

WebHare Professional and Enterprise

System module

User and unit management

| | |
|------------------|--|
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| Target audience: | Sysops Power users Basic users with unit management rights |

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Introduction

WebHare Professional/ Enterprise v2.x offers extensive facilities for user management, which allow you to easily assign a variety of rights to the WebHare users. You can use these features to give every user exactly those permissions he requires to carry out his tasks in the most efficient way possible.

Using WebHare you can also simplify user management by subdividing user accounts into so-called *units*. Rights to add and manage users in a certain unit can be given to a specific user, thus allowing you to delegate user management.

For example, for every department in your organisation a unit could be created, and one person per department could be appointed to manage the department-specific user accounts..

This manual will explain how to add, delete and manage user accounts and units.

The manual is intended for WebHare users with user management privileges, and cannot be used by others.

All screen captures used in this manual assume the following user-specific settings:

- English language
- Standard skin
- Login with Sysop rights
- Advanced interface options

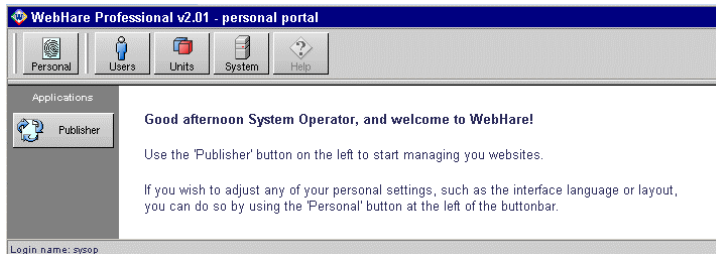


As the screen captures and the options described in this manual assume a Sysop user, some of the options may not be available to users with different rights. In such cases, the relevant differences will be documented.

1 Getting started

This chapter will explain how to get to the user and unit management section of the WebHare application.

After you have logged on to WebHare, you will see your personal WebHare homepage:

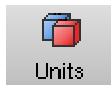


You can access the user and unit management features from this page:



Click on **Users** for an overview of all user accounts, and options to manage these accounts.

[Chapter 2](#) of this manual presents extensive information about user management.



Click on **Units** for an overview of all units, and options to manage these units.

Information about unit management can be found in [chapter 3](#).

2 User account management


































2.1 General information

User accounts in WebHare version 2.x are defined system-wide and not per site as in previous versions. Module specific rights, for example the right to publish files in the Publication module, have to be assigned from within the specific module. For example, a user does not automatically get access to the publisher module, just because he can logon to the system. For more information about user rights in sites, we refer you to the *Site structuring* manual.

User management rights

WebHare allows you to define three different types of users. These types refer to the rights the user will have in managing users and units.

The following table shows the different types of users and the user management rights they can exercise:

| | Basic user | Power user | Sysop |
|---------------------------------|---|---|---|
| Can create sysop accounts |  |  |  |
| Can modify sysop accounts |  |  |  |
| Can remove sysop accounts |  |  |  |
| Can create power user accounts |  |  |  |
| Can modify power user accounts |  |  |  |
| Can remove power user accounts |  |  |  |
| Can create basic user accounts |  |  |  |
| Can modify basic user accounts |  |  |  |
| Can remove basic user accounts |  |  |  |
| Can modify their own login name |  |  |  |
| Can modify their own password |  |  |  |

¹ Only if he is a supervisor of the unit of which the affected user is a member.

² Only if he is supervisor of the unit he is himself a member of.

For more information about units, please see [chapter 3](#) of this manual.

Password protection

Any computer system that is reachable over the Internet is susceptible to 'break-in' attempts by unauthorized users. Although some technical measures are available to decrease the risks of such break-ins, a weak point in most security systems is the secrecy of the login names and passwords, and how hard it is to guess the passwords. We recommend taking the following precautions when creating new user accounts:

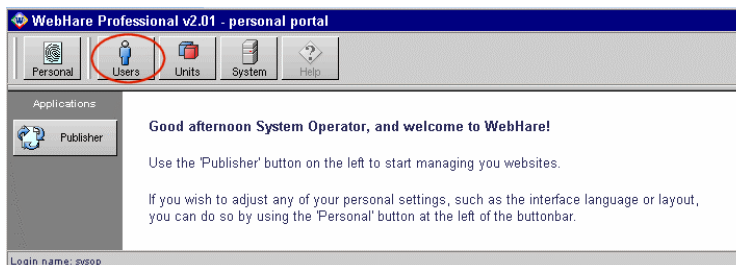
- Use a password that consists of at least 6 characters, and uses a mixture of letters, numbers and special characters (such as #,\$,&^)
- Make sure the password is hard to guess. Never use names, dates of birth, or other easily guessable passwords.
- Change the password on a regular basis. Although this may seem impractical because you may have different passwords for other systems you use, regularly changing your password increases security.
- Use different passwords on different systems and for different user accounts. This way, a break-in or successfully guessed password on one system does not compromise other systems.

WebHare protects stored passwords by storing their *MD5 hash*, which makes it impossible to retrieve the original passwords, even with full access to the database files.

! All user accounts are stored in the WebHare database, and are independent of the user accounts present in the system to which WebHare was installed. In the near future, it will be possible to link WebHare's user rights to other systems such as LDAP or Windows user management. More information will be published on B-Lex Information Technologies' [website](#) when available.

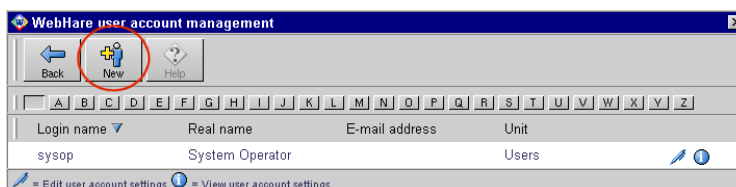
2.2 Add a user account

1. Click on the **Users** button in the button bar of your personal WebHare homepage.



You will see an overview of already defined user accounts.

2. Click **New**.



You will see the *Add user account page*.

3. Enter the relevant data about the account, in the fields of the *account information box*.

| Account information | |
|---------------------|---|
| Login name: | <input type="text"/> |
| Password: | <input type="password"/> |
| Confirm password: | <input type="password"/> |
| Real name: | <input type="text"/> |
| E-mail: | <input type="text"/> |
| Description: | <input type="text"/> |
| Enable account: | <input checked="" type="radio"/> Yes <input type="radio"/> No |
| Member of unit: | Users <input type="text"/> |

You should fill in the following fields:

Login name

The login name is the name the new user will use to log on to WebHare. Login names are case-sensitive, meaning that uppercase and lowercase letters are considered to be different characters.

You are required to fill in this field. The login name is limited to 64 characters in length.

Password / Confirm password

The user password needs to be entered exactly the same in both the *Password* and *Confirm password* fields. This password needs to be used by the new user to log on to WebHare. Passwords are case-sensitive.

You are required to fill in this field. The password is limited to 32 characters in length.

Real name

You can optionally enter the real name for the user. Entering this name may make it easier for other WebHare users to identify this user, for example when he owns a file or folder in the *Publication module*. This name is also shown on the new user's personal WebHare homepage.

The real name field is limited to 80 characters in length.

E-mail

You can optionally enter the email address for the user. It's recommended to enter this email address, so WebHare users can use it to contact each other.

The e-mail address is limited to 80 characters in length.

Description

A short description of the user is optional. It can for example be used to enter a short task description for the user.

Enable account

You can choose to enable or disable the new account after creation. If the account is not enabled, the user will not be able to log on to the system.

Member of unit

Every user in WebHare is a member of a unit. If you have rights to manage more than one unit, you can select a unit to assign the new user to. If you can manage only one unit, the new user will be assigned to this unit. Refer to [chapter 3](#) of this manual for more information on units.

- Select the system management rights for the user. This option is only available to users with Sysop rights.

| System maintenance privileges | |
|----------------------------------|---|
| <input checked="" type="radio"/> | Basic user: user has no special system maintenance privileges. |
| <input type="radio"/> | Power user: user can maintain all users accounts and all units. |
| <input type="radio"/> | Sysop: user can maintain the complete system, including system configuration. |

Refer to [paragraph 2.1](#) of this manual for more information about user types and system maintenance rights.

- Choose whether or not advanced interface options will be presented to the new user, in the box *Interface options*.

| Interface options | |
|----------------------------------|--|
| <input checked="" type="radio"/> | Only show basic options. |
| <input type="radio"/> | Show basic options, but make advanced options available. |
| <input type="radio"/> | Always show advanced options. |

This setting controls what options WebHare will present to the user. Some of the options WebHare can present, such as forcing a template in the *Publication module*, are seldomly used by most users, and can even be considered irrelevant and distracting to them.

You can choose one of the following display options:

- Only show basic options.* This setting will hide interface options that are irrelevant for most users.
- Show basic options, but make advanced options available.* As above, the options that are usually irrelevant are hidden, but the user can access them easily.
- Always show advanced options.* All available options will always be presented to the user.

Users can change these settings themselves on their *personal preferences* page.

- Set up some user specific preferences, in the *Preferences box*.

| Preferences | | | |
|-------------|---------------------------------------|--------------|--|
| Language: | <input type="text" value="EN"/> | Time format: | <input type="text" value="24 hours format (22:28)"/> |
| Skin: | <input type="text" value="standard"/> | Date format: | <input type="text" value="dd-mm-yyyy (31-08-2002)"/> |

The following options can be configured:

Language

Set the language the WebHare interface should be presented in. Currently the WebHare interface is available in Dutch (NL) and English (EN). The availability of additional languages will be announced on B-Lex Information Technologies' [website](#) when they become available.

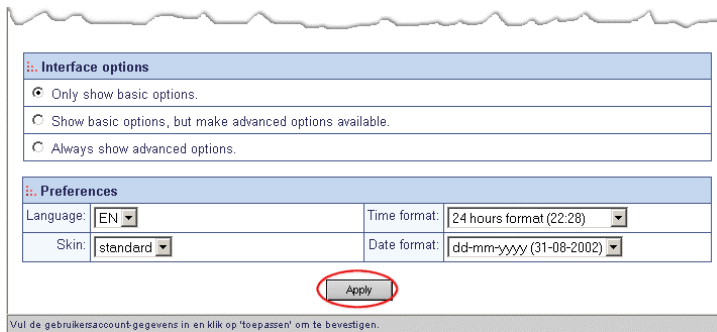
Skin

By using so-called *skins* the visual appearance of WebHare's user interface can be modified. These skins will not alter the position or visibility of interface components, but can change other aspects such as background colours or the shape of the buttons. Skins implement a personalised look-and-feel.

Time format and date format

You can choose the format in which dates and times are presented. In general, European users will prefer the 24 hour time format, and American users may prefer the 12 hour time format. Preferences will generally also differ for the date formats used.

7. Click **Apply**



The screenshot shows a web interface with two sections: 'Interface options' and 'Preferences'. Under 'Interface options', there are three radio buttons: 'Only show basic options.' (selected), 'Show basic options, but make advanced options available.', and 'Always show advanced options.'. Under 'Preferences', there are four dropdown menus: 'Language' (EN), 'Skin' (standard), 'Time format' (24 hours format (22:28)), and 'Date format' (dd-mm-yyyy (31-08-2002)). At the bottom center, the 'Apply' button is circled in red. Below the form, there is a small note: 'Vul de gebruikersaccountgegevens in, en klik op 'toepassen' om te bevestigen.'

You will return to the overview of available user accounts. The new account has been added to the list, and the new user can immediately log on using his new account.



You can quickly test whether the new account works by entering the login name and password into the WebHare URL. The login name and password must be separated by a colon (:), and must be followed by an at-sign (@) and the rest of the URL, for example:

`http://username:password@webhare.organisation.com/`

It's generally not recommended to log on to WebHare in this way, because others can read the password you used in the URL.

2.3 Edit or delete a user account

Existing user accounts can easily be modified or removed:



Click on the *edit* icon next to a user account in the accounts overview to modify the settings of a user account.



Click on the *delete* icon next to a user account in the accounts overview to delete the user account.

You can only modify or remove user accounts if you have sufficient rights to do so. See [paragraph 2.1](#) for an overview of user rights.

3 Unit management

3.1 General information

Units are used in WebHare to simplify the management of a large number of user accounts, by allowing you to delegate user management.

Every user in WebHare is assigned to a unit. When WebHare is first installed, the only available unit is the unit *Users*, to which all users are assigned by default.



















If you have only a small group of WebHare users, assigning them to separate units may not be very useful, and may even complicate user management.

If you have a larger group of users, it's recommended to subdivide them into several units, for example one unit for each of your organisation's departments. You can then delegate the responsibilities of managing the units' members to one or more other users.

Using units, you can avoid putting the entire burden of user management on the system administration, and have each department or unit appoint a single person to manage their own user accounts.

Unit management rights

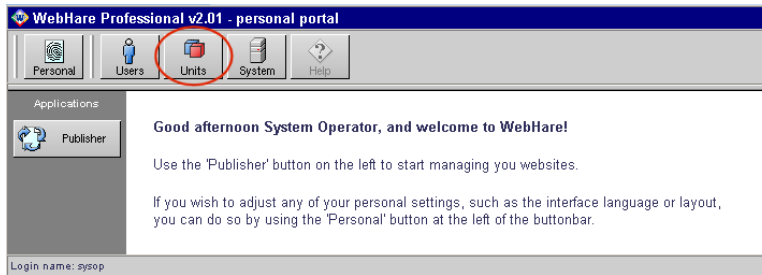
[Paragraph 2.1](#) of this manual explains user management privileges for the different user types (such as basic user, sysop). These privileges also affect unit management, as detailed in the following table:

| | Basic user | Power user | Sysop |
|---|--|---|---|
| Can create units |  |  |  |
| Can modify unit metadata |  |  |  |
| Can delete units |  |  |  |
| Can assign supervisors to units |  |  |  |
| Can assign users to units of which he is not a supervisor |  |  |  |
| Can assign users to units of which he is a supervisor |  ¹ |  |  |

¹ Only if the basic user is also a unit supervisor of the re-assigned user's original unit.

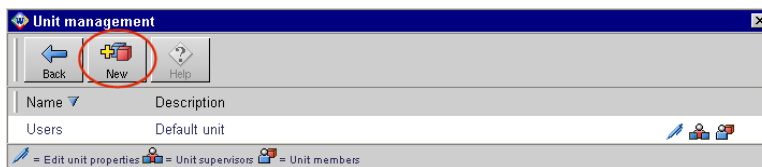
3.2 Create a new unit

1. Click the **Units** button in the button bar of your personal WebHare homepage.



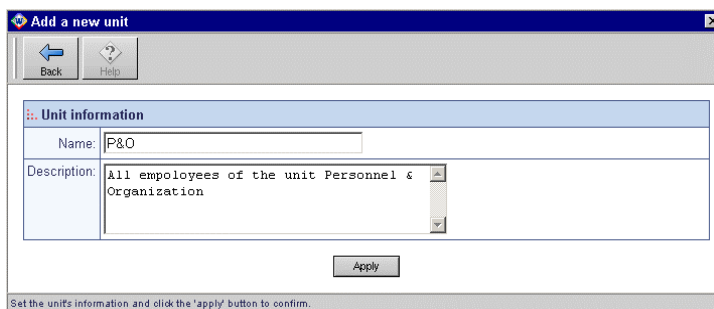
You will see the *Unit management* page, with an overview of all units that have already been defined.

2. Click **New**

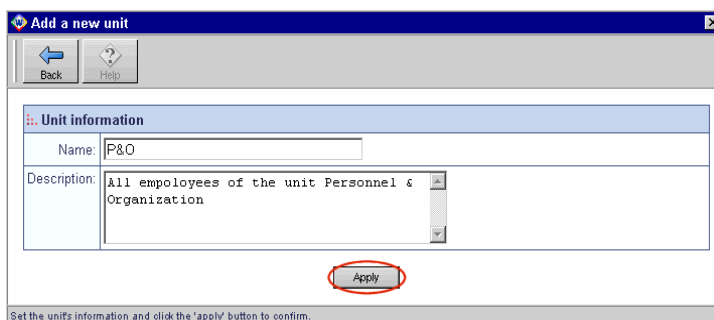


You will see the *Add new unit* page.

3. Enter a **name** for the new unit, and optionally a short description.



4. Click **Apply**.



You will return to the *Unit management* page. The new unit has been added to the list of defined units.

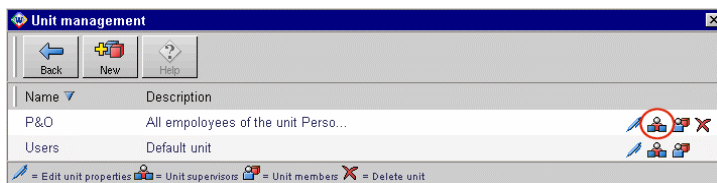
3.3 Assigning a supervisor to a unit

Unit supervisors are WebHare users with rights to manage the user accounts of all members of a unit. They can also create new user accounts, and assign these to one of the units they supervise.

! Power users and sysops cannot be assigned as a supervisor to a unit, because they already have the right to manage all users in all units.

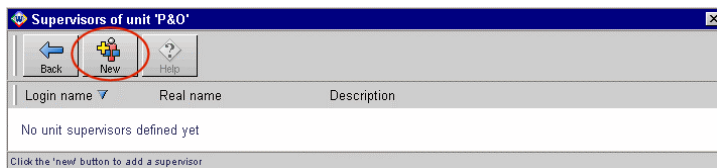
To assign a supervisor to a unit, follow these steps:

1. On the unit management page, click the **unit supervisors** icon next to the unit you want to assign a supervisor to.



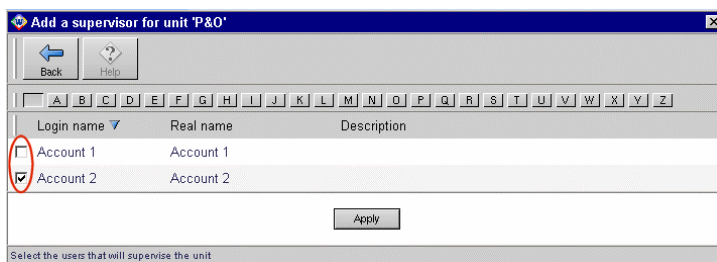
A list of all *supervisors* of that unit will be presented.

2. Click **New**

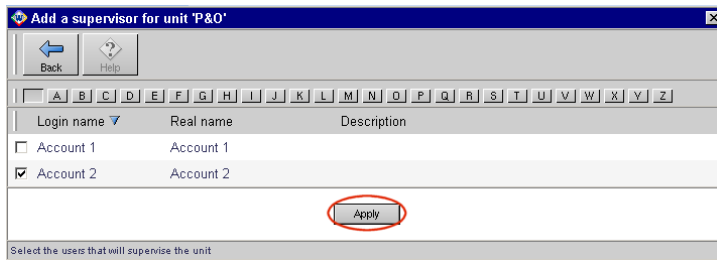


You will see the *Add a supervisor* page.

3. **Select** one or more users that should be assigned to supervise the unit.



4. Click **Apply**



The selected users have now been added to the unit's list of supervisors.

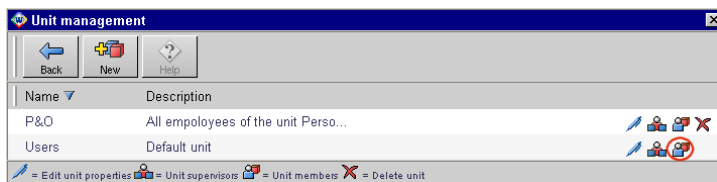
! A unit supervisor doesn't by definition have to be a member himself of one of the units he supervises. See [paragraph 3.4](#) for more information about how to assign a user to a unit.

3.4 Assigning a user to a unit

Every user can be a member of one unit only. It is not possible to assign a user to more than one unit at a time. Assigning a user to a unit automatically means un-assigning him from another unit.

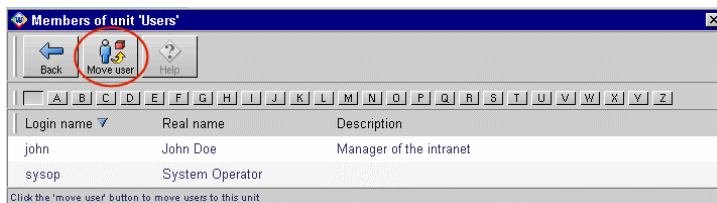
To assign a user to a different unit, follow these steps:

1. On the *unit management* page, click the **unit members** icon next to the unit you want to assign users to.



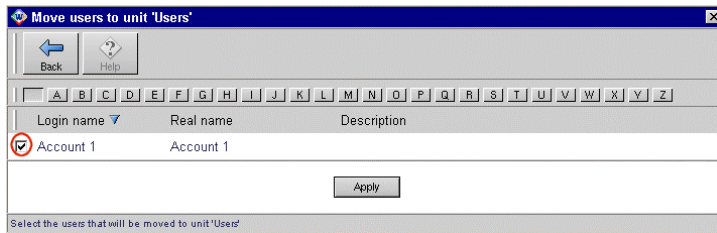
You will see an overview of all current members of the chosen unit.

2. Click **Move user**

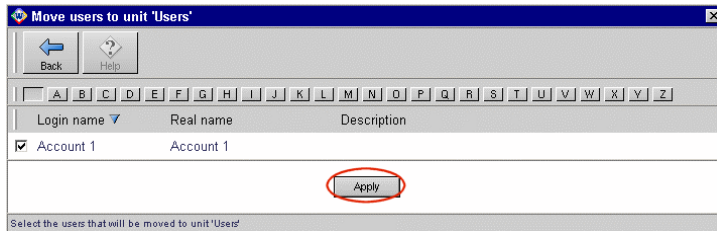


You will see the *Move users to unit* page.

3. **Select** the user(s) you want to move to the selected unit.




4. Click **Apply**




The selected users are now assigned to the unit, and their user accounts can be managed by all supervisors of their new unit.

3.5 Edit or delete a unit

Existing units can be easily modified or deleted:

 Click on the *edit* icon next to the unit to edit the name and the description of the unit.

 Click on the *delete* icon next to the unit to remove an existing unit.



A unit cannot be removed if it holds any users. If you want to remove a certain unit, first reassign all users to a different unit. The unit can then be removed from the system.

4 Additional information

For more information about unit and user management, or about WebHare in general, please take a look at one of the following websites:

- The [WebHare support site](http://www.webhare.net/) (<http://www.webhare.net/>)
- The [B-Lex Information Technologies website](http://www.b-lex.com/) (<http://www.b-lex.com/>)

You can always find and download the most recent version of every manual here.

If you have any questions or remark, please contact:

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