

Managing Editor

Managing editors without administrator rights

Since creating and managing new editors in TYPO3 is not possible without administrator rights, new accounts and changes to existing accounts often need to be handled through the agency. To simplify this process, our solution extends the existing user groups with the role of Managing Editor or Editor-in-Chief. Users with this role can access defined user groups, file lists, and existing users, thus enabling them to independently create and manage new editors.



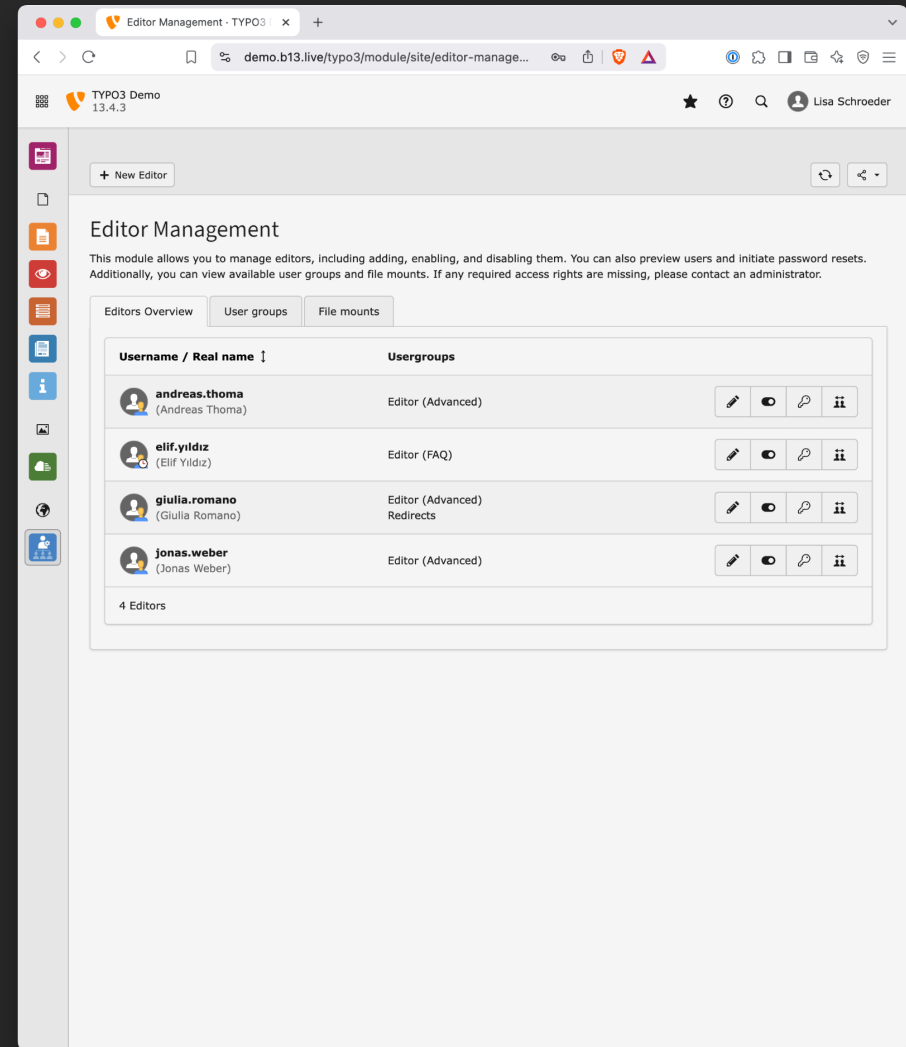
Dashboard: Editor Overview

The Managing Editors Dashboard provides a central overview of all users who have been created either by the current Managing Editor or by other Managing Editors within the system. Name, email, and user groups are visible at a glance.

The Managing Editor has the ability to manage existing user accounts directly in the dashboard. This includes activating or deactivating users:

- Activated users have access to their assigned functions and areas within the system.
- Deactivated users lose this access but remain stored in the system so they can be reactivated later if needed.

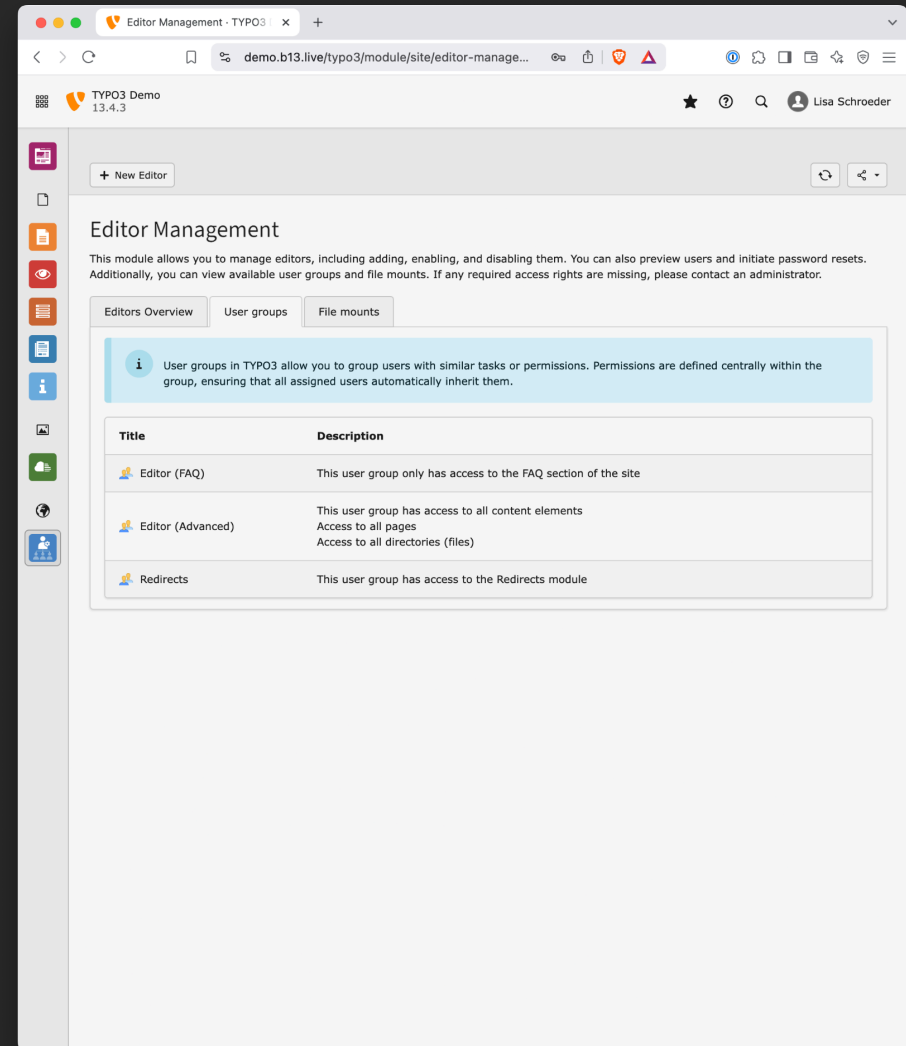
Additionally, there is the option to **reset passwords** and **switch to the user's account** to verify their backend view.



Dashboard: User groups

In the "User Groups" tab, all groups that the Managing Editor has access to for user management are listed. The creation and management of these groups, as well as their descriptions, are handled by system administrators. If groups or relevant information are missing, these can be requested from the responsible admin colleagues.

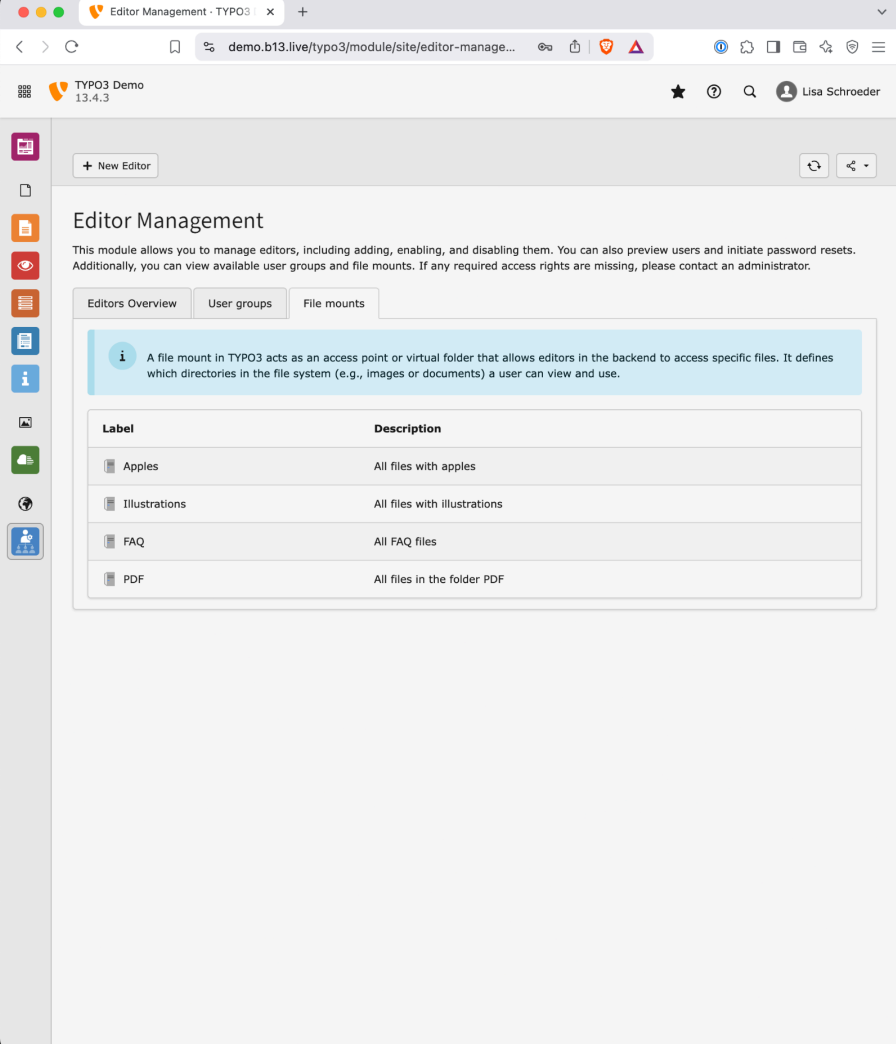
User groups in TYPO3 control the rights and access areas for multiple users, including available modules, pages, and functions in the backend. A clear and well-thought-out structure should be defined in coordination with administrators to ensure efficient management.



Dashboard: File mounts

In the “File mounts” tab, you'll find the directories that the Managing Editor has access to for user management. The creation and management of these folders, as well as their descriptions, are handled by system administrators.

Directory permissions in TYPO3 control access to specific folders and files in the backend. They determine which users or groups can access, edit, or upload files to certain directories. They correspond to the folder structure in Finder/Explorer and define the options that are visible and available in the filelist (green icon in the module tree on the left).



The screenshot shows the TYPO3 Editor Management interface. The browser address bar indicates the URL: `demo.b13.live/typo3/module/site/editor-manage...`. The page title is "Editor Management" and the version is "13.4.3". The user is identified as "Lisa Schroeder".

The interface includes a sidebar with navigation icons and a main content area. The "File mounts" tab is selected, displaying a table of file mounts. An information box explains that a file mount in TYPO3 acts as an access point or virtual folder.

Label	Description
Apples	All files with apples
Illustrations	All files with illustrations
FAQ	All FAQ files
PDF	All files in the folder PDF

Create User - Basics

A new user account can be created via the "New Editor" button above the table. In a popup window that opens, the following information is required:

- Username (it is recommended to use a consistent naming convention, e.g., firstname.lastname)
- Secure password
- Email address - the system uses this for the password reset function or other features like workspaces, etc.
- User's name (or alternatively, their function/role)
- User group(s) for the new account

The screenshot shows a web browser window displaying the 'Editor Management - TYPO3' interface. The main content is a modal window titled 'Editor Management | New Editor' with 'Close' and 'Save' buttons. The form is titled 'Create new Backend user on root level' and contains the following fields:

- Username:** david.hasselhoff
- Password:** [masked with dots]
- Email:** freedom@test.com
- Name:** The Hoff
- Group:** A selection interface with 'Selected Items' (Editor (Advanced)) and 'Available Items' (Editor (FAQ), Redirects). The 'Editor (FAQ)' item is highlighted in blue.
- DB Mounts:** A search bar with the text 'Find records' and a list of records below it.

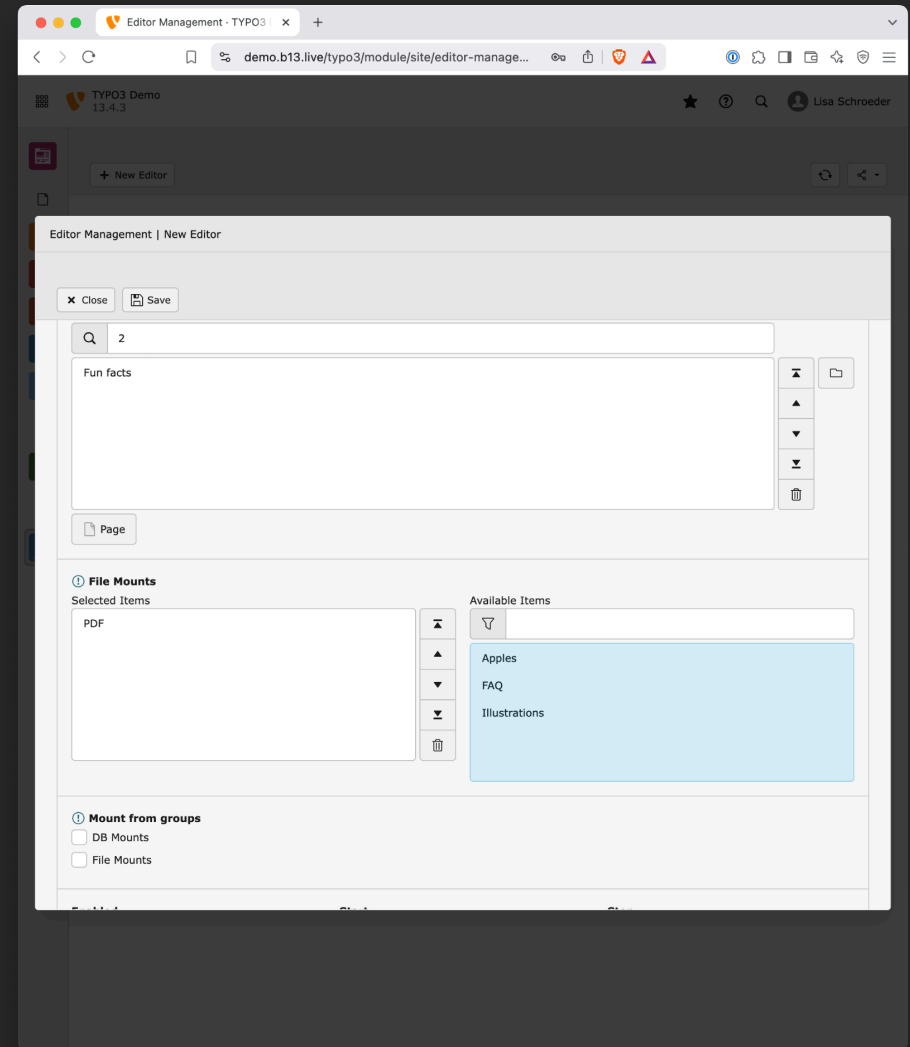
Create User - Possible Specifications

Additionally, database and directory permissions can be set.

Depending on the configuration of permissions and user groups, the previous group selection may already determine which pages (database permissions) and files (directory permissions) a new user can access.

If this is not the case or adjustments are needed, specific selections can be made here. The page tree opens via the folder icon on the right to select the desired pages. Subpages are automatically included. Using the arrows, the view can be sorted and pages can be removed.

If an individual selection is made and thus overwrites the predefined information in the user group, **the checkboxes for "Permissions from Groups" must be removed.**



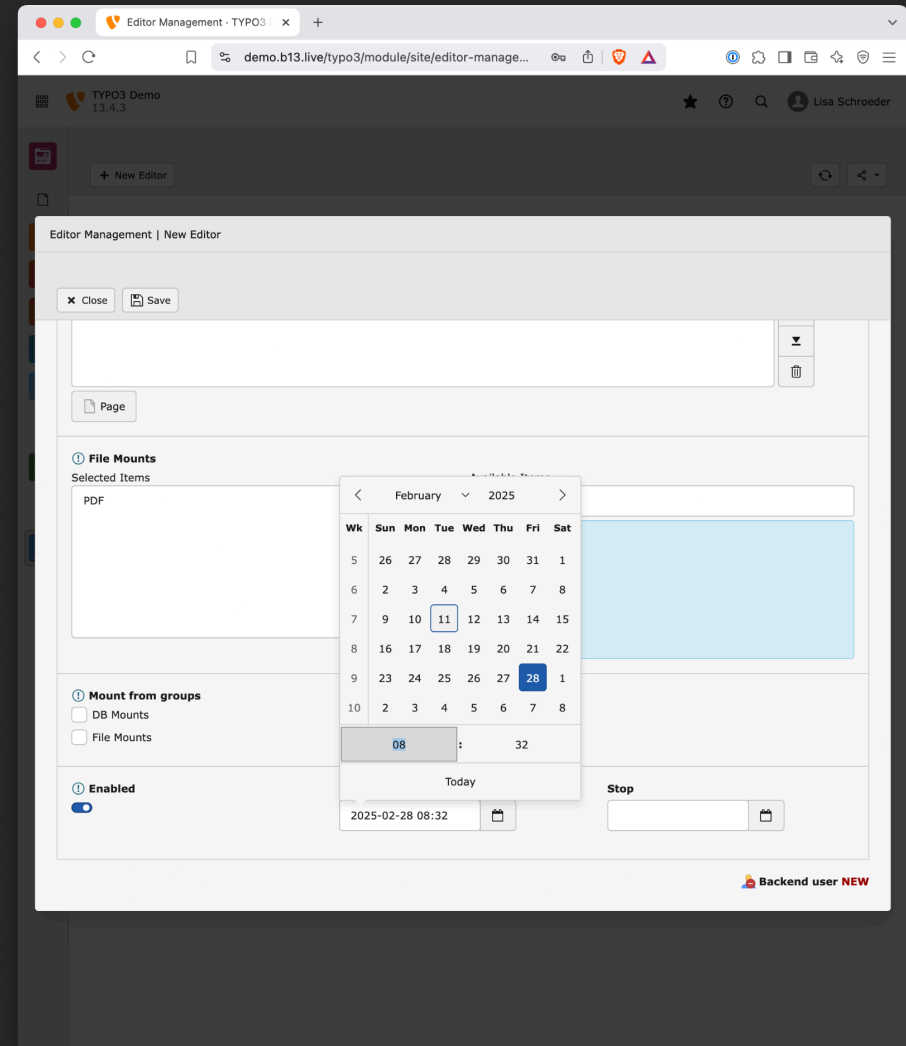
Create User - Time Control

In the final step, the user can be activated or deactivated - this setting can be adjusted at any time via the dashboard.

Additionally, there is the option to manage accounts based on time: Editors can be automatically activated on a specific date or departing staff members can be deactivated on a set deadline. In the dashboard, this is visualized by a clock icon next to the respective editor.

User accounts with future activation dates or expired validity cannot log into the backend.

The configuration is completed by clicking "Save" at the top.

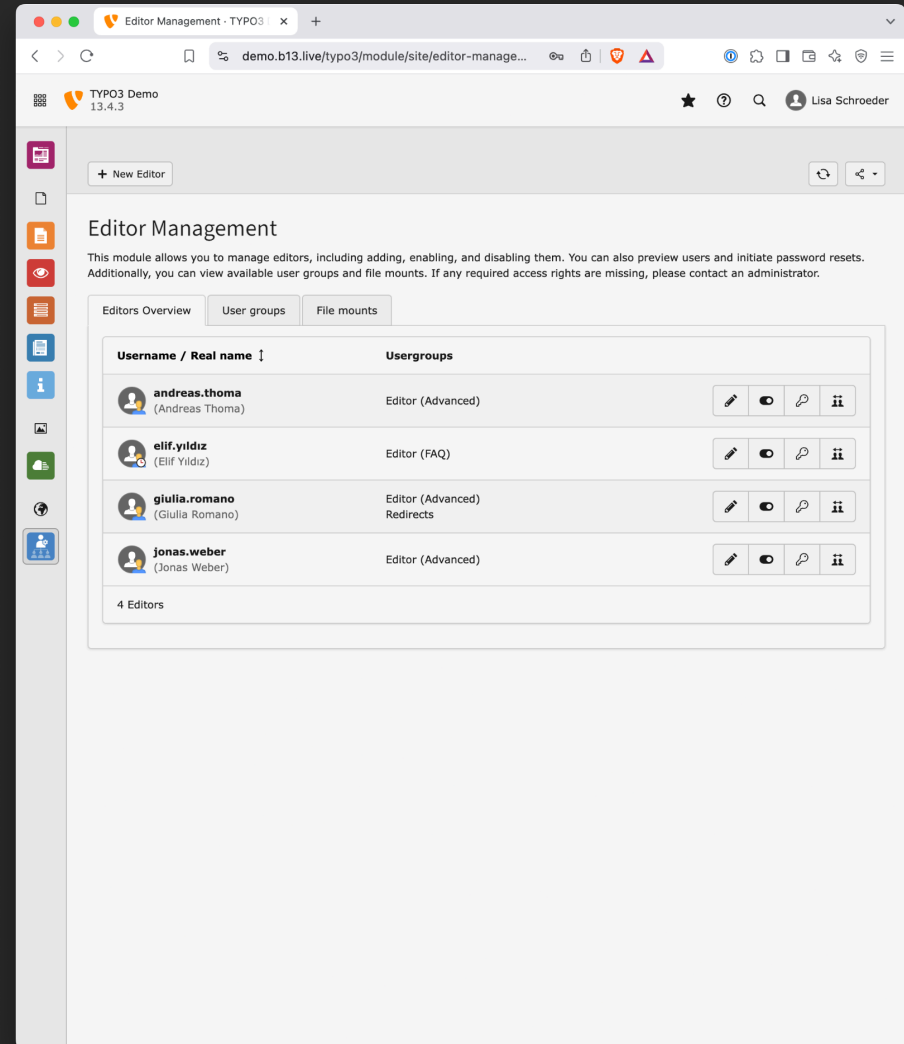


Dashboard: Switch to Editor

To verify the selected settings and ensure that the user has been assigned the correct usergroups, pages, and files, you can switch directly to the corresponding editor from within the module. This is done using the button on the far right (icon with two users and an arrow).

The icon will not appear if the new editor has a set start date in the future.

After switching, the backend loads in the view of the selected account. An active switch is indicated by the “SU” (“Switch User”) label displayed before the username in the top right corner.



The screenshot shows the 'Editor Management' interface in a TYPO3 demo environment. The browser address bar indicates the URL 'demo.b13.live/typo3/module/site/editor-manage...'. The page title is 'Editor Management' and the version is 'TYPO3 Demo 13.4.3'. The user 'Lisa Schroeder' is logged in. The interface includes a '+ New Editor' button and a sidebar with various icons. The main content area has tabs for 'Editors Overview', 'User groups', and 'File mounts'. Below the tabs is a table of editors with columns for 'Username / Real name' and 'Usergroups'. Each row includes a set of control icons on the right, including a pencil, a power icon, a link icon, and a 'Switch User' icon (two users with an arrow).

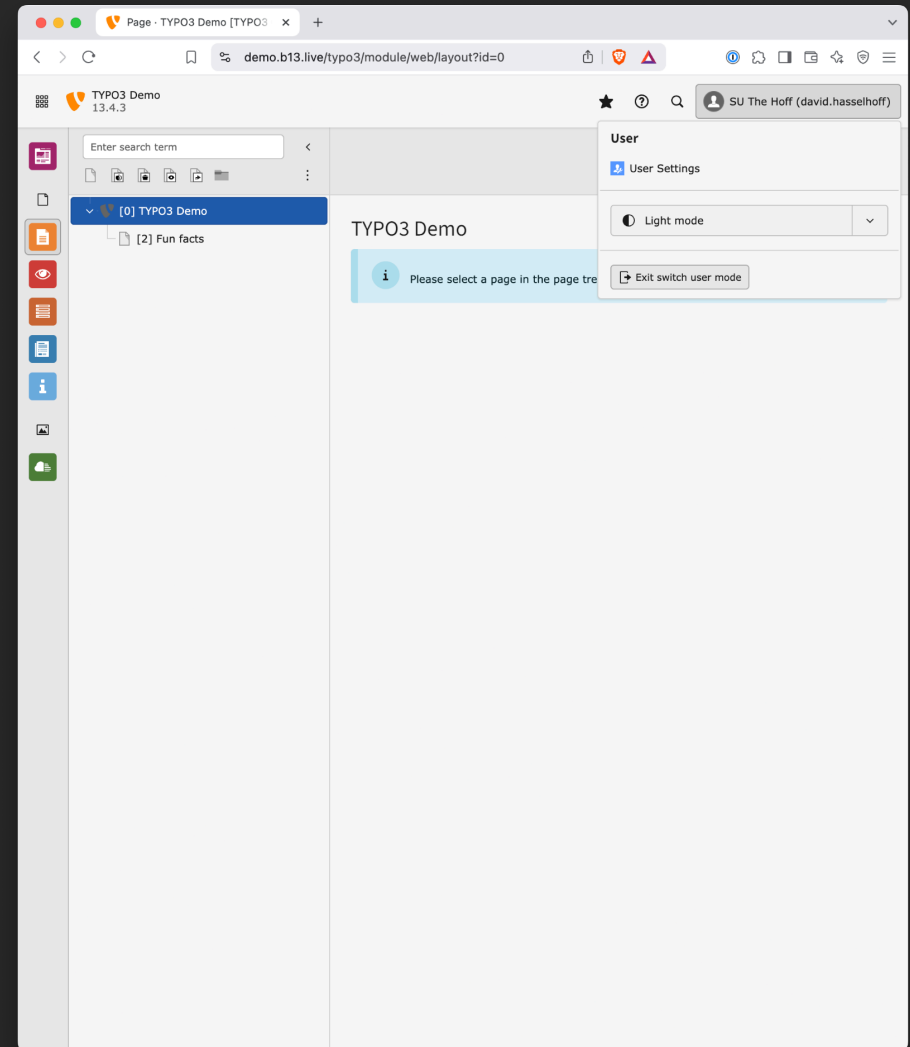
Username / Real name	Usergroups	Actions
andreas.thoma (Andreas Thoma)	Editor (Advanced)	[Pencil] [Power] [Link] [Switch User]
elif.yildiz (Elif Yildiz)	Editor (FAQ)	[Pencil] [Power] [Link] [Switch User]
giulia.romano (Giulia Romano)	Editor (Advanced) Redirects	[Pencil] [Power] [Link] [Switch User]
jonas.weber (Jonas Weber)	Editor (Advanced)	[Pencil] [Power] [Link] [Switch User]

4 Editors

Dashboard: Switch to Editor View

To verify the chosen settings and ensure that the user has been assigned the correct user groups, pages, and files, you can switch directly to the respective editor's view from within the module. This is done using the button on the far right (icon with two users and an arrow).

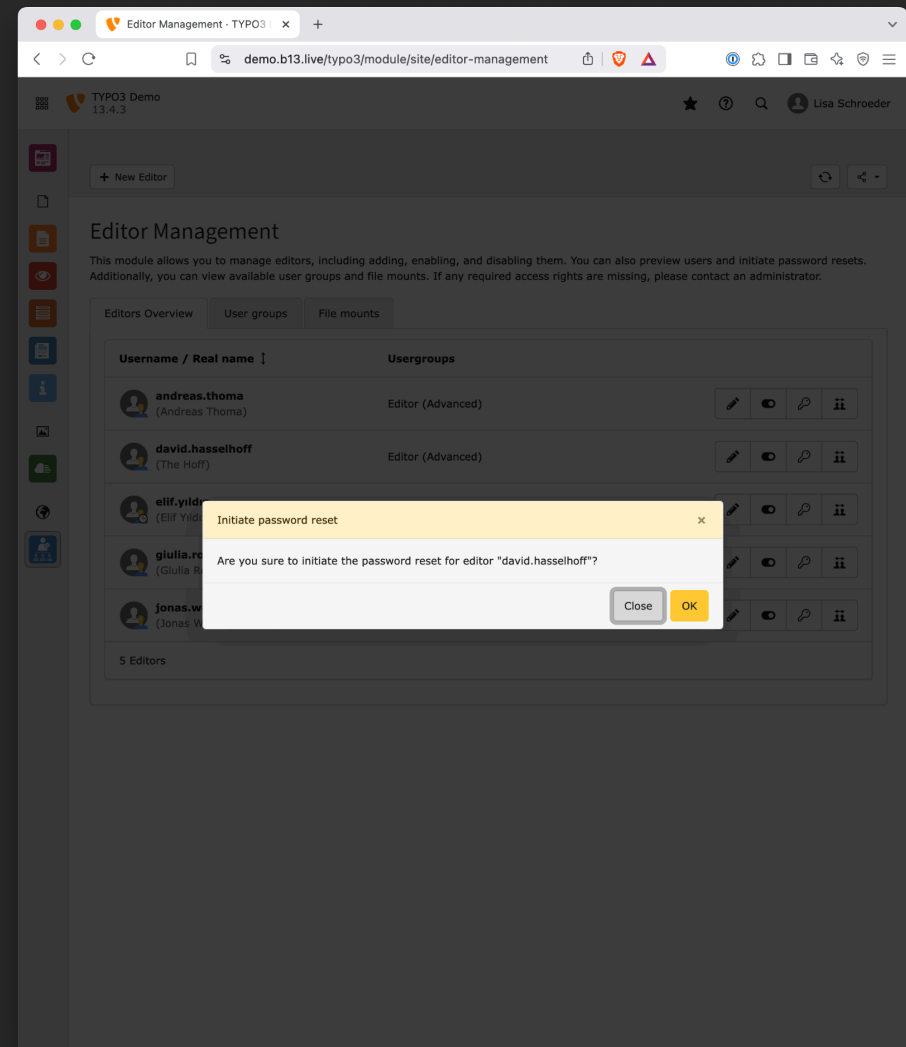
After switching, the backend loads in the view of the selected account. Whether the switch is active is indicated by "SU" ("Switch User") before the username in the top right corner.



Dashboard: Password Reset

If a user has login problems due to a forgotten password, the password reset process can be initiated directly from the dashboard with just two clicks. Simply click on the key icon and confirm the displayed dialog. The editor will then receive an email with the necessary information to restore their password.

This feature must be generally activated in TYPO3 and may be deactivated depending on company policies. **It is important that the editor has a valid, accessible email address in the user record.**



Frequently Asked Questions

Q: Can I create user groups as a Managing Editor?

A: No, creating and configuring user groups is still reserved for administrators.

Q: What happens with existing editor accounts?

A: Existing editor accounts will be displayed in your overview if they have been granted access by an administrator and belong to an approved user group.

Q: Can editors also be deleted

A: No, as a Managing Editor, you can only deactivate editors, not delete them. Deleting users is reserved for administrators.

Q: Can other Managing Editors see and edit users I create?

A: Yes, all Managing Editors can see and manage users created by other Managing Editors.

Q: An editor cannot log in - what to do?

A: Check:

1. Is the user activated?
2. Is the current time within the specified start and end times?
3. Are the login credentials correct? If necessary, reset the password.

Q: What do the different time settings (start & stop) mean?

A: These settings allow you to define when a user account is automatically activated or deactivated. This is especially useful for temporary employees or interns.

Q: What's the difference between Database Mounts and File Mounts?

A: Database Mounts define which pages and content a user can access. File Mounts determine which files and folders in the file directory the user has access to.

made with ♥ by [b13](#)

Development: [Oli Bartsch](#)

Product Owner: [Flix Keitgen](#)

Sponsor: