

Passport Information

Passports are sets of extended privileges that you assign to users. • These administrative privileges do not determine nor are related to content editing privileges. • You may have users that have passport privileges and not have editorial privilege. • When a user is assigned a passport with select extended privileges, they can only edit those assigned areas. • You can create many passports. • A user may be assigned only one passport.

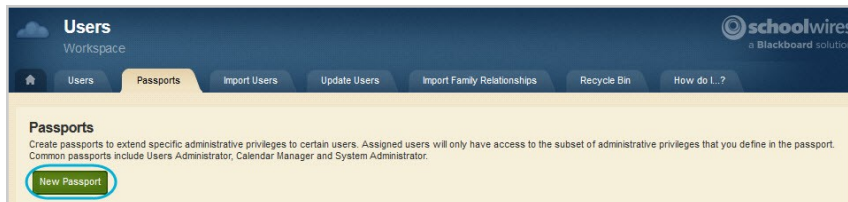
Here are some Passport examples.

- Calendar Manager—Assign privileges to manage collections and categories
- Users Administrator—Assign all privileges flagged as User Management
- System Administrator—Assign all privileges to manage the website

Creating a New Passport

Here's how you add a new passport.

1. Click on the **Passport** tab in the Users Workspace. The Passport window displays.



2. Click **New Passport**. The New Passport dialog displays.

New Passport
Enter a name and description for your passport and check the box below if you want to restrict who can assign this passport.

Passport Name:

Description:

Only allow users who can manage passports to assign this passport to other users.

Save **Cancel**

3. Enter a name and a description for the passport.
4. Click **Save**. The Passport window will return as the active window. The new passport will display in the list of passports.

Once you have created a passport, you will need to edit it and select extended privileges for it. You can then assign it to users.

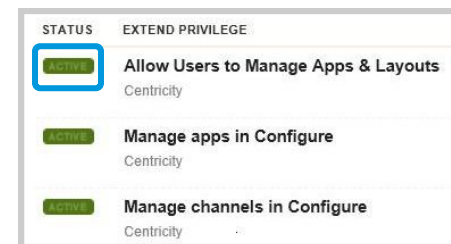
Editing a Passport

Here's how you edit a passport.

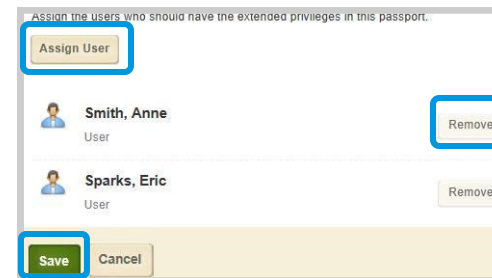
1. Click on the name of the passport you wish to edit. The Edit Passport window displays.
2. The Edit Passport dialog consists of three tabs.
 - General—Used to manage the passport title and description
 - Extended Privileges—Used to select extended privileges for the passport
 - Users—Used to assign the users who should be assigned to the passport



3. Click on the **Extended Privileges** tab. Activate or deactivate a privilege by clicking on **Status** to the left of the privilege title.



4. Click on the **Users** tab. Here you can assign or remove passports from users.



5. Once finished, click **Save**. The Passport window will return as the active window.

Configure Privileges

Manage Apps & Layouts

Gives access to the Manage Apps & Layout Actions Option for editors so that they can change page layouts as well as add and remove apps.

Manage Apps

Users with this permission can apply sharing rights to individual System Apps for a user or a group of users—you can restrict who may use each app.

Manage Channels

Create and edit channel names for use across all sites.

Manage Collections (Calendar Asset)

Create and edit collections for use across all sites. You use a collection to post a calendar event to all calendars associated with workspaces you defined for the collection.

Manage Editor Layouts (Section Asset)

Create and modify editor layouts for use in select apps across all sites.

Manage Event Categories (Calendar Asset)

Create and edit event categories for use across calendars on all sites.

Manage Page Types (Section Asset)

Create and edit page types for use across all sites. Page types consist of one or more apps, and can be included in section configurations.

Manage Section Configurations (Section Asset)

Create and edit section configurations for use across all sites. Section configurations consist of sets of pages. Use section configurations when creating new sections.

Manage Sites

Edit site information by navigating to Configure→Sites (Sites Workspace) within the Content Browser. Without this permission, site and subsite directors can still edit their sites using the Settings button found in the site or subsite workspaces of a site or subsite.

Manage System Settings

Adjust various system settings (e.g., set maximum image width, display register button).

Manage Templates

Create, edit, copy and delete templates.

Manage MyView

Add content to MyView configurations and apply them to your user groups (if applicable).

Manage PassKey

Create and work with your PassKeys (if applicable).

Manage Universal Connector

Users with this permission create and edit and schedule connector runs (if applicable).

Users & Groups Privileges

Emulate Users

Become one of your users and experience Centricity2 as they would. In order for this feature to work, you must also activate the privilege Manage users in Users & Groups.

Manage Group Categories

Create and rename categories you use to organize groups.

Manage Groups

Create and edit groups you use to classify users. This includes setting viewing and sharing rights or editing privileges for multiple users. Users can members of more than one group.

Manage Passports

Create, edit and delete passports.

Manage Settings

Change the email address from which new user accounts and password changes originate.

Manage Users

Add, edit and delete user accounts. Delete or Restore items in the Recycle bin.



End User Privileges

Allow users to modify their accounts

Non-LDAP users can update their first name, last name, user name and password.

Content Moderation Privileges

Manage Moderated Groups

This allows you to create and edit moderated groups. Users associated with moderated groups must have their content approved before it displays on the end-user website. When a moderated user saves content, it is held in the Content Moderation Approval Queue awaiting approval.

Lightweight Directory Access Protocol (LDAP)

Allow users to sign in using LDAP; Manage LDAP Settings

LDAP allows you to keep user information in one central location, allowing single sign-on access. User credentials are shared between your network and Web Community Manager.

Activate the privilege Manage settings in Users & Groups and Manage LDAP settings then assign the passport to users you wish to configure LDAP settings.

Activate the privilege Allow users to sign in using LDAP and assign the passport with this privilege to users you wish to sign in to Web Community Manager using LDAP.