

Granting editor rights to someone

To grant an editor access to someone, you must first access the user page. Just click on someone's name in an article or in search results:

The screenshot displays the 'USERS MANAGEMENT' interface. On the left, a dark blue sidebar contains the following menu items: 'Editorial board', 'Profiles', 'Search users' (highlighted), 'Add User', 'Merge user accounts', and 'LE pages'. The main content area is titled 'SEARCH USERS' and features a search bar with the text 'nicolas'. Below the search bar, there is a table with the following columns: 'E-mail address', 'Last name', 'First name', 'Expertise fields', and 'Actions'. The table contains one row for the user 'nicolas.boes@obspm.fr' with last name 'Boes' and first name 'Nicolas'. A blue arrow points to the 'Actions' column for this user. Below the table, there are search filters for 'nicolas', 'Search Last name', 'Search First name', and 'Search Expertise fields'.

In the user account page, you may simply assign the editor profile here:

USER ACCOUNT

Activity as author

Activity as referee

LOGIN INFORMATION

Email nicolas.aimar@obspm.fr

Account management

Reset password

Stand as Nicolas Aimar

PERSONAL INFORMATION

Title Mr.

First name Nicolas

Last name Aimar

Secondary mail address *Empty*

ORCID *This user does not have a linked ORCID account*

Expertise Fields 

PROFILE INFORMATION

Profile *Empty*

Status *Empty*

NB When the editor profile is inactive:

- the editor does not benefit from this profile's management rights*
- the editor still has access to his editorial interface and may finish his current work*

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