

# Groups Management

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

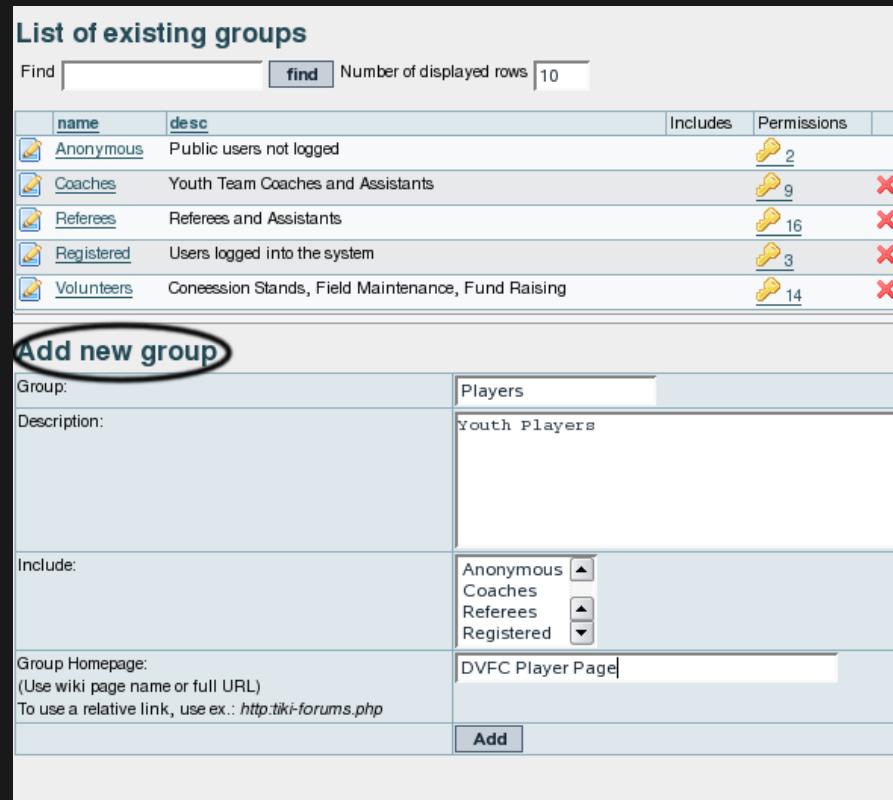
## Related pages

[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. At the top, there's a search bar with the text 'Find' and a 'find' button, and a dropdown for 'Number of displayed rows' set to '10'. Below this is a table titled 'List of existing groups' with columns: 'name', 'desc', 'Includes', and 'Permissions'. The table lists several groups: 'Anonymous' (Public users not logged, 2 users), 'Coaches' (Youth Team Coaches and Assistants, 9 users), 'Referees' (Referees and Assistants, 16 users), 'Registered' (Users logged into the system, 3 users), and 'Volunteers' (Concession Stands, Field Maintenance, Fund Raising, 14 users). Below the table, the 'Add new group' link is circled in red. The form below 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'). There is an 'Add' button at the bottom right of the form.

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:

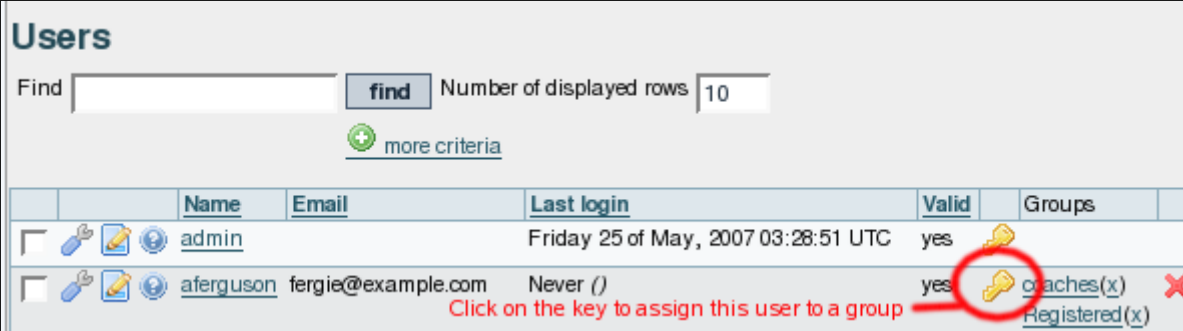
- Fill in the form with the **group** name and description
- If the **group** you are creating should be included as a sub-group of another **group**, use the include box to choose the **group** or **group** that the new **group** should be a part of.

**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&Acirc;&nbsp;&nbsp;groups.

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



The screenshot shows the 'Users' administration interface. At the top, there is a search bar with a 'find' button and a 'Number of displayed rows' set to 10. Below this is a 'more criteria' link. The main part of the screen is a table with columns: Name, Email, Last login, Valid, and Groups. Two users are listed: 'admin' and 'aferguson'. The 'aferguson' row has a gold key icon circled in red, indicating the action to assign a group. Below the table, there is a red text instruction: '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&Acirc;&nbsp;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>
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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>
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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

	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="#">Click Here to Edit</a>			
	<a href="#">Referees</a>	Referees and Assistants		16	
	<a href="#">Registered</a>	Users logged into the system	<a href="#">Click here to change permissions</a>	3	
	<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: 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.: <http://tiki-forums.php>

[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.



<a href="#">[ All ]</a> <a href="#">General</a> <a href="#">Wiki</a> <a href="#">File qals</a> <a href="#">Comments</a> <a href="#">Blogs</a> <a href="#">Image qals</a> <a href="#">Forums</a> <a href="#">Comm</a> <a href="#">Games</a> <a href="#">Quizzes</a>				
<a href="#">[ Cms ]</a> <a href="#">FAQs</a> <a href="#">User</a> <a href="#">Chat</a> <a href="#">Content Templates</a> <a href="#">Shoutbox</a>				
<a href="#">Drawings</a> <a href="#">HTML pages</a> <a href="#">Trackers</a>				
<a href="#">[ Surveys ]</a> <a href="#">Webmail</a> <a href="#">Newsletters</a> <a href="#">Messages</a> <a href="#">DSN</a> <a href="#">Directory</a>				
<a href="#">Workflow</a> <a href="#">Charts</a> <a href="#">ExtWikis</a> <a href="#">Live support</a> <a href="#">Calendar</a>				
checkbox	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

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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

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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

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## 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&Acirc;&nbsp;permissions

tiki\_p\_admin\_galleries

tiki\_p\_create\_galleries

tiki\_p\_upload\_images

tiki\_p\_view\_image\_gallery

tiki\_p\_batch\_upload\_images

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

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tiki\_p\_send\_pages

tiki\_p\_sendme\_pages

tiki\_p\_admin\_received\_pages

Can send pages to other sites

Can send pages to this site

Can admin received pages



tiki\_p\_send\_articles

tiki\_p\_sendme\_articles

tiki\_p\_admin\_received\_articles

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Can send articles to other sites

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&Acirc;&nbsp;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

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

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

tiki\_p\_configure\_modules

tiki\_p\_cache\_bookmarks

tiki\_p\_usermenu

tiki\_p\_minical

tiki\_p\_userfiles

tiki\_p\_tasks

tiki\_p\_notepad

tiki\_p\_newsreader

---



Can create user bookmarks

Can configure modules

Can cache user bookmarks

Can create items in personal menu

Can use the mini event calendar

Can upload personal files

Can use tasks

Can use the notepad

Can use the newsreader

# Chat permissions

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tiki\_p\_admin\_chat

tiki\_p\_chat

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Administrator, can create channels remove channels etc

Can use the chat system

Content template&Acirc;&nbsp;permissions

tiki\_p\_edit\_content\_templates

tiki\_p\_use\_content\_templates

templates Can edit content templates

templates Can use content templates

Shout box&Acirc;&nbsp;permissions

tiki\_p\_view\_shoutbox

tiki\_p\_admin\_shoutbox

Can view shoutbox

Can admin shoutbox (Edit/remove msgs)

tiki\_p\_post\_shoutbox

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Can pot messages in shoutbox

## Drawing permissions

tiki_p_admin_drawings	Can admin drawings
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tiki_p_edit_drawings	Can edit drawings
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# HTML page&Acirc;&nbsp;permissions

tiki_p_view_html_pages	pages	Can view HTML pages
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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

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&Acirc;&nbsp;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

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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



Can admin charts

tiki\_p\_view\_chart

tiki\_p\_vote\_chart

tiki\_p\_suggest\_chart\_item

tiki\_p\_autoval\_chart\_suggestio

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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

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Can browse the calendar

Can change events in the calendar

Can add events in the calendar

Can create/admin calendars

## Permissions for individual&Acirc;&nbsp;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