User manual

Last changed 2026-11-04
/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.

Become an Exponential Partner. Partners share their information, provide funding, contribute back and 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.

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

Become an Exponential Partner. Partners share their information, provide funding, contribute back and 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 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

Become an Exponential Partner. Partners share their information, provide funding, contribute back and 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 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

Become an Exponential Partner. Partners share their information, provide funding, contribute back and 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

Become an Exponential Partner. Partners share their information, provide funding, contribute back and 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.

GNU Free Documentation License 1.3