Granting permission for subsite contributors

IMCOM Enterprise Web

Tutorial 5

Version 1.4

Contents and general instructions

PAGE:

- 3. Create groups
- 4. Make Group Sets
- 5. How User Groups and Group Sets relate (draft)
- 6. Apply permissions to a page and its subpages
- 7. Select permissions to apply
- 8. IMCOM standard
- 9. Grant permission to oversee a group
- 10. Grant permission to use the dashboard
- 11. Enable sitemap use
- 12. Set up Files permissions
- 13. Set up File Manager permissions
- 14. Allow the use of blocks and stacks
- 15. Grant permission to work with files
- 16. Grant permission to use the File Manager
- 17. Grant permission to view site in maintenance mode

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 \rightarrow Members \rightarrow User Groups (3) \rightarrow 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."



B

BG-DPS

BG-TSC Admin

BG-Simmons Weather Contributors

BG-Simmons Weather Admin

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.



	O≝ BG-DPS
	Automation
User Groups	 This group is automatically entered. Automatically remove users from this grou once a certain amount of time has passed
Q Name	Accounts expire after Days Hours 365
 All Groups Guest Registered Users Administrators Contributors 	Expiration Action Deactivate the user account Cancel

Add Group Create a new group to organize and classify users. Choose an expiration date to remove users automatically. Group Details ame Simmons Weather Contributors escription	k
ame Simmons Weather Contributors escription	K E
ame Simmons Weather Contributors escription	E
ame Simmons Weather Contributors escription	Е
escription	
Group with permission to edit but not publish the Simmons Weather page(s)	
We All Groups ○ We Administrators ○ We Contributors ○ We BG-DPS	
This group is automatically entered.	
Automatically remove users from this group.	
once a certain amount of time has passed .	
counts expire after	
ays Hours Minutes	
365	
piration Action	
Deactivate the user account	
Cancel Add Group	

ser Log In 🙆 Most Visited 🏹 Graduate School USA -... 👣 Links - cmsmatrix.org ... 💾 Graduate Programs | T... 🕙 mileditors

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.

Sitemap

Members

Reports

Search Users

User Groups

Move Multiple Attributes Group Sets

Community Point

Files

 BG-Simmons Weather Add Set Name BG-Page Admins Groups Administrators Contributors BG-DPS BG-Simmons Weather Contributors BG-Simmons Weather Admin 	Group Sets
Add Set Name BG-Page Admins Groups Administrators BG-DPS BG-DPS BG-Simmons Weather Contributors BG-Simmons Weather Admin	BG-Simmons Weather
Name BG-Page Admins Groups Administrators Contributors BG-DPS BG-Simmons Weather Contributors BG-Simmons Weather Admin	Add Set
BG-Page Admins Groups Administrators Contributors BG-DPS BG-Simmons Weather Contributors BG-Simmons Weather Admin	Name
Groups Administrators Contributors BG-DPS BG-Simmons Weather Contributors BG-Simmons Weather Admin	BG-Page Admins
 Administrators Contributors BG-DPS BG-Simmons Weather Contributors BG-Simmons Weather Admin 	Groups
 Contributors BG-DPS BG-Simmons Weather Contributors BG-Simmons Weather Admin 	Administrators
BG-DPS BG-Simmons Weather Contributors BG-Simmons Weather Admin BG-Simmons Weather Admin	Contributors
BG-Simmons Weather Admin	BG-DPS
	BG-Simmons Weather Admin
BG-ISC Admin	

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)

Group Sets

4	BG-Page Admins						
BG-Page Contributors							
2	BG-Simmons Weather						
A	dd Set						
Na	me						
	A CERTIFIED AGENT is a per allowed by PAO to post to of a website. They must ha certifications specified in t IMCOM Enterprise Web SC	rson a section we he)P and					

operate under garrison PAO

oversight.

PAGE 4

How User Groups and Group Sets relate (draft)



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.

	<u>File</u> dit	⊻iew Hi <u>s</u> tory	Bookmarks	<u>T</u> ools <u>H</u> elp							• ×
	Fort Brag	jg :: Simmons \	Veather ×	New Tab	× +						
	(www.bragg. arr	ny.mil /index.p	hp/about/garrison/	www-wx	c	🗧 🔍 Search	☆ 自 ♥ ♣ 佘	1	• 🖌 •	≡
MY FOR	Log User Log	In 🔊 Most V	sited 🏹 Grad	luate School USA	🁣 Links - cmsmatrix.org 📔 Gradua	e Programs T 🛞 miledito	ors :: Home 💦 Basic Web Met	rics Kn 🚺 USC Annenberg GAP G Digit	al Marketing	Cour	>>
borne and Spec	С.	1	+					Q		6 2	*
	Pag	e Settings									
					Page Permissions						
rrison / Sim											
											E
EATH					This page inherits its permis	sions from: Home					
					Assign Permissions						
					By Area of Site (Hierarchy)					•	
					By Area of Site (Hierarchy) From Page Type Defaults						
					Manually Inherit the permissions of th	s page.					
	Pern	nissions			P						
					Current Permissio						
					Vie	Confir	m Chang	je	20		
					View Version						
					View Page in Sitema						
					Preview Page As Us	Changin	a this settin	a will affect this na	an		
					Edit Propertie	Changin	ig this settin	g will alloct this pay	gc		
						immedia	tely. Are you	u sure?			-
)						
					1						
					-						
						Cance	4		Ok		
						Ounce	· •		OR		

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.

Current Permission Set			
View Guest		Preview Page As User	0 ×
View Versions Administrators		Included	Add
View Page in Sitemap Administrators		Administrators	08
Proview Page As Liser Administrators	DEDLINE DEDDISSIONS OF DISCOVER	Simmons Weather	0 8
	Preview Page As User 0 ×	Excluded	Add
Edit Contractors	Included Add	None	
Edit Speed Settings Administrators	Administrators O 🖻		
Change Theme Administrators	Excluded		
Change Page Template Administrators	None	Cancel	Save View Page in Sitemap Administrators
Edit Page Type Administrators	Add Access Entity	*	Preview Page As User Administrators Simmons Weather
	Arross	3	Edit Properties Administrators
	Who gets access to this permission?	Add Access Entity	
	None Selected		
		Access	Drag and Drop
-	Cancel Group	Whe Add Group Set	
	User	N	to duplicate permissions from
	Group Set In be valid for P Group Combination	Simmons Weather	one action to another!
	Page Owner 9 + 05 + PM +	S	
	To		
	□ 10/21/2016 9 - 05 - PM +		n Sitemap Administrators
	Cancel	Save	Je As User Administ Lors Simmons Weather
			Properties Simmons Wea
Note that you can sel	ect a time		Contents Administrators
limit for the permission	on, but since		· · · · ·
we put a limit on the	user account.		View Page in Sitemap Administrators
we'll leave this blank.			Preview Page As User Administrators Simmons Washer
			Edit Properties Administrators Simmons Weather
			Edit Contents Administrators

TERMS:

An Action A Permission Search User Group 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
	Сору

Grant permission to oversee a group

User Group

Q Name

The All Groups

* Registered

Administra
 Contributor
 BG-DPS

* Simmons

- 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.

	6	幸	
Dashboard Sitemap		*	
Files Members Search Users User Groups Move Multiple Grou Attributes Group Sets Community Points	ıps	E	
are currently inheri	ted frc	om All C	ör
,			
Administrators	_	_	

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.

TANDARD CONFIGURATION:

Permissions for this node permissions.	currently override its parents'	
Revert to Parent Permisisons		
Search User Group	Administrators	
Edit Group	Administrators Simmons Weather Admin	
Assign Group	Administrators Simmons Weather Admin	
Add Child Group	Administrators	
Edit Group Permissions	Administrators	
	Сору	

Grant permission to use the dashboard

- Go to Dashboard \rightarrow 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



Permissions	>	¢
Assign Permissions		Γ
Manually	•	
ubpage Permissions		
Inherit the permissions of thi	is page.	
Current Permission S	Set Administrators BG-Page Admins	
View Versions	BG-Page Contributors	
View Page in Sitemap	Administrators BG-Page Admins BG-Page Contributors	
Preview Page As User	None	
Edit Properties	None	
Edit Contents	None	
Edit Speed Settings	None	
Change Theme	None	
Change Dage Template	Alono	
Change Bage Template	Save Changes	

TANDARD CONFIGURATION:

Permissions

Assign Permissions

Enable sitemap use

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

					Manually	•	•
<u>F</u> ile <u>E</u> dit	<u>V</u> iew Hi <u>s</u> tory <u>B</u> ookmarks <u>T</u> ools	<u>H</u> elp			Subpage Permissions		
Fort Bra	agg :: Full Sitemap 🛛 🗙 🔣 Sit	e Search - concr	ete5 🛛 🗙 🔡 Site S	Search - concrete5	Inherit the permissions of th	iis page.	-
(陷 https://www.bragg. army.mil /in	dex.php/dashbo	ard/sitemap/full	C Q canc			20
🔛 User Lo	og In 🧕 Most Visited 🏹 Graduate	School USA	🁣 Links - cmsmatrix.c	org P Graduat		G - t	
ч	← Return to Website			_	Current Permission	Set	
	E.I.I.O.		2010.00		View	Administrators BG-Page Admins BG-Page Contributors	
Full Sitemap		Full Site	Visit	11	View Versions	Administrators BG-Page Admins BG-Page Contributors	
	Q Name	Q Name	Attributes Caching Permissions		View Page in Sitemap	Administrators BG-Page Admins BG-Page Contributors	
	Home	Home 🕂 Home	Design & 2 Versions 2 Delete		Preview Page As User	Administrators BG-Page Admins BG-Page Contributors	
	D About	E C Abo	Search Pages		Edit Properties	None	
	E Leadership		Flat View		Edit Contents	None	
	⊡ Mission ⊡ Garrison	⊞ C⊃ - [^]	Add Page Add External Link		Edit Speed Settings	None	
	🕒 Fort Bragg H	story	lisitor Information		Change Theme	None	
	C Visitor Inform	ation			Change Page Template	None	
	Event Calend Mast Baguage	lar tod Documon	fo		Edit Page Tupe	None	
	Download File	led Documen	15		Eun rage type		
	⊡ Contact				Edit Permissions	Administrators	
	⊕ 🗅 My Fort Bragg				Delete	None	
	🗄 🗀 Units / Tenants						
	- P Search				Longod in as a	dmin NIN	

Set up Files permissions

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



Full Sitemap



⊡ Themes & Themes

STANDARD CONFIGURATION:

is page.
Set
Administrators BG-Page Admins BG-Page Contributors
None
Administrators BG-Page Admins BG-Page Contributors
None
Mono

Set up File Manager permi

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



Permissions	3	c .
Assign Permissions		
Manually	•	
Subpage Permissions		
Inherit the permissions of th	is page.	
Current Permission	Set	E
View	Administrators BG-Page Admins BG-Page Contributors	
View Versions	None	
View Page in Sitemap	Administrators BG-Page Admins BG-Page Contributors	
View Page in Sitemap Preview Page As User	Administrators BG-Page Admins BG-Page Contributors	
View Page in Sitemap Preview Page As User Edit Properties	Administrators BG-Page Admins BG-Page Contributors None None	
View Page in Sitemap Preview Page As User Edit Properties Edit Contents	Administrators BG-Page Admins BG-Page Contributors None	
View Page in Sitemap Preview Page As User Edit Properties Edit Contents Edit Speed Settings	Administrators BG-Page Admins BG-Page Contributors None	
View Page in Sitemap Preview Page As User Edit Properties Edit Contents Edit Speed Settings Change Theme	Administrators BG-Page Admins BG-Page Contributors None	
View Page in Sitemap Preview Page As User Edit Properties Edit Contents Edit Speed Settings Change Theme Change Page Template	Administrators BG-Page Admins BG-Page Contributors None Administrators BG-Page Admins BG-Page Contributors None None None None	

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...."



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

File Edit View History Bookmarks Tools Help **View Files** 🛛 Fort Bragg :: System & Settings 🛛 🛪 🔪 🕎 File Manger Access Denie **(**)) 💫 https://www.bragg.army.mil/index.php/dashboard Search Files in File Manager 📕 User Log In 🧕 Most Visited 🎇 Graduate School USA -... 🁣 Links ۳ **Edit File Properties** + **Edit File Contents** System & Settings Copy File Edit File Access Basics Site Name **Delete File Set** Accessibility Social Links **Delete File** Bookmark Icons Rich Text Edito Add File Languages Time Zone Files Optimization Cache & Speed Settings File Manager Permissions Site Access Allowed F Clear Cache Task Permissions Thumbnails Automated Jobs User Permissions Image Upload Database Query Log Advanced Permissions File Storage Location IP Blacklist

File Manager Permissions

Captcha Setup



Login

Email

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

Permissions & Access Site Access Task Permission User Permission Advanced Permis IP Blacklist Captcha Setup Spam Control Maintenance Mode

Extend concrete5
System & Settings
Basics
Multilingual
SEO & Statistics
Files
Optimization
Permissions & Access
Login & Registration
Email
Conversations
Attributes
Environment

Set permissions as shown

STANDARD CONFIGURAT	TION:
Task Permissions	
Access Sitemap	Administrators
Uninstall Packages	Administrators
Install Packages	Administrators
View Newsflow	Administrators
Upgrade concrete5	Administrators
Access Page Type Permissions	Administrators admin
Perform Backups	Administrators
Access Task Permissions	Administrators admin
Access Page Type Defaults	Administrators
Customize Themes	Administrators
Manage Layout Presets	Administrators
Empty Trash	Administrators
Add Topic Tree	
Remove Topic Tree	Administrators
View Site in Maintenance Mode	Administrators PO-All Page Admins
Edit Gatherings	Administrators

End of tutorial

Backup material follows

Current permissions for File Manager in the sitemap

	Set	
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	





PAGE 20



In the lat . .

Same.

Serenen.

Desception

Parante Group

Granting Task Permis File Edit View History Bookmarks Iools Help Fort Bragg:: Task Permissions × +



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)

Group Sets Group Sets BG-Simmons Weather BG-Page Admins Add Set BG-Page Contributors Name BG-Simmons Weather BG-Page Admins Add Set Groups Administrators Name Contributors BG-DPS BG-Simmons Weather Contributors BG-Simmons Weather Admin BG-TSC Admin Add Set

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.