

Sensible Development

User management



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1.1

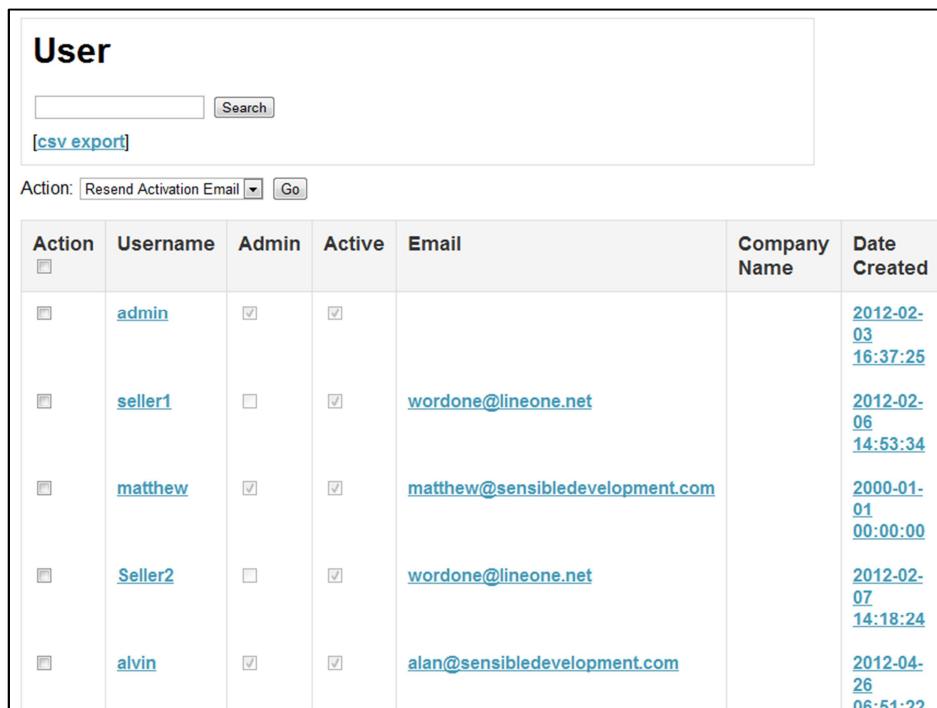
1. Introduction

This guide provides an overview of the user management tools available on your site's admin system

2. User management

The “User” page features a table of all the users registered to the site along with their:

- Admin status
- Active status
- Email address
- Company name
- Date account was registered



The screenshot shows the 'User' management interface. At the top, there is a search bar and a '[csv export]' link. Below that, an 'Action' dropdown menu is set to 'Resend Activation Email' with a 'Go' button. The main part of the page is a table with the following data:

Action	Username	Admin	Active	Email	Company Name	Date Created
<input type="checkbox"/>	admin	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>			2012-02-03 16:37:25
<input type="checkbox"/>	seller1	<input type="checkbox"/>	<input checked="" type="checkbox"/>	wordone@lineone.net		2012-02-06 14:53:34
<input type="checkbox"/>	matthew	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	matthew@sensibledevelopment.com		2000-01-01 00:00:00
<input type="checkbox"/>	Seller2	<input type="checkbox"/>	<input checked="" type="checkbox"/>	wordone@lineone.net		2012-02-07 14:18:24
<input type="checkbox"/>	alvin	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	alan@sensibledevelopment.com		2012-04-26 06:51:22

The User page can also be used to resend activation emails if necessary. You can do this by ticking the boxes to left of the

users to whom you intend to send the email. Then click the “Go” button next to the box on the top left of the screen titled “Resend Activation Email”.

3. Editing user details

To edit a user’s details, click on their entry in the table. On the editing page it is possible to:

- Edit username
- Edit password
- Alter admin status
- Alter account’s active status
- Edit user’s first or last name
- Edit company name
- Edit contact details
- Ban user
- Choose to receive information on user’s bidding activities

Edit bidder7

Username	<input type="text" value="bidder7"/>
Admin	<input checked="" type="checkbox"/>
Active	<input checked="" type="checkbox"/>
Email	<input type="text" value="bidder7@sensibledevelopr"/>
First Name	<input type="text" value="Bidder"/>
Last Name	<input type="text" value="Seven"/>
Company Name	<input type="text" value="Sensible Development"/>
Postal Address	<input type="text" value="Pelham Square
Brighton"/>
Post Code	<input type="text" value="BN1 4ET"/>
Password	<input type="text" value="0a28f888389fae95bcb37c9"/>
Self Serve	<input type="checkbox"/>
Buyers Premium	<input type="text" value="15"/>
Date Created	Date: <input type="text" value="2012-05-29"/> Time: <input type="text" value="13:45:06"/>
Mobile	<input type="text" value="000"/>
Salt	<input type="text" value="e43e5055e2af5914a623e3"/>
Telephone	<input type="text" value="000"/>
Banned	<input type="checkbox"/>

4. Adding new users

To add a new user, click on the “Add new user” button at the bottom of the page. The "Add User" page contains all the fields listed above.

Add User

Username	<input type="text"/>
Admin	<input type="checkbox"/>
Active	<input type="checkbox"/>
Email	<input type="text"/>
First Name	<input type="text"/>
Last Name	<input type="text"/>
Company Name	<input type="text"/>
Postal Address	<input type="text"/>
Post Code	<input type="text"/>
Password	<input type="text"/>
Self Serve	<input type="checkbox"/>
Buyers Premium	<input type="text" value="15"/>
Date Created	Date: <input type="text" value="2012-06-20"/> Time: <input type="text" value="15:59:29"/>
Mobile	<input type="text"/>
Salt	<input type="text"/>
Telephone	<input type="text"/>
Banned	<input type="checkbox"/>

5. User session

UserSession allows you to see a list of all registered users currently logged in to the site. Selecting an entry in the list takes you to a page where you can see at which time the user logged in and at which time their session will expire.

UserSession

[\[csv export\]](#)

- [UserSession\(anaisglynn\)](#)
- [UserSession\(admin\)](#)