

WebDirect Login Module

INSTANCE MANAGER:

- **Name**
Name of the Group should be recognizable to facilitate future management.
- **Minumum Username Length**
Minimum number of characters a User must use in their Username to sign-up with the system.
- **Minumum Password Length**
Minimum number of characters a User must use in their Password to sign-up with the system.

Default Password Change Email Parameters:

- **From Address (Email)**
The address email will be sent from in response to password management requests.
 - Example:
Administrator <wdsupport@sourceonenet.com>
- **Subject**
The "Subject" line to be used for emails sent in response to password management requests.
 - Example:
Password for Intranet
- **Target URL**
The URL to be included in the response email for User's to access the password management system.
 - Must contain replacement variables: [PasswordToken] and [Username]
 - Example:
`http://intranet.xxxxx.com/index.cfm?Security_Step=ChangePasswordForm&Security_Username=[username]&Security_Token=[PasswordToken]`

Default Account Confirmation Email Parameters:

- **From Address (Email)**
The address email confirmation will be sent from in response to new account sign-up.
 - Example:
Administrator <wdsupport@sourceonenet.com>
- **Subject**
The "Subject" line to be used for emails sent in response to new account sign-up.
 - Example:
New Account for Intranet
- **Target URL**
The URL to be included in the response email for User's to access the Intranet Site.
 - Must contain replacement variables: [ConfirmationToken] and [Username]
 - Example:
`http://intranet.xxxxx.com/index.cfm?Security_Step=ConfirmAccount&Security_Username=[username]&Security_Token=[ConfirmationToken]`

Options for Rule Enforcement:

- **Deny Then Allow**
Activation state can become more active, but not less as rules are matched
- **Allow Then Deny**
Activation state can become less active, but not more as rules are matched

Send New User report to Email:

- Email address to send notification to when a New Users sign-up for the system.

MANAGE GROUPS:

- Users may be organized into Groups.
- Rules may be applied to Groups.
- A Group may be designated as "Active" by selecting the box or "Inactive" by leaving the box unchecked.

MANAGE RULES:

Create Rules to order Users into Groups on sign-up.

- **Name**
Name of Rule
- **Email Regular Expression**
Examples:
Email with Domain: @domain\.com Anything: .* such as, "@sourceonet\.com"
- **Add to Group**
Users the Rule applies to will be added to the specified Group.
- **Set User Active**
 - Yes = Active upon sign-up
 - No - Inactive upon sign-up
 - Require Confirmation to approve a User to a Group upon sign-up.
- **Active**
When checked, this indicates this User has an Active account in the system.

MANAGE USERS:

- The landing page presents an alphabetical list of Users for the Site.
- The list may be sorted by clicking the appropriate table header by:
 - Username
 - Email
 - Date Created
 - Active/Inactive status.
- User information may be retrieved/edited/deleted from the landing page by clicking the links in the desired User's information row.
 - User passwords cannot be retrieved and must be reset if a User loses their password.