



End User Administration (in context of Liferay CMS)

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Overview

- Liferay has a built in CMS (Content Management System) called Liferay Journal.
- With Liferay you can quickly build pages and load them up with content.
- We will use the context of using the CMS to learn how to Administer Liferay.
 - Create some sample users (writer, editor, webmaster)
 - Create the corresponding roles to control each user's functionality
 - Login as each user to write the article, edit and approve the article and publish the article on a page.



Liferay Journal

Portlets are highlighted in Red. These particular portlets are all “Journal Content” Portlets, part of the Liferay CMS.

The screenshot shows the Liferay Journal page with several portlets highlighted in red. The main portlet is a large blue banner titled "BETTER LAYOUT PORTLET". Below it is a "Solutions Showcase" portlet featuring the EDUCAMADRT logo and text about Liferay Portal's global use. To the right is a "WEEK.com" portlet titled "Liferay Benchmarks" with a "Read more" link. Below that is an "About Liferay" portlet. Further down is a "Preview Liferay Now" portlet. At the bottom right is a "Downloads" portlet listing Liferay Portal Enterprise 4.0.0, Liferay Portal Professional 4.0.0, Liferay JavaDoc API, Sample Themes (OUIs), and Sample Layouts and Portlets. A "News" portlet on the right side lists several articles, including one about Brian Chan speaking with Alfreco and Christian Science Monitor.

This screenshot is identical to the one on the left, showing the Liferay Journal page with the same set of portlets highlighted in red. The layout and content are consistent with the previous image.



Users

First, we will need to create some new user accounts. Users are managed in the [Enterprise Admin Portlet](#). There are 2 ways to create new User accounts, you can either:

1. Allow visitors to sign up for their own accounts (Users can click on the “Create Account” tab in the [Log In Portlet](#)). This functionality can be turned on or off in the [Admin Portlet](#).
 1. In [Admin Portlet](#):
 2. Click “Users” Tab
 3. Click “Authentication ” Tab
 4. Toggle “Allow Strangers to Create Accounts”
2. Or, as the Admin, we can create new users in the [Enterprise Admin Portlet](#)
 1. In [Enterprise Admin Portlet](#):
 2. Click “Users” Tab
 3. Click “Add” Button



Exercise 1: Creating Users

Create users (several writers, editor and webmaster)

1. Find [Enterprise Admin Portlet](#) (add it if it is not there)
2. Click "Users" Tab -> Click "Add" Button
3. Type First Name, Last Name and Email for the following email addresses:
 - "writer1@liferay.com" and "writer2.." and "writer3.."
 - "editor1@liferay.com" and
 - "webmaster1@liferay.com"
4. Click "Save" Button
5. Click "Password" Tab
6. Enter "test" as password and click "Save"



Communities

Communities

- Independent grouping of pages (Think of a community as a separate website)
- Managed from the [Communities Portlet](#).
- Power Users (and Admin Users) automatically get their own Private Community.

By default, there is a Guest (Public), CMS (Private) and Support (Private) Community.

Logged in users can only see their Private Community (if they have one) and Communities that they are a part of.

Communities can be marked as “open”, which will allow users to join the community on their own. The only other way to be added to a community is to be “Assigned” to the community by the admin.



Exercise 2: Users & Communities

Login as one of the newly created users and notice that we are taken to the User's Private Community. This is because by default, newly created users are set as "Power Users."

Notice that they since they are not part of the Guest community, they can not switch to the Guest community.

We will need to use the [Communities Portlet](#) to add them to the Guest Community.

Assign newly created users to Guest community

1. Log back in as "test@liferay.com"
2. Find [Communities Portlet](#) (add it if it is not there)
3. Click "Available" Tab
4. Click "Assign" corresponding to Guest community
5. Click "Users" Tab -> Click "Available" Tab
6. Locate and Check Users
7. Click "Update Associations"



Portlet Permissions

- Liferay has fine-grained permissioning. Almost every functionality is “permissionable,” it can be given to or taken away from any user.
- Permissions can be configured for each Portlet instance
 - > Add any portlet to a page
 - > Click on the Configuration icon (top right corner of a portlet)
 - > Select the “Permissions” tab
- Depending on how the portlets are written, permissions may even be configured for portlet entries!
 - Journal Portlet’s Entries: Articles, Template and Structures
 - Message Boards Portlet’s Entries: Categories and Threads
 - Which will let you give a user permission to manage specific threads in specific categories.
 - Library Portlet’s Entries: Books



Exercise 3: Portlet Permissions for One User

Give “writer1 @liferay.com” the “Add Article” permission for the Journal Portlet

1. Login as “test@liferay.com”
2. Switch to “Guest” Community
3. Add Journal Portlet to a page
4. Click “Configuration” Button (top right of Journal Portlet)
5. Click “Permissions” Tab
6. Click “Available” Tab
7. Locate and Check “writer1 @liferay.com”
8. Click “Update Permissions” Button
9. Give “Add Article” and “View” Permissions
10. Click “Finished”



User Roles

Assigning permissions per user per portlet may be necessary at times, but can be tedious and difficult to maintain for many users.

Roles are managed in the [Enterprise Admin Portlet](#).

User Roles exist to simplify this process.

- Create a Role
- Set the permissions on this role
- Assign users for this Role, these users will then inherit these permissions.

By default, there are 4 types (roles) of users and 1 special admin user:

Admin:	Administrative Priviledges
Power User:	Gets personal Private Community
User:	Most basic user
Guest (Visitor):	All non-logged in Users
(Omni) Admin:	“test@liferay.com” (set in <i>portal.properties</i>)



User Roles

To Create a new Role:

1. In Enterprise Admin Portlet:
2. Click "Roles" Tab
3. Click "Add" Button
4. "Delegate" its permissions (Specify what this Role can do).
5. "Assign" it to users (Specify which Users have this role).

Roles make managing permissions easy and organized.

If we create a "Writers" role, then we can consistently and easily setup a new writer with the appropriate permissions without needing to micromanage.

We will create the following additional roles: "Webmaster", "Writer" and "Editor"



Exercise 4a: Creating Roles

a) Create a “Journal Writers” role with “Add Article” permission

Create “Journal Writers” Role

1. Find [Enterprise Admin Portlet](#) in Joe Bloggs Community (add it if it is not there)
2. Click “Roles” Tab
3. Click “Add” Button
4. Type “Journal Writers”, Click “Save” Button

Define/Delegate the Roles Permissions

1. Click “Delegate” button corresponding to “Journal Writers” Role
2. Browse Portlet listing and select [Journal Portlet](#) from the list
3. For “Add Article” Select “Enterprise” Scope
4. Click “Next”, Click “Finished”

Assign Users

1. (while still on the “Roles” Tab in [Enterprise Admin Portlet](#))
2. Click “Assign” button corresponding to “Journal Writers” Role
3. Click “Users” Tab, Click “Available” Tab
4. Locate and Check “writer1@liferay.com”, “writer2@liferay.com” and “writer3@liferay.com” and click “Update Associations”



Exercise 4b: Creating Roles

b) Create a “Journal Editors” role with “Approve Article” permission

Create “Journal Editors” Role

1. Find [Enterprise Admin Portlet](#) in Joe Bloggs Community (add it if it is not there)
2. Click “Roles” Tab
3. Click “Add” Button
4. Type “Journal Editors”, Click “Save” Button

Define/Delegate the Roles Permissions

1. Click “Delegate” button corresponding to the “Journal Editors” Role
2. Browse Portlet listing and select [Journal Portlet](#) from the list
3. For “Approve Article” Select “Enterprise” Scope
4. Click “Next”, Click “Finished”

Assign Users

1. Click “Assign” button corresponding to “Journal Editors” Role
2. Click “Users” Tab, Click “Available” Tab
3. Locate and Check “[editor1@liferay.com](#)” and click “Update Associations”



Exercise 4c: Creating Roles

c) Create a “Webmaster” role with:

“Add Structure” and “Add Template” permissions for
Journal Portlet

“Configuration” permissions for Journal Content Portlet so
that the Webmaster can select which article should be
displayed.

i) Create “Webmaster” Role

ii) Define/Delegate the Roles Permissions

iii) Assign Users to Webmaster Role



Exercise 5: Page Permissions

Now we know how to delegate portlet permissions so that a user (in this case, the webmaster) can configure portlets.

But what about Page permissions? Where are the permissions for managing pages? Adding new pages, adding and removing portlets, etc?

Giving a User permission to Manage Pages in a Community

1. Login as admin user "test@liferay.com"
2. Find **Communities Portlet** in Joe Bloggs Community or any other community (add it if it is not there)
3. Click "Available" Tab
4. Click "Permissions" button corresponding to the Guest Community
5. Click "Available" Tab
6. Locate and Check "webmaster@liferay.com"
7. Click "Update Permissions"
8. Give "Manage Page" permissions
9. Click "Finished"



Article Lifecycle

- a. Webmaster creates structure and template
 - Webmaster logs in and create structure and template
- b. Writer adds an article
 - Write logs in and adds article using structure and template
- c. Editor approves article
 - Editor logs in and selects article and approves it
- d. Webmaster publishes article
 - Webmaster logs in and adds Journal Content Portlet and selects article to be publish



Default User Settings

In the **Admin Portlet**, you can set the default user Roles, Communities and User Groups.

Admin ←

Server Enterprise Portlets **Users**

Live Sessions Authentication **Default Associations** Reserved Users Mail Host Names Emails

Enter the default community names **per line** that are associated with newly created users.

Guest

Enter the default role names **per line** that are associated with newly created users.

User

Enter the default user group names **per line** that are associated with newly created users.

Save



Revision History

2006/11/02 – Scott Lee

- Created slides from scratch for more logical break down and presentation of end user training

2007.03.09 – Scott Lee

- Major Update. Users, Roles, Communities, Permissions

2007.07.11 – Jerry Niu

- Updated copy on Title Page