Gestion des Groupes

Cette page est présentement 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

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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.

rom the group administration screen click on the gold key icon for a particular group and you will see a screen divide 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

tiki_p_edit	Can edit pages
tiki_p_view	Can view page/pages
tiki_p_remove	Can remove
tiki_p_rollback	Can rollback pages
tiki_p_admin_wiki	Can admin the wiki
tiki_p_wiki_attach_files	Can attach files to wiki pages
tiki_p_wiki_admin_attachments	Can admin attachments to wiki pages
tiki_p_wiki_view_attachments	Can view wiki attachments and download
tiki_p_upload_picture	Can upload pictures to wiki pages
tiki_p_minor	Can save as minor edit
tiki_p_rename	Can rename pages
tiki_p_lock	Can lock pages
tiki_p_edit_structures	Can create and edit structures
tiki_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

tiki_p_admin_chat	Administrator, can create channels remove channels etc
tiki_p_chat	Can use the chat system

Content template permissions

tiki_p_edit_content_templates	templates Can edit content templates
tiki_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 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	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

Galaxia Workflow

tiki_p_admin_workflow	Can admin workflow processes
tiki_p_abort_instance	Can abort a process instance
tiki_p_use_workflow	Can execute workflow activities
tiki_p_exception_instance	Can declare an instance as exception
tiki_p_send_instance	Can send instances after completion

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 th 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

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- Permissions
- Users
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