Sitelok Maintenance Tools Plugin

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Chapter 1 Introduction

What is the Sitelok Maintenance Tools plugin?

This plugin adds a number of extra features to the Sitelok admin to help tidy up users or perform less common actions. This version has these functions

* Swap selected and non selected users
* Select users who did or didn't login during the last X days
* Select users who have never logged in
* Select users who have all usergroups expired
* Enable or disabled the selected users
* Adjust custom field value for all or selected users
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* Select users who didn't complete payment when they registered
* Add a usergroup for all or selected users
* Change a usergroup for all or selected users
* Remove a usergroup from all or selected users
* Set the expiry date for all or selcted users
* Extend the expiry date for all or selected users
* Force logout selected users

If there are other actions that you think could be useful please let us know. If possible we will try to add them to this plugin.

Chapter 2 Installation

Installing for the first time or upgrading

1) Extract the contents of the zip file to your PC.
2) Upload the plugin_maintenance folder to your existing Sitelok slpw folder using FTP. There are no special permissions required on most servers.
3) Login to the Sitelok control panel.
4) Open the following URL in the browser

http://www.yoursite.com/slpw/plugin_maintenance/install.php

which will start the installation process. If all is well you will be taken to the plugin preferences page where you will see the plugin listed.

If you have any problems with installation please let us know so that we can help you.

Disabling the Plugin

To disable the Maintenance Tools plugin select **Plugin Preferences** in the **Plugin** menu option of Sitelok. Uncheck the enable box for the plugin and click the **Save** button. You can enable it again in the same way.

Uninstalling the plugin

To permanently remove the plugin and its settings follow these steps.

1) Disable the plugin as above.
2) Click the delete icon next the plugin in the disabled plugins section.
3) Confirm the action in the alert box.

If the plugin is uninstalled successfully you will be returned to the plugin preferences page.

Chapter 3 Using the plugin

We strongly recommend backing up your database before making bulk changes.

If you are using an older version of Sitelok prior to V5 the screenshots and options available will differ.

Swap selected and non selected

Swap selected & unselected

This will select currently unselected users and unselect currently selected users.

Swap

Click the Swap button to swap / reverse the selected status of users. This means that selected users become deselected and deselected become selected. This can be useful to achieve certain filters.

Select users who did or didn't login during the last days

Select users who logged in (or didn't login) during last days

This will select users who did or didn't login during the last selected number of days.

| logged in during last | ▼ | days | days |

Select

Users already selected will be deselected before processing

Important This feature requires that the Sitelok log has been set to record logins during the period required. You can set whether to select uses who have or have not logged in and the number of days back to check. Users already selected will be deselected before processing this function.

Select users who have never logged in

Select users who have never logged in

This will select all users who have never logged in.

Select

Users already selected will be deselected before processing

Click Select to select users who have never logged in. This function doesn't require that the log is recording logins. Users already selected will be deselected before processing this function.

Select users who have all usergroups expired

Select users who have all usergroups expired

Allows you to select users where all usergroups expired more than a certain number of days ago.

Choose the option 'all usergroups expired' to select users with all groups expired (no access at all)

Choose the option 'all usergroups with date set expired' to select users where all groups with a date set are expired (ignores groups with no expiry date.)

all usergroups expired   ▾   more than   days

Select

Users already selected will be deselected before processing

Use this option to select users who have all usergroups expired more than X days ago. There are two optionsn here

all usergroups expired will select users who have all usergroups expired. So if a user belongs to a group that has no expiry date set (i.e. unlimited) they won't be selected.

all usergroups with date set expired will select users that have   all usergroups expired ignoring any groups with no expiry (unlimited).

Enable or Disable selected users

Enable or Disable selected users

This will enable or disable the currently selected users

enable ▾

Change

Use this function to enable or disable the currently selected users.

Adjust custom field value

Adjust custom field value

Allows you to set, append, preprend, add or subtract to the custom field of all or selected users

Set ▾   value

Custom1 (1) ▾   for selected users ▾

Adjust

Use this option to set, append or prepend a value to a custom field. You can also numerically add or subtract a number to a custom field.

Adjust custom field value with condition

Adjust custom field value with condition

Allows you to set, append, preprend, add or subtract to the custom field of all or selected users with a condition

Set ▾   value

Custom1 (1) ▾   for selected users ▾

Where

Custom1 (1) ▾   equals ▾   value

Adjust

Use this option to adjust a custom field if a certain condition is met based on the current value of the same or another custom field for that user. You can set, append or prepend a value to a custom field. You can also numerically add or subtract a number to a custom field.

Select users who didn't complete payment when they registered

When users register and pay there may be times when a user canceled before completing the payment. In that case they will be left in the SLNOTPAID usergroup. Use this option to select those users. You can choose whether to select users only in SLNOTPAID or in that group and others.

Add users to usergroup

Use this option to add a usergroup to the selected users. Enter the usergroup, expiry days (or date) and whether you want it applied to all users or just those currently selected. Leave the expiry field blank for no expiry. Users who are already a member of the group won't be updated.

Change a usergroup name

Use this option to change a usergroup name for the selected users. Enter the existing and new usergroup and whether you want it applied to all users or just those currently selected.

Remove a usergroup from users

Use this option to remove a usergroup from all or just the currently selected users.

Set usergroup expiry

Use this option to set a usergroup expiry date for all or selected users. For the expiry you can enter the days from today or a date. You can choose whether to apply the new expiry date always, only if the usergroup is already expired or only if the usergroup is not already expired.

Set usergroup expiry

Extend usergroup expiry

This will extend the expiry date for the usergroup. If the user doesn't belong to the usergroup no changes wil be made. Enter the days to extend membership by or leave blank for no expiry.

| usergroup ▼ | days | days |
| always ▼ | for selected users ▼ | |

Set

Use this option to extend a usergroup expiry date by a certain number of days for all or selected users. You can choose whether to extend the expiry date always, only if the usergroup is already expired or only if the usergroup is not already expired.

Force logout selected users

Force logout selected users

This will end the sessions of the selected users so that they need to login again.

Process

Use this function to force logout (end the session) the selected users. They will need to login again.

Chapter 4 Support

Hopefully if you have followed this manual carefully everything will be working fine. However sometimes things don't go quite so smoothly so if you have any questions or problems then please check the FAQ on the support page or email us.

Support area: http://www.vibralogix.com/support/

Email: support@vibralogix.com