

# User Management

The Sitelok control panel provides complete control over your user database. Although simple to use it has a powerful user interface that allows you to add new users, edit existing users, block users, modify expiry dates, send email, view complete access logs and many other features. Several of the facilities described in the sections below are only available for Bespoke/Managed Service users hosted on our WEBDOXX service. On the automated PDF2HTML5 service facilities are restricted.

The control panel supports most modern browsers and is responsive to work well on mobile devices too.

**Important.** The control panel requires javascript to be enabled in your browser (this is enabled by default in most browsers anyway).

Before we try out the various parts of the control panel we will explain a few concepts used by Sitelok.

## Username

A members username must be unique to each user in the database. You can use any alphanumeric characters and the symbols @-\_. in usernames. Often it is a good idea to use an email address for a username as this is easy for a user to remember and is also unique. Usernames have a maximum length of 100 characters.

## Passwords

Passwords can contain any alphanumeric characters. When adding users you can have Sitelok generate a random password if you wish. By default this will consist of 4 letters followed by 2 numbers (e.g. tyhg95). You can change the style of random passwords in the 'Random Password Mask' setting of the configuration page. Passwords have a maximum length of 50 characters.

## Email addresses

The email field of a users entry should contain their email address. Even if you have user email addresses for the username it is still this email address that is used for communication. Maximum length of email addresses is 100 characters.

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## Custom fields

Sitelok has up to 50 custom fields you can use to store information about users. Custom fields can be used to display data in members pages or can be used only for your administration use. They can also be used as criteria when selecting users in the control panel for emailing etc.

The control panel will only display custom fields that have been assigned a title in the configuration page. This avoids messing up the display with unused custom fields. By default only the first three custom fields have titles when you first install Sitelok but you can rename these or add new titles to other custom fields.

The maximum length of each custom field is by default 255 characters. This can be changed though. See our knowledge base for more information.

## Usergroups

When you protect a page on your site you will normally define which usergroups have access to that page. Only users that belong to one of the allowed groups will be able to view the page (ADMIN users can access any page). Users can be members of any number of usergroups and you can optionally define for each group an expiry date for that user.

You can use alphanumeric characters and the symbols #{}().@. in user group names. The usergroup ADMIN is a special existing group name whose members have access to the Sitelok control panel and all other secured pages. The ALL usergroup also allows access to all secured pages but not the control panel. There is also a special usergroup called SUBADMIN which allows users access to the admin panel but not to access things like the configuration settings or to define usergroups.

Usergroups in Sitelok do not have to be defined in advance. You can simply create a page that allows for example a group called GOLD and then create a user and enter GOLD in their usergroup field. This allows you to have unlimited groups and is also great for developers who use Sitelok as part of other systems. This feature requires Admin access.

## Expiry dates

Each usergroup that a member belongs to can also have an optional expiry date. This is entered in the format selected in the configuration page. This

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will be DDMMYY or MMDDYY. You should not change this settings once you have started adding users to Sitelok. This same date format is used wherever you need to use a date in Sitelok.

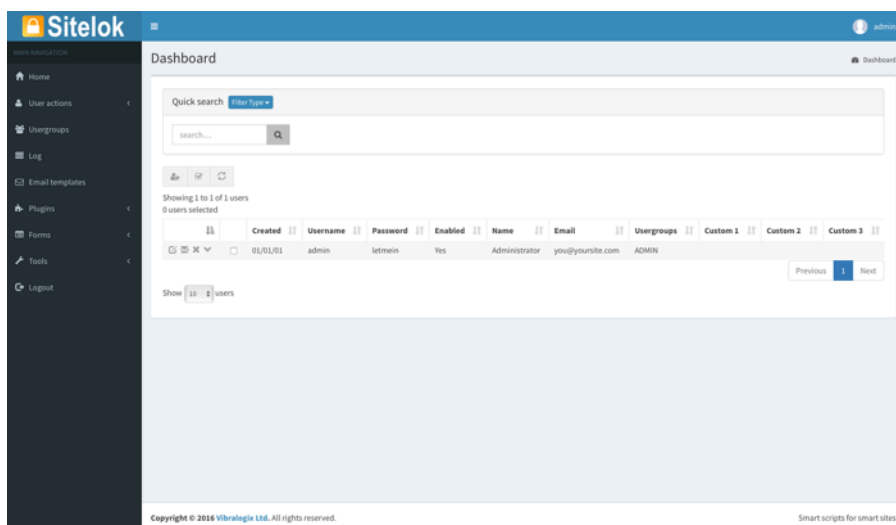
## Accessing the control panel

To access the control panel go to

<http://www.pdf2html5.com/slpw/>

Username: `yyyyyy`

Password: `xxxxxxx`



The main screen of the control panel displays a list of all members.

## Navigating the user list

At the moment you probably only have a few users added to Sitelok but hopefully soon you will have many more! You can navigate between pages of users using the navigation controls



You can also change how many users are displayed per page.

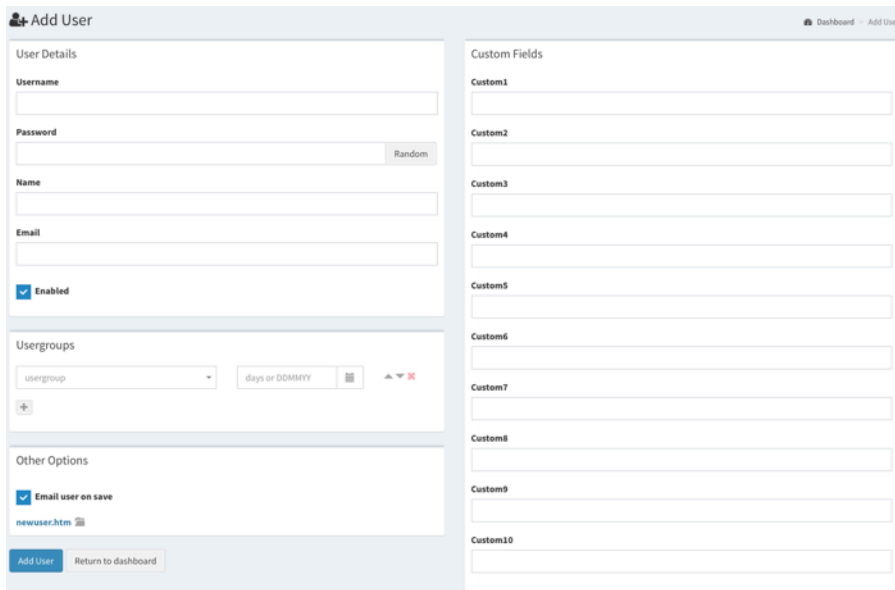
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You can sort the user list by clicking the column headings. Clicking again will reverse the order. To cancel sorting and revert to the order in which mysql has the user records stored click the blank column heading above the first table column.

## Adding users

To add a new user to Sitelok select **Add User** in the **User actions** menu or click the  button above the user table.



Most of the add user form is straightforward asking for a unique username, password, name, email address, usergroups and any custom fields you have defined. By default only the first 10 custom fields are displayed but others will be shown if you define titles for them in the configuration.

The usergroup entries should contain the usergroup name that the user should belong to. This will decide which pages they can access on your site. So for example if you have added this to the top of a page



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```
<?php
$groupswithaccess="CLIENT";
require_once("../slpw/sitelokpw.php");
?>
```





and you want this user to have access then you need to enter CLIENT as one of their usergroups. You can either type the usergroup name directly or select an existing group from the drop down menu. The drop down menu will only list usergroups that you have predefined in the Manage User Groups page.

Although the usergroup interface looks like a normal html drop down menu you can in fact type directly into the text box as well. This is like a software applications combo box.

If you want to limit membership only until a certain date then you should also enter an expiry date next to the usergroup name. You can click the  icon to select a date from the calendar or you can type the date directly in the format DDMMYY or MMDDYY depending on what you defined in the configuration page. Alternatively you can type in a number of days until expiry (such as 365 for a year). If you don't need an expiry date just leave it blank. Use the  to add further usergroups.

Here is an example

#### Usergroups

CLIENT	days or DDMMYY		▲ ▼ ✕
GOLD	240817		▲ ▼ ✕
SILVER	30		▲ ▼ ✕
			

Here we have assigned the user to three usergroups. They have unlimited access to the CLIENT usergroup, access until 24th August 2017 for the GOLD usergroup and 30 days of access for the SILVER usergroup.

✕ Next to each usergroup entry you will see a delete icon you can use to delete the group.

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## User Management

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▲ ▼ The two arrow icons allow you to rearrange the order of the usergroups. The order of the usergroups is normally of no importance to Sitelok. The only exception is if you define a usergroup that redirects a user upon login in which case the first group listed (that has not expired) will be used.

Select the **Email user on save** checkbox and select an email template (see later) if you wish Sitelok to send an email to the user after adding them to the database.

### Editing users

To edit an existing user click the edit icon  next to the user in the main table. You can then change any of the users settings in the same way as the Add User form. If you change the username Sitelok will ensure that it is unique (not already in the database). When you make changes to a users account if the user is currently logged in they will only see the changes when they next login. One exception to this is if you disable a user as this will destroy their existing session to block access immediately.

if you have set Sitelok to not allow concurrent logins (see the configuration section) you can also force logout a user by selecting the **Force logout on save** checkbox before saving changes.

Select the **Email user on save** checkbox and select an email template (see later) if you wish Sitelok to send an email to the user after adding them to the database.

### Managing usergroups











As we mentioned earlier user groups do not need to be defined as such in Sitelok. When you create a user you can enter any group names you wish as you can when you create secured pages and select which groups have access. Sitelok does not need to know anything about the groups to function properly. However Sitelok does let ADMIN users create usergroups in advance if you wish. These will appear in drop down menus in the control panel which makes things easier and less prone to errors. To access the usergroups click **Usergroups** in the main menu.

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# User Management


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## Usergroups

-    **ADMIN** Administrator
-    **ALL** All Areas
-    **CLIENT** Client
  
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[Add usergroup](#)

[Return to dashboard](#)

Click  to edit the user group

Click  to delete the user group. This only deletes the entry in the usergroup table and will not remove the usergroup from users that belong to this group who will still have access.

Click [Add usergroup](#) to add a new group.

## Add usergroup

### Usergroup name

### Usergroup description

### Login action

[Add usergroup](#)

[Return to usergroup list](#)

[Return to dashboard](#)

## Usergroup name

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This is the name used within Sitelok to refer to this group. Examples are ADMIN, GOLD, SILVER etc.

### Usegroup Description

This is the group description that is displayed in email templates or secure pages using Sitelok variables described later.

### Login action

If you use login.php or have a login form on your website pages then you can choose to have users redirect to a certain page upon login. URL's should be fully specified such as <http://www.yoursite.com/page.php>. Note that if a user belongs to more than one usergroup then the first group listed in the user record will be used for login redirection.

#### Redirect to URL

Select this option to redirect the user upon login to the specified URL. This is useful to send users to their usergroups home page.

#### Redirect to entry - Custom X


Select this option to redirect the user upon login to the URL stored in the custom field in the users record. This is a powerful feature enabling user based sites (as opposed to just group based sites) to be created. Yo can choose which of the 50 supported custom fields to use.

Note that login redirection only works when using login.php or from a login page. If you login using the login template which appears when you directly access a secured page then no redirection takes place as its assumed this is the page you wanted to view. See elsewhere in the manual for a better explanation about the difference between login pages and logins templates.


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### Send email to a user

To email an existing user click the email icon  next to the user in the main table. You have the option to create the email from scratch or to send a template based email and you can use either the text or html formats. We will describe how to use the email templates and functions in further detail later in the manual.


### Delete a user

Clicking the delete icon  next to a user in the main table will permanently remove the user from Sitolok including relevant log entries. If the user is currently logged in then their session will be destroyed to block further access.


### More options

If you click the more options icon  next to a user you will see a drop down menu with other options relating to the user. This can include options for plugins that you may install.

### Recent activity

Clicking the Recent activity icon  (inside the more [options menu](#)) will display this users most recent activity from the log (latest 25 entries). You can see the same thing directly by viewing the log but this icon provides a more convenient way to do this.

### Send password reminder

Clicking the  icon will send a password reminder email to the user. This will use the default password reminder email template set in the configuration page.


### Filtering and finding records

The Sitolok control panel has powerful set of filter and search options. Filtering users basically controls which users are listed within the table displayed on the main dashboard page. Once you have the users listed based on your filter criteria you can select some or all of them to perform other operations such as bulk email. Click the [Clear filters](#) link to display all the users again. Clearing filters will keep users selected so you can in fact


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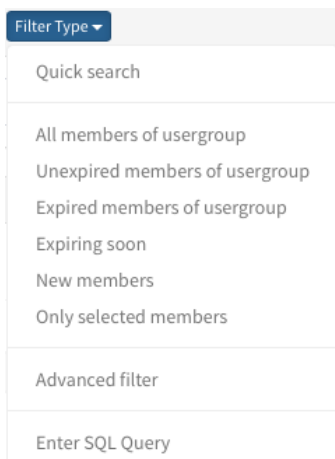
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combine filters. For example you can use a filter to show members of the GOLD usergroup, select all users, use a filter to show members of SILVER and select all users again. This would in the end leave you with all members of GOLD and SILVER selected. Selected users will remain selected when you logout and return later as well.

If you want to clear a filter and also deselect any selected users then you can use the refresh  button.

## Quick Filters

Sitelok has a number of predefined quick filters that can be used to find and filter users as well as an advanced filter. The most commonly used is probably Quick Search but you can select others by click the  button.



The image shows a dropdown menu titled "Filter Type" with a downward arrow. The menu is open, displaying several options. The first section contains "Quick search". The second section contains "All members of usergroup", "Unexpired members of usergroup", "Expired members of usergroup", "Expiring soon", "New members", and "Only selected members". The third section contains "Advanced filter". The fourth section contains "Enter SQL Query".

Filter Type
Quick search
All members of usergroup
Unexpired members of usergroup
Expired members of usergroup
Expiring soon
New members
Only selected members
Advanced filter
Enter SQL Query

### Quick Search

This will show any user records containing the text entered. Its useful for finding a user quickly. You can enter partial data if you wish so for example entering dave would find all user records containing dave as part of the record in any field. Search and filter text is not case sensitive.

### All members of usergroup

This will show all users who belong to the chosen usergroup.

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## Unexpired members of usergroup

This will show all users who are members of the chosen usergroup that are not expired.

## Expired members of usergroup

This will show all expired members of the chosen usergroup.

## Expiring soon

This will show all members of the chosen group whose membership will expire within the numbers of days entered. This is useful if you want to email all users who will expire within the next 30 days for example.

## New members

This will show all new user accounts created within the last chosen number of days.

## Only selected members

This will show only the users that are selected / unselected.

## Advanced filter

Click **Filter Type** and select **Advanced filter** to open the form. The advanced filter allows you to show users based on more complex requirements. For example to find all email addresses that use yahoo.com or gmail.com you would use the following search conditions.

The screenshot shows the 'Advanced filter' interface. At the top, there is a header 'Advanced filter' and a dropdown menu 'Filter Type'. Below this, there are two rows of search conditions. The first row has a dropdown 'Email', a dropdown 'contains', and a text input 'yahoo.com'. The second row has a dropdown 'OR', a dropdown 'Email', a dropdown 'contains', and a text input 'gmail.com'. To the right of the second row is a red 'X' icon. At the bottom left, there is a button 'add condition' with a plus sign.


The following conditions can be used to compare the search data against the data stored in the database. Equals, not equal to, contains, does not

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contain, less than, greater than, starts with, ends with, less than num and greater than num.

These operations are not case sensitive. When entering dates for the created field or for expiry dates ensure you enter them in the 6 digit format you selected in the configuration at installation (MMDDYY or DDMMYY).

To add a condition click  and select whether the new condition will be used with AND or OR logic. Click  to remove a condition.

## Enter SQL query

To perform more complex database queries you can enter SQL commands directly. To access this click  next to SQL Query in the filter area. We do not perform any error checking so we recommend using this feature only if you have experience due to the risk of data loss. This example query would disable all users that are members of the CLIENT usergroup.

```
UPDATE sitelok SET Enabled='No' WHERE Usergroups LIKE '%CLIENT'
```

You can disable the SQL Query filter option by adding this setting to sconfig.php.

```
$ssl_noqueryoption=true;
```

## Operations on multiple users

Sitelok enables you to perform a number actions on selected users using the buttons above the main user table on the dashboard. You can select individual users by clicking the users checkbox. The records will remain selected until you deselect them.

### Select All users

Click the  button to select all users. If you have filtered users as just described then this will select only those records that met the conditions of the filter or search in addition to any users already selected.


### Deselect all users

Click the  button to deselect all records. If you have filtered users then only those users will be deselected.


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## Refresh

To clear any filter and also deselect all users (shows all users again) click the  button. This is useful when you start a new filter or search.


## Email selected users


Clicking the  button will allow you to send an email to all selected users. You have the option to create the email from scratch or to send a template based email and you can use either text or html formats. We will describe in further detail later in the manual how to use the email templates and features.

## Delete selected users

Clicking the delete button  will delete all of the selected users and relevant log entries. Be very careful with this feature as there is no way to retrieve lost data (apart from using a backup taken beforehand).

## Export Selected users

You can export selected users as a comma delimited file by clicking . You can choose whether to export all fields or just selected fields and also whether header row is included. If it is then you can decide whether custom fields will have headers using the custom field titles you have set or just custom1, custom2 etc.

 **Export selected users**

**Filename**

**Include header row**

**Data to export**

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## Importing Users

If you wish to add several users to Sitelok then the import user feature can be useful. This can be accessed in the menu [User actions - Import users](#).

### Default file format

The default file format should be comma delimited file as follows.

```
"created","username","password","enabled","name","email","usergroups","custom1","custom2"
```

The enabled field should be either Yes or No. You can create the file in Microsoft Excel and save it in CSV format. The created date field is optional. If left out then today's date will be used. If used then it must be in the format DD/MM/YY or MM/DD/YY depending on what you set the configuration. The custom1 to custom50 fields are also optional and you only need to include the custom fields you are using. Example file entry:-

```
"27/09/04","adrianjones","wfdg45","Yes","Adrian Jones","adrian@vibralogix.com","A1","cus1","cus2"
```

If you use the default file format you do not need to define column headers.

### Custom file formats

You can also import comma delimited files with a different layout if you wish. In that case you should use the first row of the file to define the columns. Use the following header titles to tell Sitelok the data in each column.

username

password

name

email

enabled

Values should be Yes or No

usergroups

created

Should be MM/DD/YY or DD/MM/YY depending on how you have Sitelok setup. Notice the / is required.

custom1

custom2

Instead of [custom1](#) or [custom2](#) etc you can use the custom field titles instead.

etc

There are a number of settings that can be set to change how new users and existing users are handled.

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Import file

Select file (max 32M)

Browse...

First row is column header

Use email column as username

Never

You should check the **First row is column header** as necessary.

## New users

Records for new users should include at least an email and name field. If a username is not included select the appropriate option from the **Use email column as username** setting.

### Add new users

Check this box to process new users from the file.

### Random passwords

If you wish you can have Sitelok create a random password. This can be done when either no password is provided or to override the password in the file.

### Usergroups if not set

If usergroups are not provided in the file you can set the group(s) and expiry date(s) to use.

### Select users added

If this box is checked then all users added to Sitelok will be selected. This allows you to easily email them for example.

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## New users

Add new users

### Random passwords

Yes - ignore any provided password

### Usergroups if not set

usergroup

days or DDMMYY



Select users added

## Existing users

### Update new users

Check this box to process existing users from the file.

### Blank data in columns

This setting tells Sitelok what to do with blank data in columns for existing users. You can either have the field set to blank or you can leave the existing data as it is already in the users account. This is useful when you want to just update certain custom fields for example.

### Select users updated

If this box is checked then all users updated will be selected. This allows you to easily email them for example.

## Existing users

Update existing users

### Blank data in columns

Update - set field blank

Select users updated

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## The Sitelok Log

Sitelok maintains a log of user actions such as login and logout etc. To access the log select [Log](#) form the main menu.

You can select the type of log entries to view, export or delete. Selection can be based on a date range, log entry type, a specific user or selected users.

### Date Range

Date range

**DDMMYY or leave either blank**

<input type="text" value="200816"/>		to	<input type="text"/>	
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Use the from and to date fields to select a range of log entries to view export or delete. You can enter dates manually (using DDMMYY or MMDDYY as selected in the configuration) or use the calendar controls. Leaving the from date blank will assume the first entry in the log and leaving the to date blank will assume the last entry.

### Users

If you are interested in only the details for one particular user then enter the username in the Username field. You can also choose to include only selected users.

Users

**Username**

Leave blank for all users

**Selected users only**

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## Entries to include

Entries to include

Select/deselect all

Login / logout

Login problems

Password requested

Download

Download problems

Email sent

User registered

Expired access attempt

User modified details

API function call

You can select which type of log entries to display or export using the checkboxes. By default Sitelok logs the following actions by users in the log.

- Login / Logout
- Login Problems
- Password Requested
- Download
- Download problems
- Email sent
- User Registered
- Membership expired (user attempted to access)
- User modified details
- API function call

Some plugins may add other log entry types as well.

You can disable the logging of some of these actions in [Tools - Configuration - Log settings](#).

## Log output

### Order

You can select whether to display export entries oldest first or newest first.

### Limit Output

As the log can become huge quite quickly on busy sites you can limit the number of entries displayed or exported using this menu.

### Time Zone



Sitelok stores all log entries using UTC (GMT) time zone which makes things easier if you move from one server to another in different time zones. So that you can display or export entries in your local time zone you can select the offset using the menu. This is the time zone used when displaying recent activity for a user too.

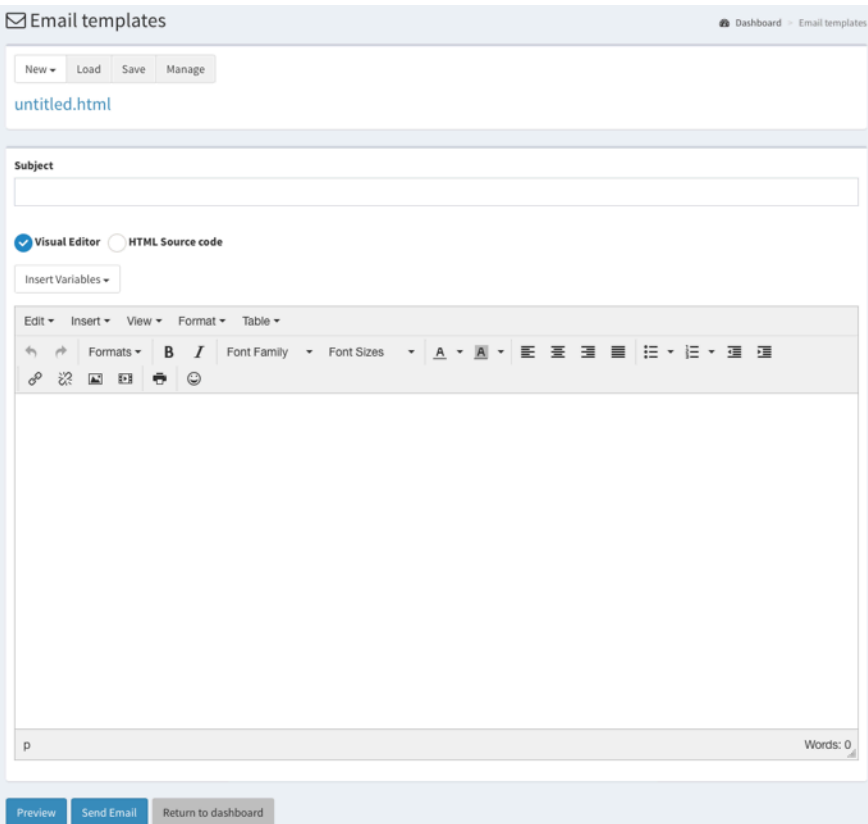
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## Email system

The control panel allows you to email individual users or any number of selected users. This is useful to send out newsletters or other notifications to your members. Sitelok's filtering and selection features are more powerful than many dedicated mailing systems so we have lots of clients that use Sitelok just for this feature!

To send an email to a specific user click  next to the user in the main table. To send an email to selected users click the  button above the table (visible only when users are selected). You can also send an email to any email address (not just users) by clicking [Email Templates](#) in the main menu. In this case the email address will be requested when you click [Send](#) (some variables won't be of use in this case though).



The screenshot shows the 'Email templates' control panel. At the top, there's a breadcrumb trail 'Dashboard > Email templates' and a title 'Email templates' with an envelope icon. Below the title are buttons for 'New', 'Load', 'Save', and 'Manage'. The current template is named 'untitled.html'. There is a 'Subject' input field. Below that, there are radio buttons for 'Visual Editor' (selected) and 'HTML Source code'. An 'Insert Variables' dropdown is also present. A rich text editor toolbar is visible, including options for 'Edit', 'Insert', 'View', 'Format', and 'Table', along with icons for undo, redo, bold, italic, font family, font size, text color, background color, bulleted list, numbered list, link, unlink, image, video, and smiley. The editor area contains a single paragraph 'p'. At the bottom right of the editor, it says 'Words: 0'. At the very bottom of the panel are three buttons: 'Preview', 'Send Email', and 'Return to dashboard'.

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There are two ways to create an email to send. The first is to enter the subject and the email body directly. The second method is to load an email template by clicking [Load](#) and selecting the template from the file manager.

## Email templates

Email templates are used throughout Sitelok when emails need to be sent to users. They contain the subject and body content and wherever user specific data needs to be inserted we use template variables. So for example we can create a template to welcome a new user and use `!!!username!!!` where we want the users username to be inserted.

Sitelok allows you to send email in either text or html format. We suggest using html format as this allows much more control over the design of the email and works with nearly all email clients nowadays. If you prefer text format then click [New - Text format](#)

Email templates and any associated images etc are stored in the email folder (inside the slpw folder). You can also create subfolders inside the email folder to help organize your templates and images etc. Remember that the email folder is publicly visible as referenced images will be accessed from there.

### Loading a template

Click Load and select the template to load from the file manager. Upon loading a template the editor will switch to text or html mode as necessary.

### Saving a template

Save any newly created or modified email templates by clicking the [Save](#) button. You will be prompted for a filename which should use the .html or .htm extension for html emails and .txt for text format emails. Any existing file with the same name will be overwritten. If you wish to save the template in a subfolder then enter the file name like this

[subfolder/template.html](#)

### Managing templates and associated files

The file browser can be used to manage templates and other related files. You can upload, delete and rename files as well as creating and deleting sub folders. Click the [Manage](#) button to open the file manager. You can

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perform the same options when the file manager is open to load a template too if you wish.

## Previewing emails

We recommend using the [Preview](#) button to check the layout before sending the email(s). If you are sending an email to a specific user then the preview will use the users data wherever template variables are used. If you are sending to multiple users then the first selected user will be used for the preview.

## Sending emails

If you are sending an email to a specific user then it will be sent when you click the [Send](#) button. If you are sending an email directly from the [Email Templates](#) menu option you can enter any email address or email address when you click [Send](#).

If you are sending emails to multiple selected users when you click the Send Email button a dialog will open with some sending options. There is an option to deselect users as they are emailed. This can be useful if you need to cancel the email process as you can continue later without emailing the same users again. You can also block multiple emails being sent to the same email address by selecting the [dedupe](#) checkbox. This is only necessary if you have users that have registered multiple times and have the same email address. When you click the [Send](#) button a window will open that shows the progress of the mailing. It is very important that you do not close this window or perform other operations using the control panel until the mailing has finished. How long the mailing takes depends on your server.


Some servers may have restrictions on how fast you can send multiple emails out. In [Tools - Configuration - Email Settings](#) you can set the delay in seconds between each email.

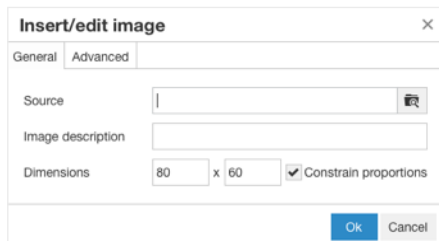
## HTML editor

Sitelok uses the TinyMCE editor to allow you to visually create html emails. You can click the [HTML Source code](#) radio button to view and edit the html code directly as well. TinyMCE is easy to use and works in a similar way to other editors you have probably worked with before.

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The file manager has been integrated with the editor so that you can upload and select images or other media for use in the email. You can access the file manager when adding media by clicking the  button in the media dialog.



## Email template variables

So that you can personalize each email that is sent out Sitelok has a set of template variables that you can use. These variables will be replaced by the users actual data when the email is sent. These variables work in templates and if you directly type in an email without saving it. For example if you type the variable **!!!username!!!** it will be replaced by the users actual username when the email is sent. As well as simply being placeholders for user data variables can also generate secure download links, login links, approval links etc.

### Inserting variables into an email

You can either type a variable directly into the email (visual editor, source editor or the plain text editor) or you can select it from the drop down list displayed by clicking the **Insert Variables** button. This will insert the variable at the current cursor location.

Some variables that generate links (such as **!!!link(test.zip,1440)!!!**) can either be added directly to the email in which case the full link is seen or added to a hyperlink which is usually better. To do this enter the hyperlink text, select it and then insert the variable.

Some variables may have a number of parameters in which case you can either type these directly or enter them in the dialog box that appears when you use the **Insert Variables** drop down.

### General template variables

**!!!username!!!**                      Inserts the username

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<b>!!!password!!!</b>	Inserts the password (not for hashed passwords)
<b>!!!passwordclue!!!</b>	Inserts the last three characters of the password (not used if you enable hashed passwords)
<b>!!!passwordhash!!!</b>	Inserts a secure hash of the password
<b>!!!passwordifknown!!!</b>	If you enable hashed passwords then this variable will display the plain text password if known (after registration for example) or if already hashed will display *****. This text can be replaced by setting
	<pre>define ("MSG_PASSWORDHASHED", "*****");</pre>
	in slconfig.php as needed.
<b>!!!name!!!</b>	Inserts the name
<b>!!!firstname!!!</b>	Inserts the first name
<b>!!!lastname!!!</b>	Inserts the last name
<b>!!!email!!!</b>	Inserts the email address
<b>!!!groups!!!</b>	Inserts the data from the usergroups field
<b>!!!sitename!!!</b>	The site name as entered in the configuration
<b>!!!siteemail!!!</b>	The site email address as entered in configuration
<b>!!!custom1!!!</b>	Inserts the data from the custom1 field. You can display values form custom1 to custom50.
<b>!!!date!!!</b>	Inserts the date as dd/mm/yy or mm/dd/yy based on the site date format setting.
<b>!!!datedmy!!!</b>	Inserts the date as dd/mm/yy
<b>!!!datemdy!!!</b>	Inserts the date as mm/dd/yy
<b>!!!createddmy!!!</b>	Inserts the users account creation date
<b>!!!createdmdy!!!</b>	Inserts the users account creation date
<b>!!!userid!!!</b>	Inserts the users unique numeric id

These variables will be replaced with the data from each users record as the email is sent. As the groups field above can look a bit messy you can use the following feature to add the membership group details to the email. This works by defining a section of the email body that will be repeated for each usergroup the user is a member of. This enables you for example to list each group and the expiry time that the user is a member of. These tags define the start and end of this repeated section.

<b>!!!eachgroupstart!!!</b>	This defines the beginning of the section to repeat.
<b>!!!eachgroupend!!!</b>	This defines the end of the section to repeat.

Between these two tags you can use the following variables.

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!!!groupname!!!	The group name such as SUPPORT or A1 etc.
!!!groupdesc!!!	The full group description.
!!!groupexpiry!!!	The expiry date shown as MM/DD/YY or DD/MYY depending on the setting in the configuration page.
!!!groupremove!!!	This inserts a link that when clicked will remove the user from that group. Normally you would use this as a hyperlink such as <code>&lt;a href="!!!groupremove!!!"&gt;Remove&lt;/a&gt;</code>

You can define the group description displayed when using the variable **!!!groupdesc!!!** in the Manage Groups page of the control panel.

### Auto login links

Sometimes you may wish to include a link in an email which points to a secured page where you want to login the user automatically (no login box)). To do this generate the link like this

[http://www.yoursite.com/page.php?username=!!!username!!!&password=!!!passwordhash\(1440\)!!!](http://www.yoursite.com/page.php?username=!!!username!!!&password=!!!passwordhash(1440)!!!)

where page.php is a secured members page. Notice that we are sending the password hash rather than the actual password to increase security. These links can bypass Captcha if it is enabled.

The 1440 is a time limit on the link from when it was sent in minutes (1440 is 24 hours). You can set this to 0 for no time limit although its usually best to have some limit.

The easiest way to insert this variable is to select the hyperlink text for the link and then click **Auto Login link...** from the **Insert Variables** drop down. You can then enter the parameters in the dialog box.

**Remember** that although auto login links don't reveal the users password they could still be intercepted and used until they expire.

### Secure download links

You can include secure download links in emails that you send allowing users access to files that you have uploaded to the folder created during installation with a name like sfiles\_xxxx or any additional file locations you have defined in **Tools - Configuration - Download Locations**. These links do not show the location of the file on your server and can be time limited. The

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links generated are unique for each email sent and username. Here is an example that assumes you have uploaded test.zip to the correct folder (see the example email template download.htm for reference).

**!!!link(test.zip,1440)!!!** This generates a download link for test.zip that is valid for 1440 minutes (24 hours). You can set 0 for no expiry. It is also possible to set a fixed expiry date by entering the expiry as 12 digits in the format **yyymmddhhmm**. So for example to have an expiry time of August 31st 2010 at 23:59 you would set the expiry time as 201008312359.

**!!!size(test.zip)!!!** Inserts the file size of test.zip.

If you have enabled logging of downloads you will see which recipients have downloaded files.

If you have created additional download locations you can specify the location in the link by adding : and the location name after the filename. For example if you create a location called S3 you would specify this as

**!!!link(test.zip:S3,1440)!!!**

The easiest way to insert this variable is to select the hyperlink text for the link and then click **Download link...** from the **Insert Variables** drop down. You can then enter the parameters in the dialog box.

### **Links to enable, disable and delete user accounts**

As these variables create links the easiest way to insert them is to select the hyperlink text for the link and then click the required variable from the **Insert Variables** drop down. You can then enter the parameters in the dialog box.

**!!!approve( )!!!**

This will insert a link that when clicked will enable the users account. This could be used within an admin email sent after a user registers so that you can manually approve the user (the registration form would create the account initially disabled). You could instead have this in the users registration email so that they can confirm their email is correct and enable their account. When the link is clicked it will enable the account and optionally send email templates to the user and admin. It will then redirect

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to the optional redirect URL. See the example called pendingadmin.htm for the use of `!!!approve()!!!`. Also see the example registration form that requires approval called registerapprove.php in the members folder. Remember if you use an approve link in an admin email never to forward this to a member by accident!

```
!!!approve(expiry,clienttemplate,admintemplate,page)!!!
```

<code>expiry</code>	This is the validity of the link in minutes.
<code>clienttemplate</code>	The email template to send to the user when clicked. Leave blank for no email
<code>admintemplate</code>	The email template to send to the admin when clicked. Leave blank for no email.
<code>page</code>	The full URL of the page to go to after the link is clicked. If you leave this blank a simple message is displayed.

```
<a href="!!!approve(1440,approve.htm,approveadmin.htm,http://www.yoursite.com/index.htm)!!!">Click to confirm</a>
```

This would create a link valid for 1440 minutes (1 day), send approve.htm to the user and approveadmin.htm to admin and then redirect to http://www.yoursite.com/index.htm.

### !!!disable!!!

This will insert a link which when clicked will disable the account and optionally send email templates to the user and admin. It will then redirect to the optional redirect URL.

```
!!!disable(expiry,clienttemplate,admintemplate,page)!!!
```

<code>expiry</code>	This is the validity of the link in minutes.
<code>clienttemplate</code>	The email template to send to the user when clicked. Leave blank for no email
<code>admintemplate</code>	The email template to send to the admin when clicked. Leave blank for no email.
<code>page</code>	The full URL of the page to go to after the link is clicked.

### example usage

```
<a href="!!!disable(1440,disable.htm,disableadmin.htm,http://www.yoursite.com/index.htm)!!!">Click to disable account</a>
```

---

---

This would create a link valid for 1440 minutes (1 day), send disable.htm to the user and disableadmin.htm to admin and then redirect to <http://www.yoursite.com/index.htm>.

### !!!delete( )!!!

This will insert a link which when clicked will delete the account and optionally send email templates to the user and admin. It will then redirect to the optional redirect URL.

```
!!!delete(expiry,clienttemplate,admintemplate,page)!!!
```

<a href="#">expiry</a>	This is the validity of the link in minutes.
<a href="#">clienttemplate</a>	The email template to send to the user when clicked. Leave blank for no email
<a href="#">admintemplate</a>	The email template to send to the admin when clicked. Leave blank for no email.
<a href="#">page</a>	The full URL of the page to go to after the link is clicked.

#### example usage

```
<a href="!!!delete(1440,delete.htm,deleteadmin.htm,http://www.yoursite.com/index.htm)!!!">Click to permanently delete account</a>
```

This would create a link valid for 1440 minutes (1 day), send delete.htm to the user and deleteadmin.htm to admin and then redirect to <http://www.yoursite.com/index.htm>.

### Links to adjust usergroups

This section explains the email template links that can be used to add or remove users to usergroups.

As these variables create links the easiest way to insert them is to select the hyperlink text for the link and then click the required variable from the [Insert Variables](#) drop down. You can then enter the parameters in the dialog box.

### !!!addgroup( )!!!

This will generate a link in the email which when clicked will add the user to the specified usergroup.

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!!!

`addgroup (expiry,group,groupexpiry,clienttemplate,admin  
template,page)!!!`

<code>expiry</code>	This is the validity of the link in minutes.
<code>group</code>	The group to add the the user to
<code>groupexpiry</code>	The expiry for the group. This can be in days (e.g. 365) or a fixed six digit date. Here are some examples
<code>365</code>	This would set the new group with an expiry 365 days from now
<code>010809</code>	This would set the expiry to 1st August 2009 assuming DDMMYY format
<code>clienttemplate</code>	The email template to send to the user when clicked. Leave blank for no email
<code>admintemplate</code>	The email template to send to the admin when clicked. Leave blank for no email.
<code>page</code>	The full URL of the page to go to after the link is clicked.

example usage

```
<a href="!!!addgroup(1440,GOLD,365,user.htm,admin.htm,http://  
www.yoursite.com)!!!">Join GOLD group</a>
```

### !!!removegroup( )!!!

This will generate a link in the email which when clicked will remove the user from the specified usergroup.

```
!!!removegroup (expiry,group,clienttemplate,admintemplate,page)!!!
```

<code>expiry</code>	This is the validity of the link in minutes.
<code>group</code>	The group to remove the user from
<code>clienttemplate</code>	The email template to send to the user when clicked. Leave blank for no email
<code>admintemplate</code>	The email template to send to the admin when clicked. Leave blank for no email.
<code>page</code>	The full URL of the page to go to after the link is clicked.

example usage.

```
<a href="!!!removegroup(1440,GOLD,user.htm,admin.htm,http://  
www.yoursite.com)!!!">Leave GOLD group</a>
```

---

---

## !!!replacegroup( )!!!

This will generate a link in the email which when clicked will replace one group with another for the user.

```
!!!replacegroup
expiry,group,newgroup,groupepiry,clienttemplate,admintemplate,page)!!
```

<b>expiry</b>	This is the validity of the link in minutes.
<b>group</b>	The group to be replaced
<b>newgroup</b>	The new group to replace the old one
<b>groupepiry</b>	The expiry for the new group. Leave blank to retain current expiry date. Here are some examples <b>365</b> This would set the new group with an expiry 365 days from now <b>010809</b> This would set the expiry to 1st August 2009 assuming DDMMYY format <b>+30</b> This would extend the current expiry by 30 days Leave blank This will leave the current expiry date
<b>clienttemplate</b>	The email template to send to the user when clicked. Leave blank for no email
<b>admintemplate</b>	The email template to send to the admin when clicked. Leave blank for no email.
<b>page</b>	The full URL of the page to go to after the link is clicked.

### example usage

```
<a href="!!!replacegroup(1440,SILVER,GOLD,365,user,htm,admin.htm,http://www.yoursite.com)!!!">Upgrade from SILVER to GOLD group</a>
```

## !!!extendgroup( )!!!

This will generate a link in the email which when clicked will extend the expiry date.

```
!!!
extendgroup(expiry,group,groupepiry,expirytype,clienttemplate,admintemplate,page)!!!
```

<b>expiry</b>	This is the validity of the link in minutes.
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<b>group</b>	The group to be extended
<b>groupexpiry</b>	The expiry for group. Here are some examples
<b>365</b>	This would set the new group with an expiry 365 days from now
<b>010809</b>	This would set the expiry to 1st August 2009 assuming DDMMYY format
<b>+30</b>	This would extend the current expiry by 30 days
<b>expirytype</b>	This setting can be used to determine whether to extend the expiry. Here are some examples
<b>0</b>	Setting 0 will always adjust the expiry date
<b>+30</b>	Using a + in front of the number will only adjust the expiry date if the existing expiry was 30 (in this case) or more days ago.
<b>-30</b>	Using a - in front of the number will only adjust the expiry if there are at least 30 (in this case) days until the current expiry.
<b>clienttemplate</b>	The email template to send to the user when clicked. Leave blank for no email
<b>admintemplate</b>	The email template to send to the admin when clicked. Leave blank for no email.
<b>page</b>	The full URL of the page to go to after the link is clicked.
<b>example usage</b>	

```
<a href="!!!extendgroup(1440,GOLD,365,+30,user.htm,admin.htm,http://ww.yoursite.com)!!!">Extend GOLD membership</a>
```

### Link to generate a new password

**!!!newpassword!!!**

This will display a new password which will be activated when the user clicks the link displayed using **!!!activatepassword!!!**. This can be useful in a forgotten password email template where instead of displaying the existing password a new random one is used. See the example email template called newpassword.htm.

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## Confirmation of email change

If you enable 'Email change verification' you can use these variables in the related email templates.

!!!verifyemail!!!

This inserts a link that when clicked will update the email address. This should normally be used in a hyperlink like this

```
<a href="!!!verifyemail!!!">click to confirm</a>
```

!!!requestedemail!!!

The requested password.

See the example template called verifyemail.htm. For further information see the chapter called 'User Profile Page'.

## Allowing a user to view the email in a their browser

You can add a link to your email template which will allow the user to view the content in a browser instead of the email client. To do this use

!!!viewemail(0,template.html)!!!

This will create a link to display template.html (replace with your template filename). The 0 means that there is no time limit on the link but you can set this to a time in minutes (since sending) if you wish. Normally you would use this variable as part of a hyperlink like this

```
<a href="!!!viewemail(0,template.html)!!!">Click to view in your browser</a>
```

## Sending the email(s)

If you are sending email to one user or an entered email address it will be sent when you click the Send Email button.

If you are sending emails to multiple selected users when you click the Send Email button a small window will open that shows the progress of the mailing. It is very important that you do not close this window or perform other operations using the control panel until the mailing has finished. How long the mailing takes depends on your server.

There is an option to deselect users as they are emailed. This can be useful if you need to cancel the email process as you can continue later without emailing again the same users.

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Some servers may have restrictions on how fast you can send multiple emails out. In the configuration page you can set the delay in seconds between each email.

You can also block multiple emails being sent to the same email address by selecting the [dedupe](#) checkbox on the email form. This is only necessary if you have users that have registered multiple times and have the same email address.

There is an option to deselect users as they are emailed. This can be useful if you need to cancel the email process as you can continue later without emailing again the same users.

### **Creating email templates using an external editor**

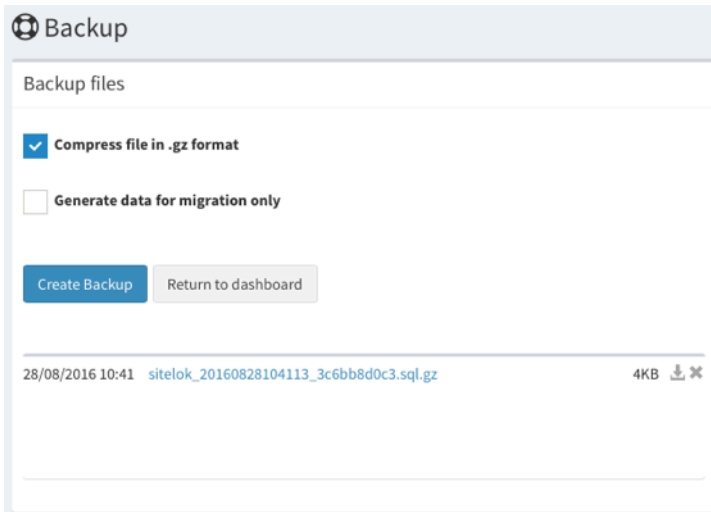
If you wish to create email templates using an external editor you can do so. You can either upload them to the email folder using your usual FTP client or using the upload button on the file browser used on Sitelok email page. Alternatively you can paste them into the Sitelok email editor and save them. Use the .txt extension for text based emails and .htm for html based templates. For text format the first line of the email is considered to be the email subject and the following lines the email body. For html format the html title is considered the email subject (the text between the <title> and </title> tags). We have included several example emails in the email folder which you can use or modify as required.



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## Backing up

Backing up is always an important task and although most hosting control panels provide a way to backup MySQL tables we decided to add this directly to Sitelok to make this a simple process. Click [Tools - Backup](#) from the main menu to open the backup page.



Clicking the Backup button will create a new backup file that will be stored in a folder create during installation. This will be named slbackups\_XXXX (the part after \_ will be random). The backup system can handle large databases and will store the data required to recreate all users and settings used by Sitelok. The file format used is .sql so the file can be imported into any standard mysql admin system such as phpmyadmin. There is an option to compress the file after creation using gzip which will dramatically reduce the file size. Once the file has been created and saved you can download it by clicking the file link. We recommend deleting the files from the server after downloading them for security.

If you wish to create a backup file so that you can migrate your Sitelok installation to a new server you can check the 'Generate data for migration only' box. This will generate a backup that is almost the same as normal except that it exclude things like server paths etc that are unique to the new server.

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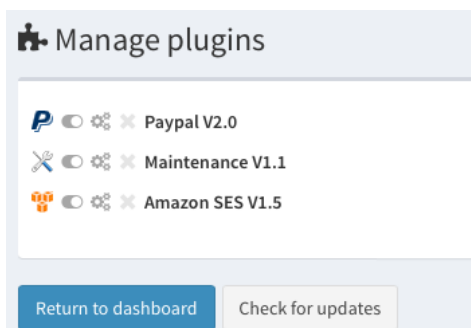
---

**Important** You should always use a backup file with the same version of Sitelok. If you wish to migrate then make sure the new installation has the same version that created the backup file.


## Plugins


Sitelok has a plugin system enabling new features to be added. We have many free and paid plugins released and more on the way. To install plugins you should follow the instructions in the manual that comes with the plugin package.

You can enable/disable, configure, and uninstall plugins from the Manage plugins page accessed from the menu [Plugins - Manage plugins](#).



Click  next to a plugin to disable it (or re-enable).

Click  next to a plugin to go to the plugin configuration page.

Click  next to a plugin to uninstall it. You must disable the plugin first.

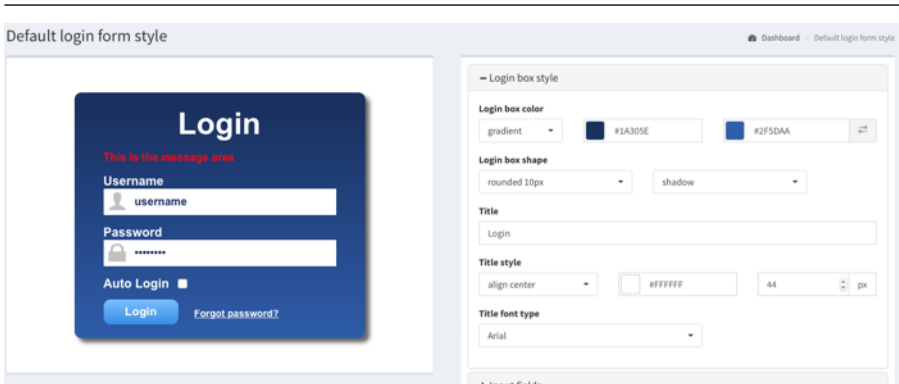
You can check for updates for plugins by clicking the [Check for updates](#) button.

Some plugins may also add extra menu options, user options or selected user options.

## Styling the default login template

You can style the default login form to better match your site by going to [Forms - Default login form style](#).

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If you need more creative control then you can also replace the login template completely with your own as explained later.

## Registration form code

You can use this option to design a registration form and generate the code to copy and paste in your page. See the chapter 'User Registration Page' for more details.

## Update profile form code

You can use this option to design an update profile form and generate the code to copy and paste in your page. See the chapter 'User Profile Page' for more details.

## Login form code

You can use this option to design a login form to copy and paste into a custom login template or your own pages. See the chapters 'Login Templates' and 'Login Pages' for more details.

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## **SUBADMIN access - not on the PDF2HTML5 service**

Sitelok has two types of sub admin user.

### **Standard SUBADMIN - not available on the PDF2HTML5 service**

If you create a user and set their usergroup to SUBADMIN then they will have access to the Sitelok control panel but not be allowed to perform the following

- Edit or see the password of an ADMIN user (including in email preview)
- Add an ADMIN user
- Access plugin settings
- Access the configuration page
- Import users in the ADMIN group
- Delete selected which is quite dangerous (they can delete individual users though)
- Export users or create a backup (as they could then download and see the admin password)
- Access the SQL query function

The sub admin user will have access to all users in the control panel.

### **Usergroup specific SUBADMIN - the default for PDF2HTML5**

As well as the standard SUBADMIN user you can also create users who can only see and edit users of specific usergroups in the control panel. To enable this feature you first need to add this setting to slconfig.php.

```
$sl_subadmingroups=true;
```

Then create a user in the SUNADMIN usergroup and one or more other usergroups that they will have access to.

The user will have access to the Sitelok control panel but not be allowed to perform the following

- Edit or see the password of an ADMIN user (including in email preview)
  - Add an ADMIN user or users in usergroups they have no access to
  - Access plugin settings
  - Access the configuration page
  - Import users in the ADMIN group or usergroups they have no access to
  - Export users or create a backup (as they could then download and see the admin password)
-

- 
- Access the SQL query function
  - Select users or perform actions on selected users. This is because selecting users is global and would affect the main ADMIN users access.
-

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You can set this to blue (this is the default), blue-light, black, black-light, green, green-light, purple, purple-light, red, red-light, yellow or yellow-light.

If you wish to disable the SQL Query filter option you can add this setting to `slconfig.php`

```
$sl_noqueryoption=true;
```