

# Bulk update users

KBPublisher allows you to bulk update users to:

- Set roles
- Set privileges
- Assign users to a company
- Automatically subscribe them to news, articles or files
- Set the user status
- Delete users.

You can do this direct from the **Users** menu, **Users** tab.

The screenshot shows the KBPublisher 'Users' management interface. At the top, there are navigation tabs for 'Users', 'Companies', 'Roles', and 'Privileges'. Below the tabs, there are search filters for Role, Privilege, Company, and Status, along with a search input field. The main area displays a table of users with the following columns: ID, Signed, Last Logged, Username, Role, Privilege, API, and Status. The table contains two visible rows: one for user ID 184 (signed 02 Jun, 2019, last logged 1 month ago, username kbpublisheruser@mail.com) and one for user ID 183 (signed 11 May, 2019, last logged Laser). A dropdown menu is open over the table, showing a list of actions: 'Actions with selected', 'Set Roles', 'Set Privileges', 'Set Company' (highlighted), 'Set Subscription', 'Set Status', and 'Delete'. A 'Clear Selection' button is visible at the bottom right of the table area.

To update the users:

- Check one or more users to update
- Choose the appropriate action from the drop down list of **actions with selected**
- This brings up further options to select from according to the action chosen. Choose the appropriate selection
- Click **OK**.

Note:

- Bulk actions available depend on your user access.  
For example if your privilege does not allow you to delete items, or allows you to only delete articles that you have created, then there is no 'Delete' action in the list of options. If your privilege does not allow you to update items, or allows you to only update items you have created, then this menu will not be available for you at all.

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