

please include screenshots and documentation focused toward admins, rather than developers

Add a new user

User:	
Pass:	
Again:	
Email:	
Batch upload (CSV file):	Browse...
Overwrite:	☒
Add	

[Generate a password](#)

Users

Find Number of displayed rows

Name	Email	Last login	Groups	Action
rotogravure	blorp@bleeple.org	Tuesday 12 August 2003 [11:34:12 pm]	Registered (x) Anonymous	delete assign group view info
jbutler	dood@doorfus.org	Monday 18 August 2003 [08:59:43 pm]	Registered (x) Anonymous	delete assign group view info
admin	snort@sneeze.net	Tuesday 19 August 2003 [08:28:09 am]	Anonymous	assign group view info

Page: 1/1
1

create user

To create a user fill out the first four fields:

user = userid

pass = password

again = password again

email = user's e-mail address

batch creation via csv file

Accounts can be created batch upload using a .csv file. See below for examples of valid files. To use the batch upload feature, leave the four user fields blank; browse for and select a .csv file containing the use information.

login	password	email	groups
-------	----------	-------	--------

Here is an example for a valid csv file:

"login","password","email","groups"

"newusername","secret","foo@bar.com","Anonymous,Registered"

"anotheruser","topsecret","bar@foo.com","Anonymous,Registered,Editors"

The last column "groups" is optional, so the following is valid, too:

```
"login","password","email"  
"newusername","secret","foo@bar.com",
```

```
"anotheruser","topsecret","bar@foo.com"
```

Note: There should be no new line after the last row. Extra line feeds will be reported as errors, but accounts for valid lines will be added regardless.

Note: First line must contain the header "login","password","email" and optionally "groups". See examples above.

Notes

This page is for the latest released stable version or release candidate(not stuff in CVS).

Knowledgebase / tutorial / FAQ / How-to=-

TikiTeam=-

Who is working here generally? [Link UserPage](#).

For more information

RFEs

- Admin users needs a way to delete all users that have never logged in and a way of dunning all users that have not logged in X period of time...
- admin needs a clean house of users
- add gender icon for users
- Ability to change username from one thing to another. (Possibly recursively throughout tiki, updating links, pages, ownerships, etc.
- Ability to search/sort user list based on specific criteria: (User is in group "Staff", User is **NOT** in group "Customers", etc....)
- Ability to tag (possibly w/ checkboxes?) a group of users. (Maybe selected by above-requested search/sort function?) And then apply one or more actions to entire group. (Add all selected users to group "Customers", Remove all selected accounts from group "Editors", etc...)