Edit users with specific roles
Guide from tidsskrift.dk/Royal Danish Library

Alexandra Fogtmann-Schulz, 15 August 2024

Follow this guide if you need to view a list of all users with a specific role in your journal, and if you need to remove a specific role from a user.

We strongly encourage all our journals to review their list of users periodically to see if the distribution of roles reflects the current situation. For instance, we can see that many journals do not remove the role "Journal editor" from their former editors, when they cease being editors. As long as a user has a specific role in the system, they will still be able to log in and act as this role in the system. This means e.g. that a user with the role "Journal editor" will still be able to log in and make editorial decisions on the submitted manuscripts or change information on the journal website and more. Therefore, it is important to keep your users' roles updated at all times.

Find the users
Begin by finding a list of all the users of your journal by choosing "Users & Roles" in the left menu.

To view all users with a specific role (e.g. "Journal manager"); click on "Search" at the top of the page. Leave the search field empty. Click on "All roles", which opens a list of all the roles of the journal. Choose a role from the list (in the screenshot below, the role, "Journal manager", is chosen):

Now click the "Search"-button below the role list:

Now you see a list of all users of the journal with the role, you chose:
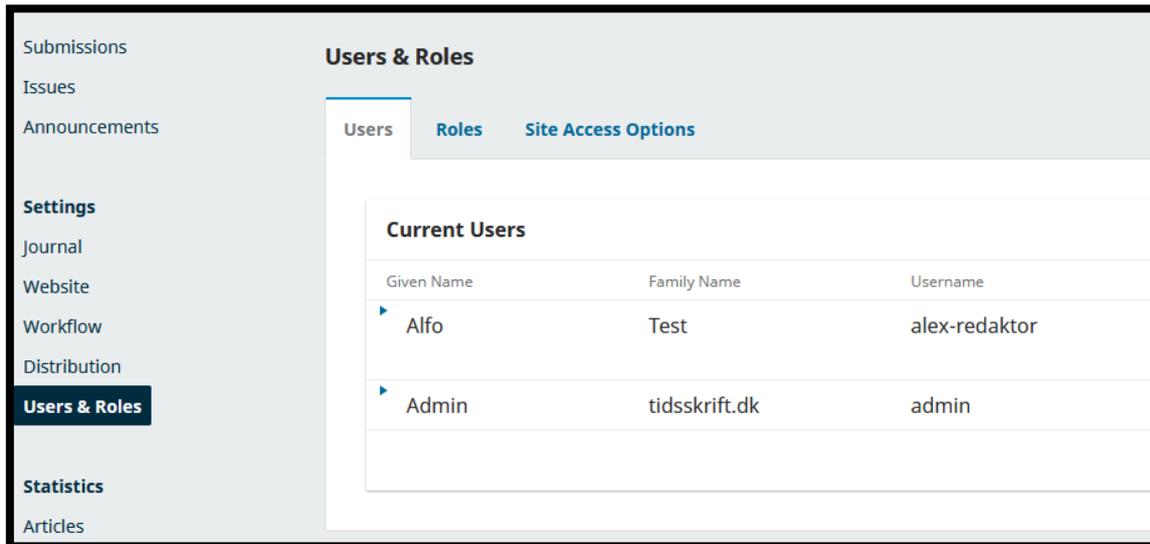
Remove a role from a user

If you want to remove a specific role from one or more of the users, you found in the search described above, you can do this by first finding the user and clicking the small, blue triangle next to the user's name. Now a small menu appears beneath the user's name. Click "Edit User":
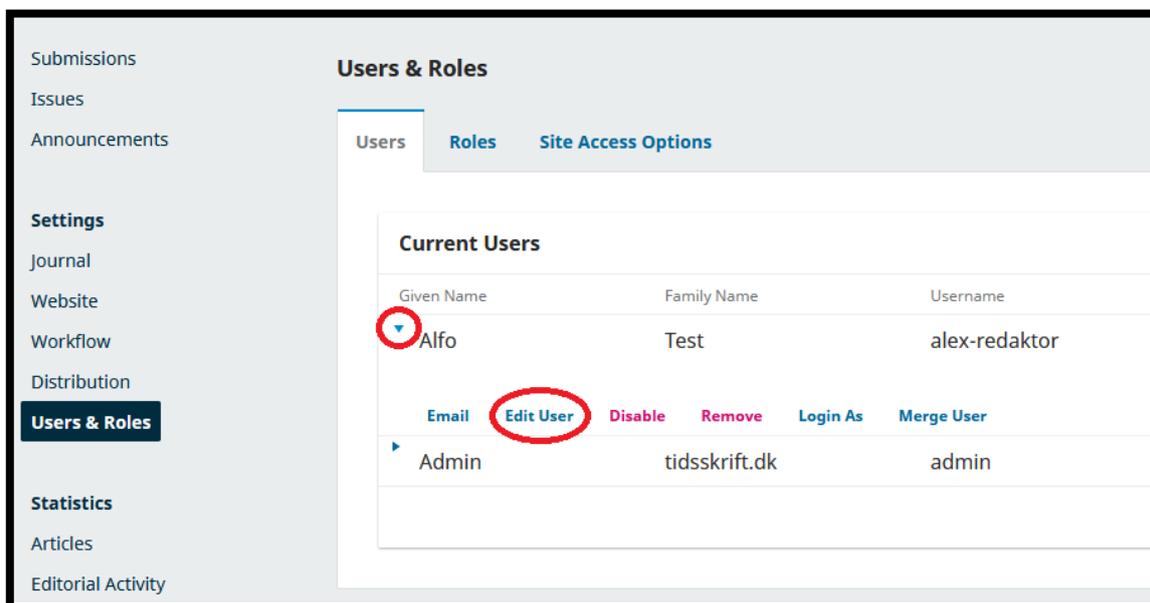
If the user you wish to edit has roles with other journals at tidsskrift.dk besides your journal, you will be notified that you do not have permission to edit this user. Instead, send an e-mail to tidsskrift.dk@kb.dk asking the team behind tidsskrift.dk to do it. Remember to write:

- The name of the journal

- The user name
- The role(s) you wish to remove
- Whether or not the user should get a new role with the journal (e.g. "Reader", "Author", and/or "Reviewer").

If the user only has roles with your journal, you have permission to edit the user. When you click "Edit user", a window will open, showing different information about the user. Scroll to the bottom to view a list of all the roles available in your journal. A tick will indicate which roles the user currently has.

Remove the tick next to the roles you want to remove from the user, and put a tick next to new roles, you wish to give to the user, e.g. "Reader", "Author", and/or "Reviewer":
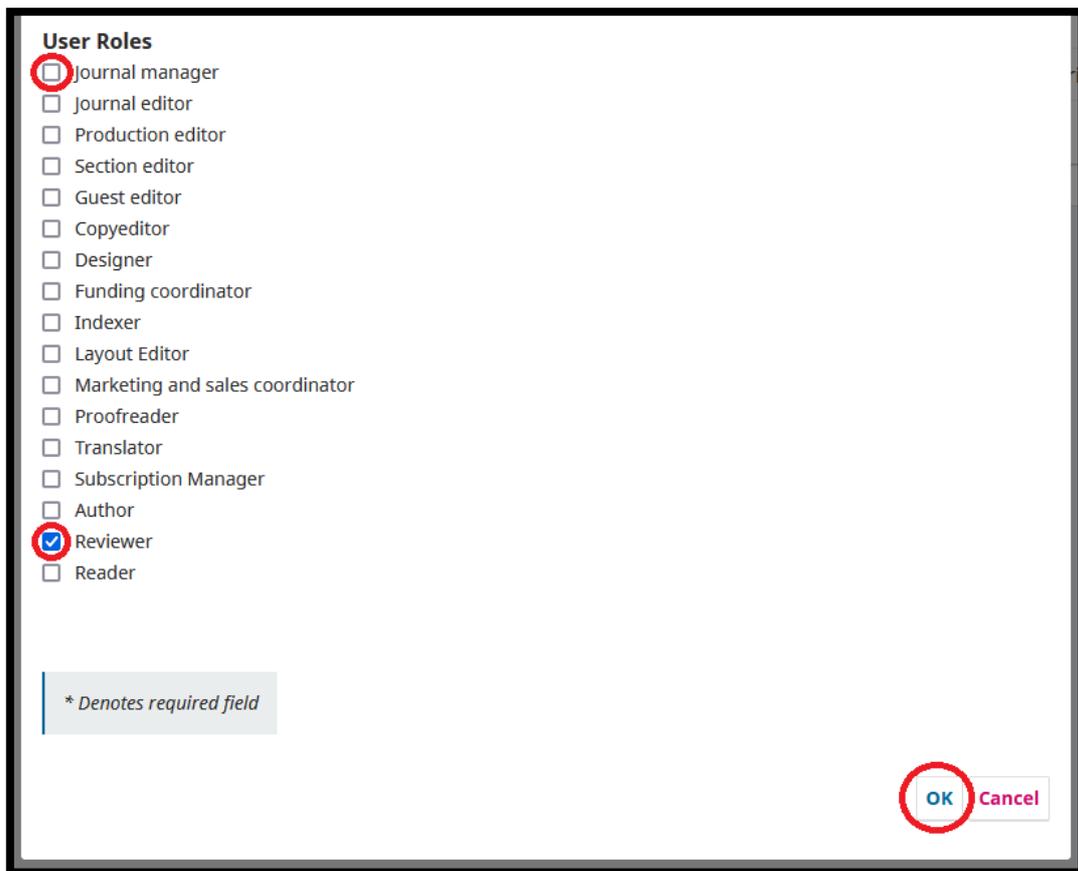
User Roles
- Journal manager
- Journal editor
- Production editor
- Section editor
- Guest editor
- Copyeditor
- Designer
- Funding coordinator
- Indexer
- Layout Editor
- Marketing and sales coordinator
- Proofreader
- Translator
- Subscription Manager
- Author
- ☑ Reviewer
- Reader

* Denotes required field

OK | Cancel

Click "OK" in the bottom to save the changes.

Need help?
If you need help in this process, the team behind tidsskrift.dk are happy to help you. Just send an e-mail to us at tidsskrift.dk@kb.dk.