

Gestion des Groupes

Cette page est prÃ©sentement en voie de traduction. Veuillez revenir plus tard...

Groups

In Tiki, **Groups** are the primary means to control [permissions settings](#) and access to [categories of objects](#) in your web site. It is one of the features that makes Tiki stand out from the other wiki/cms software out there.

Using groups and categories, you can create your own "wiki hotel" where any number of groups can have private "rooms" (sets of pages) that only they (and the site administrators of course) can access.

To configure groups goto <http://yoursite/tiki-admingroups.php>

GROUP HOME PAGE

Each group can have a group home page that they are automatically taken to when they log into the site. If they are a member of several groups, the default group is chosen.

This is only available once it is enabled, via Admin->General->Navigation Tick box: Use group homepage.

STEPS TO CREATE A PRIVATE ROOM:

1. Create a group and a category with the same name e.g: steering (a committee)
2. Have a list of users, you can upload a .csv if you like, either way assign all your users to this group.
3. Assign pages to the category you created.
4. Assign permissions to the category such that the permissions ***view_categories*** and ***admin_categories*** are awarded to the appropriate group.
5. Ensure that any new pages created are included in the category as well, otherwise they will not be protected.

Tiki, moreover, has another way to manage groups, categories and permissions in a more flexible and advanced way, but if you are new to Tiki, you will be fine adding groups, categories and permissions step by step.

When you are an advanced user / admin, and you need to manage large sets of groups with some frequency (like educational scenarios), you can take advantage of the "[Workspaces](#)" feature.

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 a 'find' button and a 'Number of displayed rows' set to 10. Below this is a table listing existing groups with columns for name, description, includes, and permissions. The 'Add new group' form is highlighted with a red circle. It contains fields for Group name (filled with 'Players'), Description (filled with 'Youth Players'), an 'Include' dropdown menu (set to 'Anonymous'), and a 'Group Homepage' field (filled with '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>

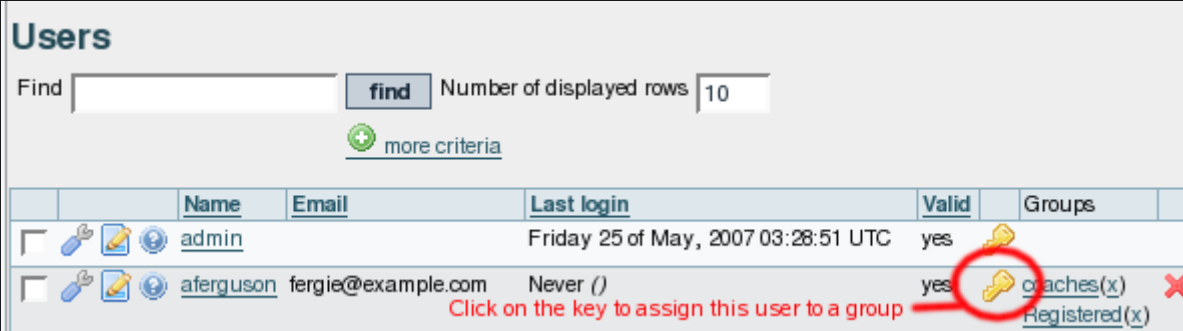
- Fill in the form with the **group** name and description
- If the **group** you are creating should be included as a sub-group of another **group**, use the include box to choose the **group** or **group** that the new **group** should be a part of.

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' dropdown set to '10'. Below the search bar is a 'more criteria' link. The main part of the screen is a table with columns for '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 the user to 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 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 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		9	
	Referees	Referees and Assistants		16	
	Registered	Users logged into the system		3	
	Volunteers	Concession Stands, Field Maintenance, Fund Raising		14	

Annotations in the image: Red circles highlight the 'Coaches' name, the 'X' icon in the 'Coaches' row, the 'X' icon in the 'Registered' row, and the '14' in the 'Volunteers' row. Red arrows point from text labels to these elements: 'Click Here to Edit' points to 'Coaches', 'Click here to delete' points to the 'X' in the 'Coaches' row, and 'Click here to change permissions' points to the '3' in the 'Registered' row.

- 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"/> ▲ <input type="text" value="Anonymous"/> ▲ <input type="text" value="Registered"/> ▲ <input type="text" value="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="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 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

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

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

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 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

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

tiki_p_admin_workflow

tiki_p_abort_instance

tiki_p_use_workflow

tiki_p_exception_instance

tiki_p_send_instance

Can admin workflow processes

Can abort a process instance

Can execute workflow activities

Can declare an instance as exception

Can send instances after completion

CHARTS

tiki_p_admin_charts

tiki_p_view_chart

tiki_p_vote_chart

tiki_p_suggest_chart_item

Can admin charts

Can view charts

Can vote

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

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

- [Permissions](#)
- [Users](#)
- [Group Transitions](#)
- [Group emulation](#)