WEBfast Super Admin User Management

To demonstrate the typical usage of the system a common hypothetical scenario will be used. In this scenario we will assume the thesis coordinator wishes to create a new account on the system and be given access to edit the thesis section of the website.

1. Registration Page

This page allows users to register a new account. An informative message is displayed telling users that once registered, the account will have to be activated by an administrator before being able to login. Notice also the crumb bar from the public interface has been replaced by a status message informing the user s/he is not logged in.

Once registered the user is prompted with the screen above, again informing him or her that she will be unable to login until the account is authorized.

If the user attempts to register another account, the following warning screen is displayed:
This is a security feature to prevent a possible database inflation attack where a user writes a script that keeps registering new accounts. The timeout period between registration events is easily reconfigurable.

2. Login Screen

This is the main administrative login page with a form that accepts a username and password. The menu on the left only shows options to login, register or go to the admin homepage. A lost password feature is also available, which simply requests a username as input and sends an email to that particular user with a newly generated random password. Entering an incorrect password produces the following error screen:

The user is informed of the number of remaining login attempts before a timeout period is enforced. Once this limit is reached, the following message is displayed:
The user is not allowed to attempt to login for 5 minutes (or as long as specified in the settings.xml file). This is a security feature to prevent against password brute-force attacks.

The new account created in the registration step above has not yet been activated and as such will not be allowed to login.

When the account above was registered, the default super admin was notified by email. The super admin then comes and logs in to the system via the same screen as above, and goes to the User Management screen:

First thing to notice in this screenshot is that the menu has been expanded with all the items to which this user has access. Since this is a super admin user account, all admin modules have been activated.

The User Management screen displays two tables: the first a list of currently active users, and the second a list of newly registered users awaiting authorization. The super admin may choose to click on Authorize or Reject here, or may instead click on the user name to access their profile like so:
In the screen above the super admin is allowed to change the username, reset the password, change the email address, and grant the user feature admin or super admin privileges. The new account may also be authorized from here by ticking the appropriate checkbox and clicking save. Below this, the super admin may also manage the permissions for this user, i.e. view existing permissions, revoke permissions if needed, grant new permissions, and view a list of permissions actually requested by the user itself. Since this is a new user, s/he does not have any permission yet. Let’s authorize this user and proceed.
3. User Profile

Now that the new user has been authorized, he or she is now allowed to login to the system. After doing this, s/he navigates to the User Profile page:

The menu bar on the left now has a reduced set of items since this is not a super admin user account. The crumb bar displays the login status of the user. The User Profile page is similar to the User Management page from above. A user is allowed to change his or her password or email, but may not change feature-admin/super-admin status.

A list of granted permissions and requested permissions is displayed as well, along with an option to request permission for a specific page via a combo-box listing the complete hierarchical structure of the site. In this case, the user wishes to request access to the thesis page. Once requested, an email will be sent notifying the super admin. The profile is updated as follows:

Requested Permissions:

You have requested permission to edit the following pages:

<table>
<thead>
<tr>
<th>Page Title</th>
<th>Section Admin</th>
<th>Revoke</th>
</tr>
</thead>
<tbody>
<tr>
<td>thesis</td>
<td>No</td>
<td></td>
</tr>
</tbody>
</table>

The user is able to revoke the permission request at any time before it is actually authorized.
4. Permission Management

Next, the super admin is required to review and grant the permission request made by the user. This can be done via the User Management screen described above or via the Permission Management page:

**Permission Management**

Use this page to manage user permissions. Here you may grant or revoke permissions for any user-page combo.

**Granted Permissions:**

The following page-user pairs represent granted permissions:

<table>
<thead>
<tr>
<th>Page Title</th>
<th>User Name</th>
<th>Section Admin</th>
<th>Revoke</th>
</tr>
</thead>
<tbody>
<tr>
<td>Degree Info</td>
<td>uadmin</td>
<td>No</td>
<td>Remove</td>
</tr>
<tr>
<td>Undergraduate Studies</td>
<td>uadmin</td>
<td>Yes</td>
<td>Remove</td>
</tr>
<tr>
<td>Undergraduate Studies</td>
<td>uuser</td>
<td>No</td>
<td>Remove</td>
</tr>
</tbody>
</table>

**Add permission:**

- Section Admin? [ ] Add

**Requested Permissions:**

The following page-user pairs represent permission requests:

<table>
<thead>
<tr>
<th>Page Title</th>
<th>User Name</th>
<th>Section Admin</th>
<th>Grant</th>
<th>Reject</th>
</tr>
</thead>
<tbody>
<tr>
<td>thesis</td>
<td>thesis</td>
<td>No</td>
<td>Grant</td>
<td>Reject</td>
</tr>
</tbody>
</table>

This page shows a list of all granted permissions, with options to revoke, and a list of requested permissions, showing the request made above. The super admin is able to grant or reject this request at the click of a button. Let's have the request granted.
5. Page Management

Now that the ‘thesis’ user has been granted request to the thesis page, let’s have him log back in to the system and access the Page Management screen:

![Page Management Interface](image)

This page starts with a view of all the top-level tab items of the site with options to add a new page or change the order of the existing pages. Clicking on the name of a page will take the user to a view of all sub-pages. This system is used to navigate the site hierarchy. In this example, let’s click on Undergraduate Studies.

This view now shows all pages under the Undergraduate Studies section. The user now has options to Edit or Delete the Undergraduate page, add a new nested-child, reorder the already existing children or click on one of the child pages to descend even further into the hierarchy.

Remembering that this user only has access to the ‘thesis’ page shown above, if he or she clicks on Edit above, the following error message is displayed:

**Access Denied**

You do not have the necessary permission to complete the requested action.

This is also true if the user tries to delete, add a child or reorder the pages above. The user needs to click on the ‘thesis’ link to be taken to that section, where he or she will have permission to perform all of the actions described above. Let’s assume the user clicked on thesis and then on Edit. The following screen is displayed:
Here the user is able to change the URL or Title of the page or edit the existing content using an online HTML editor. The HTML editor can be changed to full-screen mode at the click of a button and allows for both WYSIWYG content editing or plain HTML source editing. An integrated file-upload feature is also present.

The user is also able to change the Parent page here (useful for restructuring the site hierarchy) or assign an already existing feature article to this page. A Preview button allows the user to view the content exactly as it will appear in a new window. Let's have the user replace the whole content with 'under construction' and submit the changes:

Changes Submitted

The page has been submitted for approval. Changes will not appear until approved.

Back

This generates a pending-page request and notifies the super-admin by email. The changes will not appear in the production site until this pending-page is approved.

6. Pending Page Management

Upon receiving the email notification, the super admin logs in to the system and navigates to the Pending Page Management screen:

Pending Page Management

Use this interface to authorize or reject page updates or inserts.

<table>
<thead>
<tr>
<th>Date:</th>
<th>Page Title:</th>
<th>Page Parent:</th>
<th>Editor:</th>
<th>Actions:</th>
</tr>
</thead>
<tbody>
<tr>
<td>19-01-2038 14-14-07</td>
<td>thesis</td>
<td>Undergraduate Studies</td>
<td>thesis</td>
<td>Approve, Reject, Inspect</td>
</tr>
</tbody>
</table>
Here s/he sees the pending page request made, the date and time it was made, the page that was edited, the section under which said page belongs to, the editor who generated this pending page and options to approve, reject or inspect/edit the page. Clicking on Inspect opens up an editor page similar to the one above where the super admin is able to preview the pending page and make any additional edits if deemed appropriate. Clicking on approve will update the real ‘thesis’ page and delete the pending page request. The changes will then appear in the production site.

7. Feature Management

The feature management screen allows users to add, edit and delete features:

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This allows users to edit or add feature articles, again creating pending-feature requests. Pending requests can only be approved or rejected by super admins or feature admins, although the request can be further edited by the original creator.
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8. Log Viewer

This screen allows super admins to view a sequential list of actions performed through the administrative interface:
The admin is able to filter the logs by time-period or by user. Details shown include the exact date and time of the action performed, the name of the user that performed the action, the IP address, action name and some additional details.

A note is shown at the top of the screen informing the user that 106 old logs older then 1 day were archived to a text file. The exact parameters that define the behavior of this feature are defined in the main configuration xml file.