

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 interface with the 'Users' tab selected. The table lists users with columns for ID, Signed, Last Logged, Username, Role, Privilege, API, and Status. A dropdown menu is open for the user with ID 184, showing the following options:

- Actions with selected
- Set Roles
- Set Privileges
- Set Company
- Set Subscription
- Set Status
- Delete

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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