

VOI O P E R

Advanced Intranet +

1.2

This document was produced by Voloper Creations Inc.

© 2000 – 2010 Voloper Creations Inc. All Rights Reserved

Brands or product names are trademarks or registered trademarks of their respective holders.

The information contained herein is the property of Voloper Creations Inc. Except as specifically authorized in writing by Voloper Creations Inc. , the holder of this document shall: i) keep all information contained herein confidential, and ii) protect the information, in whole or in part, from disclosure and dissemination to all third parties except where otherwise authorized.

This document, as well as the software described in it, is furnished under license and may only be used or copied in accordance with the terms of such license. The information in this document is provided for informational purposes only, is subject to change without notice, and should not be construed as a commitment by Voloper Creations Inc.

Table of Contents

Welcome to the Advanced Intranet Module v1.2!	5
New Advanced Intranet Module v1.2 Features	5
Currency Code Option	5
Default Group	5
Search for Site Users	5
Admin Registration Notification Email	5
Section 1: The Advanced Intranet Front-end Interface	6
Main Login Page	6
User Registration Page	7
Change Profile Details Page	9
Forgotten Password Page	10
Membership Renewal Page	11
Final Payment Page	12
Adding the Advanced Intranet Module to your Web Project	12
Section 2: Configuration Setup	13
Section 3: Managing User Groups	14
Setting a Default Group	14
Sorting	14
Adding a New User Group	15
Editing a User Group Entry	15
Deleting a User Group	15
Section 4: Managing Site Users	16
Adding a New Intranet User	16
Searching for Users	17
Editing Intranet User Details	17
Deleting a User	18
Section 5: Managing Permissions	19
Adding a new User Group Permission	19
Deleting a User Group Permission	20
Adding a new User Exclusion	20
Deleting a User Exclusion	21
Section 6: Managing Customer Signup Fields	22
Managing Sign-up Fields	22
Section 7: Email Text	23
Forgot Password Email Page	23
Registration Email Page	24
Forgot Username Email Page	25
Admin Registration Notification Page	25
Section 8: Managing Online Payments	27
Viewing Payment Details	27
Processing Payments	27
Deleting a Payment Entry	29
Section 9: Managing Front-end Pages	30
Change User Password Details Page Menu	30
Final Payment Page Menu	31
Main Login Page Menu	31
Renewal Page Menu	32
Terms and Conditions Page Menu	32
Password Recovery Page Menu	33
User Registration Page Menu	33

Section 10: Talk to Us 35
Section 11: The Web Content Editor Toolbar Page 36
Section 12: Glossary 37
 Border 37
 Em 37
 Graphical User Interface (GUI) 37
 Hexadecimal 37
 Link 37
 Navigation Menu 37
 Radio Button 37
 Rollover 37
 TPCCP 37
 URL 37
 World Wide Web Consortium (W3C) 37
 Worldwide Accessibility Initiative (WAI) 37
Index 38

Welcome to the Advanced Intranet Module v1.2!

The **Advanced Intranet Module** allows you to designate pages within your website as Private Pages or Intranet Pages, accessible only to users with Login IDs and Passwords. You can easily configure user access rights within the Advanced Intranet Module's easy to use Admin Panel, just a click away from your OpenSites dashboard.

Created in ASP.NET and built on the Microsoft SQL Server platform, the Advanced Intranet Module v1.0 is a powerful content management solution that offers a wide range of out-of-the-box features, and is nimble and flexible enough to be up and running in no time, avoiding the costly development process.

This powerful and easy-to-use tool uses the .NET platform and allows you, the **Site Administrator**, to securely manage and actively track all Private Pages and User Access from one central location.

New Advanced Intranet Module v1.2 Features

Currency Code Option

On the **Configuration** page, you can now enter a standard three letter code to identify what currency membership fees are charged in.

Default Group

You can now flag a User Group as the default group.

Search for Site Users

The **Site User** page now lets you filter your list of users via a search dialog.

Admin Registration Notification Email

Under the **Email Text** page, a notification email template has been added that lets you configure an email that alerts an admin email address of a new user registration.

Section 1: The Advanced Intranet Front-end Interface

The **Intranet Login Page** (Figure 1-1) is your entry point to accessing the those pages you have designated as **Private Pages** or **Intranet Pages** that require login and password access.

Main Login Page

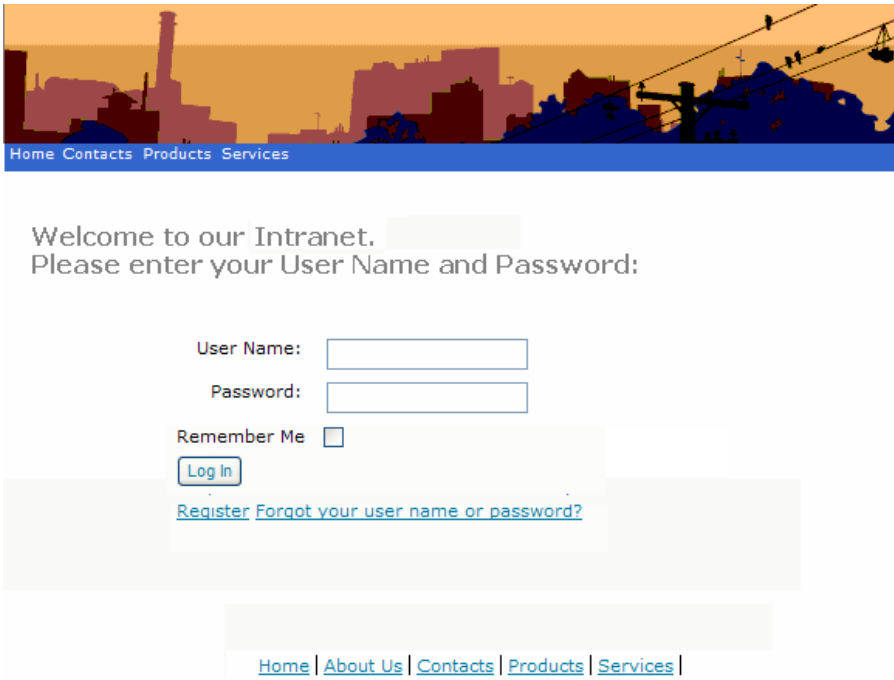


Figure 1-1 Intranet Login Page

If a page has been designated as an Intranet or Private Page, users must enter their **User Name** and **Password** in the fields provided and click **Login** to access private page content.

User Registration Page

Home Contacts Products Services

[Register](#) [Forgot your user name or password?](#)

Welcome to our Intranet.
Please fill in the following fields to complete your registration:

Email	<input type="text" value="vcsachs@vvv.com"/>
User Name	<input type="text"/>
First Name	<input type="text" value="V"/>
Last Name	<input type="text" value="Sachs"/>
Company Name	<input type="text" value="VC Sachs"/>
Address1	<input type="text" value="3300 West St."/>
Address2	<input type="text" value="Suite 666"/>
City	<input type="text" value="Honolulu"/>
Country	<input type="text" value="United States"/>
Province	<input type="text" value="Hawaii"/>
Postal	<input type="text" value="12345"/>
Phone	<input type="text" value="415.555.1212"/>
Fax	<input type="text" value="416.555.1212"/>
Your Security Question:	<input type="text" value="Mother's Maiden Name?"/>
Answer:	<input type="text" value="Ross"/>

[I have read and agree with terms and conditions:](#)

[Home](#) | [About Us](#) | [Contacts](#) | [Products](#) | [Services](#)

Figure 1-2 Registration Page

To obtain a user name and password, users may register through the Advanced Intranet **Registration Page** (Figure 1-2). Users enter their contact information, choose a username, password, security question and answer, and indicate they have read the website's **Terms and Conditions**. To view the **Terms and Conditions Page** (Figure 1-3), users click on the **Terms and Conditions** link within the **Registration Page**.



[Register](#) [Forgot your user name or password?](#)

Web Site Terms & Conditions

Content and revisions

Lorem ipsum dolor sit amet, consectetur adipisicing elit, sed do eius ad minim veniam, quis nostrud exercitation ullamco laboris nisi ut aliquip ex ea commodo consequat. Duis aute irure dolor in reprehenderit in voluptate velit esse cillum dolore eu fugiat nulla pariatur. Excepteur sint occaecat cupidatat non proident, sunt in culpa qui officia deserunt mollit anim id est laborum.

No warranty or representation

Lorem ipsum dolor sit amet, consectetur adipisicing elit, sed do eius ad minim veniam, quis nostrud exercitation ullamco laboris nisi ut aliquip ex ea commodo consequat. Duis aute irure dolor in reprehenderit in voluptate velit esse cillum dolore eu fugiat nulla pariatur. Excepteur sint occaecat cupidatat non proident, sunt in culpa qui officia deserunt mollit anim id est laborum.

Use of information

Lorem ipsum dolor sit amet, consectetur adipisicing elit, sed do eius ad minim veniam, quis nostrud exercitation ullamco laboris nisi ut aliquip ex ea commodo consequat. Duis aute irure dolor in reprehenderit in voluptate velit esse cillum dolore eu fugiat nulla pariatur. Excepteur sint occaecat cupidatat non proident, sunt in culpa qui officia deserunt mollit anim id est laborum.

[Home](#) | [About Us](#) | [Contacts](#) | [Products](#) | [Services](#) |

Figure 1-3 Terms and Conditions Page

Change Profile Details Page

Home Contacts Products Services

[Register](#) [Forgot your user name or password?](#)

Change your password and profile details below:

Current Password:	<input type="text" value="P@ssw0rd1"/>
Email	<input type="text" value="wilo@valo.com"/>
User Name	<input type="text" value="wilo00"/>
Password	<input type="text" value="*****"/>
Confirm Password	<input type="text" value="*****"/>
First Name	<input type="text" value="William"/>
Last Name	<input type="text" value="Lowenburg"/>
Company Name	<input type="text" value="Vocal Local"/>
Address1	<input type="text" value="123 W East St."/>
Address2	<input type="text"/>
City	<input type="text" value="Springfield"/>
Country	<input type="text" value="United States"/>
Province	<input type="text" value="US Virgin Islands"/>
Postal	<input type="text"/>
Phone	<input type="text"/>
Fax	<input type="text"/>

[Home](#) | [About Us](#) | [Contacts](#) | [Products](#) | [Services](#)

Figure 1-4 Change Profile Details Page

Users can access and edit their user profile and password information through the **Change Profile Details Page** (Figure 1-4). After a user has completed editing their profile information, their profile and password information is immediately updated.

Forgotten Password Page

Home Contacts Products Services

[Register](#) [Forgot your user name or password?](#)

Forgot your password?

User Name

[I don't remember my user name](#)

[Home](#) | [About Us](#) | [Contacts](#) | [Products](#) | [Services](#) |

Figure 1-5 Forgotten Password Page

If a user forgets their **Password**, they can request their password be sent to the Email address used during registration. To request for a forgotten password, users click on the **Forgot Your Username or Password?** link. The **Forgotten Password Page** is displayed (Figure 1-5). Users enter their Email address in the **User Name** field and click **Submit**. An automatic Email message is sent to the Email address on file containing their password information.

If a user has forgotten their username, clicking on the **I Don't Remember my Username** link displays the **Email Address** field where users can enter their Email address and an automatic Email is sent to them containing their user information.

Membership Renewal Page

Home Contacts Products Services

[Register](#) [Forgot your user name or password?](#)

Welcome to our Intranet.

This registration requires payment

Item Name	Amount
Membership Payment	20
Tax1	1.00
Tax2	0.60
Total	21.60

Payment

*Credit Card:

Name:

*Credit Card Number:

CVV Number:

*Name appearing on credit card:

*Expiry Date:

[Home](#) | [About Us](#) | [Contacts](#) | [Products](#) | [Services](#)

Figure 1-6 Membership Renewal Page

If you have chosen to charge for Intranet or Private Page access, the **Membership Renewal Page** (Figure 1-6) is displayed after a user clicks **Submit** from the **Registration Page**. This page requires the user to provide their credit card information to pay for Intranet or Private Page access. You can configure the tax details for a payment through the **Admin Panel Configuration page** (Figure 2-1).

Once a user has entered their payment information, the **Final Payment Page** is displayed (Figure 1-7).

Final Payment Page

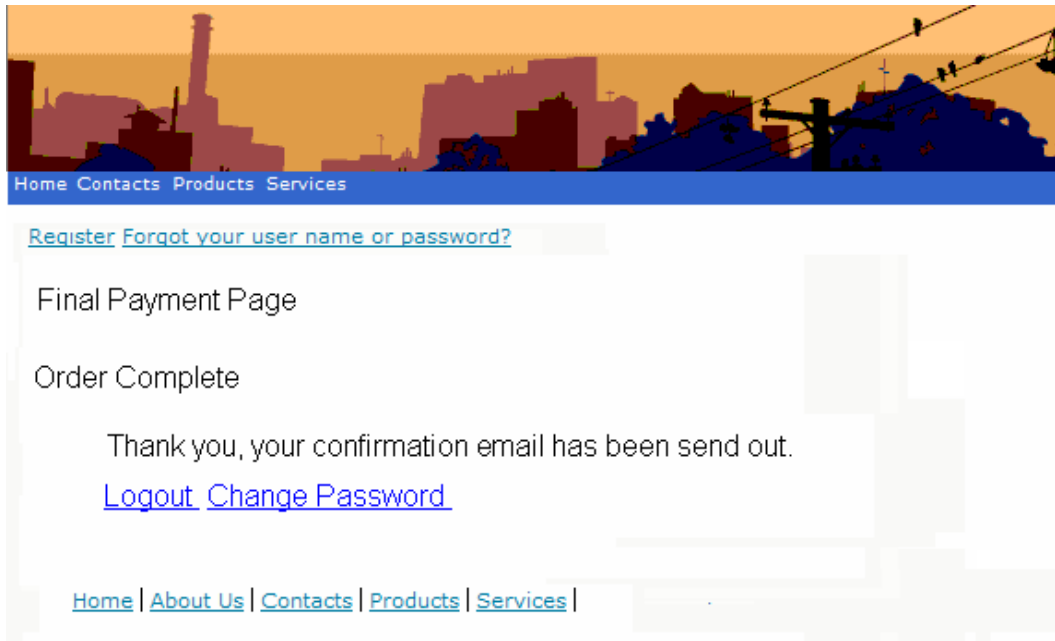



Figure 1-7 Final Payment Page

The **Final Payment Page** displays a confirmation message to the user indicating that their membership has been processed (Figure 1-7).

Adding the Advanced Intranet Module to your Web Project

- 1) From the OpenSites Work Area, drag the Advanced Intranet Module or Private Page to the page you want to host the Advanced Intranet Module application. The Lock icon  will appear within the Page icon.
- 2) Click the **Site Summary** link in the OpenSites Work Area. The **Site Summary Page** is displayed.
- 3) Click the **Site Modules** link. The **Site Modules Page** is displayed.
- 4) Check **Advanced Intranet** in the **Special Options** section and click Update.
- 5) Go to your project's **Admin Panel Pages Menu** and click on the page you want the Advanced Intranet Module to reside to display its Page Details View.
- 6) Click the **Modules** tab. Select **Advanced Intranet** and click **Update**. You have now successfully added the **Advanced Intranet Module** application to the selected page.

Section 2: Configuration Setup

Configuration	
Registration requires payment	<input checked="" type="checkbox"/>
Price for membership	<input type="text" value="5.0"/>
Currency Code	<input type="text" value="USD"/>
Membership Period (in months)	<input type="text" value="12"/>
Tax 1 Name	<input type="text" value="PST"/>
Tax 1 Percentage	<input type="text" value="7"/>
Tax 2 Name	<input type="text" value="GST"/>
Tax 2 Percentage	<input type="text" value="8"/>
Credit Cards (seperated by coma)	<input type="text" value="Visa,MasterCard"/>
<input type="button" value="Submit"/>	

Figure 2-1 The Configuration page

The **Configuration page** (Figure 2-1) allows you to customize membership and payment settings.

- 1) Click the **Configuration** link in the right-hand **Main Menu**. The **Configuration page** (Figure 2-1) is displayed.
- 2) Check the **Registration Requires Payment** option if you want to charge for access to pages designated as Intranet or Private Pages.
- 3) If you have checked **Registration Requires Payment**, enter a numeric value in the **Price for Membership** field. Otherwise, enter 0.
- 4) In the **Currency Code** field, enter a standard three letter currency code to indicate what currency the membership is priced in (e.g., USD, GBP, CAD, AUD, etc.)
- 5) Enter a numeric value in the **Membership Period (in months)** field. A user's membership is valid for the number of months specified in this field.
- 6) If you have chosen to charge for Intranet or Private Page access, you can charge the user up to two tax types. Enter a tax name in the **Tax 1 Name** field. Enter the corresponding tax percentage in the **Tax 1 Percentage** field. Repeat the same procedure for the **Tax 2 Name and Tax 2 Percentage** fields. If you intend to use only one tax, leave **Tax 2 Name** blank and enter **0** in the **Tax 2 Percentage** field.
- 7) Enter the credit card name(s) you want to accept for online payment in the **Credit Card** field. Separate each entry with a comma.
- 8) Once you have configured general module settings, click the **Submit** button.

Section 3: Managing User Groups

User Groups

Display Name	Display Name	Default Group	
Newly Registered	Newly Registered	<input checked="" type="radio"/>	
Bronze User	Bronze User	<input type="radio"/>	
Silver User	Silver User	<input type="radio"/>	
Gold User	Gold User	<input type="radio"/>	

Set Default Group

+ Add New User Group

Figure 3-1 The User Groups page

After you have configured general module settings, you can now create user groups as a means of organizing users into multiple user types. The **User Groups page** (Figure 3-1) displays the **User Group List**.

You can view, edit, delete and configure user groups through this page.

Setting a Default Group

You can use the radio buttons in the **Default Group** column to set a group as the default group (which group new users will belong to by default). Press the **Set Default Group** button after you've made your change.

Sorting

To sort through the **User Group List** alphabetically, click on the **Group Name** or **Display Name** column headings.

Adding a New User Group

The screenshot shows a web form for adding a new user group. It has three input fields: 'User Group Name (must be unique)' with the value 'Newly Registered', 'Display Name' with the value 'Newly Registered', and 'Default Group' which is checked. Below these fields is a 'Submit' button. Underneath is a section titled 'Users In Group' containing two lists of users. The 'Available to add' list contains: ken ng(test12), ken ng(testn), ken123abc lasit(ken12abc), ken3 mylast(ken3), and mytest1 lastname(mytest1). The 'User belongs to' list contains: Ken N(ken12), ken ng(kmytest), ken ng(kmytest1), ken ng(test10), and ken ng(test11). Between the lists are '>>>' and '<<<' buttons.

Figure 3-2 The Group Name Page

- 1) Select **User Groups** From the right-hand **Main Menu**. Click **Add New User Group**. The **Group Name Page** will open (Figure 3-2).
- 2) Enter a unique user group name in the **Group Name** field.
- 3) Enter a display name for the user group in the **Display Name** field.
- 4) Click the **Default Group** checkbox if you wish all new users to belong to this group by default.
- 5) Click the **Submit** button to save your changes. The **Users in Group** section appears.
- 6) Select a user name from the **Available to Add** list and click the **>>>** button to add them to the **User Belongs To** list. To select multiple users, use **CTRL+Click**. Use the **>>>** and **<<<** buttons to move users between lists. To create a new user, go to the **Site Users page** (Figure 4-1).

Editing a User Group Entry

- 1) Go to the **User Group Menu** (Figure 3-1) and click on the Magnifying Glass icon assigned to the user group. This opens the **Group Name Page** (Figure 3-2).
- 2) Edit the Group Name and Display Name fields, and click the **Submit** button to save your changes.

Deleting a User Group

- 1) From the right-hand **Main Menu**, click **User Groups**. Find the user group name in the **User Group List** and click the **Delete** icon assigned to it. A confirmation window will appear.
- 2) Click the **OK** button. The selected user group is deleted from the list.

Section 4: Managing Site Users

Adding a New Intranet User

Site Users

User Groups

Creation Date

Start Date

End Date

Email

Username

First Name

Last Name

Search Authentication user only
 All Users

User Name	Email	Last Login	Date Created	
ken3	kenguyen@vanc.com	2/9/2009 2:12:37 PM	3/25/2008 3:04:57 PM	
ken12	kenguyen@voloper.com	12/8/2008 1:12:43 PM	10/22/2008 3:20:42 PM	
ken12abc	ken12@abc.com	11/17/2008 11:39:43 AM	11/17/2008 11:39:43 AM	
mytest1	mytest1@abc.com	10/6/2008 11:15:07 AM	10/6/2008 11:15:07 AM	
kmytest	kenguyen@mytest.com	2/10/2009 11:12:48 AM	2/10/2009 11:12:48 AM	
kmytest1	kenguyen@mytest2.com	2/10/2009 11:13:48 AM	2/10/2009 11:13:48 AM	
test10	test10@abc.com	2/10/2009 3:05:41 PM	2/10/2009 3:05:41 PM	
test11	test11@bac.com	2/10/2009 3:45:54 PM	2/10/2009 3:45:54 PM	
test12	test12@ba.com	2/10/2009 3:54:36 PM	2/10/2009 3:54:36 PM	
testn	testn@voloper.com	2/10/2009 4:03:56 PM	2/10/2009 4:03:56 PM	

Figure 4-1 The Site Users page

After you have created user groups, you can add Intranet users and configure their access through the **Site Users page** (Figure 4-1).

- 1) From the module's right-hand **Main Menu**, click **Site User**. The **Site Users page** (Figure 4-1) is displayed.
- 2) Click the **Add New User** button. The **User Details Page** is displayed (Figure 4-2).
- 3) Enter the user information in the following fields: **Email**, **User Name**, **Password**, **First Name**, **Last Name**, **Company Name**, **Address1**, **Address2**, **City**, **Country**, **Province**, **Postal**, **Phone**, and **Fax**. Fields with an asterisk are required. You can specify whether fields are optional or required in the **Customer Signup Fields page** (Figure 6-1).
- 4) Enter a security section and answer in the **Your Security Question** and **Answer** fields.
- 5) Enter a membership renewal date in the **Renewal Date** field in mm/dd/yyyy format.
- 6) Select a membership status from the **Status** drop-down box. Select from *Active*, *Awaiting Activation*, or *Inactive*.
- 7) Check the **Terms and Conditions** option to display a checkbox and link to the module's **Terms and Conditions Page**.
- 8) When finished, click the **Add** button to create the user. The **User Groups** section is displayed.
- 9) Select a user group from the **Available to Add** list and click the button to add it to the **User Belongs To** list. To select multiple user groups, use **CTRL+Click**. Use the and buttons to move user groups between lists.

Searching for Users

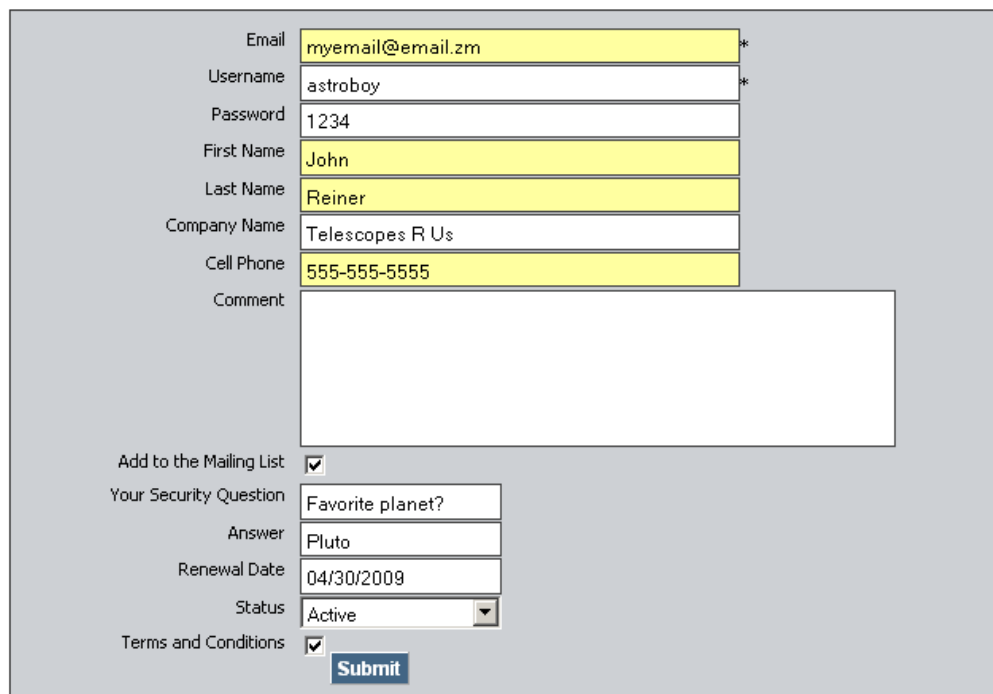
You can use the search dialog at the top of the Site Users page to search on users who meet specified conditions. For example, if you want to display only users who belong to a certain user group, select the group from the **User Groups** drop-down box and click the **Search** button.

If you would like to display the full list of users, you can leave all the fields blank and click the **Search** button.

- 1) From the module's right-hand Main Menu, click **Site Users**. The **Site Users page** (Figure 4-1) is displayed.
- 2) Complete one or more of the search dialog's fields. If you complete more than one field, your criteria will be treated as "and" conditions.
- 3) Press the **Search** button.
- 4) If any users match your search criteria, they will be displayed below.

Editing Intranet User Details

- 1) From the module's right-hand Main Menu, click **Site Users**. The **Site Users page** (Figure 4-1) is displayed.
- 2) Use the Search dialog to find a particular user to edit or leave the fields blank and click the **Search** button.




The screenshot shows a form for editing user details. The fields are as follows:

Email	myemail@email.zm *
Username	astroboy *
Password	1234
First Name	John
Last Name	Reiner
Company Name	Telescopes R Us
Cell Phone	555-555-5555
Comment	
Add to the Mailing List	<input checked="" type="checkbox"/>
Your Security Question	Favorite planet?
Answer	Pluto
Renewal Date	04/30/2009
Status	Active
Terms and Conditions	<input checked="" type="checkbox"/>

Submit

Figure 4-2 The User Details Page

- 3) Find the user name you want to edit and click its assigned **Edit** icon . The **User Details Page** is displayed (Figure 4-2).
- 4) Edit the user details page and click **Submit**.

Deleting a User

- 1) From the module's right-hand Main Menu, click **Site Users**. The **Site Users page** (Figure 4-1) is displayed.
- 2) Use the Search dialog to find a particular user to delete or leave the fields blank and click the **Search** button.
- 3) Click the assigned **Delete** icon of the user you want to delete. A confirmation window appears. Click **OK**. The user is deleted and removed from the **User List Page**.

Section 5: Managing Permissions

Permissions

User Group Name
Select One... ▼

User Name
Select One... ▼

Permission Type Name
Select One... ▼

Item Name
▼

Filter Results

User Group Permissions

User Group Name	Permission Type Name	Item Id	Item Name	Delete
Newly Registered	Pages	9	private page	
Bronze User	Pages	11	webdirectory	

Add New User Group Permission

User Exclusions

User Name	Permission Type Name	Item Id	Item Name	Delete
ken3	Pages	11	webdirectory	
kmytest	Modules	67	Advance Intranet	
kmytest	Modules	28	Career Manager	
kmytest	Modules	8	Document Manager <i>pro</i>	

Add New User Exclusion

Figure 5-1 The Permissions page

After creating a user group, you can assign group permissions and user exclusions through the **Permissions page** (Figure 5-1).

To filter permissions displayed within the menu, select an option from any or all of the following fields: **User Group Name**, **User Name**, **Permission Type Name** or **Item Name**.

Adding a new User Group Permission

- 1) From the right-hand **Main Menu**, click **Permissions**. The **Permissions page** appears (Figure 5-1).

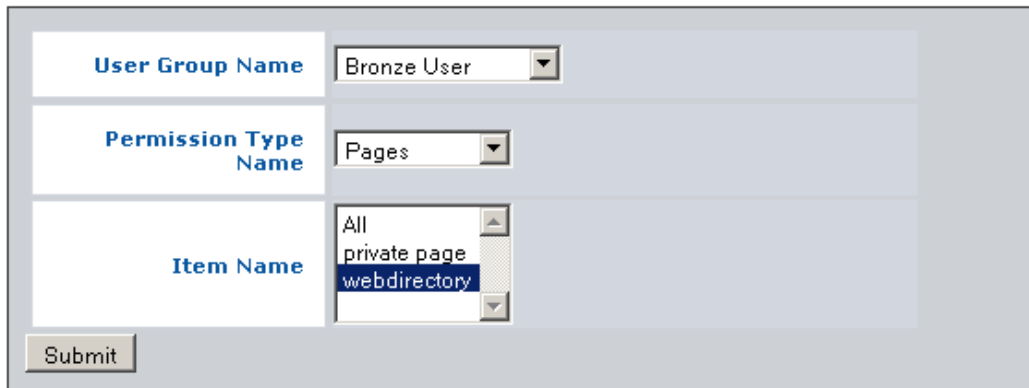


Figure 5-2 The User Group Permissions Detail Page

- 2) Click **Add New User Group Permission**. The **User Group Permissions Detail Page** (Figure 5-2) appears.
- 3) Select a user group name from the **User Group Name** dropdown list.
- 4) Select a permission type from the **Permission Type Name** drop-down menu. Select **Pages** to give the user group access to specific pages in a module. Select **Module** to give the user group access to an entire module.
- 5) Select the pages or modules you want the user group to access in the **Item Name** field. To select multiple items, use **CTRL+Click**.
- 6) Click the **Submit** button to save your changes.

Deleting a User Group Permission

- 1) From the right-hand **Main Menu**, click **Permissions**. The **Permissions page** appears (Figure 5-1).
- 2) Find the user group name you want to delete in the **User Group Permissions** list. Click the **Delete** icon. A confirmation window appears.
- 3) Click OK. The selected user group permission is deleted from the list.

Adding a new User Exclusion

- 1) From the right-hand **Main Menu**, click **Permissions**. The **Permissions page** appears (Figure 5-1).



User Name	ken12
Permission Type Name	Modules
Item Name	Document Manager <i>pro</i> Google API Horizontal Image Scroller News Manager
<input type="button" value="Submit"/>	

Figure 5-3 The User Exclusions Detail Page

- 2) Click **Add New User Exclusion**. The **User Exclusions Detail Page** (Figure 5-3) appears.
- 3) Select a user name from the **User Name** dropdown list.
- 4) Select a permission type from the **Permission Type Name** drop-down menu. Select **Pages** to disallow the user access to specific pages in a module. Select **Module** to disallow the user access to an entire module.
- 5) Select the pages or modules you want the user group to access in the Item Name field. To select multiple items, use **CTRL+Click**.
- 6) Click the **Submit** button to save your changes.

Deleting a User Exclusion

- 1) From the right-hand **Main Menu**, click **Permissions**. The **Permissions page** appears (Figure 5-1).
- 2) Find the user name you want to delete in the **User Exclusions** list. Click the **Delete** icon. A confirmation window appears.
- 3) Click **OK**. The selected user User Exclusion is deleted from the list.

Section 6: Managing Customer Signup Fields

Use the **Sign-up Fields** page to specify which sign up fields are displayed and required when a user registers for Advanced Intranet access.

Managing Sign-up Fields

Customer Signup Fields		
Field Name	Display in Form	Required
Username	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Password	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
First Name	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Last Name	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Company Name	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Address1	<input type="checkbox"/>	<input type="checkbox"/>
Address2	<input type="checkbox"/>	<input type="checkbox"/>
City	<input type="checkbox"/>	<input type="checkbox"/>
Province	<input type="checkbox"/>	<input type="checkbox"/>
Country	<input type="checkbox"/>	<input type="checkbox"/>
Postal	<input type="checkbox"/>	<input type="checkbox"/>
Phone	<input type="checkbox"/>	<input type="checkbox"/>
Fax	<input type="checkbox"/>	<input type="checkbox"/>
Update		

Figure 6-1 Sign-up Fields Page

- 1) Click on the **Sign-up Fields** link in the right-hand **Main Menu**. The **Sign-up Fields page** (Figure 6-1) is displayed.
- 2) Check a field's **Displayed** checkbox if you would like the field to be displayed on the front-end interface.
- 3) Check a field's **Required** checkbox if you would like the field to be required to complete registration.
- 4) Click the **Update** button to save your selections.

Section 7: Email Text

The **Email Text page** allows you to configure text for the following autoresponder Emails: **Forgotten Password**, **Registration**, **Admin Registration Notification**, and **Forgotten Username**.

Forgot Password Email Page

The **Email Text page** allows you to customize details for the **Forgot Password Email** (Figure 7-1). The **Forgot Password Email** is sent to the client when the client completes the password recovery page.

The screenshot shows the 'Email Text' configuration interface. It includes the following fields and content:

- Languages:** English (NA)
- Emails:** Forgotten Password Email
- Subject:** Password Recovery
- From:** marygiel@voloper.com
- Body:**

```
<h1>Your user information</h1>
Your user name: [U:USERNAME]<br />
Your Password: [U:PASSWORD]<br />

Thank you
```
- Site User Codes:**
 - [U:FIRSTNAME]
 - [U:LASTNAME]
 - [U:ADDRESS1]
 - [U:ADDRESS2]
 - [U:EMAIL]
 - [U:RENEWALDATE]
 - [U:USERNAME]
 - [U:PASSWORD]
- Autoresponder:**

```
<span style="color: green;">Processed</span><br />
Thank you, your information has been emailed.
```

A **Submit** button is located at the bottom of the form.

Figure 7-1 Email Text page

- 1) From the right-hand **Main Menu**, click **Email Text**. The **Email Text page** is displayed.
- 2) Select a language from the **Languages** field.
- 3) Select Forgotten Password Email from the **Emails** field.
- 4) Enter a valid Email address in the **From/To** field. This Email address will be used in the From field of the Email message.
- 5) Enter text in the **Subject** field. This text will appear in the subject line of the Email Text Email to be sent to the client

- 6) Enter text in the **Body** field.
- 7) Ensure that the [PASSWORD] placeholder is used within the Email message to display the client's password.
- 8) Use the following placeholders to customize your Email message:
 - [U:FIRSTNAME]
 - [U:LASTNAME]
 - [U:ADDRESS1]
 - [U:ADDRESS2]
 - [U:EMAIL]
 - [U:RENEWALDATE]
 - [U:USERNAME]
 - [U:PASSWORD]
- 9) Enter a confirmation message in the **Autoresponder** field.
- 10) When you are finished, click the **Submit** button. The changes you have made will be displayed in the Forgotten Password Email sent to the client.

Registration Email Page

The **Registration Email** is sent to the client when the client completes the registration for **Advanced Intranet** or **Private Page** access.

- 1) From the right-hand **Main Menu**, click **Email Text**. The **Email Text page** is displayed.
- 2) Select a language from the **Languages** field.
- 3) Select **Registration** from the **Emails** field.
- 4) Enter a valid Email address in the **From/To** field. This Email address will be used in the From field of the Email message.
- 5) Enter text in the **Subject** field. This text will appear in the subject line of the Email Text Email to be sent to the client
- 6) Enter text in the **Body** field.
- 7) Use the following placeholders to customize your Email message:
 - [U:EMAIL]
 - [U:RENEWALDATE]
 - [U:USERNAME]
 - [U:ACTIVATION]
- 8) Enter a confirmation message in the **Autoresponder** field.
- 9) When you are finished, click the **Submit** button. The changes you have made will be displayed in the Registration Email sent to the client.

Forgot Username Email Page

The **Forgot Username Email** is sent to the client when the client completes the front-end username recovery page.

- 1) From the right-hand **Main Menu**, click **Email Text**. The **Email Text page** is displayed.
- 2) Select a language from the **Languages** field.
- 3) Select **Forgotten Username Email** from the **Emails** field.
- 4) Enter a valid Email address in the **From/To** field. This Email address will be used in the From field of the Email message.
- 5) Enter text in the **Subject** field. This text will appear in the subject line of the Email Text Email to be sent to the client
- 6) Enter text in the **Body** field.
- 7) Ensure that the [Username] placeholder is used within the Email message to display the client's Username.
- 8) Use the following placeholders to customize your Email message:
 - [U:FIRSTNAME]
 - [U:LASTNAME]
 - [U:ADDRESS1]
 - [U:ADDRESS2]
 - [U:EMAIL]
 - [U:RENEWALDATE]
 - [U:USERNAME]
- 9) Enter a confirmation message in the **Autoresponder** field.
- 10) When you are finished, click the **Submit** button. The changes you have made will be displayed in the Forgotten Username Email sent to the client.

Admin Registration Notification Page

The **Admin Registration Notification Email** is sent to the administrator when the user registers with the Advanced Intranet module. This email sends a notification to the site administrator, not an external user so note in step 4 one needs to supply an email address the site administrator will be checking.

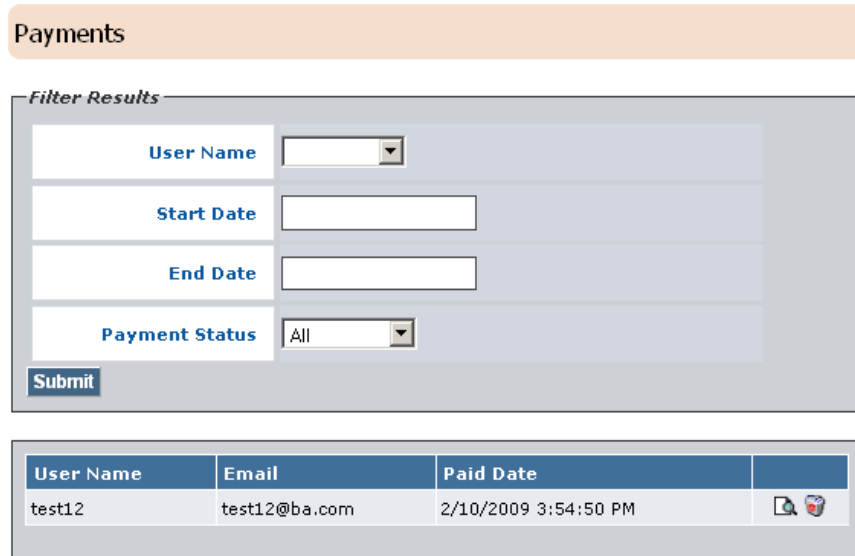
- 1) From the right-hand **Main Menu**, click **Email Text**. The **Email Text page** is displayed.
- 2) Select a language from the **Languages** field.
- 3) Select **Admin Registration Notification** from the **Emails** field.
- 4) In the **From/To** field, enter an email address you want user registration notifications going to.
- 5) Enter text in the **Subject** field. This text will appear in the subject line of the Email Text Email to be sent to the client
- 6) Enter text in the **Body** field.

- 7) Use the following placeholders to customize your Email message:
 - [U:FIRSTNAME]
 - [U:LASTNAME]
 - [U:EMAIL]
 - [U:USERNAME]
- 8) Enter a confirmation message in the **Autoresponder** field.
- 9) When you are finished, click the **Submit** button.

Section 8: Managing Online Payments

If you have chosen to charge users from Intranet or Private Page access, use the Payments page to manage credit payment options available through the Advanced Intranet Front-end interface. The menu's search function allows you to filter payment results. Select a search criteria from any or all of the item drop-down lists and click **Submit** to filter the displayed payment details.

Viewing Payment Details



The screenshot shows the 'Payments' page. At the top, there is a header 'Payments' in an orange box. Below it is a 'Filter Results' section with four rows of filters: 'User Name' with a dropdown menu, 'Start Date' with a text input field, 'End Date' with a text input field, and 'Payment Status' with a dropdown menu set to 'All'. A 'Submit' button is located below the filters. Below the filter section is a table with the following data:




User Name	Email	Paid Date	
test12	test12@ba.com	2/10/2009 3:54:50 PM	 

Figure 8-1 The Payments page

- 1) Click on the **Payments** link in right-hand **Main Menu**. The **Payments page** (Figure 8-1) is displayed.
- 2) Find the user name or Email address of the customer in the **Payments page** and click its assigned **Edit** icon . The **User Payment Details page** is displayed (Figure 8-2).
- 3) Click the **Payment Details** tab (Figure 8-3) to display the user's payment information.

Processing Payments

- 1) Click on the **Payments** link in the right-hand **Main Menu**. The **Payments page** (Figure 8-1) is displayed.

User Details | Payment Details

Email test12@ba.com *

Username test12

First Name Kenneth

Last Name Naver

Company Name Naver Search Products

Address1 1212 Main

Address2

City Seattle

Country United States

Province Washington

Postal 98002


Phone 555-555-5555

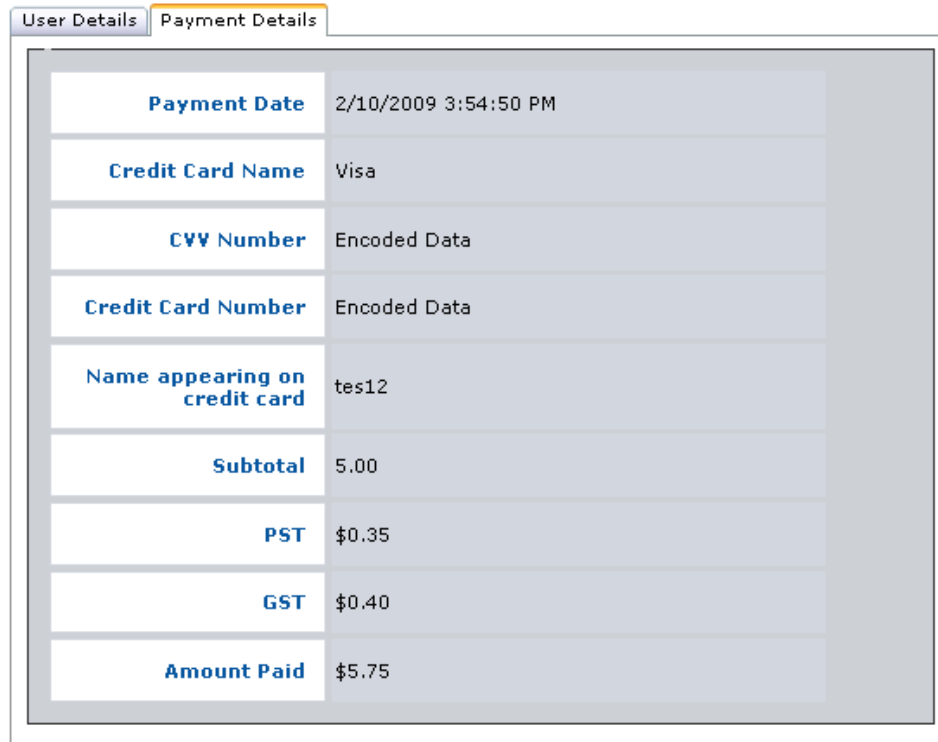
Fax 555-555-1212

Cell Phone 555-555-1214

Comment

Figure 8-2 User Details Page

- 2) Find the user name or Email address of the customer in the **Payments page** and click its assigned **Edit** icon . The **User Payment Details Page** is displayed (Figure 8-2).




Payment Details	
Payment Date	2/10/2009 3:54:50 PM
Credit Card Name	Visa
CVV Number	Encoded Data
Credit Card Number	Encoded Data
Name appearing on credit card	tes12
Subtotal	5.00
PST	\$0.35
GST	\$0.40
Amount Paid	\$5.75

Figure 8-3 Payment Details

- 3) Click the **Payment Details** tab (Figure 8-3) to display the user's payment information.
- 4) Click **Decode Data** to display the customer's credit card information. Process the payment offline, then click **Mark Order as Processed**.

Deleting a Payment Entry

- 1) Click on the **Payment** link in the right-hand **Main Menu**. The **Payment Menu** (Figure 7-1) will be displayed.
- 2) Find the payment you want to delete and click the **Delete** icon  assigned to it. A confirmation window will appear.
- 3) Click the **OK** button. The selected payment entry will be deleted from the list.

Section 9: Managing Front-end Pages

The **Modules Pages** sub-menu lists all the Web pages within the module. This menu allows you to configure each page using the WCE tool.

User Membership Renewal

English (NA)

Title: User Membership Re

Keywords: renewal, membership

Seo Description: Cloud & Telescope Membership Renewal page

Template: [Dropdown]

Description: [P:authentication_intranet_renewal]

[P:authentication_intranet_renewal] - Main Page Module
[GOOGLE_ANALYTIC_1]

Update

Figure 9-1 User Membership Renewal

Change User Password Details Page Menu

The **Change User Password Details Page Menu** allows you to configure text and Search Engine Optimization (SEO) details for the front-end **Change Profile Details Page**.

- 1) From the right-hand **Main Menu**, click **Change User Password Details**. The **Change User Password Details Page Menu** will be displayed.
- 2) Enter a page title in the Title field. The title appears on a browser title line, usually at the top of the window, and is the part of the page displayed on search engines as a link. It also appears in browser Forward/Backward lists, as well as in browser Bookmarks and Favorites.
- 3) Enter keywords for the front-end Change Profile Details Page in the Keywords field. Keywords are words used to search for a topic. Use keywords that best describe your website, its contents, and the products and services offered. Separate each keyword using a comma.
- 4) Enter a description for the front-end Change Profile Details Page in the SEO Description field. The page description is used by search engines to summarize the contents of a webpage and is displayed with the Page Title and the Web address as part of a search result.
- 5) Select a template from the Template drop-down menu.

- 6) Enter text in the Description field. Use the WCE tools to customize the front-end **Change Profile Details Page** formatting and layout. (Please refer to the **WCE Toolbar Page** on page 30 for a description of each WCE button).

The [P:authentication_changepassword] placeholder displays the front-end **Change Profile Details Page**.

- 7) When you are finished, click the **Update Info** button. The changes you have made will be displayed in the front-end **Change Profile Details Page**.

Final Payment Page Menu

The **Final Payment Page Menu** allows you to configure text and Search Engine Optimization (SEO) details for the front-end **Final Payment Page**.

- 1) From the right-hand **Main Menu**, click Final Payment. The Final Payment Page Menu is displayed.
- 2) Enter a page title in the Title field. The title appears on a browser title line, usually at the top of the window, and is the part of the page displayed on search engines as a link. It also appears in browser Forward/Backward lists, as well as in browser Bookmarks and Favorites.
- 3) Enter keywords for the front-end Final Payment Page in the Keywords field. Keywords are words used to search for a topic. Use keywords that best describe your website, its contents, and the products and services offered. Separate each keyword using a comma.
- 4) Enter a description for the front-end Final Payment Page in the SEO Description field. The page description is used by search engines to summarize the contents of a webpage and is displayed with the Page Title and the Web address as part of a search result.
- 5) Select a template from the Template drop-down menu.
- 6) Enter text in the Description field. Use the WCE tools to customize the front-end **Final Payment Page** formatting and layout. (Please refer to the **WCE Toolbar Page** on page 30 for a description of each WCE button).

The [P:authentication_intranet_final] placeholder displays the front-end **Final Payment Page**.

- 7) When you are finished, click the **Update Info** button. The changes you have made will be displayed in the front-end **Final Payment Page**.

Main Login Page Menu

The **Main Login Page Menu** allows you to configure text and Search Engine Optimization (SEO) details for the front-end **Main Login Page**.

- 1) From the right-hand **Main Menu**, click Main Login Page. The Main Login Page Menu is displayed.
- 2) Enter a page title in the Title field. The title appears on a browser title line, usually at the top of the window, and is the part of the page displayed on search engines as a link. It also appears in browser Forward/Backward lists, as well as in browser Bookmarks and Favorites.
- 3) Enter keywords for the front-end Main Login Page in the Keywords field. Keywords are words used to search for a topic. Use keywords that best describe your website, its contents, and the products and services offered. Separate each keyword using a comma.
- 4) Enter a description for the front-end Main Login Page in the SEO Description field. The page description is used by search engines to summarize the contents of a webpage and is displayed with the Page Title and the Web address as part of a search result.
- 5) Select a template from the Template drop-down menu.
- 6) Enter text in the Description field. Use the WCE tools to customize the front-end **Main Login Page** formatting and layout. (Please refer to the **WCE Toolbar Page** on page 30 for a description of each WCE button).

The [P:authentication_intranet_login] placeholder displays the front-end **Main Login Page**.

- 7) When you are finished, click the **Update Info** button. The changes you have made will be displayed in the front-end **Main Login Page**.

Renewal Page Menu

The **Renewal Page Menu** allows you to configure text and Search Engine Optimization (SEO) details for the front-end **Membership Renewal Page**.

- 1) From the right-hand **Main Menu**, click Renewal. The Renewal Page Menu is displayed.
- 2) Enter a page title in the Title field. The title appears on a browser title line, usually at the top of the window, and is the part of the page displayed on search engines as a link. It also appears in browser Forward/Backward lists, as well as in browser Bookmarks and Favorites.
- 3) Enter keywords for the front-end Membership Renewal Page in the Keywords field. Keywords are words used to search for a topic. Use keywords that best describe your website, its contents, and the products and services offered. Separate each keyword using a comma.
- 4) Enter a description for the front-end Membership Renewal Page in the SEO Description field. The page description is used by search engines to summarize the contents of a webpage and is displayed with the Page Title and the Web address as part of a search result.
- 5) Select a template from the Template drop-down menu.
- 6) Enter text in the Description field. Use the WCE tools to customize the front-end **Membership Renewal Page** formatting and layout. (Please refer to the **WCE Toolbar Page** on page 30 for a description of each WCE button).

The [P:authentication_intranet_renewal] placeholder displays the front-end **Membership Renewal Page**.

- 7) When you are finished, click the **Update Info** button. The changes you have made will be displayed in the front-end **Membership Renewal Page**.

Terms and Conditions Page Menu

The **Terms and Conditions Page Menu** allows you to configure text and Search Engine Optimization (SEO) details for the front-end **Terms and Conditions Page**.

- 1) From the right-hand **Main Menu**, click Terms and Conditions Page. The Terms and Conditions Page Menu is displayed.
- 2) Enter a page title in the Title field. The title appears on a browser title line, usually at the top of the window, and is the part of the page displayed on search engines as a link. It also appears in browser Forward/Backward lists, as well as in browser Bookmarks and Favorites.
- 3) Enter keywords for the front-end Terms and Conditions Page in the Keywords field. Keywords are words used to search for a topic. Use keywords that best describe your website, its contents, and the products and services offered. Separate each keyword using a comma.
- 4) Enter a description for the front-end Terms and Conditions Page in the SEO Description field. The page description is used by search engines to summarize the contents of a webpage and is displayed with the Page Title and the Web address as part of a search result.
- 5) Select a template from the Template drop-down menu.
- 6) Enter text in the Description field. Use the WCE tools to customize the front-end **Terms and Conditions Page** formatting and layout. (Please refer to the **WCE Toolbar Page** on page 30 for a description of each WCE button).

The [P:authentication_intranet_terms] placeholder displays the front-end **Terms and Conditions Page**.

- 7) When you are finished, click the **Update Info** button. The changes you have made will be displayed in the front-end **Terms and Conditions Page**.

Password Recovery Page Menu

The **Password Recovery Page Menu** allows you to configure text and Search Engine Optimization (SEO) details for the front-end **Forgotten Password Page**.

- 1) From the right-hand **Main Menu**, click Password Recovery. The Password Recovery Page Menu is displayed.
- 2) Enter a page title in the Title field. The title appears on a browser title line, usually at the top of the window, and is the part of the page displayed on search engines as a link. It also appears in browser Forward/Backward lists, as well as in browser Bookmarks and Favorites.
- 3) Enter keywords for the front-end Forgotten Password Page in the Keywords field. Keywords are words used to search for a topic. Use keywords that best describe your website, its contents, and the products and services offered. Separate each keyword using a comma.
- 4) Enter a description for the front-end Forgotten Password Page in the SEO Description field. The page description is used by search engines to summarize the contents of a webpage and is displayed with the Page Title and the Web address as part of a search result.
- 5) Select a template from the Template drop-down menu.
- 6) Enter text in the Description field. Use the WCE tools to customize the front-end **Forgotten Password Page** formatting and layout. (Please refer to the **WCE Toolbar Page** on page 30 for a description of each WCE button).

The [P:authentication_intranet_rassword_recovery] placeholder displays the front-end **Forgotten Password Page**.

- 7) When you are finished, click the **Update Info** button. The changes you have made will be displayed in the front-end **Forgotten Password Page**.

User Registration Page Menu

The **User Registration Page Menu** allows you to configure text and Search Engine Optimization (SEO) details for the front-end **Registration Page**.

- 1) From the right-hand **Main Menu**, click **User Registration**. The **User Registration Page Menu** is displayed.
- 2) Enter a page title in the Title field. The title appears on a browser title line, usually at the top of the window, and is the part of the page displayed on search engines as a link. It also appears in browser Forward/Backward lists, as well as in browser Bookmarks and Favorites.
- 3) Enter keywords for the front-end Registration Page in the Keywords field. Keywords are words used to search for a topic. Use keywords that best describe your website, its contents, and the products and services offered. Separate each keyword using a comma.
- 4) Enter a description for the front-end Registration Page in the SEO Description field. The page description is used by search engines to summarize the contents of a webpage and is displayed with the Page Title and the Web address as part of a search result.
- 5) Select a template from the Template drop-down menu.
- 6) Enter text in the Description field. Use the WCE tools to customize the front-end **Registration Page** formatting and layout. (Please refer to the **WCE Toolbar Page** on page 30 for a description of each WCE button).










































The [P:authentication_user_registration] placeholder displays the front-end **Registration Page**.












- 7) When you are finished, click the **Update Info** button. The changes you have made will be displayed in the front-end **Registration Page**.

Section 10: Talk to Us

Your feedback is important to us. Whether you'd like to share your opinion about a product, ask a question about one of our services, or comment on our website, we want to hear from you. Please send your feedback and valuable suggestions to us. We look forward to hearing from you.

Section 11: The Web Content Editor Toolbar Page

-  Open File
 -  Save File
 -  Format
 -  Font
 -  Bold
 -  Italic
 -  Underline
 -  Color
 -  Align Left
 -  Align Center
 -  Align Right
 -  Align Center
 -  Number List
 -  Bullet List
 -  Decrease Indent
 -  Increase Indent
 -  Break
 -  Subscript
 -  Superscript
 -  Horizontal Line
 -  Special Character
 -  Cut
 -  Copy
 -  Paste
 -  Paste Text
 -  Paste from Word
 -  Undo
 -  Redo
 -  Find Text
 -  Insert Table
 -  Show Invisible Borders
 -  Insert Row
 -  Delete Row
 -  Insert Column
 -  Delete Column
 -  Insert Cell
 -  Delete Cell
 -  Merge Cell
 -  Split Cell
 -  Style Sheet Manager
 -  Apply Style
- Zoom 100%

 - 50%
 - 75%
 - 100%
 - 125%
 - 150%
 - 175%
 - 200%
-  Link
 -  Unlink
 -  Select All
 -  Remove Format
 -  Show Details
 -  Insert File
 -  Insert Image
 -  Insert Rollover
 -  Insert Thumbnail
 -  Insert Script
 -  Insert HTML Tag

Section 12: Glossary

Border

Border refers to the boundary line at the edge of the Web page or module

Em

An em is a unit of measurement that refers to the font size of the parent element in a Web page2.

Graphical User Interface (GUI)

A computer interface that uses pictures and icons instead of text. Pronounced "gooey".

Hexadecimal

A numbering system which uses a base of 16. The first ten digits are 0-9 and the next six are AF. Hexadecimal numbers are used to color Web pages. For example, the hexadecimal equivalent for the color white is #FFFFFF1.

Link

Highlighted graphics or text in a Web page which jumps to a new page or location in the page when clicked. Links can also be used to download files.

Navigation Menu

A list of links found at the top, bottom, or left of a Web page that allow users to view the major topic pages of a Web site.

Radio Button

An element in the user interface that allows a user to select an option. Each button represents a mutually exclusive selection.

Rollover

A rollover occurs when the mouse pointer moves over a graphical element and displays a change in appearance.

TPCCP

Third-party Credit Card Processor. A company that accepts credit card transactions for other online businesses who usually charge a small fee for the service.

URL

Uniform Resource Locator. A Web address, such as <http://www.google.com>.

World Wide Web Consortium (W3C)

The World Wide Web Consortium (W3C) is an international consortium where Member organizations, a full-time staff, and the public work together to develop Web standards.

Worldwide Accessibility Initiative (WAI)

The Web Accessibility Initiative (WAI) works with organizations around the world to develop strategies, guidelines, and resources to help make the Web accessible to people with disabilities.

Index

- Add, Available to 15, 16
- Autoresponder 24, 25, 26
- Date, Renewal 16
- Default Group 14, 15
- Deleting a Order Entry 29
- Details, Editing Intranet User 17
- Email, Admin Registration Notification 25
- Email, Forgot Password 23
- Email, Forgot Username 25
- Email, Registration 24
- Entry, Editing a User Group 15
- Exclusion, Adding a new User 20
- Exclusion, Deleting a User 21
- Group, Adding a New User 15
- Group, Deleting a User 15
- List, User Group 14
- Managing Sign-up Fields 22
- Membership, Price for 13
- Menu, Change User Password Details Page 30
- Menu, Configuration 11, 13
- Menu, Email Text 23
- Menu, Final Payment Page 31
- Menu, Main Login Page 31
- Menu, Password Recovery Page 33
- Menu, Permissions 19
- Menu, Renewal Page 32
- Menu, Site Users 16
- Menu, Terms and Conditions Page 32
- Menu, User Groups 14
- Menu, User Registration Page 33
- Name, Permission Type 21
- Order Menu 29
- Orders Menu 27
- Page, Admin Registration Notification 25
- Page, Change Profile Details 9, 30
- Page, Final Payment 12, 31
- Page, Forgot Password Email 23
- Page, Forgot Username Email 25
- Page, Forgotten Password 10, 33
- Page, Group Name 15
- Page, Main Login 6, 31
- Page, Membership Renewal 11, 32
- Page, Registration 11, 33
- Page, Registration Email 24
- Page, Site Modules 12
- Page, Site Summary 12
- Page, Terms and Conditions 7, 16, 32
- Page, User Details 16
- Page, User Exclusions Detail 21
- Page, User Group Permissions Detail 20
- Page, User Payment Details 27
- Page, User Registration 7
- Password?, Forgot Your Username or 10
- Payment, Registration Requires 13
- Payments, Processing 27
- Period, Membership 13
- Permission, Adding a new User Group 19
- Permission, Deleting a User Group 20
- Project, Adding the Advanced Intranet Module to
your Web 12
- Radio Button 37
- Setup, Configuration 13
- Sign-up Fields link 22
- Sign-up Fields page 22
- System Configuration Menu 13
- tab, Payment Details 29
- Tax 1 Name field 13
- Tax 1 Percentage field 13
- Tax 2 Name 13
- Tax 2 Percentage 13
- To, User Belongs 15, 16
- User, Adding a New Intranet 16
- User, Deleting a 18
- Viewing Order Details 27
- Worldwide Accessibility Initiative 37