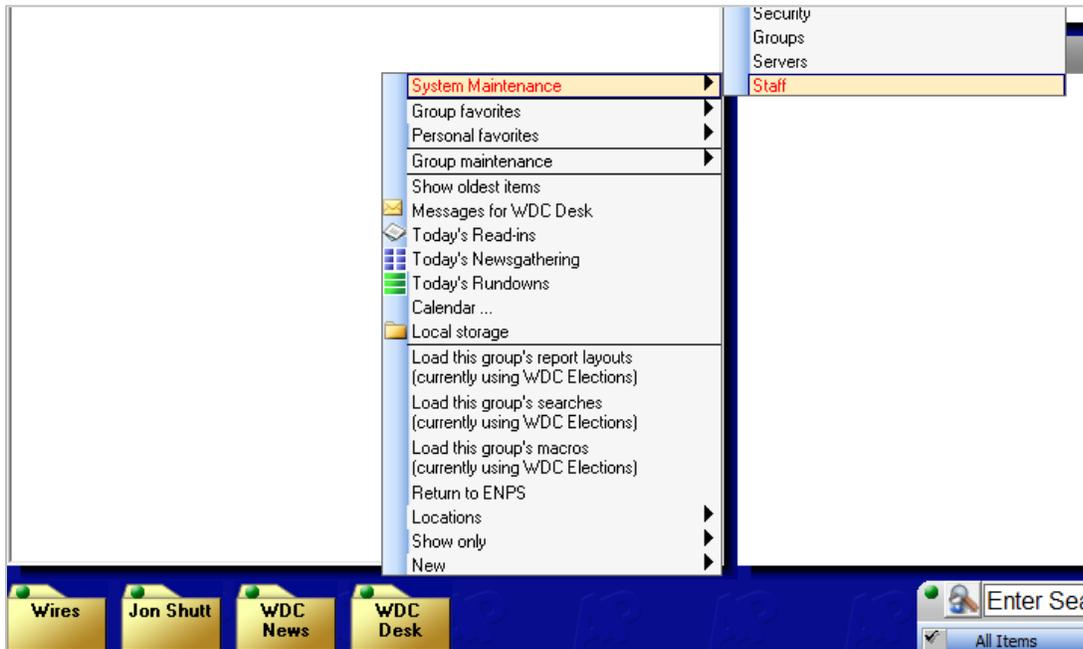# Adding Users and Managing Permissions

To add new user accounts or to modify or remove existing user accounts select **Fourth Folder rover** → **System Maintenance** → **Staff**.

To add a new user click *New* and then enter the user's Windows login name and click *OK. A* new row will be created for the user. Enter the following information:

| Field	Description
Program*	User's home group. This is the group that opens when the user clicks on the Third Folder. It also controls what Group Macros load, the Report Layouts the user will be able to access and other group settings.
Active	This box must be checked for the user to be able to use ENPS. If a user is no longer working at your site uncheck this box.
	Important: You should not delete a user from the system since any templates or stories created by that user will not be attributed to any owner which may cause instability in the system.
Supervisor	Give the user System Administrator privileges. Checking this box will allow a user access to all items in ENPS regardless of their level of security in each group. This ability should be distributed sparingly.
Surname*	User's last name.

|	
Given Name*	User's first name.
Internet Accounts	Authorize the user's account for sending messages via Twitter or Facebook. Refer to "Enabling Clients to Publish to Social Media" in the *ENPS Operations Guide* for more information.
Blocked Clients	If you are using ENPS 6.00.0048 or later you can control users' access to specific mobile clients. By default, all users can access all ENPS clients. To block a user from using a specific client open the ENPS client on the Primary Server and select **Fourth Folder Rover → System Maintenance → Staff**. In the **Blocked Clients** column you can select the client type to block: Desktop, Outlook, Smartphone, WAP or Web.

Indicates a required field.

If your home ENPS server connects to a Central Server, these changes will only appear after your server has synced with the Central Server which usually occurs every 30 minutes. You can force a sync to take place by clicking the *Sync Now* button in NOM Maintenance.
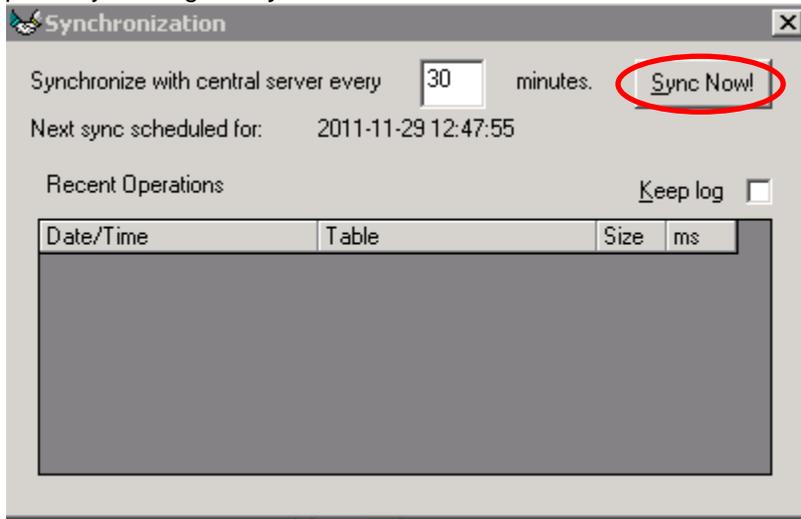
After syncing, either close the News Object Manager (NOM) and allow it to be restarted or open the NOM and select **File → Reload global tables**.
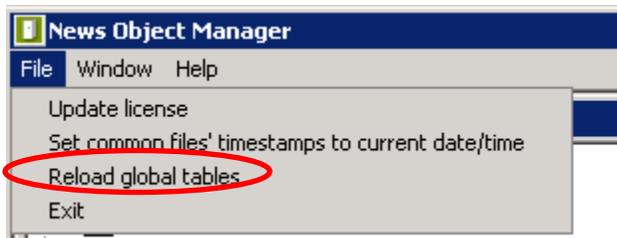
You will also need to restart the ENPS client on the workstation in order to see the changes.

Setting Privileges

Once a user has been added to the **Staff** table they must be given privileges in the groups where they will work. If a user is not given privileges, they will only have "viewer" privileges. Default "viewer" access is determined by a System Administrator in the **Security** tables.

ENPS manages security privileges by group – a user may be a Producer in one group but a Viewer in another group. Therefore, it is important to note that setting someone's privilege in one group does not set that same privilege across all groups.

To set a user's security level, select the **Third** or **Fourth folder rover → Group Maintenance → Staff privileges**. To add a new user click *New* then type the user's name, not the user's Windows ID. You may use their first name or last name.
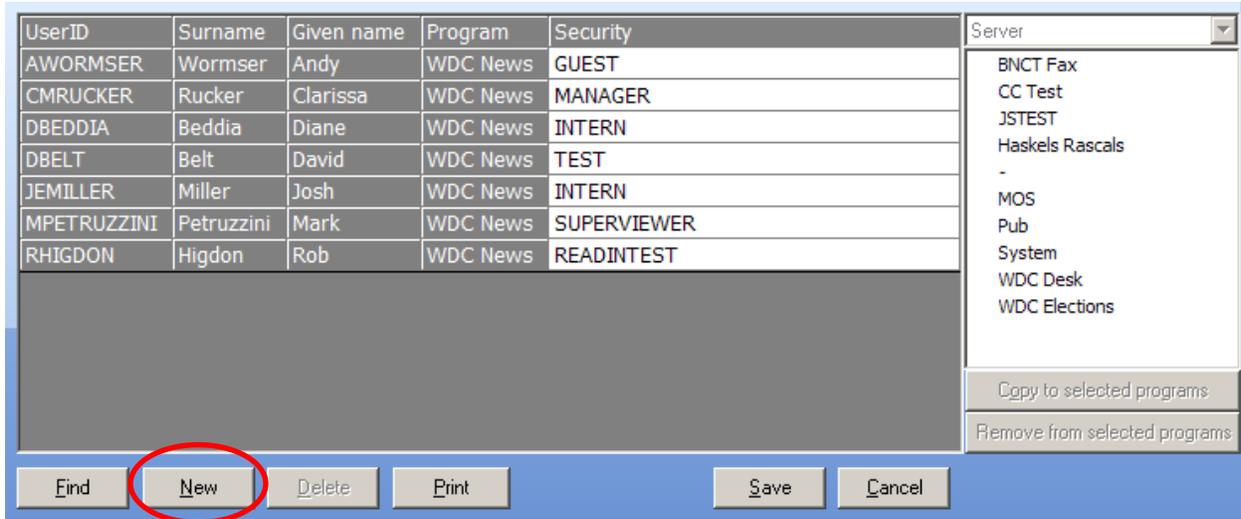
Once the user is in the table, use the dropdown menu in the **Security** column to assign a level of privilege for the group folder you are in.

For a table that describes what each level's privileges and limitations open the Security table by selecting **Fourth folder rover → System Maintenance → Security**. To copy a level of privilege to other groups, select that user's row in the table (the line will turn blue) and put checkmarks next to the groups in the right-hand pane where you would like to copy that security level. Then click the *Copy to selected programs* button. Use the *Remove from selected programs* button to remove a user's security privileges from other groups.

If you have just added a user's security level or changed an existing user's security level, that user may need to exit the ENPS client and then re-launch ENPS for those security settings to be applied.