

Page Security User Scenarios

What is Page Security?

Page Security allows you to assign access rights to site pages for individuals or groups or site visitors. When a site visitor navigates to a protected page the page content area is protected until the visitor enters their user name and password. Page headers, footers, navigation, graphics and any sidebar content is visible to visitors even if they are not logged in.

How Do I Set-up Page Security?

To set up page security, follow these three steps:

STEP I - Set up user access groups.

STEP II - Set-up and Assign Users.

STEP III - Enable and Configure Page Security.

STEP I - Set Up User Access Groups

What It Does: User Access Groups allow you to categorize users by the type of security access you would like them to have.

Where to Access: Login to your site, click on 'User accounts' from the Admin page.

How to Make it Work: Click on the "create new group" link and type in your group name and click the 'Create user group' button.

STEP II - Set-up and Assign Users

What It Does: Allows you to set up new users and to assign users to Access Control Groups. Security for pages can be assigned to individual users or to Access Control Groups.

Where to Access: Login to your site, click on 'User accounts' from the Admin page then click on the Access Control Group Name.

How to Make it Work: **Create Users**

- To create a new user click the 'Create User' button.
- Fill in the form, only the email (login id) and password are required.
- Click the 'Create User' button when done.

Assign Users

- To add users to your Access Control Group click on the 'Assign Users' button.
- This brings you to the Master User List of all users (including E-commerce users if you have an E-commerce enabled site). Check the additional users you want to add to the Access Control Group.
- You can use the search function at the top of the page to find a user by entering part or all of the name and clicking the 'Find' button.
- Click Select.

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STEP III - Enable and Configure Page Security

What It Does: Allows you to password protect page content and assign access rights to individual users or Access Control Groups.

Why it's Important: Quickly and easily configure page security for individual or groups of users.

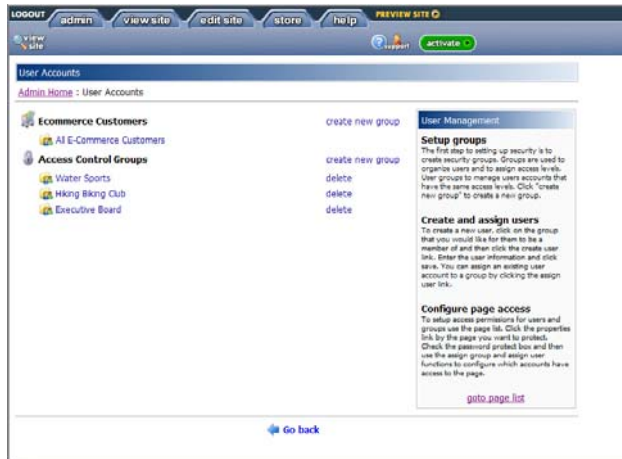
- How to Make it Work:**
- Under 'Security settings' check the 'Enable page security' checkbox.
 - Click on the 'Apply changes' button.
 - **Assign Groups**
 - Click on the Assign Group button. Select the groups you want.
 - Click the 'Save' button.
 - If you want all registered users to have access you can assign all of the groups to the page.
 - **Assign Users**
 - Try to use Access Control Groups instead of individual users for security control, this will minimize your maintenance issues.
 - Click on the 'Assign Users' button.
 - On the Assigned users page click the 'Assign users' button.
 - Check the additional users you want to have security access for the page.
 - Click the 'Select' button.
 - To remove already assigned users, uncheck the view checkbox.
 - Click the 'Save' button.

Usage Scenario

The Woodlands Outdoor Club (TWOC) is a fictional non-profit membership oriented website with two main membership groups; those interested in mostly the Water Sports Club and those interested in the Hiking and Biking Club. Since the site exists to promote club participation and membership interaction, site interactive tools like Chat and Message Boards are important - they need to be easily available but also secure to ensure member privacy. Also, because of its non-profit status, the volunteer financial committee needs easy and timely remote access to financial information but those page need to be secure.

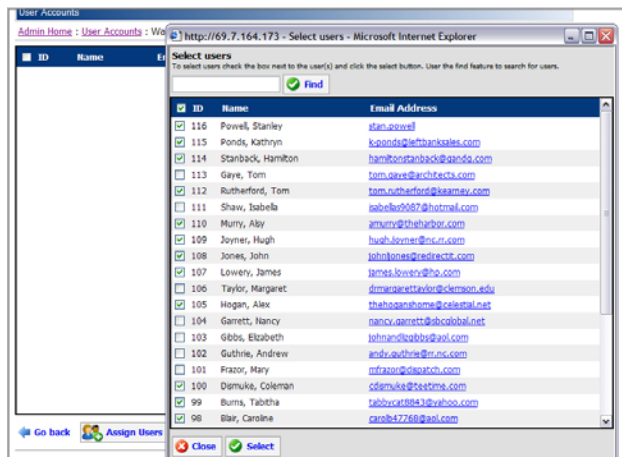


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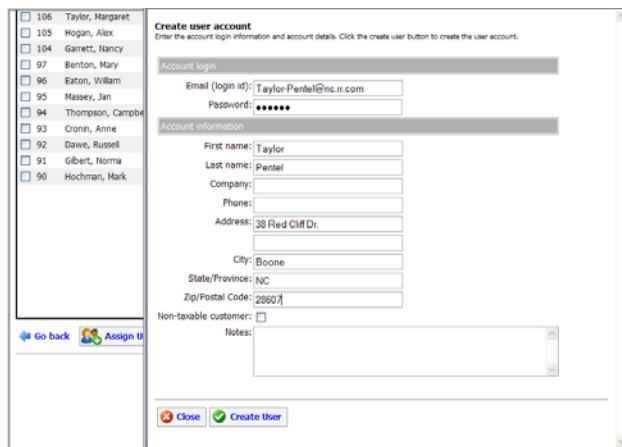
Create Access Control Groups:

TWOC choose to upgrade their account to include Password security and they added three Access Control Group in the User Accounts function (from the Admin console). They have an Access Control Group for Water Sports, one for the Hiking/Biking Club and a third for the Executive Board.



Add Users to Access Control Group:

Most of the users to be assigned to the groups were already in the Master List because the purchased memberships through the site and were in the All E-commerce Customers list. Clicking on the Assign Users button brings up the master user list. Click in the user name checkboxes and then the "Select" button adds the users to the Control Group.



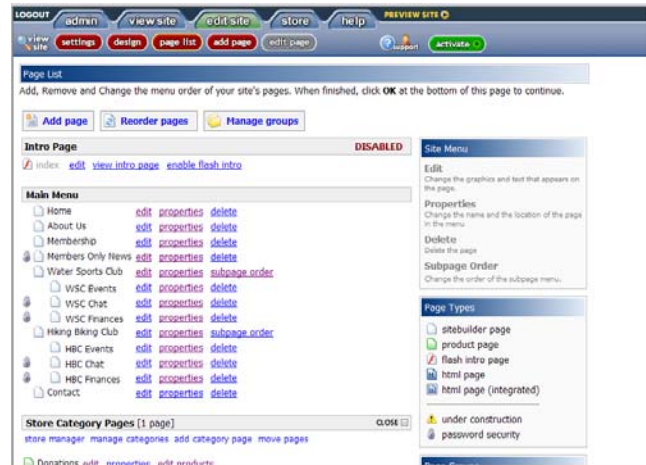
Add a User:

If the user does not already exist, it is easy to add them. Just click on 'Create User' button and fill out the user account form. Only the Email login ID and the Password are required fields.

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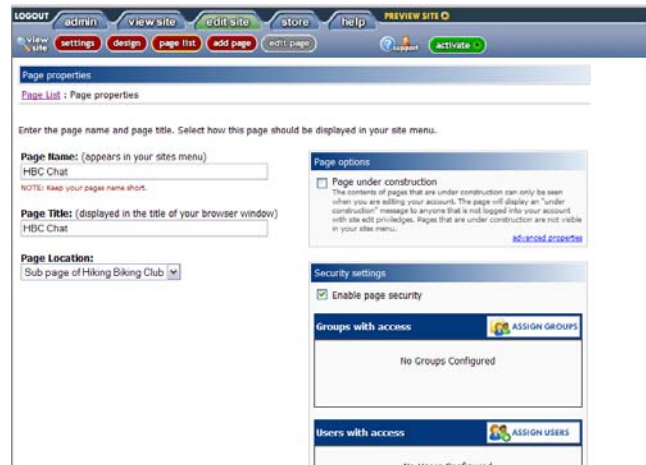
Securing Pages:

The page list for TWOC site is accessed by clicking on the 'Page Manager' link from the Admin Console. The Page List shows the main menu and the sub-pages - the lock icon on the left shows which pages are secured. To enable or change security click on the 'properties' link.



Set Security:

Once you click the properties link you go to the Page properties setting. When you click the 'Enable page security' checkbox and click the 'Apply Changes' button. You can then assign groups or assign users.



Assign Access Control Groups:

Once you click the 'Assign Groups' button you can choose the groups you want to be able to view the page content. In this case TWOC choose the Executive Board as the only group that can view the HBC Finances page.

