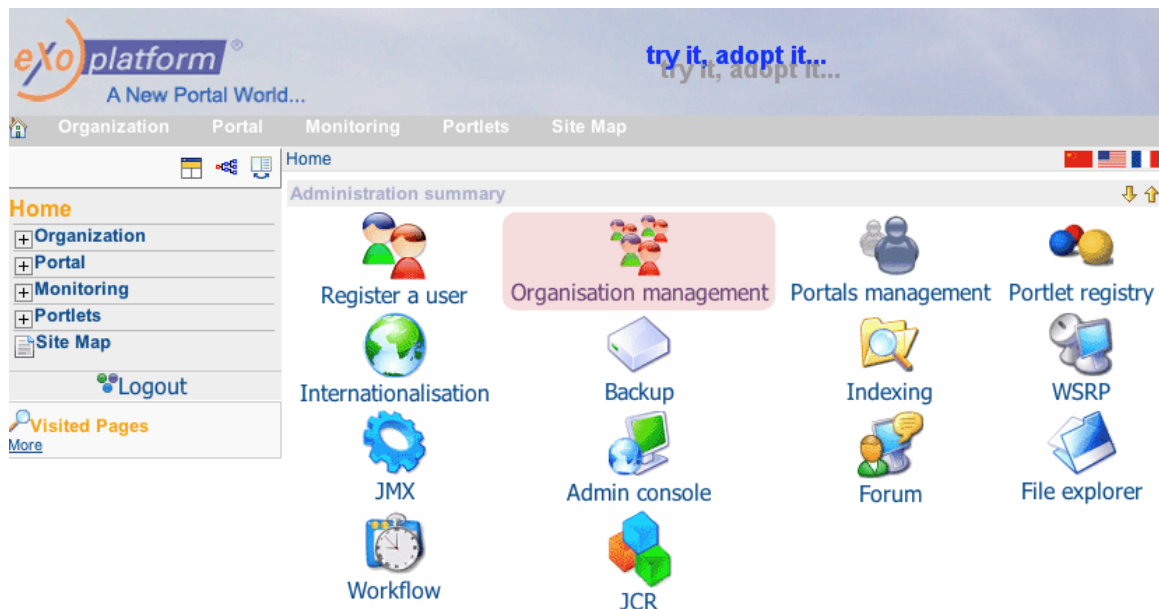


[DocV1.Manageyourorganization](#)

Manage your organization (user, groups, memberships and communities)

We advise you to read the page [How can you map your company organigram in eXo Platform organisation model](#) before trying to use the Organization management portlet.

You can reach the portlet from the admin summary page:



The portlets contains three main tabs:

- The Users management tab that allows to search, view information on the users, delete, modify basic information and register a user inside a group thanks to a membership
- The Groups management tab that allows to create and browse groups as well as configuring communities
- The Memberships management tab that allows to create memberships types that will then be viewed inside a select list when trying to add a user inside a group

Mangement ↓ ↑

Users Groups Memberships

All User [Advanced Search...](#)

User Name	First Name	Last Name	Email	Last Login	
admin	admin	admin	admin@localhost	05/02/2005 01:28:30	
exo	exo	exo	exo@localhost	05/02/2005 01:28:41	
portal	portal	portal	portal@localhost	02/02/2005 00:37:46	
demo	Demo	eXo Platform	demo@localhost	02/02/2005 00:37:47	
benj	benj	benj	benjamin.mestrallet@exoplatform.com	02/02/2005 01:15:36	

[<<Prev | 1 | Next>>](#)
 (Displaying 1 - 5 of 5 items)

The User Management tab

- If you click on the body icon from the user list, you will view the user profile information that the selected user may have filled using the user profile standalone portlet.


Mangement ↓ ↑

Users Groups Memberships

All User [Advanced Search...](#)

Viewing User Profile

Personal Info
Given Name
Family Name
Nick Name
Birthday
Gender
Employer
Department
Job Title
User Home Info
#
Street
City
State/Prov
Postal Code
Country
Mobile
Tel
Email
Website
User Business Info
#
City
State/Prov
Postal Code
Country
Mobile
Tel
Email
Website



[back](#)

- If you click on the magnified glass icon, you will be able to modify the important user information as well as adding or removing the user from a group thanks to the memberships concept explained before.

Mangement ↓ ↑

Users Groups Memberships

All User ⌵ [search](#) [Advanced Search...](#)

New account

User Name

Password

Password

First Name

Last Name

Email

[save](#)

Membership	Membership Type	Group Id	
Membership	member	/admin	✗
Membership	member	/user	✗
Membership	member	/portal/admin	✗

Membership

User Name

Membership Name ⌵ member

Group Id

[save](#)

[back](#)

- That User management tab contains a search toolbar that can allow you to directly search inside the user list using several filters such as "All Users", "By username", "By firstname", "By last name", "By email". If those filters are not precise enough you can use the advanced search form.

Mangement ↓ ↑

Users Groups Memberships

All User ⌵ [search](#) [Advanced Search...](#)

Username

First Name

Last Name

Email

Login Time 1 Jan 2004 to ? February, 2005 x

[search](#)

February, 2005						
Today						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28					

Select date

The Groups management tab

This tab is showing a group explorer that you can browse as if the groups were directories in your favorite operating system.

At each node you can create a new subgroup or delete the current selected group.

Mangement ↓ ↑

Users **Groups** Memberships

Group::/user

[subgroup](#)

User In Group **Community Config**

User Name	First Name	Last Name	Email
admin	admin	admin	admin@localhost
exo	exo	exo	exo@localhost
portal	portal	portal	portal@localhost
demo	Demo	eXo Platform	demo@localhost
benj	benj	benj	benjamin.mestrallet@exoplatform.com

<<Prev | 1 | Next>>
(Displaying 1 - 5 of 5 items)

Membership

User Name

Membership Name +

Group Id

[save](#)

[Add Group](#) [Remove Group](#)

In each group you will see two tabs:

- The "User In Group" tab from where you can view all the users that are registered in the current group. It is also possible - thanks to the Membership form - to register new users inside that group.
- The "Community Config" tab that allows you to configure a group to become a community as shown on the next screenshot:

Mangement ↓ ↑

Users **Groups** Memberships

Group::/portal/share

[subgroup](#)

User In Group **Community Config**

portal community

Membership member

Mapped portal portal

Priority 5

Description use 'portal' configuration if user in group portal and have the 'member' membership

[add/edit](#) [admin](#) [delete](#)

navigation community

Membership member

Mapped portal portal

Description merge navigation of 'portal' with the navigation of the user

[add/edit](#) [admin](#) [delete](#)

[Add Group](#) [Remove Group](#)

In the previous picture, the default /portal/share group community configurations are shown. This configuration comes with the default eXo Platform distribution where every new user is added to the group /portal/share.

Therefore those users will:

- import the portal config template (banner, navigation portlets, footer) from the binded portal that is the portal named "portal" here. The priority is used in case a user is part of several communities which would create a conflict. If you click on the "add/edit" link the you will see the following form:

The screenshot shows the 'Mangement' interface with the 'Groups' tab selected. The 'Community Portal' configuration form is open for the group 'portal/share'. The form contains the following fields:

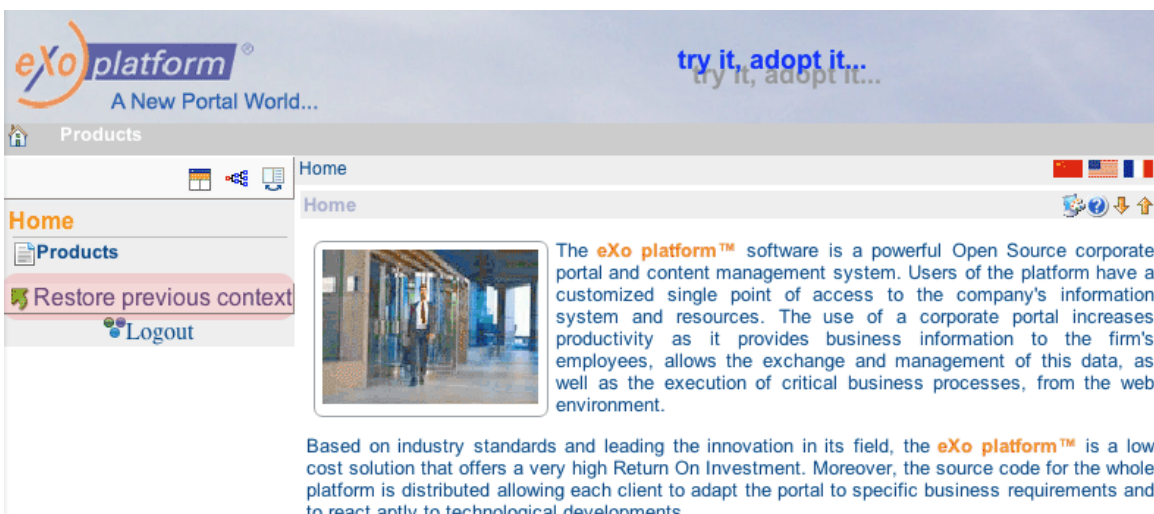
- Membership:** A dropdown menu set to 'member'.
- portal:** A text input field containing 'portal'.
- Priority:** A dropdown menu set to '5'.
- Description:** A text area containing the text: 'use 'portal' configuration if user in group portal and have the 'member' membership'.

At the bottom of the form are 'save' and 'cancel' buttons. Below the form, there are links for 'Add Group' and 'Remove Group'.

- import the navigation tree from the binded portal that is the also in that case the portal named "portal".





As you can see, you can delete each configuration and even use two different binded portal, one for each configuration.


In both cases, the "admin" link allows you to directly load the portal context that is binded to the community config. In the loaded portal context (shown in the next screenshot) you will get the "Restore previous context" link that allows you to come back to the admin portal.



The Memberships tab

The membership tabs allows you to define a new type of membership. By default only the membership "member" is defined. The list of membership is show in the following table:

Mangement  				
Users Groups Memberships				
Name	Owner	Created Date	Modified Date	Description
member		02/02/2005 00:37:44	02/02/2005 00:37:44	This membership is used to tell if an user is in a group or not  

 [Add](#)

You can add, modify or delete those types. That is then this list that is used in all the other screenshot that we shown before.

[DocV1.Manageyourorganization](#) (en)

Cr  ateur: XWiki.benjamin.mestrallet Creation Date: 2005/02/05 01:23

Dernier Auteur: XWiki.benjamin.mestrallet Last Modification Date: 2005/02/15 22:46

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