

Gestion des Groupes

Cette page est pr sentement en voie de traduction. Veuillez revenir plus tard...

Groups

In Tiki, **Groups** are the primary means to control permissions settings and access to categories of objects in your web site. It is one of the features that makes Tiki stand out from the other wiki/cms software out there. Using groups and categories, you can create your own "wiki hotel" where any number of groups can have private "rooms" (sets of pages) that only they (and the site administrators of course) can access. To configure groups goto <http://yoursite/tiki-admingroups.php>

Group Home Page

Each group can have a group home page that they are automatically taken to when they log into the site. If they are a member of several groups, the default group is chosen.

This is only available once it is enabled, via
Admin->General->Navigation Tick box: Use group homepage.

Steps to create a private room:

1. Create a group and a category with the same name e.g: steering (a committee)
2. Have a list of users, you can upload a .csv if you like, either way assign all your users to this group.
3. Assign pages to the category you created.
4. Assign permissions to the category such that the permissions **view_categories** and **admin_categories** are awarded to the appropriate group.
5. Ensure that any new pages created are included in the category as well, otherwise they will not be protected.

Tiki, moreover, has another way to manage groups, categories and permissions in a more flexible and advanced way, but if you are new to Tiki, you will be fine adding groups, categories and permissions step by step.

When you are an advanced user / admin, and you need to manage large sets of groups with some frequency (like educational scenarios), you can take advantage of the "Workspaces" feature.

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Related pages

[group](#), [user permissions](#), [permissions](#), [category](#), [admin](#)

Creating Groups

To create a group:

- Expand the Admin drop down:
- Click on Groups, you'll see the page below

The screenshot shows a web interface for managing groups. The top section is titled 'List of existing groups' and includes a search bar with a 'find' button and a 'Number of displayed rows' set to 10. Below this is a table with columns for 'name', 'desc', 'Includes', and 'Permissions'. The table lists five groups: Anonymous, Coaches, Referees, Registered, and Volunteers. Each group has a key icon indicating the number of members and a red 'X' icon indicating permissions. Below the table is a form titled 'Add new group' with a circled title. The form has fields for 'Group:' (containing 'Players'), 'Description:' (containing 'Youth Players'), 'Include:' (a dropdown menu with 'Anonymous', 'Coaches', 'Referees', and 'Registered' options), and 'Group Homepage:' (containing 'DVFC Player Page'). An 'Add' button is at the bottom of the form.

| name | desc | Includes | Permissions |
|----------------------------|--|----------|-------------|
| Anonymous | Public users not logged | | 2 |
| Coaches | Youth Team Coaches and Assistants | | 9 |
| Referees | Referees and Assistants | | 16 |
| Registered | Users logged into the system | | 3 |
| Volunteers | Concession Stands, Field Maintenance, Fund Raising | | 14 |

Add new group

Group:

Description:

Include:

Group Homepage:
(Use wiki page name or full URL)
To use a relative link, use ex.: [http.tiki-forums.php](http://tiki-forums.php)

- Fill in the form with the group name and description
 - If the group you are creating should be included as a sub-group of another group, use the include box to choose the group or group that the new group should be a part of.
- Note:** By default, all groups will include the **Registered** group.

- If the group should have it's own homepage, put the wiki page name or full URL in the Home Page Box (Do not forget to have checked 'Use group homepages' in admin->general) . Special value: the user homepage prefix (ex: UserPage) can be use to redirect a user to his homepage at login.
- When all fields have been filled in click the Add button. The form will refresh and you group will appear in the new list (see below)
- Group Default Category(Default category assigned to objects edited by a group user): **(tw>=1.10)**If a user with a default group (do not forget to set the default group for each user) edits (create or modify) an object and save the object without putting a category, the specified category is automatically assign to the object.

Assigning users to groups.

From the user administration screen click on the gold key to the right of the user line.

| | Name | Email | Last login | Valid | Groups |
|--------------------------|-----------|--------------------|-------------------------------------|-------|--------------------------|
| <input type="checkbox"/> | admin | | Friday 25 of May, 2007 03:28:51 UTC | yes | |
| <input type="checkbox"/> | aferguson | fergie@example.com | Never () | yes | coaches(x) Registered(x) |

Click on the key to assign this user to a group

The assign user form will be opened (see below)



This form shows the user information, the group that the user already belongs to, and a list of group that the user can join. There are also shortcuts to group permissions, group admin, and user admin from this page.

Assigning permissions to groups.

From the group administration screen click on the gold key icon for a particular group and you will see a screen divided in two parts. The first part (see below) shows the permissions that are currently set for the group.



The lower part of the screen shows all the permissions available to the group, as well as details about the currently assigned permissions.

The entry below shows that the permission has been inherited from the permissions given to registered users.

| | | | | |
|-------------------------------------|----------------------|----------|-------------------------|----------------------------------|
| <input checked="" type="checkbox"/> | tiki_p_view_calendar | calendar | Can browse the calendar | inherited from <u>Registered</u> |
|-------------------------------------|----------------------|----------|-------------------------|----------------------------------|

An entry like the one below shows that the group has permission to administer the feature, in this case, calendars.















| | | | | |
|-------------------------------------|----------------------|----------|-------------------------|---|
| <input checked="" type="checkbox"/> | tiki_p_view_calendar | calendar | Can browse the calendar | inherited from <u>Registered</u> <u>admin</u> |
|-------------------------------------|----------------------|----------|-------------------------|---|

Additional permissions are assigned by clicking the checkboxes next to the permission, and then clicking the update button at the top or bottom of the page when finished.

Changing or Removing Groups

List of existing groups

Find Number of displayed rows

| <u>name</u> | <u>desc</u> | Includes | Permissions | |
|--|---|--|--|--|
|  Anonymous | Public users not logged | |  2 | |
|  Coaches | Youth Team Coaches and Assistants Click Here to Edit | |  9 |  Click here to delete |
|  Referees | Referees and Assistants | |  16 |  |
|  Registered | Users logged into the system | Click here to change permissions |  3 |  |
|  Volunteers | Concession Stands, Field Maintenance, Fund Raising | |  14 |  |

- To change a group, click on the group name
- To change permissions on a group, click on the key icon
- To remove a group, click on the X.











Changing group Settings

Edit group Coaches

[assign permissions](#)

| | |
|---|---|
| Group: | Coaches |
| Description: | Youth Team Coaches and Assistants |
| Include: | None ▲ Anonymous ▲ Registered ▲ Volunteers ▼ |
| Group Homepage: (Use wiki page name or full URL) To use a relative link, use ex.: <i>http.tiki-forums.php</i> | |
| <input type="button" value="Save"/> | |

Members List: Coaches

  [aferguson](#)   [rbenitez](#)   [scoppel](#)   [mjol](#)   [dmoyes](#)

5 users in group Coaches

After clicking on the group you want to change, you'll see the form above.

- To change group Name, Description, Subgroups Included, or Homepage, edit the form and click the save button.
- To remove a group member, click on the red X next to the members name. __Note!: This does not remove the user, it just takes them out of the group.

Assigning a tracker to a group

see: Group Tracker

Group Permissions

In this section you can see information for the group that you selected as name, description and permissions assigned. Then you can create a new permission level and you can if you want assign all the permissions in some level to the group. Or remove all the permissions in some level from this group. As you can see permissions are organized in levels. By default Tiki comes with four prearranged levels that you can modify as you want:

- Basic: permissions for anonymous users, basic site usage
- Registered: permissions for logged users
- Editor: Permissions to site editors can manipulate content.
- Admin: Permissions for admins only. Can be dangerous if misused

In the second part of the screen you can assign permissions and change levels.



The screenshot shows a web interface for managing group permissions. At the top, there is a navigation menu with links like [All | General | Wiki | File gals | Comments | Blogs | Image gals | Forums | Comm | Games | Quizzes]. Below the menu is a table with columns for 'name', 'level', 'type', and 'desc'. Each row represents a permission, with a checkbox in the 'name' column and a dropdown menu in the 'level' column. The 'type' column is consistently 'tiki', and the 'desc' column provides a brief description of the permission.

| name | level | type | desc |
|--|------------|------|--|
| <input type="checkbox"/> tiki_p_admin | admin | tiki | Administrator, can manage users groups and permissions and all the weblog features |
| <input type="checkbox"/> tiki_p_use_HTML | editors | tiki | Can use HTML in pages |
| <input type="checkbox"/> tiki_p_edit_templates | admin | tiki | Can edit site templates |
| <input type="checkbox"/> tiki_p_admin_dynamic | editors | tiki | Can admin the dynamic content system |
| <input type="checkbox"/> tiki_p_admin_banners | admin | tiki | Administrator, can admin banners |
| <input type="checkbox"/> tiki_p_admin_categories | editors | tiki | Can admin categories |
| <input type="checkbox"/> tiki_p_vote_poll | basic | tiki | Can vote polls |
| <input type="checkbox"/> tiki_p_edit_cookies | editors | tiki | Can admin cookies |
| <input type="checkbox"/> tiki_p_view_stats | basic | tiki | Can view site stats |
| <input type="checkbox"/> tiki_p_view_referer_stats | editors | tiki | Can view referer stats |
| <input type="checkbox"/> tiki_p_eph_admin | editors | tiki | Can admin ephemerides |
| <input type="checkbox"/> tiki_p_admin_mailin | admin | tiki | Can admin mailin accounts |
| <input type="checkbox"/> tiki_p_edit_languages | editors | tiki | Can edit translations and create new languages |
| <input type="checkbox"/> tiki_p_admin_banning | admin | tiki | Can ban users or ips |
| <input type="checkbox"/> tiki_p_create_css | registered | tiki | Can create new css suffixed with -user |

The top section is used to select a permission category, for example games, forums, FAQs, etc. All can be used to see all the permissions at once (the screen will be VERY long). For each category for which permissions will be displayed the checkboxes indicate if the permission is assigned to the group or not. You can assign/remove permissions using the checkboxes; you can also change the level of any permission using the dropdown. In this way you can re-classify the permissions as you need and then easily assign all level-x permissions to a group whenever you want.

When a user belongs to more than one group the permissions are accumulated.

Permissions

Permissions are what group CAN do. Note that permissions always ALLOW group to do things; there are no restrictive permissions in Tiki because they can conflict if the user belongs to more than one group. The list of permissions that you can assign to group are:

General permissions

| | |
|---------------------------|---|
| tiki_p_admin | Administrator, can manage users group and permissions and all the weblog features |
| tiki_p_use_HTML | Can use HTML in pages |
| tiki_p_edit_templates | Can edit site templates |
| tiki_p_admin_dynamic | Can admin the dynamic content system |
| tiki_p_admin_banners | Administrator, can admin banners |
| tiki_p_admin_categories | Can admin categories |
| tiki_p_vote_poll | Can vote polls |
| tiki_p_edit_cookies | Can admin cookies |
| tiki_p_view_stats | Can view site stats |
| tiki_p_view_referer_stats | Can view referer stats |
| tiki_p_eph_admin | Can admin ephemerides |
| tiki_p_admin_mailin | Can admin mail-in accounts |
| tiki_p_edit_languages | Can edit translations and create new languages |
| tiki_p_admin_banning | Can ban users or ISP |
| tiki_p_create_css | Can create new css suffixed with -user |

Wiki permissions

| | |
|------------------------------|--|
| iki_p_edit | Can edit pages |
| iki_p_view | Can view page/pages |
| iki_p_remove | Can remove |
| iki_p_rollback | Can rollback pages |
| iki_p_admin_wiki | Can admin the wiki |
| iki_p_wiki_attach_files | Can attach files to wiki pages |
| iki_p_wiki_admin_attachments | Can admin attachments to wiki pages |
| iki_p_wiki_view_attachments | Can view wiki attachments and download |
| iki_p_upload_picture | Can upload pictures to wiki pages |
| iki_p_minor | Can save as minor edit |
| iki_p_rename | Can rename pages |
| iki_p_lock | Can lock pages |
| iki_p_edit_structures | Can create and edit structures |
| iki_p_edit_copyrights | Can edit copyright notices |

File galleries permissions

tiki_p_admin_file_galleries

Can admin file galleries

tiki_p_create_file_galleries

Can create file galleries

tiki_p_upload_files

Can upload files

tiki_p_download_files

Can download files

tiki_p_view_file_gallery

Can view file galleries

tiki_p_batch_upload_files

Can upload zip files with files

Comment permissions

tiki_p_post_comments

Can post new comments

tiki_p_read_comments

Can read comments

tiki_p_remove_comments

Can delete comments

tiki_p_vote_comments

Can vote comments

tiki_p_edit_comments

Can edit all comments

Blog permissions

tiki_p_create_blogs

Can create a blog

tiki_p_blog_post

Can post to a blog

tiki_p_blog_admin

Can admin blogs

tiki_p_read_blog

Can read blogs

Image gallery permissions

tiki_p_admin_galleries

Can admin Image Galleries

tiki_p_create_galleries

Can create image galleries

tiki_p_upload_images

Can upload images

tiki_p_view_image_gallery

Can view image galleries

tiki_p_batch_upload_images

Can upload zip files with images

Forums permissions

tiki_p_admin_forum

Can admin forums

tiki_p_forum_post

Can post in forums

tiki_p_forum_post_topic

Can start threads in forums

tiki_p_forum_read

Can read forums

tiki_p_forum_vote

Can vote comments in forums

tiki_p_forums_report

Can report msgs to moderator

tiki_p_forum_attach

Can attach to forum posts

tiki_p_forum_autoapp

Auto approve forum posts

Communications permissions

tiki_p_send_pages

Can send pages to other sites

tiki_p_sendme_pages

Can send pages to this site

tiki_p_admin_received_pages

Can admin received pages

tiki_p_send_articles

Can send articles to other sites

tiki_p_sendme_articles

Can send articles to this site

tiki_p_admin_received_articles

Can admin received articles

Games permissions

tiki_p_play_games

Can play games

tiki_p_admin_games

Can admin games

Quiz permissions

tiki_p_admin_quizzes

Can admin quizzes

tiki_p_take_quiz

Can take quizzes

tiki_p_view_quiz_stats

Can view quiz stats

tiki_p_view_user_results

Can view user quiz results

Articles & Submissions permissions

| | |
|-------------------------------|---|
| tiki_p_edit_article | Can edit articles |
| tiki_p_remove_article | Can remove articles |
| tiki_p_read_article | Can read articles |
| tiki_p_submit_article | Can submit articles |
| tiki_p_edit_submission | Can edit submissions |
| tiki_p_remove_submission | Can remove submissions |
| tiki_p_approve_submission | Can approve submissions |
| tiki_p_admin_cms | Can admin the cms |
| tiki_p_autoapprove_submission | Submitted articles automatically approved |

FAQ permissions

tiki_p_admin_faqs

Can admin FAQs

tiki_p_view_faqs

Can view FAQs

tiki_p_suggest_faq

Can suggest FAQ questions

User permissions

tiki_p_create_bookmarks

Can create user bookmarks

tiki_p_configure_modules

Can configure modules

tiki_p_cache_bookmarks

Can cache user bookmarks

tiki_p_usermenu

Can create items in personal menu

tiki_p_minical

Can use the mini event calendar

tiki_p_userfiles

Can upload personal files

tiki_p_tasks

Can use tasks

tiki_p_notepad

Can use the notepad

tiki_p_newsreader

Can use the newsreader

Chat permissions

iki_p_admin_chat

Administrator, can create channels remove channels etc

iki_p_chat

Can use the chat system

Content template permissions

iki_p_edit_content_templates

templates Can edit content templates

iki_p_use_content_templates

templates Can use content templates

Shout box permissions

tiki_p_view_shoutbox

Can view shoutbox

tiki_p_admin_shoutbox

Can admin shoutbox (Edit/remove msgs)

tiki_p_post_shoutbox

Can post messages in shoutbox

Drawing permissions

tiki_p_admin_drawings

Can admin drawings

tiki_p_edit_drawings

Can edit drawings

HTML page permissions

tiki_p_view_html_pages

pages Can view HTML pages

tiki_p_edit_html_pages

pages Can edit HTML pages

Tracker permissions

tiki_p_modify_tracker_items

Can change tracker items

tiki_p_comment_tracker_items

Can insert comments for tracker items

tiki_p_create_tracker_items

Can create new items for trackers

tiki_p_admin_trackers

Can admin trackers

tiki_p_view_trackers

Can view trackers

tiki_p_attach_trackers

Can attach files to tracker items

Survey permissions

tiki_p_admin_surveys

Can admin surveys

tiki_p_take_survey

Can take surveys

tiki_p_view_survey_stats

Can view survey stats

Webmail permissions

tiki_p_use_webmail

Can use webmail

Newsletter permissions

tiki_p_admin_newsletters

Can admin newsletters

tiki_p_subscribe_newsletters

Can subscribe to newsletters

tiki_p_subscribe_email

Can subscribe any email to newsletters

User message permissions

tiki_p_messages

Can use the messaging system

tiki_p_broadcast

Can broadcast messages to group

tiki_p_broadcast_all

Can broadcast messages to all user

DSNs

Permissions are created dynamically. See the Wiki SQL plugin for information

Directory permissions

tiki_p_admin_directory

Can admin the directory

tiki_p_view_directory

Can use the directory

tiki_p_admin_directory_cats

Can admin directory categories

tiki_p_admin_directory_sites

Can admin directory sites

tiki_p_submit_link

Can submit sites to the directory

tiki_p_autosubmit_link

Submitted links are valid

tiki_p_validate_links

Can validate submitted links

Galaxia Workflow

tiki_p_admin_workflow

Can admin workflow processes

tiki_p_abort_instance

Can abort a process instance

tiki_p_use_workflow

Can execute workflow activities

tiki_p_exception_instance

Can declare an instance as exception

tiki_p_send_instance

Can send instances after completion

Charts

tiki_p_admin_charts

Can admin charts

tiki_p_view_chart

Can view charts

tiki_p_vote_chart

Can vote

tiki_p_suggest_chart_item

charts Can suggest items

tiki_p_autoval_chart_suggestio

Autovalidate suggestions

ExtWikis

missing permissions here

Live Support

tiki_p_live_support_admin

Admin live support system

tiki_p_live_support

Can use live support system

Calendar

tiki_p_view_calendar

Can browse the calendar

tiki_p_change_events

Can change events in the calendar

tiki_p_add_events

Can add events in the calendar

tiki_p_admin_calendar

Can create/admin calendars

Permissions for individual users

What if you want to give a specific user some permissions? Just create an artificial group, assign the user to that group, and give the group the permissions that you need.

Individual permissions

As we explained you can set up individual permissions for some Tiki objects. When assigning individual permissions the permissions you can assign are the same as you have in the global permissions screen. Once an object has individual permissions only the individual permissions apply to the object, and not the global permissions.

The following objects accept individual permissions:

- Wiki pages
- Image galleries
- File galleries
- Forums
- Weblogs
- Newsletters
- Surveys
- Quizzes
- Trackers

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- Permissions
 - Users
 - Group Transitions
 - Group emulation

