# Sitelok Maintenance Tools Plugin



#### **Sitelok Maintenance Tools Plugin**

Copyright 2015-2022 Vibralogix. All rights reserved.

This document is provided by Vibralogix for informational purposes only to licensed users of the Sitelok product and is provided on an 'as is' basis without any warranties expressed or implied.

Information in this document is subject to change without notice and does not represent a commitment on the part of Vibralogix. The software described in this document is provided under a license agreement. The software may be used only in accordance with the terms of that license agreement. It is against the law to copy or use the software except as specifically allowed in the license.

It is the users responsibility to ensure the suitability of the product before using it. In no circumstances will Vibralogix be responsible for any loss or damage of data or programs as a result of using the product. Your use of the product implies acceptance of these terms.

## **Contents**

## **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
- \* Adjust custom field value with a condition
- \* 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.

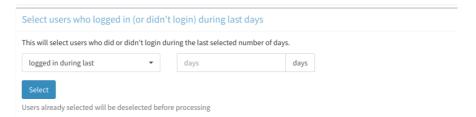
If you are using an older version of Sitelok prior to V5 the screenshots and options available will differ.

## Swap selected and non selected



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



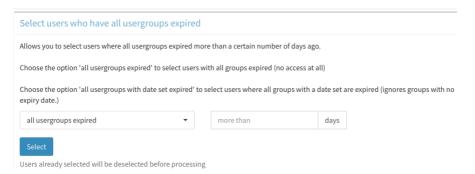
Important This feature requires that the Sitelok log has been set to record logins during the period required. You can set whether to select uses who have or have not logged in and the number of days back to check. Users already selected will be deselected before processing this function.

## Select users who have never logged in



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

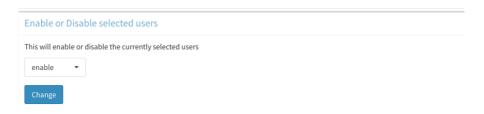


Use this option to select users who have all usergroups expired more than X days ago. There are two optionsn here

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.

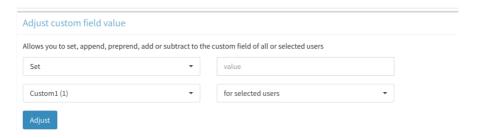
all usergroups with date set expired will select users that have all usergroups expired ignoring any groups with no expiry (unlimited).

#### **Enable or Disable selected users**



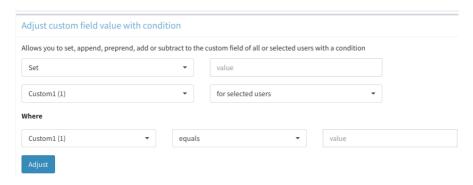
Use this function to enable or disable the currently selected users.

## Adjust custom field value



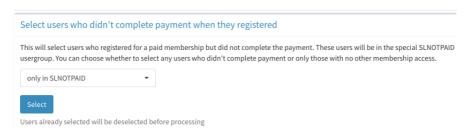
Use this option to set, append or prepend a value to a custom field. You can also numerically add or subtract a number to a custom field.

## Adjust custom field value with condition



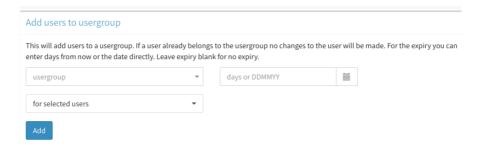
Use this option to adjust a custom field if a certain condition is met based on the current value of the same or another custom field for that user. You can set, append or prepend a value to a custom field. You can also numerically add or subtract a number to a custom field.

# Select users who didn't complete payment when they registered



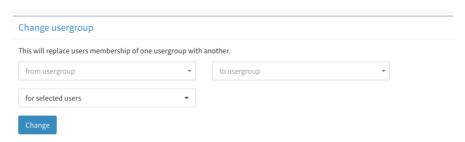
When users register and pay there may be times when a user canceled before completing the payment. In that case they will be left in the SLNOTPAID usergroup. Use this option to select those users. You can choose whether to select users only in SLNOTPAID or in that group and others.

## Add users to usergroup



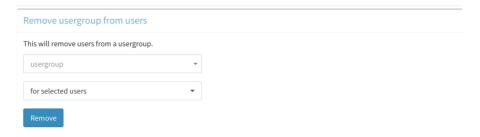
Use this option to add a usergroup to the selected users. Enter the usergroup, expiry days (or date) and whether you want it applied to all users or just those currently selected. Leave the expiry field blank for no expiry. Users who are already a member of the group won't be updated.

## Change a usergroup name



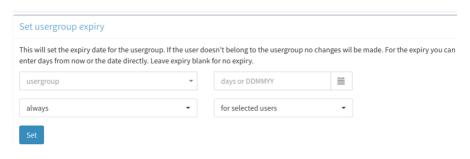
Use this option to change a usergroup name for the selected users. Enter the existing and new usergroup and whether you want it applied to all users or just those currently selected.

## Remove a usergroup from users



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

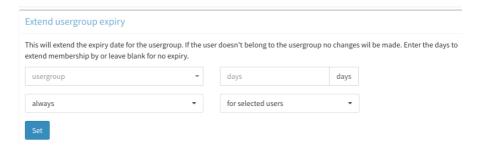
## Set usergroup expiry



#### Chapter 3 - Using the plugin

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



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



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: <a href="http://www.vibralogix.com/support/">http://www.vibralogix.com/support/</a>

Email: <a href="mailto:support@vibralogix.com">support@vibralogix.com</a>