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User's Manual

Project name: TrueLoaded

Module: Administrator

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version 1.2

o s C o m m e r c e m o d u l e s
I n t e g r a t i o n w i t h E R P s y s t e m s
S e r v i c e s
S k i n s

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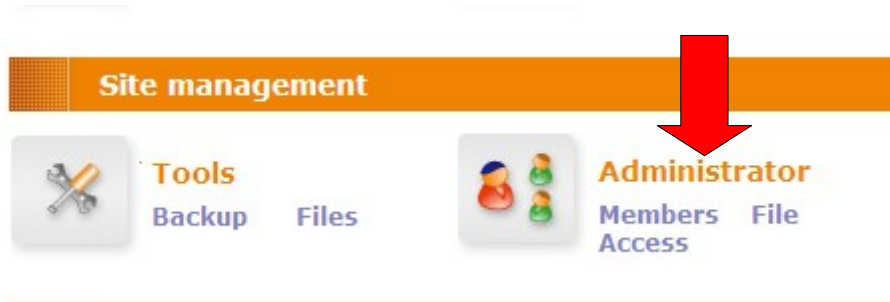
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Creating a new Administrator

From the Administrative Panel of web-site you can create Administrators Groups, Members, and Administrators Access Rights.

Creating a New Administrators Group

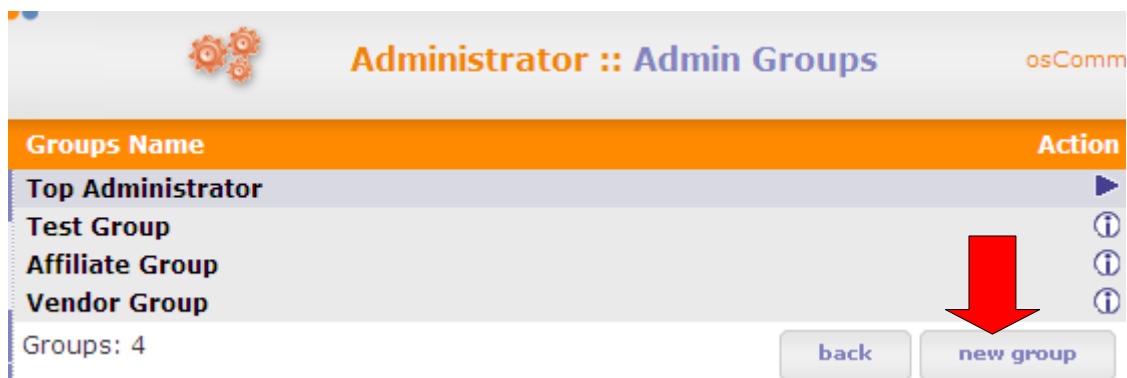
1. Go to the Admin Panel (backend) of web-store and click the **Administrator** link.



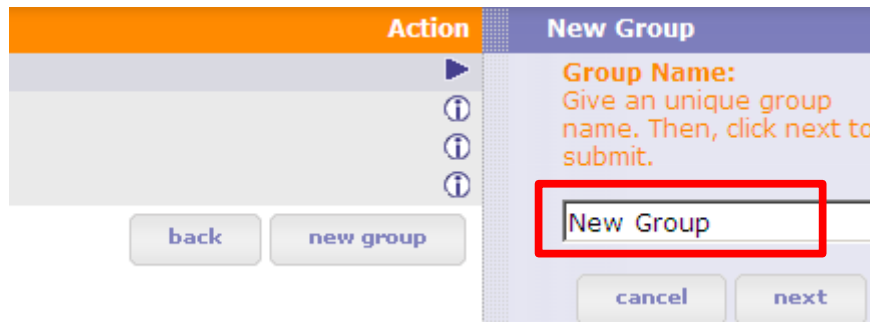
2. From the Admin Members page click the **Groups** button to open the Admin Groups page.



3. Click the **New Group** button.



4. In the right column, specify a unique Group Name in the field and click **Next**.



The new group will be displayed at the bottom of the groups list.

Groups Name	Action
Top Administrator	
Test Group	
Affiliate Group	
Vendor Group	
New Group	

Note:

- You can edit a selected group by clicking the **Edit** button on the right.
- You can delete a selected group by clicking the **Delete** button on the right.

Groups Name	Action	Admin Group
Top Administrator		new permission <input type="button" value="edit"/> <input type="button" value="delete"/>
Test Group		
Affiliate Group		
Vendor Group		
New Group		

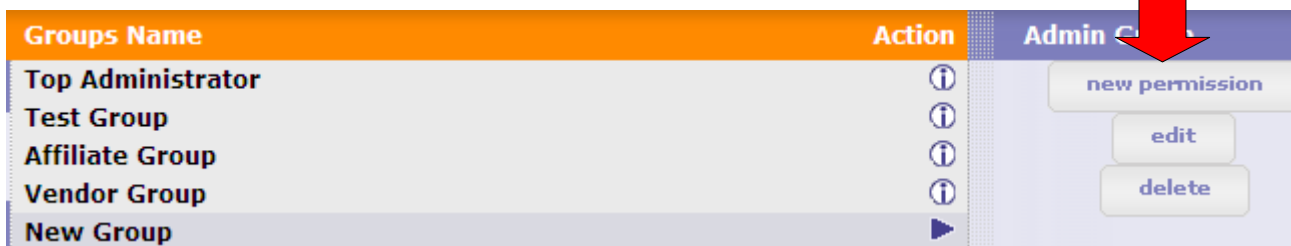
Setting Up Access Rights for Admin Group

1. Go to the Admin Panel and click the **Administrator** link.
2. Click the **Groups** button below the list to open Admin Groups page.

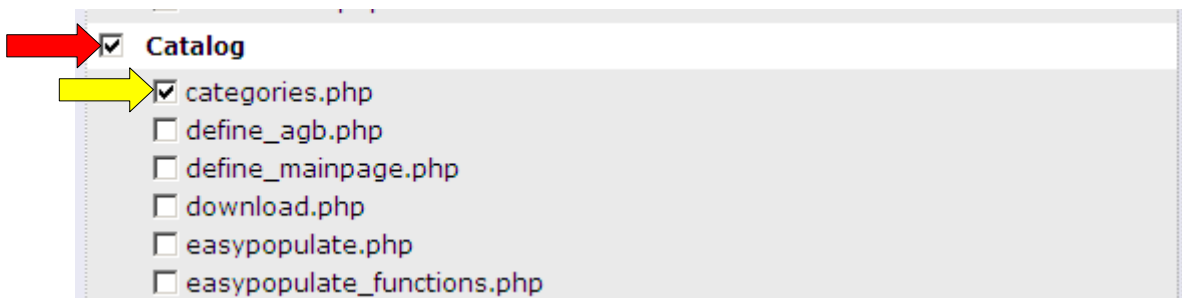
Name	Email Address	Groups Level	LogNum	Action
Default Admin	trueloaded@holbi.co.uk	Top Administrator	1735	
Holbi Demo	demo@holbi.co.uk	Test Group	2	
Holbi admin	vmalyshev@holbi.co.uk	Top Administrator	1	

Displaying 1 to 3 (of 3 members)
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3. Select a Group in the groups list.
4. In the right column, click the **New Permission** button.



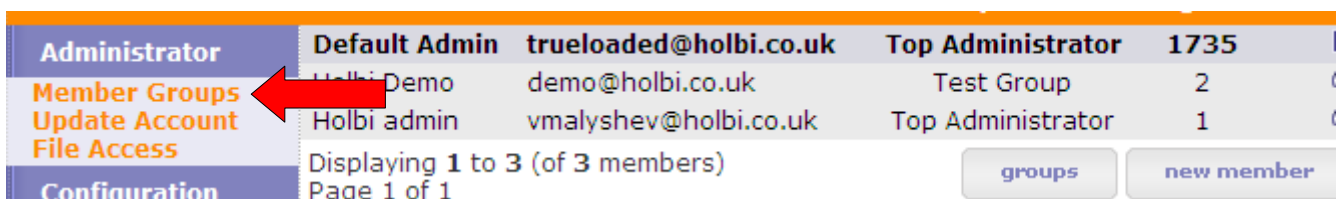
5. First, select the checkboxes adjacent to the main categories' names. For example, select the **Catalog** checkbox. Then, select the box(es) adjacent to the sub-categories names under the Catalog to make these available for Administrators of this certain Group. For example, select the **categories.php** checkbox. The administrators of this group will be shown and able to edit the Categories ONLY. All other sections will be hidden for them.



6. Click the **Save** button to save your settings.

Creating a New Group Member

1. Go to Admin Panel and click the **Administrator** link.
2. Select the **Member Groups** item.



3. Click the **New Member** button below the Admin Members list.

Name	Email Address	Groups Level	LogNum	Action
Default Admin	trueloaded@holbi.co.uk	Top Administrator	1735	▶
Holbi Demo	demo@holbi.co.uk	Test Group	2	ⓘ
Holbi admin	vmalyshev@holbi.co.uk	Top Administrator	1	ⓘ

Displaying 1 to 3 (of 3 members)
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groups new member

- In the right column, fill the fields in (First Name, Last Name, E-mail Address) and select a group in the **Group Level** drop-down list.

Groups Level	LogNum	Action	New Admin Member
Top Administrator	1735	▶	<div style="border: 2px solid red; padding: 5px;"> Firstname: <input type="text" value="John"/> Lastname: <input type="text" value="Smith"/> Email Address: <input type="text" value="johns@mail.com"/> Group Level: <input type="text" value="Test Group"/> </div>
Test Group	2	ⓘ	
Top Administrator	1	ⓘ	

groups new member

insert cancel

- Click the **Insert** button.

The new Administrator will appear in the alphabetically displayed list.

Name	Email Address	Groups Level	LogNum	Action
Default Admin	trueloaded@holbi.co.uk	Top Administrator	1735	ⓘ
Holbi Demo	demo@holbi.co.uk	Test Group	2	ⓘ
Holbi admin	vmalyshev@holbi.co.uk	Top Administrator	1	ⓘ
John Smith	johns@mail.com	Test Group	0	▶

Note:

- You can edit Administrator info by clicking the **Edit** button on the right.
- You can delete selected Administrator by clicking the **Delete** button on the right.


A password for web-site access will be sent to Administrator's e-mail (specified in the Admin Member Editor). While entering the web-store by this password, the Administrator will see permitted information only.

Updating Administrator Account

1. From the Admin Panel > Administrator section select the **Update Account** item.

	Name	Email Address	Groups Level
Administrator	Default Admin	trueloaded@holbi.co.uk	Top Administrator
Member Groups	Holbi Demo	demo@holbi.co.uk	Test Group
Update Account	Admin	vmalyshev@holbi.co.uk	Top Administrator
File Access	Displaying 1 to 3 (of 3 members)		
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2. Click the **Edit** button below the Admin Account list to change Administrator's information.



Administrator :: Admin Account

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My Account

Name: Default Admin

Email Address: trueloaded@holbi.co.uk

Password: -Hidden-


Group Level: **Top Administrator**

Account Created: 2003-07-17 11:35:03

Log Number: 1735

Last Access: 2009-06-02 13:26:18

Modified: 2004-08-05 11:43:55

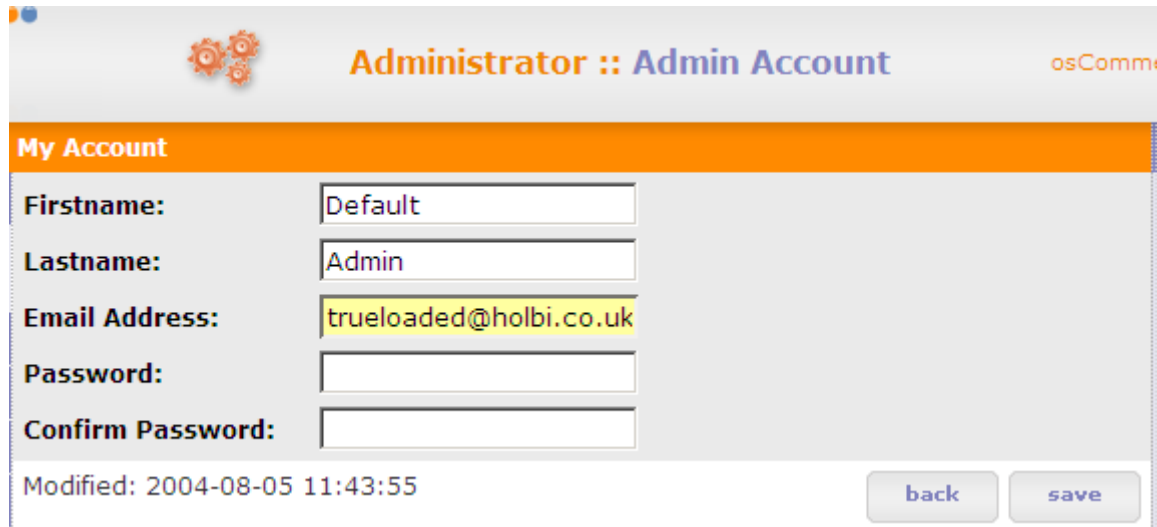


3. In the right column, specify a password in the field and click **Confirm**.

Password Confirmation

Password:

4. Here you can change your Last Name, First Name, E-mail and Password.



Administrator :: Admin Account osComm

My Account

Firstname:

Lastname:

Email Address:

Password:

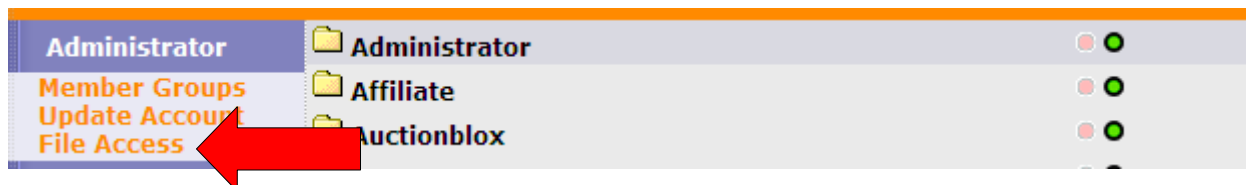
Confirm Password:

Modified: 2004-08-05 11:43:55

- Click the **Save** button to update your account. Or, click **Back** if you've changed your mind.

Installing/Uninstalling Files

- From the Admin Panel click the **Administrator** link and select the **File Access** item.



- Select a folder in the list and click the “green circle” icon to install the box or the “red circle” icon to uninstall it.

WARNING: If you uninstall the box, all the files stored in it will also be remove!