

Granting permission for subsite contributors

IMCOM Enterprise Web

Tutorial 5

Version 1.4

Contents and general instructions

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15. Grant permission to work with files
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General instructions:

For each subpage, make groups to define the roles of the participants. Make a group set for the subpage, and also add the Admin group to the Page Admin group set and add the Contributors group to the Page Contributors group set.

Grant permissions to Group Sets whenever possible, and control access via group membership.

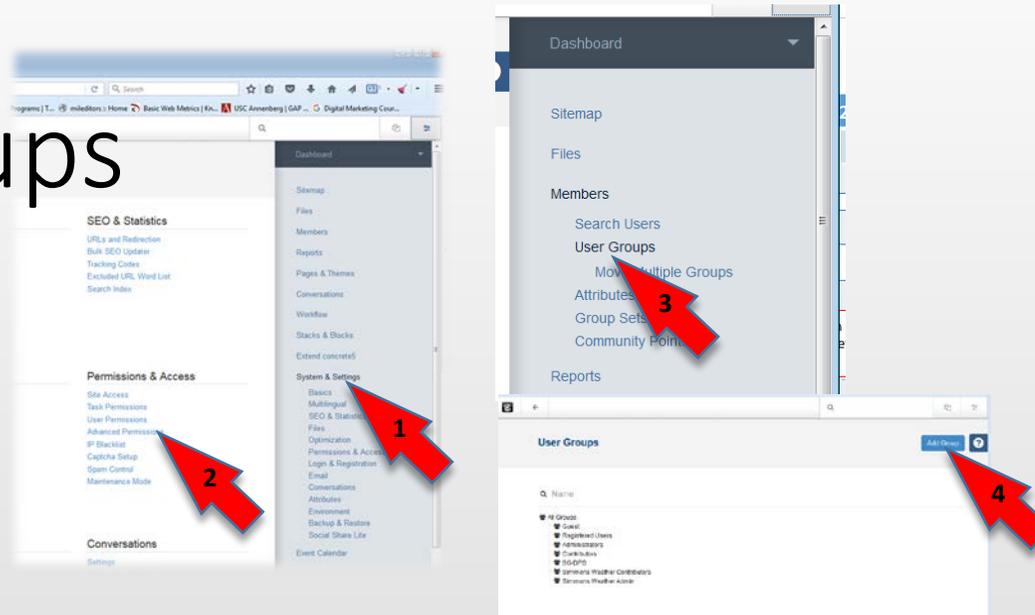
IMCOM GUIDELINES:

The dark gray boxes are policy reminders.

Blue boxes offer helpful explanations

Create groups

- First, ensure Advanced Permissions are on (1,2)
- Go to Dashboard → Members → User Groups (3) → Add Group (4)
- Enter the name and description. Check “Automatically remove users from this group,” choose “Once a certain amount of time has passed,” and give the user a year.
- Select “deactivate” for Expiration Action, and click “Add Group.”



NAMING CONVENTION:

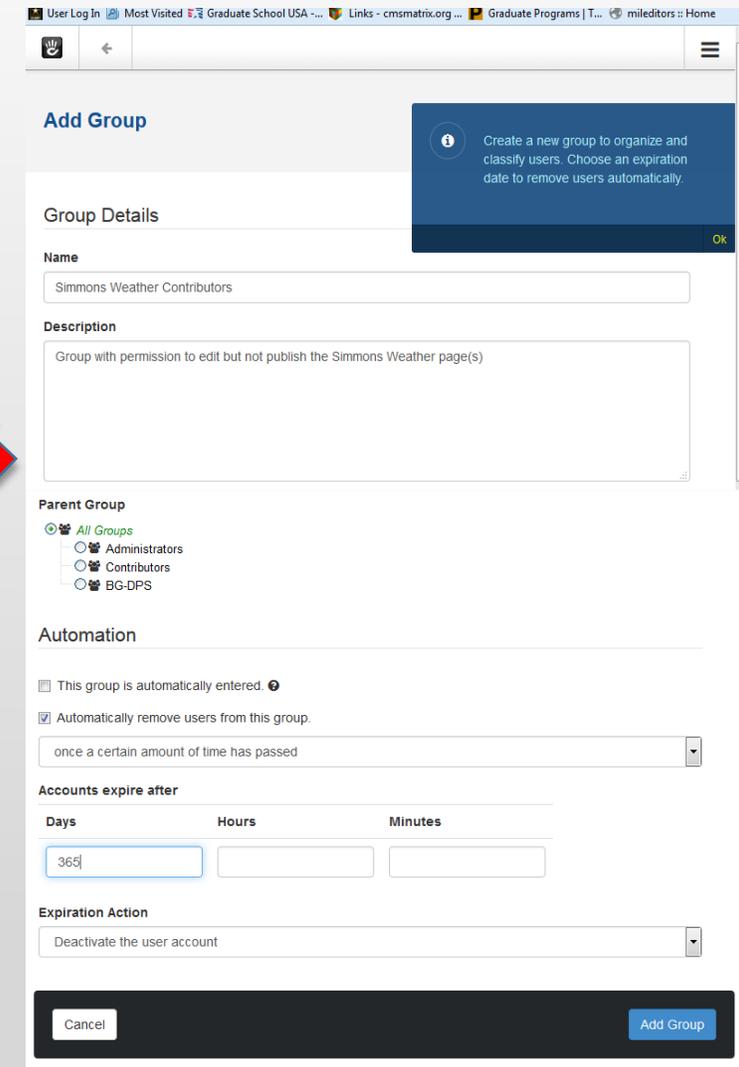
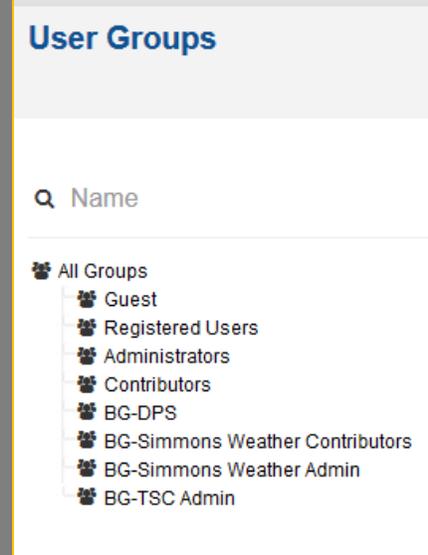
“UID last 2-Group name-Admin or Contributors”

BG-Simmons Weather Contributors
BG-Simmons Weather Admin

Start with the last two letters of your garrison unit ID (eg. Fort Bragg is “BG”) “Contributors” groups should not have publication permission. Use “Admin” for those who have publishing rights to a page.

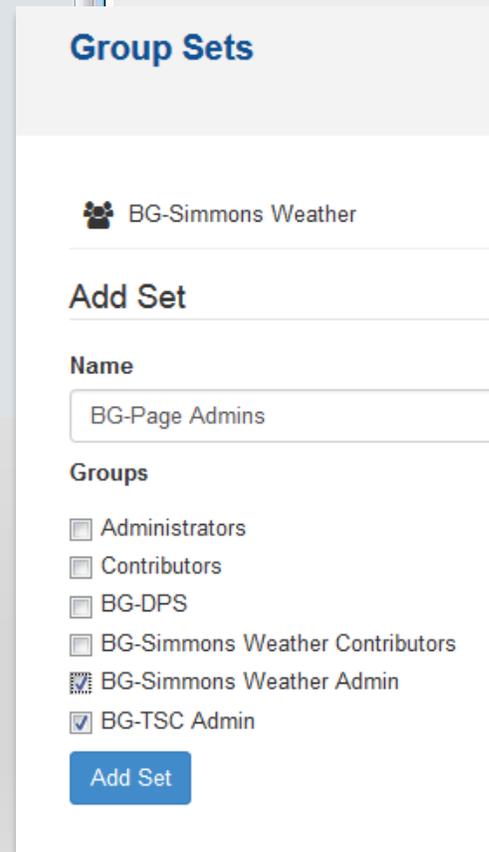
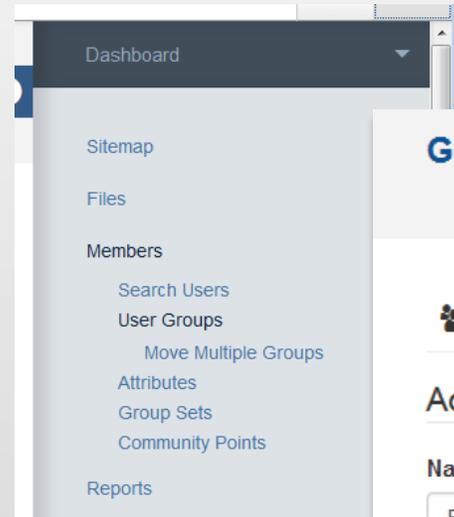
Use the same name for the page, groups and sets.

UID=Unit ID. For IMCOM garrisons, it’s four characters starting with IM – for Fort Bragg, it’s IMBG. Thus, BG is the Fort Bragg prefix.



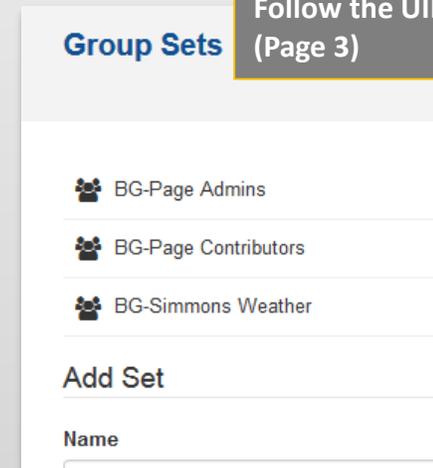
Make Group Sets

- Go to Dashboard → Members → Group Sets
- Name the Set and choose members
- Click Add Set



When you have multiple groups of users working on a page, Group Sets speed things up.

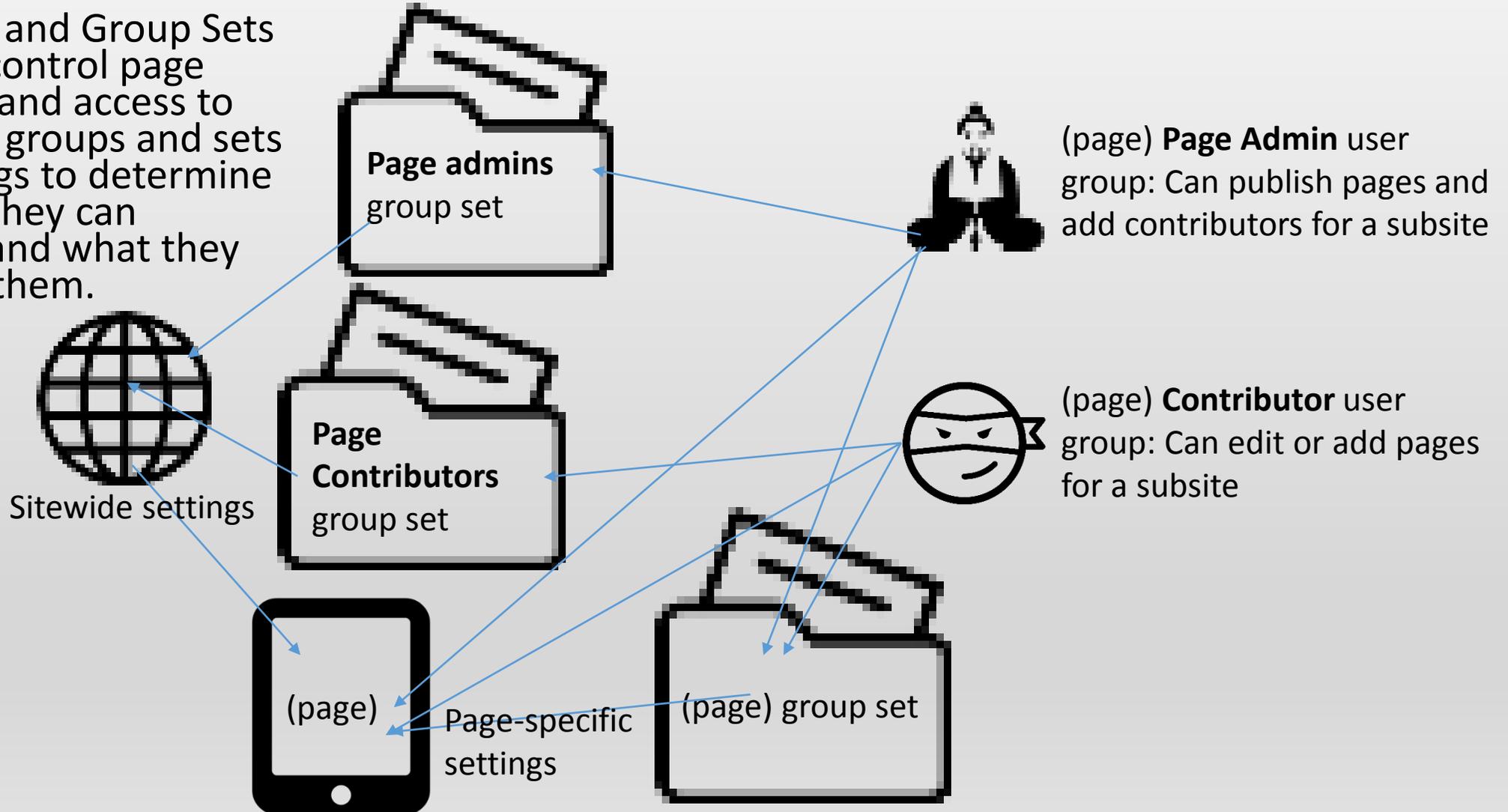
GROUP SETS REQUIREMENTS:
For each subsite (one or more pages to be edited by a certified agent), create user groups for admins (allowed to publish) and contributors (allowed to edit but not publish). Also make groups for page Admins and page Contributors. Put all Admins in the Page Admins group and the Contributors in the Page Contributors group. Follow the UID naming convention (Page 3)



A CERTIFIED AGENT is a person allowed by PAO to post to a section of a website. They must have certifications specified in the IMCOM Enterprise Web SOP and operate under garrison PAO oversight.

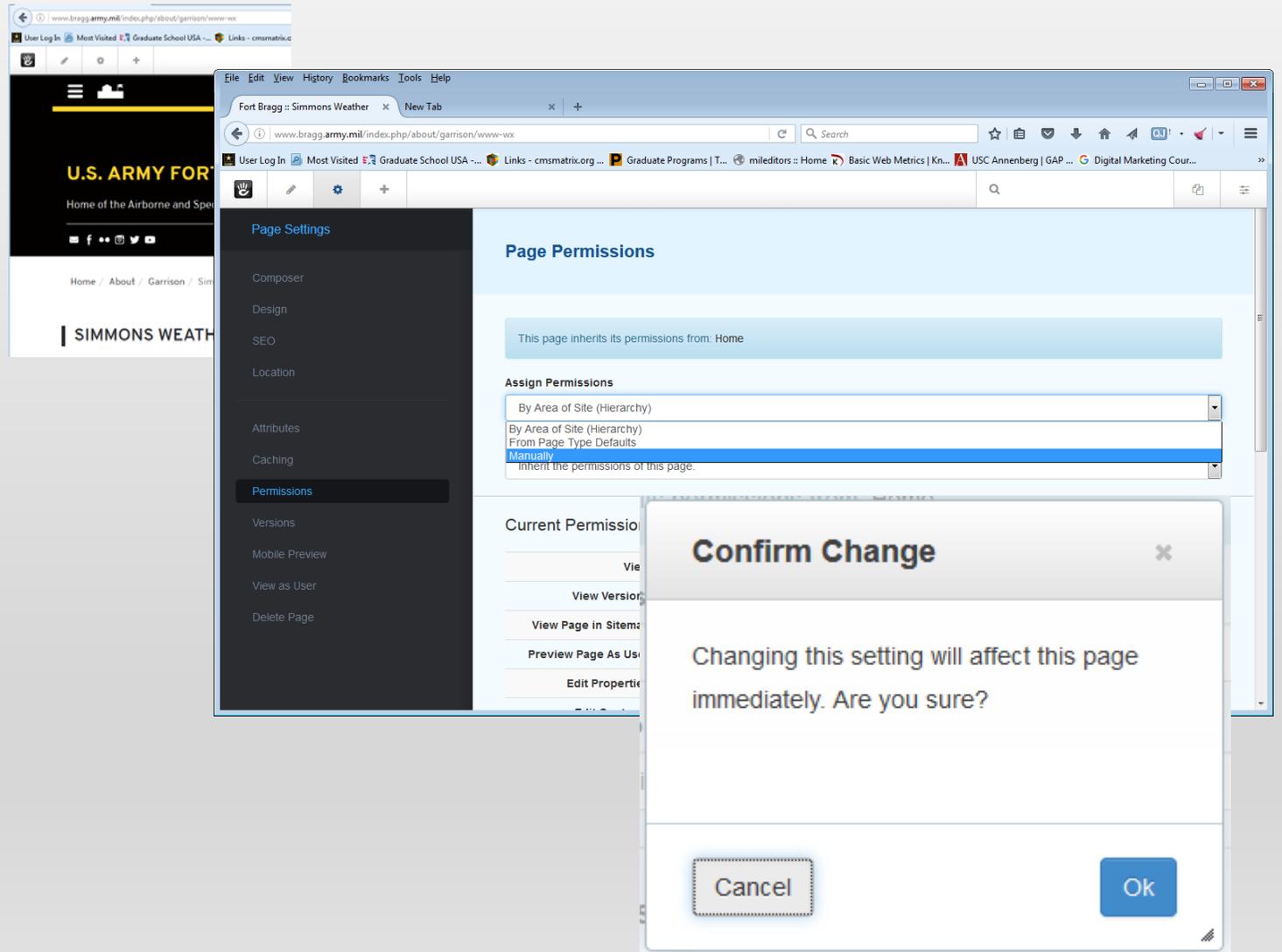
How User Groups and Group Sets relate (draft)

- User Groups and Group Sets are used to control page permissions and access to pages. What groups and sets a user belongs to determine what pages they can manipulate and what they can do with them.



Apply permissions to a page and its subpages

- Start at the page in edit mode.
- Go to the Page Settings menu → Permissions
- In “Assign Permissions” select “Manually,” and click OK in the pop-up box.



Select permissions to apply

- In the Current Permission Set,
- Click on the name of the action you want to permit
- In the action box, click “Add” next to the “included” line
- In the next window “Add Access Entity,” select how you want to grant permission: by individual, group, group set, etc.

In this case, we’re using a Group Set.

- Click on the name in the popup box. It will populate in “Add Access Entity.”
- Click “Save,” and the new permission will appear in the action box.
- Click “Save” again and the new permission will appear in the Current Permission Set.

Note that you can select a time limit for the permission, but since we put a limit on the user account, we’ll leave this blank.

TERMS:
An Action A Permission

Search User Group Administrators

Current Permission Set

View Guest

View Versions Administrators

View Page in Sitemap Administrators

Preview Page As User Administrators

Edit Properties Administrators

Edit Contents Administrators

Edit Speed Settings Administrators

Change Theme Administrators

Change Page Template Administrators

Edit Page Type Administrators

Preview Page As User

Included Add

Administrators Add

Simmons Weather Add

Excluded Add

None

Cancel Save

Drag and Drop
...to duplicate permissions from one action to another!

View Page in Sitemap Administrators

Preview Page As User Administrators Simmons Weather

Edit Properties Administrators Simmons Weather

Edit Contents Administrators

IMCOM standard

- Once your page permission set looks like this, click “save” at the bottom of the page.

STANDARD CONFIGURATION:

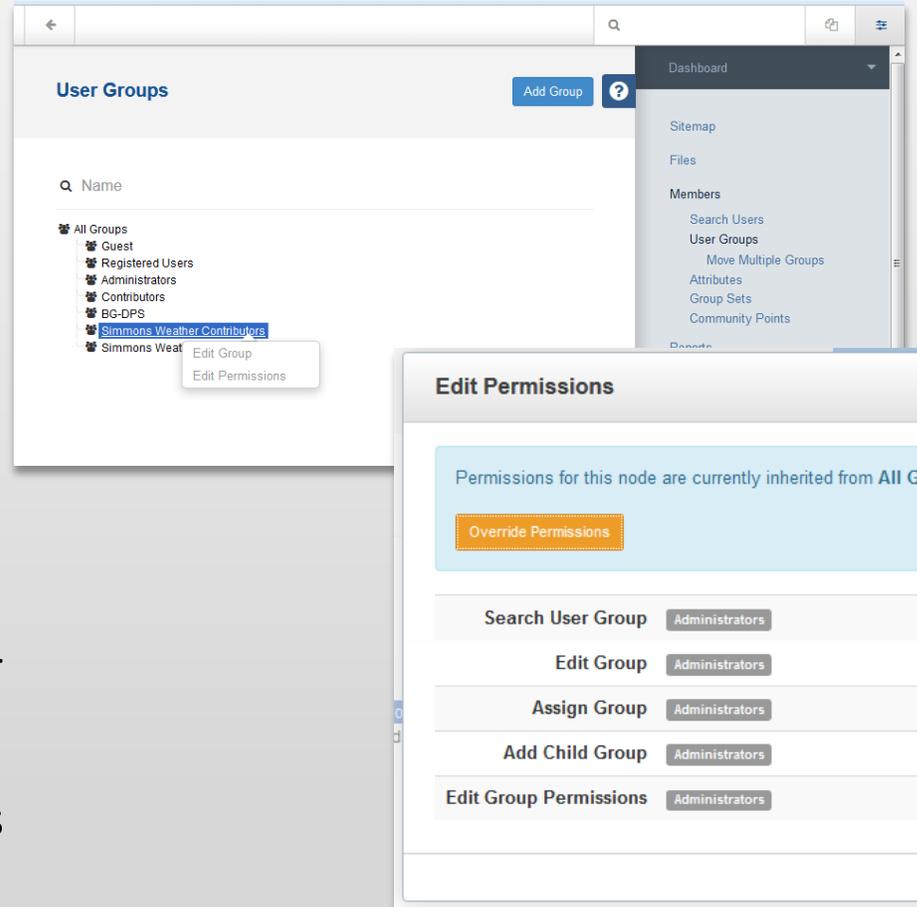
Current Permission Set

View	Guest
View Versions	Administrators BG-Simmons Weather
View Page in Sitemap	Administrators BG-Simmons Weather
Preview Page As User	Administrators BG-Simmons Weather
Edit Properties	Administrators BG-Simmons Weather
Edit Contents	Administrators BG-Simmons Weather
Edit Speed Settings	Administrators
Change Theme	Administrators
Change Page Template	Administrators
Edit Page Type	Administrators BG-Simmons Weather Admin
Edit Permissions	Administrators BG-Simmons Weather Admin
Delete	Administrators BG-Simmons Weather
Delete Versions	Administrators
Approve Changes	Administrators BG-Simmons Weather Admin
Add Sub-Page	Administrators BG-Simmons Weather
Move or Copy Page	Administrators BG-Simmons Weather
Schedule Guest Access	Administrators BG-Simmons Weather Admin
Edit Multilingual Settings	Administrators

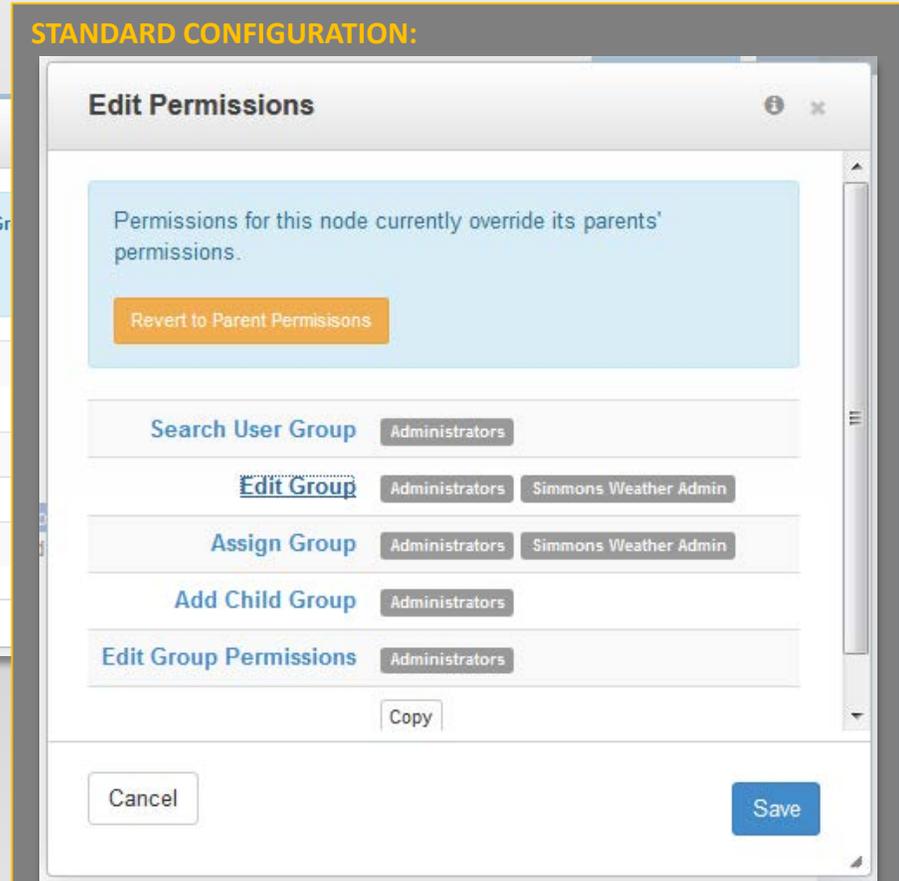
Copy

Grant permission to oversee a group

- Navigate to Dashboard → Members → User Groups
- Click on the group you want to work with
- Select Edit Permissions
- Override the parent group permissions – the permissions will become editable.
- Edit the permissions (see page 7) as shown. Save.

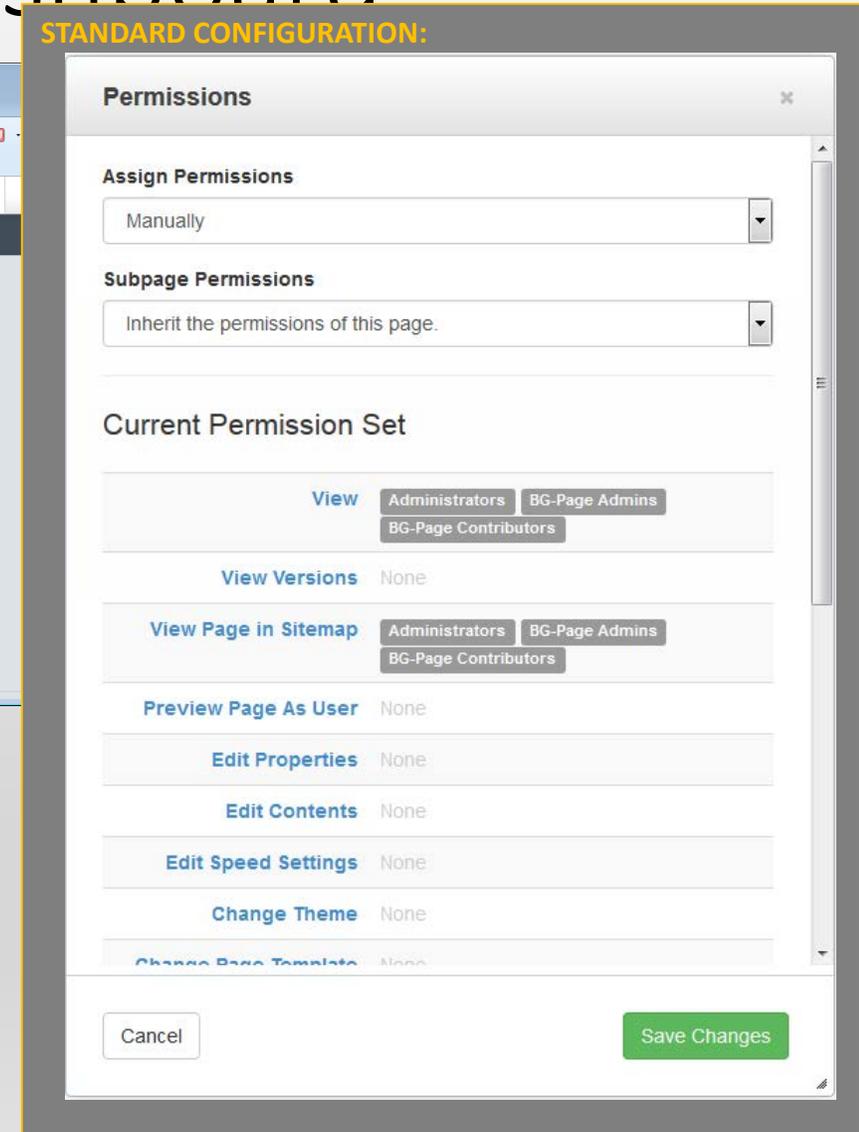
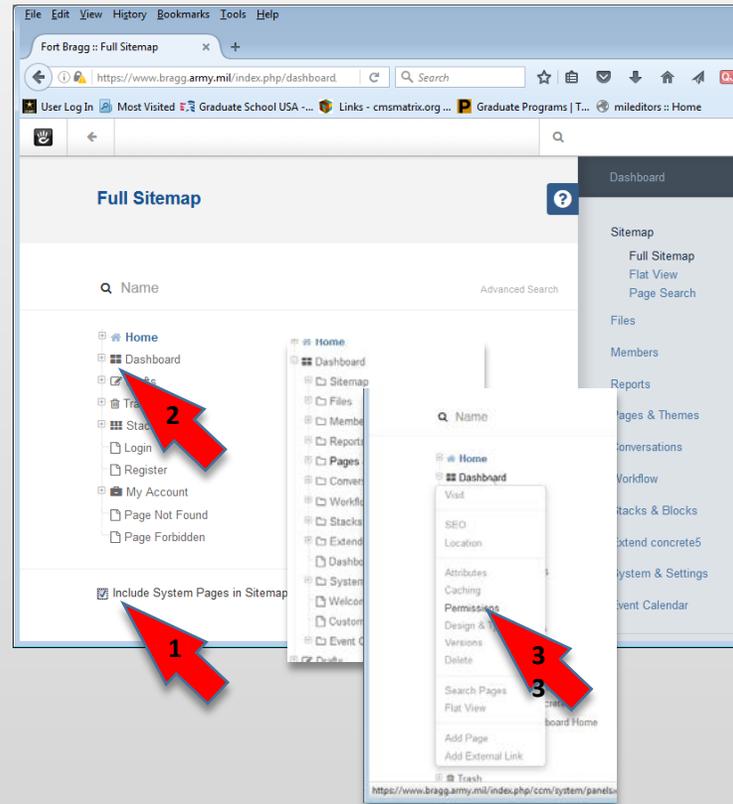


WHO DOES WHAT TO WHOM:
Depending on your PAO's policy, you can arrange for the Admin to be able to add Contributors and other Admins for that page.



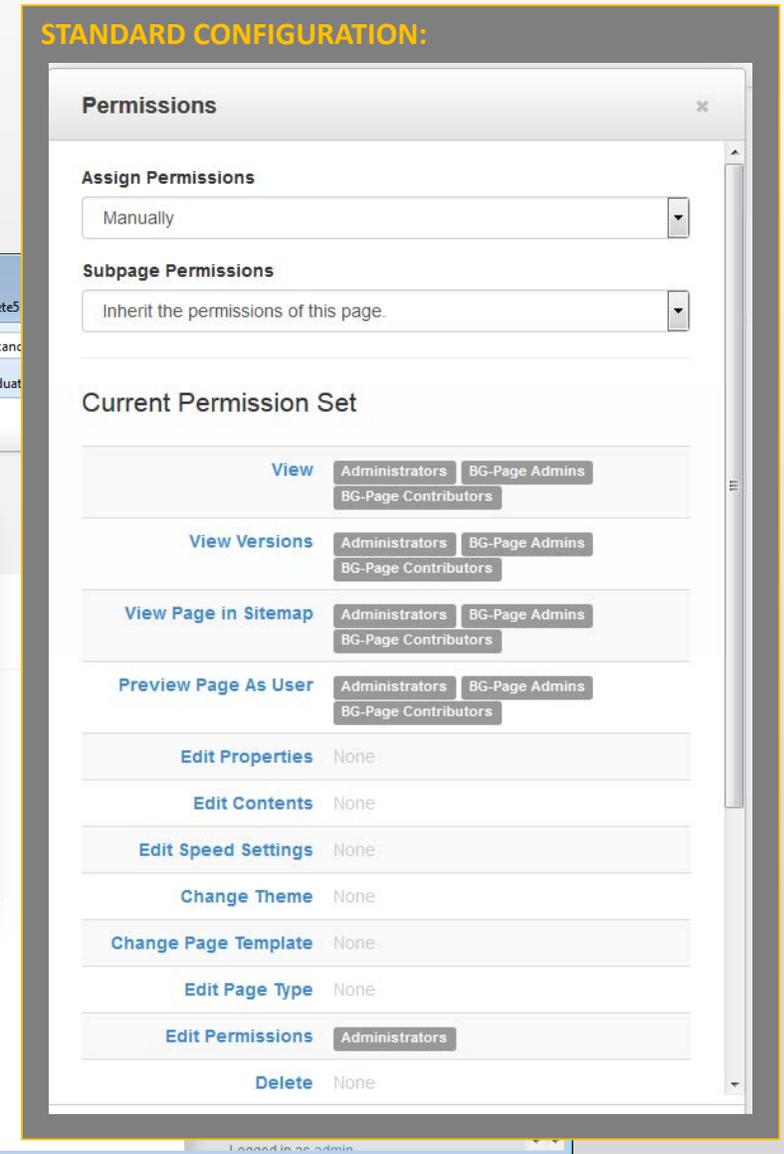
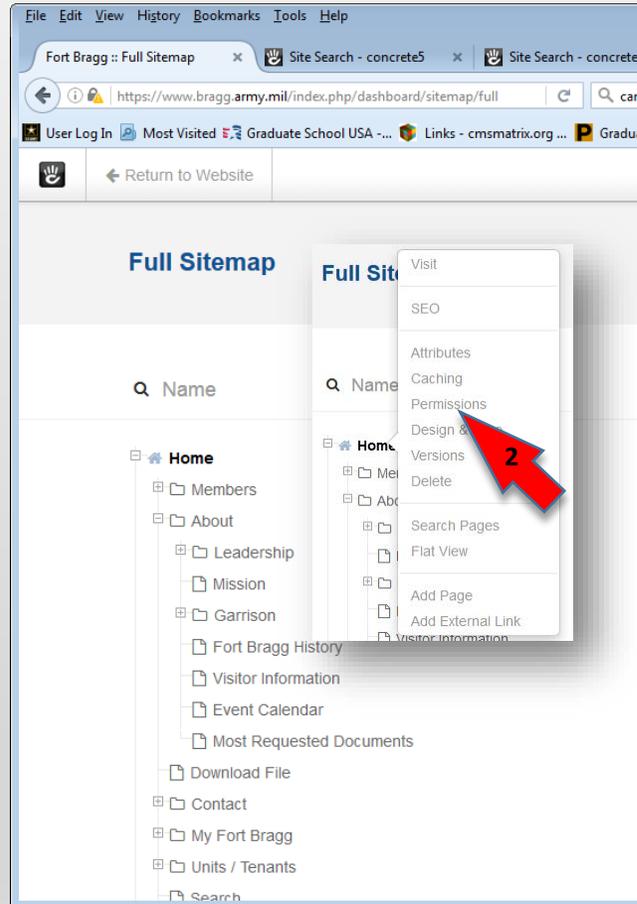
Grant permission to use the dashboard

- Go to Dashboard → Sitemap.
- On the sitemap page click “Include System Pages in Sitemap”
- Expand the Dashboard tree (click on the + next to “Dashboard”)
- Click “Permissions”
- Assign permissions manually (see page 6)
- Grant the Page Admin Group Set permission to view the page (see page 7).
- Save changes



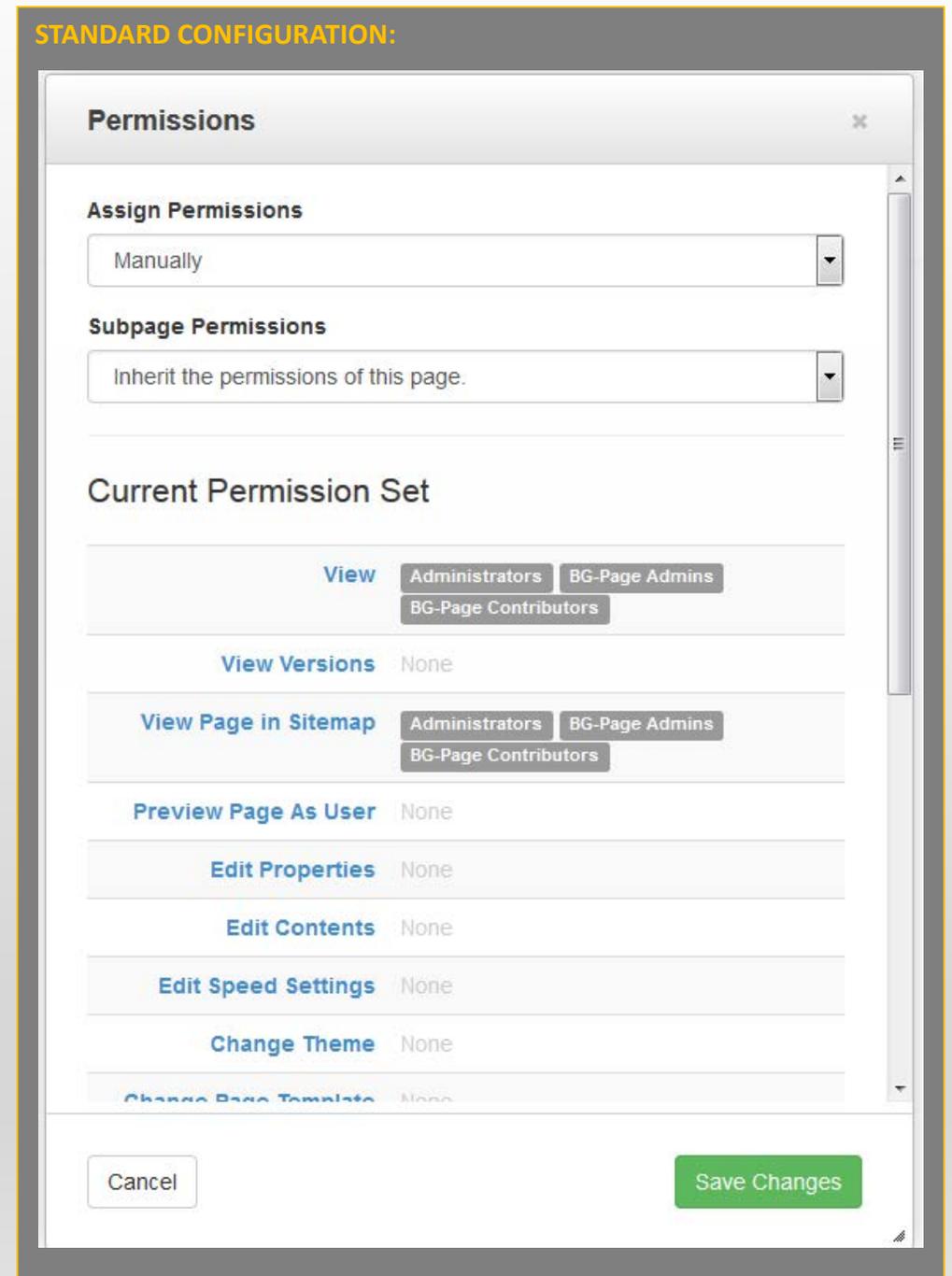
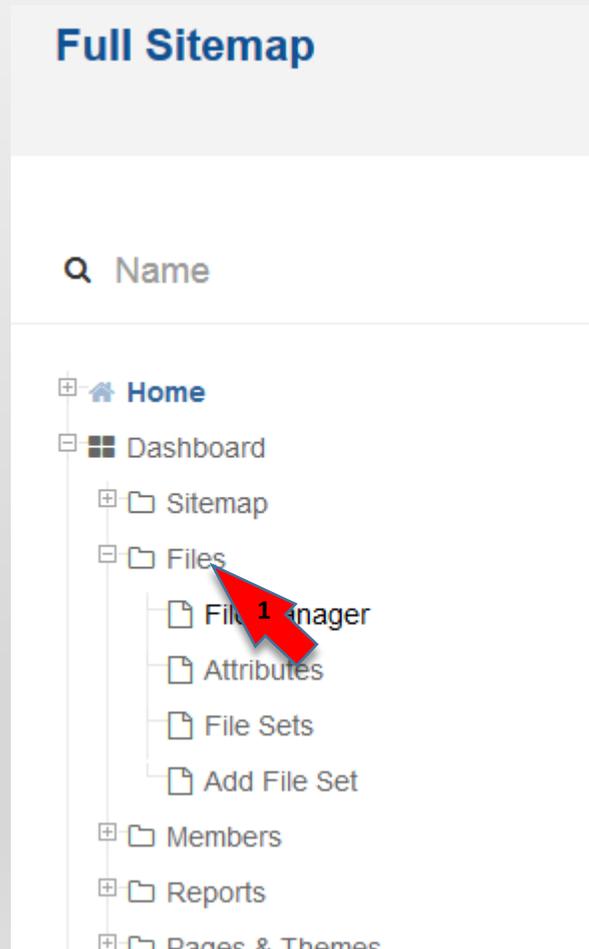
Enable sitemap use

- Go to Dashboard → Sitemap
- Click on Home (the home page)
- Select Permissions
- Edit permissions as shown (see page 7)



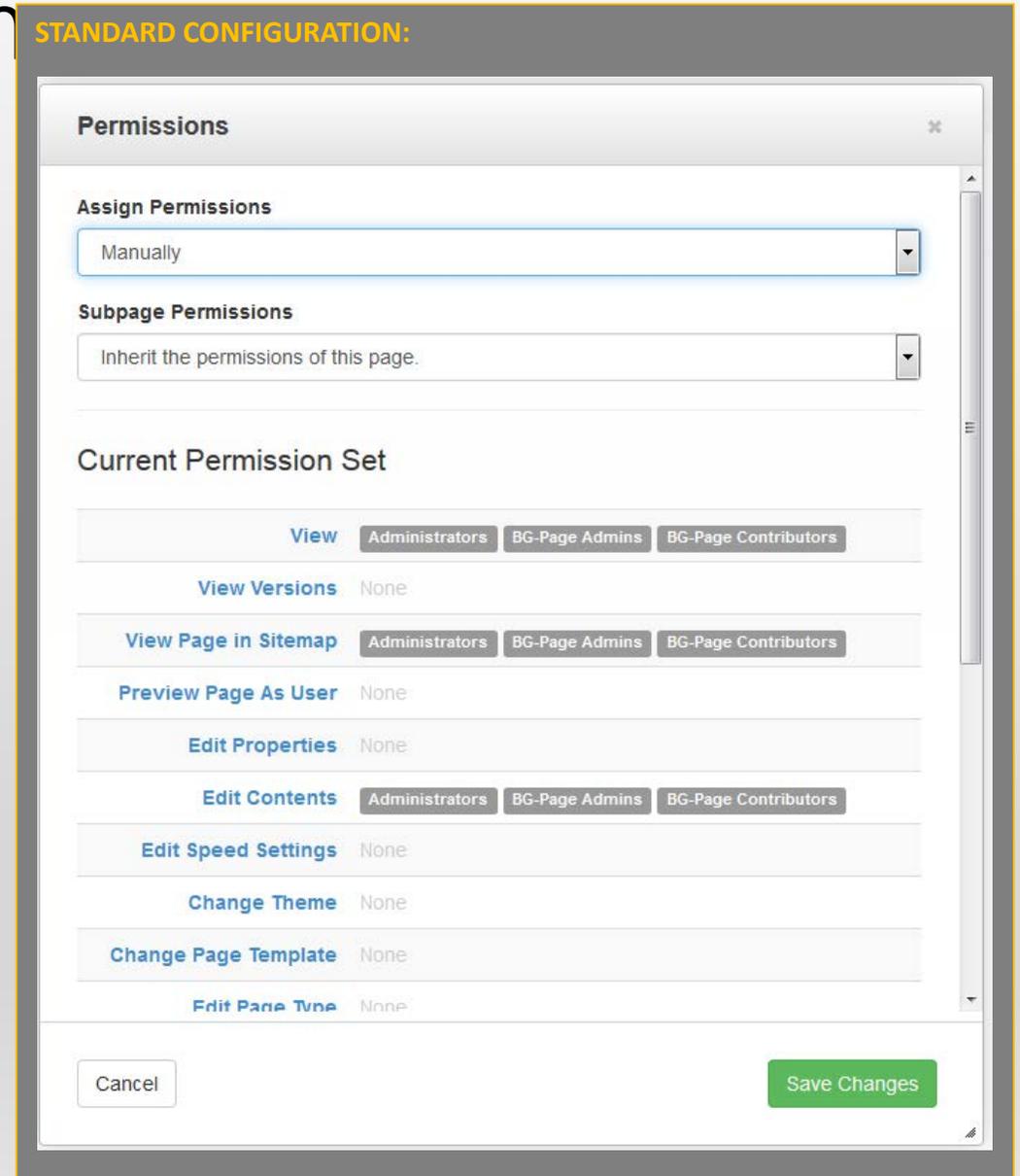
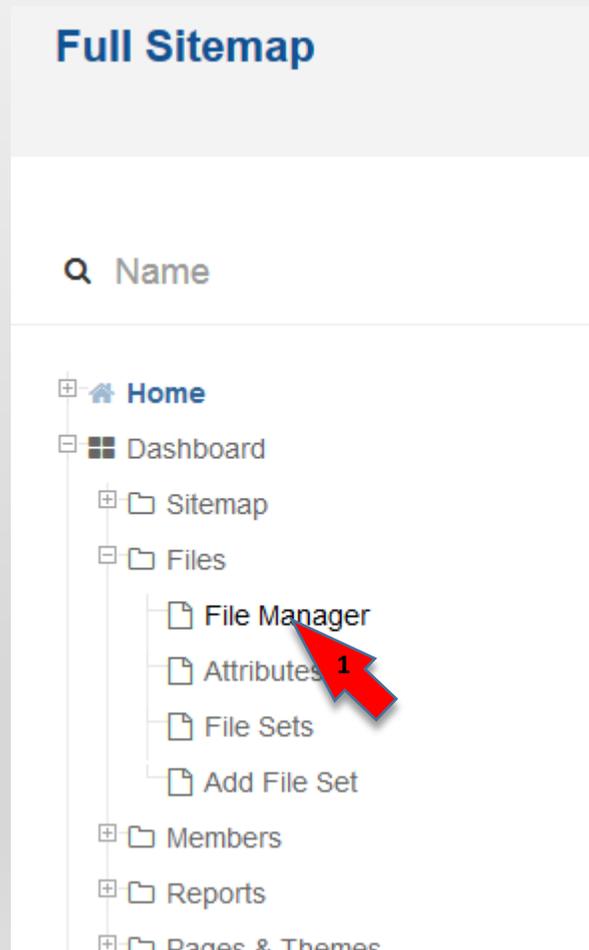
Set up Files permissions

- Go to File Manager in the site map. Open permissions and set up as shown



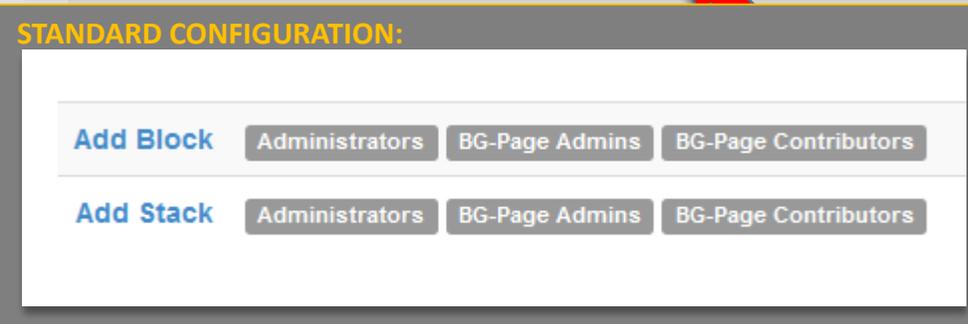
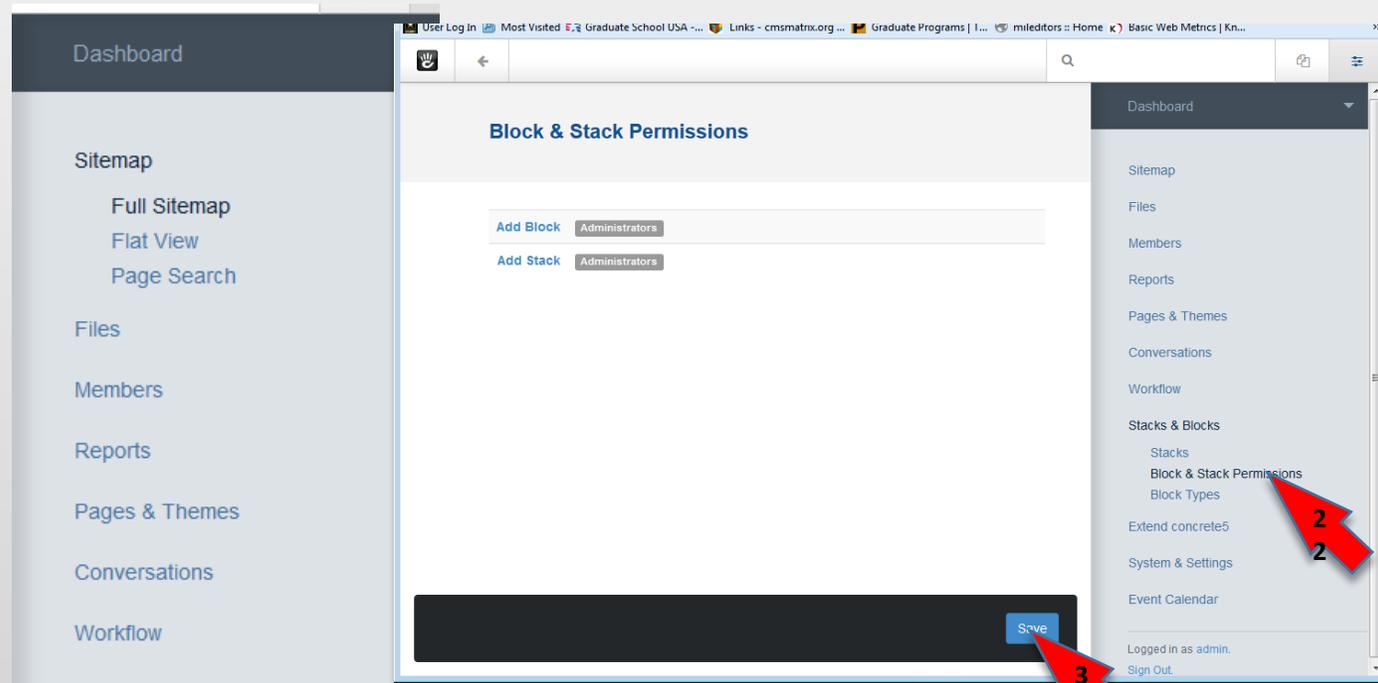
Set up File Manager permissions

- Go to File Manager in the site map. Open permissions and set up as shown



Allow the use of blocks and stacks

- Use the dashboard to navigate to Stacks and Blocks → Block & Stack Permissions
- Update the permissions as shown (see page 7)
- Click “Save”



Grant permission to work with files

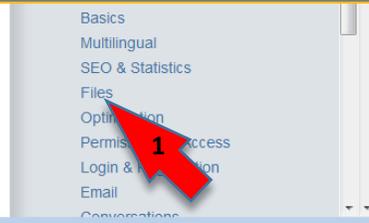
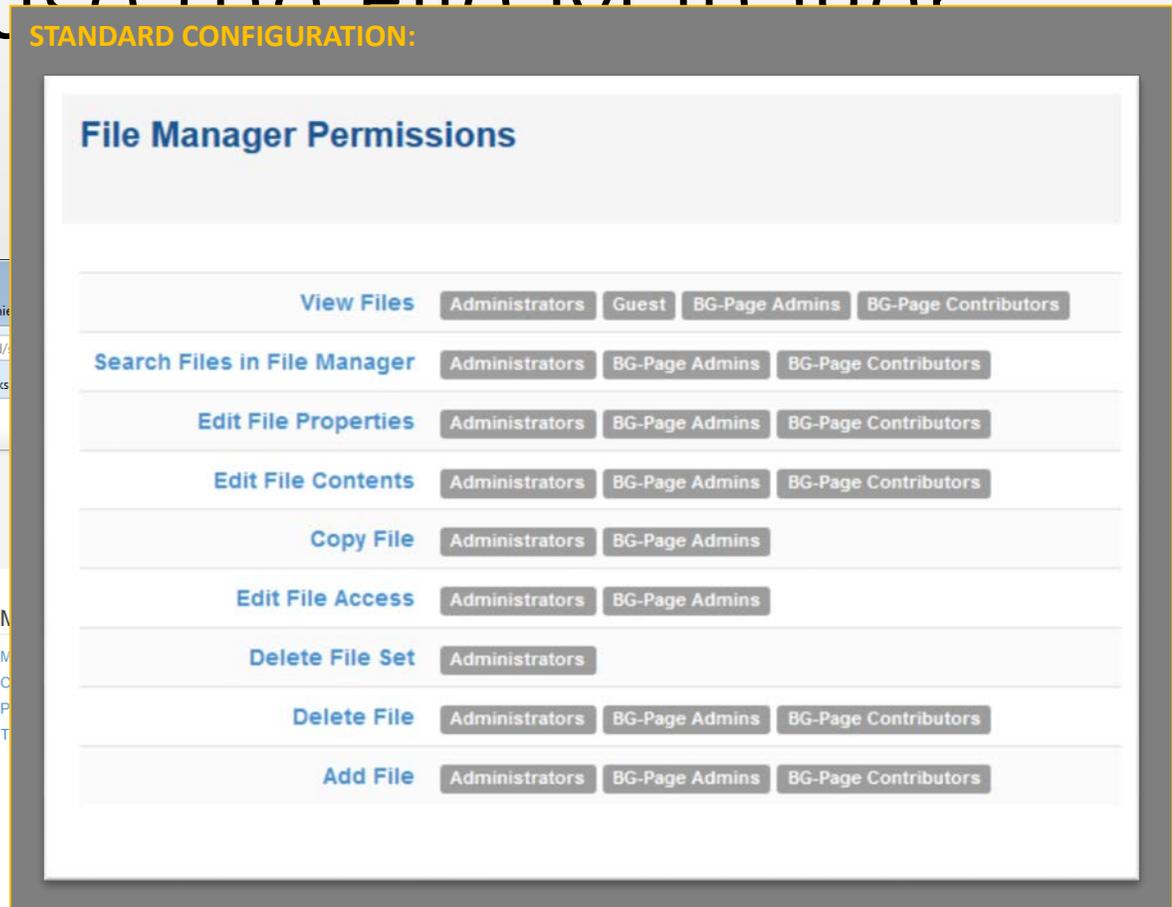
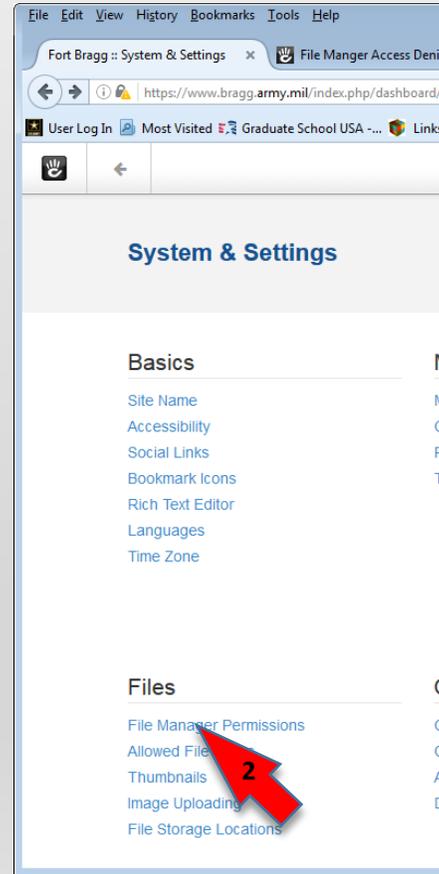
- Navigate to Dashboard → Files → File Sets
- Add a file set following the UID naming convention (see page 3)
- Click “Add.” When the new file set name appears in the File Sets list, click on it.
- In the “Details” tab, check “Enable custom permissions....”

STANDARD CONFIGURATION:

Name	BG-Simmons Weather
<input checked="" type="checkbox"/> Enable custom permissions for this file set.	
View Files	Administrators Guest BG-Simmons Weather
Search Files in File Manager	Administrators BG-Simmons Weather
Edit File Properties	Administrators BG-Simmons Weather
Edit File Contents	Administrators BG-Simmons Weather
Copy File	Administrators BG-Simmons Weather
Edit File Access	Administrators
Delete File Set	Administrators
Delete File	Administrators BG-Simmons Weather
Add File	Administrators BG-Simmons Weather

Grant permission to use the File Manager

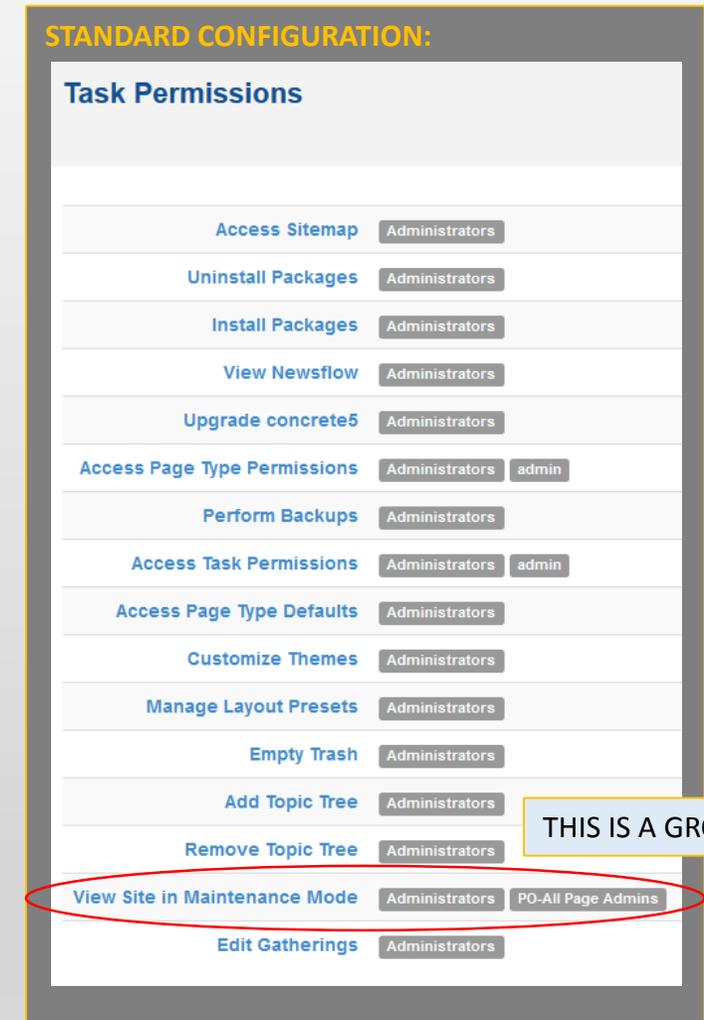
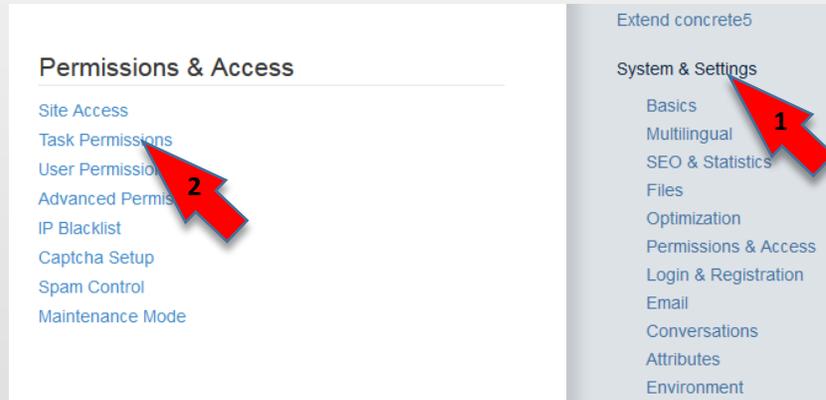
- Check System & Settings -> Files -> File Manager Permissions
- Change the permissions to what is shown (see page 7)
- Save



Grant permission to view site in maintenance mode

If your page admins still see the maintenance mode screen when logged in, do this.

- Go to Dashboard → System & Settings → Permissions & Access → Task Permissions
- Set permissions as shown



End of tutorial

Backup material follows

Current permissions for File Manager in the sitemap

The screenshot shows a 'Permissions' dialog box with a title bar containing 'Permissions' and a close button. The main content area is titled 'Current Permission Set' and contains a list of actions with their corresponding permissions. The actions and their permissions are:

Action	Permissions
View	Administrators, BG-Page Admins, BG-Page Contributors
View Versions	None
View Page in Sitemap	Administrators, BG-Page Admins, BG-Page Contributors
Preview Page As User	None
Edit Properties	None
Edit Contents	Administrators, BG-Page Admins, BG-Page Contributors
Edit Speed Settings	None
Change Theme	None
Change Page Template	None
Edit Page Type	None

At the bottom of the dialog, there are two buttons: 'Cancel' and 'Save Changes'.

Current Permission Set

View **Guest**

View Versions **Administrators**

View Page in Sitemap **Administrators**

Preview Page As User **Administrators**

Edit Properties **Administrators**

Edit Contents **Administrators**

Edit Speed Settings **Administrators**

Change Theme **Administrators**

Change Page Template **Administrators**

Edit Page Type **Administrators**

Preview Page As User

Included
Administrators

Excluded
None

Cancel

Add Access Entry

Access

Who gets access to this permission?

None Selected

Select

- Group
- User
- Group Set
- Group Combination
- Page Owner

to be valid for?

All Day

to 10/21/2015 5:05 PM

Cancel

Add Access Entry

Access

Who gets access to this permission?

None Selected

Cancel

Add Group Set

Preview Page As User

Included
Administrators
Simmons Weather

Excluded
None

Cancel

View Page in Sitemap **Administrators**

Preview Page As User **Administrators** **Simmons Weather**

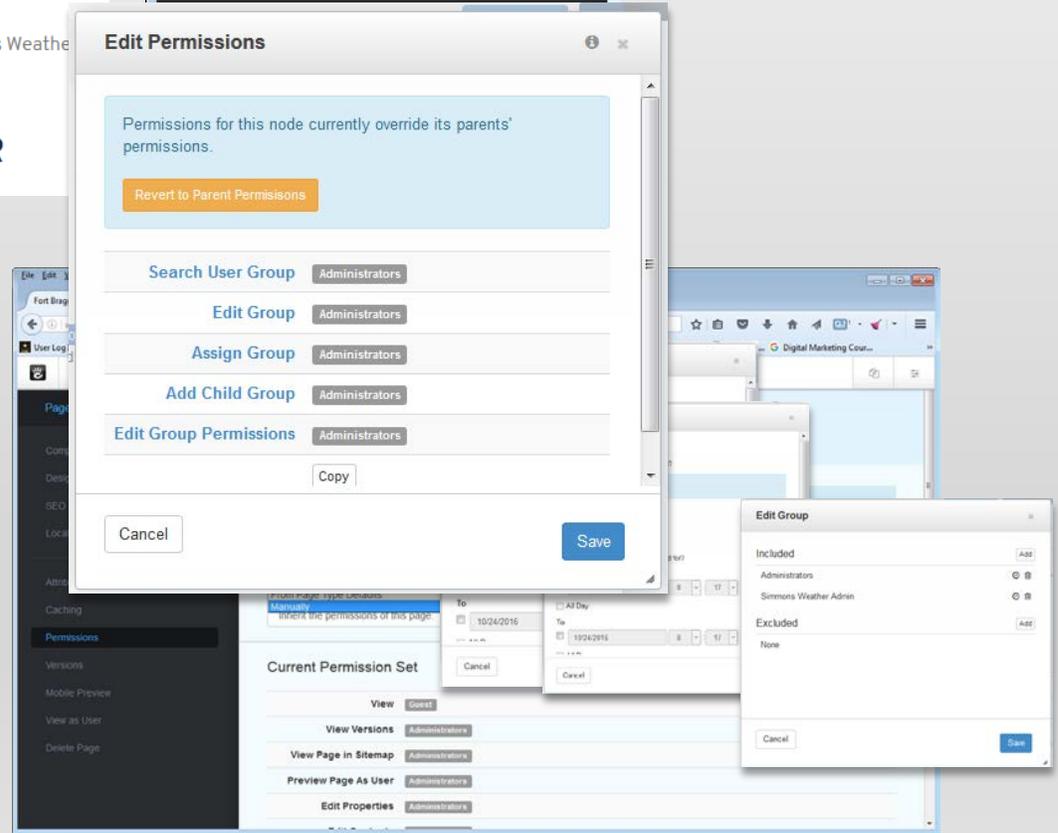
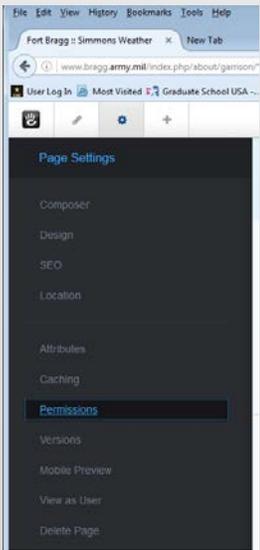
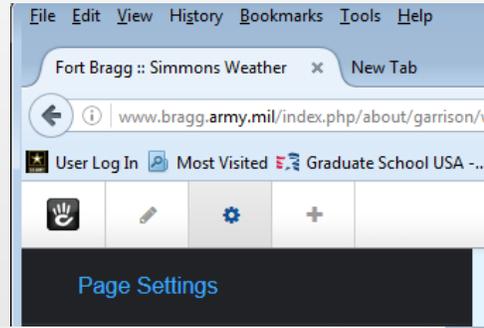
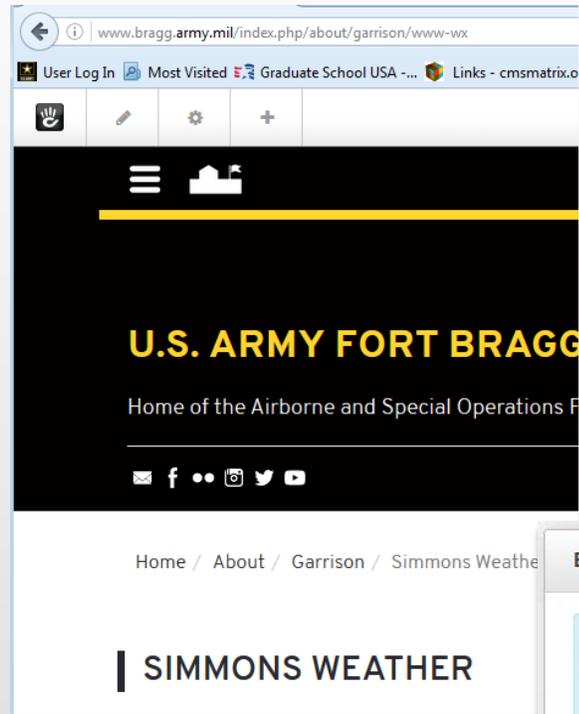
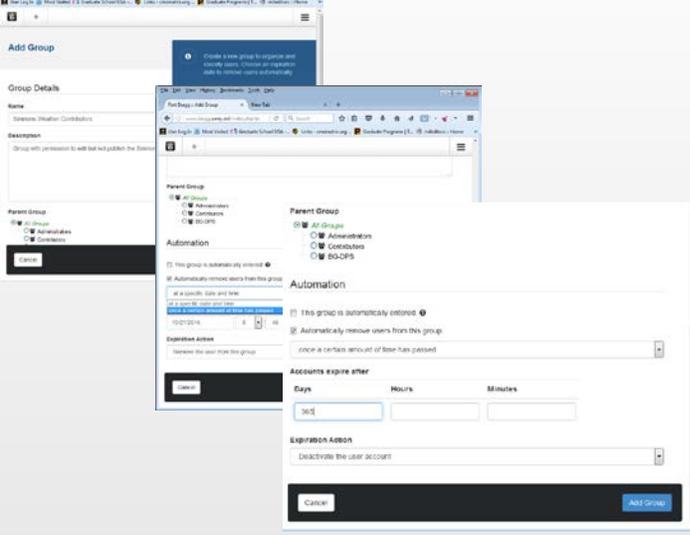
Edit Properties **Administrators**

Who gets access to this permission?

None Selected

Select

- Group
- User
- Group Set
- Group Combination
- Page Owner



Granting Task Permissions

The screenshot displays the 'Task Permissions' dashboard in a web browser. At the top, a green notification bar states 'Permissions updated successfully.' Below this, a list of tasks is shown, each with a corresponding permission button. The tasks and their permissions are:

- Access Sitemap: Administrators, BG-Page Admins
- Uninstall Packages: admin
- Install Packages: Administrators
- View Newsflow: admin
- Upgrade concrete5: admin
- Access Page Type Permissions: Administrators
- Perform Backups: Administrators
- Access Task Permissions: None
- Access Page Type Defaults: Administrators
- Customize Themes: Administrators
- Manage Layout Presets: Administrators
- Empty Trash: Administrators
- Add Topic Tree: Administrators
- Remove Topic Tree: Administrators
- View Site in Maintenance Mode: Administrators, BG-Page Admins
- Edit Gatherings: Administrators

At the bottom of the dashboard, there are 'Cancel' and 'Save' buttons. The right sidebar contains a navigation menu with the following items:

- Dashboard
- Sitemap
- Files
- Members
- Reports
- Pages & Themes
- Conversations
- Workflow
- Stacks & Blocks
- Extend concrete5
- System & Settings
 - Basics
 - Multilingual
 - SEO & Statistics
 - Files
 - Optimization
 - Permissions & Access
 - Site Access
 - Task Permissions
 - User Permissions
 - Advanced Permissions
 - IP Blacklist
 - Captcha Setup
 - Spam Control
 - Maintenance Mode
 - Login & Registration
 - Email
 - Conversations
 - Attributes

What Group Sets to make

- For each subsite (one or more pages to be edited by a certified agent), create user groups for admins (allowed to publish) and contributors (allowed to edit but not publish).
- Also make groups for page Admins and page Contributors. Put all Admins in the Page Admins group and the Contributors in the Page Contributors group
- Follow the UID naming convention (Page 3)

A CERTIFIED AGENT is a person allowed by PAO to post to a section of a website. They must have certifications specified in the IMCOM Enterprise Web SOP and operate under garrison PAO oversight.

The screenshot displays the 'Group Sets' configuration page. At the top, there is a header 'Group Sets' and a list of existing sets: 'BG-Simmons Weather'. Below this is an 'Add Set' section with a 'Name' input field containing 'BG-Page Admins'. Underneath is a 'Groups' section with a list of checkboxes: Administrators, Contributors, BG-DPS, BG-Simmons Weather Contributors, BG-Simmons Weather Admin (checked), and BG-TSC Admin (checked). A blue 'Add Set' button is at the bottom. A modal window is open over the main page, showing a similar 'Add Set' form with a 'Name' input field.