**Navigating EthosCE (The Wrench)**

**Ethos Support:** Used to find instructions for specific tasks/features.





**Add Content:** This is the starting point for creating a Course or a Series without a course application.

**EthosCE admin**: This is you.

List of the applications assigned to you.

**“Manage Content”:** Used for finding courses.

1. Search by title, filter by content type (course, news item, page, etc.), and search for published/unpublished content.

2. Click “Apply” to execute the search or filtering. Once search or filter is applied, results will appear in a table.

**“Manage users”:** Used for finding user accounts.

1. Search by Role, Active status, E-mail, Username, or Full name.
2. Click “Apply” to execute the search or filtering. Once search or filter is applied, results will appear in a table.

Note(s):

* To remove a filter, simply delete the data entered, click "Apply" again.
* To download the list of users, click the "CSV" icon at the bottom of the page.

**“Merge users”:** Used for merging user accounts.

1. Search for **the account to remove** by entering the account username into the "The name of the account you wish to remove" field.
2. Search for **the account to keep** by entering the account username into the "The name of the account you wish to keep" field.
3. Select an option in the "Action to perform on the account you wish to remove" field.
* "Block" will lock the account and prevent the account from being used.
* "Delete" will remove the account and is irreversible.
1. Click "Review account data."