

# 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  

- 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 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.



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



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



- 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



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 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

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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

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# 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

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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

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# Image gallery permissions

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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

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# Forums permissions

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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

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# Communications permissions

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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

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# Games permissions

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tiki\_p\_play\_games

Can play games

tiki\_p\_admin\_games

Can admin games

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# Quiz permissions

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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

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# Articles & Submissions permissions

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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

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# FAQ permissions

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tiki\_p\_admin\_faqs

Can admin FAQs

tiki\_p\_view\_faqs

Can view FAQs

tiki\_p\_suggest\_faq

Can suggest FAQ questions

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# User permissions

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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

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# Chat permissions

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tiki\_p\_admin\_chat

Administrator, can create channels remove channels etc

tiki\_p\_chat

Can use the chat system

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# 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

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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

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# Drawing permissions

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tiki\_p\_admin\_drawings

Can admin drawings

tiki\_p\_edit\_drawings

Can edit drawings

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# HTML page permissions

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tiki\_p\_view\_html\_pages

pages Can view HTML pages

tiki\_p\_edit\_html\_pages

pages Can edit HTML pages

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# Tracker permissions

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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

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# 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

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# 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

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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

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# DSNs

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

# Directory permissions

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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

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# 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

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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

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# 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