
- Set across your account/site
- Most need to be set up by a level 10 administrator
- Affects all users in Omni CMS, including administrators

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LET'S SEE IT!



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Thank You!

The next Training Tuesday will be on **October 31st**

Topic: Inspector Gadgets - Using Gadgets to Streamline Edits

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