

This page should [merge with Groups](#)

# Groups Management

For general information about the [group](#) feature see [group](#).

## RELATED PAGES

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

# Creating Groups

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To create a group:

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

### List of existing groups

Find   Number of displayed rows

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

**Add new group**

Group:

Description:

Include:

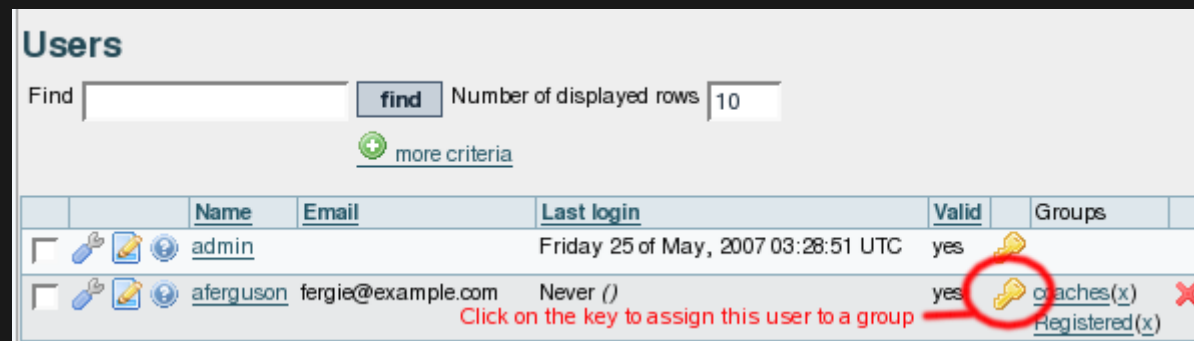
Group Homepage:  
(Use wiki page name or full URL)  
To use a relative link, use ex.: [http.tiki-forums.php](http://tiki-forums.php)

- 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.



The screenshot shows a web interface for user management. At the top, there's a search bar with a 'find' button and a 'Number of displayed rows' set to 10. Below the search bar is a 'more criteria' link. The main part of the interface is a table with columns: Name, Email, Last login, Valid, and Groups. There are two rows of users: 'admin' and 'aferguson'. The 'aferguson' row has a gold key icon in the 'Groups' column, which is circled in red. Below the table, there is a red text prompt: 'Click on the key to assign this user to a group'.

|                          | 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) |

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 <a href="#">Registered</a> |
|-------------------------------------|----------------------|----------|-------------------------|---|

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 <a href="#">Registered</a> | <a href="#">admin</a> |
|-------------------------------------|----------------------|----------|-------------------------|---|-----------------------|

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  |   |
|---|----------------------------|--|----------|--|---|
|  | <a href="#">Anonymous</a>  | Public users not logged  |          |  2  |   |
|  | <a href="#">Coaches</a>    | Youth Team Coaches and Assistants<br><i>Click Here to Edit</i> |          |  9  |  <i>Click here to delete</i>             |
|  | <a href="#">Referees</a>   | Referees and Assistants  |          |  16 |    |
|  | <a href="#">Registered</a> | Users logged into the system                                   |          |  3  |  <i>Click here to change permissions</i> |
|  | <a href="#">Volunteers</a> | 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:  | <input type="text" value="Coaches"/>  |
| Description:  | <input type="text" value="Youth Team Coaches and Assistants"/>  |
| Include:  | <input type="text" value="None"/> ▲<br><input type="text" value="Anonymous"/> ▲<br><input type="text" value="Registered"/> ▲<br><input type="text" value="Volunteers"/> ▼ |
| Group Homepage:<br>(Use wiki page name or full URL)<br>To use a relative link, use ex.: <i>http:tiki-forums.php</i> | <input type="text"/>  |
| <input type="button" value="Save"/>   |   |

### Members List: Coaches

  [aferguson](#)      [rbenitez](#)      [scoppel](#)      [mjl](#)      [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.

| 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 mail-in 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

tiki\_p\_use\_HTML

tiki\_p\_edit\_templates

tiki\_p\_admin\_dynamic

tiki\_p\_admin\_banners

tiki\_p\_admin\_categories

tiki\_p\_vote\_poll

tiki\_p\_edit\_cookies

---

Administrator, can manage users **group** and permissions and all the weblog features

Can use HTML in pages

Can edit site templates

Can admin the dynamic content system

Administrator, can admin banners

Can admin categories

Can vote polls

Can admin cookies

tiki\_p\_view\_stats

tiki\_p\_view\_referer\_stats

tiki\_p\_eph\_admin

tiki\_p\_admin\_mailin

tiki\_p\_edit\_languages

tiki\_p\_admin\_banning

tiki\_p\_create\_css

---

Can view site stats

Can view referer stats

Can admin ephemerides

Can admin mail-in accounts

Can edit translations and create new languages

Can ban users or ISP

Can create new css suffixed with -user

---

## WIKI PERMISSIONS

tiki\_p\_edit

tiki\_p\_view

Can edit pages

Can view page/pages

tiki\_p\_remove

tiki\_p\_rollback

tiki\_p\_admin\_wiki

tiki\_p\_wiki\_attach\_files

tiki\_p\_wiki\_admin\_attachments

tiki\_p\_wiki\_view\_attachments

tiki\_p\_upload\_picture

tiki\_p\_minor

tiki\_p\_rename

tiki\_p\_lock

Can remove

Can rollback pages

Can admin the wiki

Can attach files to wiki pages

Can admin attachments to wiki pages

Can view wiki attachments and download

Can upload pictures to wiki pages

Can save as minor edit

Can rename pages

Can lock pages

tiki\_p\_edit\_structures

tiki\_p\_edit\_copyrights

---



Can create and edit structures

Can edit copyright notices

---

## FILE GALLERIES PERMISSIONS

---

tiki\_p\_admin\_file\_galleries

tiki\_p\_create\_file\_galleries

tiki\_p\_upload\_files

tiki\_p\_download\_files

tiki\_p\_view\_file\_gallery

tiki\_p\_batch\_upload\_files

---

Can admin file galleries

Can create file galleries

Can upload files

Can download files

Can view file galleries

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

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tiki\_p\_admin\_galleries

tiki\_p\_create\_galleries

tiki\_p\_upload\_images

tiki\_p\_view\_image\_gallery

tiki\_p\_batch\_upload\_images

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Can admin Image Galleries

Can create image galleries

Can upload images

Can view image galleries

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  
tiki\_p\_sendme\_pages  
tiki\_p\_admin\_received\_pages  
tiki\_p\_send\_articles

Can send pages to other sites

Can send pages to this site

Can admin received pages

Can send articles to other sites

tiki\_p\_sendme\_articles

tiki\_p\_admin\_received\_articles

---



Can send articles to this site

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

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tiki\_p\_edit\_article

tiki\_p\_remove\_article

tiki\_p\_read\_article

tiki\_p\_submit\_article

tiki\_p\_edit\_submission

tiki\_p\_remove\_submission

tiki\_p\_approve\_submission

tiki\_p\_admin\_cms

tiki\_p\_autoapprove\_submission

---

Can edit articles

Can remove articles

Can read articles

Can submit articles

Can edit submissions

Can remove submissions

Can approve submissions

Can admin the cms

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  
tiki\_p\_configure\_modules  
tiki\_p\_cache\_bookmarks  
tiki\_p\_usermenu  
tiki\_p\_minical

Can create user bookmarks

Can configure modules

Can cache user bookmarks

Can create items in personal menu

Can use the mini event calendar

tiki\_p\_userfiles

tiki\_p\_tasks

tiki\_p\_notepad

tiki\_p\_newsreader

---

Can upload personal files

Can use tasks

Can use the notepad

Can use the newsreader

---

## CHAT PERMISSIONS

---

tiki\_p\_admin\_chat

tiki\_p\_chat

---

Administrator, can create channels remove channels etc  
Can use the chat system

#### CONTENT TEMPLATE PERMISSIONS

tiki\_p\_edit\_content\_templates

tiki\_p\_use\_content\_templates



templates Can edit content templates

templates Can use content templates

## SHOUT BOX PERMISSIONS

tiki\_p\_view\_shoutbox

tiki\_p\_admin\_shoutbox

tiki\_p\_post\_shoutbox

Can view shoutbox

Can admin shoutbox (Edit/remove msgs)

Can pot 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

tiki\_p\_comment\_tracker\_items

tiki\_p\_create\_tracker\_items

tiki\_p\_admin\_trackers

tiki\_p\_view\_trackers

tiki\_p\_attach\_trackers

---

- Can change tracker items
- Can insert comments for tracker items
- Can create new items for trackers
- Can admin trackers
- Can view 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

tiki\_p\_subscribe\_newsletters

tiki\_p\_subscribe\_email

Can admin newsletters

Can subscribe to newsletters

Can subscribe any email to newsletters

#### USER MESSAGE PERMISSIONS

tiki\_p\_messages

tiki\_p\_broadcast

tiki\_p\_broadcast\_all

Can use the messaging system

Can broadcast messages to **group**

Can broadcast messages to all user



# DSNS

Permissions are created dynamically. See the Wiki [SQL plugin](#) for information

## DIRECTORY PERMISSIONS

---

tiki\_p\_admin\_directory

tiki\_p\_view\_directory

tiki\_p\_admin\_directory\_cats

tiki\_p\_admin\_directory\_sites

tiki\_p\_submit\_link

tiki\_p\_autosubmit\_link

tiki\_p\_validate\_links

---

Can admin the directory

Can use the directory

Can admin directory categories

Can admin directory sites

Can submit sites to the directory

Submitted links are valid

Can validate submitted links

## CHARTS

---

tiki\_p\_admin\_charts

tiki\_p\_view\_chart

tiki\_p\_vote\_chart

tiki\_p\_suggest\_chart\_item

tiki\_p\_autoval\_chart\_suggestio

---

Can admin charts

Can view charts

Can vote

charts Can suggest items

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

tiki\_p\_change\_events

tiki\_p\_add\_events

tiki\_p\_admin\_calendar

Can browse the calendar

Can change events in the calendar

Can add events in the 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