

# MiClub Security Module

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## Overview:

**Who this manual is for:** Club managers and administrators.

As a default, anyone with a website administrator rights enabled will be assigned root administrator in the new security module. All staff will have the same functions as allowed previously but now have the ability to amend security levels and roles for other members.

It is the responsibility of the managers/ club administrators to amend the security role of other staff and members so that they are taken off as root administrator and assigned appropriate right access related to their position or role.

The security module will provide administrative control on who and what members/staff can amend/create/delete on the clubs website.

Allow rights for members/staff on either a specific role, booking resource or content management of noticeboard pages.

### **Advantages of the new Security Module:**

- Better security of the website content.
- Restriction by roles
- Decrease illegal operations or errors by users.
- Provide managerial control
- Non repudiation
- Flexible enough to restrict or allow a number of different operations.

**Note:** *Before using the security module, it is recommended that each staff member who is given some sort of access role to the website should be first setup as their own member of the website. It could be that you have a default username/password for staff, but by having individual username and passwords means that you can be specific with the type of roles given to them and also provides better security in proving which actions were performed by as in the case of booking timesheets. An example of this is if each Proshop staff member has their own login, the booking administrator will be able to track which staff member added/deleted a member on a particular timesheet.*

## Definitions of Roles

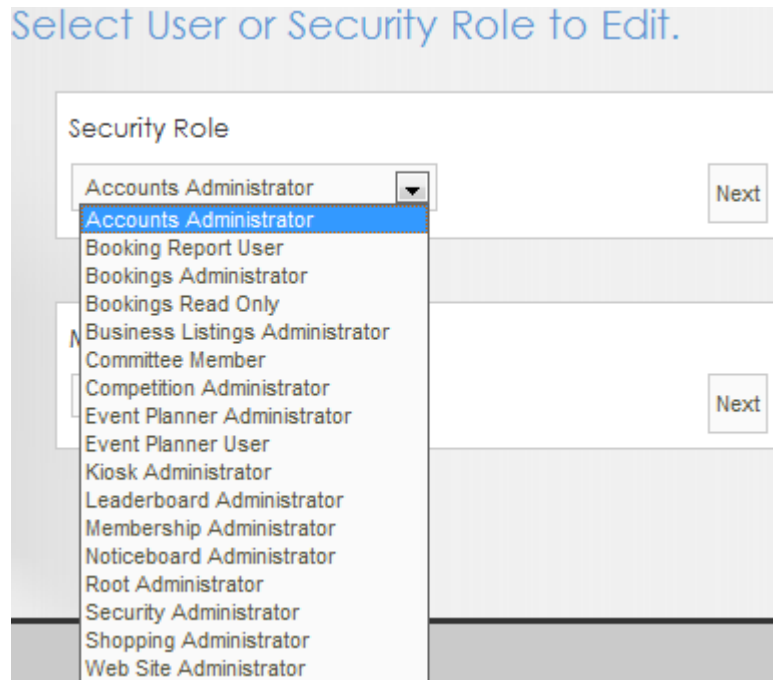
- **Accounts Administrator** : Ability to view any members accounts transactions/balances (Accounts integration must be enabled)
- **Booking Report User**: Not currently in use.
- **Bookings Administrator**: Access to make booking, create, delete and edit timesheets. View log files and create booking rules and templates.
- **Bookings Read Only**: This role provides a user to view bookings and timesheets but not make any changes to them.
- **Business Listing Administrator**: Ability to approve and edit all business listings created by members to appear on the Trade directory.
- **Committee Member**: A special committee page can be setup on the website where only users in this role have the access to view this page.
- **Competition Administrator**: Access to the competitions, updating scores, managing eclectic leaderboards, viewing the admin/club leaderboard, editing a competition and closing competitions.
- **Event Planner Administrator**: Create, edit and delete events in the event planner module.
- **Event Planner User**: Enable the user to view the event planner calendar and event details entered.
- **Kiosk Administrator**: Access to the Kiosk mode options to enable or disable the kiosk mode for player registration, player score entry and main kiosk mode for member tee bookings
- **Leaderboard Administrator**: Not currently in use.
- **Membership Administrator**: Ability to create new members and also edit details of members/users via the website.
- **Notice board Administrator**: Provides access to the Content Management System (CMS) in which content can be amended, created, deleted to all pages that have been set up for CMS.
- **Root Administrator**: Gives top level control of all features.
- **Security Administrator**: Allows this user to setup and assign security roles to users/members.
- **Shopping Administrator**: This role allows rights to create/edit/delete online shopping stores, catalogues, products with MiShop module.
- **Web Site Administrator**: Access to and amend rights to *Properties* and *Translation* settings of the website.

## Assigning Security Roles

### 1. Edit Security Roles

When you log in as either a root or security administrator, you will need to click on 'Database' and then 'Security Roles' located in the administrative toolbar.

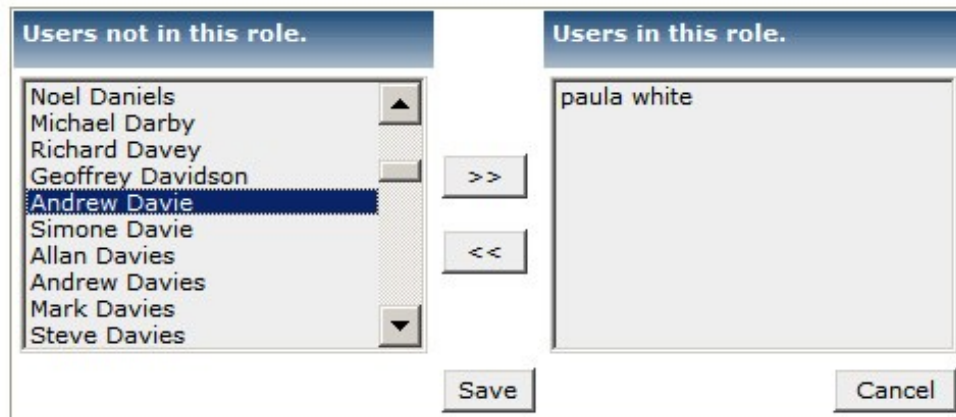
2. Select the role you wish to add or remove a staff member by clicking on the dropdown list. Select the type of security role then pressing the next button. (pic 1)



Pic. 1

In the example shown in Pic.2, the noticeboard administrator role is selected and reveals that Paula White is the only user for this role.

**Edit Role: Noticeboard Administrator**



Pic.2

To add a member to this role, search for the name (type first letter of the name and scroll through) highlight the name and press on the >> button to move that user to the “Users in this role” field.

To remove a user from this role, highlight their name in the right hand box area and press the << button. This will move them out of this role into “Users NOT in this role” field.

Press the Save button once you have made your changes.

## Editing a Members Security Role

1. Enter the membership number or search by Surname. Select name from the list (Pic.3) and press Next.

Pic. 3

2. The edit member page for a particular staff/member will appear similar to Pic.4 but the items in the booking and noticeboard resources will be different and relate to your clubs resources.

### Edit Member: Steve Mancini

Security Role	Booking Resources	Noticeboard Resources
<input type="checkbox"/> Accounts Administrator <input type="checkbox"/> Bookings Administrator <input type="checkbox"/> Business Listings Administrator <input type="checkbox"/> Event Planner Administrator <input checked="" type="checkbox"/> Event Planner User <input type="checkbox"/> Membership Administrator <input checked="" type="checkbox"/> Noticeboard Administrator <input type="checkbox"/> Root Administrator <input type="checkbox"/> Security Administrator <input type="checkbox"/> Shopping Administrator <input type="checkbox"/> Web Site Administrator <div style="text-align: right; margin-top: 10px;"> <input type="button" value="Save"/> <input type="button" value="Cancel"/> </div>	<input type="checkbox"/> Board Room- Upstairs <input type="checkbox"/> Creek Course <input checked="" type="checkbox"/> Golf Course <input type="checkbox"/> Member's Lounge <input type="checkbox"/> Pro <input type="checkbox"/> Restaurant / Bistro <input type="checkbox"/> Scott Smith- Lessons <input type="checkbox"/> Tennis Bookings <div style="text-align: right; margin-top: 10px;"> <input type="button" value="Save"/> <input type="button" value="Cancel"/> </div>	<input type="checkbox"/> accomm <input type="checkbox"/> beach <input type="checkbox"/> bev <input type="checkbox"/> cake <input type="checkbox"/> cocktail <input type="checkbox"/> condo <input type="checkbox"/> contacts <input type="checkbox"/> corporate <input type="checkbox"/> courseConditions <input type="checkbox"/> coursecare <input type="checkbox"/> courseland <input type="checkbox"/> coursenews <div style="text-align: right; margin-top: 10px;"> <input type="button" value="Save"/> <input type="button" value="Cancel"/> </div>

Pic.4

3. To amend a users security role either tick or untick the box next to the role and press the save button relevant to the column.

All existing administrative users will have “root administrator” enable or ticked. There should be minimal “root administrators” for the security module to be affective.

Please refer to the administrative roles on page 3 if you are unsure of the functions associated with the roles.

The middle and right columns (Bookings and Noticeboard Resources) are only used if

You want to specify read/write access to a particular booking/noticeboard page that sits outside of the enabled security role.

Example: Pic.4

In this screen shot, Steve Mancini's security roles are shown and indicates that his roles include access to CMS –Noticeboards and to the Event Planner module.

Apart from that, he requires read/write access to the the Golf Course booking pages but not any other booking resource. In this case he isn't granted Booking admin role but is enabled specifically in the booking resource column for access to Golf Bookings administration.

The right column (Noticeboards) is all disabled due to the fact that Steve is a noticeboard administrator and has access to all of those pages already.

## Content Management Security

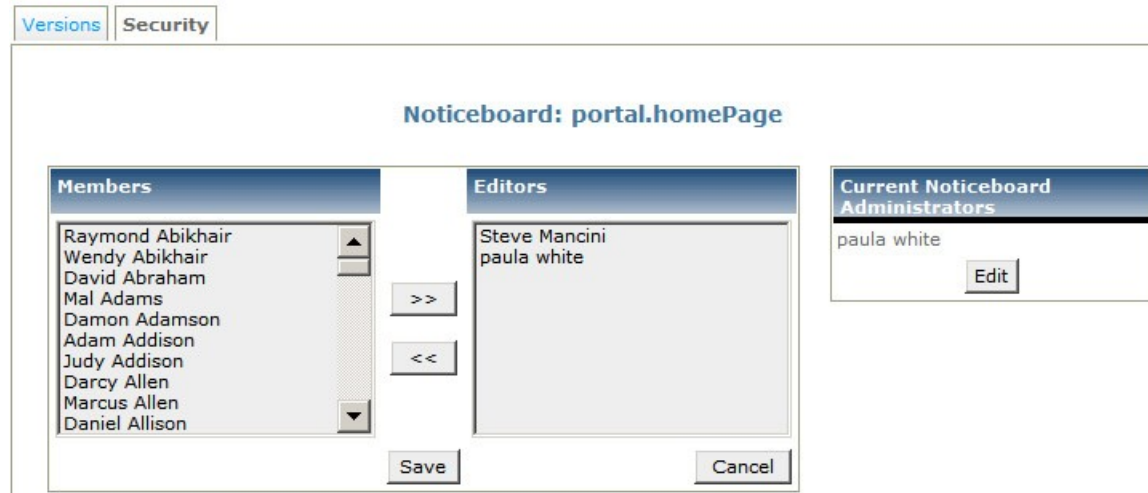
If a user/members is given read/write access to Noticeboard(s) they will be able to update, delete and add content within a defined section of the website.



Pic.5

For Noticeboard administrators, they will have an additional button "Security" as shown in Pic.5. Clicking on this tab will display the member selection editors page as in Pic.6

Here you can add users to become editors of a CMS page or remove them as an editor. Press save button to save any changes.



Pic.6

## Support

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