User manual

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/exphelp/manual/help-gen-manual-manual

One question per page for the work in the Admin 4 administration - the tabs, the daily tasks of editors, and the tasks of administrators and site managers - with who may do it, the steps, what can go wrong and where to.

Each page answers one question about the work in the administration with the **Admin 4** design. Every page has the same parts: who can do it (the role or policy you need), the steps, what can go wrong, and the pages to read next. What you see depends on your role: a tab or button you may not use is not shown.

The guides and feature pages explain the background; these pages are for doing the task.

The tabs of the administration

Question	Tab
What does the Store tab show?	Store
How do I change the status of an order?	Store
How do I archive finished orders?	Store
How do I add a product?	Content structure
How do I see all products and their prices?	Store
How do I set up VAT for my products?	Store
How do I give a group of customers a discount?	Store
How do I add a currency to the store?	Store
How do I give a product options such as size or color?	Content structure
How do I set a product's price in each currency?	Content structure
How do I see my customers and what sold best?	Store
What can I change in the Design tab?	Design
What is on the Setup overview, and why don't I see every tile?	Setup
How do I find out who changed what, and when?	Audit
What can I do on my account page?	My account
How do I find and finish my drafts?	Dashboard
Where do I see my items that wait for approval?	Dashboard
How do I choose which notifications I get?	Dashboard
How do I switch between Admin 4 and the classic administration?	Right toolbar
How do I turn on two-step sign-in for my account?	My account
How do I change my password?	My account

Daily tasks

Question	For
How do I translate an object into another language?	Editors
How do I find what is not translated yet?	Editors
How do I send content for approval?	Editors
How do I approve or reject content?	Approvers
How do I subscribe to notifications for a part of the site?	Everyone
How do I find content in the administration?	Editors
How do I empty the trash or remove single items from it?	Editors
How do I change the order of sub items?	Editors
How do I change the content class of an object?	Administrators
How do I change the owner of an object?	Administrators
How do I tag content?	Editors
How do I keep the tag tree tidy?	Tag keepers
How do I insert an image in the Online Editor?	Editors
How do I add a link in the Online Editor?	Editors
How do I insert a table in the Online Editor?	Editors
How do I embed another object in a text?	Editors
How do I set the SEO title and description of a page?	Editors
How do I get a page into or out of the sitemap?	Editors
How do I see and export form submissions?	Editors
How do I change the state of an object?	Editors
How do I build a page with Layouts?	Editors
How do I send a newsletter?	Editors
How do I use the AI assistant in the editor?	Editors
How do I move or copy an item?	Editors
How do I show an item in more than one place?	Editors
How do I hide an item without removing it?	Editors
How do I swap two items in the tree?	Editors
How do I remove an item?	Editors
How do I go back to an earlier version?	Editors
How do I preview a draft before I publish it?	Editors
What do I do about a "Possible edit conflict"?	Editors
How do I relate other items to the one I am editing?	Editors
How do I reuse an image or file from the media library?	Editors

Question	For
How do I edit content from the website itself?	Editors
How do I remove a translation or change the main language?	Editors
How do I show an item in languages it is not translated into?	Editors
How do I add an anchor and link to it in the Online Editor?	Editors
How do I insert a custom tag such as a fact box or a quote?	Editors
How do I write rich text without the Online Editor?	Editors
Why does search not find an item I know exists?	Editors
How do I import or export a word processor document?	Editors
How do I work with content as files over WebDAV?	Editors

Administrators and site managers

Question
How do I give a group edit rights on one section only?
How do I disable or unlock a user account?
How do I reset another user's password?
A user lost their phone - how do they sign in again?
Which cache do I clear, and how?
How do I find and fix broken links?
How do I give a page an extra address (URL alias)?
How do I redirect a group of old addresses (URL wildcards)?
How do I add a content language?
How do I let a translator work in one language only?
How do I see what visitors search for?
How do I read the log files?
What does the content check find, and what do I do about it?
How do I see the active extensions and the system information?
How do I publish an RSS feed of my content?
How do I import an RSS feed from another site?
How do I give an external application an API key?
How do I create a section and put content into it?
How do I set up a members-only area?
How do I add a user or a user group?
How do I move a user to another group, or put them in two groups?
How do I see what a user may do?

Question
How do I publish content at a later time?
How do I set up approval before publishing?
How do I add an attribute to a content class?
How do I change how many versions of an object are kept?
How do I turn an extension on or off?

Exponential Intelligence

Exponential Intelligence (the extension expai) has its own user manual, in the same form, among the documentation of the extensions: in the help center open **Extensions** > **Exponential Intelligence** > **User manual**, or the help address `/exphelp/viewer/ext/expai/manual/README.md`. It covers the assistant in the editor, Vector, summaries, alt text suggestions, chains, the review of AI drafts and the budgets.

Related pages

- Help for editors and users
- A tour of the administration
- When something goes wrong
- Free documentation: this page is free to copy, translate and improve under the GNU FDL 1.3.

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What can I do on my account page?

My account shows your login, e-mail, groups, roles and last sign-in, and leads to every page about you - profile, password, two-step sign-in, API keys, bookmarks, notifications and e-mail preferences.

My account shows your account at a glance and links to every page that changes something about you.

Who can do this

Every signed-in user. Changing your own profile needs `user/selfedit` or `content/edit` on your user object; most roles have it.

Steps

1. Click **Change information** under **Current user** in the right toolbar, or the person icon in the top bar. **My account** opens.
2. Read the summary: **Login**, **E-mail**, **Groups**, **Roles**, **Last sign-in** and when your password was last changed.
3. Under **Manage your account**, choose what to change:

- **Profile**: **Edit profile** for your name, e-mail address and image.
- **Password**: **Change password**.
- **Two-step sign-in**: **Turn on** or **Manage**.
- **API keys**: **Manage my API keys**, for your own scripts.
- **Bookmarks**: **Open bookmarks**.
- **Notifications**: **Notification settings**, the content you follow.
- **E-mail preferences**: which e-mail you get.

[Image: My account with the summary of the account and the list Manage your account]

My account with the summary of the account and the list Manage your account

What can go wrong

- **A warning "Two-step sign-in is off".** Your account is protected by your password alone. Turn it on: see How do I turn on two-step sign-in?
- **Edit profile is missing or refused.** Your role may not edit your own user object. Ask an administrator.
- **API keys is missing.** The site does not offer personal API keys, or your role may not create them.

Related pages

- How do I find and finish my drafts?
- Where do I see my items waiting for approval?
- How do I choose which notifications I get?
- Change the administrator password
- Accounts and sign-in
- User manual

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How do I choose which notifications I get?

My notification settings lists the items you follow, sets how often the mail comes (at once, daily, weekly or monthly) and which collaboration messages mail you; My e-mail preferences decides which optional e-mail you.

Notifications mail you when content you follow changes. You choose what you follow and how often the mail comes.

Who can do this

Users whose role has `notification/use`.

Steps

Steps

1. Open **Dashboard** in the top menu and choose **My notification settings**, or click **Notification settings** on **My account**. The page **My notification settings** opens.
2. Under **Items I follow**, see what you follow. Tick items and click **Remove selected** to stop following them.
3. Under **E-mail digest**, tick **Receive all messages combined in one digest** and choose **Daily**, **Once per week** or **Once per month**, with the hour. Click **Save digest settings**. Without the tick, each change mails you at once.
4. Under **Collaboration notification**, tick the kinds of items that should mail you (for example **Approval**) and click **Save collaboration settings**.
5. To stop optional e-mail altogether, open **My e-mail preferences** and click **Turn off all optional e-mail**, or untick categories and click **Save my choices**.

Result

[Image: My notification settings with the boxes Items I follow, E-mail digest and Collaboration notification]

My notification settings with the boxes Items I follow, E-mail digest and Collaboration notification

What can go wrong

- **No mail arrives.** The notification cronjob has not run yet, your e-mail preferences turn the category off, or the mail went to spam. See "Why did I not get a mail?" in the notifications guide.
- **Too much mail.** Choose a digest instead of at once, or follow a smaller part of the tree.
- **An item says "Content no longer exists".** It was deleted. Remove it from the list.

Related pages

- How do I follow a part of the site?
- Notifications: the user's guide
- E-mail preferences: the user's guide
- User manual

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How do I turn on two-step sign-in for my account?

On My account, click Turn on under Two-step sign-in, choose Authenticator app, scan the QR code with the app, enter the code it shows and click Save settings; from the next sign-in the code is asked after your password.

With two-step sign-in, your password alone is not enough: after it, the sign-in asks for a code from an app on

your phone or from an e-mail. Turn it on for every account that can publish or change settings.

Who can do this

Every signed-in user whose role has `user2fa/setup`, on a site where the two-step sign-in extension is active (it is in a new installation). Have an authenticator app on your phone, such as an open source one or the one your organization uses.

Steps

Steps

1. Open **My account** (click **Change information** in the right toolbar).
2. Under **Two-step sign-in**, click **Turn on**. The page **Two-Factor Authentication Setup** opens.
3. Under **Second step at sign-in**, choose **Authenticator app (TOTP)**.
4. Under **Scan the code**, add an account in your app and scan the QR code, or type the key shown next to it.
5. Under **Enter the code the app shows**, type the 6-digit code from the app.
6. Click **Save settings**. From your next sign-in, the code is asked after your password.

Result

[Image: The Two-Factor Authentication Setup page with the choice of method and the two steps Scan the code and Enter the code the app shows]

The Two-Factor Authentication Setup page with the choice of method and the two steps Scan the code and Enter the code the app shows

What can go wrong

- **"The code is wrong."** The phone's time is off. Turn on automatic time on the phone and try a new code.
- **No phone at hand.** Choose **E-mail one-time code** instead: the code is then sent to your e-mail address at each sign-in.
- **You lost the phone.** You cannot sign in alone. Ask an administrator: see A user lost their phone: how do they sign in again?
- **Changing or turning it off asks for a code.** That is on purpose, so that nobody at an unattended computer can weaken your account.

Related pages

- Two-step sign-in
- Accounts, passwords and two-factor
- What can I do on my account page?
- User manual

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develop the products with us, and that is how Exponential grows. A partner website and dashboard are planned for mid-2027: please become a partner today to speed up our growth rate and land new features faster. Start with Partners: start here and How to apply.

How do I subscribe to notifications for a part of the site?

Open the context menu of an item in Content structure and choose Add to my notifications, or click Add items in My notification settings; you then get mail when the item or its sub items change.

Follow an item, such as a news folder, to get a mail when it or its sub items change.

Who can do this

Users whose role has `notification/use`.

Steps

Steps

1. In **Content structure**, find the item to follow.
2. Open its context menu (the icon in front of its name, or a right click) and choose **Add to my notifications** .
3. Confirm. The item is listed under **Items I follow** in **My notification settings**.
4. Alternatively, open **Dashboard** > **My notification settings**, click **Add items** and choose the items in the browser.
5. Choose how often the mail comes: see How do I choose which notifications I get?

Result

What can go wrong

- **"You already follow this item."** It is in your list. To stop, open the same page and click **Stop notifications for this item**.
- **No mail for a change.** The author used **Publish without notification**, or the change was in a draft that is not published yet.

Related pages

- Notifications: the user's guide
- Publish without notification
- User manual

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