Sitelok Expiry Email Plugin

V1.1

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Chapter 1 Introduction

What is the Sitelok Expiry Email plugin?

The Expiry Email plugin can automatically email users to warn them before their membership expires. You can set up to three email templates to be sent at specific times from 90 days before expiry to 90 days after expiry for each usergroup.

This plugin requires the use of CRON on your server to be able to perform tasks at specific times. You should check with your hosting provider that CRON is supported and for details about how to set it up. You can also use third part cron services such as SetCronJob (http://www.setcronjob.com)

Chapter 2 Installation

Installing for the first time or upgrading

1) Extract the contents of the zip file to your PC.
2) Copy slcronhandler.php to the slpw folder (overwrite if it exists)
3) Upload the plugin_expiryemail folder to your existing Sitelok slpw folder using FTP. There are no special permissions required on most servers.
4) Login to the Sitelok control panel.
5) Open the following URL in the browser

   http://www.yoursite.com/slpw/plugin_expiryemail/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 Expiry Email 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.
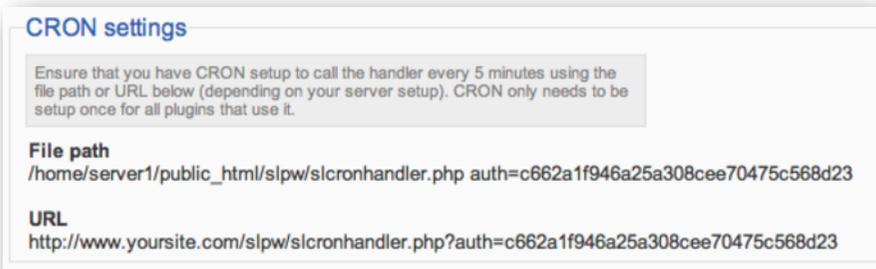
Chapter 3 Setting up CRON

Setting up CRON

If you have already setup CRON for another Sitelok plugin you can ignore this chapter.

Normally servers process pages or perform actions when a user visits them but for this plugin we need to have a way for emails to be sent out at specific times in the future. To handle situations like this most servers have a service called CRON which can be used to call a file or page at regular intervals.

How CRON is setup is specific to each server so you may need to ask your hosting provider for help. The basic idea is to have the file slcronhandler.php called every 5 minutes so that it can determine if any tasks need to be performed. To get the file path or URL (which one is used depends on your server) click the Expiry Email option in the Plugins menu and scroll down the page to the CRON Settings section.

Example CRON setup using cPanel

If your hosting uses the popular cPanel control panel then you can usually setup CRON as follows.

1) Login to cPanel and click the Cron Jobs icon.
2) In the minutes field enter */5
3) In the hour, day, month and weekday fields enter *
4) In the command field enter /usr/local/bin/php followed by a space and then the file path from the plugin page.
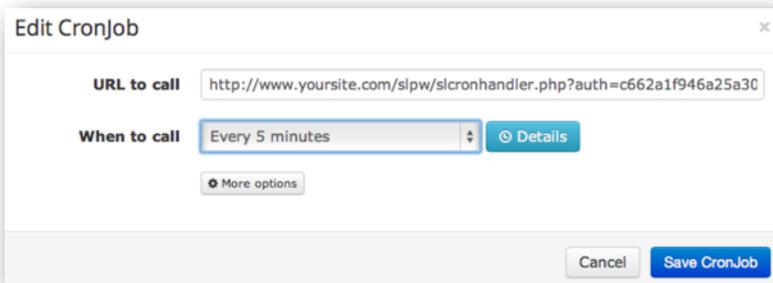
It should look something like this

Click Add New Cron Job to enable it.
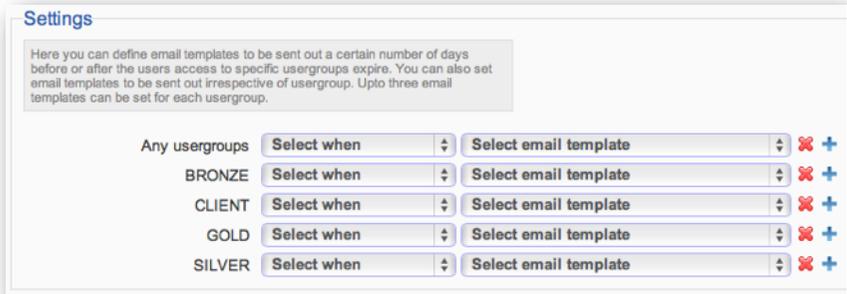
Using a third party CRON service

If your hosting provider doesn't support CRON there are a number of third party services that can simulate CRON calls. Sitelok should work fine with these systems. For example SetCronJob (http://www.setcronjob.com) allows you to enter a URL to be called at a fixed period. For use with Sitelok their Silver plan (currently $10 per year) should be ideal. Just set the URL to call to the URL provided on the plugin page and set When to call to 5 minutes

Chapter 4 Settings

Setting the email template to be sent

Click the Expiry Email option in the Plugins menu to display the settings.

You can set an email template to be sent out at a predefined number of days before or after a users membership of a usergroup has expired. Up to three emails can be sent out at different times for each usergroup.

So for example you could choose to send an email to members of GOLD 30 days before expiry, another 3 days before expiry and finally an email 7 days after expiry with an offer to rejoin. To get extra fields click the ✚ icon.

Instead of setting up usergroup specific email templates you can instead setup email templates to be sent out for any usergroup.

Chapter 5 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