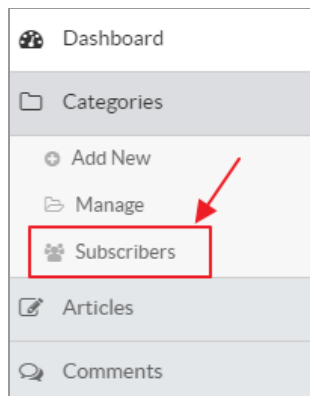


# Managing Subscribers

Users who have subscribed for various categories are **Category Subscribers**. Superusers can view and manage these subscribers from admin section. Expand "**Categories**" section under left navigation bar and click on "**Subscribers**" link to open **Manage Subscribers** page.



**Language drop-down** is available on right side of the page from where you can select a language to manage the subscribers of the language selected. This feature is available only in multi-language (ML) editions of software, not in non-ML editions.

A screenshot of the 'Manage Subscribers' page. The page has a header with a 'Manage Subscribers' title and a breadcrumb trail: 'YOU ARE HERE: Dashboard / Categories / Subscribers'. Below the header is a descriptive text about category subscribers. There are tabs for 'Public', 'Private', and 'Subscribers'. A 'Show 10 entries' dropdown and a 'Select Bulk Action' dropdown with an 'Apply' button are present. The main content is a table with the following data:

ID	Name	Category	Status	Subscribed on	Actions
129	Bijoy	Troubleshooting	✗	Feb 7, 2016 at 12:43 AM	⚡ Actions
128	illyssia chua	SQL Server Edition	✓	Jan 28, 2016 at 11:04 PM	⚡ Actions
117	المالكي	Integration & Customization	✗	Oct 13, 2015 at 11:03 PM	⚡ Actions

**ID:** This column displays the auto generated serial ID of the subscriber in the database.

**Name:** This column displays name of the user who has subscribed to category.

**Category:** This column defines the name of category for which user has subscribed. Click on the category name to view its details.

**Status:** If **active**, the subscriber will be notified of articles posted under the subscribed category, vice-a-versa for **inactive**. The crossed icon shows the inactive status of a subscriber and a tick icon shows active status.

**Subscribed On:** This column displays the date and time on which the user has subscribed to the respective category.

**Actions:** This column displays a drop-down list of actions that can be performed on subscribers. Actions are:

**Edit** - Click to edit the details of the subscriber. When you click this option, **Edit Subscriber** page will be displayed as shown

below:

Edit Subscriber

Name \*

Steve Jackson

Email Address \*

admin@example.com

Subscription Status

☒ Active

☐ Inactive

Save Changes

Cancel

You can edit Name, email address and subscription status of Subscriber can be modified through this screen.

**Delete** - Click to delete the subscriber from the knowledge base.

You can perform the same action on more than one subscriber simultaneously through "**Select Bulk Action**". For this, you first need to check the check boxes corresponding to the subscriber for which operation is required, then select the required action from the bulk action drop-down and click on "**Apply**" button.

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### Custom Fields

**Applicable To:** Standard Edition, Standard (Multi-Language) Edition, Enterprise Edition (MySQL), Enterprise Multi-Language Edition (MySQL), Enterprise Edition (SQL Server), Enterprise Multi-Language Edition (SQL Server)

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Online URL: <https://www.phpkb.com/kb/article/managing-subscribers-141.html>