Admin Documentation

please include screenshots and documentation focused toward admins, rather than developers

create user

To create a user fill out the first four fields:

user = userid
pass = password
again = password again
email = user's e-mail address

batch creation via csv file

Accounts can be created batch upload using a .csv file. See below for examples of valid files. To use the batch upload feature, leave the four user fields blank; browse for and select a .csv file containing the use information.

<table>
<thead>
<tr>
<th>login</th>
<th>password</th>
<th>email</th>
<th>groups</th>
</tr>
</thead>
<tbody>
<tr>
<td>&quot;newusername&quot;, &quot;secret&quot;, &quot;<a href="mailto:foo@bar.com">foo@bar.com</a>&quot;, &quot;Anonymous,Registered&quot;</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>&quot;anotheruser&quot;, &quot;topsecret&quot;, &quot;<a href="mailto:bar@foo.com">bar@foo.com</a>&quot;, &quot;Anonymous,Registered,Editors&quot;</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

The last column "groups" is optional, so the following is valid, too:
"login","password","email"
"newusername","secret","foo@bar.com",
"anotheruser","topsecret","bar@foo.com"

Note: There should be no new line after the last row. Extra line feeds will be reported as errors, but accounts for valid lines will be added regardless.
Note: First line must contain the header "login","password","email" and optionally "groups". See examples above.

Notes
This page is for the latest released stable version or release candidate(not stuff in CVS).

Knowledgebase / tutorial / FAQ / How-to=-

TikiTeam=-

Who is working here generally? Link UserPage.

For more information

RFEs

- Admin users needs a way to delete all users that have never logged in and a way of dunning all users that have not logged in X period of time...
- admin needs a clean house of users
- add gender icon for users
- Ability to change username from one thing to another. (Possibly recursively throughout tiki, updating links, pages, ownerships, etc.)
- Ability to search/sort user list based on specific criteria: (User is in group "Staff", User is NOT in group "Customers", etc....)
- Ability to tag (possibly w/ checkboxes?) a group of users. (Maybe selected by above-requested search/sort function?) And then apply one or more actions to entire group. (Add all selected users to group "Customers", Remove all selected accounts from group "Editors", etc...)