



Using Secure Pages

About Secure Pages

All sections of your UKI.NET web site can be password protected including added features you have activated. When you make a page or section protected, visitors to your site will be required to register as a user. They will then be able to access the secure areas using a unique username and password.

User information can also be viewed and edited from The 'User Manager' section of your website. See help guide 'User Manager' for further details.

Add a New User

1. Go to the 'Secure Pages – Add User' page.
2. Enter the user's details. All sections marked with a red asterisk must be completed.
3. Click 'Submit' to save the changes.

Edit an Existing User

1. Go to the 'Secure Pages – Edit/Remove User' page.
2. Scroll down and find the account you want to edit. Click the 'Edit' link.
3. Enter your new information. You can not edit the username here. To do this you need to go to the 'User Manager'. See help guide 'User Manager' (16.1) for further details.
4. Click 'Submit' to save the changes.

Remove an Existing User

1. Go to the 'Secure Pages – Edit/Remove User' page.
2. Scroll down and find the account you want to remove. Click the 'Delete' link.
3. Click the link to confirm deletion of the account.



View User Statistics

Use statistics to monitor which users are logging into the secure areas of your site and when.

| Monthly Stats | | Num. Logins | Unique Users |
|---------------|--|-------------|--------------|
| 11/2005 | | 1 | 1 |
| 10/2005 | | 2 | 2 |
| 09/2005 | | 0 | 0 |
| 08/2005 | | 0 | 0 |
| 07/2005 | | 0 | 0 |
| 06/2005 | | 0 | 0 |

1. Go to the 'Secure Pages – User Stats' page.
2. The current month's statistics are shown by day at the top of the screen. 'Number of Logins' shows the total amount of times people have logged in. 'Unique Users' displays how many individual users have logged in.
3. To view statistics for previous months, scroll to the bottom of the screen. Select the month you want to view and click.
4. To view an individual day, click on the date you want to view.
5. This will then show you the time, the user name of the person logged in and the page that they entered the site via.

User Settings

1. Go to the 'Secure Pages – User Settings' page.
2. 'Allow users to signup off the site?' – Selecting 'yes' will automatically create a sign up form, accessed from your main menu or you can link to it in a web page. Visitors can use this to register and details will automatically display in your admin area. If you select 'No' the form will not display.
3. 'Display 'Secure Signup' on menu?' – Tick the box to display a link to the sign up form from the main menu. Leave the box empty if you don't want the link on the menu.

If you have this option turned off a link will display below - Your Signup page is located at: <http://www.yourdomain.uki.net/signup.php>. You can copy this link and use it to link from a standard web page to your sign up form. See the HTML Guide (6.1) for details of how to do this.



4. 'Name of Secure Signup section:' – Enter a title for the secure section. This will appear as the page title and the menu button name.
5. 'Manually approve each application?' – Leave this blank if you want visitors to be able to sign up without having to wait for your approval.

If you tick the box you will be able to monitor and approve/disapprove all requests for access.

6. When you have finished click the 'Submit' button to save the changes.

Allow Users to Login from the Menu

The login box will appear when a visitor tries to access a secure page but you can also access the login area direct from your menu if you want to. This option can be turned on and off at any time.

When you select this option your users (whilst logged in) will also have access to manage their account details via the 'My Account' button which will appear on the menu. They will be able to update their own contact details and change their password. Their username is not editable. A 'Logout' button will also display whilst users are logged in.

7. 'Display 'Login' on menu?' – Tick the box to activate.

If you have this option turned off a link will display below - Your Login page is located at: <http://www.yourdomain.uki.net/login.php>. You can copy this link and use it to link from a standard web page to your login page. See the HTML Guide (6.1) for details of how to do this.

8. 'Name of Login section:' - Enter a title for the login page. This will appear as the page title and the menu button name.

Manually Approve Applications (If you have it selected)

1. Go to the 'Secure Pages – User Settings' page.
2. Click on 'Click here to approve secure pages signup requests' link at the top of the page.
3. All of the unapproved users will be listed. Select the user you want and click either the 'Approve' or 'Disapprove' link. If you want to view their sign up details click the 'Info' link.

The user will automatically receive an email informing them that you have reviewed their account.



Make a Normal Web Page Secure

1. Go to 'Web Pages – Add a Page or Edit/Remove a Page' page.

Menu Choices

If you wish this page to be in a subsection, please select the page you wish this page to display

None

Do you want this page to be secure?

Title and Meta Tag Settings

1) Enter the name of this page:
(This will be used on the navigation menu)

2. At the top of the page there is a tick box next to the text 'Do you want this page to be secure?', to make the page secure tick the box.
3. If you are creating a new page complete the rest of the page details. Scroll to the bottom of the page and click the 'Add the New Page' button.

If you are editing a page, scroll to the bottom of the page and click the 'Edit the Page' button.

4. View your web site to see the secure page you have created.

Make a UKI Feature Secure

Each of the added features i.e. Photo Gallery, Message Board, link Section etc can be made secure. To do this, refer to the relevant help sheet for the feature you want to change. The secure option will be found in the settings area.

Make a Normal Web Page/Feature Un-Secure

To turn the password protection off, un-tick the box for the relevant page or feature and save the change.