# Users

## Overview

By default casual visitors are allowed to register themselves on your website to gain access to additional resources. For example, registered users might be allowed to submit resources or simulation tools. Your website implements a user registration policy which can be adapted to suit your particular requirements so you decide what additional resources are made available. You can disable user registration altogether if you prefer.

Users register themselves on your website using the **Register** link typically found in the upper right-hand portion of every page (position may vary). Once registered, users will log in to your website by entering their username and password using the login form found at http://yourhub.org/login. There are also links on the form to manage users who forget their usernames or passwords.

See Configuring Registration to learn more about changing registration settings.

# Members

## Members Breakdown

A breakdown of all the tabs on the /administrator interface inside of User: Members.

- Members: Manage all member accounts
- Notes: Manage user notes and note categories
- Access: Manage access levels
- Points: Manage user points
- Passwords: Set and manage password rules
- Quotas: Manage user quotas for tool usage
- Registration: Manage registration process
- Import: Import a CSV file of new users
- Export: Download CSV of all users
- Plugins: Manage all member related plugins

New features added to the sub toolbar on the /administrator interface inside of User: Members.

- De-identification of Members

## Members: Editing an Account

**Note:** Editing of users is done through the HUBzero Members Manager component, **not** the User manager. Any changes made via the Members Manager will also be reflected in the User tables. Making changes with the User Manager can lead to data becoming out of sync.

1. First login to /administrator
2. Once logged in, hover over **Users** and select **Members** from the drop-down

3. You should now be presented with a list of all the members on your site

   1. There are a variety of methods to find the specific person you wish to edit: Searching or Manually scrolling through the list to find the use

4. Once found, click the person's name to open up their profile

   1. Account: General details about the users account and assigned access groups

   2. Profile: Profile details

   3. Password: Where an administrator can manually reset a user's password and

check on how many days are left before current password expires

1. **Warning:** If you have an automatic password filler turned on in your browser, check this section if you are editing a user's account before saving for you might reset their password with one of your saved passwords

4. Groups: List of groups that the user is involved in either as a member or manager

5. Hosts: List of hosts that the user has access

6. Messaging: The user's messaging settings

5. Once you feel ready to save your changes, scroll back to the top of the page and click **Save** (the icon that looks like a floppy disk) in the upper right portion of the page

## Members: Manually Confirming a User

Users by default have the option to confirm their accounts unless an administrator changes this to administrator approval only. An administrator will need to follow these steps to confirm any new users:

1. Navigate to **/administrator** and hover over the **Users** tab
2. Click **Members** from the drop-down
3. Search for the user you wish to confirm
4. Check the box beside their account and click the **Confirm** button
5. The user's account will be confirmed

## Members: Clearing Existing Terms of Use Agreements

When terms of use are changed on the hub, it may be necessary to require users to re-accept the new terms. To reset all existing agreements, and force re-acceptance, follow these steps:

1. Go to /administrator interface
2. Navigate to the Users tab and select Members from the drop-down
3. Click the **Reset terms of use agreements for all users** button
4. Navigate to the frontend of the Hub and login to double check that the Terms & Conditions acceptance pop-up appears

## Members: Blocking a User's Account

Sometimes spammers can attack your Hub and create multiple accounts. In order to prevent the spammers from access these accounts again, you can block their accounts. This also is a way to
"unpublish" accounts of users who don't wish to have accounts on the Hub anymore versus deleting their account. This way, if they ever need access again, you only have to unblock them. Follow these steps to block a user's account:

1. Navigate to **/administrator** and hover over the **Users** tab
2. Click **Members** from the drop-down
3. Search for the user you wish to confirm
4. Check the box beside their account and click the **Block** button
5. The user's account will be blocked

## User Manager: Customize Profile

Allows an administrator to define profile/registration fields. To edit the profile schema, navigate to the Members Manager (**Users ? Members**). Then click the button in the toolbar labeled **Profile**. In this screen, you have the ability to define user profile fields, if said fields are required or optional, what values are allowable, and what fields are dependent upon a value from another field being chosen.

Field Type Breakdown:

Text
      A single-line textbox.
Paragraph
      A multi-line textbox (a.k.a. textarea).
Checkboxes
      A list of options where the user may select one or more.
Multiple Choice
      A list of options where the user can only choose one of the available options.
Date/Time
      A textbox specifically for entering timestamps.
Dropdown
      A dropdown (select box) of options where the user can only choose one of the available options.
Country
      A dropdown (select box) of countries. *The list of countries is automatically populated.*

Website

A textbox specifically for entering URLs.

Hidden

A hidden input.

ORCID

A textbox for entering entering ORCIDs.

**Toolbar Breakdown:**

- **Save**. Saves the user and stays in the current screen.
- **Save & Close**. Saves the user and closes the current screen.
- **Save & New**. Saves the user and keeps the editing screen open and ready to create another user.
- **Cancel/Close**. Closes the current screen and returns to the previous screen without saving any modifications you may have made.
- **Help**. Opens this help screen

**How to Build with the Profile Manager:**

1. Navigate to **/administrator** and hover over the **Users** tab and click on **Members** from the drop-down
2. Click the **Profile** button
3. Manage the current Profile breakdown with the following actions:
    1. **Add a new field**:
        1. **Select the field type** then fill in the label information while under the **Edit field** section
        2. Determine the Access level and the information will automatically save
    2. **Duplicate a field**:
        1. Hover over the field you want to duplicate and then click the **Duplicate field** button
    3. **Remove a field**:
        1. Hover over the field you want to remove and then click the **Remove field** button
    4. **Move fields**:
        1. Select the field you want to move and drag it up or down depending on your preference
4. Click **Save & Close** to save your changes

## Notes

Notes are a function where users can create and store notes on the Hub. On the /administrator interface, an administrator can manage the notes created by users.

- User Notes: Where an administrator can view notes make by other users and edit, approve, publish, unpublish, along with other actions to curate the notes
- Note Categories: Where an administrator can create new note categories and batch process selected categories

## Access

An area where access groups can be managed. Access groups are the various permission levels assigned to different groups of users based on their roles in the Hub. Generic default levels are: Public, Manager, Administrator, Registered, Author, Editor, and Publisher. These

levels are broken up by the levels of responsibility and what the access the group has to different areas of the Hub. An administrator can see the number of users in the group in the **Users in Group** column.

An administrator can add new access groups by clicking the New button and following these steps:

1. Navigate to **/administrator** and hover over the **Users** tab and click on **Members** from the drop-down
2. Inside of **Members**, select the **Access** tab and click the **New** button
3. Add a **Group Title** and then select the **Group Parent**
4. Click **Save & Close**

An administrator can also can manage the viewing levels available on the Hub by following these steps:

1. Navigate to **/administrator** and hover over the **Users** tab and click on **Members** from the drop-down
2. Inside of **Members**, select the **Viewing Level** tab and click the **New** button
3. Add a **Level Title** and select the **Access Groups** that have this viewing access
4. Click **Save & Close**

## Points

Points are the Hub's currency system. Hub administrators can provide royalties to active and helpful users who interact with a Hub's community.

- Summary: Check out top users and statistics of how points are earned
- Look up User Balance: Look up a users Point total by searching with their user I.D.
- Configuration: Configure the amount of points you want to reward users when completing specific tasks which are assigned in the Alias. **NOTE:** There are only seven point alias' you can use, see Point Configuration listed below.
    - **Description**: Add a short description describing why these points were being rewarded
    - **Alias**: The alias of the rule affliated to the awarded points

- **Points**: Define the amount of points
- Batch Transaction: Deposit or Withdraw points from user accounts through batch transactions

**Configure Points**

1. To set up Points on your Hub, follow these steps:
2. Log into the **/administrator** interface
3. Hover over the **Users** tab and select **Members**
4. Select the **Points** tab and then the **Configuration** tab
5. Fill out the form to add points in seven specific areas of the Hub:
    1. Question posted: Award points when a user posts a question
        1. Points: Determine the amount of points you want to award a user when they complete this task
        2. Alias: *ask*
        3. Description: Question posted
    2. Answer posted: Award points when a user posts an answer
        1. Points: Determine the amount of points you want to award a user when they complete this task
        2. Alias: *answer*
        3. Description: Answer posted
    3. Question rating posted: Award points when a user posts a rating to a question
        1. Points: Determine the amount of points you want to award a user when they complete this task
        2. Alias: *questionvote*
        3. Description: Question rating posted
    4. Answer rating posted: Award points when a user posts a rating to an answer
        1. Points: Determine the amount of points you want to award a user when they complete this task
        2. Alias: *answervote*
        3. Description: Answer rating posted
    5. Answer accepted as best: Award points when a user who asked a question in Answers accepts another user's best answer (the user who submitted the answer earns the points)
        1. Points: Determine the amount of points you want to award a user when they complete this task
        2. Alias: *accepted*
        3. Description: Answer accepted as best
    6. Abuse report granted: Award points when a user reports abuse and an administrator grants the abuse report
        1. Points: Determine the amount of points you want to award a user when they complete this task
        2. Alias: *abusereport*
        3. Description: Abuse report granted
    7. Review rating posted: Award points when a user rates a post
        1. Points: Determine the amount of points you want to award a user when

they complete this task
2. Alias: *reviewvote*
3. Description: Review rating posted

6. After filling out the form, click **Save & Close** to save the new point configuration

| Site | Users | Menus | Content | Components | Extensions | | |
|------|-------|-------|---------|-----------|-----------|---|---|

**MEMBERS: MANAGE POINTS**

| Members | Notes | Access | **Points** | Passwords | Quotas | Registration | Import | Export | Plugins |
|---------|-------|--------|-----------|-----------|--------|--------------|--------|--------|---------|

| Summary | Look up User Balance | **Configuration** | Batch Transaction |
|---------|---------------------|-------------------|-------------------|

| # | POINTS | ALIAS | DESCRIPTION |
|---|--------|-------|-------------|
| (1) | 5 | ask | Question posted |
| (2) | 10 | answer | Answer posted |
| (3) | 1 | answervote | Answer rating posted |
| (4) | 2 | questionvote | Question rating posted |
| (5) | 20 | accepted | Answer accepted as best |
| (6) | 5 | abusereport | Abuse report granted |
| (7) | 2 | reviewvote | Review rating posted |

# Passwords

Password Rules and Password Blacklist are two sections that are already set up at default. The Password Rules comply with our latest security scan and are suggested to be turned enabled at all times so that all users meet the same rules when creating their accounts. As an administrator, you can blacklist passwords if you do not want users creating simple or Hub related passwords.

Blacklisting a Password:

1. Navigate to **/administrator** and hover over the **Users** tab and click on **Members** from the drop-down
2. Inside of **Members**, select the **Passwords** tab, then select **Password Blacklist**
3. Click the **New** button
4. Add the password in the **Word** text box
5.

## Quotas

Managing user quotas is simplified on the backend into three main areas. As an administrator, you can increase or decrease a user's quota, create quota classes, and import quotas, by following these steps:

Increasing/Decreasing a User's Quota:

1. Navigate to **/administrator** and hover over the **Users** tab and click on **Members** from the drop-down
2. Inside of **Members**, select the **Quotas** tab and select the **Member disk quotas** tab
3. Search for the user and then click on their name
4. Increase or decrease the user's quota by changing their quota class or by changing their limits
5. Click **Save & Close**

Creating a Quota Class:

1. Navigate to **/administrator** and hover over the **Users** tab and click on **Members** from the drop-down
2. Inside of **Members**, select the **Quotas** tab and select the **Quota classes** tab
3. Click the **New** button
4. Fill in the **Class Options** form
    1. Alias: Class alias
    2. Soft blocks limit: Soft limit for quota blocks
    3. Hard blocks limit: Hard limit for quota blocks
    4. Soft files limit: Soft limit for quota files
    5. Hard files limit: Hard limit for quota files
    6. User Access Groups: Select what access groups are automatically associated with this quota class
5. Click **Save & Close**

Importing Quotas:

1. Navigate to **/administrator** and hover over the **Users** tab and click on **Members** from the drop-down
2. Inside of **Members**, select the **Quotas** tab and select the **Import Quotas** tab
3. Import existing filesystem quotas by copy and pasting a **quota.conf** file in the text box
4. Check the box next to **Overwrite matching existing entries**

5. Click **Import**

## Registration

An administrator can configure a user's registration fields from the /administrator interface on the Hub. Read more about this on [Member Registration article](#).

## Import

An administrator can manually import users if they are wanting to complete this process for a large research group needing access to the Hub immediately or for a classroom of students where the instructor already knows the students' information. To import users and set up import hooks, follow these steps on the [Member Import Article](#).

## Export

Exporting the current list of Hub users can be done by visiting the **Export** tab inside of **Members**. From that tab there will be a button that states **Download CSV of all users**. By clicking this button, you can download a list of all members and archive the file for your own use as an administrator or for safe keeping.

## Plugins

Plugins are used to turn on various parts of the Members interface which includes their profile and dashboard. An administrator can manage these plugins by unpublishing and publishing various plugins to limit or expand a users Member area on the frontend of the Hub. Specifically in the Member Dashboard Configuration plugin, an administrator can manually change rearrange the member dashboard modules to fit the message of the Hub.

Publishing/Unpublishing Plugins:

1. Navigate to **/administrator** and hover over the **Users** tab and click on **Members** from the drop-down
2. Inside of **Members**, select the **Plugins**
3. Check the box next to the plugin and click the **Publish** or **Unpublish** button
4. The plugin will change stats under the **Published** column

Managing Member Dashboard Configuration:

1. Navigate to **/administrator** and hover over the **Users** tab and click on **Members** from the drop-down
2. Inside of **Members**, select the **Plugins** tab
3. Locate the **Members-Dashboard** plugin and click **Manage** under the Manage column
4. Manage the modules inside of the **Members-Dashboard** plugin
   1. Drag and drop to move modules
   2. Drag the lower-right corner to expand or contract the size of the module
   3. Add more modules by clicking the **Add Modules** button and selecting a module
   4. **Push Modules to Users** by clicking this button and filling out the form, then clicking **Push Module**
5. All changes will be automatically saved for every new user
   1. Users who have already adjusted their Dashboards will not be affected by these changes

# Toolbar Features

## De-identification of Members

Release: 2.2.26

Purpose: Mechanism to remove Personally Identifiable Information (PII) from the CMS databases. Some database rows are simply deleted, and in other cases fields are deleted or replaced with anonymized values that are unrelated to the original PII (e.g., username), in which case no record or mapping is kept of the original value.  Accounts will not be entirely deleted, but some data will be kept for statistics.

1. Navigate to the top toolbar in  **/administrator** and hover over the **Users** tab and click on **Members** from the drop-down
2. Make sure under the **Options** modal window, under the **Permissions** tab, the "De-identify" option is set to 'allowed'. Save and Close the Options window.
3. Inside of **Members**, on the **Members** table, in the 1st column, select different members to de-identify
4. Navigate to the sub toolbar on the top right and click the 'eye-closed' icon button (next to

the trash icon button), which will de-identify those specific members
5. Changes in the database will be reflected in the displayed **Members** information
6. The previously selected members will have had their information deleted from the following tables:
    - User Profiles
    - Support Tickets
    - Session and Session Geo
    - Profile Completion Awards
    - All related to Newsletter Mailing
    - Messages
    - All related to Media Tracking
    - All related to Jobs
    - Feedback
    - Event Registration
    - Blog Entries and Comments
    - All related to Cart
    - All related to Authentication
    - All related to Groups and Profiles
    - Users Quotas Log
    - All related to Attachments
    - Users Password and Password History
    - Points Subscription
7. Also, the previously selected members will have had their home directory deleted from our servers
8. Lastly, the previously selected members have had account information updated with generic info.
9. A "success" alert message should be displayed for the previously selected members.

# Registration

## Disabling Registration

In some circumstances, it may be desirable to disable user registration entirely. To do so, navigate to the members manager (Administrator > Users > Members) and click the "Options" button in the toolbar. The first available configuration option if "Allow User Registration". Set this to "No" to disable registration entirely.

## Registration Fields

1. First log in to the administrative backend
2. Once logged in, find **Users** in the main menu bar located toward the top of the page.
3. Choose **Members** from the drop down menu
4. Click on the **Registration** tab
5. You should now be presented with a table of available user fields and their status for a particular action. This controls what fields the user will see, must fill in (required) or can fill in (optional) depending upon which action or state they are currently in. That is, you can make the username field required for the registration page (**create** column) but may not wish for your users to be able to edit this after creation (**read only** for the **update** and **edit** columns).
   - **Create column:** What the user sees on the registration page
   - **Proxy column:** What columns an administrator sees or must fill in when creating an account by proxy (i.e., for someone else)
   - **Update column:** What fields the user will see and/or must fill in if something has changed with what information is required at registration. An example of this would be if the **citizenship** field was, at one point, optional for registration but is now required. Setting this field to **Required** for the **Update** column will now require logged-in users to fill this information out.
   - **Edit column:** What fields the user will see and can edit for their user profile
   - **Field Option Definitions:**
     - **??**Required = Must fill in
     - Optional = Can fill in, but are not required
     - Hide = Not visible
     - Read only = Can view but cannot change
6. Once you feel ready to save your changes, scroll back to the top of the page and click **Save** in the upper right portion of the page. Changes take affect immediately.

## Customizing Confirmation Email

All component layouts can be customized through overrides. Except for files that are provided in the Joomla! distribution itself, this method for customization eliminate the need for designers

and developers to **hack** core files that could change when the site is updated to a new version. Because they are contained within the template, they can be deployed to the Web site without having to worry about changes being accidentally

## User Authentication Plugins

A Hub can offer multiple ways for users to login through other services like LinkedIn, Facebook, ORCID, etc.

- Authentication-Certificate: Handles user authentication against client side SSL certificates
- Authentication-Facebook: Handles user authentication against Facebook
- Authentication-Google: Handles user authentication against Google
- Authentication-Hubzero: Default user authentication
- Authentication-LinkedIn: Handles user authentication against LinkedIn
- Authentication-ORCID: Handles user authentication against ORCID
- Authentication-Picas: Handles user authentication against Purdue's CAS
- Authentication-Twitter: Handles user authentication against Twitter

To activate these authentication plugins acquire a customer secret and customer key from the other service by registering your App on the service and selecting the Web format. Once you have the keys you can enable the plugins from the backend of the Hub.

1. Navigate to the backend of the Hub and locate the **Extensions Tab** and click on **Plug-in Manager**
2. Inside of the **Plug-in Manager**, search for the authentication plugin
3. Click on the title of the plugin and inside the plugin insert the **customer secret** and **customer key**
4. Change the *Status* of the plugin to **Enabled** and then click **Save & Close**

## TLS Certificate Authentication

Certificate Authentication Plugin:

This plugin is in charge of actually checking the certificate and creating new accounts or linking system). This plugin is called "Authentication - Certificate" one already has an account on the

Enable the Authentication - Certificate Plugin:

1. Navigate to the backend of the Hub and locate the **Extensions** tab

2. Click on the **Extensions** tab and from the drop-down click on the **Plug-in Manager**
3. Locate from the plugin list or through search the **Authentication - Certificate** plugin
4. Click on the title of the plugin then locate the *Status* section inside the plugin
5. From the *Status* drop-down, select **Enabled** then click **Save & Close**

Certificate routing plugin:

This plugin handles the requirement for a certificate to be present while browsing the site.  While the authentication plugin is what checks and links the user to the cert, other authentication could still be allowed. With this plugin enabled, a certificate must be present and authentication options are limited to just certificate based authentication. This plugin is called: System - Certificate.

Enable the System - Certificate plugin by following the same steps listed out above.

New account approval:

This allows admins to require approval of new accounts prior to their being able to access the site. When this is enabled, accounts pending approval can be found in the users manager on the backend. You can also elect to turn on an administrative dashboard module that lists accounts pending approval. And in the users manager parameters, you can enable administrator notifications to receive an email when new accounts are created. This allows the certificate->user link to be user initiated (rather than admin initiated), but still gated and admin approved.

In terms of apache configuration, **SSLVerifyClient optional** should be set. This will allow the certificate to be included, but also allow the CMS to handle the requirement for the certificate through the use of the certificate routing plugin mentioned above.
**SSLOptions +StdEnvVars** should also be set, as I'm sure it already is for you all. Lastly, make sure the site is forced to SSL via the Joomla global configuration on the backend.

**Note:** In order for this feature to be useful, all users need to gain a TLS Certificate and have it implemented in their browser prior to utilizing this authentication process.

# Member Import

## Overview

The members bulk importer/ updater is designed to allow a site administrator to bulk import or update member data. Due to its ability to mass upload/ modify accounts, it is an administrator only feature.

**Warning!**

The improper use of this feature can have damaging consequences. Use with caution.

The importer should only be used in special circumstances. Minimum requirements for the CSV (first name, last name, username, password, etc.) and any additional registration fields (member demographics) must be gathered by an administrator for every account to be affected. In most cases, it is more time effective and less error prone for a new members to enter this information in the registration form instead of passing the information through the administrator.

**Please note, if you are using Member Import on a HIPAA hub, please complete the extra steps on delivering passwords to members.**

## Registration Fields

The member importer follows the parameters set in the registration component.  If a registration field is required during the initial registration form (organization, for example), the field must be included in the uploaded CSV file in addition to the required fields for the CSV.  Not all registration fields are available via the member importer, those should be collected from the new member on the next login, if desired.

## CSV Preparation

1. Log into hub's administrator portal, e.g. https://hubname.org/administrator
2. Navigate from the main menu to **Users** -> **Members**
3. From the page menu under the title **Members**, click on the **Import** tab
4. Click on the button that looks like a grid, located on the top right of the page, to

download the example CSV
5. Save the file with a different name that represents the group of members to be imported
    1. Note: Do not save it in Excel format, the import only accepts CSV files.
6. Edit the CSV
    1. Fill required fields and any supplementary fields

## CSV Field Descriptions

- id: User's ID (leave blank when creating new accounts)
- name: User's full name e.g. First Last
- middleName: User's middle name
- surname: User's surname
- username: User's hub username
- email: User's email (only use valid email addresses as emails will be sent to the user)
- password: User's temporary password
- block: User's blocked status (1 for blocked, 0 for not blocked)
- approved: User's account approval status (1 for approved, 0 for not approved)
- sendEmail: User's preference for receiving email from the hub (1 to accept, 0 to decline)
- activation: User's email confirmation status (1 for confirmed, 0 for unconfirmed)
- usageAgreement: User's acceptance of hub's terms of service (1 for accepted, 0 for declined)
- homeDirectory: User's hub home directory e.g. /home/hub/user
- organization: User's organization (depends on hub's registration configuration)
- orgtype: User's organization type (depends on hub's registration configuration)
- phone: User's phone number (depends on hub's registration configuration)
- groups: A comma separated list of the aliases for the groups that the user is a member of
- projects: A comma separated list of the aliases for the projects that the user is a member of

## Creating a new import and uploading a completed CSV

1. Login to the hub's administrator portal
2. Click the **Members** tab and from the drop-down
3. Click on the **Import** tab
4. Click on the button with the plus icon located on the top right of the page
5. In the new page that opens, enter a name for the import and a short description
6. Click the file selection button in the **Upload** fields to upload a CSV file
    1. Select the desired CSV
7. Save the import using one of the save buttons in the top right

## Testing an import

It is always a good idea to do a test run before actually importing or updating members' accounts.

1. Select the import you wish to test run by checking the box for the import row
2. Click on the **Test Run** button
3. After the test has completed, you will see the results displayed below the progress bar
4. Click on each item will display details for each record

## Running an import (after a test run)

1. Click on the **Run for Real** button (under the countdown)

# Groups

## Overview: Managing Groups

Groups are a unique feature that allows communities to grow inside of the Hub. Groups are more commonly used to share information between specific individuals. The /administrator interface allows you to set up permissions for groups and manage active groups all from the backend of the Hub.

## Creating a Group

1. Navigate to **/administrator** interface
2. Hover over **Users** and select **Groups** from the drop-down
3. Click the **New** button
4. Fill out the form then click **Save & Close**
    1. **Details**: General information about the Group
        1. **Membership**: Settings that determine how users can join the new Group
        2. **Page Settings**: General settings that determine Group page setup
        3. **Email Settings**: General email settings that related to emails sent from the Group
    2. **Files**: A new group must be saved first before you can upload files from the backend of the Hub and store the files into the Group

## Editing a Group

1. Navigate to **/administrator** interface
2. Hover over **Users** and select **Groups** from the drop-down
3. Click the **Title** of the Group
4. Change the Group's information then click **Save & Close**

## Deleting a Group

1. Navigate to **/administrator** interface
2. Hover over **Users** and select **Groups** from the drop-down
3. Check the box next to the Group's **Title**
4. Click the **Delete** button

## Publishing a Group

1. Navigate to **/administrator** interface
2. Hover over **Users** and select **Groups** from the drop-down
3. Check the box next to the Group's **Title**
4. Click on the **Publish** button

## Unpublishing a Group

1. Navigate to **/administrator** interface
2. Hover over **Users** and select **Groups** from the drop-down
3. Check the box next to the Group's **Title**
4. Click on the **Unpublish** button

## Configuring Groups

1. Navigate to **/administrator** interface
2. Hover over **Users** and select **Groups** from the drop-down
3. Click on the **Options** button
4. Make changes to the following sections:
     1. **General**: Determine if Groups can be auto-approved or manually approved by an administrator
     2. **Info Page**: Determine what Groups can show on the Information Page for Groups
     3. **Membership & Access**: Determine the default discoverability and join policy for new Groups
     4. **Email**: Enable emailing from the Group from discussion comments and forum digest
          1. **Note**: If you determine Groups can email out Forum digest you will need to set up the Cron plugin that sends out these emails
     5. **Upload**: Determine file upload path
     6. **Pages**: Determine if pages need to be approved and who can approve Group pages, determine other specifics related to Groups
     7. **Super Groups**: Determine if Super Groups can have components, the Super Group Group Owner and Repo Management options
     8. **Permissions**: Change the viewing and interactive permissions for Groups
5. Click **Save & Close** to save the changes made

# Access Groups

## Access

An area where access groups can be managed. Access groups are the various permission levels assigned to different groups of users based on their roles in the Hub. Generic default levels are: Public, Manager, Administrator, Registered, Author, Editor, and Publisher. These levels are broken up by the levels of responsibility and what the access the group has to different areas of the Hub. An administrator can see the number of users in the group in the **Users in Group** column.

An administrator can add new access groups by clicking the New button and following these steps:

1. Navigate to **/administrator** and hover over the **Users** tab and click on **Access Groups** from the drop-down
2. Click the **New** button
3. Add a **Group Title** and then select the **Group Parent**
4. Click **Save & Close**

# Access Levels

## Access

An area where access groups can be managed. Access groups are the various permission levels assigned to different groups of users based on their roles in the Hub. Generic default levels are: Public, Manager, Administrator, Registered, Author, Editor, and Publisher. These levels are broken up by the levels of responsibility and what the access the group has to different areas of the Hub. An administrator can see the number of users in the group in the **Users in Group** column.

An administrator can also can manage the viewing levels available on the Hub by following these steps:

1. Navigate to **/administrator** and hover over the **Users** tab and click on **Access Levels**from the drop-down
2. Click the **New** button
3. Add a **Level Title** and select the **Access Groups** that have this viewing access
4. Click **Save & Close**

# User Notes

## Notes

Notes are a function where users can create and store notes on the Hub. On the /administrator interface, an administrator can manage the notes created by users. This section allows administrators to manage and view notes make by other users and edit, approve, publish, unpublish, along with other actions to curate the notes.

# User Note Categories

## Categories

Notes are a function where users can create and store notes on the Hub. On the /administrator interface, an administrator can manage the notes created by users. This section allows an administrator to create new note categories and batch process selected categories.

# Super Groups

## Overview

Super Groups are advanced Hub Groups, that have their own webspace within the Hub to showcase their Group. Super Groups have a lot of extra functionality built in to allow them to customize their group.

Super Groups have the ability to include PHP and javascript code into Group pages and modules. Pages or modules that contain PHP or Javascript code will then need to be approved by a Group page approver. Notifications are sent to approvers when a page needs to be approved. Another notification will be sent to the Group managers when the page has been approved.

Super Group templates must follow HUBzero's [Super Group Template rules](#).

## Creating a Super Group

1. Log in to the backend of the Hub and hover over the **Users** tab and select **Groups**
2. Click **New** to create a group
3. Select the group type from the drop-down to be **Super**
4. Fill in the CN or group alias, the title and logo of the group, along with the public and private group descriptions
5. In **Membership Control**, check the box if the membership is to be controlled. The membership **Join Policy** determines access level for the group
   a. **Public:** Any user on the Hub can join the group.
   b. **Restricted:** Qualifications are given that predetermines who can join. These restrictions have to be added into the credentials.
   c. **Invite Only:** A group manager has to send an invite any new group members to the group.
   d. **Closed:** No one can join the group unless they are added from the back-end of the Hub.
6. Determine the access level of the group from hidden or visible. A hidden group is not listed on the front-end of the Hub, and any content is unavailable to any user that is not a member of the group. A visible group can be found on the Hub through regular searches
7. Once all the group's content has been filled in, then save the new group by clicking **Save & Close**. The group will be automatically approved and visible on the Hub
8. The following will be automatically created when making the super group:
   a. Base template with custom error handling & login
   b. Separate database for super group related components, data, etc

    c. If Gitlab integration is enabled, all needed connections will be made and super group folder will be controlled via Git.

## Frontend Module Management in Super Groups

## Accessing the Module Manager:

1. Log in to the Hub and access the **Super Group** home page
2. Click on the **Manage Group Pages** link in the group manager toolbar, to get to the page manager
3. Select the **Manage Modules** tab to view the module manager
4. Search for modules by using the search drop-down that searches for a module based on location and title

## Adding a Module:

1. Log in to the Hub and access the **Super Group** home page
2. Click on the **Manage Group Pages** link in the group manager toolbar, to get to the page manager
3. Select the **Manage Modules** tab to view the module manager
4. Click the **New Module** button in the toolbar
5. Fill in all required fields and click **Save Page**

## Publishing a Module:

1. Log in to the Hub and access the **Super Group** home page
2. Click on the **Manage Group Pages** link in the group manager toolbar, to get to the page manager
3. Select the **Manage Modules** tab to view the module manager
4. Publish the module by clicking on the **Unpublished** icon. The icon will become a **Published** icon
5. The module will now be available on the front interface of the Hub

## Unpublishing a Module:

1. Log in to the Hub and access the **Super Group** home page
2. Click on the **Manage Group Pages** link in the group manager toolbar, to get to the page manager
3. Select the **Manage Modules** tab to view the module manager
4. Unpublish the module by clicking on the **Published** icon. The icon will become an **Unpublished** icon
5. The module will now be removed from the front interface of the Hub

## Editing a Module:

1. Log in to the Hub and access the **Super Group** home page
2. Click on the **Manage Group Pages** link in the group manager toolbar, to get to the page manager
3. Select the **Manage Modules** tab to view the module manager
4. Click on either the **Manage Module** button or hover over the arrow next to the button to see more options, including **Edit Module**
5. One of the new features with the module manager is the page content WYSIWYG editor. It now uses CKEditor and HTML to manage your page content
6. Modify the module with new changes, and then click the **Save Page**

## Reordering a Module:

1. Log in to the Hub and access the **Super Group** home page
2. Click on the **Manage Group Pages** link in the group manager toolbar, to get to the page manager
3. Select the **Manage Modules** tab to view the module manager
4. Click on either the **Manage Module** button or hover over the arrow next to the button to see more options, including **Edit Module**
5. One of the new features with the module manager is the page content WYSIWYG editor. It now uses CKEditor and HTML to manage your page content
6. Modify the ordering of the module by using the drop-down, and then click the **Save Page**

## Super Groups: Resource Template Inheritance

Originally when viewing a Resource from a Super Group, the Resource is seen with the master

site template rather than the Super Group's custom template. Resource Template Inheritance allows users, when viewing a Resource from a Super Group, the Resource to inherit the Super Group's template to maintain consistent look and feel of the Super Group. '