iKnowBase User Administration Reference

Version 8.3

Table of Contents
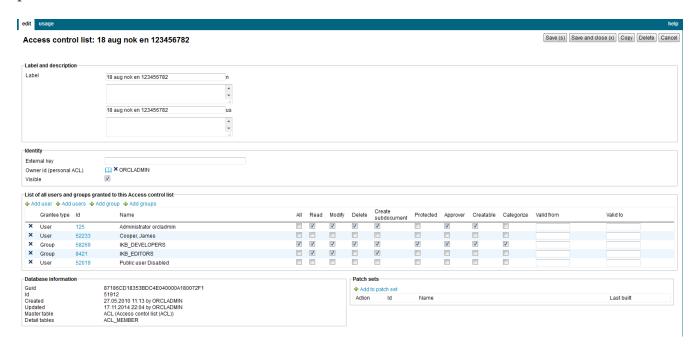
Chapter 1. Access Control Lists

Access Control Lists (ACLs) enable you to create a mapping between access rights and users, and access rights and groups. ACLs enable you to assign access rights on content and dimensions.

1.1. Access Control List Properties

This section describes the properties of an access control list, as shown on the corresponding **Edit** pane.

Property	Description
Label (language)	Type a label and description for this access control list. One entry per supported language. This is the display name for the access control list.
External key	Type an additional identifier for this access control list. An external key is used in code that integrates external services with this iKnowBase access control list.
Owner Id (Personal ACL)	Displays the owner of the access control list.
Visible	Select this check box to enable users to view this access control list. This property indicates the availability of this access control list while publishing content.

Property	Description
Acl members	Displays a list of users and groups which are members of this access control list, together with their member privileges.

See following table for information about member privileges: |

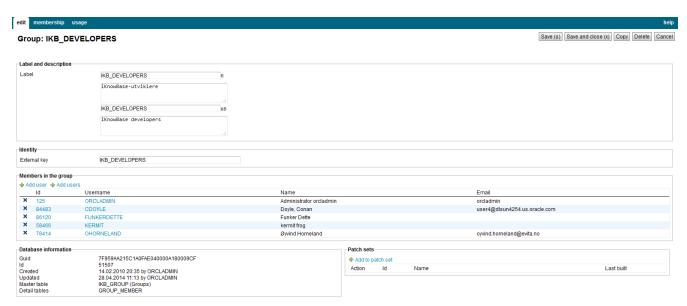| Privileges	Description
Name	Displays the name of the user or group to whom you are assigning privileges.
All	Select this check box to grant all access privileges to the user.
Read	Select this check box to grant the privilege to read content in iKnowBase.
Modify	Select this check box to grant the privilege to read and modify content in iKnowBase.
Delete	Select this check box to grant the privilege to delete content in iKnowBase.
Create subdocument	Select this check box to grant the privilege to create subdocuments for a document that is protected with the current access control list.
Protected	Select this check box to grant the privilege to view dimensions that are protected with the current access control list in iKnowBase. This property is only available for dimensions.
Approver	Select this check box to grant the privilege to approve the publication of content in iKnowBase.
Creatable	Select this check box to grant the privilege to create content in iKnowBase.
Categorize	Select this check box to grant the privilege to categorize content with a dimension that is protected with the current access control list.
Valid from	Type the date from which member is valid. **Note:** Format "dd.mm.yyyy".
Valid to	Type the expiry date for this member. **Note:** Format "dd.mm.yyyy".

Chapter 2. Groups

A group is a collection of users. Groups enable you to assign various types of access rights to multiple users at the same time, which makes user management easier and less time-consuming. Users in a group have some common characteristics. For example, users that work on the same level in a particular department can belong to one grou

Access rights assigned to a group are also assigned to all users that belong to that grouA user can be member of one or more groups at a time.
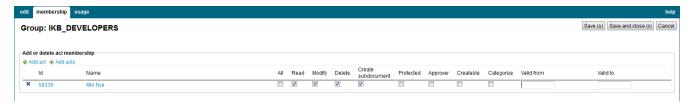
2.1. Group Properties

This section describes the properties of a group, as shown on the corresponding **Edit** pane.

Property	Description
Label (language)	Type a label and description for this group One entry per supported language. This is the display name for the group.
External key	Type an additional identifier for this grouAn external key is used in code that integrates external services with this iKnowBase group.
Members in the group	Displays a list of users who are members of this group.

2.2. Membership

This section describes the access control membership, as shown on the corresponding **Membership** pane.

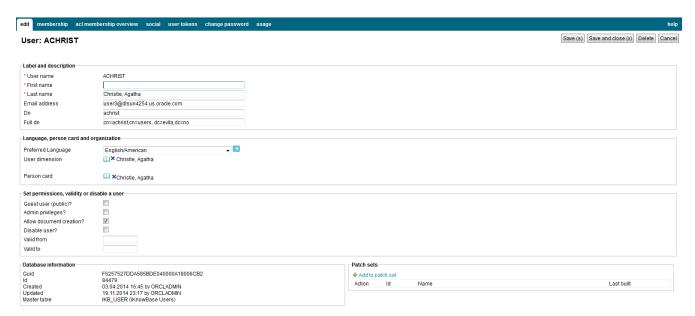| Property	Description
Memberships	Displays a list of access control lists the group is a member of.
Permissions	Check boxes for available privileges, see the section *Access Control Lists* for more information.

Chapter 3. Users

Users are entities that can be authenticated against the credentials required to access a portal.

After you create a user, you can assign access rights to a user. For more information on groups, see Access Control Lists.

You can also add a user to a grouWhen you add a user to a group, all access rights assigned to a group are also assigned to the user. For more information on groups, see Groups.

3.1. User Properties

This section describes the properties of a user, as shown on the corresponding **Edit** pane.
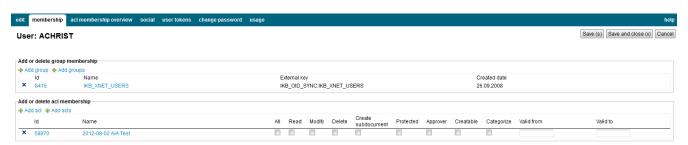

Property	Description
User name	Type the user name that this user must use to log on to iKnowBase. You cannot update the information of this property for an existing user.
First name	Type the first name of this user.
Last name	Type the last name of this user.
Email address	Type the e-mail address of this user.
Dn	Contains the dn string for this user if synchronized from an ldap directory.
Fulldn	Contains the full dn string for this user if synchronized from an ldap directory.
Preferred Language	Click the appropriate language that you want to set for this user.

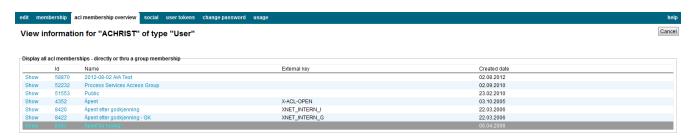| Property	Description
User dimension	Select the dimension the user is associated with. Used for presenting content in context of users.
Person card	Select the person card associated with the user. Used for presenting content in context of users.
Password	Information on whether this user has stored a password in iKnowBase. If they have, they can use that for login (if iKnowBase is configured such), else iKnowBase must be configured to let them authenticate against some external auth provider (through e.g. SAML or OAuth).
Permissions	Select the **Guest user (public)** checkbox to grant guest user privileges to this user. Select the **Admin privileges** check box to grant administrative privileges to this user. Select the **Allow document creation** check box to enable this user to create and edit content when this user logs in to the iKnowBase portal. Select the **Disable user** check box to disable the user. The user will no longer be able to log in.
Valid from	Set a date value (dd.mm.yyyy) if the user should be valid after a specific date
Valid to	Set a date value (dd.mm.yyyy) if the user should be expired after a specific date

3.2. Membership

This section describes the membership to groups or access control lists, as shown on the corresponding **Membership** pane.

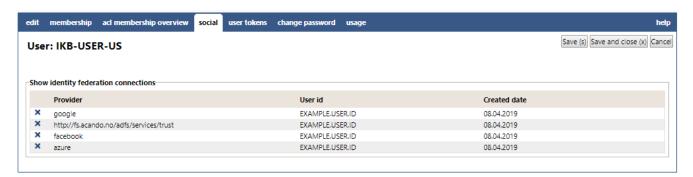| Property	Description
Add or delete group membership	Displays a list of all the groups this user is a member of. Add new groups by using the links **Add group** or **Add groups**. Remove a group membership by clicking the delete icon.
ACL memberships	Displays a list of all the access control lists this user is a member of. Add new access control lists by using the links **Add acl** or **Add acls**. Remove a acl membership by clicking the delete icon. For more information about the ACL permissions, see Access Control Lists.

3.3. Acl membership overview

This section describes all membership to access control lists, either directly or thru a group membership.

Property	Description
Acl membership overview	Click the **Show** link to see how the user is granted to the access control list.

3.4. Identity federation

This section describes identity federation using OAuth2 and saml services, which links external accounts to iKnowBase user accounts. The only action permitted is removal of entries.

Property	Description
Provider	ID of the identity provider

Property	Description
User id	External user id from the provider
Created date	Date when this account connection was created

3.5. User tokens

Displays user tokens attached to the current user. To add a new token, click Add value. You can select between an activation token or a login token.

Property	Description
Token type	Valid values are Activation and Login token
User Tokens	The actual token automatically generated when you create a new token.
User tag	Display the user tag. Not editable.
Description	Description of the token
Valid to	Date to define the expiry date for the token. The value has to be given in the form dd.mm.yyyy hh24:mi.

3.6. Change password

Note that this password is only used in installations where the iKnowBase database is the master for password information. This is not the normal case. Instead, normally you will need to update the password in a remote directory such as Microsoft Active Directory or Oracle Internet Directory.

Property	Description
New password	Enter a new password for the user.

3.7. Copy a user

Create a new used based on the properties of an existing user.

User name	Enter a unique user name for the new user.
First name	Type the first name of the new user.
Last name	Type the last name of the new user.
Create a person card?	If set, it will create a new user document with the same system properties as the document owner by the selected user. If the selected user doesn't have a document, this option is hidden.
Create a dimension?	If set, it will create a new user dimension with the same system properties as the dimension owner by the selected user. If the selected user doesn't have a dimension, this option is hidden.
Copy group membership?	If set, it will duplicate the group memberships from the selected user.
Copy acl membership?	If set, it will duplicate the acl memberships from the selected user.

3.7.1. Delete a User

If the user is the owner of documents (information objects), you are asked to select a new owner for these documents from a list of existing users. Upon deletion, documents which are owned by the user to be deleted are updated with the new owner. You can click the **Cancel** action to cancel the deletion