



Secure Users Manager

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This module allows a company to provide access to restricted pages and areas of the website based on users permission levels.

ProFusion UIS | View Website Website Backend | Profile | Quick Links | Logout

ProFusion

CONTENT

- Home Page
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- Sitemap
- Terms and Conditions
- Privacy Policy
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SECURE USERS

- Register Page
- Login Page
- Registered Users
- Users Page Content
- Secure Zones/Pages

WEBMASTER

- Change Profile
- Change Password
- Settings
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ADVANCED FEATURES

- Events Calendar
- Form Builder
- Survey Manager

Welcome to the backend of JuneQss3

Please follow the links on the left column to proceed

The Date and Time on the servers is currently 7/7/2011 2:04:58 PM

Storage

| Free Space | Used Space |
|------------------------|-----------------------|
| 1025.24 MB | 24.76 MB |
| File System : 979.3 MB | File System : 20.7 MB |
| Database : 45.94 MB | Database : 4.06 MB |

Quick Links

| | |
|---------------------------------|---------------------------|
| General Help | Editor Help |
| User Manuals and Product Videos | Editor Template Variables |
| Support Center | License Agreement |

Finding the Module

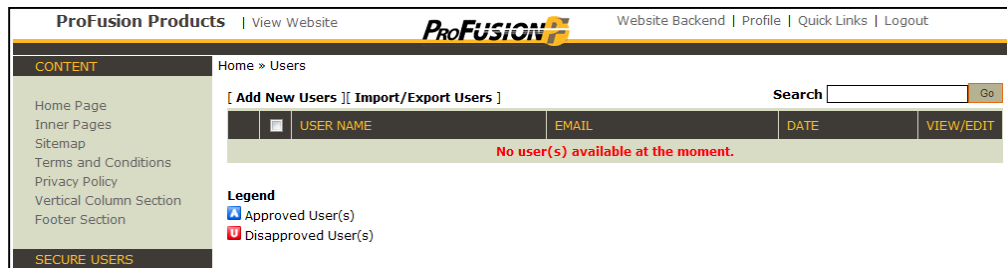
On the left side of the main administrative page are the links to all of the different parts of the UIS. Once the Secure Users Manager is added, the Secure Users section will appear under the Content region.

Add/Edit Registered Users

Add User

If the **Registered Users** link is selected, Administrators will be taken to a list of currently registered users and will be able to Add New Users. See figure 2.2.

Figure 2.2



To Add a user to the site, simply Click the **[Add New Users]** link. This will bring up another page asking administrators to enter information about the user. Enter the information for the user and Click the **Save** button. See figure 2.3 below.

Figure 2.3

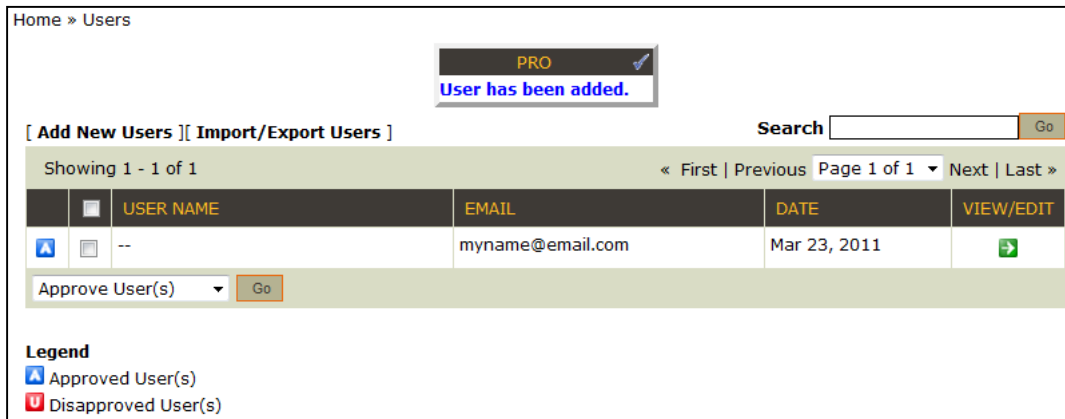
*Fields marked * are required*

| ADD NEW USERS | |
|---------------------------------------------------------------------------|------------------------------------|
| First Name | <input type="text"/> |
| Last Name | <input type="text"/> |
| Email* | <input type="text"/> |
| Password* <small>(Min. 5 characters)</small> | <input type="text"/> Auto-Generate |
| Login ID* | <input type="text"/> |
| Address 1 | <input type="text"/> |
| Address 2 | <input type="text"/> |
| City | <input type="text"/> |
| State/Province | AB - Alberta ▼ |
| Country | US - United States ▼ |
| Zip/Postal Code | <input type="text"/> |
| Phone | <input type="text"/> |
| Assign Secure Page | Select a Page ▼ |
| <input type="button" value="Save"/> <input type="button" value="Cancel"/> | |

Note:

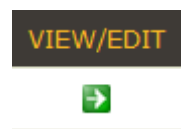
- The email address, password, and Login ID are required and will be used to log in to the frontend of the site. When a new user is added they are automatically sent an email with their Login ID and Password.
- The option for “Assign Secure Page” selects what page the user will be redirected to upon login.
- Once a user is added, the “Users page” will update with the name of the new user listed. As seen in [figure 2.4](#).

Figure 2.4



Edit User

To Edit an individual users information **Click** the green arrow next to the users name, under View/Edit. This will bring the administrators to the users information page layout seen in [figure 2.3](#) except now it will be filled out with the users details.



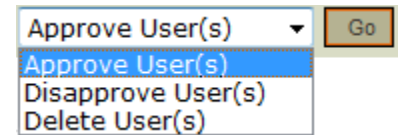
Approve Users

Now that a user has been defined, administrators may approve or disapprove the user (by default, the user will be entered into the system as Approved). To do this, simply select the user by **Clicking** the box next to the user name and then **Click** the drop down menu underneath the user names. This will give the administrator the option to Approve, Disapprove, or Delete the user.

To select an option **Click** the option in the drop down menu and then **Click** the button. The icon next to the users name will change to show the new status.

Settings: Automatically Approve Registrations?

Once the Secure Users Manager is installed on a website, this field will appear under the Other Settings tab in the settings for the website (found under Webmaster). This field allows the administrator to Automatically Approve registrations for all users who sign up via the registration form on the frontend of the website. This feature would be used if you do not intend to regulate who becomes a secure user on your website. Often this is used if the user must register to be given access to certain information or to download a promotion. This feature is typically used in conjunction with the Secure User zone setting for "Should all approved users have access to this zone?"



A screenshot of a web interface showing a dropdown menu. The dropdown is currently open, displaying three options: "Approve User(s)", "Disapprove User(s)", and "Delete User(s)". The "Approve User(s)" option is highlighted in blue. To the right of the dropdown is a small, rectangular "Go" button with a light brown background and a dark border.

Search Users

To search for a specific user, administrators can use the search bar at the top of the page. **Search** **Go** If there are no users matching your search "No User(s) available at the moment" message will be displayed under the "User Name." If a match is found, it will display under the "User Name."

Users Page Content

If the [Users Page Content](#) link is selected, Administrators are brought to the Users Page Content layout page. This page is editable much like the home page or Inner pages. This page will display after users login to your site using the Sign-In link that is located in the top right corner of the website. Users can access this page from the frontend of the site by clicking on "user home". This page is accessible by any approved user on the website.

Frontend Usability

There are 3 main functions a user will see on the frontend of the site. Register, Login and My Profile. The My Profile link will only appear once a user has logged in. More explanation about these functions is below.

Register Page

When a new user registers through the frontend of the website, they will do so through the register page. To register through the frontend:

1. Click *Register* on the frontend of the site. Usually this is located in the top right corner of the site. This will take you to a page like the one below.
2. Enter the appropriate information in the provided fields and **Click Register** to save.

Note: Only the fields marked with the * are required to register.

If the setting to 'Automatically Approve Registration' is active on the website, the user will be taken directly to the Welcome User page. This page shows the [Users Page Content](#).

Fields marked * are required

| | |
|-------------------------------------------------|----------------------------------------------------------|
| First Name* | <input type="text" value="Christal"/> |
| Last Name | <input type="text"/> |
| Email* | <input type="text" value="christal@netsolutionsna.com"/> |
| Login ID* | <input type="text" value="Christal"/> |
| Password* <small>(Min. 5 characters)</small> | <input type="password" value="....."/> |
| Confirm Password* | <input type="password" value="....."/> |
| Address 1 | <input type="text"/> |
| Address 2 | <input type="text"/> |
| City | <input type="text"/> |
| State/Province | <input type="text" value="Select State"/> |
| Country | <input type="text" value="United States"/> |
| Zip/Postal Code | <input type="text"/> |
| Phone | <input type="text"/> |
| Access Code | <input type="text" value="875975"/> |
| Enter the Access Code* | <input type="text" value="875975"/> |

Login Page

To login to a website as a registered user, **Click Login** on the front end of the site. This is usually found at the top right corner of the site. This will take you to a page like the

one below. Enter the correct login information and **Click *Login***. This will take you to the Welcome User page which shows the [Users Page Content](#).

Note: Users will have to login to access any pages which are placed behind the secure users login.

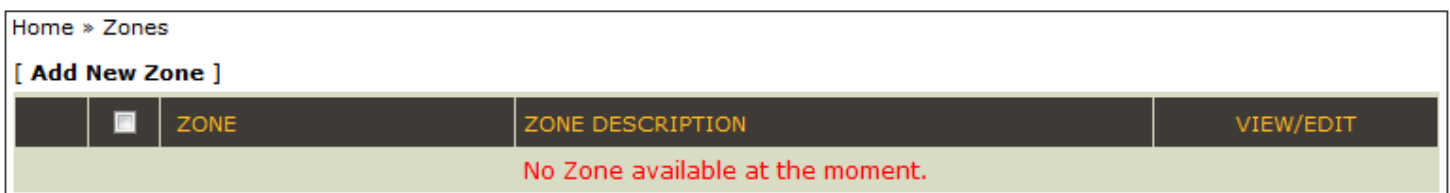
Note: The Register and Login page can both be made inactive so that they do not display on the frontend of the site. This allows the admin to have full control of who can register for the site. To disable these pages, simply click on the “Register Page” or “Login Page” from the left hand side of the site, scroll down and change the active link from Yes to No. This will remove the page from the frontend of the website.

My Profile

This page, which can be accessed through a link in the top right corner of a website when logged in, allows you to view and/or change the [fields provided](#) when a new user is registered either through the front or backend.

Secure Zones/Pages

If the *Secure Zones* link is selected, administrators will be brought to the Manage Zones page. This page will allow administrators to define which users are able to access certain pages.



Home » Zones

[**Add New Zone**]

| | ZONE | ZONE DESCRIPTION | VIEW/EDIT |
|----------------------------------|------|------------------|-----------|
| No Zone available at the moment. | | | |

To begin with, a zone must first be created:

1. **Click** the *Add New Zone* link. This will bring administrators to the “Add New Zone” page.
2. **Name the zone** – This is done in the first box titled *Zone**. This information will only be displayed on the backend of the website and is provided to help keep the administrator organized and to differentiate various zones that might be there on the website.

3. **Write a description for the zone** – This is done in the second box titled Zone Description. This information will only be displayed on the backend of the website and is provided to help keep the administrator organized and to differentiate various zones and the characteristics of each zone.
4. **Select the users that will be able to access the current zone** – To select a user simply **Click** once on the users Email address for the individual you would like to select. To select multiple users, hold down the [Ctrl] key and **Click** the users Email addresses. Only the users highlighted will be able to access the pages within that zone.

Home » Zones » Add New Zone

Fields marked * are required

ADD NEW ZONE

Zone*

Zone Description
(Max. 500 characters)

Assign Users
(To select more than one User, hold the CTRL key and select the Users you wish to include for this Zone)

Assign Pages
(To select more than one page, hold the CTRL key and select the pages you wish to secure for this Zone)

Should all approved users have access to this zone?

5. **Assign the pages that are included in the zone** – To select a page **Click** the page name that is to be included in the secure zone. The pages selected will only be accessible to the secure users selected.

Note: Only the highlighted pages will remain secure. Simply highlighting the primary page does not make the secondary and tertiary level pages secure or vice versa. You will have to select the pages individually to make them secure.

6. **Should all approved users have access to this zone?** – If the user is an Approved Registered User they will automatically be added to this zone.

Note: There is an option under settings that allows you to [automatically approve](#) all users that register on the website.

7. Once all selections have been made, **Click Save** and return to the Manage Zones page. The zone will now be active. To delete a zone select the box next to the Zone title, and **Click Go**.

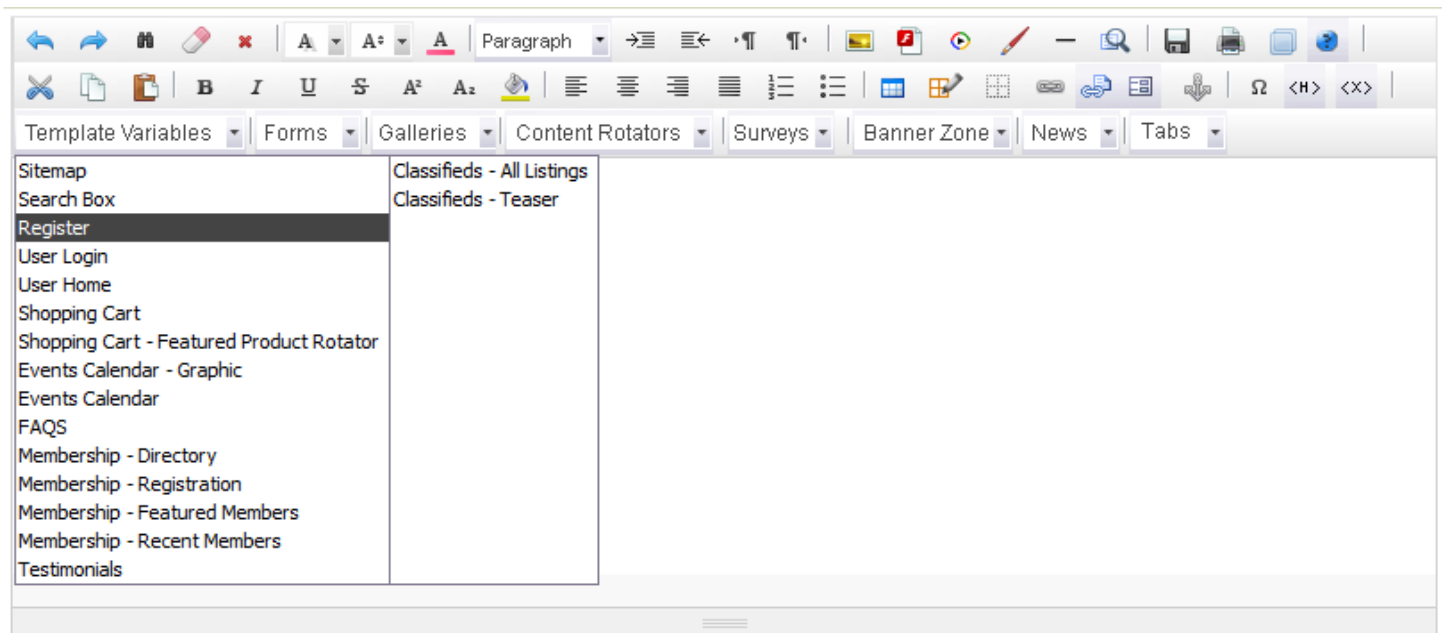
Template (TPL) Variables

In the page editor, you will see 3 TPL Variables that correspond with the Secure Users Module. These are:

- Register
- User Login
- User Home

These TPL Variables allow you to make any page a register page, a login page and to place the User Home links within a page. To add these variables to the page, click on Inner Pages from the left hand side.

Place your cursor inside the editor, then from the Template Variables drop down select either Register or User Login. Then click save. Depending on what was selected, either a login box or register form will appear on the frontend of this page.



The User Home TPL Variable places a link to My Profile and to My Orders (if the shopping cart is a part of your web solution) on a page. It is best placed on a page that a secure user might be on to give them another way to edit their profile information.