

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. The top section, titled 'List of existing groups', contains a search bar with the text 'Find' and a 'find' button, and a 'Number of displayed rows' dropdown set to '10'. Below this is a table with columns for 'name', 'desc', 'Includes', and 'Permissions'. The table lists five 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). Each group has a key icon and a red 'X' icon. Below the table is a form titled 'Add new group'. The 'Group:' field contains 'Players'. The 'Description:' field contains 'Youth Players'. The 'Include:' field is a dropdown menu with 'Anonymous', 'Coaches', 'Referees', and 'Registered' options. The 'Group Homepage:' field contains '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.

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 the search bar is a 'more criteria' link. The main part of the screen is a table with the following columns: Name, Email, Last login, Valid, and Groups. Two users are listed: 'admin' and 'aferguson'. The 'aferguson' user has a gold key icon next to their name, which is circled in red. 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 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 Registered
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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 Registered	admin
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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

<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.

[All] General Wiki File gals Comments Blogs Image gals Forums Comm Games Quizzes]			
[Cms FAQs User Chat Content Templates Shoutbox Drawings HTML pages Trackers]			
[Surveys Webmail Newsletters Messages DSN Directory Workflow Charts ExtWikis Live support Calendar]			
	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	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

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