

USER REGISTRATION & MANAGEMENT IN THE BDRS

Introduction

Users are required to self register with each instance of the Biological Data Recording System (BDRS)

Notes

Future versions may support

- Individual or group pre-registration processes
- Require password reset on first use
- Restful URLs containing all necessary portal ID/name/resolution detail

TIP

Accessing the appropriate site:

When a potential user is sent a link to a specific BDRS instance it needs to include the portal ID otherwise they will open the default BDRS instance on that portal.

Examples:

GER Southern Highlands <http://bdrs-uat.ala.org.au/bdrs-core/portal/10/home.htm>

Wolli Creek Preservation Society <http://bdrs-uat.ala.org.au/bdrs-core/portal/3/home.htm>

If uncertain as the portal ID select the Site Help menu item.

PART 1: USER SELF REGISTRATION WITH A SPECIFIC BDRS INSTANCE**Self Registration****Instructions:**

1. Open the provided link to the website.
2. Click on the Sign In menu item

THE GREAT EASTERN RANGES
connecting people...connecting nature

Southern Highlands

Home View All Records Species Guide Southern Highlands Site Help **Sign In**

Biological Data Recording System Sign in

Welcome to the Biological Data Recording System.

If you have not already registered, you can do so [here](#).

If you already have a Username and Password, please sign in below.

Please enter your username

Please enter your password

[Forgot your password?](#)

3. Notice this text

Welcome to the Biological Data Recording System.

If you have not already registered, you can do so [here](#).

If you already have a Username and Password, please sign in below.

Click on the highlighted link word 'here'

4. A new screen requests confirmation that you are human and not a web bot trying to inappropriately access this site:

Please enter the two words below and press Submit.

By doing this step, you help ensure the security of this site... and help [digitise books](#) at the same time.

KIDS

ul-aes-2

Type the two words:

reCAPTCHA™
stop spam.
read books.

Submit

Aside

reCAPTCHA [<http://www.google.com/recaptcha/learnmore>] uses text from scanned content to help digitise on line content.

5. Please fill in the requested details and click the "I Agree" check box

NOTE: You must use a real email address in order to register successfully

Registrating with the Southern Highlands Bird Web Site

To start contributing your observations please enter the following details:

Account Details

Desired username*:	<input type="text"/>
Email Address*:	<input type="text"/>
First Name*:	<input type="text" value="john"/>
Last Name*:	<input type="text" value="smith"/>
Choose a password*:	<input type="password"/>
Repeat your password*:	<input type="password"/>

This site is designed to provide survey data collection tools as well as access to historical survey data. The tools use fields and maps to capture a broad range of useful scientific information covering location, species sighted, descriptions and your log in details and so on depending on the type of survey. By ticking this box you accept that some of the sightings data you enter will be made publicly available on this site. Data may be partially or wholly obscured for privacy reasons as necessary.

☐ I Agree

Register

6. Click the register button and you are returned to the home page showing a Green Message box telling you what to do next

The screenshot shows the homepage of the Southern Highlands Bird Web Site. At the top, there is a header with the logo for 'THE GREAT EASTERN RANGES' and the text 'Southern Highlands'. Below the header is a navigation bar with links: Home, View All Records, Species Guide, Southern Highlands, Site Help, and Sign In. A prominent green message box with a red border states: 'You have successfully signed up! You will receive an e-mail shortly containing details on how to activate your account.' Below the message box, the text 'Welcome to the Southern Highlands Web Site!' is displayed. At the bottom, there are three columns of content: 'About this Site' (stating this is the new site for the Southern Highlands), 'SH Partners' (listing the University of Western Sydney), and 'Contacts' (requesting direct enquiries).

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Southern Highlands

Home View All Records Species Guide Southern Highlands Site Help Sign In

You have successfully signed up! You will receive an e-mail shortly containing details on how to activate your account.

Welcome to the Southern Highlands Web Site!

About this Site
This is the new site for the Southern Highlands

SH Partners
• University of Western Sydney

Contacts
Please direct all enquiries to:

7. Open your email system and check for the email sent you. You may have to wait or refresh a few times to see the new email depending on how busy the internet traffic is.
8. The email contains registration details and instructions on how to complete the process:

Hi john smith!

A request to register with the **Southern Highlands** web site was received from this email address - john.smith1234@gmail.com

To confirm your registration request please click on the following link (or copy and paste it into your browser); otherwise please delete this email.

<http://bdrs-uat.ala.org.au/bdrs-core/portal/10/confirmregistration.htm?key=47bf8f961aa422464ab43449b67c4db4d>

Your username is **john smith** and should be used to sign in to the site.

9. Click on the supplied link and a screen similar to this should be displayed



10. Sign in using your user name and password and you will be directed to the site home page.

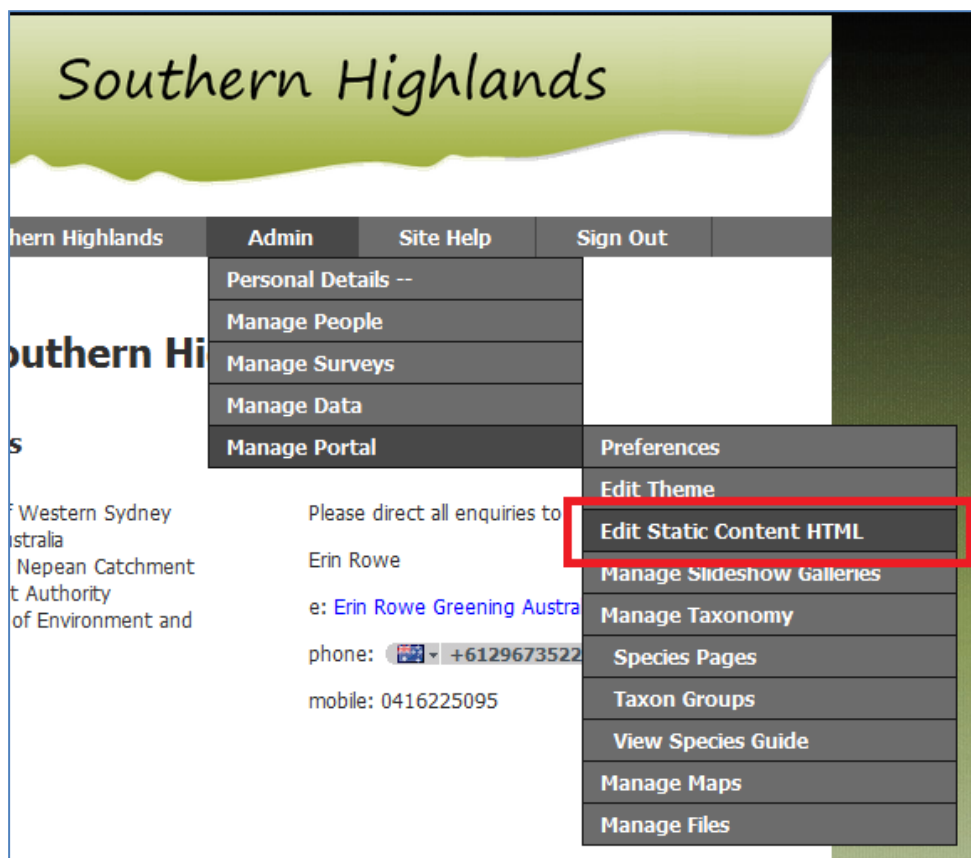
PART 2: MANAGING THE REGISTRATION PROCESS

This part describes the configuration and management of the registration process including how to address the most common issues.

Configuration

There are a number of specific components within each BDRS instance that need to be configured to make user self registration go smoothly.

1. They are accessed via the Admin menu:



2. Select the content to be edited and save on completion:

Edit Content

This page is where you can edit a range of pages throughout the web site. To do this, you select the area you want to change, and then you can modify the text using the editor that is present in the page below. These changes will be reflected immediately across the web site when you save them.

Select the area of the content you would like to edit:

H1 H2 H3 H4 H5 H6
B I S

admin/censusMethodEdit

admin/censusMethodEdit
admin/censusMethodListing
admin/editPreferences
admin/editProject
admin/editProject/chooseCensusMethods
admin/editProject/editLocations
admin/editProject/editTaxonomy
admin/editProjects
admin/emailUsers
admin/groupEdit
admin/groupEdit/groups
admin/groupEdit/members
admin/groupListing
admin/manageFiles/editFile
admin/manageThresholds
admin/manageUsers
admin/map/editMapLayer
admin/taxonomy/editTaxonomicGroups
admin/taxonomy/editTaxonomy
admin/thresholdEdit

HTML

Reset all content to default
Reset Current Content Default
Save

3. Specific HTML content requiring editing:

email/UserSignUp

This is the system email reply to the self registering user.

You will need to edit the content to include the necessary portal ID number

Example

```
<a href="http://bdrs-uat.ala.org.au/bdrs-
core/portal/10/confirmregistration.htm?key=${registrationkey}">http://bdrs-
uat.ala.org.au/bdrs-
core/portal/10/confirmregistration.htm?key=\${registrationkey}</a>
```

email/UserSignUpApproval

This one on the other hand implies there is an option to force all registration processes through an administrator.

How is this enabled?

user/home

The default user home page each time they log in.

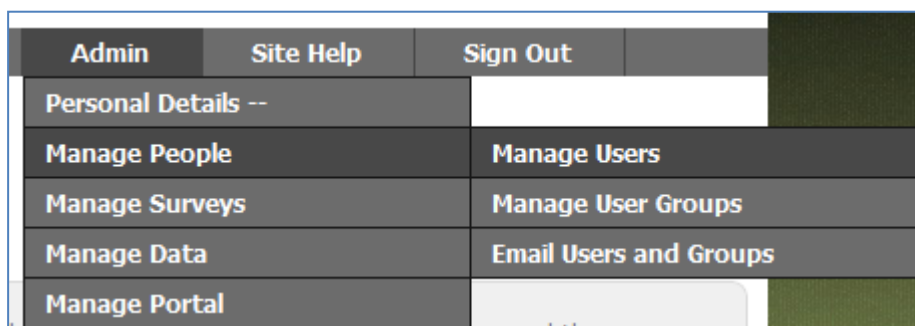
OB 11/10/11/ added a redirect to the home page; recommend deleting this option/path – logged in user name should be displayed in all activity pages as well as the header.

Registration Issues

The most common registration issues are usually associated with the affected persons record.

Instructions for accessing specific user records:

1. Open the menu item Admin – Manage People – Manage Users



2. Locate the user entry with problems

Filter Users

Login:

Email Address:

Name:

Auto Search: ☐

you can filter by name, parts of name etc

Filter **Download XLS**

User Listing

Login	Given Name	Surname	Email Address	Action
admin	admin	admin	admin@gaiabdrs.com	Edit
Courtney	Courtney	Sullivan	csullivan@greeningaustralia.o	Edit
ErinRowe	Erin	Rowe	erowe@greeningaustralia.org	Edit
john smith	john	smith	owen.butlerau@gmail.com	Edit
Oxana	Oxana	paschuk- Johnson	oxana@difference.net.au	Edit
Rowan	Rowan	Wood	rwood@greeningaustralia.org	Edit

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you can increase the number of results displayed

3. Edit their record

Filter Users

Login:

Email Address:

Name:

Auto Search: ☐

you can filter by name, parts of name etc

Filter **Download XLS**

User Listing

Login	Given Name	Surname	Email Address	Action
admin	admin	admin	admin@gaiaabdrs.com	Edit
Courtney	Courtney	Sullivan	csullivan@greeningaustralia.o	Edit
ErinRowe	Erin	Rowe	erowe@greeningaustralia.org	Edit
john smith	john	smith	owen.butlerau@gmail.com	Edit
Oxana	Oxana	paschuk-Johnson	oxana@difference.net.au	Edit
Rowan	Rowan	Wood	rwood@greeningaustralia.org	Edit

Page 1 of 1 10 View 1 - 6 of 6

you can increase the number of results displayed

Specific Issues

4. User does not click on the registration link in the email; email goes missing; portal ID not included in email or not working correctly

Edit Details of john smith

You can change your details through the form below. If you leave the password field blank it will not be changed.

Assigned Roles:

☐ROLE_ADMIN ☐ROLE_SUPERVISOR ☐ROLE_POWER_USER ☒ROLE_USER

First name:

Last name:

E-mail address:

Active: ☒

User Name:

New password:

Confirm new password:

Submit

- a. Click on the active checkbox – Submit to save change; Contact the use to advise issue is resolved

5. User has forgotten password; password needs resetting for some other reason & they are unable to do it themselves:
 - a. Enter the new password twice, click Submit; Contact the user to advise resolution status and any follow up actions

TIP

We always recommend using a temporary password (e.g. Password) and advising the user to change to something more secure immediately on successfully entering the site