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## **User's Manual**

**Project name: TrueLoaded**

**Module: Administrator**

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**version 1.1**

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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## Creating a new Administrator

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

### Creating a New Administrators Group

1. Go to the Admin Panel (“back end”) of the web-store and click the **Administrator** link.
2. Click the **Groups** button below the grid to open Admin Groups page.

Name	Email Address	Groups Level	LogNum	Action
Default Admin	trueloaded@holbi.co.uk	Top Administrator	1808	▶
Holbi admin	vmalyshev@holbi.co.uk	Top Administrator	1	ⓘ

Displaying 1 to 2 (of 2 members)  
Page 1 of 1

groups new member

Admin Member

edit delete

Name: Default Admin  
Email Address:

3. Click the **New Group** button at the bottom of the groups list.

Groups Name	Action
Top Administrator	▶
Test Group	ⓘ
Affiliate Group	ⓘ
Vendor Group	ⓘ

Groups: 4

back new group

Admin Group

new permission

edit delete

NOTE:  
♦ edit: edit group name.  
♦ delete: delete group.  
♦ define: define group access.

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.

#### Note:

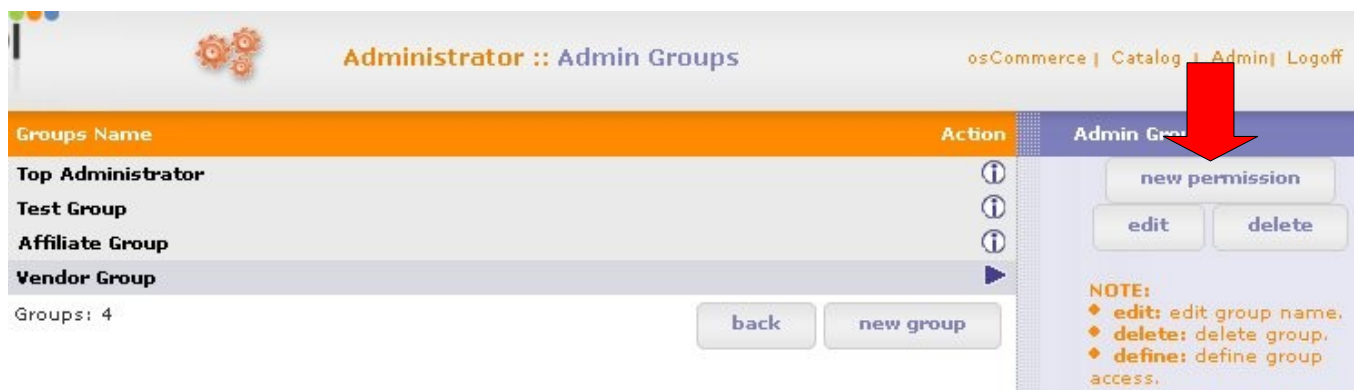
- You can edit selected group by clicking the **Edit** button on the right.
- You can delete selected group by clicking the **Delete** button on the right.

## Setting Up Access Rights for Admin Group

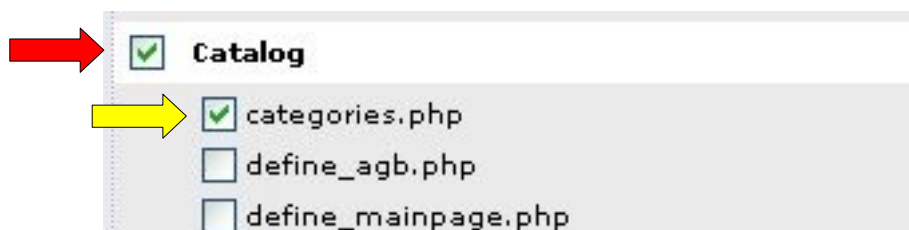
1. Go to the Admin Panel and click the **Administrator** link.
2. Click the **Groups** button below the grid to open Admin Groups page.



3. Select a Group in the groups list.
4. In the right column, click the **New Permission** button.



5. First tick the checkboxes adjacent to the main sections names. For example, tick the **Catalog** checkbox. Then, tick the box(es) adjacent to the sub-sections names under the Catalog to make them available for Administrators of this certain Group. For example, tick 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 the Admin Panel and click the **Administrator** link.
2. Select the **Member Groups** item.



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



4. 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.
5. Click the **Insert** button.



The new Administrator will appear in the alphabetically displayed list.

**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 Admin'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	LogNum	Action
Administrator	Default Admin	trueloaded@holbi.co.uk	Top Administrator	1810	
Member Groups	Holbi admin	vmalyshev@holbi.co.uk	Top Administrator	1	
<b>Update Account</b>	jsmith	jsmith@holbi.co.uk	Vendor Group	0	
File Access	Displaying 1 to 3 (of 3 members)				
Configuration	Page 1 of 1				

groups    new member

2. Click the **Edit** button below the Admin Account grid to change Admin's information.



**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:** 1810

**Last Access:** 2007-03-23 14:13:12

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






















**edit**

3. In the right column, enter your password in the field and click **Confirm**.
4. Here you can change your Last Name, First Name, E-mail and Password.
5. Click the **Save** button to update your account. Or, click **Back** if you've changed your mind.

## Installing/Uninstalling Files

1. From the Admin Panel click the **Administrator** link and select the **File Access** item.
2. *Select the folder in the list and click the "green circle" icon to install the box or the "red circle" icon to uninstall it.*

The screenshot shows the 'Administrator :: Admin "Boxes" Menu' interface. It features a table with columns for 'Boxes', 'Status', and 'Action'. The 'Boxes' column lists folders: Administrator, Affiliate, Auctionbox, Catalog, Configuration, Customers, and Design controls. The 'Status' column shows a red circle and a green circle for each folder. The 'Action' column contains a play button for the 'Administrator' folder and an information icon for the others. To the right of the table, there is a 'store files' button and a warning message: 'WARNING: If you uninstall the box, all files stored in it also will be remove!'.

Boxes	Status	Action
Administrator	 	
Affiliate	 	
Auctionbox	 	
Catalog	 	
Configuration	 	
Customers	 	
Design controls	 	

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