



## User Reference



# 1. iKnowBase User Administration Reference

Welcome to iKnowBase! This is the on-line documentation for iKnowBase. Please enjoy!

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# 2. 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.

## 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 titled '18 aug nok en 123456782'. It includes sections for 'Label and description', 'Identity', 'List of all users and groups granted to this Access control list', and 'Database information'. The 'List of all users and groups' section shows grants for various users and groups with checkboxes for permissions like All, Read, Modify, Delete, etc. The 'Database information' section shows details like Guid, Id, Created, Updated, Master table, and Detail tables.

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.						
Acl members	<p>This property indicates the availability of this access control list while publishing content.</p> <p>Displays a list of users and groups which are members of this access control list, together with their member privileges.</p> <p>See following table for information about member privileges:</p> <table border="1"><thead><tr><th>Privileges</th><th>Description</th></tr></thead><tbody><tr><td>Name</td><td>Displays the name of the user or group to whom you are assigning privileges.</td></tr><tr><td>All</td><td>Select this check box to grant all access privileges to the user.</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.
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.
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.
Delete	Select this check box to grant the privilege to delete content in iKnowBase.
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. <b>Note:</b> Format “dd.mm.yyyy”.
Valid to	Type the expiry date for this member. <b>Note:</b> Format “dd.mm.yyyy”.

## Tasks

See earlier chapter for information about common tasks like create, view, copy, update, and delete. This chapter describes specific tasks for access control lists.

### Adding and Removing ACL Members

You can add users and groups as members to an access control list to grant certain rights and privileges to them.

To add a user / group to an access control list, perform the following steps:

1. On the **Edit** pane for the access control list, click the **Add user / Add group** action.
  - The window containing a list of existing users / groups appears.

2. Click the **select** action for the user / group that you want to add as a member to this access control list.
  - The window containing the list of existing users / groups closes.
3. Select the privileges that you want to assign to this user / group. The previous table lists each privilege and their description.
4. Click **Save**.
  - iKnowBase adds the user / group as a member of this access control list.

**Note:** You can add multiple users / groups by using the action **Add multiple users / Add multiple groups**. This will also open the window containing a list of existing users / groups. This window will remain open until you click the **Close** button. Each time you click the **select** action for a user / group, this user / group will be added as a member of the access control list.

To remove members from an access control list, perform the following steps:

1. On the **Edit** pane for the access control list, click the **remove** action for the member to be removed.
  - A line-through will indicate that the member will be removed from the access control list.
2. Click **Save**.
  - iKnowBase removes the member from this access control list.

# 3. 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.

## Group Properties

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

The screenshot shows the 'edit' tab selected in the top navigation bar. The main title is 'Group: IKB\_DEVELOPERS'. The interface is divided into several sections:

- Label and description:** Contains two language entries: 'Label' (IKB\_DEVELOPERS) and 'Description' (iknowBase-utviklere).
- Identity:** Shows the 'External key' as 'IKB\_DEVELOPERS'.
- Members in the group:** A table showing group members:

Add user	Add users
X 125 ORCLADMIN	Name: Administrator orcladmin
X 84483 CDOYLE	Email: orcladmin
X 86120 FUNKERDETTE	Usernames: Doyle, Conan
X 58466 KERMIT	Name: Funker Dette
X 78414 OHORNELAND	Name: kermit frog
- Database information:** Displays group details:

Guid: 7F959AA215C1A0FAE040000A180009CF
Id: 51507
Created: 14.02.2010 20:35 by ORCLADMIN
Updated: 28.04.2014 11:13 by ORCLADMIN
Master table: IKB_GROUP (Groups)
Detail tables:
- Patch sets:** A table for managing patches:

Add to patch set
Action: Id: Name: Last built:

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	<p>Displays a list of users who are members of this group.</p> <p>To add a group member to a group, perform the following steps:</p> <ol style="list-style-type: none"><li>On the <b>Edit</b> pane for the group, click on the action <b>Add user</b> or "Add Users".<ul style="list-style-type: none"><li>A window containing a list of existing users appears.</li></ul></li><li>Click on the <b>select</b> action for the user you want to add as a member to the group.<ul style="list-style-type: none"><li>The selected user is added to the list of group members in the <b>Edit</b> pane, and the window containing the list of existing users closes.</li></ul></li><li>Click <b>Save</b>.</li></ol> <p><b>Note:</b> Click on the <b>Add multiple users</b> action if you want to add more than one group member. The window containing the list of existing users will</p>

remain open until you explicitly close it by clicking on the **Close** button. Each time you click on the **select** action for a user, this user will be added to the list of group members in the **Edit** pane.

To remove a group member from a user, perform the following steps:

1. On the **Edit** pane for the user, click on the **remove** action for the group member you want to remove.
  - A line-through will indicate that the member will be removed from the group.
2. Click **Save**.
  - iKnowBase removes the member from this group.

## Membership

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

Add or delete acl membership												
Add acl	Add ads	All	Read	Modify	Delete	Create subdocument	Protected	Approver	Creatable	Categorize	Valid from	Valid to
x	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"/>	

Property	Description
Memberships	<p>Displays a list of access control lists the group is a member of.</p> <p>To add a acl membership, perform the following steps:</p> <ol style="list-style-type: none"> <li>1. Click on the action <b>Add acl</b> or "Add acls".           <ul style="list-style-type: none"> <li>• A window containing a list of access control lists appears.</li> </ul> </li> <li>2. Click on the <b>select</b> action for the ACL you want to include the group as a member.           <ul style="list-style-type: none"> <li>• The selected ACL is added to the list of memberships, and the window containing the list of ACLs closes.</li> </ul> </li> <li>3. Click <b>Save</b>.</li> </ol> <p><b>Note:</b> Click on the <b>Add acls</b> action if you want to add more than one acl. The window containing the list of acls will remain open until you explicitly close it by clicking on the <b>Close</b> button. Each time you click on the <b>select</b> action for a acl, this acl will be added to the list of acls.</p> <p>To remove a group membership, perform the following steps:</p> <ol style="list-style-type: none"> <li>1. Click on the <b>remove</b> action for the acl you want to remove the membership from.</li> <li>2. Click <b>Save</b>.           <ul style="list-style-type: none"> <li>• iKnowBase removes the acl membership from this group.</li> </ul> </li> </ol>

**Permissions**

Check boxes for different privileges possible to set on a acl membership. See the section Access Control List for more information.

# 4. 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.

## User Properties

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

The screenshot shows the 'User: ACHRIST' edit pane. The top navigation bar includes 'edit', 'membership', 'acl membership overview', 'social', 'user tokens', 'change password', 'usage', and 'help'. Below the title, there are tabs for 'Label and description', 'Language, person card and organization', 'Set permissions, validity or disable a user', and 'Database information'. The 'Label and description' tab contains fields for User name (ACHRIST), First name (Christie, Agatha), Last name (user3@dsun4254.us.oracle.com), Email address (adchrist), Dn (cn=adchrist,cn=users,dc=evita,dc=no), and Full dn. The 'Language, person card and organization' tab shows Preferred language (English/American) and User dimension (Christie, Agatha). The 'Set permissions, validity or disable a user' tab includes checkboxes for Guest user (public?), Admin privileges, Allow document creation, Disable user, Valid from, and Valid to. The 'Database information' tab displays Guid (F6257527DDA585BDE040000A18006CB2), Id (84479), Created (03.04.2014 16:45 by ORCLADMIN), Updated (19.11.2014 23:17 by ORCLADMIN), and Master table (IKB\_USER (iKnowBase Users)). On the right, a 'Patch sets' panel shows a table with columns Action, Id, Name, and Last built.

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.
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.
Permissions	Select the <b>Guest user (public)</b> checkbox to grant guest user privileges to this user. Select the <b>Admin privileges</b> check box to grant administrative privileges to this user.

	Select the <b>Allow document creation</b> check box to enable this user to create and edit content when this user logs in to the iKnowBase portal.
Valid from	Select the <b>Disable user</b> check box to disable the user. The user will no longer be able to log in.
Valid to	Set a date value (dd.mm.yyyy) if the user should be valid after a specific date Set a date value (dd.mm.yyyy) if the user should be expired after a specific date

## Membership

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

The screenshot shows the 'membership' tab selected in the navigation bar. The user 'User: ACHRIST' is displayed. Below the tabs, there are two sections: 'Add or delete group membership' and 'Add or delete acl membership'. The 'group membership' section shows one entry: 'Id: 8416 Name: IKB\_XNET\_USERS External key: IKB\_OID\_SYNCIKB\_XNET\_USERS Created date: 26.09.2008'. The 'acl membership' section shows one entry: 'Id: 58870 Name: 2012-08-02 AIA Test All Read Modify Delete Create subdocument Protected Approver Creatable Categorize Valid from: Valid to:'.

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 <b>Add group</b> or <b>Add groups</b> . 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 <b>Add acl</b> or <b>Add acls</b> . Remove a acl membership by clicking the delete icon. For more information about the ACL permissions, see Access Control Lists.

## Acl membership overview

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

The screenshot shows the 'acl membership overview' tab selected in the navigation bar. The user 'User: ACHRIST' is displayed. Below the tabs, there is a table titled 'Display all acl memberships - directly or thru a group membership' showing several entries:

Id	Name	External key	Created date
Show 58870	2012-08-02 AIA Test		02.08.2012
Show 52232	Process Services Access Group		02.09.2010
Show 51553	Public		23.02.2010
Show 4352	Åpent	X-ACL-OPEN	03.10.2005
Show 8420	Åpent etter godkjenning	XNET_INTERN_J	22.03.2006
Show 8422	Åpent etter godkjenning - GK	XNET_INTERN_G	22.03.2006
Show 6593	Åpent for testing		06.04.2006

Property	Description
Acl membership overview.	Click the <b>Show</b> link to see how the user is granted to the access control list.

## Social services

This section describes all integration against social services, e.g Facebook. The only action permitted is removal of entries.

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

User: MVO

Show integration against social services

Provider	User id	Displayname	Profile url	Image url
facebook	10154811876280294		http://facebook.com/profile.php?id=10154811876280294	http://graph.facebook.com/v1.0/10154811876280294/picture
live	baebe6fd012a2107	Markus V		https://apis.live.net/v5.0/baebe6fd012a2107/picture

Property	Description
Provider	Name of the social provider
User id	UserID for the soscial services
Displayname	Display name
Profile Url	Url to the social profile
Image Url	Image Url to the social profile

## 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

Display user tokens and create either login or activate tokens

Add value

Token type	User tokens	User tag	Description	Valid to (dd.mm.yyyy hh24.mi)
ACTIVATION	0C365864E176368CD41AE69821EAD662D0447AC74767746F8001D8A8095E654E54B20558E015C7B175D74B24D02ABBE6B15C092BDDBCC5565E61246			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.

## 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

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.

## Copy a user

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

User: TEST-NO

Create a new user based on the selected one

* User name	<input type="text"/>
* First name	<input type="text"/>
* Last name	<input type="text"/>
Copy group membership	<input checked="" type="checkbox"/>
Copy ACL membership	<input checked="" type="checkbox"/>

Save (s) Save and close (x)

Property	Description
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.

## Tasks

See earlier chapter for information about common tasks like create, view, copy, update, and delete. This chapter describes specific tasks for users.

**Note:** Normally you will not create users manually. Users are normally stored and administered in an LDAP directory like OID, OpenDJ or AD, and automatically synchronized over to iKnowBase.

**Note:** It is not possible to copy a user.

### Associating a User with a Dimension

To associate a user with a dimension, perform the following steps:

1. On the **Edit** pane, click the **Change** link next to the **dimension** field.
  - The dimension navigator opens.
2. Click the appropriate dimension in the dimension navigator to select it.
  - The **Edit** pane is updated with the selected dimension, and the dimension navigator closes.
3. Click **Save**.

**Note:** Click the **Clear** link to remove the dimension from the user.

### Deleting a User

To delete a user, perform the following steps:

1. On the **List** pane for users, click the **delete** action for the user that you want to delete.
  - A confirmation box appears. **Note:** 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.
2. If the user is the owner of documents, select a new owner by clicking on the **Select** action for the appropriate new owner.
  - The **delete** action is enabled.
3. Click the **delete** action to delete the user.
  - Documents which are owned by the user to be deleted are updated with the new owner.

**Note:** You can click the **Cancel** action to cancel the deletion.