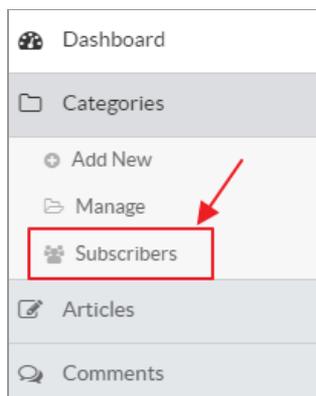# Managing Subscribers

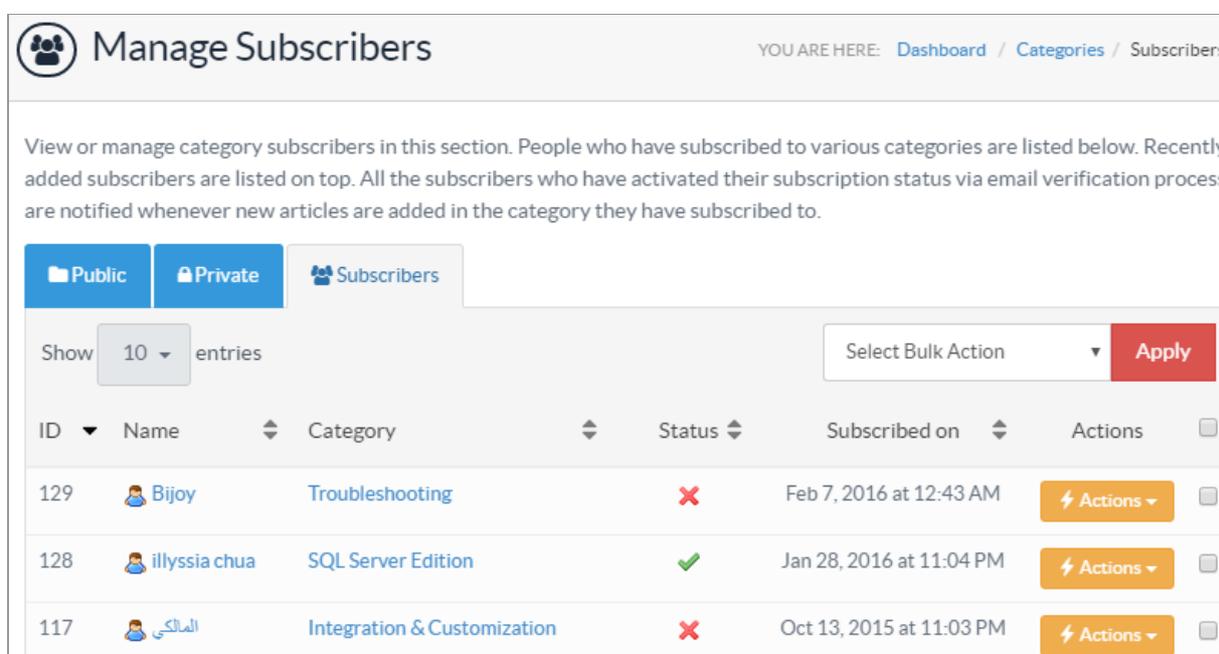👤 Gurjeet Kaur

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.

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

¹²Forbidden

You don't have permission to access this resource.

Additionally, a 403 Forbidden error was encountered while trying to use an ErrorDocument to handle the request.

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.

ii. **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.

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)

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

2²Forbidden

You don't have permission to access this resource.

Additionally, a 403 Forbidden error was encountered while trying to use an ErrorDocument to handle the request.