

# 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

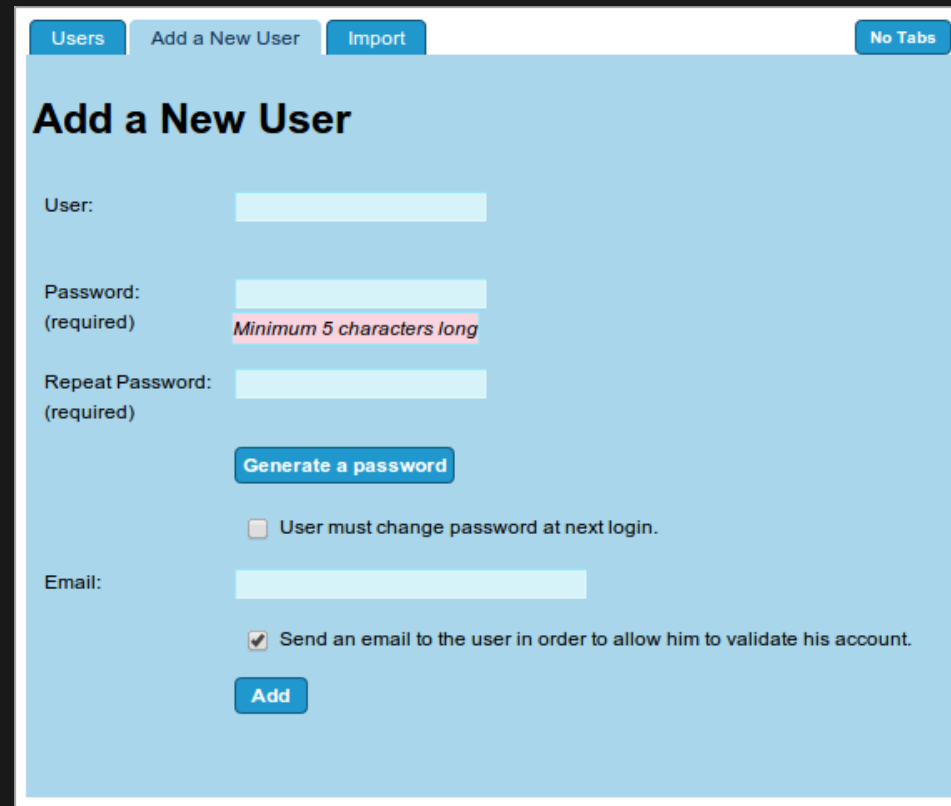
After you have installed the software and logged in as the admin you will see the *Menu* on the left side. One of the items is *Admin*.

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 a web interface for adding a new user. At the top, there are tabs for 'Users', 'Add a New User', and 'Import', along with a 'No Tabs' button. The main heading is 'Add a New User'. Below this, there are four input fields: 'User:', 'Password: (required)', 'Repeat Password: (required)', and 'Email:'. A red text label 'Minimum 5 characters long' is positioned below the password field. A blue button labeled 'Generate a password' is located between the password and repeat password fields. Below the password fields, there is a checkbox labeled 'User must change password at next login.' Below the email field, there is a checked checkbox labeled 'Send an email to the user in order to allow him to validate his account.' At the bottom of the form is a blue button labeled 'Add'.

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.

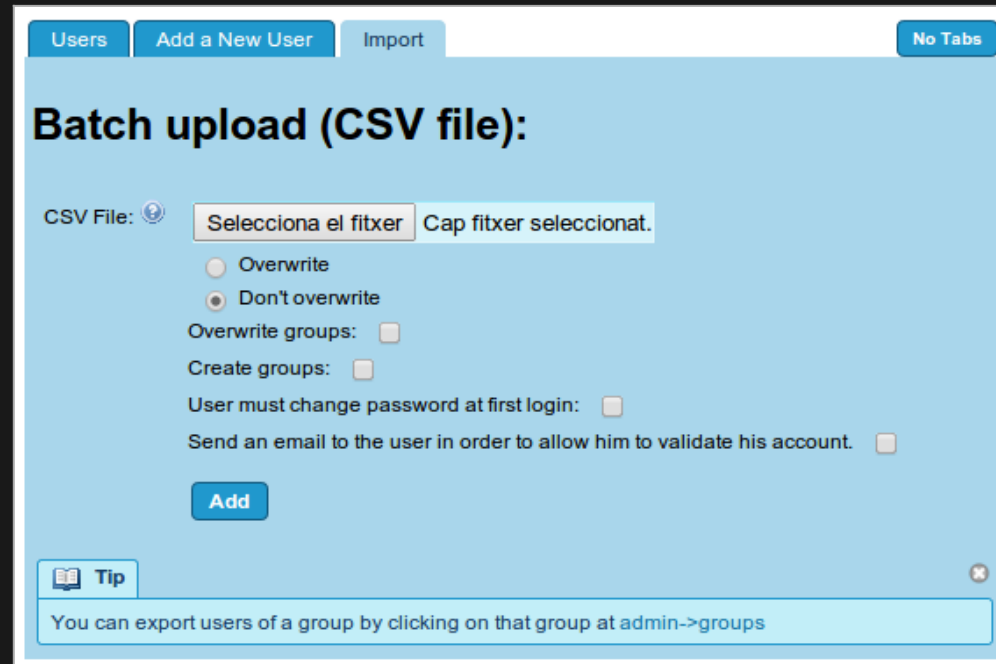
You can either create a password for the new user or have the system generate one for you by clicking on the Generate a password link. When you generate a password, copy it in both of the password fields. The repeat password field is there to make sure that you entered the password that you intended 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 adding users in bulk. 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 is a 'CSV File:' label with a help icon. A text input field contains 'Selecciona el fitxer' and a button labeled 'Cap fitxer seleccionat.'. There are two radio buttons: 'Overwrite' (unselected) and 'Don't overwrite' (selected). Below these 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

Overwrite groups:

Create groups:

User must change password at first login:

## Description

Select this if you want the groups to be overwritten

Select this if you want the new groups indicated in the csv file to be created

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.

Users Edit user John Doe Import No Tabs

## Users

Find  Find Number of displayed rows

[+ More Criteria](#)

| User                              | Email             | Last login | Registered          | Groups   | Actions  |
|-----------------------------------|-------------------|------------|---------------------|--|--|
| <input type="checkbox"/> admin    | admin@example.com | 19:05      | 2014-01-16<br>18:57 | SubAdmins <input type="checkbox"/><br>Editors <input type="checkbox"/><br>Registered <input type="checkbox"/><br>Admins <input checked="" type="checkbox"/><br>Foo <input checked="" type="checkbox"/> | <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>  |
| <input type="checkbox"/> John Doe | john@example.com  | 19:05      | 2014-01-22<br>20:45 | Registered <input type="checkbox"/><br>Editors <input checked="" type="checkbox"/><br>Foo <input checked="" type="checkbox"/>  | <input checked="" type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input checked="" type="checkbox"/> |

Perform action with checked:  OK

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.

Users Add a New User Import No Tabs

## Users

Unsort Clear Filters Select a value

Page: 1 Showing 1 to 2 of 2 records 25

| <input type="checkbox"/> | User   | Email   | Last login | Registered          | Groups   | Actions   |
|--------------------------|--|---|------------|---------------------|--|---|
| <input type="checkbox"/> | <input type="text" value="Type to filter..."/> | <input type="text" value="Enter valid email..."/> |            |                     | <span>Select a value</span>  |   |
| <input type="checkbox"/> | admin  | admin@example.com                                 | 19:05      | 2014-01-16<br>18:57 | SubAdmins <input type="checkbox"/><br>Editors <input type="checkbox"/><br>Registered <input type="checkbox"/><br>Admins <input checked="" type="checkbox"/><br>Foo <input checked="" type="checkbox"/> |                                         |
| <input type="checkbox"/> | John Doe                                       | john@example.com                                  | 19:05      | 2014-01-22<br>20:45 | Registered <input type="checkbox"/><br>Editors <input checked="" type="checkbox"/><br>Foo <input checked="" type="checkbox"/>  |     <input checked="" type="checkbox"/> |

Perform action with checked: - OK

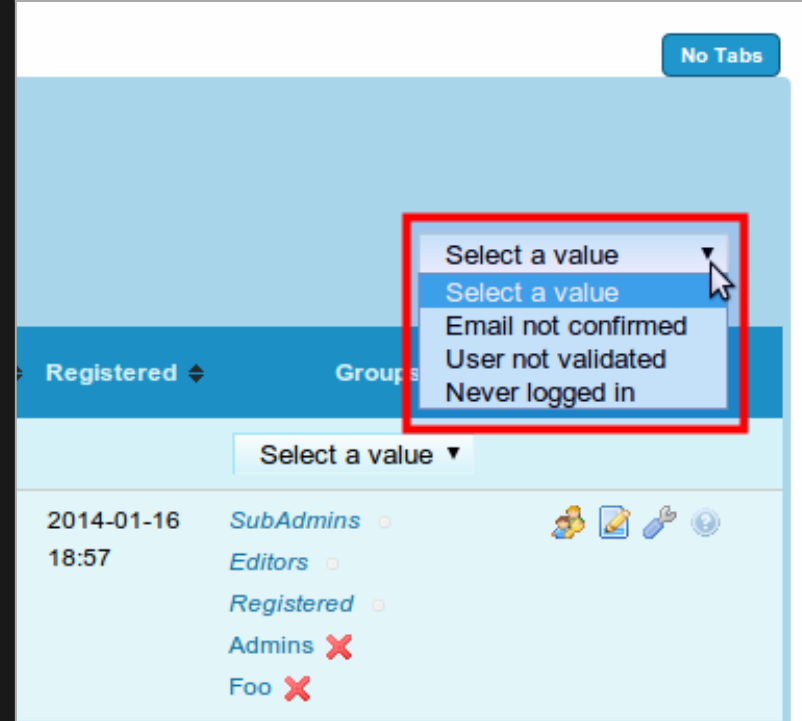
Click to expand

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

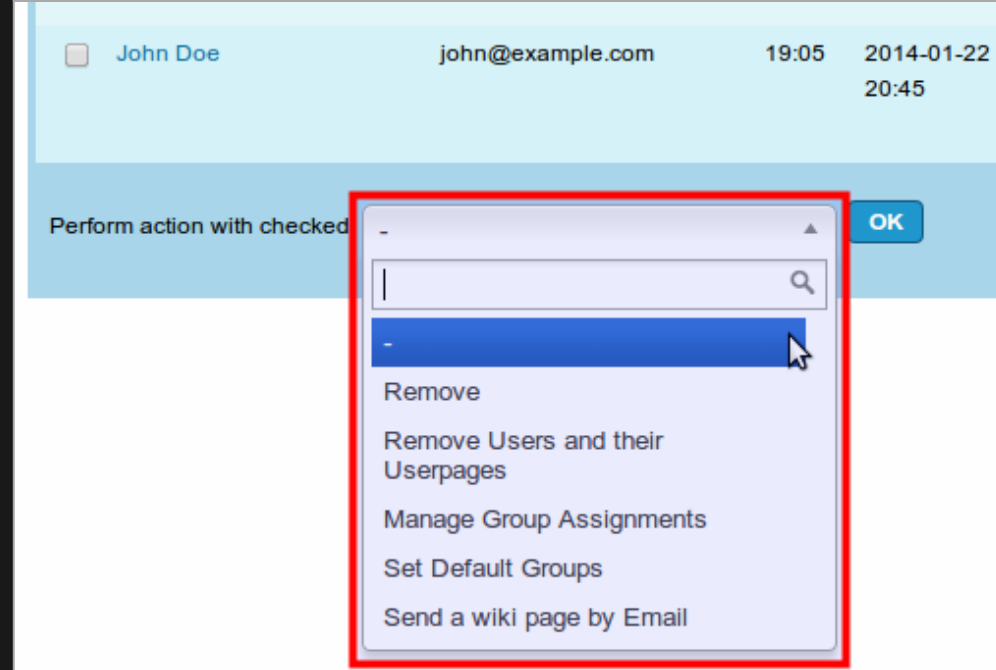
Filters in this screen provide several ways to select just some users from the whole list:



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](#)