

iKnowBase User Administration Reference

Version 8.3

Table of Contents

1. Access Control Lists	1
1.1. Access Control List Properties	1
2. Groups	3
2.1. Group Properties	3
2.2. Membership	3
3. Users	5
3.1. User Properties	5
3.2. Membership	6
3.3. Acl membership overview	7
3.4. Identity federation	7
3.5. User tokens	8
3.6. Change password	8
3.7. Copy a user	9

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.

The screenshot shows the 'Edit' pane for an Access Control List. The title bar indicates 'edit usage' and 'help'. The main title is 'Access control list: 18 aug nok en 123456782'. Below the title are buttons for 'Save (s)', 'Save and close (x)', 'Copy', 'Delete', and 'Cancel'.

Label and description: This section contains two text input fields for labels. The first field contains '18 aug nok en 123456782' and the second field contains '18 aug nok en 123456782'. Both fields have a language dropdown menu set to 'n' and 'us' respectively.

Identity: This section includes an 'External key' field, an 'Owner id (personal ACL)' field with a dropdown menu showing 'ORCLADMIN', and a 'Visible' checkbox which is checked.

List of all users and groups granted to this Access control list: This section contains a table with columns for 'Grantee type', 'Id', 'Name', 'All', 'Read', 'Modify', 'Delete', 'Create subdocument', 'Protected', 'Approver', 'Creatable', 'Categorize', 'Valid from', and 'Valid to'. The table lists five entries: a User (Administrator orcladmin), a User (Cooper, James), a Group (IKB_DEVELOPERS), a Group (IKB_EDITORS), and a User (Public user Disabled).

Database information: This section provides details about the ACL, including its GUID, ID, creation date, and update date.

Patch sets: This section includes an 'Add to patch set' button and a table with columns for 'Action', 'Id', 'Name', and 'Last built'.

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	<p data-bbox="400 165 1460 244">Displays a list of users and groups which are members of this access control list, together with their member privileges.</p> <p data-bbox="400 282 1227 315">See following table for information about member privileges:</p> <table border="1" data-bbox="400 349 1455 1776"> <thead> <tr> <th data-bbox="405 356 754 412">Privileges</th> <th data-bbox="754 356 1450 412">Description</th> </tr> </thead> <tbody> <tr> <td data-bbox="405 412 754 510">Name</td> <td data-bbox="754 412 1450 510">Displays the name of the user or group to whom you are assigning privileges.</td> </tr> <tr> <td data-bbox="405 510 754 609">All</td> <td data-bbox="754 510 1450 609">Select this check box to grant all access privileges to the user.</td> </tr> <tr> <td data-bbox="405 609 754 707">Read</td> <td data-bbox="754 609 1450 707">Select this check box to grant the privilege to read content in iKnowBase.</td> </tr> <tr> <td data-bbox="405 707 754 806">Modify</td> <td data-bbox="754 707 1450 806">Select this check box to grant the privilege to read and modify content in iKnowBase.</td> </tr> <tr> <td data-bbox="405 806 754 904">Delete</td> <td data-bbox="754 806 1450 904">Select this check box to grant the privilege to delete content in iKnowBase.</td> </tr> <tr> <td data-bbox="405 904 754 1048">Create subdocument</td> <td data-bbox="754 904 1450 1048">Select this check box to grant the privilege to create subdocuments for a document that is protected with the current access control list.</td> </tr> <tr> <td data-bbox="405 1048 754 1236">Protected</td> <td data-bbox="754 1048 1450 1236">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.</td> </tr> <tr> <td data-bbox="405 1236 754 1335">Approver</td> <td data-bbox="754 1236 1450 1335">Select this check box to grant the privilege to approve the publication of content in iKnowBase.</td> </tr> <tr> <td data-bbox="405 1335 754 1433">Creatable</td> <td data-bbox="754 1335 1450 1433">Select this check box to grant the privilege to create content in iKnowBase.</td> </tr> <tr> <td data-bbox="405 1433 754 1576">Categorize</td> <td data-bbox="754 1433 1450 1576">Select this check box to grant the privilege to categorize content with a dimension that is protected with the current access control list.</td> </tr> <tr> <td data-bbox="405 1576 754 1675">Valid from</td> <td data-bbox="754 1576 1450 1675">Type the date from which member is valid. Note: Format "dd.mm.yyyy".</td> </tr> <tr> <td data-bbox="405 1675 754 1774">Valid to</td> <td data-bbox="754 1675 1450 1774">Type the expiry date for this member. Note: Format "dd.mm.yyyy".</td> </tr> </tbody> </table>	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".
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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 group

Access rights assigned to a group are also assigned to all users that belong to that group. A 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.

The screenshot shows the 'Edit' pane for the group 'IKB_DEVELOPERS'. At the top, there are tabs for 'edit', 'membership', 'usage', and 'help'. Below the tabs are buttons for 'Save (s)', 'Save and close (X)', 'Copy', 'Delete', and 'Cancel'. The main content is divided into several sections:

- Label and description:** Contains two text input fields. The first is labeled 'Label' and contains 'IKB_DEVELOPERS' with a language dropdown set to 'n'. The second is labeled 'iKnowBase-utviklere' and contains 'IKB_DEVELOPERS' with a language dropdown set to 'us'.
- Identity:** Contains a text input field labeled 'External key' with the value 'IKB_DEVELOPERS'.
- Members in the group:** Contains a table with columns 'Id', 'Username', 'Name', and 'Email'. It lists five members: ORCLADMIN, CDOYLE, FUNKERDETTE, KERMIT, and OHORNELAND.
- Database information:** Contains a table with columns 'Property' and 'Value'. It lists details like 'Guild', 'Id', 'Created', 'Updated', 'Master table', and 'Detail tables'.
- Patch sets:** Contains a table with columns 'Action', 'Id', 'Name', and 'Last built'. It has a header row and one empty row below it.

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 group. An 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.

edit membership usage help

Group: IKB_DEVELOPERS Save (s) Save and close (t) Cancel

Add or delete acl membership

[Add acl](#) [Add acls](#)

Id	Name	All	Read	Modify	Delete	Create subdocument	Protected	Approver	Creatable	Categorize	Valid from	Valid to
<input checked="" type="checkbox"/> 58336	Min Nye	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="text"/>	<input type="text"/>

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 group. When 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	<p>Select the Guest user (public) checkbox to grant guest user privileges to this user.</p> <p>Select the Admin privileges check box to grant administrative privileges to this user.</p> <p>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.</p> <p>Select the Disable user check box to disable the user. The user will no longer be able to log in.</p>
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.

The screenshot displays the user management interface for user **ACHRIST**. It features a navigation bar with options like 'edit', 'membership', 'acl membership overview', 'social', 'user tokens', 'change password', 'usage', and 'help'. Below the navigation, there are two main sections for managing membership:

- Add or delete group membership:** This section includes a table with columns for 'Id', 'Name', 'External key', and 'Created date'. A single entry is shown with 'Id' 8416, 'Name' IKB_XNET_USERS, 'External key' IKB_OID_SYNC:IKB_XNET_USERS, and 'Created date' 26.09.2008.
- Add or delete acl membership:** This section includes a table with columns for 'Id', 'Name', and various permissions: 'All', 'Read', 'Modify', 'Delete', 'Create subdocument', 'Protected', 'Approver', 'Crealable', 'Categorize', 'Valid from', and 'Valid to'. A single entry is shown with 'Id' 58870 and 'Name' 2012-08-02 A/A Test.

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.

The screenshot shows a navigation bar with tabs: edit, membership, acl membership overview (selected), social, user tokens, change password, usage, and help. Below the navigation bar, the page title is "View information for 'ACHRIST' of type 'User'" with a "Cancel" button. The main content area is titled "Display all acl memberships - directly or thru a group membership" and contains a table with columns: Id, Name, External key, and Created date. The table lists several ACL memberships with "Show" links next to each row.

Id	Name	External key	Created date
58870	2012-08-02 A/A Test		02.08.2012
52232	Process Services Access Group		02.09.2010
51553	Public		23.02.2010
4352	Agent	X-ACL-OPEN	03.10.2005
8420	Agent etter godkjenning	XNET_INTERNLJ	22.03.2006
8422	Agent etter godkjenning - GK	XNET_INTERNLG	22.03.2006
8543	Agent for testing		06.04.2006

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.

The screenshot shows a navigation bar with tabs: edit, membership, acl membership overview, social (selected), user tokens, change password, usage, and help. Below the navigation bar, the page title is "User: IKB-USER-US" with "Save (s)", "Save and close (X)", and "Cancel" buttons. The main content area is titled "Show identity federation connections" and contains a table with columns: Provider, User id, and Created date. The table lists four identity federation connections with "X" icons next to each row.

Provider	User id	Created date
google	EXAMPLE.USER.ID	08.04.2019
http://fs.acando.no/adfs/services/trust	EXAMPLE.USER.ID	08.04.2019
facebook	EXAMPLE.USER.ID	08.04.2019
azure	EXAMPLE.USER.ID	08.04.2019

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.

edit membership acl membership overview social **user tokens** change password usage help

User: MVO Save (s) Save and close (x) Cancel

Display user tokens and create either login or activate tokens

Token type	User tokens	User tag	Description	Valid to (dd.mm.yyyy hh24:mi)
ACTIVATION	0C365864E176368CD41AE69821EAD862D0447AC74767746F8001D8A8095E654E54B20558E015C7B175D74B24D02ABBE6815C092BDBBCC5565E61246			05.12.2014 06:59

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.

edit membership acl membership overview social user tokens **change password** usage help

User: MVO Save (s) Save and close (x) Cancel

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.

Change Password

New Password

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

3.7. Copy a user

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

User: TEST-NO Save (s) Save and close (x)

Create a new user based on the selected one

* User name

* First name

* Last name

Copy group membership

Copy ACL membership

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