Bitrix Site Manager 4.0

The Guide to Managing
User Group Permissions

Contents

Introduction

The Bitrix Site Manager actualises a common task of distributing permissions to access the site resources. The system offers an approach to control site users in a centralized fashion via *user groups*. The Bitrix Site Manager arms the site administrator with unlimited abilities to control the user access by providing the following functions:

§   arrange for the whole site or individual sections to be managed by several users simultaneously;

§   prohibit user access to the whole site or individual areas of the public section;

§   control access to the administrative section;

§   set up for stepwise creation and editing of information entities in the workflow mode;

§   manage mail lists and subscriptions;

§   create private sections and forums;

§   allow and disallow uploads and downloads;

§   allow and disallow users of particular groups to view ads or other information.

The Bitrix Site Manager implements the two-tier access permission distribution schema:

§   **Level 1**: access to files and folders;

§   **Level 2**: access to system modules and their controls.

The **level 1** permissions are used to restrict user access to documents and folders of the site. These permissions can be assigned in the administrative section, by opening the page **Site Explorer** -> **Browse**.

The **level 2** is responsible for restricting user access to individual modules and their operations. These permissions can be assigned when creating or editing a user group, or on the **Settings** page of a specific module (**Administrative section** -> **System settings** -> **Settings**, then select the desired module from the drop-down list). An exception is the **Information blocks** module, whose users' permissions are assigned for each information block individually on an information block settings page.

Access permission levels

Access to files and folders

The **level 1** access permissions are customized in the administrative section, by opening the page **Site Explorer** -> **Browse**.

To change permissions to access a specific folder or file, check the box beside its name. Then click Access to open the access permission editing form, where you cal alter permissions for the selected object.

Note: You can change access settings of more than one object (files and/or folders) simultaneously. To do so, select all the required objects by marking their check boxes, and click **Access**.

To select all files and folders in the current directory, check the box in the table header:

The object access permissions customization form contains the following fields.

§ **Group:** shows the name of the group whose access permission can be changed;

§ **Access level:** this drop-down list is used to select the desired access right to be assigned to the corresponding group;

§ **Current access level:** shows the current access permission level of the corresponding group.

The following access permissions are applicable to user groups.

§ **Deny**: users of a group with this permission cannot access a given folder or file. Viewing, editing or deleting a file or folder are all disallowed. Members of user groups with the **Deny** access permission assigned are also unable to view the corresponding file(s) or folder(s) in the public section.

§ **Read**: users are entitled to view the file (or folder) contents in the public section.

§ **Workflow**: users are allowed to edit the file (or folder) contents in the workflow mode provided that the **Workflow** module installed.

§ **Write**: users can directly edit and save files;

§ **Full access**: users are allowed to both modify files and folders, and manage other users' access permissions to the object.

§ **Inherit**: means that the modified objects will obtain the same permissions as their parent objects.

For example, the **Everyone** user group is granted the *write* access permission to the folder **/about/**. If you set the **Inherit** access permission to the folder **/about/gallery/** for this user group, its users will have the *write* permission to the folder **/about/gallery/**. Other permissions are inherited similarly.

> **Note**: To edit permissions to access the root or current folder, click the **Folder properties** link in the command bar.

Name of the root or current folder whose access permissions can be modified by clicking the **Folder properties** link, is displayed in the navigation chain at the top.

> **Note**: Access permissions assigned for the root folder are inheritable by all child folders and files.

Permissions for the system modules and operations

Permissions of user groups to access the system modules' settings and functions can be customized on the *settings page* of a particular module, or on the *user group editing page*.

A common form used to edit the user group permission level for accessing a module, has the following fields.

- § **Default**: used to select the access permission level that is assigned to all user groups whose access level is set to **default**.

- § **[*user group*]**: used to select the user group permission level to access the module.

Administrators use this form to assign permissions to all user groups for a specific module.

When in the user group editing form, you can assign permissions to access the system modules in the **Module administrative access permissions** group.

Rows of this table contains names of the system modules and lists where you can select the desired permission levels.

Main module permissions:

- § deny;

- § edit own profile;

- § read and edit own profile;

- § write.

The following access permissions are applicable to other modules:

- § deny;

- § read;

- § write (full access).

The **Advertising** module stipulates the use of the following user roles:

- **§**   advertiser;
- **§**   banner manager;
- **§**   demo access;
- **§**   advertising administrator.

The **Helpdesk** module allows the following user roles:

- **§**   techsupport client;
- **§**   techsupport staff member;
- **§**   demo access;
- **§**   techsupport administrator.

> **Note**: If you assign the *default* access permission to a user group for a module, the user group is implicitly granted the permission level specified on the module settings page (**Module permissions** section, field **Default**).

Controlling access to static pages

The Bitrix Site Manager offers administrators full control over user access to the site resources via creating user groups with different permissions. Among other opportunities, this enables administrators to set up team-work of a company staff. At the same time, the administrator can prohibit user access to the whole site or individual sections.

This chapter elaborates on an example of establishing a cooperated management of a static page contents. The page is presumed to contain text and images.

We define the problem as follows:

§   create a page named **Press** in the **Company** section (folder **/about/**). The new page is to contain articles about the company published in magazines and newspapers;

§   give remote users control over this page.
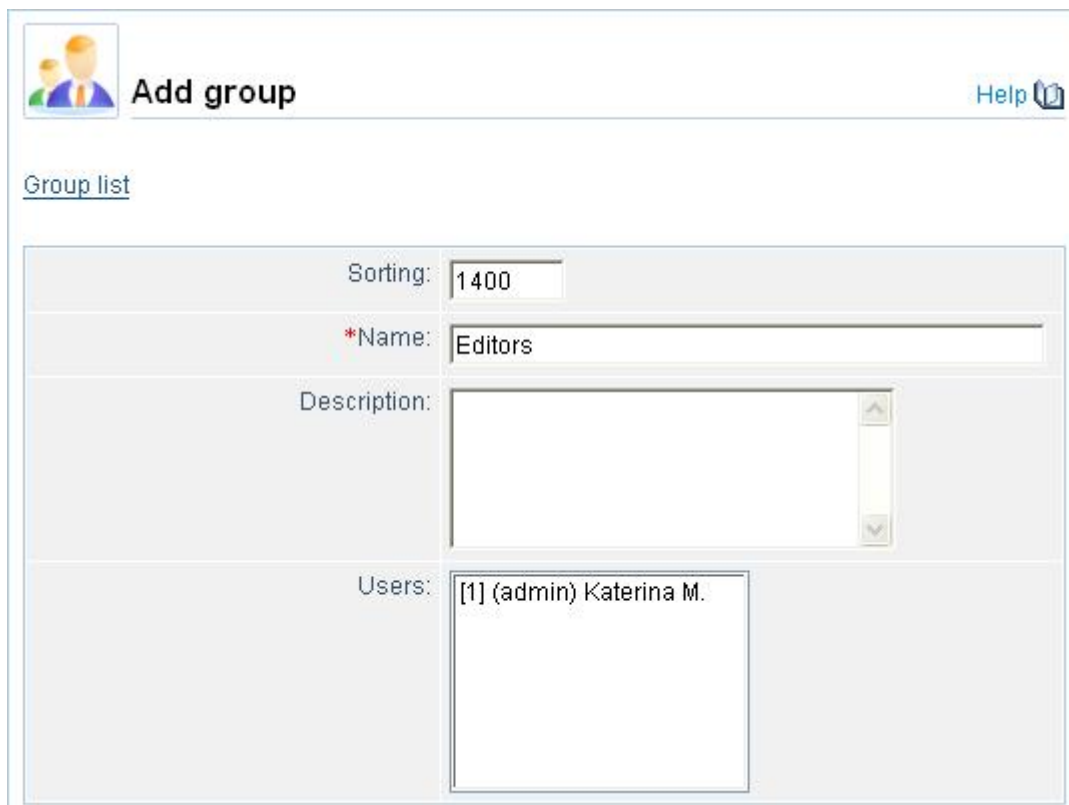
We solve the task using the site structure shipped with the trial version of the software.

Creating and setting up a user group

The first step presumes that a new user group is created and customized. The new group is to contain all users whose responsibility imposed is to manage and maintain the **Press** page.

1. Switch to the list of user groups (**Administrative section -> Manage Users** -> **User groups**).

2. Click **Add**.

3. In the **Add Group** form, enter parameters of the new group and specify the required access permission levels for the system modules.

§ **Sorting**: the sort "weight" of the new group. This value is used when displaying the user group name in lists. The less is the value, the higher the group name is positioned in lists.

§ **Name**: name of the new group (*Editors*);

§ **Description**: arbitrary description of the group;

§ **Users**: this list contains all users currently registered on the site. To add a user to the group, select their name in the list. To add more than one user, select them while holding the **Ctrl** button down.

All users who will be charged with managing the **Press** page, must be registered on the site.

Since it is implied that the users of this group will be able to manage static pages only, their access permission level is set to **Deny** for all modules except **Site Explorer**.

For the **Editors** user group, the **Site Explorer** module access permission is set to **Accessible folders only**. This will allow the **Editors** group members create and edit their pages.
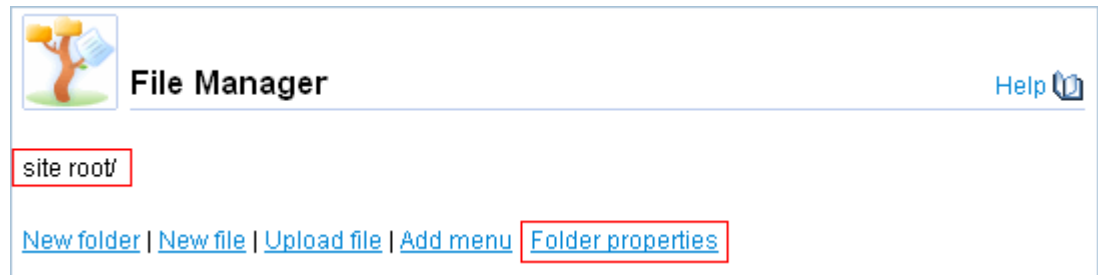
> **Note:** A user group is permitted to manage components and objects of the system modules in strict conformity with the permissions assigned to the group.
> For example, if a user group is not permitted to access the **Site Explorer** module, it cannot manage pages in the public section.

4. Click **Save** to save changes.

Assigning access permissions

Before users of the **Editors** group can start managing their pages, we need to customize settings of the folders and files, which involves setting permissions to access the required folders and files for this user group.

1. Switch to the site explorer (**Administrative section -> Site explorer** -> **Browse**).

2. Users of the **Editors** group should be given read permissions for all the site sections (folders) with the exception of the **About** section. This means that these users will be able to view all pages and sections of the site, but they will only be allowed to edit pages of the **About** section.

   § Since all folders of the site are descendants of the root folder, it is wise to set the **Read** permission to the site root for the **Editors** group.

   Click **Save** to save changes.

   § Now we have to set the **Inherit** permission to all child folders and files (except **/about/**) for the **Editors** group.

Click **Save** to save changes.

3. To enable the **Editor** group users create and edit the **Press** page, we assign the **Write** permission to the /**about**/ folder for this group.

Click **Save** to save changes.

4. At the same time, we should not allow **Editors** edit files created by other users in the **Company** folder. Thus, we make the following amendments.

   § Go to the /**about**/ folder and set the **Read** permission to all files and folder you do not want to be modified by the **Editors**.

Click **Save** to save changes.

§   It is reasonable to allow **Editors** to edit the *left* menu so that they could add links to pages they may create.

To do so, assign the **Inherit [write]** permission to the **Menu type «left»** file for the **Editors** group (write access permission is inherited from **/about/**).

Click **Save** to save changes.

Editing pages in the public section

1. First of all, the **Editors** group users must authorise to gain access to the site resources according to their permissions.

    Otherwise, these users will only be able to view pages according to permissions assigned to the **Everyone** group to which all unauthorised users are referred.

    In accordance with the settings, the **Editors** group users will be able to view all the public section folders.

2. When in the **Company** site section, the **Editors** group users will be equipped with the control toolbar. The latter can be used to create and edit static pages (the **Press** page in our case).

    The control toolbar reflects permissions defined for the **Editors user** group and thus looks as follows:

    - creates new folders in /**abou**t/;

    - edits properties of the /**about**/ folder and the user-created folders;

    - creates new pages in the **About us** section;

    - edits current page. This button is only visible if the current page resides in the **Company** section and was created by an **Editors** group user;

    , , - edit document via the **Workflow** module (if the module is installed). Since the **Editors** group has not been given workflow permissions, these buttons are disabled;

    - shows include areas. The **Editors** group users will be able to edit only the left menu area. What is more, users can edit only menu items.

Users will not be able to edit the menu template.

> **Important:** Only users with administrator rights can edit templates and pages containing PHP code.

Controlling access to dynamic pages. Information blocks.

Dynamic pages are those whose body contains elements like information blocks, catalogues, web forms and other objects delivering dynamic information generated each time a page is being requested. Each of such elements are a part of a certain system module. Thus, a permission to access the required modules is required for a user to be able to manage such elements.

For example, user group permissions enable administrators to arrange news section, commercial catalogue or web forms to function in the multiuser mode.

This chapter discusses an example of realizing the team-based model for the **Company news** site section management. The **Company news** section is created using the **Information blocks** module resources and published via the visual components. The main idea is to allow multiple users (yet belonging to the same user group) to create and publish news on the site.

> **Note:** Since users in question are not the site administrators, they are unable to add information block components to pages in the public section, for the components contain PHP code. The components has to be previously added and set up by the site administrator.

Since creating and publishing company news requires access to the **Information blocks** module, we shall need to set up permissions of the **second level**.

This chapter develops upon structure of the demo site shipped with the trial version of the Bitrix Site Manager. The **Company News** page is created in the Company section (folder **/about/news/**).

Creating and setting up a user group

We shall evolve the group whose users will be in charge for the **Company News** section, out of the **Editors** user group created and initially set up in the previous chapter.

Setting up user group permissions

Our task requires additional customization of the **Editors** user group permissions.

1. We need to allows this group access the **News** information block.

> **Note:** This information block must have been created by the site administrator prior to these operations.

§   Switch to the list of the **News** information blocks (**Administrative section -> Information blocks -> News**).

> **Important!** The **Information blocks** module stipulates that user group permissions are assigned to each information block individually.

§   Select the **Company news** information block in the list. Switch to editing its properties (link **Modify** in the **Actions** column).

§   In the editing form, scroll to the **Access rights** section.

§   To allow the **Editors** group users create and edit news in this information block, select the *write* access level for this group.

§   Click **Save** to save changes.

Additionally, you can give this group rights to edit company news page located in **/about/news/** (which requires that you previously add users of this group to the **Administrators** group since this page contains PHP components. This kind of customization is omitted in this example).

§   Switch to the list of site folders and files (**Administrative section** -> **Site Explorer** -> **Browse**).

§   Open folder **/about/news/**.

§ For the **/about/news/index.php/** file, assign the *write* access level to the **Editors** user group.

site root/about/news

New folder | New file | Upload file | Add menu | Folder properties

>> Show access permissions for ▼

| Access | Rename | Delete | Copy... ▼ to [   ] | ... | OK |

☐	Name △ ▽	Size △ ▽	Modified △ ▽
	🔼 ..		
☐	.htaccess VIEW	38	03/17/2005 19:05:14
☐	404.php HTML TEXT PHP ✔ VIEW	735	03/17/2005 19:05:14
☑	detail.php HTML TEXT PHP ✔ VIEW	424	03/17/2005 19:05:14
☐	index.php HTML TEXT PHP ✔ VIEW	865	03/17/2005 19:05:14
☐	rss.php HTML TEXT PHP ✔ VIEW	293	03/17/2005 19:05:14

Group	Access level	Current access level
Editors:	Write ▼	Inherit
All groups with "Inherit" access level	Inherit ▼	Inherit

§ Save changes.

Managing the news section

Obviously, the **Editors** group users must authorise to gain access to the site resources according to their permissions.

Otherwise, these users will only be able to view pages according to permissions assigned to the **Everyone** group to which all unauthorised users are referred.

Creating the news

The news object is created in the administrative section, in the **Information blocks** module. According to permissions assigned, the **Editors** group users can access only information blocks of the type **News**.

Users can switch to both creating news and adding new information block section immediately from the public section by using the control toolbar. The latter becomes visible to the **Editors** group users in the **Company** site section, on the **News** page.

- edits current page. This button is disabled if the **Editors** group users are not granted administrator permissions;

- adds a new information block section. Users may create new sections in any accessible information block;

- adds an element to an information block. In our case, this button adds the *news*;

- toggles include areas on or off. Users are permitted to edit the *left menu* area only.

Adding news from the public section

All newly created news are automatically published after they become active (field **Active** in the news list table).

Setting up the team work
Using the Workflow module

Most large-scale companies, especially those having a wide network of branches, typically require that their corporate web resources and information are processed in a stepwise fashion, which usually implies organizing a well formed and managed teamwork. The Bitrix Site Manager provides solutions to such and similar problems.

Teamwork can be easily organized and managed through the use of the **Workflow** module capabilities and functions. This module is built around a concept of **document statuses** which are all set up in it. Status indicates a definite stage or state of a document (e.g. it can be in the "*on approval*" state). A certain user group can be granted permission to move documents from one previously defined status to another.

Setting up the teamwork process for static pages

This chapter depicts an example of building a teamwork process for handling static pages.

The concept lies in enabling company staff (e.g. authors) to create and edit site pages while offering their design and content solutions. However, such interim variants of papers should not be published right upon creation. To implement this scheme, writers are to be granted permission to save created or modified documents in the **Draft** status.

Permission to publish pages should be granted to a person in charge of editorial functions (editor or editor-in-chief). The editor reads documents created by authors, corrects them or deletes if needed.

Creating user groups

1. Create a user group named **Authors**: **Administrative section -> Manage users -> User groups**. This group will contain users enabled with the permission to create *drafts*.

   Specify the user group parameters.

   § To allow users work with documents in the workflow mode, we have to give them a permission to **edit documents in workflow**.

   We need to **deny** any access to other modules for this user group.

2. Create a new user group named **Content editors**. This group will contain users permitted to edit drafts and publish documents on the site.

   Set parameters of the group.

   § Users of the **Content editors** group also manage documents in the workflow mode. Thus, we have to give them a permission to **edit documents in workflow**.

   § Since editors should be able to publish documents (so they indirectly affect the site structure), we need to permit them to access **accessible folders only** in the **Site Explorer** module.

Sorting:	1600
*Name:	Content editors
Description:	
Users:	[1] (admin) Katerina M. [2] (katerina) Katerina [3] (pavel) Pavel [4] (vladimir) Vladimir

Access rights for module administrative sections

Main module:	< default >
Advertising and Banners:	< default >
Commercial Catalog:	< default >
Currency:	< default >
File Manager:	to the accessible folders only
Web Forms:	< default >
Forum:	< default >
e-Store:	< default >
Statistics:	< default >
Subscription:	< default >
Helpdesk:	< default >
Localization:	< default >
Polls and Surveys:	< default >
Workflow:	edit documents in workflow

   We need to **deny** any access to other modules for this user group.

Setting permissions for document statuses

Now we have to make some amendments to the **Workflow** module settings to enable users of the above created groups to save documents they create or edit.

1. According to the problem definition, capabilities of users of the **Authors** group should be restricted to saving their documents in the **Draft** status only.

   Go to the page containing the **Workflow** module statuses (**Administrative section -> Workflow -> Statuses**);

   § In the **Draft** status row, click the **Modify** link located in the **Actions** column.

§   On the status editing page, allow users of the **Authors** group to save edit documents in this status**:**

§   Save changes by clicking **Apply** or **Save**.

2.   Since content editors are implied to be able to both edit draft documents and public final versions (i.e. move documents to the **Published** state), we have to make the following settings.

§   On the **Draft** status settings page, give users permission to **edit and save documents in this status**.

§ Editors should be granted permission to move documents to the **Published** status so that they could publish documents.

After an editor moves a document to the **Published** status, the document gets automatically published on the site.

Setting user group permissions to access files and folders

For the most part, a separate site folder contains documents related to a specific site section. Therefore, to allow users to manage a section, it is sufficient to set their permissions to access the folder containing documents of a given section.

Since an editor is generally responsible for the whole content of the site (while authors may create and edit documents for any section), we can set up permissions for **Authors** and **Content editors** in the following way.

1. Set permissions to access the site root:

    § for the **Content editors** user group, we set permissions to **Write** as editors may affect the site structure by publishing and deleting pages

    § for the **Authors** user group, permissions should be set to **Workflow**. This access level allows authors to manage pages and documents of the site according to preferences assigned to statuses in the **Workflow** module.

1* You have to select the **Inherit** permission in this field so that all the permissions selected for the root folder are inherited by its child folders.

Save changes.

§   For the child folders, set their access permissions to **Inherit** for user groups **Authors** and **Content editors**.
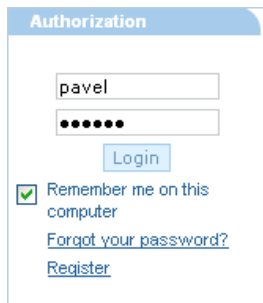

Save changes.

Example of the teamwork document creation process

The following is an example of possible scenario for the teamwork document creation using the user groups and permission settings described above.

The whole process can be outlined as a sequence of the following actions. An author (user of the **Authors** group) creates a page titled "**About Us**". This page will be saved in the **Draft** status since **Authors** are allowed to save documents in this status only. After that, the site editor (the **Content editors** group) views and corrects the created document, and then publishes it by moving it to the **Published** status.

1. Authorisation

A user must authorise to gain access to the site resources according to their permissions.

2. Creating and editing the page
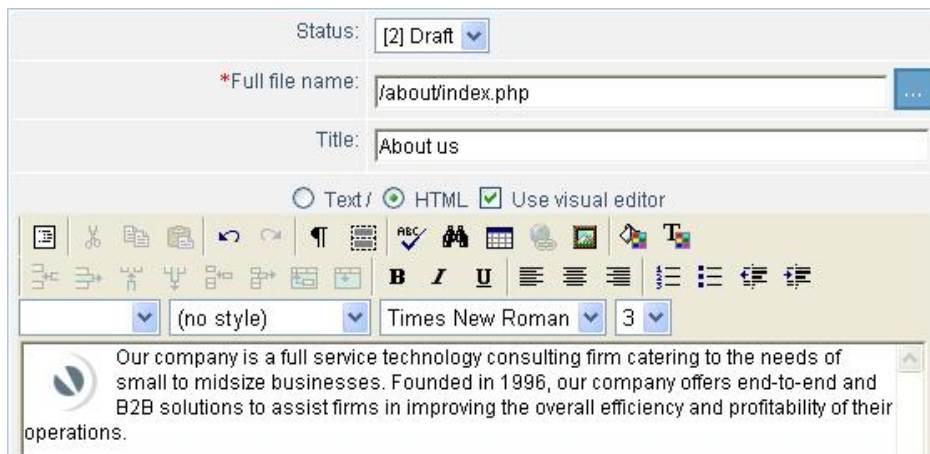
Users can create and start editing documents from either the administrative section (**Workflow** -> **Documents**) or immediately from the public section using the control toolbar.

For users of the **Authors** group, the control toolbar will look like follows:

 - creates a new page in the current section via workflow;

 - edits current page via workflow;

 - shows the history of updates for current page.

To start editing the **About Us** page, the user has to navigate to this page (open it) and click button on the toolbar. This will create a copy of the current page. Thus, users of the **Authors** group always edit *copy* of the page, not the original text.

The created document will be saved in the **Draft** status.

3. Publishing a document

Permission to publish documents is granted to site editors, who are members of the **Content editors** group.

To publish a document, the editor has to open a list of documents in the **Workflow** module (**Workflow** -> **Documents**). In this list, select the required document (**About Us** in our case):

ID △ ▽ Ind. △ ▽	Modified △ ▽ Modified by △ ▽	(S) Site △ ▽ (F) File name △ ▽ (T) Title △ ▽	Status △ ▽	Actions
3 🟢	07/04/2006 08:54:43 [3] (pavel) Pavel	S: [en] Bitrix Demo F: /about/index.php T: About us	[2] Draft ▾	Modify Preview History Delete
Total: 1				

and change its status to **Published**:

ID △ ▽ Ind. △ ▽	Modified △ ▽ Modified by △ ▽	(S) Site △ ▽ (F) File name △ ▽ (T) Title △ ▽	Status △ ▽	Actions
3 🟢	07/04/2006 08:54:43 [3] (pavel) Pavel	S: [en] Bitrix Demo F: /about/index.php T: About us	[1] Published ▾	Modify Preview History Delete
Total: 1				

Click **Save** for changes to take effect.

After you confirm changes, the document becomes published. Please note that the original page is replaced with its modified copy upon publication. For example, the original page **About Us** will be replaced with its copy created for editing by a user of the **Authors** group.

Setting up for stepwise editing dynamic pages in team

This chapter recounts an example of using user groups for building teamwork process of editing the **Company news** section. The precondition is that the members of remote branches of the company create news about the company local activities and save them in the **Draft** status. The site editor can view the created news, correct them and move to the **Published** status.

Creating user groups

1. We shall use the **Editors** user group to hold users of remote branches. You can find the detailed instructions on creating and customizing this group in respect of access permission settings in the first two chapters.

2. We shall relate the user who will bear the editor functions, to the **Administrators** user group. This is essential because the editor should be allowed to manage visual components of the **Information blocks** module in order to publish news on the site.

Setting up user group permissions for document statuses

1. Permissions of user groups to access document statuses are configured in the **Workflow** module (**Administrative section -> Workflow -> Statuses)**.

To provide user groups with access to required status, click the **Modify** link in the status row.

2. We grant **Editors** the permission to edit and save documents in the **Draft** status. The permission to edit is required since users should be allowed to edit documents that are already in this status:

Modified: 07/03/2006 18:22:13
Documents in this status: 0
Active: ☑
Sorting index: 100
* Title: Draft
Description:

Allowed to set this status to the document:
Ctrl+🖰
[8] Techsupport administrators
[7] Techsupport staff
[9] Advertising administrators
[10] Advertisers
[13] Advertising managers
[12] Workflow administrators
[14] Forum Moderators
[15] Editors

Allowed to edit and save the document in this status:
Ctrl+🖰
[8] Techsupport administrators
[7] Techsupport staff
[9] Advertising administrators
[10] Advertisers
[13] Advertising managers
[12] Workflow administrators
[14] Forum Moderators
[15] Editors

Notify all users allowed to either edit or view the document when it enters this status ☐

3. The **Administrators** group also requires permissions to edit draft documents:

Modified: 07/03/2006 18:22:13
Documents in this status: 0
Active: ☑
Sorting index: 100
* Title: Draft
Description:

Allowed to set this status to the document:
Ctrl+🖰
[8] Techsupport administrators
[7] Techsupport staff
[9] Advertising administrators
[10] Advertisers
[13] Advertising managers
[12] Workflow administrators
[14] Forum Moderators
[15] Editors

Allowed to edit and save the document in this status:
Ctrl+🖰
[1] Administrators
[7] Techsupport staff
[9] Advertising administrators
[10] Advertisers
[13] Advertising managers
[12] Workflow administrators
[14] Forum Moderators
[15] Editors

Notify all users allowed to either edit or view the document when it enters this status ☐

and to move documents (news in our case) to the **Published** status:

Creating and publishing the news

1. What users can do?

Members of the **Editors** user group may perform operations on the sections and elements of information blocks in the administrative section as well as in the public section. Performing operations from the public sections are done through using the control toolbar.

The control toolbar are shown to authorised users of the **Editors** group when they open the **Company news** page of the **Company** section:

- edits current page. This button is unavailable to editors since their user group are not granted such permissions;

, - edits current page via workflow and shows the revision history (if the **Workflow** module is installed). These buttons are disabled for editors since their user group are not granted workflow permissions;

- adds a new section to an information block. Editors can create new sections in the allowed information block (**Company news**);

- adds a new element to an information block. This command opens a form used to create the news;

- toggles include areas on or off. The **Editors** group users will be able to edit only the left menu area.

Users responsible for publishing news are enabled to both edit news and manage the page used to publish news.

Since news editors have been added to the **Administrators** user group, they can use the full range of commands of the toolbar.

- creates new folders;

- edits properties of the current folder (**/about/news/**);

- creates new pages in the current folder;

- edits current page;

- adds a new information block;

- edits properties of an information block embedded in the page body;

- adds a new section to an existing information block;

- adds a new element to an information block. This command opens a form used to create the news.

2. Creating the news

According to the granted permissions, the **Editors** group members can save news in the **Draft** state:

Status:	[2] Draft
Record active:	☑
Active period:(MM/DD/YYYY)	07/04/2006 ...
Link (multiple):	Upper level
*Name:	the Bitrix Site Manager at the price of MySQL edition
Sorting index:	500
Mnemonic code:	prod_news

As long as the newly created document remains in the **Draft** state, members of the **Editors** group can edit its original version.

§   The site editor, being the **Administrators** group member, views, corrects and publishes the news by moving it to the **Published** state:

ID	Modified By	Created Created by	Active	Sort	Name	Status	Actions	Del.
883 ●	07/04/2006 09:47:45 [1] (admin) Katerina M.	07/04/2006 09:46:04 [5] (anatolij) Anatolij	☑	500	Get Oracle version of the Bitrix Site Manager at the price of MySQL edition	[1] Published	Modify Preview History Delete	☐

§ If the news status has been changed once, and a member of the **Editors** attempts to edit it, a copy of the original version is created. The user can edit it and save in the **Draft** status.

ID	Modified By	Created Created by	Active	Sort	Name	Status	Actions	Del.
883 ●	07/04/2006 09:47:45 [1] (admin) Katerina M.	07/04/2006 09:46:04 [5] (anatolij) Anatolij	☑	500	Get Oracle version of the Bitrix Site Manager at the price of MySQL edition	[1] Published	Original Preview History	
	07/04/2006 09:51:20 [5] (anatolij) Anatolij	07/04/2006 09:46:04 [5] (anatolij) Anatolij	Yes	500	Get Oracle version of the Bitrix Site Manager at the price of MySQL edition	[2] Draft	Modify Delete	

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