Setting up the Admin section of the User Registration Solution Pack

The User Registration Solution Pack includes an administrative back-end that allows you to manage registrations on your site. The pages included in the admin section are preconfigured to give you much of the functionality you might need including, searching, updating and deleting user accounts.

What Do You Need to Start?

- User Registration Solution Pack

Configuring username and password

The administrative pages included in this Solution Pack use a single username and password which is specified in the WA_Globals.php file.

1. Navigate to the WA_Globals folder.

2. Open the **WA_Globals.php** file in Dreamweaver, or a standard text editor.

3. Place the desired username and password between the quotation marks of these two lines of code.

   ```
   $WAGLOBAL_Admin_UserName = "" ;

   $WAGLOBAL_Admin_Password = "" ;
   ```

4. Save your file.

Accessing the administrative back-end

The Administrative back-end is available by navigating to the Admin directory of the User Registration Solution Pack.

1. In your browser, enter the URL to your live server that contains the User Registration Solution Pack.

2. Append **/Admin** to the end of the URL.
   If the User Registration Solution Pack files were stored at the root directory of WebAssist.com this path would be as follows:

   http://www.webassist.com/Admin

3. Press Enter on your keyboard to navigate to this page.
   The index.php will automatically redirect you to the Admin login page.

4. Enter your username and password and click **Login**.

Searching for users

Once logged in, you are redirected to the index.php page. This page displays a dynamic chart that displays user registrations on your site by month.

1. Select **Search for user**.

2. Enter any information regarding the user you are searching for.
   Leave all fields blank to return all registered users.

3. Click **Search**.

Updating user information

After searching for a user, you can easily access the Update page from the search results.

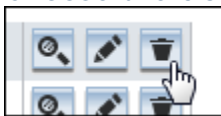1. Select the **Update** icon for the user you wish to update.

2. In the Update page, make any necessary modifications.

3. Select **Update**.

Updating user information

Deleting users can be done from the Results page or from any individual Update page.

1. Choose the **delete** icon beside the user you wish to delete.

   Or

2. Choose the **Delete** option from the Details or Update page of any user.

Filtering the Chart data

The chart provided on the index.php page can be filtered to only display certain data.

This chart was created using Dynamic Web Charts, which you can use to create your own set of custom dynamic web charts.

3. From the index.php page, choose **Filter report**.

4. Enter any criteria that you wish to filter by. The following details how the data will change in your chart for each option.

   City: Will only include points for registrations from the city entered into this field.

   State: Will only include points for registrations from a particular state.

   Zip: Will only include points for registrations from a particular zip/postal code.

   Only show verified: Will exclude any registrations that have not yet been verified.

   Registration Date: Allows you to filter results to only show registrations between certain dates.

5. Click **Search**.
   You will be returned to index.php where the chart will have been updated to display your filtered results.