



## **The Handbook**

### **Codex**

[http://codex.wordpress.org/Authors and Users SubPanel](http://codex.wordpress.org/Authors_and_Users_SubPanel)

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## Authors and Users SubPanel

### *Users → Authors & Users*

You can create new users and manage the accounts of all your site's users at this **Authors & Users SubPanel**.

The Authors & Users SubPanel has two roles: one for [User Listing and Adding](#) and another for [User Editing](#).

### *User Listing and Adding*

Listing and Adding is the default role for this SubPanel.

### Table of Authors

WordPress makes a distinction between **Authors** and "lesser" users. An author is a user who can post content to your blog. Any user with a [User Level](#) greater than **0** is considered an author. In this section of the SubPanel, WordPress lists all of the authors of your blog as rows in a table with the following columns.

- **ID** - The user ID of this author. All users have a unique identification number which WordPress uses to identify users internally. It is not terribly significant from a typical user's point of view. It can be handy to know, however, if you are writing a new template and are using [the\\_author](#) and related [Template Tags](#).
- **Nickname** - The nickname of the user as defined by his or her [profile](#).
- **Name** - The first and last names of the author, if specified in her or his [profile](#).
- **E-mail** - The author's e-mail address.
- **Website** - The website of the author, if specified in his or her [profile](#).
- **Level** - The [User Level](#) of the author. If the author has a lower [User Level](#) than you do, you will also see in this column "+" and "-" links which can be used to increase and decrease the author's [User Level](#), respectively. You have the ability to increase an Author's [User Level](#) up to one less than your own [User Level](#).
- **Posts** - The number of posts written by this author and a link which, when clicked, will take you to the [Manage Posts SubPanel](#) and list all of those posts.
- **Edit** - If the author has a lower [User Level](#) than you do, there will be a link titled **Edit**. When this link is clicked, the SubPanel switches to its [editing role](#) and allows you to edit the information found in that author's [profile](#).

**Note:** Authors *cannot be deleted*. To delete an author, you must first decrease her or his [User Level](#) to **0** by using the above "-" link found in that author's **Level** column. Once at a [User Level](#) of **0**, she or he will instead be listed below in the [Table of Registered Users](#). From there, the user (once Author) can be deleted.

### Table of Registered Users

Your blog may have other, non-author, users registered. These are all of the users whose

[User Level](#) is **0**. If there are any such users, they are all listed as rows in this table, the first five columns of which are the same as in the above [Table of Authors](#). The following columns are specific to this Table of Registered Users.

- **Promote** - This link will promote the user to a [User Level](#) of **1**, thus granting him or her author status. He or she will then be listed in the [Table of Authors](#).
- **Edit** - Like the **Edit** link in the [Table of Authors](#), this link switches the SubPanel into its [editing role](#) and allows you to edit the information found in this user's [profile](#).
- **Delete** - This link will delete the user. All posts belonging to that user *will also be deleted*. You will be asked to confirm this action, which is good, since it *cannot be undone*. Tread carefully.

## Add New User

In this section, you may add a new user to your blog. When new users are created, their initial [User Level](#) is determined by the **Newly registered members** setting in the [Writing Options SubPanel](#) of the [Options Administration Panel](#).

If the Newly registered members option is set to:	Then the new user's initial <a href="#">User Level</a> will be:
Cannot write articles	<b>0</b>
May submit drafts for review	<b>1</b>
May publish articles	<b>2</b>

### Self Registration

If the **Anyone can register** option is set in the [General Options SubPanel](#) is set, users can register themselves at <http://your.wordpress.url/wp-register.php>.

Regardless of that option's setting, you can manually create new users here.

#### Nickname

Required. Enter the nickname of the new user here. This will also be used as the **Login** name of the new user. If you want the nickname and the login name to be different, type the login name here and then [edit](#) the nickname.

#### First Name

You may enter the first name of the new user here.

#### Last Name

Likewise, you may enter the last name of the new user in this text box.

#### E-mail

Required. Enter the e-mail address of the new user here.

#### Website

You may enter the new user's website URL in this text box.

#### Password

Required. Enter a password for the new user twice here: once in each text box.

#### Add User

A very important button. Clicking this will save the new user's information into WordPress' database. If you don't click this button, the user will not be added.

## ***Editing Users***

If you have a higher [User Level](#) than a particular user, you can edit that user's profile in the editing role of this SubPanel. Simply find that user in either the [Table of Authors](#) or [Table of Registered Users](#) and click their **Edit** link. The editing role of this SubPanel looks the same as the [profile](#) section of the [Your Profile SubPanel](#) with only two differences.

1. You may edit the **Login** name of the user.
2. The button to save the information is labelled "**Update User**" rather than "**Update Profile**".