Chapter No.6
"Users and Permissions"
In this package, you will find:

A Biography of the author of the book
A preview chapter from the book, Chapter NO.6"Users and Permissions"
A synopsis of the book’s content
Information on where to buy this book

About the Author

Sofia Hauschildt is a web mastering and web development tutor, who started designing and developing professional websites in 1995 just before her graduation in Computer Science. With experience as a data warehouse developer and ERP consultant, she became a self-employed tutor. During her career, she has been contracted by IT and management academies, the German army, several city administrations, and international companies such as Siemens. Her work as a tutor is always focused on practical training combined with a theoretical background in order to get fast and handy results.

I would like to express my gratitude to all those who gave me the possibility to complete this book. I want to thank my husband Jens for investing a huge amount of time in the first reviews of this book and his patient love. Furthermore, I have to thank Yury V. Zaytsev for his stimulating support and interesting discussions.

A special thanks goes to my parents who encouraged me to go ahead with this book and gave me incredible mental support.
CMS Made Simple 1.6
Beginner's Guide

CMS Made Simple is an open source content management system that allows rapid website development in a fraction of the normal time, while avoiding hours of coding by providing modules and third-party add-ons. With this book in hand, you will be able to harness the power of this modular and extensible content management system at your fingertips.

This guide for CMS Made Simple is based on practical and working solutions allowing you to understand how this powerful and simple application can support you in your daily work. The workshop helps you to create engaging, effective, and easy-to-use CMS websites for businesses, clubs, and organizations.

This is a step-by-step case study, aimed at helping you to build a complete professional website with CMS Made Simple. You can take a ready-to-use template or implement your own custom design, enrich the website with features such as a photo gallery, an e-commerce solution with a PayPal checkout, and forms of any complexity or popular jQuery effects, and finish it off by optimizing it for search engines. The useful HTML and CSS code snippets are optimized and can be easily adapted for your own projects. Chapter-by-chapter, you will put yourself into the role of a web designer, developer, administrator, and business manager, thus learning every aspect needed for building rich websites that are very simple to manage.

What This Book Covers

Chapter 1, Building Websites with CMS Made Simple introduces the case study website with its functional requirements.

Chapter 2, Getting Started explains how to install CMS Made Simple, how its admin console is organized, and how to configure CMS Made Simple for sending out e-mails.

Chapter 3, Creating Pages and Navigation focuses on creating, editing, and organizing pages. It introduces the page hierarchy and search engine friendly URLs. At the end of this chapter, you will have the complete page structure for the case study website.

Chapter 4, Design and Layout explains how to create a new template and how to port a ready HTML/CSS design to CMS Made Simple. At the end of this chapter, you will be able to implement an individual design for a website.
Chapter 5, Using Core Modules covers standard modules of CMS Made Simple, such as News, Search, Image and File Manager, and Printing (including built-in PDF output), and shows you how to install additional modules such as FAQ.

Chapter 6, Users and Permissions explains how the permissions of different users can be organized in the admin console.

Chapter 7, Using Third-party Modules explains how to implement a photo gallery with an individual design, add a contact form with custom fields, install Captcha functionality, manage newsletters, and implement YouTube videos on the website.

Chapter 8, Creating Your Own functionality introduces two approaches to creating your own functionality. In the first part, you learn how to use the module maker to create a product catalog. In the second part, you learn how to create a service desk functionality using a module.

Chapter 9, E-commerce Workshop covers a step-by-step workshop to see how an e-commerce shop with a PayPal checkout can be realized with the e-commerce suite.

Chapter 10, Advanced Use of CMS Made Simple explains how to create multilingual websites, make search engine optimizations, and use jQuery plugins in the navigation of the website. The integration of a visitor status and some advanced techniques enrich the functionality of the case study website.

Chapter 11, Administration and Troubleshooting explains how to keep your website up-to-date and secure and how to do some performance tuning. At the end of the chapter, you will get an answer to the question "How can I get quick help in the forum?"

Appendix, Pop Quiz Answers contains the answers to the pop quizzes throughout the book.
Users and Permissions

This chapter is important to read if you are going to grant access to the admin console of your website to other users. Users with access to the admin console of CMS Made Simple are different from standard visitors to the website. In this chapter, we are talking about users involved in the development of the website. We speak about editors, who write content, create and edit pages; designers, who edit templates and stylesheets; and administrators, who manage website modules, other users, and their permissions in the admin console.

You do not need to read this chapter if you are the only person who develops the website and thus has an unrestricted administrator account. However, if you (or your customer) have a team where different tasks are shared between the team members, then you have to understand how you can grant different permissions to different users. It will safeguard your website and makes it simpler for a CMS Made Simple novice to concentrate on the features that they are allowed to access.

In this chapter, we shall look into:

- Roles, users, and groups
- Permissions on content
- Special designer permissions
- Archiving and restoring different versions
- Overview of all default permissions
- User notifications

Understanding users and their roles

A role is a collection of permissions grouped by general tasks that the user has to be able to perform on the website. An editor may be responsible for creating, reorganizing, and editing pages. A designer does not need to have any permission for page operations, but for creating and editing templates (including module templates). An administrator is a person who has all permissions in the admin console and has unrestricted access to the entire admin console.

In CMS Made Simple, three roles are suggested by default—editor, designer, and administrator. The first user created during installation of CMS Made Simple gets the administrator role by default. This user cannot be deleted, deactivated, or removed from the administrator group, as it would mean that there is no administrator for the website at all. You should choose the name of this user and pay attention to the password strength. Members of the administrator group automatically get all the permissions.

Let’s see how you can create a new user and learn about the minimum features that every user has, independent of his/her role.

**Time for action – creating a new user**

1. In the admin console, click on Users & Groups | Users.

2. Click on Add New User, and fill in the fields, as shown in the following screenshot:
3. Click on Submit.

4. Log out (CMS | Logout) and log in as Peter. The admin console should now look as shown in the following screenshot:

![CMS Made Simple Admin Console](image)

**What just happened?**

You have created a new user without assigning him to any group. This user can log in to the admin console. There are only two main menu items that the user can access—CMS and My Preferences. The user can change his name, password, and e-mail address in the My Account section. He can define his personal preferences such as language, admin template, set default start page for the admin console, and more. He is also able to manage his personal shortcuts.

It is important to define an e-mail address for every user, as this e-mail is used to recover the password, in case the user forgets it. On the login screen of the admin console of CMS Made Simple (when you are not logged in), you will find the link **Forgot your password**. Click it, enter Peter in the Username field, and click on Submit. An e-mail will be sent to the e-mail address associated with this user. If no e-mail address has been set for this user, then automatic password recovery is not possible. In this case, only the administrator of the website can reset the user’s password.
**Users and Permissions**

The administrator of the website can set any user as inactive by clicking the icon with a green tick in the column **Active (Users & Groups | Users)**. The user account is not deleted, but the user is not able to log in to the admin console until his account has been activated again. If you delete the user, all permissions and personal user preferences will be irrevocably removed.

If the user is not assigned to any group, then he is not allowed to do anything other than changing his personal settings. Let’s assign the user Peter to the editor group to see what tasks he will be allowed to perform as an editor.

**Time for action – assigning a user to a group**

1. In the admin console, click on **Users & Groups | Users**.
2. Select the user **Peter** for edit by clicking on his username.
3. Select the **Editor** checkbox at the bottom of the screen, as shown in the following screenshot:

   ![Screenshot of assigning a user to a group](image)

4. Click on **Submit**.

---

5. Log out (CMS | Logout) and log in as Peter. The admin console should look as shown in the following screenshot:

What just happened?

You have given the user additional permissions. Now, he can access a new menu item called Content. There are no content pages, but only News that Peter can submit. Let’s see what permissions Peter has now. In the admin console, click on Users & Groups | Group Permissions. In the first column, all available permissions are listed. To the right of the permission, there are three columns, one for each group—Admin, Editor, and Designer. You can limit the view to only one group by selecting the group at the top of the table from the drop-down list.

Find all selected checkboxes in the Editor column to see what permissions the user assigned to this group gets. You can see that only the Modify News permission is checked for the group. This means that the user can create news articles and edit existing news. When the user creates a new item, the news is automatically saved as a draft, so that only the administrator of the page or a user who has the Approve News For Frontend Display permission can publish the article on the website.
Users and Permissions

Peter is not allowed to delete news articles (permission Delete News Articles) and has no access to the content pages (permission Modify Any Page or Manage All Content).

Content permissions

As the target goal of CMS Made Simple is content management, the permissions on editing content are the most flexible. You can create and manage as many editors for the website as you like. Moreover, you can create editors with different access levels thus thoroughly separating who is allowed to do what on your website.

For example, the permission Manage All Content will give the group full access to all the features that are available with the administrator account in Content | Pages. A user assigned to this group can:

- Create new pages
- Reorder and move them through the hierarchy
- Make pages inactive or prevent them from showing in the navigation
- Change the default page of the website
- Delete pages
- Edit pages including all the information placed in the Options tab

To restrict the features mentioned above, you can grant the permission Modify Any Page. This permission allows us to edit the content only. The Options tab is not shown for the users with this permission, so that any information placed in the Options tab cannot be changed.

In addition to the last permission, you can allow some fields from the Options tab, so that the editor is able to change the template or mark the page as inactive.

Time for action – creating an editor account

The company page will be edited by the office assistant Mary. The office assistant must be able to edit existing pages, edit meta tags, assign templates, and set the page as inactive.

1. In the admin console, create a new user (Users & Groups | Users), and assign the user to the group Editor, as shown in the following screenshot:
2. Click on Submit.

3. Modify the permissions of the group Editor (Users & Groups | Group Permissions), and check the box for Modify Any Page.

4. Click on Submit.

5. In the admin console, click on Site Admin | Global Settings, and choose the Advanced Setup tab.
Users and Permissions

6. In the Basic Properties field, choose options Template, Active, and Page Specific Metadata, as shown in the following screenshot (hold the Ctrl key to mark three options at the same time):

![Basic Properties screenshot](image)

7. Click on Submit.

8. Log out (CMS | Logout) and log in as Mary. Check that all of the required features are available when the page is opened for editing.

What just happened?

You have created a new user and assigned the user to the group Editor. The group is allowed to edit any page of the website. Additionally, the fields Template, Active, and Page Specific Metadata are available to Mary when she edits the content.

Your template should have a Smarty plugin `{metadata}` in the head section, so that Page Specific Metadata can be placed in the source code of the page.

Note that the permission Modify Any Page does not give you the possibility to restrict access to certain pages. If Mary is not allowed to edit every page on the website, but only some of them, then you should switch to the concept of additional editors, which will be described in the next section.

Additional editors

For every content page, additional editors can be defined. You can add additional editors to a certain page in the Options tab in the field Additional Editors (you must be logged in as the administrator to do it). The additional editor of the page will be able to see and edit only the pages that he is assigned.
To explain it in our example and make it more practical, assume that Mary is not allowed to edit all the pages but only pages History, Team, and Contact Us. Remove Mary from the group Editor (Users & Groups | Group Assignments) by deselecting the group in line with Mary’s account. Then open the three pages listed earlier, and assign Mary in the field Additional Editors, in the Options tab for every page. Now, log in as Mary, and open the list of content pages (Content | Pages).

Additional editors automatically get the permission Modify Any Page, but are restricted to the pages where they have been set as additional editors. You do not need any special group or permissions for such users. Mary, as with every additional editor, is not allowed to create new pages.

Creating new pages

The Add Pages permission depends upon other permissions that the user has. It is not enough to add the permission Add Pages for the editor. This is because creating new pages will automatically impact the whole website structure. Remember that the navigation is built entirely of the existing pages.

Only those groups having the Manage All Content permission are allowed to create pages at every level of the website structure. Beware that these users will not only be able to create new pages, but also modify the whole website structure by reordering or even deleting pages.

Time for action – adding page permissions

Assume that Mary was not only allowed to edit some pages, but also to create pages at certain places in the hierarchy. However, Mary is still not allowed to create pages at the top level of the website. In the last example, we added Mary as an additional editor to some pages. Let’s give her the right to create new pages.

1. In the admin console, click on Users & Groups | Groups, and create a new group named Additional Editors.
Users and Permissions

2. Click on Users & Groups | Group Permissions, and assign the permission Add Pages to the group Additional Editors, as shown in the following screenshot:

<table>
<thead>
<tr>
<th>Permission</th>
<th>Additional Editors</th>
</tr>
</thead>
<tbody>
<tr>
<td>Add Global Content Blocks</td>
<td>☐</td>
</tr>
<tr>
<td>Add Groups</td>
<td>☐</td>
</tr>
<tr>
<td>Add Pages</td>
<td>☑</td>
</tr>
<tr>
<td>Add Stylesheet Associations</td>
<td>☐</td>
</tr>
<tr>
<td>Add Stylesheets</td>
<td>☐</td>
</tr>
</tbody>
</table>

3. Click on Submit.

4. Assign Mary to the group Additional Editors (Users & Groups | Group Assignments).

5. Log out (CMS | Logout) and log in as Mary.

6. Click on the link Add New Content (Content | Pages), and see the options in the Parent field, as shown in the following screenshot:

What just happened?
Mary is an additional editor of the pages History, Team, and Contact Us. Assigned to the group with the permission Add Pages, Mary can now create new pages under the pages in which she has permission to. However, she is not able to create pages in other sections of the website. For all pages that she creates, Mary will be set as the owner of the page.
If you would like to approve pages created by editors before showing them in the menu of the website, click on Site Admin | Page Defaults and deselect the field Show in Menu. This way, all newly created pages are not shown in the navigation. By default, the editor cannot change these settings. He/she has to wait for the administrator of the website or for the user with the permission Manage All Content for the page to be shown in menu.

In the same manner, you can grant the permission Remove Pages. Assign the permission to the group Additional Editors, so that they can delete only those pages where they have been assigned as editors.

**Designer permissions**

If you have a user with strong HTML and CSS knowledge who is able to make reasonable changes to the entire layout of the website or just to the module templates, then you can assign that user to the group Designer.

A designer must have the following set of permissions:

- Add Stylesheet Associations
- Add Stylesheets
- Add Templates
- Manage Menu
- Manage Themes
- Modify Files
- Modify Stylesheet Associations
- Modify Stylesheets
- Modify Templates
- Remove Stylesheet Associations
- Remove Stylesheets
- Remove Templates
- View Tag Help

This set of permissions allows the designer of the website to perform any task related to the design of the template. However, the designer will not be able to edit the content, submit news, or set any site preferences.
Users and Permissions

The designer still needs a content page that he can use for design or layout tests. In order to prevent the test page being shown in the menu or in the sitemap, you should do the following trick.

**Time for action – creating a test area for the designer**

1. In the admin console, click on Content | Pages.

2. Click on Add New Content and create an inactive Section Header named Design Test as shown:

3. Click on Submit.

4. Click on Add New Content again, choose the section header Design Test (created in step 2) in the field Parent. Select the Options tab, scroll down, and select the user or the whole group Designer in the field Additional Editors.

5. Click on Submit.

6. Log out and log in again as Designer. Click on Content | Pages to see the test page.

**What just happened?**

You have created a new page and placed it below an inactive Section Header. The pages placed below inactive pages cannot be displayed in the website structure. Even if you use the parameter show_all with the Smarty plugin menu (for example, in the sitemap) the page will not be displayed. However, it is active, and it can be accessed directly through the magnifying glass icon, and can be used by the designer as a test area.

In the admin console (Site Admin | Global Settings), under the Advanced Setup tab, you can define Basic Properties for the additional editors such as Image. We used this field in the last chapter. Here, the editor can choose an image from a drop-down list and thus assign an image to a certain location in the template defined by the designer.

There is a useful third-party module called Template Externalizer. It allows you to use any external editor to edit your templates and stylesheets. After installing and turning on Development Mode, the module automatically extracts all stylesheets and templates into the specified directory. If you modify templates in this external directory, changes are automatically detected, imported to the database, and take effect immediately. When the module is installed, there is the permission Template Externalizer that can be granted to the group Designer.

**Viewing the admin log**

The admin log records the details of the changes made to the site by all users. This log can be found in the admin console (Site Admin | Admin Log) and includes records about the creating, deleting, and changing of:

- Pages and global content blocks
- Templates and stylesheets
- Users, groups, and permissions
- Site preferences
- Modules

At the top of the log, you will find a navigation section providing links to the first, next, previous, and last pages of the log. There is also a link to download the complete log as a tab separated text file. At the bottom is the Clear Admin Log link. This will clear the entire log.

Important! You won't be asked to confirm the Clear Admin Log, and this action cannot be undone once completed.

Once the admin log is cleared, there is no evidence of who has changed anything on the website and what the changes were. Therefore, there is even a separate permission called Clear Admin Log that is granted separately from the permission Modify Site Preferences.
Users and Permissions

There are five columns in each log entry, which are as follows:

- **User**: This shows the username of the user who performed the action. Even if the user is deleted later, the username is still saved in the log.
- **Item ID**: This shows the database ID of the affected item. Note that item IDs are only unique to the **Item Name** shown in the next column and not across the whole database, so the same item ID may appear repeatedly.
- **Item Name**: This shows the name of the item affected.
- **Action**: This describes the type of change made to the item.
- **Date**: This saves the date and time the change was made.

If you have novice users with access to the admin console, then you probably would like to keep all versions of the content to be able to restore them if something goes wrong. There is no such feature in the standard installation of CMS Made Simple, but there is a nice third-party module that you can install additionally.

### Archiving changes and restoring them

Once the **Archiver** module is installed, it keeps a copy of every content page, global content block, stylesheet, or template that is edited or deleted. It also provides the possibility to restore anything in the archive to the current state. This means that your users can edit various aspects of the site, and you can reverse their changes later.

To install the **Archiver** module, open the admin console, and click on **Extensions | Module Manager**. Click on the **Available Modules** tab, and then click the **Download & Install** link which can be found in the same line as the module name. The module is installed.

After installation, the module will automatically start saving changes into the archives. For example, if you would like to track the changes of the start page, open the page, and save it without any changes, so that the first version of the page is created. This version will be used as a base for future restorations.
Time for action – restoring changes made by an editor

Assuming that you have installed the Archiver module, as just described, you can restore the changes made by the editor as follows:

1. Log in as the editor and edit any page that you are allowed to.
2. Log out and then log in again with the administrator account.
3. Click on Content | Archive Manager Module.
4. Search for the name of the page that has been edited in step 1, and click on it.
5. In the Expanded Archive View, find the second last version (revision) of the page and click on the last icon in the column Operation.
6. View the page.

What just happened?

You have restored the older version of the content and made it to the current one. The editor’s version is not deleted but just replaced, so that you can restore it any time.

You can automatically purge archives either by the number of stored versions for each item (that is, keep only the last five versions of each page, global content block, stylesheet, or template) or by date (that is, keep the versions of the last seven days only). For automatic purge setup, click the Archive Preferences link in the admin area of the module (Content | Archive Manager Module).

You do not have to purge archives, though you can keep accumulating all changes. However, if you have a lot of changes made daily, you must purge your archive to prevent an overflow of the database.

This module is not a substitute for the regular offsite database backups. The data is still stored in the same database, which might render the archives useless upon a database crash. Read the appropriate section in Chapter 11, Administration and Troubleshooting to learn how to create database backups.
Users and Permissions

Overview of all default permissions

Permissions are always given to the group and are shared by all users assigned to this group. In the following table, the first column is the name of the permission, the second column is a suggestion as to what role the permission can be granted to, and the third column advises you if there are some preconditions for the permission to take effect.

<table>
<thead>
<tr>
<th>Permission</th>
<th>Suggestion for the role</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Add Global Content Blocks</td>
<td>Editor</td>
<td>The group is allowed to create new global content blocks (\text{Content} \mid \text{Global Content Blocks}). Depends upon the permission \text{Modify Global Content Blocks}.</td>
</tr>
<tr>
<td>Add Groups</td>
<td>Admin</td>
<td>The group is allowed to create user groups (\text{Users} &amp; \text{Groups} \mid \text{Groups}). Depends upon the permission \text{Modify Groups}.</td>
</tr>
<tr>
<td>Add Pages</td>
<td>Editor</td>
<td>The group allows the creation of children content pages below the pages where the user is an owner or an additional editor. The user must be set as Owner of the page or an Additional Editor.</td>
</tr>
<tr>
<td>Add Stylesheet Associations</td>
<td>Designer</td>
<td>The group is allowed to associate stylesheets with templates.</td>
</tr>
<tr>
<td>Add Stylesheets</td>
<td>Designer</td>
<td>The group is allowed to create new stylesheets.</td>
</tr>
<tr>
<td>Add Templates</td>
<td>Designer</td>
<td>The group is allowed to create new templates.</td>
</tr>
<tr>
<td>Add Users</td>
<td>Admin</td>
<td>The group is allowed to create new users with access to the admin console.</td>
</tr>
<tr>
<td>Allow usage of advanced profile in TinyMCE</td>
<td>Editor</td>
<td>Users in this group will automatically get advanced profile settings made for the TinyMCE module. However, they are not able to change the profile itself.</td>
</tr>
<tr>
<td>Approve News For Frontend Display</td>
<td>Editor</td>
<td>Allows changing the Status field of the news item from Draft to Published. The user in this group is also able to edit news articles.</td>
</tr>
<tr>
<td>Clear Admin Log</td>
<td>Admin</td>
<td>Clear the history in Site Admin \mid \text{Admin Log}. Depends upon the permission \text{Modify Site Preferences}.</td>
</tr>
<tr>
<td>Delete News Articles</td>
<td>Editor</td>
<td>The group is allowed to delete news articles. Depends upon the permission \text{Modify News}.</td>
</tr>
<tr>
<td>Manage All Content</td>
<td>Editor</td>
<td>The group is allowed to create, move, and delete pages. The group is allowed to access the Options tab while editing the pages and change anything that can be found on the tab in contrast to the permission \text{Modify Any Page}.</td>
</tr>
<tr>
<td>Manage Menu</td>
<td>Designer</td>
<td>The group can modify menu templates and create new menu templates.</td>
</tr>
</tbody>
</table>
### Chapter 6

<table>
<thead>
<tr>
<th>Permission</th>
<th>Suggestion for the role</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Manage Themes</td>
<td>Designer</td>
<td>The group is allowed to export themes. If dependant permissions are available, the user is also able to import themes. Depends upon the permissions <strong>Add Stylesheet Associations</strong>, <strong>Add Stylesheets</strong>, and <strong>Add Templates</strong>.</td>
</tr>
<tr>
<td>Modify Any Page</td>
<td>Editor</td>
<td>The group is allowed to edit content pages. There is no <strong>Options</strong> tab while editing the content for this group. However, some fields from the <strong>Options</strong> tab can be added from <strong>Site Admin</strong></td>
</tr>
<tr>
<td>Modify Events</td>
<td>Admin</td>
<td>The group is allowed to add and reorder events (refer to Chapter 8).</td>
</tr>
<tr>
<td>Modify Files</td>
<td>Editor</td>
<td>Allows using <strong>File and Image Manager</strong>, thus giving full access to the <code>/uploads</code> folder of your installation.</td>
</tr>
<tr>
<td>Modify Global Content Blocks</td>
<td>Editor</td>
<td>Allows editing and deleting of global content blocks.</td>
</tr>
<tr>
<td>Modify Group Assignments</td>
<td>Admin</td>
<td>Allows assigning users to different groups.</td>
</tr>
<tr>
<td>Modify Groups</td>
<td>Admin</td>
<td>Allows changing group names.</td>
</tr>
<tr>
<td>Modify Modules</td>
<td>Admin</td>
<td>Allows managing of <strong>Extensions</strong></td>
</tr>
<tr>
<td>Modify News</td>
<td>Editor</td>
<td>Allows editing news and creating new articles with status <strong>Draft</strong>.</td>
</tr>
<tr>
<td>Modify Permissions for Groups</td>
<td>Admin</td>
<td>Allows modifying permissions for the group.</td>
</tr>
<tr>
<td>Modify Site Preferences</td>
<td>Admin</td>
<td>This is a set of multiple permissions including the tabs <strong>Preferences</strong>, <strong>Settings</strong>, or <strong>Options</strong> in different modules. For example, the user is able to access the <strong>Options</strong> tab on the <strong>News</strong> module, the <strong>Settings</strong> tab in <strong>File Manager</strong>, <strong>CMSMailer</strong>, the <strong>Options</strong> tab in the <strong>Search</strong> module, and so on.</td>
</tr>
<tr>
<td>Modify Stylesheet Associations</td>
<td>Designer</td>
<td>Allows attaching stylesheets to the templates and resolving the attachment as well.</td>
</tr>
<tr>
<td>Modify Stylesheets</td>
<td>Designer</td>
<td>Allows editing existing stylesheets.</td>
</tr>
<tr>
<td>Modify Templates</td>
<td>Designer</td>
<td>Allows editing existing templates including templates in modules <strong>News</strong>, <strong>Search</strong>, and <strong>Printing</strong>.</td>
</tr>
<tr>
<td>Modify User-defined Tags</td>
<td>Admin</td>
<td>Allows adding user defined tags to the website (refer to Chapter 10).</td>
</tr>
</tbody>
</table>

Users and Permissions

<table>
<thead>
<tr>
<th>Permission</th>
<th>Suggestion for the role</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Modify Users</td>
<td>Admin</td>
<td>Allows editing the user with the exception of the administrator user account.</td>
</tr>
<tr>
<td>Remove Global Content Blocks</td>
<td>Admin</td>
<td>Allows editing the global content blocks. Depends upon the permission Modify Global Content Blocks.</td>
</tr>
<tr>
<td>Remove Groups</td>
<td>Admin</td>
<td>Allows deleting user groups.</td>
</tr>
<tr>
<td>Remove Pages</td>
<td>Editor</td>
<td>Allows deleting content pages where the user is an Owner or Additional editor.</td>
</tr>
<tr>
<td>Remove Stylesheet Associations</td>
<td>Designer</td>
<td>Allows removing stylesheet associations.</td>
</tr>
<tr>
<td>Remove Stylesheets</td>
<td>Designer</td>
<td>Allows removing stylesheets.</td>
</tr>
<tr>
<td>Remove Templates</td>
<td>Designer</td>
<td>Allows removing layout templates, but not the module templates.</td>
</tr>
<tr>
<td>Remove Users</td>
<td>Admin</td>
<td>Allows removing users with exception of the own account and the administrator account.</td>
</tr>
<tr>
<td>Advanced usage of the File Manager module</td>
<td>Admin</td>
<td>Allows viewing the complete structure of the website and not only the /uploads directory. For this permission to work, the advanced mode setting should be enabled in File.</td>
</tr>
<tr>
<td>View Tag Help</td>
<td>Editor</td>
<td>Allows reading help for the custom smarty plugins.</td>
</tr>
</tbody>
</table>

Module permissions

Not only can the core functions and core modules of CMS Made Simple have permissions, but every third-party module you have installed on your page can add the module's specific permissions to the list. If you still have the Questions & Answers module installed, as described in the last chapter, you will find the permissions Manage Questions, Can Answer Questions, and Can Approve Questions in your list of permissions (Users & Groups | Group Permissions).

The Archiver module has the permission Manage Archives that can be granted to advanced users with access to the admin console or to the main editor with the permission Manage All Content.
User notifications

There is a notification area in the admin console of CMS Made Simple located below the main menu.

You saw the message just after the installation of CMS Made Simple advising you about the next steps to secure and configure the system. Later on, this area is used to notify us when a new version of CMS Made Simple is released. The News module uses the area to notify when there are some unpublished news articles that must be approved and published.

Normally, each user logged into the admin console is able to read these notifications even if it is something that is not devoted to him.

You can disable notifications in the admin console. Click on Site Admin | Global Settings, and select the tab Advanced Setup. Deselect the field Allow users to view notifications and the messages will disappears.

Pop quiz – users and permissions

1. What is a role?
   a. A bunch of permissions.
   b. Another term only for editors.
   c. A term for a special visitor group.
   d. A term for visitors, whose permissions to read special contents can be defined.
Users and Permissions

2. Who has the right to change or delete the administrator account?
   a. Absolutely nobody—an administrator cannot be deleted.
   b. Each user, who is an administrator, can delete all other administrators.
   c. Additional editors can edit the admin accounts.
   d. Only the user who owns the first created administrator account can delete and edit all other admin accounts.

3. Which user group is not created by default?
   a. Administrator
   b. Designer
   c. Additional editor
   d. Editor

4. Why is it important to create an e-mail address for each user?
   a. Because the CMS does not work properly without an e-mail address.
   b. Because the administrator can contact the other users easily.
   c. Because the e-mail is needed to recover a forgotten password by the user himself.
   d. Because the e-mail address is a check for the existence of the user.

5. What can an editor who has the permission Modify Any Page do?
   a. Edit all pages.
   b. Delete all pages.
   c. Change the alias of all pages.
   d. Change the owner of all pages.

6. What can an editor who has the permission Manage All Content not do?
   a. Set pages as inactive or prevent showing them in the navigation.
   b. Delete pages.
   c. Edit pages including all information placed on the Options tab.
   d. Change the owner of the pages.

7. What is the most important fact concerning an additional editor?
   a. He can create only one page per section.
   b. He can only administrate his own pages.
   c. He gets more rights than an editor with default permissions.
   d. There can be an unlimited number of additional editors in contrast to standard editors.
Have a go hero – users and permissions

Analyze how many persons will get access to your website. Separate them in different groups according to their tasks. Create the groups and assign permissions to the group. It is better if you give minimum set of permissions to each group then ask the person assigned to the group to log in and see whether he/she is able to accomplish his/her tasks in the admin console. If there are some undesired restrictions, add more permissions. Consider that giving more access would make your system more vulnerable. Be careful and apply permissions sparingly.

Summary

In this chapter, we learned how teamwork can be effectively managed with access to the admin console.

Specifically, we covered:

- Standard user roles in CMS Made Simple
- Permissions for the editors
- Permissions for the designers
- Viewing the admin log and working with the Archiver module to be able to restore older versions of the content

Now that we’ve learned about permissions, we’re ready to enrich the website with additional features typically found on business websites, which will be discussed in the next chapter.
Where to buy this book


Free shipping to the US, UK, Europe and selected Asian countries. For more information, please read our shipping policy.

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