

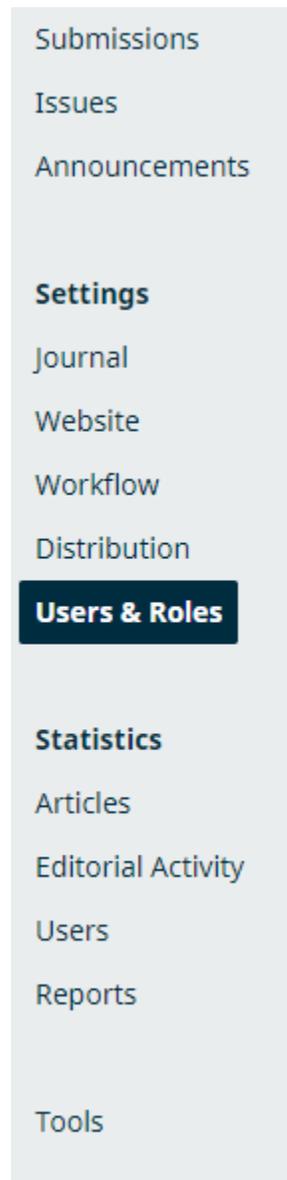
User management in OpenJournals

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Finding the overview of your users

You can find the overview of your users on the menu on the left hand side, under *Users & Roles*.



Adding a new user

1. Click *Add User*

The screenshot shows the 'Users & Roles' management interface. The 'Users' tab is selected, and the 'Current Users' table is displayed. The table has the following data:

Given Name	Family Name	Username	Email
admin		admin	info@openjournals.nl.invalid

Buttons for 'Search' and 'Add User' are visible in the top right corner of the table area.

2. Here, you'll see a screen with various fields that need to be filled in.
 - a. The user's first and last name.
 - b. If the user's preferred name somehow differs from his given name, you can add this here. This can be used to, for example, refer to 'Ross Geller' as 'Dr. Ross Geller'.
 - c. Here you can define the user's username. I suggest using the standard form through the *Suggest* button, which is the first name of the given name and the entire family name (e.g. rgeller)
 - d. The email address
 - e. Here you can set a password for the user. I suggest not doing so, but instead checking both *Generate random password for this user* and *User must change password on next log in*.
 - f. Here you can choose to send a welcome mail to the user, so they can set their own password.
3. After pressing continue, you can set the user's role. I'd suggest only giving an user a single role within the editorial workflow, potentially combined with a combination of 'reader', 'reviewer' and 'author' roles. An overview of editorial roles can be found [here](#).
4. Press save and the user is added to your database.

Add User



Step #1: Fill in User Details

Name **a****This field is required.**

Given Name *

Family Name

How do you prefer to be addressed? Salutations, middle names and suffixes can be added here if you would like.

Preferred Public Name

b

The username must contain only lowercase letters, numbers, and hyphens/underscores.

This field is required.

Username *

Suggest

c

Contact

Email *

dPassword **e****This field is required.**

Password *

Repeat password *

Generate Password

 Generate random password for this user.

Change Password

 User must change password on next log in.

Country

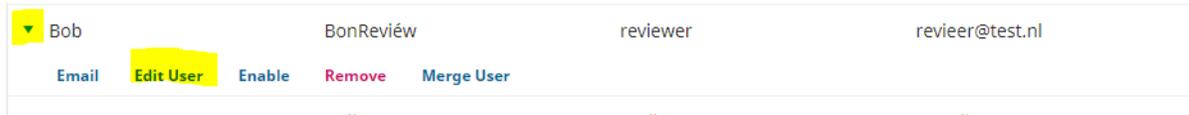
Country

Notify User

 Send user a welcome email.**f**

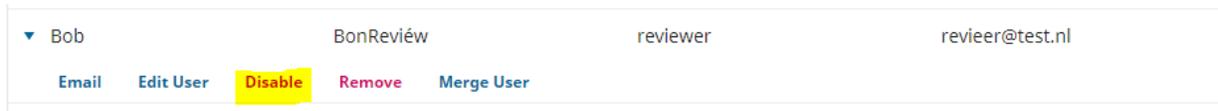
Editing an user

1. Press the small triangle to the left of the username
2. Press *edit user*
3. Edit the fields you'd like to edit. An explanation of these fields can be found under ['Adding an user'](#).



Removing an user

Removing an user completely is not a good idea. Our database makes connections between various parts of the system, and if an user disappears from the system it can delete these connections. It is better to disable an user.



If trying to disable an user gives you an error, it is possible that the user's account is used elsewhere in the OpenJournals environment. In that case, just edit the user and remove all their roles. If you are worried about this user, contact editorial support and ask them to consider removing the user.

Adding an user whose 'email-address is already in use'

If you get a message saying an email-address is already in use, this person already has an account in the openjournals environment. Rather than creating an account for them, you can add their current account to your journal. You can do so by searching 'Users & roles' after ticking this box:



The screenshot shows a web interface titled "Current Users". At the top right, there are two buttons: "Search" and "Add User". Below the title, there is a search input field with the placeholder text "Search". To the right of the search field is a dropdown menu currently set to "All Roles". Below the search field, there is a checkbox that is checked, with the text "Include users with no roles in this journal." next to it. At the bottom right of the interface, there is another "Search" button.

You will then find their account, if they have one, and you can add them by assigning them a role:

User Roles

- Journal manager
- Journal editor
- Production editor
- Section editor
- Guest editor
- Copyeditor
- Designer
- Funding coordinator
- Indexer
- Layout Editor
- Marketing and sales coordinator
- Proofreader
- Author
- Translator
- Reviewer
- Reader
- Subscription Manager

Useful roles

1. Journal Manager:

- Full administrative control over the journal and the OJS system.
- Ability to configure system settings, including journal settings, user roles, and permissions.
- Manage user accounts, assign roles, and control access to various journal functions.
- Handle technical aspects of the system, such as customization, plugins, and upgrades.
- Does not get notifications of new submissions or stages of the editorial workflow.

2. Journal Editor:

- Manage the editorial process, including handling submissions, assigning manuscripts to section editors, and overseeing the peer review process.
- Make decisions on manuscript acceptance or rejection based on reviewer feedback and journal policies.
- Communicate with authors, reviewers, and other editors regarding manuscript status and revisions.
- Manage user accounts, assign roles, and control access to various journal functions.
- Control access to specific functions and sections within the journal.

3. Section Editor:

- Manage the review process for manuscripts assigned to them.
- Assign reviewers, oversee the peer review process, and collect feedback from reviewers.
- Communicate with authors regarding revisions and feedback.
- Access and manage submissions within their assigned that were assigned to them.

4. Copyeditor:

- Only has access to the copyediting phase of the editorial workflow.

5. Layout Editor:

- Only has access to the layout phase of the editorial workflow.