

## Users Management

### General

Users management is done by the admin of the Tiki, or any other users in a group with the permission to admin users granted (**tiki\_p\_admin\_users**). User A in a group with that permission will be able to raise permissions of other user B, up to the higher group within the group hierarchy within Tiki, but not higher than that.

A common scenario of group hierarchy could be: "**Anonymous < Registered < Contributors < Editors < Admins**".

A user of the Editors group, when it has been granted that **tiki\_p\_admin\_users** permission, will be able to raise users in the Registered to the groups Contributors and/or to Editors, but not to Admins.

Users can either be added by the admin or they can register themselves from the homepage. When some users register themselves, they receive an email with a confirmation link. This concludes their registration. They automatically become members of the default group "Registered" and are entitled to all the rights that you have given to this group. For more information see the [groups management page](#).

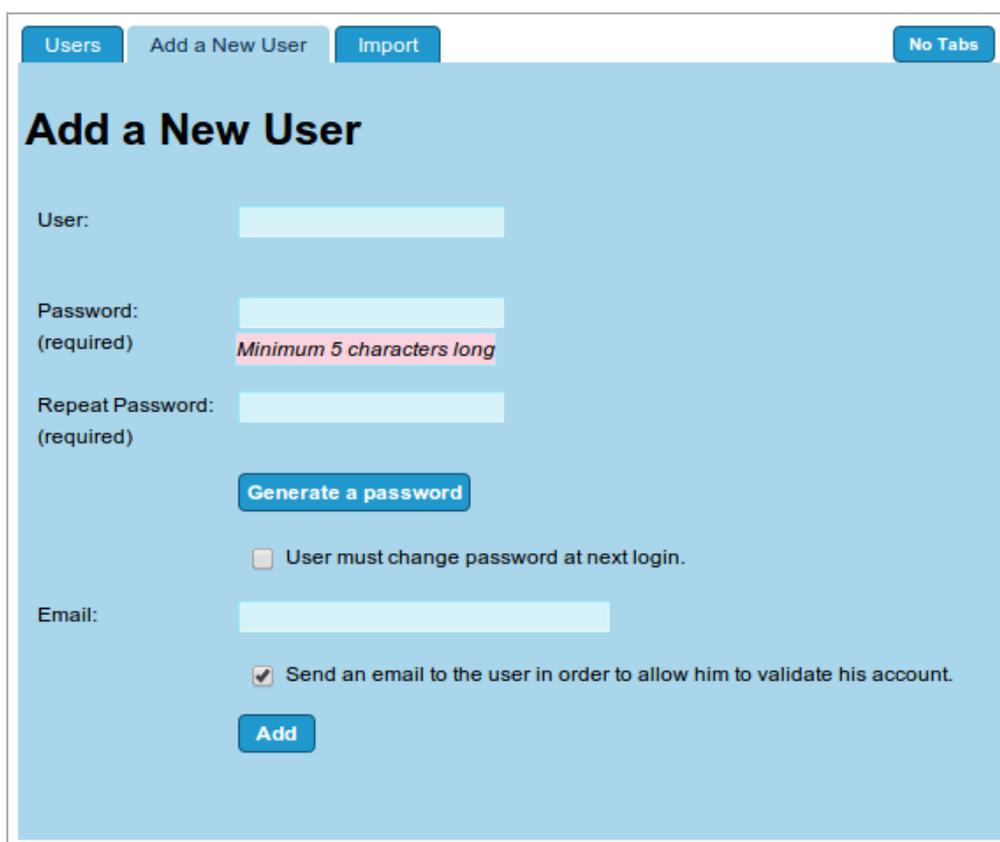
### Adding a new user

After you have installed the software and logged in as the admin you will see the *Menu* on the left side. One of the items is *Admin*.

You can manage users of your Tiki through "**Admin (menu) > Users**" (*tiki-adminusers.php*).

Remember that to unfold the menu entries under one section you need to click on section name.

This Admin Users screen shows the form for adding a user, and a list of current users with their relevant information. The user administration screen allows admins to create and edit users. You can create new users (useful if users can't register themselves), remove users and assign groups to a particular user. You can find users by login name using the find button at the top of the listing (it will act as a filter).



The screenshot shows the 'Add a New User' form in a web application. At the top, there are navigation tabs: 'Users', 'Add a New User', 'Import', and 'No Tabs'. The main heading is 'Add a New User'. The form contains the following fields and controls:

- User:** A text input field.
- Password:** A text input field with '(required)' below it. A red error message below the field reads 'Minimum 5 characters long'.
- Repeat Password:** A text input field with '(required)' below it.
- Generate a password:** A blue button.
- User must change password at next login.**
- Email:** A text input field.
- Send an email to the user in order to allow him to validate his account.**
- Add:** A blue button at the bottom.

Click to expand

Enter the name of a new user, that (s)he is going to use on your system, in the User field. Be sure to use only a combination of A..Z, a..z, 0-9. Other characters in the username may be problematic.

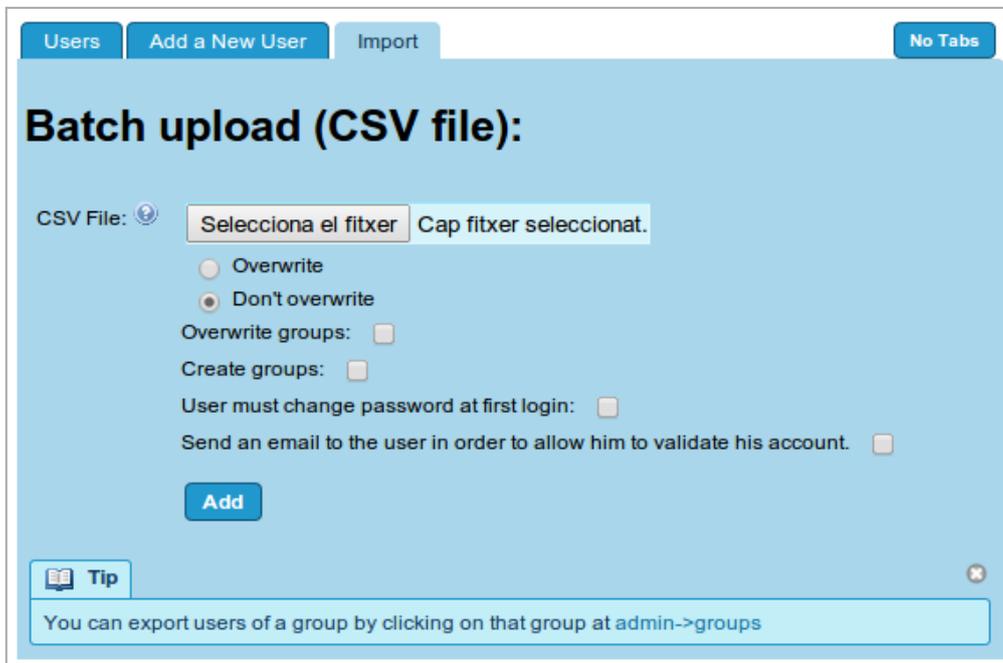
You can either create a password for the new user or have the system generate one for you by clicking on the Generate a password link. When you generate a password, copy it in both of the password fields. The repeat password field is there to make sure that you entered the password that you intended and to ensure that you can login with that password.

Fill in the email address and finish the registration with a click on the **"Add"** button.

The new user will receive an email that will ask for confirmation of the registration by clicking on a URL that is in the confirmation email. When the user clicks on the link (s)he is registered and automatically logged in.

### Adding new users in bulk

You can upload a list of users from a file. The file needs to be in a CSV format.



The screenshot shows a web interface for batch uploading users via a CSV file. At the top, there are tabs for 'Users', 'Add a New User', and 'Import', with 'Add a New User' selected. A 'No Tabs' button is in the top right. The main heading is 'Batch upload (CSV file):'. Below this, there is a 'CSV File:' label with a help icon. A dropdown menu is open, showing 'Selecciona el fitxer' and 'Cap fitxer seleccionat.'. Below the dropdown are two radio buttons: 'Overwrite' (unselected) and 'Don't overwrite' (selected). There are four checkboxes: 'Overwrite groups:' (unchecked), 'Create groups:' (unchecked), 'User must change password at first login:' (unchecked), and 'Send an email to the user in order to allow him to validate his account.' (unchecked). A blue 'Add' button is at the bottom. A 'Tip' box at the bottom left contains the text: 'You can export users of a group by clicking on that group at admin->groups'.

Click to expand

The first line will contain the list of field names. The fields are login, password, email and groups. The next lines have a user per line.

```
login,password,email,groups,default_group,realName  
user1,pass1,email1,group1,group1,Real Name1
```

```
user2,pass2,email2,"group1,group2",group1,Real Name2
```

### Notes:

- Only login, password, email are mandatory.
- Use an empty password for automatic password generation.
- Use same login and email if the login use email.
- Groups are separated by comma.
- With group name with comma, double the comma.
- These groups must exist, unless you click at the checkbox to create the groups if they are missing.

Additional options in the feature to import users in bulk through csv file are:

Parameter	Description
Overwrite groups:	Select this if you want the groups to be overwritten
Create groups:	Select this if you want the new groups indicated in the csv file to be created
User must change password at first login:	Select this if you want to force the user to change their passwords the first time that they log in to Tiki site
Send an email to the user in order to allow him to validate his account.	Select this if you want to require users to validate first their email account prior to their first login.

## Example of CSV File

### Example of CSV File for Batch Upload

```
login,password,email,groups,default_group,realName John
Doe,passe,john@example.com,"Editors, Foo",Foo,John Doe Jr.
durant,passe,durant@example.com, Foo, Foo, Mary Durant
```

## Adding a user to a group

Click the Key icon next to the user you want to assign a group to.

The screenshot displays the 'Users' management page in Tiki. At the top, there are tabs for 'Users', 'Edit user John Doe', and 'Import', along with a 'No Tabs' button. Below the tabs is a search bar with a 'Find' button and a 'Number of displayed rows' set to 25. A 'More Criteria' link is also present. The main content is a table with the following columns: 'User', 'Email', 'Last login', 'Registered', 'Groups', and 'Actions'. Two users are listed: 'admin' and 'John Doe'. The 'John Doe' row is highlighted, and the 'Key' icon in the 'Actions' column is circled in red. The 'Groups' column for 'John Doe' shows 'Registered' and 'Editors' with red 'X' marks, and 'Foo' with a red 'X' mark. The 'Actions' column for 'John Doe' shows a key icon, a plus icon, a minus icon, a refresh icon, and a delete icon. At the bottom, there is a 'Perform action with checked:' dropdown menu set to '-' and an 'OK' button.

Click to expand

You will see a list of groups available below the User Information  
Under action you can click what group you want to add this user to

## Assign User John Doe to Groups

[Admin groups](#)
[Admin users](#)
[User Preferences](#)
[User Information](#)

### User Information

Login: John Doe  
 Email: john@example.com  
 Groups: Registered, Anonymous, Editors , Foo   
 Default Group:  [Set](#)

### Assign User John Doe to Groups

Find  Number of displayed rows  [Go](#)

Name	Description	Expiration	Action
Admins	Have all rights		
Editors	Trusted users		
Foo	foobar		
Registered	Will be ignored because group is already created		
SubAdmins			

[Save](#)

Click to expand

### Finding a user

In the user management module there is a field where you can enter the name of a user that you want to find. The name you enter doesn't need to be exactly like the name you want to find. It is for instance not case sensitive. To search on part of a name is also supported. Searching on 'an' finds all the users with 'an' somewhere in their username.

You can also use the JQuery Sortable Tables interface, which allows for a more interactive management of the users list.

The screenshot shows a 'Users' management page. At the top, there are tabs for 'Users', 'Add a New User', and 'Import', along with a 'No Tabs' button. Below the tabs are buttons for 'Unsort' and 'Clear Filters', and a dropdown menu labeled 'Select a value'. The page indicates 'Page: 1' and 'Showing 1 to 2 of 2 records'. The main table has columns: 'User', 'Email', 'Last login', 'Registered', 'Groups', and 'Actions'. Two users are listed: 'admin' and 'John Doe'. The 'admin' user has a last login of 19:05 on 2014-01-16 at 18:57 and is associated with groups: SubAdmins, Editors, Registered, Admins (with a red X), and Foo (with a red X). The 'John Doe' user has a last login of 19:05 on 2014-01-22 at 20:45 and is associated with groups: Registered, Editors (with a red X), and Foo (with a red X). At the bottom, there is a 'Perform action with checked:' dropdown and an 'OK' button.

Click to expand

You can enable it in "**Admin home > Features > Interface > jQuery plugins and add-ons > Experimental > jQuery Sortable Tables**".

You can find more information on the jQuery Sortable Tables here:  
[http://doc.tiki.org/jQuery#jQuery\\_Sortable\\_Tables](http://doc.tiki.org/jQuery#jQuery_Sortable_Tables)

### Filters

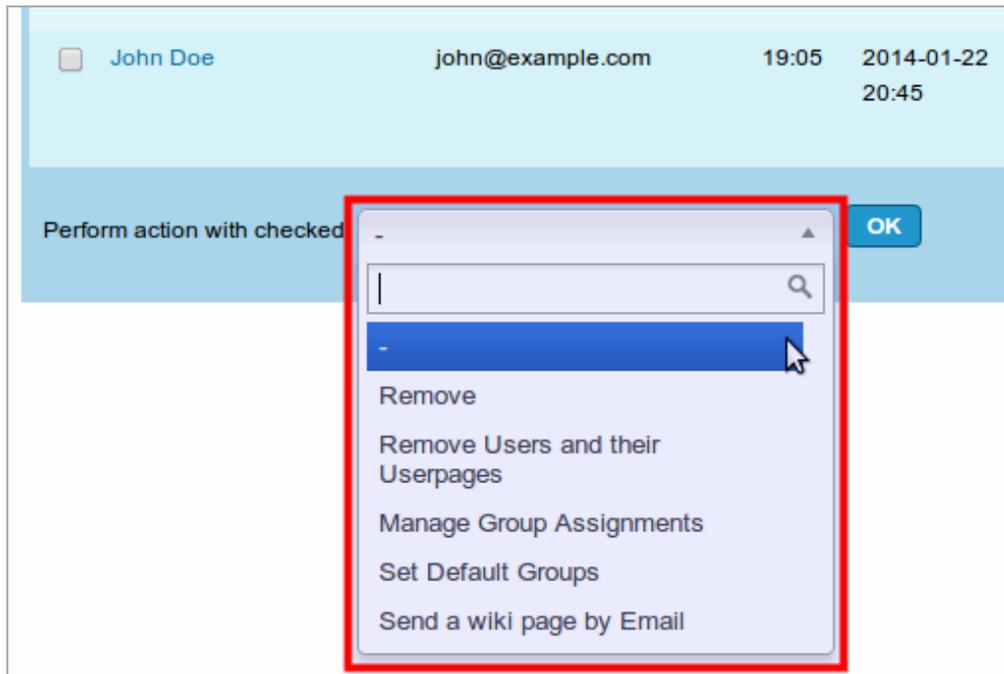
Filters in this screen provide several ways to select just some users from the whole list:

This close-up shows the 'Registered' column filter dropdown menu. The menu is open, displaying several options: 'Select a value', 'Select a value', 'Email not confirmed', 'User not validated', and 'Never logged in'. A red box highlights the dropdown menu. Below the dropdown, the table row for the 'admin' user is visible, showing the 'Registered' group selected.

Click to expand

Actions on many users at once

You can do some actions at once on a multiple selection of users:



Click to expand

Admins can easily [ban](#) multiple IPs from spam registrations directly with just a few clicks. They can also optionally remove the user accounts and their user tracker items, as well as their user pages.

#### Deleting a user

To delete a user, click on the red cross behind the user's name. You are asked to confirm the deletion, go back to the user management module or return to the homepage. After confirmation the user is deleted.

#### Modifying existing user information

Click on the corresponding icons of the "**Actions**" column from the users list. This way you will be able to:

- Assign the user to groups, as explained above.
- Edit Account Settings
- Change User Preferences
- See More User Information
- Delete the User

#### Groups management

See [Groups Management](#)

#### related

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- [Groups](#)
- [Permissions](#)

#### alias

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- [Users Management](#)
- [User](#)