



Add Authors and Contributors in GZCMS

This provides the ability to have outside users or internal staff to contribute to your website while only having limited access to the full suite of editing functions. You can also set users to have no other access to your GrowthZone software and only have access to website editing.

This document assumes you are familiar with setting up Access Levels and assigning access levels to your users in GrowthZone.

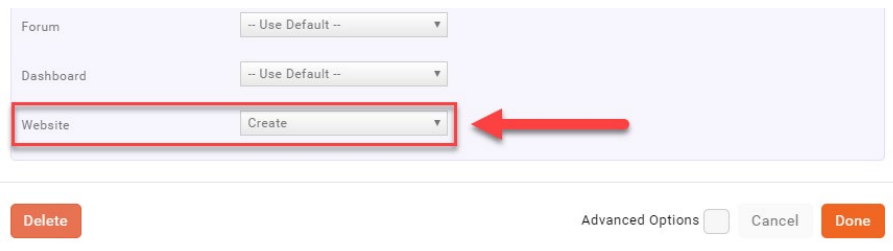
GZCMS Author and Contributor Capabilities

Capability	Author Role	Contributor Role
Create Pages and Posts	Yes	Yes
Delete Only Their Own Non-Published Pages/Posts	Yes	Yes
Upload/Delete Only Their Own Media Files	Yes	Yes
Publish Only Their Own Pages and Posts	Yes	No. Needs approval from Editor
Edit Only Their Own Published Pages/Posts	Yes	No. Can edit existing pages/posts but needs Editor to approve/publish it.
Delete Only Their Own Published Pages/Posts	Yes	No

Part One: Setting Up Access Levels in GZ

1. In GrowthZone go to Set-Up > Access Levels
2. Click the Add button and give the new level a descriptive name such as GZCMS Author.

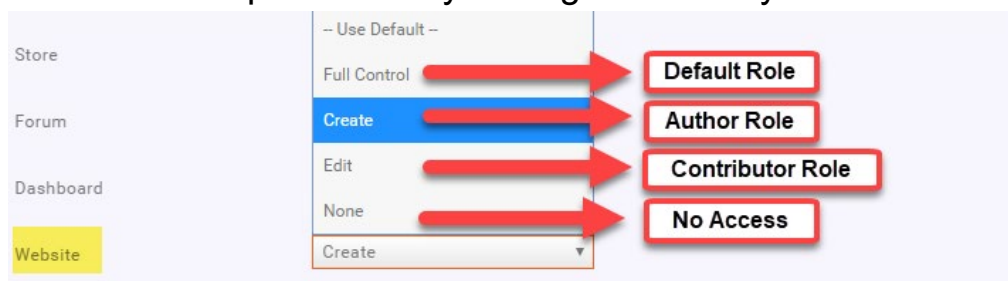
3. Configure the Areas as you wish and at the bottom is a new area called 'Website'. This is where you assign the Author and Contributor roles.



The screenshot shows a configuration table with three rows: 'Forum', 'Dashboard', and 'Website'. Each row has a dropdown menu. The 'Website' row is highlighted with a red box, and its dropdown menu is open, showing 'Create' as the selected option. A red arrow points to the 'Create' option. Below the table are buttons for 'Delete', 'Advanced Options' (with a checkbox), 'Cancel', and 'Done'.

4. Below are the available options and how they map to the GZCMS roles:

- a. **Full Control** => This is the default role assigned to users and provides your current functionality.
- b. **Create** => This is the equivalent of the **Author** role
- c. **Edit** => This is the equivalent of the **Contributor** role.
- d. **None** => This prevents any editing access to your website





5. If you would like to add users who only have access to editing your website and no access to anything else in GrowthZone, under Areas set the System Default to 'None', leave the other areas set to '—Use Default —' and then set the Website Area to the desired option.

Part Two: Assigning Access Levels in GZ

1. In GrowthZone go to Set-Up > Staff Users

2. Click on the appropriate user and assign them the desired Access Level.

Edit User

< 2 of 2 >  

Primary Contact / Password Reset Email

bross@mailinator.com

Is Active

☒

First Name

Bob

Last Name

Ross

Title

Access Level

GZCMS Author

— Select an Access Level —

Staff - Admin

Staff - Guest

Staff - Standard

Staff - Finance

Staff - Website

User - Guest

User - Standard

User - Primary

User - None

GZCMS Author

GZCMS Contributor

Delete