

# SWS - Forms in the Maintenance Menu - Web Membership

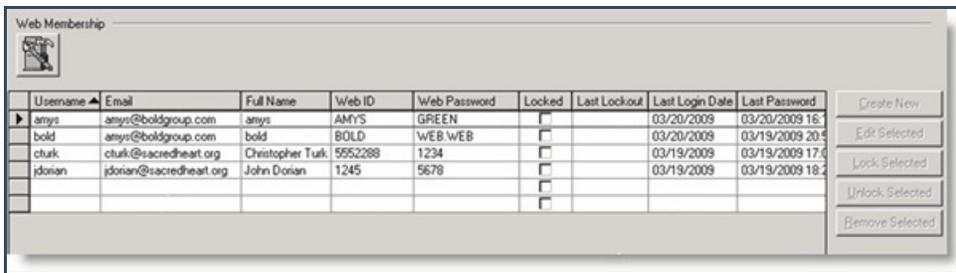
A Web Membership account allows you to access features in BoldNet.

## Creating a New BoldNet User

Perform the following steps to add a new member to BoldNet:

1. Navigate to the Maintenance menu and select "Web Membership".

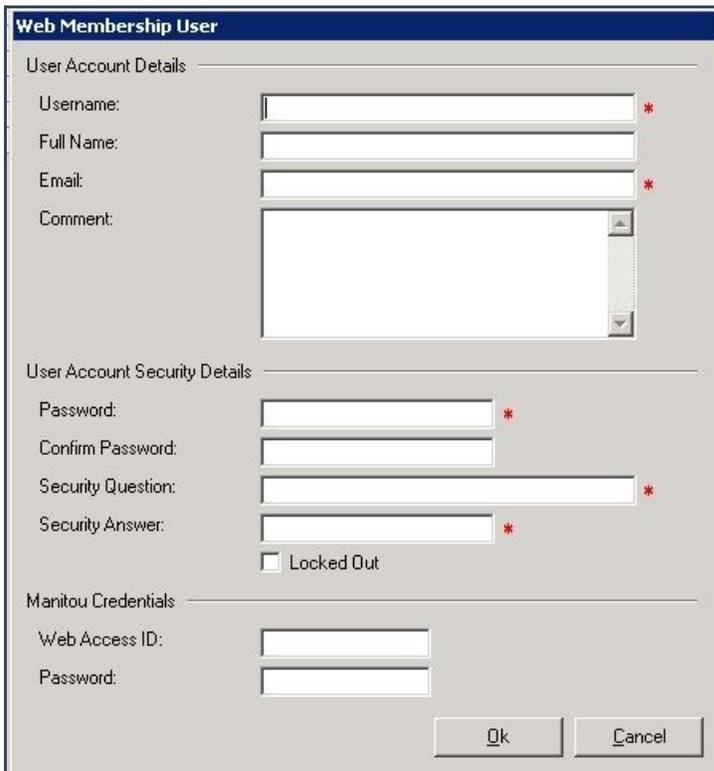
**Result:** The "Web Membership" form displays as shown in the following screenshot:



Username	Email	Full Name	Web ID	Web Password	Locked	Last Lockout	Last Login Date	Last Password	
amys	amys@boldgroup.com	amys	AMYS	GREEN	<input type="checkbox"/>		03/20/2009	03/20/2009 16:...	Create New
bold	amys@boldgroup.com	bold	BOLD	WEB.WEB	<input type="checkbox"/>		03/20/2009	03/19/2009 20:5...	Edit Selected
ctulk	ctulk@sacredheart.org	Christopher Tulk	5552288	1234	<input type="checkbox"/>		03/19/2009	03/19/2009 17:6...	Lock Selected
jdorian	jdorian@sacredheart.org	John Dorian	1245	5678	<input type="checkbox"/>		03/19/2009	03/19/2009 18:2...	Unlock Selected
					<input type="checkbox"/>				Remove Selected

2. Click "Edit" and "Create New".

**Result:** The "Web Membership User" window displays as shown in the following screenshot:



**Web Membership User**

User Account Details

Username:  \*

Full Name:

Email:  \*

Comment:

User Account Security Details

Password:  \*

Confirm Password:

Security Question:  \*

Security Answer:  \*

Locked Out

Manitou Credentials

Web Access ID:

Password:

Ok Cancel

3. Enter the user's account information and click "OK".

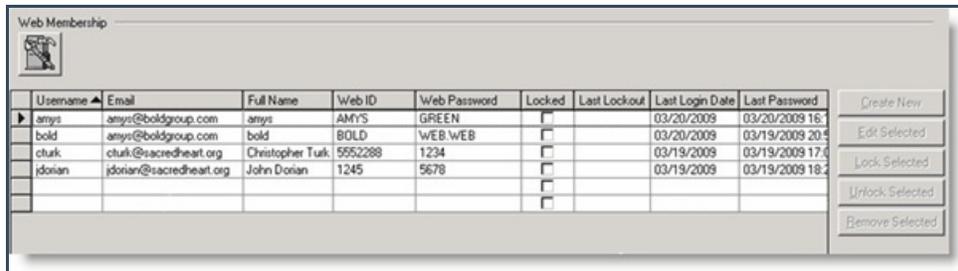
**Result:** The new user's information now displays on the Web Membership list.

## Using the Restricted IP Addresses Tab

At times, a user may need to restrict the IP Address of another user to prevent him from accessing BoldNet.

1. Navigate to the Maintenance menu and select "Web Membership".

**Result:** The "Web Membership" form displays as shown in the following screenshot:



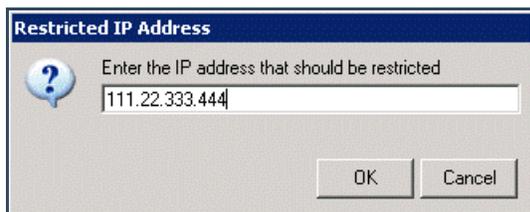
Username ▲	Email	Full Name	Web ID	Web Password	Locked	Last Lockout	Last Login Date	Last Password	
▶ amys	amys@boldgroup.com	amys	AMYS	GREEN	<input type="checkbox"/>		03/20/2009	03/20/2009 16:...	Create New
bold	amys@boldgroup.com	bold	BOLD	WEB.WEB	<input type="checkbox"/>		03/20/2009	03/19/2009 20:4...	Edit Selected
cturk	cturk@sacredheart.org	Christopher Turk	5552288	1234	<input type="checkbox"/>		03/19/2009	03/19/2009 17:0...	Lock Selected
jdorian	jdorian@sacredheart.org	John Dorian	1245	5678	<input type="checkbox"/>		03/19/2009	03/19/2009 18:2...	Unlock Selected
					<input type="checkbox"/>				Remove Selected

2. Click the "Restricted IP Address" Tab which is located just above the "Status" area at the bottom of your screen.

**Result:** The "Restricted IP Addresses" Tab displays.

3. Click "Edit" then click "Create New".

**Result:** The "Restricted IP Address" window displays:



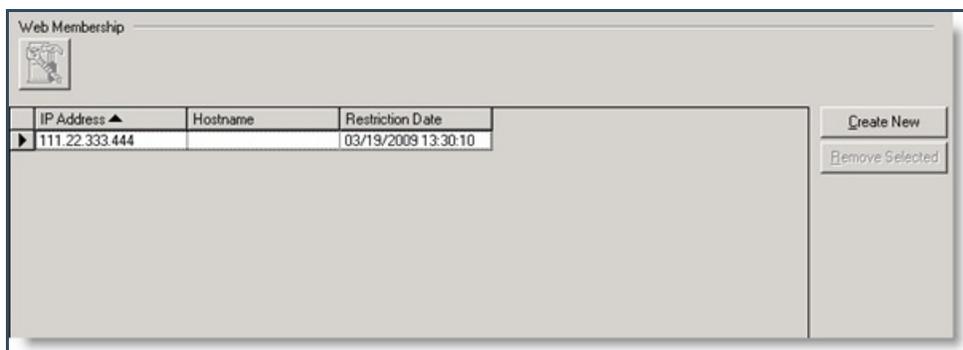
**Restricted IP Address**

Enter the IP address that should be restricted

OK Cancel

4. Enter the IP Address you want to block and click "OK".

**Result:** The restricted IP Address now displays on the "Restricted IP Address" tab as shown in the following screenshot:



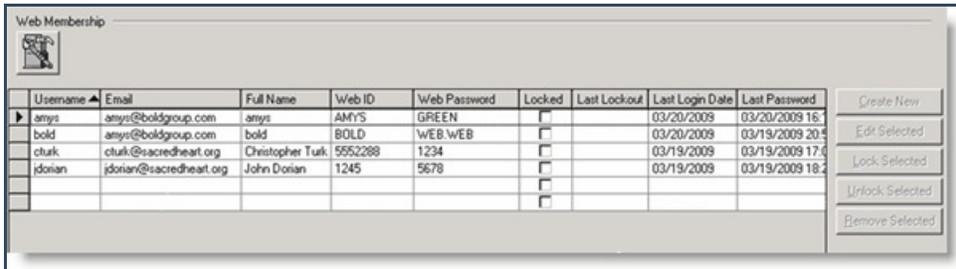
IP Address ▲	Hostname	Restriction Date	
▶ 111.22.333.444		03/19/2009 13:30:10	Create New
			Remove Selected

**Note:** You can unblock a Restricted IP Address by selecting the appropriate row and clicking "Remove Selected."

## Using the Web Membership Filter Tab

1. Navigate to the Maintenance menu and select "Web Membership".

**Result:** The "Web Membership" form displays as shown in the following screenshot:

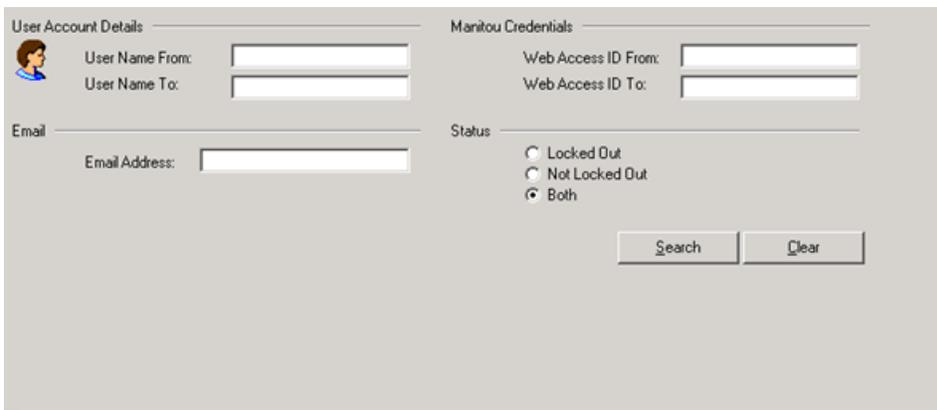


The screenshot shows the "Web Membership" interface. It features a table with columns for Username, Email, Full Name, Web ID, Web Password, Locked, Last Lockout, Last Login Date, and Last Password. The table contains four rows of user data. To the right of the table are five buttons: "Create New", "Edit Selected", "Lock Selected", "Unlock Selected", and "Remove Selected".

Username	Email	Full Name	Web ID	Web Password	Locked	Last Lockout	Last Login Date	Last Password
amys	amys@boldgroup.com	amys	AMYS	GREEN	<input type="checkbox"/>		03/20/2009	03/20/2009 16:...
bold	amys@boldgroup.com	bold	BOLD	WEB.WEB	<input type="checkbox"/>		03/20/2009	03/19/2009 20:5...
cturk	cturk@sacredheart.org	Christopher Turk	5552288	1234	<input type="checkbox"/>		03/19/2009	03/19/2009 17:0...
jdoian	jdoian@sacredheart.org	John Dorian	1245	5678	<input type="checkbox"/>		03/19/2009	03/19/2009 18:2...

2. Click the "User Filter" Tab is located just above the "Status" area at the bottom of your screen.

**Result:** The "User Filter" Tab displays.

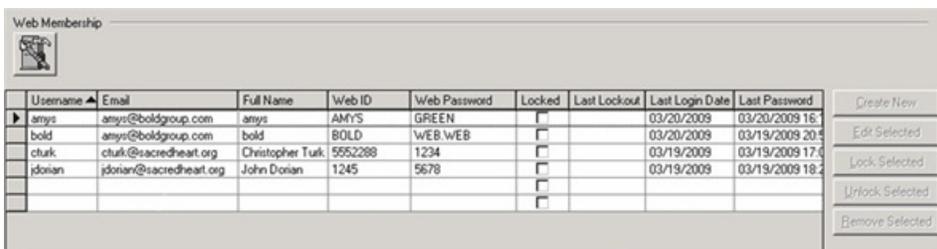


The screenshot shows the "User Filter" form. It has two main sections: "User Account Details" and "Manitou Credentials". Under "User Account Details", there are fields for "User Name From:", "User Name To:", and "Email Address:". Under "Manitou Credentials", there are fields for "Web Access ID From:" and "Web Access ID To:". Below these fields is a "Status" section with three radio buttons: "Locked Out", "Not Locked Out", and "Both". At the bottom right, there are "Search" and "Clear" buttons.

**Note:** You can use the "User Filter" Tab to search based on User Name, Web Access IDs, or E-mail addresses. You can also search for Web Membership based on the status of being Locked Out, Not Locked Out, or Both.

3. Once the search parameters have been entered, click "Search".

**Result:** Your filtered search results are displayed on the "Web Membership" form.

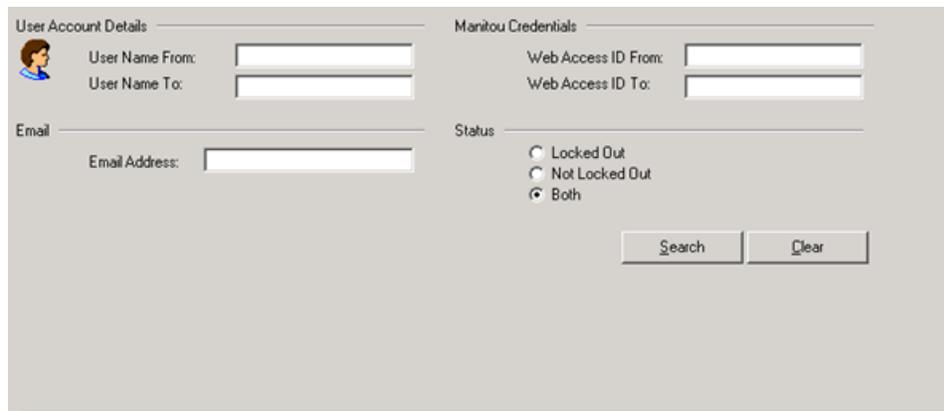


The screenshot shows the "Web Membership" interface after a search. The table displays the same four rows of user data as in the previous screenshot. The "Status" column shows that the first three users are not locked out, and the last user is locked out. The "Remove Selected" button is visible at the bottom right.

Username	Email	Full Name	Web ID	Web Password	Locked	Last Lockout	Last Login Date	Last Password
amys	amys@boldgroup.com	amys	AMYS	GREEN	<input type="checkbox"/>		03/20/2009	03/20/2009 16:...
bold	amys@boldgroup.com	bold	BOLD	WEB.WEB	<input type="checkbox"/>		03/20/2009	03/19/2009 20:5...
cturk	cturk@sacredheart.org	Christopher Turk	5552288	1234	<input type="checkbox"/>		03/19/2009	03/19/2009 17:0...
jdoian	jdoian@sacredheart.org	John Dorian	1245	5678	<input type="checkbox"/>		03/19/2009	03/19/2009 18:2...

4. Click the "User Filter" tab located just above the "Status" area at the bottom of your screen.

**Result:** The "User Filter" Tab displays.



The screenshot shows a web form titled "User Filter" with a light gray background. It is divided into four main sections: "User Account Details", "Manitou Credentials", "Email", and "Status".

- User Account Details:** Contains a small profile icon and two text input fields labeled "User Name From:" and "User Name To:".
- Manitou Credentials:** Contains two text input fields labeled "Web Access ID From:" and "Web Access ID To:".
- Email:** Contains one text input field labeled "Email Address:".
- Status:** Contains three radio button options: "Locked Out", "Not Locked Out", and "Both". The "Both" option is selected.

At the bottom right of the form, there are two buttons: "Search" and "Clear".

**Note:** You can use the "User Filter" Tab to search based on User Name, Web Access IDs, or E-mail addresses. You can also search for Web Membership based on the status of being Locked Out, Not Locked Out, or Both.

5. Once the search parameters have been entered, click "Search".

**Result:** Your filtered search results are displayed on the "Web Membership" form.