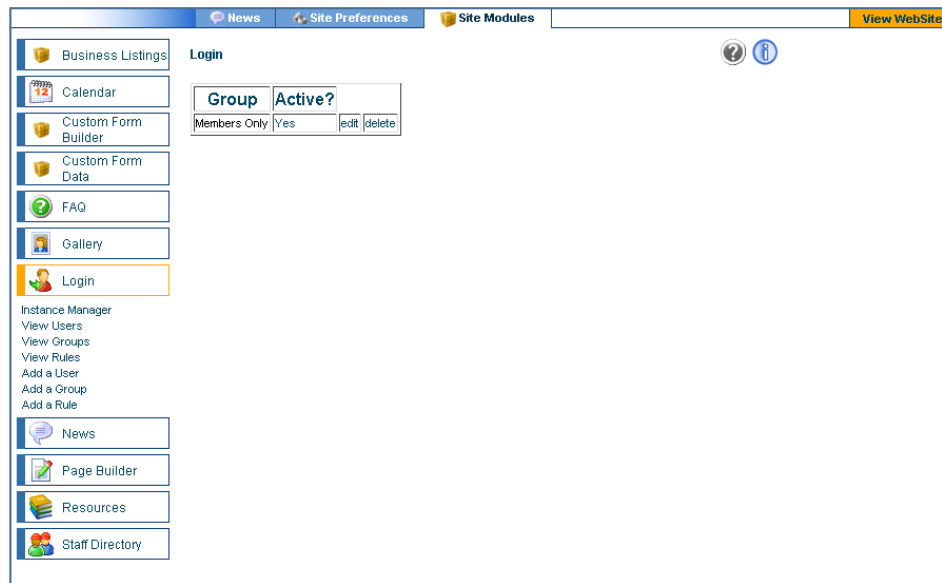


Members Only & Login Modules



- Members Only works with the Login module to provide password protection to Web pages and files.
- Login Groups may be created to segregate authorized Website visitors into different access levels.
- Members Only uses the Login Groups to define access for Website pages and files and then applies protection accordingly.
- The Members Only module may be configured to protect individual Objects (pages and files), applied to an entire module, or used to protect an entire domain for complete protection.
- Login accounts are managed through the Login module.
- Login screen generated text and functionality is controlled through the Login module.
- Login screen appearance is controlled through Members Only.

Login Screen Options

Instances

Edit Instance

Minimum Username Length:

Minimum Password Length:

Default Password Change Email Parameters:

From Address (Email):

Subject:

Default Username Request Email Parameters:

From Address (Email):

Subject:

Default Account Confirmation Email Parameters:

From Address (Email):

Subject:

Options for Rule Enforcement:

Deny Then Allow: (Activation state can become more active, but not less as rules are matched)

Allow Then Deny: (Activation state can become less active, but not more as rules are matched)

Allow Users to Create Accounts: Yes, No

Allow Users to Create Accounts with Duplicate Emails: Yes, No

Send New User report to Email:

Allow Admin Contact: Yes, No

Allow Forgot Password: Yes, No

Allow Forgot Username: Yes, No

- Under Site Modules, select the Login module.
- Click to enter the Instance Manager for the Login module.
- A low number in the Minimum Username Length and Minimum Password Length fields will result in lighter security for protected areas. The higher the number, the more characters required, making it harder for someone to gain unauthorized access.
- Email preferences for Password Change requests, Lost Username requests, and new Account Confirmations may be managed from this screen.
- Rule enforcement pertains to Login module Rules for Login account access levels on initial sign-up.
- Allow Users to Create Accounts: If Yes, Site visitors will be able to create a Login account without authorization from Site owners (low security)
- Allow Users to Create Accounts with Duplicate Emails: If “No”, only one (1) Login account will be allowed per email address. (medium security)
- Send New User Report To Email: When a new account is created, an email will be sent to the email address specified in this field.
- Allow Admin Contact: Selecting “Yes” in this field will provide a link and verbiage on the Login screen allowing Visitors to contact the Site Admin for assistance with something other than a lost username/password request.
- Allow Forgot Password and Allow Forgot Username: A link and verbiage to reset a lost password or recover a lost Username will be provided on-screen to Site visitors. An email prompt will be sent to a Visitor using the email address provided in their Login account. (medium security)
- Click Apply Changes to save updates.

Creating a Login Module Group

The screenshot shows a web application interface with a top navigation bar containing 'News', 'Site Preferences', 'Site Modules', and 'View WebSite'. A left sidebar lists various modules: Business Listings, Calendar, Custom Form Builder, Custom Form Data, FAQ, Gallery, Login (highlighted), Instance Manager, News, Page Builder, Resources, and Staff Directory. The 'Login' module is selected, displaying a form with a 'Name' input field, an 'Active' checkbox (checked), and a 'save' button. There are also help and information icons in the top right of the main content area.

- Select “Add a Group” from the Login module sub-navigation.
 - To make changes to a Group that already exists, select the View Groups sub-navigation link.
- Enter a name for the Group.
- Active: When selected the Group becomes active and all Login Accounts in the Group are accorded the appropriate access.
- Click Save to finish the Group creation.

Adding Login Accounts to Groups

The screenshot shows the 'Login' configuration page in the WebDirect Admin system. The interface includes a top navigation bar with 'News', 'Site Preferences', 'Site Modules', and 'View WebSite'. A left sidebar contains various modules, with 'Login' highlighted. The main content area is titled 'Login' and contains the following fields and options:

- Username:** A text input field.
- Password:** A text input field.
- Email:** A text input field.
- Login Expires:** A date selection field with a calendar icon.
- Active:** A checked checkbox.
- Notes:** A large text area for additional information.
- Groups:** A section with a checkbox labeled 'Members Only'.
- save:** A button to save the configuration.

- Create a Username for the Login account. This will be used by the Login account holder to enter protected content areas of the Website.
- Enter a password for the account.
- The email address entered into this field will be used for lost password and username requests from the Website.
 - For higher security, enter your own email address into this field so all account info requests come to you instead of the Login account holder.
- An expiration date for the Login account may be entered. If no date is entered, the Login account will remain active until manually changed by a Site manager.
- Selecting the Active checkbox will enable the Login account and grant access to restricted content areas.
- Notes: Information entered into this field is only visible inside the WebDirect Admin system. It is not available through the Website or in emails to the Login account holder.
- Groups: Select a Login Group for the account. If applicable, a Login account may be granted access to several Groups.

Members Only Content Groups

The screenshot shows a web application interface with a top navigation bar containing tabs for 'News', 'Site Preferences', 'Site Modules', and 'View WebSite'. A left sidebar contains menu items: 'Users', 'Groups', 'Elements', 'Layout', 'Members Only' (highlighted), 'Metadata', 'Navigation', and 'ShortPath'. The main content area is titled 'Members Only' and features a table header 'Content Groups (Add New Content Group)'. Below the header, a message states 'There are no results to display.' There are also help and information icons in the top right of the main area.

- Go to Members Only under the Site Preferences tab.
- Click to “Add New Content Group” in the Content Groups table header.
- Members Only Content Groups use the Login module Groups to assign protection to content areas of the Website.

Content Group Name, Type, and Active Status

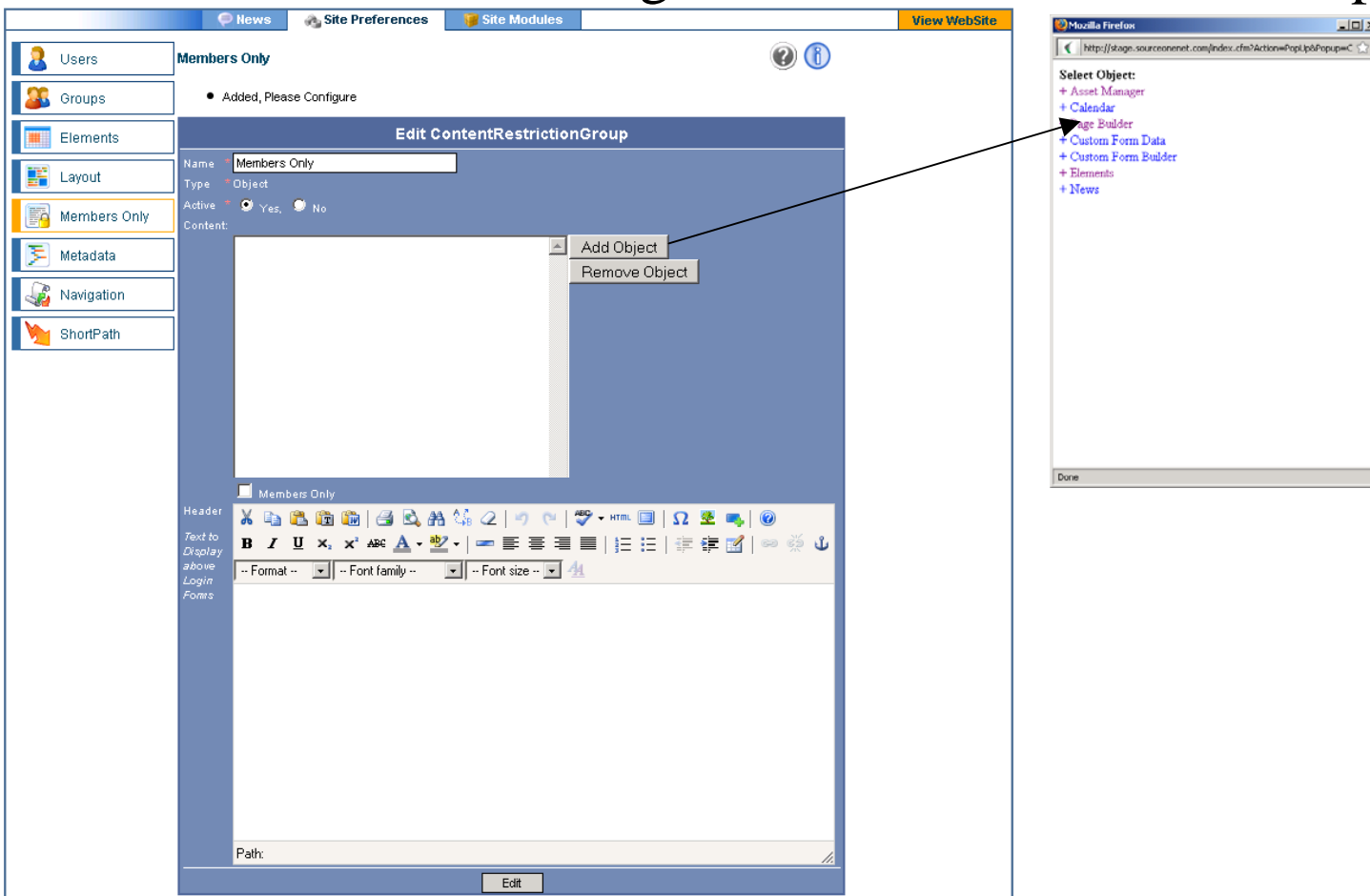
This screenshot shows the 'Add New ContentRestrictionGroup' form in a web application. The form is titled 'Add New ContentRestrictionGroup' and is located in the 'Members Only' section. The form has three input fields: 'Name', 'Type', and 'Active'. The 'Name' field is empty, the 'Type' field is a dropdown menu with no selection, and the 'Active' field has radio buttons for 'Yes' and 'No', with 'No' selected. There is an 'Add' button at the bottom right of the form. The left sidebar contains navigation links for Users, Groups, Elements, Layout, Members Only (highlighted), Metadata, Navigation, and ShortPath. The top navigation bar includes News, Site Preferences, Site Modules, and View WebSite.

This screenshot shows the 'Add New ContentRestrictionGroup' form with the 'Type' dropdown menu open. The 'Name' field contains the text 'Members Only'. The 'Type' dropdown menu is open, showing three options: 'Default', 'Module', and 'Object'. The 'Active' field has radio buttons for 'Yes' and 'No', with 'No' selected. There is an 'Add' button at the bottom right of the form. The left sidebar and top navigation bar are the same as in the first screenshot.

This screenshot shows the 'Add New ContentRestrictionGroup' form with the 'Type' dropdown menu closed and 'Object' selected. The 'Name' field contains the text 'Members Only'. The 'Type' dropdown menu shows 'Object' selected. The 'Active' field has radio buttons for 'Yes' and 'No', with 'No' selected. There is an 'Add' button at the bottom right of the form. The left sidebar and top navigation bar are the same as in the previous screenshots.

- Enter a Name for the Content Group. Often, this Name will match the name given to the Login Group for ease of recognition and use.
- Type:
 - Default: applies protection to the entire domain
 - Module: applies protection to all content in a selected module.
 - Object: applies protection to individual pages and files.
- Active set to “Yes” enables the Members Only Content Group protection.

Protecting Content with Content Groups



- The Content Group Name and Active status may be edited from this screen. The Type cannot be edited once created.
- Content: Use the Add Object button to open a new Window that shows all modules in the Site that have files to which Content Group protection may be applied. Locate the file to be protected from the list and click on it to add it to the list.
- To remove password protection from a file or page, highlight it in the list and click to Remove Object.
- Restrict Access to the Following Groups: Select the Login Groups from the list that will be allowed to access files protected with this Content Group. Login Groups not selected will not be able to access protected content areas.
- Header: Similar to creating or managing a page through Page Builder, this area will allow customization of the Login screen seen on the Website when a visitor attempts to access protected content. The images, verbiage and links entered into this area will appear above the system generated Login messages.
- Click Edit to save the changes.

Managing Members Only Content Groups

News Site Preferences Site Modules View WebSite

Users
Groups
Elements
Layout
Members Only
Metadata
Navigation
ShortPath

Members Only ? i

- Updated

Content Groups (Add New Content Group)

Name	Type
Members Only	Object

- Select the pencil icon to the left of a Content Group name to open the Content Group for editing.
- Clicking the red circle with the diagonal line will delete the Content Group. All protected content in the Content Group will become publicly available.

Editing Content Groups

The screenshot displays the 'Edit ContentRestrictionGroup' interface. At the top, there are navigation tabs for 'News', 'Site Preferences', 'Site Modules', and 'View WebSite'. A left sidebar contains menu items: 'Users', 'Groups', 'Elements', 'Layout', 'Members Only' (highlighted), 'Metadata', 'Navigation', and 'ShortPath'. The main area is titled 'Edit ContentRestrictionGroup' and contains the following fields and controls:

- Name:** A text input field containing 'Members Only'.
- Type:** A dropdown menu set to 'Object'.
- Active:** Radio buttons for 'Yes' (selected) and 'No'.
- Content:** A large text area containing 'Page Builder: Solutions - Members Only'. To its right are 'Add Object' and 'Remove Object' buttons.
- Restrict Access to the Following Groups:** A list with a checked checkbox for 'Members Only'.
- Header:** A rich text editor toolbar with icons for undo, redo, bold, italic, underline, strikethrough, text color, background color, font color, font size, font family, text alignment, list creation, link, unlink, and help. Below the toolbar are dropdown menus for 'Format', 'Font family', and 'Font size'.
- Path:** A text input field at the bottom left.
- Edit:** A button at the bottom center.

- The Content Group name, active status, protected content, Login Groups and header may be changed from the edit screen.