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USER ACCOUNTS:

Users are accounts you set up for whomever will help maintain your site, your content or to allow access to password protected content.



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ACCOUNT TYPES (SITE ACCESS):

P LEVEL ONE: PRIMARY USER

There is only one Primary User. All interaction within Element is based on the Primary User. This user cannot be removed except by Molecular Software. The Primary User has complete and total access to everything within Element for their account(s).

S LEVEL TWO: SITE ADMINISTRATOR

This user level grants full access to the Content Management area but limited access to the Administration area. This user can perform the following:

ADMINISTRATION AREA:

- Modify sites but not add or remove them.
- Full control of Microsites
- Can add, remove or modify user accounts they created.

CONTENT MANAGEMENT AREA:

- Full control of all Content Management features

C LEVEL THREE: CONTENT MANAGER

This user level grants full access to the Content Management area, only for sites they are assigned to, but does not allow the user to access the Administration area at all.

N LEVEL FOUR: NO ACCESS

This level will allow you to temporarily restrict access of a user's account or create an account for a user that you have not provided access to yet. This level is also helpful if you have multiple sites within one account but only want to provide this user with access to certain sites.



USER LISTING:

ACCESS:

This is the icon indicator that shows the user's Element access. See above for a description of the icons.

ID:

This is an identification number generated by Element to identify the user account.

FIRST NAME:

The first name of the user.

LAST NAME:

The user's last name.



Access	ID	First Name	Last Name
	243	Jane	Doe
	244	John	Doe
	238	Demonstration	Guest
	2	Randal	Lynch
	241	Chester	Tester

USER:

ACCOUNT MEMBERSHIP:

Account Membership allows you to assign the user to one or multiple accounts. Once you add a user to an account, that user can now be assigned a level of site access to the account's website(s). Before an account can be created a user must be assigned.

USER NAME:

The user name is the user name that will be used to log into Element. The user name must be at least 6 characters in length.

RESET PASSWORD OR PASSWORD:

If you are viewing your own user account you will see the Password input field and be able to change your password. If you are on someone else's user account you will only be able to reset their password by checking the Reset Password checkbox. This will force the user to change their password the next time they login to Element.

FIRST NAME:

The user's first name.



Save Help

User

Denotes a required field.

Account Membership Molecular Software

User Name demoguest (Minimum of 6 characters)

Reset Password

First Name Demonstration

Last Name Guest

Email support@mssitehost.com

Primary Phone (214) 785-4678

Secondary Phone () -

LAST NAME:

The user's last name.

EMAIL ADDRESS:

The user's email address. This will be used for all communication from Element to the user.

PRIMARY PHONE:

The user's primary telephone number.

SECONDARY PHONE:

The user's secondary telephone number.

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SITE ACCESS:**SITE ACCESS:**

This is where you can set the user's access level to each site the user is a member of. Each website will be listed and you can provide the user a different access level for each website. Site Access levels are described at the top of this help file.

Just slide the indicator next to the access level title to the appropriate setting for the user.

Site	Access Level
www.molecular.com	Site Administrator Content Manager Web Site Only
www.testing.com	Site Administrator Content Manager Web Site Only

From here you can set the user's access level for each of the sites listed above.

- The Site Administrator level allows the user to administrate site level modifications (Template Choice, Button Choice, Upload Banners & Backgrounds, Add Users, Add Microsites, etc).
- The Content Manager level allows the user to only modify the content of the site. The user will not have access to the Administration area
- The Web Site Only level is used to provide an account to someone that you want to be able to view your password protected site, pages and microsites. This level does not allow access to Element, only to the site being hosted.

Last Login **User has never logged in**
Modification Date 4/16/2011 2:34:50 PM

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PACKAGE LEVEL (PRIMARY USER ONLY):**PACKAGE LEVEL:**

From this drop-down if you are the Primary User, you can adjust the package level you currently have. This will allow you to increase or decrease the number of sites, accounts, etc. that you can have in Element.

Package Level **Gold**

Monthly Rate = \$74.99
Accounts Allowed = 3
Current Accounts Allocated = 1
Sites Allowed = 3
Current Sites Allocated = 1
Microsites Allowed = 3
Current Microsites Allocated = 2
Users Allowed = 10
Current Users Allocated = 4
Allowable Disk Space Usage = 2 GB
Current Disk Space Usage = 0.03 GB

