

User Manager

Members Tab

Displays all registered users on the site, including store and emailer users. This is the same information that you would see if you went to Emailer->Members or Store->Customers.

Member Groups Tab

Displays the Member Groups that have been created. Note that creating a Member Group and creating a Rule to email a specific group are two different things. To create a new group, click on New, type the name of the group and Save.

Member Tools Tab

Gives you some user management tools for their members. Select the applicable tool, and then click on the orange Execute button. The names of the tools describe what they do. These can be run as often as needed.

ISM Users Tab

Displays all of the individual users who have access to this particular ISM. In order to create a new user, you will first need to create a group, and then place the individual user within that group.

Creating a new ISM user

1. Click on New.
2. Enter their username, first name, last name, and email address.
3. Enter their password. Note that when you Save, you will no longer be able to view the password – you will only have access to reset it again.
4. Once you Save this user, you can come back in and select the applicable Group.

ISM Groups Tab

Displays the different groups of ISM users; this is where you give access to the group.

Creating a new ISM User Group

1. Click on New.
2. Enter the name of the group (i.e. Interns), and a description (not required).
3. Save. This will take you back to the main page.
4. Click on the padlock icon to edit the permissions.
5. This will bring up a very long and detailed list of everything that this group can have access to. Go through the list and enable whatever areas are needed.
 - a. Global Enable All will enable everything in the list.
 - b. The Enable All within each section will enable everything in that particular section, with the exception of the items listed with a checkbox next to them. These items have to be manually checked. The items that show up in this section are going to be ad pools, categories, galleries, etc. – items that have been created specific to the site that are not system-wide options. Note that even though users can have access to be able to create new ad pools, categories, etc., until the admin user gives them access, they will not be able to access the new categories that they have created.
6. Save.

Web Statistics Tab

There is a link here to load webstats for this particular website. You can also access webstats by going to www.domain.com/webstats, and you don't have to be logged into the ISM.