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User Manual

Resume Basic Version 1.0

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Preface

Dear Schmuzzi Subscriber,

Thank you for subscribing to Schmuzzi. Schmuzzi would not be possible without the loyal support of its subscribers. I vow to never forget that I work for you.

The idea for Schmuzzi came to me when I was finishing my graduate studies in applied information technology. The internet was still in its infancy at the time. Websites consisted of simple HTML with maybe a little bit of CGI scripting. This was long before the days of social networks and dynamic content. Even at that time I knew that the internet would play a pivotal role in how people searched for products and services in the future. Information could be presented in great detail and in various creative formats. This information was constantly accessible and could be consumed at the end user's discretion.

The internet also added another layer to researching products and services by making it possible for people to provide their opinions and recommendations on those products and services. This word of mouth component was in many ways even more valuable than the information provided by the producers of the goods and services simple due to the lack of bias. This was especially true if the opinions and recommendations were coming from people that were known personally. People were now free to express their opinions to the entire world about the products and services that they loved and hated. It was now difficult for inferior product offerings to hide behind glitzy marketing campaigns.

I came across a website that had been created by a graphic designer for the purpose of presenting their portfolio. At that point I was hooked and wanted a similar website for myself. I was about to start looking for a job and thought that a resume website would be an extraordinarily useful tool in terms of finding employment. I loved the idea that I could present my professional and academic information in much greater detail than I could on a standard three page resume.

The problem was that much of what I wanted this website to do simply wasn't possible given the technology of the day. I wanted a website that was easy to use. I didn't want to write code and redeploy the website every time I wanted to change some content. I wanted some measure of control over who was viewing my information. I also wanted to automate as many of the job search functions as possible so that the website would be constantly out there trying to find me a job.

A few years later Microsoft introduced a technology called Active Server Pages. This technology allowed for the dynamic creation of website content. It was now possible to achieve my design objectives. At the time I was working in a completely different technology and looking for a way to transition. I thought that building this website would allow me to transition into the area of web application development and finally allow me to have the resume website that I had always wanted.

At first, I had only intended to build this website for my own personal use. However, when I started to see the potential benefits that this type of website provided, I started thinking of ways that I could provide this website as a product offering to the public. I began thinking of ways that the website could be customized to suit anyone's tastes and objectives.

It occurred to me that everyone was in essence a unique product offering. Everyone brings to the table a unique set of skills and characteristics acquired through their own unique set of circumstances. Employers and clients buy those unique skills and characteristics. Therefore, everyone is essentially self-employed. If that's the case then why not make it possible to research people in the same way that a consumer would research any other product or service. That is in essence what Schmuzzi allows you to do. Schmuzzi allows you to brand yourself in the same way that any other product or service is branded.

My hope is that you find Schmuzzi to be a useful tool in taking your career to the next level.

Sincerely,

Frank Lobe, President & CEO

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Introduction

What is Schmuzzi?

Schmuzzi allows subscribers to have a resume website deployed to their own domain name. Every Schmuzzi subscriber gets their own database and becomes the administrator on their own resume website.

How is Schmuzzi different from employment or networking websites?

Schmuzzi is an extension to employment or networking websites, as opposed to an alternative. A Schmuzzi subscriber can link their Schmuzzi website to any employment, or networking websites that they happen to belong to. Each Schmuzzi subscriber gets their own Schmuzzi instance deployed to their own domain name. This is considerable different from merely having a profile on an employment or networking website. The subscriber has far more freedom and control. The entire Schmuzzi website revolves around the subscriber.

How does Schmuzzi work?

Imagine dividing a website into its functionality and its content. When a Schmuzzi website is deployed all of the functionality is already there. All a subscriber then needs to do is customize the features that they want and add their content. Almost everything in Schmuzzi is database driven, and therefore highly customizable. No technical abilities are required on the part of the subscriber. If they can use a word processor then they can use Schmuzzi. That being said, knowledge of basic HTML will allow the subscriber to get creative in regards to presenting their content.

Who uses Schmuzzi?

There are four primary Schmuzzi user types.

People who are unemployed and looking for work.

Schmuzzi is obviously an effective tool when looking for a job. Schmuzzi has the following features that would be of great benefit to anyone looking for work.

- Schmuzzi is built on a restricted user model. This means that some information is available publically, and some information is only available to Schmuzzi website registered users. The Schmuzzi subscriber has extensive ability to determine what information is made public and what information is restricted. A registered user can be anyone who the Schmuzzi subscriber feels may have an interest in the Schmuzzi subscriber's resume details such as prior; employers, co-workers, clients, recruiters, associates, or friends. Extensive functionality exists within Schmuzzi that controls how someone becomes a registered user and what they are allowed to do as a registered user.
- Registered users can refer other users. This feature can be blocked globally or just for specific users. This means that all your registered users can help you find work. If an job opening comes up within their company then they can send the human resources department or their manager an invitation email to your Schmuzzi website. If they hear through the grapevine that someone is looking for someone with your skills then they can send them an invitation email to your Schmuzzi website. Extensive functionality exists to track referral history, and what registered user information is exposed during the process. Registered users have a privacy section where they can customize their privacy settings.
- The ability to post documents such as; resumes, awards, transcripts, published articles, or pretty much any other kind of document. The subscriber can control whether or not these documents are available publically, or just to the Schmuzzi website's registered users. These documents can be internal to the Schmuzzi website, or linked to an external source such as Google Documents.
- The ability to post videos. The subscriber can control whether or not these videos are available publically, or just to Schmuzzi website registered users.
- Registered users can submit testimonials. The subscriber and the registered user can control whether or not these testimonials are available publically, or just to Schmuzzi website registered users.
- Schmuzzi subscribers are able to publish blogs. The subscriber can control whether or not these blogs are available publically, or just to the Schmuzzi website's registered users. These blogs can be referenced externally anywhere on the internet.
- The blogs, documents, testimonials and videos on a Schmuzzi website can be linked to form groups of related information. For example, a video can contain a related document of blog link.
- Subscribers can provide a great deal of detail regarding their academic and professional information. For example, fifteen pages of data (120,000 characters at 8000 characters per page) can be provided for each employer, educational institution, or certification. It is also possible to add a further 15 collapsible subsections to each page. Header and footer sections are also available on almost every page in the website. The subscriber can add up to ten employers, educational

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institutions, or certifying bodies. This allows you to elaborate in great detail about; the companies that you have worked for, what you liked and didn't like about each company, the projects that you have worked on, educational programs that you were involved with, what you are looking for in an employer and a job, or pretty much anything else that you feel may be applicable to potential employers or clients.
- All of your information is available in its most current form 24/7.
- All of the current contact information for all of your registered users is always accessible.

People who are employed, and want to increase their visibility within their company or with their company's clients.

- I believe that everyone is ultimately self-employed and responsible for determining their own career direction. Schmuzzi allows an employee to increase their visibility within their company and with their company's clients.
- Anyone within your company, or any of your company's clients would have access to;
- Current project status
- Documentation that you decide to post on your website
- Videos that you decide to post on your website
- Types of projects that you are looking to become involved with
- Detailed information on the projects that you have been involved with
- Prior work experience
- Academic background
- Core skills
- Training that you have completed since they last saw you
- Testimonials from prior clients and coworkers
- This means that project managers and clients may start asking for you personally as opposed to simply requesting any available resource. Increased visibility and demand equates to; bigger pay increases, more job security and more frequent promotions.

Employers who want to provide their employees with resume websites.

The same arguments that apply to the last group also apply to this group. Schmuzzi can be used as a tool within your company to track what all of your employees are doing, and generally improve the communications within your company. Your managers would always have access to every employee's current information. Schmuzzi could also be used as a marketing tool. If your business revolves around the capabilities of your employees then Schmuzzi could be used to market those capabilities to your clients. Instead of walking into a potential client's office with a resume, you could send them a link to that employee's resume website. The client could then perform extensive research on that employee, thereby reducing the sales cycle and increasing the likelihood of a sale.

Prior clients would be able to;

- Provide testimonials on your employees
- Check the status of an employee that they had worked with in the past
- Check what projects that employee had been involved with and what new skills they had acquired since they last worked together
- Refer employees that they had worked with in the past to other potential clients
- This all equates to the potential for additional business.

Recruiters who want to use Schmuzzi as a way to market to clients.

As a recruiter, Schmuzzi has numerous advantages to you. Similar to the prior employer example, Schmuzzi could be used to market candidates to your clients. Instead of walking into a client's office with a resume, you could send the client a link to the candidate's resume website. The client could then perform extensive research on that candidate. If you're worried about your client's anonymity then functionality exists within Schmuzzi to address this concern. It's possible to create a locked profile within Schmuzzi. You would be a registered user on the candidate's website. As a registered user, you have the ability to refer other users. You then create a generic email address within your company (e.g. clientaccess@myrecruitingcompany.com). You refer, register and lock that email address within the candidate's website. This email address can now only view content. Any higher level functions are unavailable. This email address can now be given to any potential employer. The candidate would be completely unaware of who was viewing the website with this email address.

Imagine never calling up a candidate to see what their current status was, or to ask for an updated version of their resume. This information would always be available.

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Getting Started

This section will provide detailed steps on how to arrive at pages where certain common tasks can be performed. Please refer to the specific page for detailed instructions on how perform these tasks.

Administration

Administrative

How to View/Delete Administrative History

1. Click on the **Login** link from the root directory. This will redirect to page ROOT_LOGIN.
2. Login as the administrative user.
3. Click on the **Administration** link in the restricted directory. This will redirect to page ADMINISTRATION_ADMINISTRATIVE_USER_DETAIL.
4. Click on the History button. This will redirect to page ADMINISTRATION_ADMINISTRATIVE_HISTORY.

How to View/Update Administrative Preferences

1. Click on the **Login** link from the root directory. This will redirect to page ROOT_LOGIN.
2. Login as the administrative user.
3. Click on the **Administration** link in the restricted directory. This will redirect to page ADMINISTRATION_ADMINISTRATIVE_USER_DETAIL.
4. Click on the **Preferences** button. This will redirect to page ADMINISTRATION_ADMINISTRATIVE_PREFERENCES.

How to View/Update Administrative User Information

1. Click on the **Login** link from the root directory. This will redirect to page ROOT_LOGIN.
2. Login as the administrative user.
3. Click on the **Administration** link in the restricted directory. This will redirect to page ADMINISTRATION_ADMINISTRATIVE_USER_DETAIL.

How to Import a Backup File

1. Click on the **Login** link from the root directory. This will redirect to page ROOT_LOGIN.
2. Login as the administrative user.
3. Click on the **Administration** link in the restricted directory. This will redirect to page ADMINISTRATION_ADMINISTRATIVE_USER_DETAIL.
4. Click on the **Backup** button. This will redirect to page ADMINISTRATION_BACKUP_IMPORT.

How to Update the Administrative User Password

1. Click on the **Login** link from the root directory. This will redirect to page ROOT_LOGIN.
2. Login as the administrative user.
3. Click on the **Administration** link in the restricted directory. This will redirect to page ADMINISTRATION_ADMINISTRATIVE_USER_DETAIL.
4. Click on the **Change** link in the password section. This will redirect to page ADMINISTRATION_CHANGE_ADMINISTRATIVE_PASSWORD.

How to View a User's Location

1. Click on the **Login** link from the root directory. This will redirect to page ROOT_LOGIN.
2. Login as the administrative user.
3. Click on the **Administration** link in the restricted directory. This will redirect to page ADMINISTRATION_ADMINISTRATIVE_USER_DETAIL.
4. Select the type of user to view (Disabled, Pending, Registered, or Temporary).
5. Select the specific user.
6. Click on the Map button. This will redirect to page ADMINISTRATION_USER_MAPPING.

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Anonymous

How to View/Delete/Invite Anonymous Users

1. Click on the **Login** link from the root directory. This will redirect to page ROOT_LOGIN.
2. Login as the administrative user.
3. Click on the **Administration** link in the restricted directory. This will redirect to page ADMINISTRATION_ADMINISTRATIVE_USER_DETAIL.
4. Select the **Anonymous** link. This will redirect to page ADMINISTRATION_USER_ANONYMOUS.

Blog Content

How to View/Add/Delete a Related Website Document to a Website Blog

1. Click on the **Login** link from the root directory. This will redirect to page ROOT_LOGIN.
2. Login as the administrative user.
3. Click on the **Administration** link in the restricted directory. This will redirect to page ADMINISTRATION_ADMINISTRATIVE_USER_DETAIL.
4. Click on the **Content** link. This will redirect to page ADMINISTRATION_WEBSITE_BLOG.
5. Click on the **Select** link for a website blog. This will redirect to page ADMINISTRATION_WEBSITE_BLOG_DETAIL.
6. Click on the **Document** button. This will redirect to page ADMINISTRATION_BLOG_DOCUMENT.

How to View/Add/Update/Delete/Move a Website Blog Content Section

1. Click on the **Login** link from the root directory. This will redirect to page ROOT_LOGIN.
2. Login as the administrative user.
3. Click on the **Administration** link in the restricted directory. This will redirect to page ADMINISTRATION_ADMINISTRATIVE_USER_DETAIL.
4. Click on the **Content** link. This will redirect to page ADMINISTRATION_WEBSITE_BLOG.
5. Select the website blog to which the document will be attached. This will redirect to page ADMINISTRATION_WEBSITE_BLOG_DETAIL.
6. Click on the **Section** button. This will redirect to page ADMINISTRATION_BLOG_SECTION_DETAIL.

How to View/Add/Delete a Related User Testimonial to a Website Blog

1. Click on the **Login** link from the root directory. This will redirect to page ROOT_LOGIN.
2. Login as the administrative user.
3. Click on the **Administration** link in the restricted directory. This will redirect to page ADMINISTRATION_ADMINISTRATIVE_USER_DETAIL.
4. Click on the **Content** link. This will redirect to page ADMINISTRATION_WEBSITE_BLOG.
5. Click on the **Select** link for a website blog. This will redirect to page ADMINISTRATION_WEBSITE_BLOG_DETAIL.
6. Click on the **Testimonial** button. This will redirect to page ADMINISTRATION_BLOG_TESTIMONIAL.

How to View/Add/Delete a Related Website Video to a Website Blog

1. Click on the **Login** link from the root directory. This will redirect to page ROOT_LOGIN.
2. Login as the administrative user.
3. Click on the **Administration** link in the restricted directory. This will redirect to page ADMINISTRATION_ADMINISTRATIVE_USER_DETAIL.
4. Click on the **Content** link. This will redirect to page ADMINISTRATION_WEBSITE_BLOG.
5. Click on the **Select** link for a website blog. This will redirect to page ADMINISTRATION_WEBSITE_BLOG_DETAIL.
6. Click on the **Video** button. This will redirect to page ADMINISTRATION_BLOG_VIDEO.

How to View/Add/Delete a Related Website Blog to Another Website Blog

1. Click on the **Login** link from the root directory. This will redirect to page ROOT_LOGIN.
2. Login as the administrative user.
3. Click on the **Administration** link in the restricted directory. This will redirect to page ADMINISTRATION_ADMINISTRATIVE_USER_DETAIL.
4. Click on the **Content** link. This will redirect to page ADMINISTRATION_WEBSITE_BLOG.
5. Click on the **Select** link for a website blog. This will redirect to page ADMINISTRATION_WEBSITE_BLOG_DETAIL.
6. Click on the website blog button. This will redirect to page ADMINISTRATION_RELATED_WEBSITE_BLOG.

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How to View/Add/Restrict/Suppress Blogs

1. Click on the **Login** link from the root directory. This will redirect to page ROOT_LOGIN.
2. Login as the administrative user.
3. Click on the **Administration** link in the restricted directory. This will redirect to page ADMINISTRATION_ADMINISTRATIVE_USER_DETAIL.
4. Click on the **Content** link. This will redirect to page ADMINISTRATION_WEBSITE_BLOG.

How to View/Add/Update/Delete/Restrict/Suppress a Website Blog

1. Click on the **Login** link from the root directory. This will redirect to page ROOT_LOGIN.
2. Login as the administrative user.
3. Click on the **Administration** link in the restricted directory. This will redirect to page ADMINISTRATION_ADMINISTRATIVE_USER_DETAIL.
4. Click on the **Content** link. This will redirect to page ADMINISTRATION_WEBSITE_BLOG.
5. A website blog can be restricted or suppressed on this page.
6. Click on the **Add** button to add a new website blog.
7. Click on the **Select** link to modify a website blog. This will redirect to page ADMINISTRATION_WEBSITE_BLOG_DETAIL.

How to View/Add/Update/Delete/Move a Website Blog Content

1. Click on the **Login** link from the root directory. This will redirect to page ROOT_LOGIN.
2. Login as the administrative user.
3. Click on the **Administration** link in the restricted directory. This will redirect to page ADMINISTRATION_ADMINISTRATIVE_USER_DETAIL.
4. Click on the **Content** link. This will redirect to page ADMINISTRATION_WEBSITE_BLOG.
5. A website blog can be restricted or suppressed on this page.
6. Click on the **Add** button to add a new website blog.
7. Click on the **Select** link to modify a website blog. This will redirect to page ADMINISTRATION_WEBSITE_BLOG_DETAIL.

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Disabled

How to View/Enable/Delete a Disabled User

1. Click on the **Login** link from the root directory. This will redirect to page ROOT_LOGIN.
2. Login as the administrative user.
3. Click on the **Administration** link in the restricted directory. This will redirect to page ADMINISTRATION_ADMINISTRATIVE_USER_DETAIL.
4. Click on the **Disabled** link. This will redirect to page ADMINISTRATION_USER_DISABLED.
5. Disabled users can be enabled from this page.
6. Click on the **Select** link. This will redirect to page ADMINISTRATION_DISABLED_USER_DETAIL.

Or

1. Click on the **Login** link from the root directory. This will redirect to page ROOT_LOGIN.
2. Login as the administrative user.
3. Click on the **Administration** link in the restricted directory. This will redirect to page ADMINISTRATION_ADMINISTRATIVE_USER_DETAIL.
4. Click on the **Website** link. This will redirect to page ADMINISTRATION_WEBSITE_COMPANIES.
5. Click on the **Select** link for a website company. This will redirect to page ADMINISTRATION_WEBSITE_COMPANY_DETAIL.
6. Click on the **Fax** button. This will direct to page ADMINISTRATION_COMPANY_FAX_NUMBERS.
7. Click on the **Users** link. This will redirect to page ADMINISTRATION_COMPANY_FAX_USERS.
8. Click on the **Select** link. This will redirect to page ADMINISTRATION_DISABLED_USER_DETAIL.

Or

1. Click on the **Login** link from the root directory. This will redirect to page ROOT_LOGIN.
2. Login as the administrative user.
3. Click on the **Administration** link in the restricted directory. This will redirect to page ADMINISTRATION_ADMINISTRATIVE_USER_DETAIL.
4. Click on the **Website** link. This will redirect to page ADMINISTRATION_WEBSITE_COMPANIES.
5. Click on the **Select** link for a website company. This will redirect to page ADMINISTRATION_WEBSITE_COMPANY_DETAIL.
6. Click on the **User** link. This will redirect to page ADMINISTRATION_WEBSITE_COMPANY_USERS.
7. Click on the **Select** link. This will redirect to page ADMINISTRATION_DISABLED_USER_DETAIL.

How to View/Enable Disabled Users

1. Click on the **Login** link from the root directory. This will redirect to page ROOT_LOGIN.
2. Login as the administrative user.
3. Click on the **Administration** link in the restricted directory. This will redirect to page ADMINISTRATION_ADMINISTRATIVE_USER_DETAIL.
4. Click on the **Disabled** link. This will redirect to page ADMINISTRATION_USER_DISABLED.

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Document Content

How to View/Add/Delete/Move/Restrict a Website Document

1. Click on the **Login** link from the root directory. This will redirect to page ROOT_LOGIN.
2. Login as the administrative user.
3. Click on the **Administration** link in the restricted directory. This will redirect to page ADMINISTRATION_ADMINISTRATIVE_USER_DETAIL.
4. Click on the **Content** link. This will redirect to page ADMINISTRATION_WEBSITE_BLOG.
5. Click on the **Document Content** link. This will redirect to page ADMINISTRATION_WEBSITE_DOCUMENT.

How to View/Add/Delete/Move/Restrict a Website Document Section

1. Click on the **Login** link from the root directory. This will redirect to page ROOT_LOGIN.
2. Login as the administrative user.
3. Click on the **Administration** link in the restricted directory. This will redirect to page ADMINISTRATION_ADMINISTRATIVE_USER_DETAIL.
4. Click on the **Content** link. This will redirect to page ADMINISTRATION_WEBSITE_BLOG.
5. Click on the **Document Content** link. This will redirect to page ADMINISTRATION_WEBSITE_DOCUMENT.
6. Click on the **Select** link to select a website document section. This will redirect to page ADMINISTRATION_WEBSITE_DOCUMENT_DETAIL.

Email Content

How to View/Update/Test Email Content

1. Click on the **Login** link from the root directory. This will redirect to page ROOT_LOGIN.
2. Login as the administrative user.
3. Click on the **Administration** link in the restricted directory. This will redirect to page ADMINISTRATION_ADMINISTRATIVE_USER_DETAIL.
4. Click on the **Content** link. This will redirect to page ADMINISTRATION_WEBSITE_BLOG.
5. Click on the **Email Content** link. This will redirect to page ADMINISTRATION_EMAIL_CONTENT.

How to View/Add/Update/Delete an Email Signature

1. Click on the **Login** link from the root directory. This will redirect to page ROOT_LOGIN.
2. Login as the administrative user.
3. Click on the **Administration** link in the restricted directory. This will redirect to page ADMINISTRATION_ADMINISTRATIVE_USER_DETAIL.
4. Click on the **Content** link. This will redirect to page ADMINISTRATION_WEBSITE_BLOG.
5. Click on the **Email Content** link. This will redirect to page ADMINISTRATION_EMAIL_CONTENT.
6. Click on the **Signature** button. This will redirect to page ADMINISTRATION_EMAIL_SIGNATURE.

Header Information

How to Add/Update a Website Page Header

1. Click on the **Login** link from the root directory. This will redirect to page ROOT_LOGIN.
2. Login as the administrative user.
3. Click on the **Administration** link in the restricted directory. This will redirect to page ADMINISTRATION_ADMINISTRATIVE_USER_DETAIL.
4. Click on the **Content** link. This will redirect to page ADMINISTRATION_WEBSITE_BLOG.
5. Click on the **Page Content** link. This will redirect to page ADMINISTRATION_WEBSITE_CONTENT.
6. Click on the **Select** link for a website page that would have a website page header. Website page headers are only applicable to Certification, Education, or Experience pages. This will redirect to page ADMINISTRATION_PAGE_INFORMATION.
7. Select the **Header Information** link. This will redirect to page ADMINISTRATION_HEADER_INFORMATION.

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Page Content

How to Add/Update/Delete/Move a Website Page Content Section

1. Click on the **Login** link from the root directory. This will redirect to page ROOT_LOGIN.
2. Login as the administrative user.
3. Click on the **Administration** link in the restricted directory. This will redirect to page ADMINISTRATION_ADMINISTRATIVE_USER_DETAIL.
4. Click on the **Content** link. This will redirect to page ADMINISTRATION_WEBSITE_BLOG.
5. Click on the **Page Content** link. This will redirect to page ADMINISTRATION_WEBSITE_CONTENT.
6. Click on the **Select** link for a website page that would have a content section. Content Sections are only applicable to Certification, Education, Experience, Home, and Objective pages. This will redirect to page ADMINISTRATION_PAGE_INFORMATION.
7. Click on the **Page Content** link. This will redirect to page ADMINISTRATION_PAGE_CONTENT_DETAIL.
8. Click on the **Section** button for page content for which you would like to add a section. This will redirect to page ADMINISTRATION_CONTENT_SECTION_DETAIL.

How to Add/Update/Delete/Move a Website Page Content

1. Click on the **Login** link from the root directory. This will redirect to page ROOT_LOGIN.
2. Login as the administrative user.
3. Click on the **Administration** link in the restricted directory. This will redirect to page ADMINISTRATION_ADMINISTRATIVE_USER_DETAIL.
4. Click on the **Content** link. This will redirect to page ADMINISTRATION_WEBSITE_BLOG.
5. Click on the **Page Content** link. This will redirect to page ADMINISTRATION_WEBSITE_CONTENT.
6. Click on the **Select** link. This will redirect to page ADMINISTRATION_PAGE_INFORMATION.
7. Click on the **Page Content** link. This will redirect to page ADMINISTRATION_PAGE_CONTENT_DETAIL.

How to View Website Pages

1. Click on the **Login** link from the root directory. This will redirect to page ROOT_LOGIN.
2. Login as the administrative user.
3. Click on the **Administration** link in the restricted directory. This will redirect to page ADMINISTRATION_ADMINISTRATIVE_USER_DETAIL.
4. Click on the **Content** link. This will redirect to page ADMINISTRATION_WEBSITE_BLOG.
5. Click on the **Page Content** link. This will redirect to page ADMINISTRATION_WEBSITE_CONTENT.

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Page Information

How to View/Add/Delete a Related Website Blog to a Website Page

1. Click on the **Login** link from the root directory. This will redirect to page ROOT_LOGIN.
2. Login as the administrative user.
3. Click on the **Administration** link in the restricted directory. This will redirect to page ADMINISTRATION_ADMINISTRATIVE_USER_DETAIL.
4. Click on the **Content** link. This will redirect to page ADMINISTRATION_WEBSITE_BLOG.
5. Click on the **Page Content** link. This will redirect to page ADMINISTRATION_WEBSITE_CONTENT.
6. Click on the **Select** link. This will redirect to page ADMINISTRATION_PAGE_INFORMATION.
7. Click on the website blog button. This will redirect to page ADMINISTRATION_PAGE_BLOG.

How to View/Add/Delete a Related Website Document to a Website Page

1. Click on the **Login** link from the root directory. This will redirect to page ROOT_LOGIN.
2. Login as the administrative user.
3. Click on the **Administration** link in the restricted directory. This will redirect to page ADMINISTRATION_ADMINISTRATIVE_USER_DETAIL.
4. Click on the **Content** link. This will redirect to page ADMINISTRATION_WEBSITE_BLOG.
5. Click on the **Page Content** link. This will redirect to page ADMINISTRATION_WEBSITE_CONTENT.
6. Click on the **Select** link. This will redirect to page ADMINISTRATION_PAGE_INFORMATION.
7. Click on the **Document** button. This will redirect to page ADMINISTRATION_PAGE_DOCUMENT.

How to View/Update Page Information

1. Click on the **Login** link from the root directory. This will redirect to page ROOT_LOGIN.
2. Login as the administrative user.
3. Click on the **Administration** link in the restricted directory. This will redirect to page ADMINISTRATION_ADMINISTRATIVE_USER_DETAIL.
4. Click on the **Content** link. This will redirect to page ADMINISTRATION_WEBSITE_BLOG.
5. Click on the **Page Content** link. This will redirect to page ADMINISTRATION_WEBSITE_CONTENT.
6. Click on the **Select** link. This will redirect to page ADMINISTRATION_PAGE_INFORMATION.

How to View/Add/Delete a Related User Testimonial to a Website Page

1. Click on the **Login** link from the root directory. This will redirect to page ROOT_LOGIN.
2. Login as the administrative user.
3. Click on the **Administration** link in the restricted directory. This will redirect to page ADMINISTRATION_ADMINISTRATIVE_USER_DETAIL.
4. Click on the **Content** link. This will redirect to page ADMINISTRATION_WEBSITE_BLOG.
5. Click on the **Page Content** link. This will redirect to page ADMINISTRATION_WEBSITE_CONTENT.
6. Click on the **Select** link. This will redirect to page ADMINISTRATION_PAGE_INFORMATION.
7. Click on the **Testimonial** button. This will redirect to page ADMINISTRATION_PAGE_TESTIMONIAL.

How to View/Add/Delete a Related Website Video to a Website Page

1. Click on the **Login** link from the root directory. This will redirect to page ROOT_LOGIN.
2. Login as the administrative user.
3. Click on the **Administration** link in the restricted directory. This will redirect to page ADMINISTRATION_ADMINISTRATIVE_USER_DETAIL.
4. Click on the **Content** link. This will redirect to page ADMINISTRATION_WEBSITE_BLOG.
5. Click on the **Page Content** link. This will redirect to page ADMINISTRATION_WEBSITE_CONTENT.
6. Click on the **Select** link. This will redirect to page ADMINISTRATION_PAGE_INFORMATION.
7. Click on the **Video** button. This will redirect to page ADMINISTRATION_PAGE_VIDEO.

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Pending

How to View/Update/Delete/Grant/Deny a Pending User

1. Click on the **Login** link from the root directory. This will redirect to page ROOT_LOGIN.
2. Login as the administrative user.
3. Click on the **Administration** link in the restricted directory. This will redirect to page ADMINISTRATION_ADMINISTRATIVE_USER_DETAIL.
4. Click on the **Pending** link. This will redirect to page ADMINISTRATION_USER_PENDING. A pending user can be granted or denied access on this page.
5. Click on the **Select** link for a pending user. This will redirect to page ADMINISTRATION_PENDING_USER_DETAIL.

Or

1. Click on the **Login** link from the root directory. This will redirect to page ROOT_LOGIN.
2. Login as the administrative user.
3. Click on the **Administration** link in the restricted directory. This will redirect to page ADMINISTRATION_ADMINISTRATIVE_USER_DETAIL.
4. Click on the **Website** link. This will redirect to page ADMINISTRATION_WEBSITE_COMPANIES.
5. Click on the **Select** link for a website company. This will redirect to page ADMINISTRATION_WEBSITE_COMPANY_DETAIL.
6. Click on the **Fax** button. This will direct to page ADMINISTRATION_COMPANY_FAX_NUMBERS.
7. Click on the **Users** link. This will redirect to page ADMINISTRATION_COMPANY_FAX_USERS.
8. Click on the **Select** link. This will redirect to page ADMINISTRATION_PENDING_USER_DETAIL.

Or

1. Click on the **Login** link from the root directory. This will redirect to page ROOT_LOGIN.
2. Login as the administrative user.
3. Click on the **Administration** link in the restricted directory. This will redirect to page ADMINISTRATION_ADMINISTRATIVE_USER_DETAIL.
4. Click on the **Website** link. This will redirect to page ADMINISTRATION_WEBSITE_COMPANIES.
5. Click on the **Select** link for a website company. This will redirect to page ADMINISTRATION_WEBSITE_COMPANY_DETAIL.
6. Click on the **User** link. This will redirect to page ADMINISTRATION_WEBSITE_COMPANY_USERS.
7. Click on the **Select** link. This will redirect to page ADMINISTRATION_PENDING_USER_DETAIL.

How to View/Grant/Deny Pending Users

1. Click on the **Login** link from the root directory. This will redirect to page ROOT_LOGIN.
2. Login as the administrative user.
3. Click on the **Administration** link in the restricted directory. This will redirect to page ADMINISTRATION_ADMINISTRATIVE_USER_DETAIL.
4. Click on the **Pending** link. This will redirect to page ADMINISTRATION_USER_PENDING.

Picture Content

How to View/Update/Delete Website Picture

1. Click on the **Login** link from the root directory. This will redirect to page ROOT_LOGIN.
2. Login as the administrative user.
3. Click on the **Administration** link in the restricted directory. This will redirect to page ADMINISTRATION_ADMINISTRATIVE_USER_DETAIL.
4. Click on the **Content** link. This will redirect to page ADMINISTRATION_WEBSITE_BLOG.
5. Click on the **Picture Content** link. This will redirect to page ADMINISTRATION_WEBSITE_PICTURE.

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Registered

How to Update a Registered User Email Address

1. Click on the **Login** link from the root directory. This will redirect to page ROOT_LOGIN.
2. Login as the administrative user.
3. Click on the **Administration** link in the restricted directory. This will redirect to page ADMINISTRATION_ADMINISTRATIVE_USER_DETAIL.
4. Click on the **Registered** link. This will redirect to page ADMINISTRATION_USER_REGISTERED.
5. Registered users can be disabled from this page.
6. Click the **Select** link. This will redirect to page ADMINISTRATION_REGISTERED_USER_DETAIL.
7. Click on the **Change** link in the Personal Information section. This will redirect to page ADMINISTRATION_CHANGE_EMAIL.

How to Update a Registered User Password

1. Click on the **Login** link from the root directory. This will redirect to page ROOT_LOGIN.
2. Login as the administrative user.
3. Click on the **Administration** link in the restricted directory. This will redirect to page ADMINISTRATION_ADMINISTRATIVE_USER_DETAIL.
4. Click on the **Registered** link. This will redirect to page ADMINISTRATION_USER_REGISTERED.
5. Registered users can be disabled from this page.
6. Click the **Select** link. This will redirect to page ADMINISTRATION_REGISTERED_USER_DETAIL.
7. Click on the **Change** link in the Password Information section. This will redirect to page ADMINISTRATION_CHANGE_PASSWORD.

How to View/Update/Delete/Disable a Registered User

1. Click on the **Login** link from the root directory. This will redirect to page ROOT_LOGIN.
2. Login as the administrative user.
3. Click on the **Administration** link in the restricted directory. This will redirect to page ADMINISTRATION_ADMINISTRATIVE_USER_DETAIL.
4. Click on the **Registered** link. This will redirect to page ADMINISTRATION_USER_REGISTERED.
5. Registered users can be disabled from this page.
6. Click the **Select** link. This will redirect to page ADMINISTRATION_REGISTERED_USER_DETAIL.

Or

1. Click on the **Login** link from the root directory. This will redirect to page ROOT_LOGIN.
2. Login as the administrative user.
3. Click on the **Administration** link in the restricted directory. This will redirect to page ADMINISTRATION_ADMINISTRATIVE_USER_DETAIL.
4. Click on the **Website** link. This will redirect to page ADMINISTRATION_WEBSITE_COMPANIES.
5. Click on the **Select** link for a website company. This will redirect to page ADMINISTRATION_WEBSITE_COMPANY_DETAIL.
6. Click on the **Fax** button. This will direct to page ADMINISTRATION_COMPANY_FAX_NUMBERS.
7. Click on the **Users** link. This will redirect to page ADMINISTRATION_COMPANY_FAX_USERS.
8. Click on the **Select** link. This will redirect to page ADMINISTRATION_REGISTERED_USER_DETAIL.

Or

1. Click on the **Login** link from the root directory. This will redirect to page ROOT_LOGIN.
2. Login as the administrative user.
3. Click on the **Administration** link in the restricted directory. This will redirect to page ADMINISTRATION_ADMINISTRATIVE_USER_DETAIL.
4. Click on the **Website** link. This will redirect to page ADMINISTRATION_WEBSITE_COMPANIES.
5. Click on the **Select** link for a website company. This will redirect to page ADMINISTRATION_WEBSITE_COMPANY_DETAIL.
6. Click on the **User** link. This will redirect to page ADMINISTRATION_WEBSITE_COMPANY_USERS.
7. Click on the **Select** link. This will redirect to page ADMINISTRATION_REGISTERED_USER_DETAIL.

How to View/Add/Delete a Related User Testimonial to Another User Testimonial

1. Click on the **Login** link from the root directory. This will redirect to page ROOT_LOGIN.
2. Login as the administrative user.

3. Click on the **Administration** link in the restricted directory. This will redirect to page ADMINISTRATION_ADMINISTRATIVE_USER_DETAIL.
4. Click on the **Content** link. This will redirect to page ADMINISTRATION_WEBSITE_BLOG.
5. Click on the **Testimonial Content** link. This will redirect to page ADMINISTRATION_WEBSITE_TESTIMONIAL.
6. Click on the **Select** link for a user testimonial. This will redirect to page ADMINISTRATION_USER_TESTIMONIAL.
7. Click on the **Testimonial** button. This will redirect to page ADMINISTRATION_RELATED_USER_TESTIMONIAL.

How to View/Add/Delete a Related Website Blog to a User Testimonial

1. Click on the **Login** link from the root directory. This will redirect to page ROOT_LOGIN.
2. Login as the administrative user.
3. Click on the **Administration** link in the restricted directory. This will redirect to page ADMINISTRATION_ADMINISTRATIVE_USER_DETAIL.
4. Click on the **Content** link. This will redirect to page ADMINISTRATION_WEBSITE_BLOG.
5. Click on the **Testimonial Content** link. This will redirect to page ADMINISTRATION_WEBSITE_TESTIMONIAL.
6. Click on the **Select** link for a user testimonial. This will redirect to page ADMINISTRATION_USER_TESTIMONIAL.
7. Click on the website blog button. This will redirect to page ADMINISTRATION_TESTIMONIAL_BLOG.

How to View/Add/Delete a Related Website Document to a User Testimonial

1. Click on the **Login** link from the root directory. This will redirect to page ROOT_LOGIN.
2. Login as the administrative user.
3. Click on the **Administration** link in the restricted directory. This will redirect to page ADMINISTRATION_ADMINISTRATIVE_USER_DETAIL.
4. Click on the **Content** link. This will redirect to page ADMINISTRATION_WEBSITE_BLOG.
5. Click on the **Testimonial Content** link. This will redirect to page ADMINISTRATION_WEBSITE_TESTIMONIAL.
6. Click on the **Select** link for a user testimonial. This will redirect to page ADMINISTRATION_USER_TESTIMONIAL.
7. Click on the **Document** button. This will redirect to page ADMINISTRATION_TESTIMONIAL_DOCUMENT.

How to View/Add/Delete a Related Website Video to a User Testimonial

1. Click on the **Login** link from the root directory. This will redirect to page ROOT_LOGIN.
2. Login as the administrative user.
3. Click on the **Administration** link in the restricted directory. This will redirect to page ADMINISTRATION_ADMINISTRATIVE_USER_DETAIL.
4. Click on the **Content** link. This will redirect to page ADMINISTRATION_WEBSITE_BLOG.
5. Click on the **Testimonial Content** link. This will redirect to page ADMINISTRATION_WEBSITE_TESTIMONIAL.
6. Click on the **Select** link for a user testimonial. This will redirect to page ADMINISTRATION_USER_TESTIMONIAL.
7. Click on the **Video** button. This will redirect to page ADMINISTRATION_TESTIMONIAL_VIDEO.

How to View Registered User History

1. Click on the **Login** link from the root directory. This will redirect to page ROOT_LOGIN.
2. Login as the administrative user.
3. Click on the **Administration** link in the restricted directory. This will redirect to page ADMINISTRATION_ADMINISTRATIVE_USER_DETAIL.
4. Click on the **Registered** link. This will redirect to page ADMINISTRATION_USER_REGISTERED.
5. Registered users can be disabled from this page.
6. Click the **Select** link. This will redirect to page ADMINISTRATION_REGISTERED_USER_DETAIL.
7. Click the **History** button. This will redirect to page ADMINISTRATION_USER_HISTORY.

How to View/Update Registered User Privacy Settings

1. Click on the **Login** link from the root directory. This will redirect to page ROOT_LOGIN.
2. Login as the administrative user.
3. Click on the **Administration** link in the restricted directory. This will redirect to page ADMINISTRATION_ADMINISTRATIVE_USER_DETAIL.
4. Click on the **Registered** link. This will redirect to page ADMINISTRATION_USER_REGISTERED.
5. Registered users can be disabled from this page.
6. Click the **Select** link. This will redirect to page ADMINISTRATION_REGISTERED_USER_DETAIL.
7. Click the **Privacy** button. This will redirect to page ADMINISTRATION_USER_PRIVACY.

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How to View Registered User Referrals

1. Click on the **Login** link from the root directory. This will redirect to page ROOT_LOGIN.
2. Login as the administrative user.
3. Click on the **Administration** link in the restricted directory. This will redirect to page ADMINISTRATION_ADMINISTRATIVE_USER_DETAIL.
4. Click on the **Registered** link. This will redirect to page ADMINISTRATION_USER_REGISTERED.
5. Registered users can be disabled from this page.
6. Click the **Select** link. This will redirect to page ADMINISTRATION_REGISTERED_USER_DETAIL.
7. Click the **Referral** button. This will redirect to page ADMINISTRATION_USER_REFERRAL.

How to View Referral Information

1. Click on the **Login** link from the root directory. This will redirect to page ROOT_LOGIN.
2. Login as the administrative user.
3. Click on the **Administration** link in the restricted directory. This will redirect to page ADMINISTRATION_ADMINISTRATIVE_USER_DETAIL.
4. Click on the **Registered** link. This will redirect to page ADMINISTRATION_USER_REGISTERED.
5. Registered users can be disabled from this page.
6. Click the **Select** link. This will redirect to page ADMINISTRATION_REGISTERED_USER_DETAIL.
7. Click the **Referral** button. This will redirect to page ADMINISTRATION_USER_REFERRAL.
8. Click the **Select** link for a referral. This will redirect to page ADMINISTRATION_USER_REFERRAL_DETAIL.

How to View Registered Users

1. Click on the **Login** link from the root directory. This will redirect to page ROOT_LOGIN.
2. Login as the administrative user.
3. Click on the **Administration** link in the restricted directory. This will redirect to page ADMINISTRATION_ADMINISTRATIVE_USER_DETAIL.
4. Click on the **Registered** link. This will redirect to page ADMINISTRATION_USER_REGISTERED.

How to Update/Restrict/Suppress a User Testimonial

1. Click on the **Login** link from the root directory. This will redirect to page ROOT_LOGIN.
2. Login as the administrative user.
3. Click on the **Administration** link in the restricted directory. This will redirect to page ADMINISTRATION_ADMINISTRATIVE_USER_DETAIL.
4. Click on the **Content** link. This will redirect to page ADMINISTRATION_WEBSITE_BLOG.
5. Click on the **Testimonial Content** link. This will redirect to page ADMINISTRATION_WEBSITE_TESTIMONIAL. Testimonials can also be Deleted/Restricted/Suppressed on this page.
6. Click on the **Select** link for a user testimonial. This will redirect to page ADMINISTRATION_USER_TESTIMONIAL.

Or

1. Click on the **Login** link from the root directory. This will redirect to page ROOT_LOGIN.
2. Login as the administrative user.
3. Click on the **Administration** link in the restricted directory. This will redirect to page ADMINISTRATION_ADMINISTRATIVE_USER_DETAIL.
4. Click on the **Registered** link. This will redirect to page ADMINISTRATION_USER_REGISTERED.
5. Click on the **Select** link. This will redirect to page ADMINISTRATION_REGISTERED_USER_DETAIL.
6. Click on the **Testimonial** button. This will redirect to page ADMINISTRATION_USER_TESTIMONIAL.

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Script Content

How to Update/Move a Website Script

1. Click on the **Login** link from the root directory. This will redirect to page ROOT_LOGIN.
2. Login as the administrative user.
3. Click on the **Administration** link in the restricted directory. This will redirect to page ADMINISTRATION_ADMINISTRATIVE_USER_DETAIL.
4. Click on the **Content** link. This will redirect to page ADMINISTRATION_WEBSITE_BLOG.
5. Click on the **Script Content** link. This will redirect to page ADMINISTRATION_SCRIPT_CONTENT.

Skills Content

How to Add/Delete/Move a Skills Section

1. Click on the **Login** link from the root directory. This will redirect to page ROOT_LOGIN.
2. Login as the administrative user.
3. Click on the **Administration** link in the restricted directory. This will redirect to page ADMINISTRATION_ADMINISTRATIVE_USER_DETAIL.
4. Click on the **Content** link. This will redirect to page ADMINISTRATION_WEBSITE_BLOG.
5. Click on the **Skills Content** link. This will redirect to page ADMINISTRATION_WEBSITE_SKILLS.

How to Add/Delete/Move a Skill

1. Click on the **Login** link from the root directory. This will redirect to page ROOT_LOGIN.
2. Login as the administrative user.
3. Click on the **Administration** link in the restricted directory. This will redirect to page ADMINISTRATION_ADMINISTRATIVE_USER_DETAIL.
4. Click on the **Content** link. This will redirect to page ADMINISTRATION_WEBSITE_BLOG.
5. Click on the **Skills Content** link. This will redirect to page ADMINISTRATION_WEBSITE_SKILLS.
6. Click on the **Select** link. This will redirect to page ADMINISTRATION_WEBSITE_SKILLS_DETAIL.

Summary Content

How to View/Add/Delete/Move a Summary Item

1. Click on the **Login** link from the root directory. This will redirect to page ROOT_LOGIN.
2. Login as the administrative user.
3. Click on the **Administration** link in the restricted directory. This will redirect to page ADMINISTRATION_ADMINISTRATIVE_USER_DETAIL.
4. Click on the **Content** link. This will redirect to page ADMINISTRATION_WEBSITE_BLOG.
5. Click on the **Summary Content** link. This will redirect to page ADMINISTRATION_WEBSITE_SUMMARY.

Temporary

How to Add a Temporary User

1. Click on the **Login** link from the root directory. This will redirect to page ROOT_LOGIN.
2. Login as the administrative user.
3. Click on the **Administration** link in the restricted directory. This will redirect to page ADMINISTRATION_ADMINISTRATIVE_USER_DETAIL.
4. Click on the **Temporary** link. This will redirect to page ADMINISTRATION_USER_TEMPORARY.
5. Click on the **Add** button. This will redirect to page ADMINISTRATION_TEMPORARY_USER_ADD.

How to View/Update/Delete/Invite a Temporary User

1. Click on the **Login** link from the root directory. This will redirect to page ROOT_LOGIN.
2. Login as the administrative user.
3. Click on the **Administration** link in the restricted directory. This will redirect to page ADMINISTRATION_ADMINISTRATIVE_USER_DETAIL.
4. Click on the **Temporary** link. This will redirect to page ADMINISTRATION_USER_TEMPORARY. An invitation can also be sent from this page.
5. Click on the **Select** link for a temporary user. This will redirect to page ADMINISTRATION_TEMPORARY_USER_DETAIL.

Or

1. Click on the **Login** link from the root directory. This will redirect to page ROOT_LOGIN.
2. Login as the administrative user.
3. Click on the **Administration** link in the restricted directory. This will redirect to page ADMINISTRATION_ADMINISTRATIVE_USER_DETAIL.
4. Click on the **Website** link. This will redirect to page ADMINISTRATION_WEBSITE_COMPANIES.
5. Click on the **Select** link for a website company. This will redirect to page ADMINISTRATION_WEBSITE_COMPANY_DETAIL.
6. Click on the **Fax** button. This will direct to page ADMINISTRATION_COMPANY_FAX_NUMBERS.
7. Click on the **Users** link. This will redirect to page ADMINISTRATION_COMPANY_FAX_USERS.
8. Click on the **Select** link. This will redirect to page ADMINISTRATION_TEMPORARY_USER_DETAIL.

Or

1. Click on the **Login** link from the root directory. This will redirect to page ROOT_LOGIN.
2. Login as the administrative user.
3. Click on the **Administration** link in the restricted directory. This will redirect to page ADMINISTRATION_ADMINISTRATIVE_USER_DETAIL.
4. Click on the **Website** link. This will redirect to page ADMINISTRATION_WEBSITE_COMPANIES.
5. Click on the **Select** link for a website company. This will redirect to page ADMINISTRATION_WEBSITE_COMPANY_DETAIL.
6. Click on the **User** link. This will redirect to page ADMINISTRATION_WEBSITE_COMPANY_USERS.
7. Click on the **Select** link. This will redirect to page ADMINISTRATION_TEMPORARY_USER_DETAIL.

How to Import Temporary Users

1. Click on the **Login** link from the root directory. This will redirect to page ROOT_LOGIN.
2. Login as the administrative user.
3. Click on the **Administration** link in the restricted directory. This will redirect to page ADMINISTRATION_ADMINISTRATIVE_USER_DETAIL.
4. Click on the **Temporary** link. This will redirect to page ADMINISTRATION_USER_TEMPORARY.
5. Click on the **Import** button. This will redirect to page ADMINISTATION_TEMPORARY_USER_IMPORT.

How to View Temporary Users

1. Click on the **Login** link from the root directory. This will redirect to page ROOT_LOGIN.
2. Login as the administrative user.
3. Click on the **Administration** link in the restricted directory. This will redirect to page ADMINISTRATION_ADMINISTRATIVE_USER_DETAIL.
4. Click on the **Temporary** link. This will redirect to page ADMINISTRATION_USER_TEMPORARY.

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Testimonial Content

How to View/Delete/Move/Restrict/Suppress Testimonials

1. Click on the **Login** link from the root directory. This will redirect to page ROOT_LOGIN.
2. Login as the administrative user.
3. Click on the **Administration** link in the restricted directory. This will redirect to page ADMINISTRATION_ADMINISTRATIVE_USER_DETAIL.
4. Click on the **Content** link. This will redirect to page ADMINISTRATION_WEBSITE_BLOG.
5. Click on the **Testimonial Content** link. This will redirect to page ADMINISTRATION_WEBSITE_TESTIMONIAL.

Video Content

How to View/Add/Delete a Related Website Video to Another Website Video

1. Click on the **Login** link from the root directory. This will redirect to page ROOT_LOGIN.
2. Login as the administrative user.
3. Click on the **Administration** link in the restricted directory. This will redirect to page ADMINISTRATION_ADMINISTRATIVE_USER_DETAIL.
4. Click on the **Content** link. This will redirect to page ADMINISTRATION_WEBSITE_BLOG.
5. Click on the **Video Content** link. This will redirect to page ADMINISTRATION_WEBSITE_VIDEO.
6. Click on the **Select** link for a website video. This will redirect to page ADMINISTRATION_WEBSITE_VIDEO_DETAIL.
7. Click on the **Video** button. This will redirect to page ADMINISTRATION_RELATED_WEBSITE_VIDEO.

How to View/Add/Delete a Related Website Blog to a Website Video

1. Click on the **Login** link from the root directory. This will redirect to page ROOT_LOGIN.
2. Login as the administrative user.
3. Click on the **Administration** link in the restricted directory. This will redirect to page ADMINISTRATION_ADMINISTRATIVE_USER_DETAIL.
4. Click on the **Content** link. This will redirect to page ADMINISTRATION_WEBSITE_BLOG.
5. Click on the **Video Content** link. This will redirect to page ADMINISTRATION_WEBSITE_VIDEO.
6. Click on the **Select** link for a website video. This will redirect to page ADMINISTRATION_WEBSITE_VIDEO_DETAIL.
7. Click on the website blog button. This will redirect to page ADMINISTRATION_VIDEO_BLOG.

How to View/Add/Delete a Related Website Document to a Website Video

1. Click on the **Login** link from the root directory. This will redirect to page ROOT_LOGIN.
2. Login as the administrative user.
3. Click on the **Administration** link in the restricted directory. This will redirect to page ADMINISTRATION_ADMINISTRATIVE_USER_DETAIL.
4. Click on the **Content** link. This will redirect to page ADMINISTRATION_WEBSITE_BLOG.
5. Click on the **Video Content** link. This will redirect to page ADMINISTRATION_WEBSITE_VIDEO.
6. Click on the **Select** link for a website video. This will redirect to page ADMINISTRATION_WEBSITE_VIDEO_DETAIL.
7. Click on the **Document** button. This will redirect to page ADMINISTRATION_VIDEO_DOCUMENT.

How to View/Add/Delete a Related User Testimonial to a Website Video

1. Click on the **Login** link from the root directory. This will redirect to page ROOT_LOGIN.
2. Login as the administrative user.
3. Click on the **Administration** link in the restricted directory. This will redirect to page ADMINISTRATION_ADMINISTRATIVE_USER_DETAIL.
4. Click on the **Content** link. This will redirect to page ADMINISTRATION_WEBSITE_BLOG.
5. Click on the **Video Content** link. This will redirect to page ADMINISTRATION_WEBSITE_VIDEO.
6. Click on the **Select** link for a website video. This will redirect to page ADMINISTRATION_WEBSITE_VIDEO_DETAIL.
7. Click on the **Testimonial** button. This will redirect to page ADMINISTRATION_VIDEO_TESTIMONIAL.

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How to View/Add/Move Videos

1. Click on the **Login** link from the root directory. This will redirect to page ROOT_LOGIN.
2. Login as the administrative user.
3. Click on the **Administration** link in the restricted directory. This will redirect to page ADMINISTRATION_ADMINISTRATIVE_USER_DETAIL.
4. Click on the **Content** link. This will redirect to page ADMINISTRATION_WEBSITE_BLOG.
5. Click on the **Video Content** link. This will redirect to page ADMINISTRATION_WEBSITE_VIDEO.

How to View/Add/Update/Delete/Move/Restrict/Suppress a Website Video

6. Click on the **Login** link from the root directory. This will redirect to page ROOT_LOGIN.
7. Login as the administrative user.
8. Click on the **Administration** link in the restricted directory. This will redirect to page ADMINISTRATION_ADMINISTRATIVE_USER_DETAIL.
9. Click on the **Content** link. This will redirect to page ADMINISTRATION_WEBSITE_BLOG.
10. Click on the **Video Content** link. This will redirect to page ADMINISTRATION_WEBSITE_VIDEO. A website video's display order can be changed on this page.
11. Select the **Add** button to add a new video, or the **Select** link of an existing video. This will redirect to page ADMINISTRATION_WEBSITE_VIDEO_DETAIL.

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Website Companies

How to View/Delete Website Company Fax Numbers

1. Click on the **Login** link from the root directory. This will redirect to page ROOT_LOGIN.
2. Login as the administrative user.
3. Click on the **Administration** link in the restricted directory. This will redirect to page ADMINISTRATION_ADMINISTRATIVE_USER_DETAIL.
4. Click on the **Website** link. This will redirect to page ADMINISTRATION_WEBSITE_COMPANIES.
5. Click on the **Select** link for a website company. This will redirect to page ADMINISTRATION_WEBSITE_COMPANY_DETAIL.
6. Click on the **Fax** button. This will direct to page ADMINISTRATION_COMPANY_FAX_NUMBERS.

How to View Website Company Fax Number Users

9. Click on the **Login** link from the root directory. This will redirect to page ROOT_LOGIN.
1. Login as the administrative user.
2. Click on the **Administration** link in the restricted directory. This will redirect to page ADMINISTRATION_ADMINISTRATIVE_USER_DETAIL.
3. Click on the **Website** link. This will redirect to page ADMINISTRATION_WEBSITE_COMPANIES.
4. Click on the **Select** link for a website company. This will redirect to page ADMINISTRATION_WEBSITE_COMPANY_DETAIL.
5. Click on the **Fax** button. This will direct to page ADMINISTRATION_COMPANY_FAX_NUMBERS.
6. Click on the **Users** link. This will redirect to page ADMINISTRATION_COMPANY_FAX_USERS.

How to View Website Companies

1. Click on the **Login** link from the root directory. This will redirect to page ROOT_LOGIN.
2. Login as the administrative user.
3. Click on the **Administration** link in the restricted directory. This will redirect to page ADMINISTRATION_ADMINISTRATIVE_USER_DETAIL.
4. Click on the **Website** link. This will redirect to page ADMINISTRATION_WEBSITE_COMPANIES.

How to View/Delete Website Company Addresses

1. Click on the **Login** link from the root directory. This will redirect to page ROOT_LOGIN.
2. Login as the administrative user.
3. Click on the **Administration** link in the restricted directory. This will redirect to page ADMINISTRATION_ADMINISTRATIVE_USER_DETAIL.
4. Click on the **Website** link. This will redirect to page ADMINISTRATION_WEBSITE_COMPANIES.
5. Click on the **Select** link for a website company. This will redirect to page ADMINISTRATION_WEBSITE_COMPANY_DETAIL.
6. Click on the **Address** link. This will redirect to page ADMINISTRATION_WEBSITE_COMPANY_ADDRESSES.

How to View/Update/Delete a Website Company

1. Click on the **Login** link from the root directory. This will redirect to page ROOT_LOGIN.
2. Login as the administrative user.
3. Click on the **Administration** link in the restricted directory. This will redirect to page ADMINISTRATION_ADMINISTRATIVE_USER_DETAIL.
4. Click on the **Website** link. This will redirect to page ADMINISTRATION_WEBSITE_COMPANIES.
5. Click on the **Select** link for a website company. This will redirect to ADMINISTRATION_WEBSITE_COMPANY_DETAIL.

How to View Website Company Users

1. Click on the **Login** link from the root directory. This will redirect to page ROOT_LOGIN.
2. Login as the administrative user.
3. Click on the **Administration** link in the restricted directory. This will redirect to page ADMINISTRATION_ADMINISTRATIVE_USER_DETAIL.
4. Click on the **Website** link. This will redirect to page ADMINISTRATION_WEBSITE_COMPANIES.
5. Click on the **Select** link for a website company. This will redirect to page ADMINISTRATION_WEBSITE_COMPANY_DETAIL.
6. Click on the **User** link. This will redirect to page ADMINISTRATION_WEBSITE_COMPANY_USERS.

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Website Countries

How to View/Update/Delete a Website Address

1. Click on the **Login** link from the root directory. This will redirect to page ROOT_LOGIN.
2. Login as the administrative user.
3. Click on the **Administration** link in the restricted directory. This will redirect to page ADMINISTRATION_ADMINISTRATIVE_USER_DETAIL.
4. Click on the **Website** link in the restricted directory. This will redirect to page ADMINISTRATION_WEBSITE_COMPANIES.
5. Click on the **Website Countries** link. This will redirect to page ADMINISTRATION_WEBSITE_COUNTRIES.
6. Click on the **Select** link for a country. This will redirect to page ADMINISTRATION_WEBSITE_COUNTRY_DETAIL.
7. Click on the **Provinces** button. This will redirect to page ADMINISTRATION_WEBSITE_PROVINCES.
8. Click on the **Addresses** link. This will redirect to page ADMINISTRATION_WEBSITE_ADDRESSES.
9. Click on the **Select** link for an address. This will redirect to page ADMINISTRATION_WEBSITE_ADDRESS_DETAIL.

Or

1. Click on the **Login** link from the root directory. This will redirect to page ROOT_LOGIN.
2. Login as the administrative user.
3. Click on the **Administration** link in the restricted directory. This will redirect to page ADMINISTRATION_ADMINISTRATIVE_USER_DETAIL.
4. Click on the **Website** link. This will redirect to page ADMINISTRATION_WEBSITE_COMPANIES.
5. Click on the **Select** link for a website company. This will redirect to page ADMINISTRATION_WEBSITE_COMPANY_DETAIL.
6. Click on the **Address** link. This will redirect to page ADMINISTRATION_WEBSITE_COMPANY_ADDRESSES. A website company address can be deleted on this page.
7. Click on the **Select** link. This will redirect to page ADMINISTRATION_WEBSITE_ADDRESS_DETAIL.

How to View Website Addresses

1. Click on the **Login** link from the root directory. This will redirect to page ROOT_LOGIN.
2. Login as the administrative user.
3. Click on the **Administration** link in the restricted directory. This will redirect to page ADMINISTRATION_ADMINISTRATIVE_USER_DETAIL.
4. Click on the **Website** link in the restricted directory. This will redirect to page ADMINISTRATION_WEBSITE_COMPANIES.
5. Click on the **Website Countries** link. This will redirect to page ADMINISTRATION_WEBSITE_COUNTRIES.
6. Click on the **Select** link for a country. This will redirect to page ADMINISTRATION_WEBSITE_COUNTRY_DETAIL.
7. Click on the **Provinces** button. This will redirect to page ADMINISTRATION_WEBSITE_PROVINCES.
8. Click on the **Addresses** link. This will redirect to page ADMINISTRATION_WEBSITE_ADDRESSES.

How to View/Activate/Deactivate Website Countries

1. Click on the **Login** link from the root directory. This will redirect to page ROOT_LOGIN.
2. Login as the administrative user.
3. Click on the **Administration** link in the restricted directory. This will redirect to page ADMINISTRATION_ADMINISTRATIVE_USER_DETAIL.
4. Click on the **Website Countries** link. This will redirect to page ADMINISTRATION_WEBSITE_COUNTRIES.

How to View/Add/Update/Delete a Website Country

1. Click on the **Login** link from the root directory. This will redirect to page ROOT_LOGIN.
2. Login as the administrative user.
3. Click on the **Administration** link in the restricted directory. This will redirect to page ADMINISTRATION_ADMINISTRATIVE_USER_DETAIL.
4. Click on the **Website** link in the restricted directory. This will redirect to page ADMINISTRATION_WEBSITE_COMPANIES.
5. Click on the **Website Countries** link. This will redirect to page ADMINISTRATION_WEBSITE_COUNTRIES. A country can be activated/deactivated on this page.
6. Click on the **Add** button to add a new country or the **Select** link to update an existing country. This will redirect to page ADMINISTRATION_WEBSITE_COUNTRY_DETAIL.

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How to View/Delete Website Fax Numbers

1. Click on the **Login** link from the root directory. This will redirect to page ROOT_LOGIN.
2. Login as the administrative user.
3. Click on the **Administration** link in the restricted directory. This will redirect to page ADMINISTRATION_ADMINISTRATIVE_USER_DETAIL.
4. Click on the **Website** link in the restricted directory. This will redirect to page ADMINISTRATION_WEBSITE_COMPANIES.
5. Click on the **Website Countries** link. This will redirect to page ADMINISTRATION_WEBSITE_COUNTRIES.
6. Click on the **Select** link for a country. This will redirect to page ADMINISTRATION_WEBSITE_COUNTRY_DETAIL.
7. Click on the **Fax** button. This will redirect to page ADMINISTRATION_WEBSITE_FAX.

How to Update/Delete a Website Postal Code

1. Click on the **Login** link from the root directory. This will redirect to page ROOT_LOGIN.
2. Login as the administrative user.
3. Click on the **Administration** link in the restricted directory. This will redirect to page ADMINISTRATION_ADMINISTRATIVE_USER_DETAIL.
4. Click on the **Website** link in the restricted directory. This will redirect to page ADMINISTRATION_WEBSITE_COMPANIES.
5. Click on the **Website Countries** link. This will redirect to page ADMINISTRATION_WEBSITE_COUNTRIES.
6. Click on the **Select** link for a country. This will redirect to page ADMINISTRATION_WEBSITE_COUNTRY_DETAIL.
7. Click on the **Postal Codes** button. This will redirect to page ADMINISTRATION_WEBSITE_POSTAL_CODES. Postal codes can be verified on this page.
8. Click on the **Select** link for a postal code. This will redirect to page ADMINISTRATION_WEBSITE_POSTAL_CODE_DETAIL.

How to View/Verify Website Postal Codes

1. Click on the **Login** link from the root directory. This will redirect to page ROOT_LOGIN.
2. Login as the administrative user.
3. Click on the **Administration** link in the restricted directory. This will redirect to page ADMINISTRATION_ADMINISTRATIVE_USER_DETAIL.
4. Click on the **Website** link in the restricted directory. This will redirect to page ADMINISTRATION_WEBSITE_COMPANIES.
5. Click on the **Website Countries** link. This will redirect to page ADMINISTRATION_WEBSITE_COUNTRIES.
6. Click on the **Select** link for a country. This will redirect to page ADMINISTRATION_WEBSITE_COUNTRY_DETAIL.
7. Click on the **Postal Codes** button. This will redirect to page ADMINISTRATION_WEBSITE_POSTAL_CODES.

How to View/Add/Update/Delete a Website Province

1. Click on the **Login** link from the root directory. This will redirect to page ROOT_LOGIN.
2. Login as the administrative user.
3. Click on the **Administration** link in the restricted directory. This will redirect to page ADMINISTRATION_ADMINISTRATIVE_USER_DETAIL.
4. Click on the **Website** link in the restricted directory. This will redirect to page ADMINISTRATION_WEBSITE_COMPANIES.
5. Click on the **Website Countries** link. This will redirect to page ADMINISTRATION_WEBSITE_COUNTRIES.
6. Click on the **Select** link for a country. This will redirect to page ADMINISTRATION_WEBSITE_COUNTRY_DETAIL.
7. Click on the **Provinces** button. This will redirect to page ADMINISTRATION_WEBSITE_PROVINCES. A website province can be activated/deactivated on this page.
8. Click on the **Add** button to add a new province or the **Select** link to update an existing province. This will redirect to page ADMINISTRATION_WEBSITE_PROVINCE_DETAIL.

How to View/Activate/Deactivate Website Provinces

1. Click on the **Login** link from the root directory. This will redirect to page ROOT_LOGIN.
2. Login as the administrative user.
3. Click on the **Administration** link in the restricted directory. This will redirect to page ADMINISTRATION_ADMINISTRATIVE_USER_DETAIL.
4. Click on the **Website** link in the restricted directory. This will redirect to page ADMINISTRATION_WEBSITE_COMPANIES.
5. Click on the **Website Countries** link. This will redirect to page ADMINISTRATION_WEBSITE_COUNTRIES.
6. Click on the **Select** link for a country. This will redirect to page ADMINISTRATION_WEBSITE_COUNTRY_DETAIL.
7. Click on the **Provinces** button. This will redirect to page ADMINISTRATION_WEBSITE_PROVINCES.

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How to View/Delete Website Telephone Numbers

1. Click on the **Login** link from the root directory. This will redirect to page ROOT_LOGIN.
2. Login as the administrative user.
3. Click on the **Administration** link in the restricted directory. This will redirect to page ADMINISTRATION_ADMINISTRATIVE_USER_DETAIL.
4. Click on the **Website** link in the restricted directory. This will redirect to page ADMINISTRATION_WEBSITE_COMPANIES.
5. Click on the **Website Countries** link. This will redirect to page ADMINISTRATION_WEBSITE_COUNTRIES.
6. Click on the **Select** link for a country. This will redirect to page ADMINISTRATION_WEBSITE_COUNTRY_DETAIL.
7. Click on the **Telephone** button. This will redirect to page ADMINISTRATION_WEBSITE_TELEPHONE.

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Website Jobs

How to View/Update a Website Job

1. Click on the **Login** link from the root directory. This will redirect to page ROOT_LOGIN.
2. Login as the administrative user.
3. Click on the **Administration** link in the restricted directory. This will redirect to page ADMINISTRATION_ADMINISTRATIVE_USER_DETAIL.
4. Click on the **Website** link in the restricted directory. This will redirect to page ADMINISTRATION_WEBSITE_COMPANIES.
5. Click on the **Website Jobs** link. This will redirect to page ADMINISTRATION_WEBSITE_JOBS.
6. Click on the **Select** link for a website job. This will redirect to page ADMINISTRATION_WEBSITE_JOB_DETAIL.

How to View/Run Website Jobs

1. Click on the **Login** link from the root directory. This will redirect to page ROOT_LOGIN.
2. Login as the administrative user.
3. Click on the **Administration** link in the restricted directory. This will redirect to page ADMINISTRATION_ADMINISTRATIVE_USER_DETAIL.
4. Click on the **Website** link in the restricted directory. This will redirect to page ADMINISTRATION_WEBSITE_COMPANIES.
5. Click on the **Website Jobs** link. This will redirect to page ADMINISTRATION_WEBSITE_JOBS.

Website Sections

How to View/Activate/Deactivate/Move a Website Section

1. Click on the **Login** link from the root directory. This will redirect to page ROOT_LOGIN.
2. Login as the administrative user.
3. Click on the **Administration** link in the restricted directory. This will redirect to page ADMINISTRATION_ADMINISTRATIVE_USER_DETAIL.
4. Click on the **Website** link in the restricted directory. This will redirect to page ADMINISTRATION_WEBSITE_COMPANIES.
5. Click on the **Website Sections** link. This will redirect to page ADMINISTRATION_WEBSITE_SECTIONS.

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Registered

Profile

How to Update Registered User Email Address

1. Click on the **Login** link from the root directory. This will redirect to page ROOT_LOGIN.
2. Login as a registered user.
3. Click on the **Profile** link in the restricted directory. This will redirect to page REGISTERED_REGISTERED_USER_DETAIL.
4. Click on the **Change Email Address** link. This will redirect to page REGISTERED_CHANGE_EMAIL_ADDRESS.

How to Update Registered User Password

1. Click on the **Login** link from the root directory. This will redirect to page ROOT_LOGIN.
2. Login as a registered user.
3. Click on the **Profile** link in the restricted directory. This will redirect to page REGISTERED_REGISTERED_USER_DETAIL.
4. Click on the **Change Password** link. This will redirect to page REGISTERED_CHANGE_PASSWORD.

How to Delete a Registered User Account

1. Click on the **Login** link from the root directory. This will redirect to page ROOT_LOGIN.
2. Login as a registered user.
3. Click on the **Profile** link in the restricted directory. This will redirect to page REGISTERED_REGISTERED_USER_DETAIL.
4. Click on the **Delete Account** link. This will redirect to page REGISTERED_DELETE_ACCOUNT.

How to Lock Registered User Account

1. Click on the **Login** link from the root directory. This will redirect to page ROOT_LOGIN.
2. Login as a registered user.
3. Click on the **Profile** link in the restricted directory. This will redirect to page REGISTERED_REGISTERED_USER_DETAIL.
4. Click on the **Lock Account** link. This will redirect to page REGISTERED_LOCK_ACCOUNT.

How to Add Registered User Referral

1. Click on the **Login** link from the root directory. This will redirect to page ROOT_LOGIN.
2. Login as a registered user.
3. Click on the **Profile** link in the restricted directory. This will redirect to page REGISTERED_REGISTERED_USER_DETAIL.
4. Click on the **User Referral** link. This will redirect to page REGISTERED_USER_REFERRAL.
5. Click on the **Add** button. This will redirect to page REGISTERED_NEW_REFERRAL.
6. Click on the **Submit** button. This will redirect to page REGISTERED_NEW_REFERRAL_DETAIL.

How to View/Update Registered User Privacy Settings

1. Click on the **Login** link from the root directory. This will redirect to page ROOT_LOGIN.
2. Login as a registered user.
3. Click on the **Profile** link in the restricted directory. This will redirect to page REGISTERED_REGISTERED_USER_DETAIL.
4. Click on the **Privacy Settings** link. This will redirect to page REGISTERED_PRIVACY_SETTINGS.

How to View/Update Registered User Information

1. Click on the **Login** link from the root directory. This will redirect to page ROOT_LOGIN.
2. Login as a registered user.
3. Click on the **Profile** link in the restricted directory. This will redirect to page REGISTERED_REGISTERED_USER_DETAIL.

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How to View Registered User History

1. Click on the **Login** link from the root directory. This will redirect to page ROOT_LOGIN.
2. Login as a registered user.
3. Click on the **Profile** link in the restricted directory. This will redirect to page REGISTERED_REGISTERED_USER_DETAIL.
4. Click on the **User History** link. This will redirect to page REGISTERED_USER_HISTORY.

How to View Registered User Referrals

1. Click on the **Login** link from the root directory. This will redirect to page ROOT_LOGIN.
2. Login as a registered user.
3. Click on the **Profile** link in the restricted directory. This will redirect to page REGISTERED_REGISTERED_USER_DETAIL.
4. Click on the **User Referral** link. This will redirect to page REGISTERED_USER_REFERRAL.

How to View/Add/Update Registered User Testimonial

1. Click on the **Login** link from the root directory. This will redirect to page ROOT_LOGIN.
2. Login as a registered user.
3. Click on the **Profile** link in the restricted directory. This will redirect to page REGISTERED_REGISTERED_USER_DETAIL.
4. Click on the **User Testimonial** link. This will redirect to page REGISTERED_USER_TESTIMONIAL.

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Restricted

Blog

How to View a Listing of Restricted Blogs

1. Click on the **Login** link from the root directory. This will redirect to page <u>ROOT_LOGIN</u>.
2. Login as an administrative, registered user, or temporary user.
3. Click on the website blog link in the restricted directory. This will redirect to page <u>RESTRICTED_BLOG</u>.

How to View a Restricted Blog

1. Click on the **Login** link from the root directory. This will redirect to page <u>ROOT_LOGIN</u>.
2. Login as an administrative, registered user, or temporary user.
3. Click on the website blog link in the restricted directory. This will redirect to page <u>RESTRICTED_BLOG</u>.
4. Click on the **Select** link. This will redirect to page <u>RESTRICTED_BLOG_DETAIL</u>.

Certifications

How to View Restricted Certifications

1. Click on the **Login** link from the root directory. This will redirect to page <u>ROOT_LOGIN</u>.
2. Login as an administrative, registered user, or temporary user.
3. Click on the **Certification** link in the restricted directory. This will redirect to page <u>RESTRICTED_CERTIFICATION</u>.

Contact

How to View Restricted Contact Information

1. Click on the **Login** link from the root directory. This will redirect to page <u>ROOT_LOGIN</u>.
2. Login as an administrative, registered user, or temporary user.
3. Click on the **Contact** link in the restricted directory. This will redirect to page <u>RESTRICTED_CONTACT</u>.

Download

How to View Restricted Documents

1. Click on the **Login** link from the root directory. This will redirect to page <u>ROOT_LOGIN</u>.
2. Login as an administrative, registered user, or temporary user.
3. Click on the **Download** link in the restricted directory. This will redirect to page <u>RESTRICTED_DOWNLOAD</u>.

Education

How to View Restricted Education

1. Click on the **Login** link from the root directory. This will redirect to page <u>ROOT_LOGIN</u>.
2. Login as an administrative, registered user, or temporary user.
3. Click on the **Education** link in the restricted directory. This will redirect to page <u>RESTRICTED_EDUCATION</u>.

Experience

How to View Restricted Experience

1. Click on the **Login** link from the root directory. This will redirect to page <u>ROOT_LOGIN</u>.
2. Login as an administrative, registered user, or temporary user.
3. Click on the **Experience** link in the restricted directory. This will redirect to page <u>RESTRICTED_EXPERIENCE</u>.

Home

How to View the Restricted Home Page

1. Click on the **Login** link from the root directory. This will redirect to page ROOT_LOGIN.
2. Login as an administrative, registered user, or temporary user.
3. Click on the **Home** link in the restricted directory. This will redirect to page RESTRICTED_HOME.

Objective

How to View Restricted Career Objective

1. Click on the **Login** link from the root directory. This will redirect to page ROOT_LOGIN.
2. Login as an administrative, registered user, or temporary user.
3. Click on the **Objective** link in the restricted directory. This will redirect to page RESTRICTED_OBJECTIVE.

Skill

How to View Restricted Skill Information

1. Click on the **Login** link from the root directory. This will redirect to page ROOT_LOGIN.
2. Login as an administrative, registered user, or temporary user.
3. Click on the **Skill** link in the restricted directory. This will redirect to page RESTRICTED_SKILLS.

Summary

How to View Restricted Career Summary

1. Click on the **Login** link from the root directory. This will redirect to page ROOT_LOGIN.
2. Login as an administrative, registered user, or temporary user.
3. Click on the **Summary** link in the restricted directory. This will redirect to page RESTRICTED_SUMMARY.

Testimonial

How to View Restricted User Testimonials

1. Click on the **Login** link from the root directory. This will redirect to page ROOT_LOGIN.
2. Login as an administrative, registered user, or temporary user.
3. Click on the **Testimonial** link in the restricted directory. This will redirect to page RESTRICTED_TESTIMONIAL.

How to View a User Testimonial from a Restricted Related Blog/Page/Testimonial/Video

1. Click on the **Login** link from the root directory. This will redirect to page ROOT_LOGIN.
2. Login as an administrative, registered user, or temporary user.
3. Click on the **Testimonial** link in the restricted directory. This will redirect to page RESTRICTED_TESTIMONIAL.
4. Click on the **Select** link. This will redirect to page RESTRICTED_TESTIMONIAL_DETAIL.

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Video

How to View Restricted User Videos

1. Click on the **Login** link from the root directory. This will redirect to page ROOT_LOGIN.
2. Login as an administrative, registered user, or temporary user.
3. Click on the **Video** link in the restricted directory. This will redirect to page RESTRICTED_VIDEO.

How to View a Website Video from a Restricted Related Blog/Page/Testimonial/Video

1. Click on the **Login** link from the root directory. This will redirect to page ROOT_LOGIN.
2. Login as an administrative, registered user, or temporary user.
3. Click on the **Video** link in the restricted directory. This will redirect to page RESTRICTED_VIDEO.
4. Click on the **Select** link. This will redirect to page RESTRICTED_VIDEO_DETAIL.

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Root

Blog

How to View a Listing of Unrestricted Blogs

1. Click on the website blog link in the root directory. This will redirect to page ROOT_BLOG.

How to View an Unrestricted Blog

1. Click on the website blog link in the root directory. This will redirect to page ROOT_BLOG.
2. Click on the **Select** link. This will redirect to page ROOT_BLOG_DETAIL.

Contact

How to View Unrestricted Contact Information

1. Click on the **Contact** link in the root directory. This will redirect to page ROOT_CONTACT.

Download

How to View Unrestricted Documents

1. Click on the **Download** link in the root directory. This will redirect to page ROOT_DOWNLOAD.

Home

How to View the Root Home Page

1. Click on the **Home** link in the root directory. This will redirect to page ROOT_DEFAULT.

How to Submit an Access Request

1. Click on the **Login** link from the root directory. This will redirect to page ROOT_LOGIN.
2. Click on the **Request Access** link. This will redirect to page ROOT_REQUEST_ACCESS.

How to Request Password

1. Click on the **Login** link from the root directory. This will redirect to page ROOT_LOGIN.
2. Click on the **Request Password** link. This will redirect to page ROOT_REQUEST_PASSWORD.

Testimonial

How to View Unrestricted User Testimonials

1. Click on the **Testimonial** link in the root directory. This will redirect to page ROOT_TESTIMONIAL.

How to View a User Testimonial from a Related Blog/Page/Testimonial/Video

1. Click on the **Testimonial** link in the root directory. This will redirect to page ROOT_TESTIMONIAL.
2. Click on the **Select** link. This will redirect to page ROOT_TESTIMONIAL_DETAIL.

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Video

How to View Unrestricted Videos

1. Click on the **Video** link in the root directory. This will redirect to page ROOT_VIDEO.

How to View a Website Video from a Related Blog/Page/Testimonial/Video

1. Click on the **Video** link in the root directory. This will redirect to page ROOT_VIDEO.
2. Click on the **Select** link. This will redirect to page ROOT_VIDEO_DETAIL.

Temporary

Register

How to Transition a Temporary User to a Registered User

1. Click on the **Login** link from the root directory. This will redirect to page ROOT_LOGIN.
2. Login as a temporary user. This will redirect to page RESTRICTED_HOME.
3. Click on the **Register** link. This will redirect to page TEMPORARY_REGISTER.

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User Testimonials

Schmuzzi allows registered users to provide testimonials. This occurs on page REGISTERED_USER_TESTIMONIAL. Testimonial administration occurs on page ADMINISTRATION_ WEBSITE_TESTIMONIAL. The registered user can decide whether or not they want the testimonial to appear publically or just to other known users. Public testimonials will appear on pages ROOT_TESTIMONIAL and RESTRICTED_TESTIMONIAL. Restricted testimonials will only appear on page RESTRICTED_TESTIMONIAL.

The following occurs when a registered user provides a user testimonial;

- Email TESTIMONIAL_NOTIFICATION_EMAIL is sent to the administrative user email address with detailed information (testimonial text & testimonial date) regarding the testimonial being provided and the registered user that is providing the testimonial. The testimonial is suppressed at this point pending action by the administrative user. The administrative user can accept the testimonial directly from this email. Otherwise, the testimonial can be accepted on page ADMINISTRATION_WEBSITE_TESTIMONIAL.
- Email TESTIMONIAL_CONFIRMATION_EMAIL is sent to the registered user that is providing the testimonial, provided that confirmation emails are not suppressed in the registered user's privacy settings (REGISTERED_PRIVACY_SETTINGS). Suppression of confirmation emails can also be accomplished from this email.
- Once the administrative user has decided to accept the testimonial then the testimonial is displayed on pages ROOT_TESTIMONIAL and/or RESTRICTED_TESTIMONIAL depending on the display preferences set by the registered user providing the testimonial and the administrative user. The user testimonial will be restricted to known users, displayed only on page RESTRICTED_TESTIMONIAL, if either the registered user or the administrative user has decided to restrict the user testimonial.
- The display order of testimonials can be changed by the administrative user on page ADMINISTRATION_WEBSITE_TESTIMONIAL.
- Updates to the testimonial by the registered user will return the testimonial to a suppressed state pending acceptance by the administrative user.
- Related blogs, documents, and videos can be linked to the testimonial on page ADMINISTRATION_USER_TESTIMONIAL.

Website Addresses

Country

The highest level of address information within Schmuzzi is country. By default, there are 230 countries within Schmuzzi. One of the principles underlying Schmuzzi is that Schmuzzi is intended to be a truly international application. There is considerable functionality within Schmuzzi that attempts to cater to the unique characteristics of each country when it comes to things like address and telephone formatting. Country level administration occurs on page ADMINISTRATION_WEBSITE_COUNTRY_DETAIL. The following data elements are contained at this level;

- Country Name
- ISO Country Codes
- Telephone Code
- Default Area Code
- Default Postal Code
- Postal Code Format
- Postal Code Length
- Postal Code Prefix
- Telephone and fax number minimum and maximum lengths for area code, exchange and number
- Whether or not the country uses postal codes
- Whether or not the country is currently active

Province

The next highest level of address information within Schmuzzi is province. In the event that a country does not have provinces, a default province is assigned. Province level administration occurs on page ADMINISTRATION_WEBSITE_PROVINCE_DETAIL. The following data elements are contained at this level;

- Province Name
- Postal Abbreviation

Postal Code

The next highest level of address information within Schmuzzi is postal code. In the event that a country does not use postal codes, a default postal code is assigned. Postal code level administration occurs on page ADMINISTRATION_WEBSITE_POSTAL_CODE_DETAIL. The following data elements are contained at this level;

- City Name
- Postal Code
- Whether or not the postal code is verified. Verified postal codes will override the city name entered by a subsequent address submission.

Address

The final level of address information is the address itself. The following data elements are contained at this level;

- Street Name
- Street Number
- Suite
- City name (Included at this level in addition to postal code to account for situations where countries do not use postal codes)

Address Ownership

One of the principles underlying Schmuzzi is that information is valuable. For that reason, information is very often concurrently owned by several different data elements. For example, if a user enters a company address, that company address is considered a valuable piece of information. If the user is deleted or leaves that company then the company and the country become the owners of the company address record. If the company is deleted, or the company address is deleted from the company then the country

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would become the sole owner of the company address record. More specifically, the company address would belong to the postal code record to which it is assigned. If the postal code record does not have any addresses assigned to it then it too is considered unallocated.

Additionally, an address can also belong to the website itself. This occurs when an address is provided in relation to a company in the experience, education, and certification resume sections.

However, this introduces the possibility of unallocated records. An unallocated record is a record that doesn't actually belong to anyone. Website jobs have been introduced to clean up these records at the discretion of the administrative user.

Website Blogs

Schmuzzi allows the Schmuzzi subscriber to publish blogs. Website blog administration occurs on page ADMINISTRATION_WEBSITE_BLOG_DETAIL. Blogs can encompass 15 pages with 8000 characters per page. It is also possible to add another 15 collapsible sections to each page, as well as header and footer sections. Blog sections can be added on page ADMINISTRATION_BLOG_SECTION_DETAIL. Blogs have customizable privacy settings, which can be set to either publically accessible (ROOT_BLOG) or accessible only by registered users (RESTRICTED_BLOG). Publically accessible blogs can be linked to from external websites on page ROOT_BLOG_DETAIL.

Subscribers can also add multimedia content to their blogs, by linking related website blogs (ADMINISTRATION_RELATED_WEBSITE_BLOG), documents (ADMINISTRATION_BLOG_DOCUMENT), testimonials (ADMINISTRATION_BLOG_TESTIMONIAL), and videos (ADMINISTRATION_BLOG_VIDEO). Additionally, subscribers can embed external content with basic HTML directly in their blog posts.

Website Companies

There are two types of companies within Schmuzzi. Firstly, there is a company that was provided by a user. Secondly, there are companies provided by the Schmuzzi subscriber in relation to a display section such as; Experience, Education, or Certification. These companies are added on page ADMINISTRATION_HEADER_INFORMATION. Website company information is administered on page ADMINISTRATION_WEBSITE_COMPANIES.

An unallocated company is defined as a company that is not currently allocated to a user or display section. Unallocated company records occur because one of the principles underlying Schmuzzi is that information is valuable. For that reason, information is very often concurrently owned by several different data elements. For example, if a user enters company information, that company information is considered valuable. If the user is deleted or leaves that company then the website becomes the owner of the company record.

However, this introduces the possibility of unallocated records. An unallocated record is a record that doesn't actually belong to anyone. Website jobs have been introduced to clean up these records at the discretion of the administrative user. When a user enters company information, that company information is owned by both the website and the user. If the user is deleted or changes the company information then the website becomes the sole owner of the company record.

The following data elements are applicable to either type of company;

- Company Name
- Company Email
- Company Website

Website Documents

One of the most useful features of Schmuzzi is the ability to publish documents. Website documents are administered on page ADMINISTRATION_WEBSITE_DOCUMENT. Any electronic file format can be published. Files can also either be contained within Schmuzzi itself or referenced external with a website such as Google Documents.

Documents can be published publically or restricted to only known users. Every document must belong to a website document section that describes the nature of the document. A description must be provided for the document. The order by which documents are displayed can be changed at any time at either the file or sections levels.

It is also possible to make documents invisible from the standpoint of pages ROOT_DOWNLOAD and RESTRICTED_DOWNLOAD, and then reference those documents directly within website pages, blogs, or external websites. Documents can be attached to emails as attachments. This occurs on page ADMINISTRATION_EMAIL_CONTENT. Documents can also be attached as related information to a; website blog (ADMINISTRATION_BLOG_DOCUMENT), website page (ADMINISTRATION_PAGE_DOCUMENT), user testimonial (ADMINISTRATION_TESTIMONIAL_DOCUMENT), or website video (ADMINISTRATION_VIDEO_DOCUMENT).

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Website Emails

Website email administration occurs on page ADMINISTRATION_EMAIL_CONTENT. A Schmuzzi email contains the following date elements;

- Email salutation. If prefix is not specified for a profile then the email salutation is salutation text and first name. If prefix is specified for a profile then the email salutation is salutation text, prefix, and last name. If profile name is not available then the alternate salutation text will be used instead of the name. Display of email salutation can be suppressed entirely on emails where a salutation would not be relevant.
- Email body. This is the text that will appear in the body of the email.
- Email footer. The email footer contains footer text and contact information. The email footer and the contact information within the email footer can be suppressed. The contact information displayed in the email can be controlled on page ADMINISTRATION_ADMINISTRATIVE_PREFERENCES. It is possible to add a picture to the email footer. Website picture administration occurs on page ADMINISTRATION_WEBSITE_PICTURE. It is possible to add a signature to the email footer. Website signature administration occurs on page ADMINISTRATION_EMAIL_SIGNATURE.
- Email name. There are currently 19 emails included in Schmuzzi that perform various functions. Please refer to the table below for a more detailed description of each email type.
- Email subject. This is the text that will appear in the subject of the email.
- Email footnotes. This is the text that will appear at the very bottom of the email in a reduced font. This section is intended to allow for the addition of information that may or may not be of interest to the reader such as; legal terms and conditions, references to information contained in the body of the email, disclaimers, and ancillary information. This section is essentially the fine print.

Email Name	Email Description
ACCESS_REQUEST_ACKNOWLEDGMENT_EMAIL	This email is sent to pending users after the pending user has submitted an access request on page ROOT_REQUEST_ACCESS. This email will include the pending user's access request confirmation code.
ACCESS_REQUEST_DENIAL_EMAIL	This email is sent to pending users after the pending user access request has been denied by the administrative user on pages ADMINISTRATION_USER_PENDING or ADMINISTRATION_PENDING_USER_DETAIL.
ACCESS_REQUEST_EMAIL	This email is sent to the administrative user after a pending user has submitted an access request on page ROOT_REQUEST_ACCESS. The access request details will be displayed in the email. The administrative user has the ability to grant or deny the access request directly from the access request email.
CONFIRMATION_CODE_EMAIL	This email is sent to pending users after an attempt to access or modify their pending access request without entering an appropriate confirmation code on page ROOT_REQUEST_ACCESS.
EMAIL_CHANGE_CONFIRMATION_EMAIL	This email is sent to the current email address of registered users that have submitted an email address change request on page REGISTERED_CHANGE_EMAIL_ADDRESS. This email is intended to be a confirmation of the email address change request. The registered user can decide to suppress confirmation emails directly from the email change confirmation email.
EMAIL_CHANGE_REQUEST_EMAIL	This email is sent to the new email address of registered users that have submitted an email address change request on page REGISTERED_CHANGE_EMAIL_ADDRESS. This email will include a link that will finalize the email address change request. This is done so that new email address is verified and access to the new email address on the part of the registered user is confirmed.
INACTIVITY_REMINDER_EMAIL	This email is sent to registered users that have not logged in for a significant period of time. This time interval is customizable in job REMIND_INACTIVE_REGISTERED_USERS. The date that the reminder

	email is sent will form the basis of job DISABLE_INACTIVE_REGISTERED_USERS that will disable inactive registered users. Additional information on website jobs is available in section Website Jobs.
INVITATION_EMAIL	This email is sent to temporary users as an invitation to view the Schmuzzi website. This occurs when; • An anonymous user is sent an invitation on page ADMINISTRATION_USER_ANONYMOUS. • A pending user is granted access on page ADMINISTRATION_USER_PENDING or ADMINISTRATION_PENDING_USER_DETAIL. • A temporary user is added by the administrative user on page ADMINISTRATION_TEMPORARY_USER_ADD. • A temporary user is added through an import on page ADMINISTRATION_TEMPORARY_USER_IMPORT. Transmission of the invitation email can be suppressed when importing temporary users. In which case, invitation emails can be sent manually, or with job SEND_INVITATION_EMAILS. • A temporary user is resent an invitation on page ADMINISTRATION_USER_TEMPORARY. • A registered user refers a new temporary user on page REGISTERED_NEW_REFERRAL_DETAIL. Transmission of the invitation email can be suppressed during referrals either globally or for specific users. In which case, invitation emails can be sent manually, or with job SEND_INVITATION_EMAILS. • A user submits a request for access on page ROOT_REQUEST_ACCESS, if automatic acceptance has been enabled. Automatic acceptance is enabled or disabled on page ADMINISTRATION_ADMINISTRATIVE_PREFERENCES. This email will include a link to the Schmuzzi website and a temporary password.
PASSWORD_CHANGE_CONFIRMATION_EMAIL	This email is sent to registered users as confirmation of a password change when registered user password changes on pages ADMINISTRATON_CHANGE_PASSWORD & REGISTERED_CHANGE_PASSWORD. The email will include the old and new passwords. The registered user can decide to suppress confirmation emails directly from the password change confirmation email.
PASSWORD_REQUEST_EMAIL	This email is sent to known users when they request their current password. This is done through page ROOT_REQUEST_PASSWORD. This email will include a link to the Schmuzzi website and the current password.
PASSWORD_RESET_CONFIRMATION_EMAIL	This email is sent when a user password is reset due to repeated failed login attempts on page ROOT_LOGIN. This action is taken as a protective measure in the event that a user profile is under attack. The old and new passwords will be included in the email.
REFERRAL_CONFIRMATION_EMAIL	This email is sent to registered users as confirmation of a referral when a registered user provides a referral on page REGISTERED_NEW_REFERRAL_DETAIL. The registered user can decide to suppress confirmation emails directly from the referral confirmation email.
REFERRAL_NOTIFICATION_EMAIL	This email is sent to the administrative user upon receipt of a user referral from a registered user on page REGISTERED_NEW_REFERRAL_DETAIL. This email will include information on the referred user and the referring user.

REGISTRATION_NOTIFICATION_EMAIL	This email is sent to the administrative user when a user registers on page TEMPORARY_REGISTER. This email will include information on the registered user.
STATUS_EMAIL	This email is intended to be a general broadcast email to all registered users. Status emails are sent from website job SEND_STATUS_EMAILS.
SYSTEM_BACKUP_EMAIL	This email is sent to the administrative user upon initiation of job EXPORT_SYSTEM_BACKUP_FILE. The generated system backup file will be attached to the email.
TESTIMONIAL_CONFIRMATION_EMAIL	This email is sent to registered users as confirmation of a user testimonial provided on page REGISTERED_USER_TESTIMONIAL. The registered user can decide to suppress confirmation emails directly from the testimonial confirmation email.
TESTIMONIAL_NOTIFICATION_EMAIL	This email is sent to the administrative user upon receipt of a registered user testimonial provided on page REGISTERED_USER_TESTIMONIAL. This administrative user can decide to accept the testimonial directly from the testimonial notification email.
USER_ENABLED_EMAIL	This email is sent to a disabled user upon reactivation of their profile on pages ADMINISTRATION_DISABLED_USER_DETAIL & USER_DISABLED. The current password will be included in the email.

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Website Events

Event Code	Event Description
CHGEML	User changed email address. This event occurs under the following conditions; • When the administrative user changes a registered user email address on page ADMINISTRATION_CHANGE_EMAIL. • When a registered user submits an email address change request on page REGISTERED_CHANGE_EMAIL_ADDRESS. • This event will include a note indicating the prior email address.
CFMEML	User confirmed email address change. This event occurs under the following conditions; • When the administrative user changes a registered user email address on page ADMINISTRATION_CHANGE_EMAIL. • When a registered user confirms an email change from email EMAIL_CHANGE_REQUEST_EMAIL. • Additional information on website emails is available in section Website Emails.
CHGPWD	User changed password. This event occurs under the following conditions; • When the administrative user changes the Schmuzzi administrative password on page ADMINISTRATION_CHANGE_ADMINISTRATIVE_PASSWORD. This only occurs if administrative history tracking is enabled. Administrative history tracking is enabled and disabled on page ADMINISTRATION_ADMINISTRATIVE_PREFERENCES. • When a password is reset as a result of multiple failed login attempts. • When the administrative user changes a registered user password on page ADMINISTRATION_CHANGE_PASSWORD. • When a registered user changes password on page REGISTERED_CHANGE_PASSWORD. This event will include a note indicating the prior password.
DISABL	User deleted account. This event occurs under the following conditions; • When the administrative user disables a registered user profile on page ADMINISTRATION_REGISTERED_USER_DETAIL. • When the administrative user disables a registered user profile on page ADMINISTRATION_USER_REGISTERED. • When a registered user profile is disabled by job DISABLE_INACTIVE_REGISTERED_USERS. • Additional information on website jobs is available in section Website Jobs. • When a registered user deletes their profile on page REGISTERED_DELETE_ACCOUNT.
DNYACS	User denied access. This event occurs under the following conditions; • When the administrative user denies a pending user access request on page ADMINISTRATION_PENDING_USER_DETAIL. • When the administrative user denies a pending user access request on page ADMINISTRATION_USER_PENDING. • When the administrative user grants a pending user access request from email ACCESS_REQUEST_EMAIL. • Additional information on website emails is available in section Website Emails.
ENABLE	User account re-enabled. This event occurs when the administrative user enables a disabled user's profile on page ADMINISTRATION_DISABLED_USER_DETAIL.
GNTACS	User granted access. This event occurs when the administrative user grants an access request from a pending user. This can occur under the following conditions; • When the administrative user grants a pending user access request on page

	ADMINISTRATION_PENDING_USER_DETAIL. • When the administrative user grants a pending user access request on page ADMINISTRATION_USER_PENDING. • When the administrative user adds a new temporary user on page ADMINISTRATION_TEMPORARY_USER_ADD that already exists as a pending user. • When the administrative user imports a new temporary user on page ADMINISTRATION_TEMPORARY_USER_IMPORT that already exists as a pending user. • When the administrative user grants a pending user access request from email ACCESS_REQUEST_EMAIL. • Additional information on website emails is available in section Website Emails.
INVITE	User sent invitation. This event occurs whenever an invitation email is sent to a user. This can occur under the following conditions; • When the administrative user sends an anonymous user an invitation email on page ADMINISTRATION_USER_ANONYMOUS. • When the administrative user grants a pending user access request on page ADMINISTRATION_USER_PENDING. • When the administrative user grants a pending user access request on page ADMINISTRATION_PENDING_USER_DETAIL. • When the administrative user adds a new temporary user on page ADMINISTRATION_TEMPORARY_USER_ADD. • When the administrative user adds a new temporary user through an import on page ADMINISTRATION_TEMPORARY_USER_IMPORT. Transmission of the invitation email can be suppressed when importing temporary users. In which case, invitation emails can be sent manually, or with job SEND_INVITATION_EMAILS. • Additional information on website jobs is available in section Website Jobs. • When the administrative user resends an invitation email to an existing temporary user on page ADMINISTRATION_USER_TEMPORARY. • When a registered user refers a new temporary user on page REGISTERED_NEW_REFERRAL_DETAIL. Transmission of the invitation email can be suppressed during referrals either globally or for specific users. In which case, invitation emails can be sent manually, or with job SEND_INVITATION_EMAILS. • Additional information on website jobs is available in section Website Jobs. • When a user submits a request for access on page ROOT_REQUEST_ACCESS, if automatic acceptance has been enabled. Automatic acceptance is enabled or disabled on page ADMINISTRATION_ADMINISTRATIVE_PREFERENCES.
LCKACT	User account locked. This event occurs when the administrative user or a registered user locks a registered profile. A registered profile can be locked on pages ADMINISTRATION_USER_PRIVACY (Administrative User) and REGISTERED_LOCK_ACCOUNT (Registered User). A registered profile is generally locked if it is intended to be read-only in nature. A read-only profile is a registered profile that can view website information, but cannot access any higher level functions. The login information for this profile can then be safely distributed to anyone wishing to have anonymous access to the Schmuzzi website.
LOGIN	User login. This event occurs when the administrative user logs into the Schmuzzi website on page ROOT_LOGIN. This only occurs if administrative history tracking is enabled. Administrative history tracking is enabled and disabled on page ADMINISTRATION_ADMINISTRATIVE_PREFERENCES.
NEWPWD	User requested a new temporary password. This event occurs under the following conditions; • When temporary users request current password on page ROOT_REQUEST_PASSWORD, if the current password was disabled on a prior login. • When temporary users request access on page ROOT_REQUEST_ACCESS, if the current password was disabled on a prior login. • When the administrative user resets a temporary user's password on page ADMINISTRATION_TEMPORARY_USER_DETAIL.
NEWTML	User provided a user testimonial. This event occurs when a registered user provides a user testimonial on page REGISTERED_USER_TESTIMONIAL.
REFUSR	User sent referral. This event occurs on page REGISTERED_NEW_REFERRAL_DETAIL when a registered user refers a new temporary user. This event includes a note indicating the name of the referred.

REGSTR	User registered. This event occurs on page TEMPORARY_REGISTER when a temporary user registers.
REMNDR	User sent inactivity reminder email. This event occurs in job REMIND_INACTIVE_REGISTERED_USERS. Additional information on website jobs in available in section Website Jobs.
REQUST	User requested access. This event occurs when a user submits an access request on page ROOT_REQUEST_ACCESS.
ULKACT	User account unlocked. This event occurs when the administrative user unlocks a registered profile. A registered profile can be unlocked on page ADMINISTRATION_USER_PRIVACY. A registered profile is generally locked if it is intended to be read-only in nature. A read-only profile is a registered profile that can view website information, but cannot access any higher level functions. The login information for this profile can then be safely distributed to anyone wishing to have anonymous access to the Schmuzzi website.

Website Fax

Fax number are administered on page ADMINISTRATION_WEBSITE_FAX. Fax numbers within Schmuzzi belong to a country. Fax numbers are then linked to a user and a company. It is possible for multiple users and companies to have the same fax number, since each link to each user and company would be unique. A fax number would be unique by; fax country code, fax area code, fax exchange, and fax number.

One of the principles underlying Schmuzzi is that information is valuable. For that reason, information is very often concurrently owned by several different data elements. For example, if a user enters a fax number, that fax number is considered a valuable piece of information. If the user is deleted or deletes that fax number then the country and the company become the owners of the fax number record. If the company is deleted, or the fax number is deleted from the company then the country would become the sole owner of the fax number.

However, this introduces the possibility of unallocated records. An unallocated record is a record that doesn't actually belong to anyone. Website jobs have been introduced to clean up these records at the discretion of the administrative user.

The following data elements are applicable to a fax number;

- Fax Area Code
- Fax Exchange
- Fax Number
- Whether or not the fax number is active at user level

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Website Jobs

Job Name	Job Description
DELETE_ADMINISTRATIVE_HISTORY	This job deletes administrative user historical event records. Administrative user historical events currently being tracked are login and password change. This is an aged job. Administrative user events where the event date is older than the current date minus the aging period will be deleted. This job can be overridden by selecting an aging period of zero. This job is also called during job PERIODIC_MAINTENANCE.
DELETE_ANONYMOUS_USERS	This job deletes anonymous user records. This is an aged job. Anonymous users where the create date is older than the current date minus the aging period will be deleted. This job can be overridden by selecting an aging period of zero. This job is also called during job PERIODIC_MAINTENANCE.
DELETE_DENIED_PENDING_USERS	This job deletes denied pending user records. This is an aged job. Denied pending users where the access request date is older than the current date minus the aging period will be deleted. This job can be overridden by selecting an aging period of zero. This job is also called during job PERIODIC_MAINTENANCE.
DELETE_DISABLED_USERS	This job deletes disabled user records. This is an aged job. Disabled users where the disabled date is older than the current date minus the aging period will be deleted. This job can be overridden by selecting an aging period of zero. This job is also called during job PERIODIC_MAINTENANCE.
DELETE_INACTIVE_TEMPORARY_USERS	This job deletes inactive temporary users. This is an aged job. Inactive temporary users where the invitation sent date is older than the current date minus the aging period will be deleted. This job can be overridden by selecting an aging period of zero. This job is also called during job PERIODIC_MAINTENANCE.
DELETE_UNALLOCATED_ADDRESSES	This job deletes unallocated addresses. This job is also called during job DELETE_UNALLOCATED_RECORDS.
DELETE_UNALLOCATED_COMPANIES	This job deletes unallocated companies. This job is also called during job DELETE_UNALLOCATED_RECORDS.
DELETE_UNALLOCATED_POSTAL_CODES	This job deletes unallocated postal codes. This job is also called during job DELETE_UNALLOCATED_RECORDS.
DELETE_UNALLOCATED_RECORDS	This job deletes all unallocated records. This job is an aggregate job comprising; DELETE_UNALLOCATED_ADDRESSES DELETE_UNALLOCATED_COMPANIES DELETE_UNALLOCATED_POSTAL_CODES DELETE_UNALLOCATED_TELEPHONE_NUMBERS DELETE_UNALLOCATED_USER_FAX DELETE_UNALLOCATED_WEBSITE_COMPANIES DELETE_UNALLOCATED_WEBSITE_FAX
DELETE_UNALLOCATED_TELEPHONE_NUMBERS	This job deletes unallocated telephone numbers. This job is also called during job DELETE_UNALLOCATED_RECORDS.

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DELETE_UNALLOCATED_USER_FAX	This job deletes inactive links to fax numbers. When a user enters a fax number for a company that fax number is linked to the user and the company that the user belongs to. If the user deletes the fax number, the fax number is not actually deleted. The fax number link is only disabled. This job deletes the inactive user fax number links, and the company fax number links where no users for that company have an active link for that fax number.
DELETE_UNALLOCATED_WEBSITE_COMPANIES	This job deletes unallocated website company records. An unallocated website company is defined as a website company that is not allocated to a website page. This job is also called during job DELETE_UNALLOCATED_RECORDS.
DELETE_UNALLOCATED_WEBSITE_FAX	This job deletes fax numbers that are not currently allocated to a user or a company. This job differs from job DELETE_UNALLOCATED_USER_FAX in that this job deletes the actual fax number record as opposed to the links to the fax number. This job is also called during job DELETE_UNALLOCATED_RECORDS.
DELETE_UNRESOLVED_PENDING_USERS	This job deletes unresolved pending users. This is an aged job. Pending users where the request date is older than the current date minus the aging period will be deleted. This job can be overridden by selecting an aging period of zero. This job is also called during job PERIODIC_MAINTENANCE.
DELETE_UNRESOLVED_TEMPORARY_USERS	This job deletes temporary users. This is an aged job. Temporary users with active passwords where the invitation date is older than the current date minus the aging period will be deleted. This job can be overridden by selecting an aging period of zero. This job is also called during job PERIODIC_MAINTENANCE.
DELETE_USER_HISTORY	This job deletes registered users. This is an aged job. Registered users with active passwords where the invitation date is older than the current date minus the aging period will be deleted. This job can be overridden by selecting an aging period of zero. This job is also called during job PERIODIC_MAINTENANCE.
DISABLE_INACTIVE_REGISTERED_USERS	This job disables inactive registered users. This is an aged job. Registered users where the reminder date is older than the current date minus the aging period will be disabled. Reminder date is set by job REMIND_INACTIVE_REGISTERED_USERS. This job can be overridden by selecting an aging period of zero. This job is also called during job PERIODIC_MAINTENANCE.
EXPORT_SYSTEM_BACKUP_FILE	This job produces a system backup file, and emails that file as an attachment to the primary Schmuzzi email address.
GENERATE_ROBOTS_FILE	This job generates file robots.txt which is used by search engines to more efficiently scan the website.
GENERATE_SITEMAP_FILE	This job generates file Sitemap.xml which is used by search engines to obtain information on the structure of the website.
PERIODIC_MAINTENANCE	This job performs periodic maintenance on the website. This is normally performed once a month. This is an aggregate job comprising; DELETE_ANONYMOUS_USERS DELETE_UNRESOLVED_PENDING_USERS

	DELETE_DENIED_PENDING_USERS DELETE_UNRESOLVED_TEMPORARY_USERS DELETE_INACTIVE_TEMPORARY_USERS REMIND_INACTIVE_REGISTERED_USERS DISABLE_INACTIVE_REGISTERED_USERS DELETE_DISABLED_USERS DELETE_ADMINISTRATIVE_HISTORY GENERATE_SITEMAP_FILE GENERATE_ROBOTS_FILE
REMIND_INACTIVE_REGISTERED_USERS	This job sends a reminder email (INACTIVITY_REMINDER_EMAIL) to registered users that have not logged in for a significant period of time. This is an aged job. Registered users where the last login date is older than the current date minus the aging period will be sent a reminder email. This job will also set reminder date. This job can be overridden by selecting an aging period of zero. This job is also called during job PERIODIC_MAINTENANCE. This job will also result in the creation of a historical event (REGSTR). Additional information on user events is available in section Website Events.
RESET_PAGE_VIEWS	This job resets the website page view counters on all website pages.
SEND_INVITATION_EMAILS	This job sends invitation emails to any temporary users that have not been sent invitation emails.
SEND_STATUS_EMAILS	This job sends email STATUS_EMAIL to all registered users.

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Website Pages

- For pages that have two content sections; the first content section will generally be a header section, and the second content section will generally be a footer section. These content sections are optional as are their corresponding content headers. It is possible to have a content section displayed without a corresponding content header.

Administration

Administrative

ADMINISTRATION_ADMINISTRATIVE_HISTORY

Page Subsection:	ADMINISTRATIVE
Referring Page:	ADMINISTRATION_ADMINISTRATIVE_USER_DETAIL
Page Description:	(Screen Shots)
Number Contents	2
Related Information	How to View/Delete Administrative History

Page Notes
- This page allows the administrative user to browse administrative history. Only the administrative user can see administrative history.   - Administrative events currently tracked include administrator logins (LGN) and administrative password changes (CPW).   - Additional information is available in section Website Events.   - Administrative history must be enabled on page ADMINISTRATION_ADMINISTRATIVE_PREFERENCES for administrative events to be tracked.

Page Data Elements	
EVENT_DATE	The date that the administrative event occurred. This is a sortable column.
EVENT_DESCRIPTION	The description of the administrative event. This is a sortable column.
EVENT_NOTES	The event notes attached to the administrative event. This is a sortable column.

Page Functions	
CANCEL	Redirects to page ADMINISTRATION_ADMINISTRATIVE_USER_DETAIL.
CLEAR	Deletes all administrative user events.
DELETE	Deletes the selected administrative user event.

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ADMINISTRATION_ADMINISTRATIVE_PREFERENCES

Page Subsection:	ADMINISTRATIVE
Referring Page:	ADMINISTRATION_ADMINISTRATIVE_USER_DETAIL
Page Description:	(Screen Shots)
Number Contents	0
Related Information	How to View/Update Administrative Preferences

Page Notes
- This page allows for the update of administrative user preferences.   - Additional information on website addresses is available in section Website Addresses.   - Additional information on website emails is available in section Website Emails.   - Additional information on website events is available in section Website Events.   - Additional information on website user types is available in section Website User Types.   - Additional information on website emails is available on page ADMINISTRATION_EMAIL_CONTENT.   - Additional information determining which website pages are tracked by Google Analytics is available on page ADMINISTRATION_PAGE_INFORMATION.   - Additional information on displaying page titles is available on page ADMINISTRATION_PAGE_INFORMATION.

Page Data Elements	
ADMINISTRATIVE_HISTORY	The tracking of administrative user historical events. Administrative events currently tracked include administrator logins (LGN) and administrative password changes (CPW). Administrative user history can be viewed on page ADMINISTRATION_ADMINISTRATIVE_HISTORY. This functionality is useful if you suspect that the administrative password has become compromised.
ALTERNATE_EMAIL_ADDRESS	The alternate email address to be displayed in the footer section on outgoing administrative user sourced emails and contact pages (RESTRICTED_CONTACT & ROOT_CONTACT). This functionality allows for a public facing email address other than the default administrative user email address. This is intended to prevent the default administrative user email from becoming a spam target.
ANONYMOUS_PROFILE	The ability to view your information anonymously on schmuzzi.com. This functionality is intended to allow a third party to view your information while concealing your identity. This is a useful feature when a recruiter wants to present your information to a potential employer or client without exposing your identity to that potential employer or client. This is accomplished by passing your identity as a code in a link to schmuzzi.com. Only those who have this link will be able to view your information.
AUTOMATIC_ACCEPTANCE	The immediate transition of a pending user into a temporary user when access is requested on page ROOT_REQUEST_ACCESS.
DEFAULT_COUNTRY	The default country to be used when initially displaying address information.
DEFAULT_LANGUAGE	The default language to be used within the website. English is the only language currently supported.
FAILED_LOGIN_LIMIT	The number of failed login attempts before security measures will be applied. Exceeding this limit will result in the user password being reset, and an email (PASSWORD_RESET_CONFIRMATION_EMAIL) being sent to the user notifying them of the new password and the potential security breach. This functionality can be disabled by setting the failed login limit to zero.
FORCE_REGISTER	Redirects temporary users to page TEMPORARY_REGISTER upon login when enabled. Otherwise, temporary users will be redirected to page RESTRICTED_HOME.
GOOGLE_ANALYTICS_ID	The Google Analytics ID to be used for tracking website page traffic.

MAINTENANCE_MODE	Restricts login to only the administrative user. Any other users will not be able to login to the website. Users already in the website will be logged out when they attempt to move to another page. This functionality is useful when performing system maintenance tasks such as generating a backup.
RESTRICT_COMPANY_ADDRESS	Restricts the display of company address in the footer section on outgoing administrative user sourced emails and root contact page (ROOT_CONTACT).
RESTRICT_COMPANY_EMAIL_ADDRESS	Restricts the display of company email address in the footer section on outgoing administrative user sourced emails and root contact page (ROOT_CONTACT).
RESTRICT_COMPANY_INFORMATION	Restricts the display of all company information in the footer section on outgoing administrative user sourced emails and root contact page (ROOT_CONTACT).
RESTRICT_COMPANY_NAME	Restricts the display of company name in the footer section on outgoing administrative user sourced emails and root contact page (ROOT_CONTACT).
RESTRICT_COMPANY_WEBSITE	Restricts the display of company website in the footer section on outgoing administrative user sourced emails and root contact page (ROOT_CONTACT).
RESTRICT_CONTENT	Restricts the display of; certification, education, experience, objective, skills, and summary pages in the root directory.
RESTRICT_FAX_NUMBER	Restricts the display of company fax number in the footer section on outgoing administrative user sourced emails and root contact page (ROOT_CONTACT).
RESTRICT_PERSONAL_ADDRESS	Restricts the display of personal address in the footer section on outgoing administrative user sourced emails and root contact page (ROOT_CONTACT).
RESTRICT_PERSONAL_EMAIL_ADDRESS	Restricts the display of personal email address in the footer section on outgoing administrative user sourced emails and root contact page (ROOT_CONTACT).
RESTRICT_PERSONAL_INFORMATION	Restricts the display of all personal information in the footer section on outgoing administrative user sourced emails and root contact page (ROOT_CONTACT).
RESTRICT_TELEPHONE_NUMBER	Restricts the display of personal telephone numbers in the footer section on outgoing administrative user sourced emails and root contact page (ROOT_CONTACT).
REVIEW_REFERRAL	Restricts the transmission of an invitation email resulting from a registered user referral until you have approved the outgoing referral.
SCHMUZZI_MAINTENANCE	Restricts login to only the Schmuzzi super user. Any other users will not be able to login to the website. Users already in the website will be logged out when they attempt to move to another page. This functionality is used when performing system maintenance tasks such as a version upgrade.
SUPPRESS_COMPANY_ADDRESS	Restricts the display of company address in the footer section on outgoing administrative user sourced emails and contact pages (RESTRICTED_CONTACT & ROOT_CONTACT).
SUPPRESS_COMPANY_EMAIL_ADDRESS	Restricts the display of company email address in the footer section on outgoing administrative user sourced emails and contact pages (RESTRICTED_CONTACT & ROOT_CONTACT).
SUPPRESS_COMPANY_INFORMATION	Restricts the display of all company information in the footer section on outgoing administrative user sourced emails and contact pages (RESTRICTED_CONTACT & ROOT_CONTACT).
SUPPRESS_COMPANY_NAME	Restricts the display of company name in the footer section on outgoing administrative user sourced emails and contact pages (RESTRICTED_CONTACT & ROOT_CONTACT).
SUPPRESS_COMPANY_WEBSITE	Restricts the display of company website in the footer section on outgoing administrative user sourced emails and contact pages (RESTRICTED_CONTACT & ROOT_CONTACT).

SUPPRESS_FAX_NUMBER	Restricts the display of company fax number in the footer section on outgoing administrative user sourced emails and contact pages (RESTRICTED_CONTACT & ROOT_CONTACT).
SUPPRESS_PERSONAL_ADDRESS	Restricts the display of personal address in the footer section on outgoing administrative user sourced emails and contact pages (RESTRICTED_CONTACT & ROOT_CONTACT).
SUPPRESS_PERSONAL_EMAIL_ADDRESS	Restricts the display of personal email address in the footer section on outgoing administrative user sourced emails and contact pages (RESTRICTED_CONTACT & ROOT_CONTACT).
SUPPRESS_PERSONAL_INFORMATION	Restricts the display of all personal information in the footer section on outgoing administrative user sourced emails and contact pages (RESTRICTED_CONTACT & ROOT_CONTACT).
SUPPRESS_REFERRAL	Restricts the ability of registered users to send referrals.
SUPPRESS_TELEPHONE_NUMBER	Restricts the display of all personal telephone numbers in the footer section on outgoing administrative user sourced emails and contact pages (RESTRICTED_CONTACT & ROOT_CONTACT).
SUPPRESS_TITLE	Restricts the display of personal title in the footer section on outgoing administrative user sourced emails.
SUPPRESS_TITLE_NAME	Restricts the display of your name in the browser page title. Page title must be enabled on the website page being displayed.
TEMPORARY_USER_LOGIN	Sends an email notifying you that a temporary user has logged in.
WEBSITE_EMAIL_PASSWORD	The password associated with the default administrator email address. This password must match the password being used in SmarterMail.
WEBSITE_KEYWORDS	The website keywords used by search engines.
WEBSITE_VERIFICATION	The website verification string used when verifying the website with webmaster tools, or Google Analytics.

Page Functions	
CANCEL	Redirects to page ADMINISTRATION_ADMINISTRATIVE_USER_DETAIL.
CANCEL (UPDATE)	Transitions the website page to non-update mode.
SUBMIT	Submits the updated information.
UPDATE	Transitions the website page to update mode.

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ADMINISTRATION_ADMINISTRATIVE_USER_DETAIL

Page Subsection:	ADMINISTRATIVE
Referring Page:	Menu Item
Page Description:	(Screen Shots)
Number Contents	2
Related Information	How to View/Update Administrative User Information

Page Notes
• This page allows for the update of administrative user information. • Additional information on website addresses is available in section Website Addresses. • Additional information on website emails is available in section Website Emails. • Additional information on website fax numbers is available in section Website Fax. • Additional information on website telephone numbers is available in section Website Telephone. • Additional information on website emails is available in section ADMINISTRATION_EMAIL_CONTENT. • Additional information on restricting the display of information is available on page ADMINISTRATION_ADMINISTRATIVE_PREFERENCES. • Additional information on address, telephone number, and fax number validation is available on page ADMINISTRATION_WEBSITE_COUNTRY_DETAIL. • Contact information is displayed in the footer section on outgoing administrative user sourced emails and contact pages (RESTRICTED_CONTACT & ROOT_CONTACT). • Additional information on website picture is available on page ADMINISTRATION_WEBSITE_PICTURE. • Additional information on displaying page titles is available on page ADMINISTRATION_PAGE_INFORMATION. • Additional information on changing the administrative user's password is available on page ADMINISTRATION_CHANGE_ADMINISTRATIVE_PASSWORD.

Page Data Elements	
COMPANY_CITY	The city associated with the company address. This is a mandatory field when entering company address information.
COMPANY_COUNTRY	The country associated with the company address. This is a mandatory field when entering company address information.
COMPANY_EMAIL	The email address associated with the company. Company name is mandatory when entering this value.
COMPANY_FAX	The fax number associated with the company.
COMPANY_NAME	The company name. This value is mandatory when entering a; company address, company email address, or company website.
COMPANY_POSTAL_CODE	The postal code associated with the company address. This is a mandatory field when entering company address information.
COMPANY_PROVINCE	The province associated with the company address. This is a mandatory field when entering company address information.
COMPANY_STREET_NAME	The street name associated with the company address. This is a mandatory field when entering company address information.
COMPANY_STREET_NUMBER	The street number associated with the company address. This is a mandatory field when entering company address information.
COMPANY_SUITE	The suite associated with the company address. This is a mandatory field when entering company address information.
COMPANY_WEBSITE	The company website.

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COUNTRY_CODE	The country code associated with a telephone or fax number. This is a mandatory field when entering a telephone or fax number. Default value will be assigned from the administrative user's default country found on page ADMINISTRATION_ADMINISTRATIVE_PREFERENCES.
DISPLAY_TELEPHONE	The consolidated telephone number consisting of; telephone country code, telephone number, and telephone extension. Displayed on outgoing administrative user sourced emails and contact pages (RESTRICTED_CONTACT & ROOT_CONTACT).
EMAIL_ADDRESS	The administrative user's email address. This is the email address from which all website emails will be sent. Displayed in the footer section on outgoing administrative user sourced emails and contact pages (RESTRICTED_CONTACT & ROOT_CONTACT), unless the administrative user email address has been overridden by an alternate email address found on page ADMINISTRATION_ADMINISTRATIVE_PREFERENCES.
FIRST_NAME	The administrative user's first name. This is a mandatory field. Displayed in the sidebar when profile picture is enabled. Displayed in the footer section on outgoing administrative user sourced emails. Displayed in the website page title when page title name is enabled.
LAST_NAME	The administrative user's last name. This is a mandatory field. Displayed in the sidebar when profile picture is enabled. Displayed in the footer section on outgoing administrative user sourced emails. Displayed in the website page title when page title name is enabled.
PASSWORD	The administrative user's password.
PERSONAL_CITY	The city associated with the personal address. This is a mandatory field when entering personal address information.
PERSONAL_COUNTRY	The country associated with the personal address. This is a mandatory field when entering personal address information.
PERSONAL_POSTAL_CODE	The postal code associated with the personal address. This is a mandatory field when entering personal address information.
PERSONAL_PROVINCE	The province associated with the personal address. This is a mandatory field when entering personal address information.
PERSONAL_STREET_NAME	The street name associated with the personal address. This is a mandatory field when entering personal address information.
PERSONAL_STREET_NUMBER	The street number associated with the personal address. This is a mandatory field when entering personal address information.
PERSONAL_SUITE	The suite associated with the personal address. This is a mandatory field when entering personal address information.
PREFIX	The administrative user's name prefix. Displayed in the sidebar when profile picture is enabled. Displayed in the footer section on outgoing administrative user sourced emails. Displayed in the website page title when page title name is enabled.
PRIMARY	The primary status of the telephone number. Identifies a telephone number as the primary method of telephone contact. A primary telephone number is a mandatory field.
RESTRICT	The restricted status of the telephone number. Restricted telephone numbers will only be displayed on page RESTRICTED_CONTACT.
SUPPRESS	The suppressed status of the telephone number. Suppressed telephone numbers will not be displayed.
TELEPHONE_EXTENSION	The telephone extension associated with a telephone number. Displayed as a component of the telephone number on outgoing administrative user sourced emails and contact pages (RESTRICTED_CONTACT & ROOT_CONTACT).
TELEPHONE_NUMBER	The telephone number. Displayed on outgoing administrative user sourced emails and contact pages (RESTRICTED_CONTACT & ROOT_CONTACT).
TELEPHONE_TYPE	The telephone type associated with a telephone number. Displayed as a component of the telephone number on outgoing administrative user sourced emails and contact pages (RESTRICTED_CONTACT & ROOT_CONTACT).

TITLE	The administrative user's title. Displayed in the sidebar when profile picture is enabled. Displayed in the footer section on outgoing administrative user sourced emails.

Page Functions	
ADD	Adds a new administrative user telephone number. Telephone numbers must conform to the formatting and validation requirements of the applicable country. Addition information on telephone number formatting is available on page ADMINISTRATION_WEBSITE_COUNTRY_DETAIL.
BACKUP	Redirects to page ADMINISTRATION_BACKUP_IMPORT.
CANCEL (UPDATE)	Transitions the website page to non-update mode.
CHANGE PASSWORD	Redirects to page ADMINISTRATION_CHANGE_ADMINISTRATIVE_PASSWORD.
DELETE	Deletes the selected telephone number. The primary telephone number cannot be deleted.
HISTORY	Redirects to page ADMINISTRATION_ADMINISTRATIVE_HISTORY.
PREFERENCES	Redirects to page ADMINISTRATION_ADMINISTRATIVE_PREFERENCES.
PRIMARY	Transitions a telephone number to be the primary telephone number. The selected telephone number cannot already be the primary telephone number.
RESTRICT	Toggles the telephone number restricted status.
SUPPRESS	Toggles the telephone number suppressed status.
SUBMIT	Submits the updated information.
UPDATE	Transitions the website page to update mode.

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ADMINISTRATION_BACKUP_IMPORT

Page Subsection:	ADMINISTRATIVE
Referring Page:	ADMINISTRATION_ADMINISTRATIVE_USER_DETAIL
Page Description:	(Screen Shots)
Number Contents	2
Related Information	How to Import a Backup File

Page Notes
- This page allows for a backup file to be imported.   - Backup import occurs in a separate thread. Therefore, a website page refresh is required to update the status of the backup import.   - Additional information on website jobs is available in section Website Jobs.

Page Data Elements	
ENCRYPTED	The encrypted status of the backup file to be imported. The default is for backup files to be encrypted.
FILE_NAME	The file name of the backup file to be imported. This file is generated by website job EXPORT_SYSTEM_BACKUP_FILE.
LAST_UPDATED	The date that the last backup file was imported.
LOAD_STATUS	The current status of the backup import.
RECORDS_LOADED	The number of records that have been successfully loaded during the backup import.
RECORDS_REJECTED	The number of records that have been rejected during the backup import.

Page Functions	
CANCEL	Redirects to page ADMINISTRATION_ADMINISTRATIVE_USER_DETAIL.
IMPORT	Initiates the backup import process. A valid backup file name must be provided.
REFRESH	Refreshes the backup import status, loaded counts, and rejected counts.

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ADMINISTRATION_CHANGE_ADMINISTRATIVE_PASSWORD

Page Subsection:	ADMINISTRATIVE
Referring Page:	ADMINISTRATION_ADMINISTRATIVE_USER_DETAIL
Page Description:	(Screen Shots)
Number Contents	2
Related Information	How to Update the Administrative User Password

Page Notes
• This page allows the administrative user to change the current administrative password. Only the administrative user can change the administrative password.

Page Data Elements	
CONFIRM_PASSWORD	The confirm password. This is a mandatory field, and must match the new password.
NEW_PASSWORD	The new password. This is a mandatory field and must be different from the current password.

Page Functions	
CANCEL	Redirects to page ADMINISTRATION_ADMINISTRATIVE_USER_DETAIL.
SUBMIT	Submits the updated information.

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ADMINISTRATION_USER_MAPPING

Page Subsection:	ADMINISTRATIVE
Referring Page:	ADMINISTRATION_DISABLED_USER_DETAIL ADMINISTRATION_PENDING_USER_DETAIL ADMINISTRATION_REGISTERED_USER_DETAIL ADMINISTRATION_TEMPORARY_USER_DETAIL
Page Description:	(Screen Shots)
Number Contents	2
Related Information	How to View a User's Location

Page Notes
• This page allows the administrative user to view their users geographically using Google Maps.

Page Functions	
CANCEL	Redirects to pages; ADMINISTRATION_DISABLED_USER_DETAIL ADMINISTRATION_PENDING_USER_DETAIL ADMINISTRATION_REGISTERED_USER_DETAIL ADMINISTRATION_TEMPORARY_USER_DETAIL Depending on user type.

Anonymous

ADMINISTRATION_USER_ANONYMOUS

Page Subsection:	ANONYMOUS
Referring Page:	Menu Item
Page Description:	(Screen Shots)
Number Contents	2
Related Information	How to View/Delete/Invite Anonymous Users

Page Notes
- This page displays anonymous users.   - The administrative user can delete and invite anonymous users.   - An email (INVITATION_EMAIL) will be sent when inviting an anonymous user.   - Additional information on invitation emails is available from section Website Emails.   - Additional information on website emails is available from section ADMINISTRATION_EMAIL_CONTENT.   - Inviting an anonymous user will result in the creation of a historical event (INVITE). Additional information on user events is available in section Website Events.

Page Data Elements	
EMAIL_ADDRESS	The email address of the anonymous user.

Page Functions	
DELETE	Deletes the selected anonymous user.
INVITE	Sends an invitation email to the selected anonymous user.

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Blog Content

ADMINISTRATION_BLOG_DOCUMENT

Page Subsection:	BLOG_CONTENT
Referring Page:	ADMINISTRATION_WEBSITE_BLOG_DETAIL
Page Description:	(Screen Shots)
Number Contents	2
Related Information	How to View/Add/Delete a Related Website Document to a Website Blog

Page Notes
• This page allows for the addition and deletion of website documents on a website blog. • Additional information on website documents is available from sections Website Documents & ADMINISTRATION_WEBSITE_DOCUMENT_DETAIL.

Page Data Elements	
FILE_DESCRIPTION	The file description of the files that have been added to the website blog.
RELATED_FILE_DESCRIPTION	The file description of the files that are available to be added to the website blog.

Page Functions	
ADD	Adds a website document link to a website blog.
CANCEL	Redirects to page ADMINISTRATION_WEBSITE_BLOG_DETAIL.
DELETE	Deletes the selected website document from a website blog. Deleting the related website document link will not delete the website document. Only the link to the website document will be deleted.

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ADMINISTRATION_BLOG_SECTION_DETAIL

Page Subsection:	BLOG_CONTENT
Referring Page:	ADMINISTRATION_WEBSITE_BLOG_DETAIL
Page Description:	(Screen Shots)
Number Contents	2
Related Information	How to View/Add/Update/Delete/Move a Website Blog Content Section

Page Notes
• This page allows for the addition and update of website blog content sections. • The administrative user can delete and move website blog content sections.

Page Data Elements	
CONTENT_HEADER	The content header to be displayed for the website blog content section. This is a mandatory field.
CONTENT_NAME	The content name of the website blog content section.
CONTENT_TEXT	The content text to be displayed in the website blog content section.

Page Functions	
ADD	Adds a new blog content section. A maximum of 15 blog content sections can be added to a website blog content.
CANCEL	Redirects to page ADMINISTRATION_WEBSITE_BLOG_DETAIL.
CANCEL (UPDATE)	Transitions the website page to non-update mode.
DELETE	Deletes the selected blog content section. Deleting a website blog content section will move any subsequent blog content section down to fill the available space.
DOWN	Exchanges the selected blog content section with the website blog content section below.
SUBMIT	Submits the updated information.
UP	Exchanges the selected blog content section with the website blog content section above.
UPDATE	Transitions the website page to update mode.

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ADMINISTRATION_BLOG_TESTIMONIAL

Page Subsection:	BLOG_CONTENT
Referring Page:	ADMINISTRATION_WEBSITE_BLOG_DETAIL
Page Description:	(Screen Shots)
Number Contents	2
Related Information	How to View/Add/Delete a Related User Testimonial to a Website Blog

Page Notes
• This page allows for the addition and deletion of user testimonials on a website blog.   • Related user testimonials can be viewed on pages RESTRICTED_TESTIMONIAL_DETAIL & ROOT_TESTIMONIAL_DETAIL.   • Suppressed user testimonials will not be displayed.   • Restricted user testimonials will only be displayed on page RESTRICTED_TESTIMONIAL_DETAIL.

Page Data Elements	
RELATED_TESTIMONIAL_USER	The available related user testimonials that can be linked to the website blog.
TESTIMONIAL_USER	The user testimonials that are currently linked to the website blog.

Page Functions	
ADD	Adds a new related user testimonial link for the selected user testimonial.
CANCEL	Redirects to page ADMINISTRATION_WEBSITE_BLOG_DETAIL.
DELETE	Deletes the selected related user testimonial link. Deleting a related user testimonial will not delete the user testimonial. Only the link to the user testimonial will be deleted.

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ADMINISTRATION_BLOG_VIDEO

Page Subsection:	BLOG_CONTENT
Referring Page:	ADMINISTRATION_WEBSITE_BLOG_DETAIL
Page Description:	(Screen Shots)
Number Contents	2
Related Information	How to View/Add/Delete a Related Website Video to a Website Blog

Page Notes
- This page allows for the addition and deletion of videos on a website blog.   - Related website videos can be viewed on pages RESTRICTED_VIDEO_DETAIL & ROOT_VIDEO_DETAIL.   - Suppressed website videos will not be displayed.   - Restricted website videos will only be displayed on page RESTRICTED_VIDEO_DETAIL.   - Additional information on website videos is available in section Website Video.

Page Data Elements	
RELATED_VIDEO_TITLE	The available related website videos that can be linked to the website blog.
VIDEO_TITLE	The website videos that are currently linked to the website blog.

Page Functions	
ADD	Adds a new related website video link for the selected website video.
CANCEL	Redirects to page ADMINISTRATION_WEBSITE_BLOG_DETAIL.
DELETE	Deletes the selected related website video link. Deleting the related website video link will not delete the website video. Only the link to the website video will be deleted.

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ADMINISTRATION_RELATED_WEBSITE_BLOG

Page Subsection:	BLOG_CONTENT
Referring Page:	ADMINISTRATION_WEBSITE_BLOG_DETAIL
Page Description:	(Screen Shots)
Number Contents	2
Related Information	How to View/Add/Delete a Related Website Blog to Another Website Blog

Page Notes
• This page allows the administrative user to link related website blogs to other website blogs. • The administrative user can delete and view related website blogs. • Related website blogs can be viewed on pages RESTRICTED_BLOG_DETAIL & ROOT_BLOG_DETAIL. • Suppressed website blogs will not be displayed. • Restricted website blogs will only be displayed on page RESTRICTED_BLOG_DETAIL.

Page Data Elements	
BLOG_TITLE	The website blogs that are currently linked to the website blog.
RELATED_BLOG_TITLE	The available related website blogs that can be linked to the website blog.

Page Functions	
ADD	Adds a new related website blog link for the selected website blog.
CANCEL	Redirects to page ADMINISTRATION_WEBSITE_BLOG_DETAIL.
DELETE	Deletes the selected related website blog link. Deleting the related website blog link will not delete the website blog. Only the link to the website blog will be deleted.

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ADMINISTRATION_WEBSITE_BLOG

Page Subsection:	BLOG_CONTENT
Referring Page:	Menu Item
Page Description:	(Screen Shots)
Number Contents	2
Related Information	How to View/Add/Restrict/Suppress Blogs

Page Notes
• This page allows for the update of a listing of website blogs. • The administrative user can delete, restrict, and view website blogs. • A listing of website blogs can be viewed on pages RESTRICTED_BLOG & ROOT_BLOG. • A listing of restricted blogs will only be displayed on page RESTRICTED_BLOG.

Page Data Elements	
BLOG_TITLE	The title of the website blog to be added. This is a mandatory field.
BLOG_TITLE_LABEL	The titles of current website blogs.
PUBLICATION_DATE	The date that the website blog was created or last modified.
RESTRICTED	The restricted status of the website blog. Restricted website blogs will only be displayed on page RESTRICTED_BLOG.
SUPPRESSED	The suppressed status of the website blog. Suppressed website blogs will not be visible.

Page Functions	
ADD	Adds a new website blog. New website blogs will be created with a suppressed status to allow for editing prior to publication.
RESTRICT	Toggles the restricted status of the selected website blog.
SELECT	Redirects to page ADMINISTRATION_WEBSITE_BLOG_DETAIL.
SUPPRESS	Toggles the suppressed status of the selected website blog.

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ADMINISTRATION_WEBSITE_BLOG_DETAIL

Page Subsection:	BLOG_CONTENT
Referring Page:	ADMINISTRATION_WEBSITE_BLOG
Page Description:	(Screen Shots)
Number Contents	2
Related Information	How to View/Add/Update/Delete/Restrict/Suppress a Website Blog How to View/Add/Update/Delete/Move a Website Blog Content

Page Notes
• This page allows for the update of website blogs. • The administrative user can delete, move, restrict, and suppress selected website blogs. • Website blogs can be viewed on pages RESTRICTED_BLOG_DETAIL & ROOT_BLOG_DETAIL. • Restricted website blogs will only be displayed on page RESTRICTED_BLOG_DETAIL.

Page Data Elements	
BLOG_CODE	The website blog code. This code can be used when referencing the website blog externally. For example, from another website.
BLOG_TITLE	The title of the website blog. This is a mandatory field.
CONTENT_NAME	The content name of the website blog.
CONTENT_TEXT	The content text to be display for a website blog content.
RESTRICT_BLOG	The restricted status of the website blog. Restricted website blogs will only be displayed on page RESTRICTED_BLOG_DETAIL.
SUPPRESS_BLOG	The suppressed status of the website blog. Suppressed website blogs will not be displayed.

Page Functions	
ADD	Adds a new blog content. A maximum of 15 blog contents can be added to a website blog.
BLOG	Redirects to page ADMINISTRATION_RELATED_WEBSITE_BLOG.
CANCEL	Redirects to page ADMINISTRATION_WEBSITE_BLOG.
CANCEL (UPDATE)	Transitions the website page to non-update mode.
DELETE	Deletes the selected blog content. Deleting a website blog content will move any subsequent blog content down to fill the available space.
DOCUMENT	Redirects to page ADMINISTRATION_BLOG_DOCUMENT.
DOWN	Exchanges the selected blog content with the website blog content below.
SECTION	Redirects to page ADMINISTRATION_BLOG_SECTION_DETAIL.
SUBMIT	Submits the updated information.
TESTIMONIAL	Redirects to page ADMINISTRATION_BLOG_TESTIMONIAL.
UP	Exchanges the selected blog content with the website blog content above.
UPDATE	Transitions the website page to update mode.
VIDEO	Redirects to page ADMINISTRATION_BLOG_VIDEO.

SCHMUZZI

Disabled

ADMINISTRATION_DISABLED_USER_DETAIL

Page Subsection:	DISABLED
Referring Page:	ADMINISTRATION_COMPANY_FAX_USERS ADMINISTRATION_USER_DISABLED ADMINISTRATION_WEBSITE_COMPANY_USERS
Page Description:	(Screen Shots)
Number Contents	2
Related Information	How to View/Enable/Delete a Disabled User

Page Notes
- This page displays detailed information for a disabled user.   - The administrative user can enable and delete disabled users.   - Additional information on address, telephone number, and fax number validation is available on page ADMINISTRATION_WEBSITE_COUNTRY_DETAIL.   - Enabling a disabled user will result in the creation of a historical event (ENABLE). Additional information on user events is available in section Website Events.   - An email (USER_ENABLED_EMAIL) will be sent to the disabled user when their profile has been re-enabled.   - Additional information on website addresses is available in section Website Addresses.   - Additional information on website emails is available in section Website Emails.   - Additional information on website fax numbers is available in section Website Fax.   - Additional information on website telephone numbers is available in section Website Telephone.   - Additional information on website user types is available in section Website User Types.

Page Data Elements	
COMPANY_CITY	The city associated with the company address.
COMPANY_COUNTRY	The country associated with the company address.
COMPANY_EMAIL	The email address associated with the company.
COMPANY_FAX	The fax number associated with the company.
COMPANY_NAME	The company name.
COMPANY_POSTAL_CODE	The postal code associated with the company address.
COMPANY_PROVINCE	The province associated with the company address.
COMPANY_STREET_NAME	The street name associated with the company address.
COMPANY_STREET_NUMBER	The street number associated with the company address.
COMPANY_SUITE	The suite associated with the company address.
COMPANY_WEBSITE	The company website.
COUNTRY_CODE	The country code associated with a telephone or fax number.
DISPLAY_TELEPHONE	The consolidated telephone number consisting of; telephone country code, telephone number, and telephone extension.
EMAIL_ADDRESS	The user's email address.
FIRST_NAME	The user's first name.

LAST_NAME	The user's last name.
PASSWORD	The user's password.
PREFIX	The user's name prefix.
TELEPHONE_ACTIVE	The active status of the telephone number. Inactive telephones number have been deleted by the user, and are being retained for historical value.
TELEPHONE_PRIMARY	The primary status of the telephone number. At least one primary telephone number is mandatory. This field is used to determine which telephone number to use on outgoing correspondence.
TELEPHONE_TYPE	The telephone type associated with a telephone number. It is possible for the same telephone number to have multiple telephone types.
TITLE	The user's title.

Page Functions	
CANCEL	Redirects to page ADMINISTRATION_USER_DISABLED.
DELETE	Deletes the disabled user.
ENABLE	Transitions a disabled user to a registered user state. An email (USER_ENABLED_EMAIL) will be sent to the user in notification of the profile reactivation.
MAP	Redirects to page ADMINISTRATION_USER_MAPPING.

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ADMINISTRATION_USER_DISABLED

Page Subsection:	DISABLED
Referring Page:	Menu Item
Page Description:	(Screen Shots)
Number Contents	2
Related Information	How to View/Enable Disabled Users

Page Notes
- This page displays disabled users.   - The administrative user can view and enable disabled users.   - Enabling a disabled user will result in the creation of a historical event (ENABLE). Additional information on user events is available in section Website Events.

Page Data Elements	
DISABLED_DATE	The date that the user was disabled.
EMAIL_ADDRESS	The user's email address.
FIRST_NAME	The user's first name.
LAST_NAME	The user's last name.

Page Functions	
ENABLE	Transitions a disabled user to a registered user state. An email (USER_ENABLED_EMAIL) will be sent to the user in notification of the profile reactivation. Additional information on website emails is available in section Website Emails.
SELECT	Redirects to page ADMINISTRATION_DISABLED_USER_DETAIL.

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Document Content

ADMINISTRATION_WEBSITE_DOCUMENT

Page Subsection:	DOCUMENT_CONTENT
Referring Page:	Menu Item
Page Description:	(Screen Shots)
Number Contents	2
Related Information	How to View/Add/Delete/Move/Restrict a Website Document Section

Page Notes
- This page allows for the update of website document section headers.   - The administrative user can delete, restrict, move, and view document section headers.   - Document section headers will be visible on pages RESTRICTED_DOWNLOAD and ROOT_DOWNLOAD.   - Restricted document section headers will only be displayed on page RESTRICTED_DOWNLOAD.

Page Data Elements	
RESTRICTED_TEXT	The document section header restricted status.
SECTION_HEADER	The document section header description when adding a new document section header. This is a mandatory field when adding a new document section header.
SECTION_TEXT	The document section header description.
VISIBLE_TEXT	The document section header visible status.

Page Functions	
ADD	Adds a new document section header.
DELETE	Deletes a website document section header. This will also delete any internal documents that are contained in the document section.
DOWN	Moves a website document section header's display order down.
RESTRICT	Toggles document section header restricted status.
SELECT	Redirects to page ADMINISTRATION_WEBSITE_DOCUMENT_DETAIL.
UP	Moves a website document section header's display order up.
VISIBLE	Toggles document section header visible status.

ADMINISTRATION_WEBSITE_DOCUMENT_DETAIL

Page Subsection:	DOCUMENT_CONTENT
Referring Page:	ADMINISTRATION_WEBSITE_DOCUMENT
Page Description:	(Screen Shots)
Number Contents	2
Related Information	How to View/Add/Delete/Move/Restrict a Website Document

Page Notes
• This page allows for the update of website documents. • The administrative user can delete, restrict, move, and view documents. • Documents will be visible on pages RESTRICTED_DOWNLOAD & ROOT_DOWNLOAD. • Restricted documents will only be displayed on page RESTRICTED_DOWNLOAD.

Page Data Elements	
FILE_DESCRIPTION	The file description to be displayed. This is a mandatory field when adding a new document.
FILE_NAME	The internal or external file name reference. This is a mandatory field when adding a new document. An internal file can only belong to one document section.
FILE_TYPE	The file type indicating whether the file is referenced internally or externally.
RESTRICTED_TEXT	The document restricted status.
VISIBLE_TEXT	The document visible status.

Page Functions	
ADD	Adds a new document to a website document section.
CANCEL	Redirects to page ADMINISTRATION_WEBSITE_DOCUMENT.
DELETE	Deletes the website document reference as well as any associated internal file.
DOWN	Moves a website document's display order down.
RESTRICT	Toggles a website document's restricted status.
UP	Moves a website document's display order up.
VISIBLE	Toggles a website document's visible status.

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Email Content

ADMINISTRATION_EMAIL_CONTENT

Page Subsection:	EMAIL_CONTENT
Referring Page:	Menu Item
Page Description:	(Screen Shots)
Number Contents	2
Related Information	How to View/Update/Test Email Content

Page Notes
- This page allows for the customization of email content.   - The administrative user can test emails, which are delivered to the Schmuzzi website email account.   - Additional information on restricting contact information is available on page ADMINISTRATION_ADMINISTRATIVE_PREFERENCES.   - Additional information on updating picture content is available on page ADMINISTRATIVE_WEBSITE_PICTURE.   - Additional information on updating email signature is available on page ADMINISTRATION_EMAIL_SIGNATURE.   - Additional information on website documents is available on page ADMINISTRATION_WEBSITE_DOCUMENT.   - Additional information on website emails is available in section Website Emails.

Page Data Elements	
ALTERNATE_SALUTATION_TEXT	The text displayed in the salutation when the recipient's name is not known.
BODY_TEXT	The text displayed in the body of the email.
DISPLAY_CONTACT_INFORMATION	The display of the administrative user's contact information in the email.
DISPLAY_FOOTER	The display of footer information in the email.
DISPLAY_PICTURE	The display of the administrative user's picture in the footer of the email.
DISPLAY_SALUTATION	The display of salutation in the email.
DISPLAY_SIGNATURE	The display of email signature image in the email.
EMAIL_NAME	The name of the email.
FILE_DESCRIPTION	The file description of the email attachment file.
FOOTER_TEXT	The footer text of the email. This is the closing text after the email body.
FOOTNOTE_TEXT	The footnote text of the email. Email footnote text is intended to display information that the recipient may or may not find applicable, but still serves a purpose in the email. This section is essentially where you would put the fine print, if applicable.
SALUTATION_TEXT	The salutation text of the email. This is the opening text before the email body.
SUBJECT_TEXT	The subject text of the email.

Page Functions	
ADD	Adds a file as an attachment to an email.
CANCEL (UPDATE)	Transitions the website page to non-update mode.
DELETE	Deletes a file as an attachment of an email.

SIGNATURE	Redirects to page ADMINISTRATION_EMAIL_SIGNATURE.
SUBMIT	Submits the updated information.
TEST	Sends a test email to the default administrative user email address. This makes it possible to view the result of any changes that you have made to an email.
UPDATE	Transitions the website page to update mode.

ADMINISTRATION_EMAIL_SIGNATURE

Page Subsection:	EMAIL_CONTENT
Referring Page:	ADMINISTRATION_EMAIL_CONTENT
Page Description:	(Screen Shots)
Number Contents	2
Related Information	How to View/Add/Update/Delete an Email Signature

Page Notes
- This page allows for the customization of an email signature.   - The administrative user can delete and update an email signature.   - Email signature files can be uploaded in an image file format.

Page Data Elements	
FILE_NAME	The file name of the signature image file.

Page Functions	
CANCEL	Redirects to ADMINISTRATION_EMAIL_CONTENT.
CANCEL (UPDATE)	Transitions the website page to non-update mode.
DELETE	Deletes the current email signature.
SUBMIT	Submits the updated information.
UPDATE	Transitions the website page to update mode.

Header Information

ADMINISTRATION_HEADER_INFORMATION

Page Subsection:	HEADER_INFORMATION
Referring Page:	Menu Item
Page Description:	(Screen Shots)
Number Contents	2
Related Information	How to Add/Update a Website Page Header

Page Notes
• This page allows for the customization of website page header information. This function will only be available on pages that have a page header.   • The administrative user can add and update a page header.   • Additional information on address, and telephone number validation is available on page ADMINISTRATION_WEBSITE_COUNTRY_DETAIL.   • Only pages that have headers can access this page. Additional information on page headers is available on page ADMINISTRATION_PAGE_INFORMATION.   • LinkedIn integration is only available on experiences pages (RESTRICTED_EXPERIENCE).   • Additional information on website addresses is available in section Website Addresses.

Page Data Elements	
COMPANY_CITY	The company city associated with the company address. This is a mandatory field when entering address information.
COMPANY_COUNTRY	The company country associated with the company address. This is a mandatory field when entering address information.
COMPANY_EMAIL	The company email address.
COMPANY_LABEL	The company name label. This is a mandatory field. This label will appear in the navigation side menu.
COMPANY_NAME	The company name. This is a mandatory field.
COMPANY_POSTAL_CODE	The company postal code associated with the company address. This is a mandatory field when entering address information.
COMPANY_PROVINCE	The company province associated with the company address. This is a mandatory field when entering address information.
COMPANY_STREET_NAME	The company street name associated with the company address. This is a mandatory field when entering address information.
COMPANY_STREET_NUMBER	The company street number associated with the company address. This is a mandatory field when entering address information.
COMPANY_SUITE	The company suite associated with the company address.
COMPANY_WEBSITE	The company website.
COUNTRY_CODE	The country code associated with a telephone number. This is a mandatory field when entering a telephone number. Default value will be assigned from the administrative user's default country found on page ADMINISTRATION_ADMINISTRATIVE_PREFERENCES.
DATE_FORMAT	The date format to display start and end dates. Available options are; DD/MMMM/YYY, MMMM/YYY, and YYYY.

DISPLAY_TELEPHONE	The display telephone number for current telephone numbers.
END_DATE	The end date associated with the website page header. If no value is provided (12/31/9999) then "Present" or "In Process" will be displayed.
LINKEDIN_COMPANY_ID	The LinkedIn company ID. This field is used for displaying LinkedIn company insider and profile information.
LINKEDIN_COMPANY_INSIDER	The LinkedIn company insider flag. This field is used to display LinkedIn company insider information.
LINKEDIN_COMPANY_PROFILE	The LinkedIn company profile flag. This field is used to display LinkedIn company profile information.
NAVIGATE_URL	The navigation URL associated with the company website. The company website is a mandatory field when entering a navigation URL.
PROGRAM_LEVEL	The program level of the certificate or educational qualification.
START_DATE	The start date associated with the website page header. If no value is provided then 12/31/9999 will be used.
STUDY_AREA	The study area of the certification or educational qualification.
TELEPHONE_DESCRIPTION	The telephone type description associated with current telephone numbers.
TELEPHONE_EXTENSION	The telephone extension associated with a telephone number. Displayed as a component of the telephone number.
TELEPHONE_NUMBER	The telephone number.
TELEPHONE_TYPE	The telephone type associated with a telephone number. Displayed as a component of the telephone number.

Page Functions	
ADD	Adds a new telephone number.
CANCEL	Redirects to page ADMINISTRATION_PAGE_INFORMATION.
CANCEL (UPDATE)	Transitions the website page to non-update mode.
DELETE	Deletes the selected telephone number.
SUBMIT	Submits the updated information.
UPDATE	Transitions the website page to update mode.

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Page Content

ADMINISTRATION_CONTENT_SECTION_DETAIL

Page Subsection:	PAGE_CONTENT
Referring Page:	ADMINISTRATION_PAGE_CONTENT_DETAIL
Page Description:	(Screen Shots)
Number Contents	2
Related Information	How to Add/Update/Delete/Move a Website Page Content Section

Page Notes
• This page allows for the customization of website page content sections. This function will only be available on pages that have content sections.   • The administrative user can update, delete, and move a website page content section.

Page Data Elements	
CONTENT_HEADER	The content header to be displayed for the content section. This is a mandatory field.
CONTENT_NAME	The content name of the content section.
CONTENT_TEXT	The content text to be displayed in the content section.

Page Functions	
ADD	Adds a new content section. A maximum of 15 content sections can be added to a content.
CANCEL	Redirects to page ADMINISTRATION_PAGE_CONTENT_DETAIL.
CANCEL (UPDATE)	Transitions the website page to non-update mode.
DELETE	Deletes the selected content section. Deleting a content section will move any subsequent content section down to fill the available space.
DOWN	Exchanges the selected content section with the content section below.
SUBMIT	Submits the updated information.
UP	Exchanges the selected content section with the content section above.
UPDATE	Transitions the website page to update mode.

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ADMINISTRATION_PAGE_CONTENT_DETAIL

Page Subsection:	PAGE_CONTENT
Referring Page:	Menu Item
Page Description:	(Screen Shots)
Number Contents	2
Related Information	How to Add/Update/Delete/Move a Website Page Content

Page Notes
• This page allows for the customization of detailed website page content. This function will only be available on pages that have page content. • The administrative user can update, delete, and move detailed website content.

Page Data Elements	
CONTENT_HEADER	The content header to be displayed for the website page content.
CONTENT_NAME	The content name of the website page content.
CONTENT_TEXT	The content text to be displayed in the website page content.

Page Functions	
ADD	Adds a new page content. A maximum of 15 page contents can be added to a website page.
CANCEL	Redirects to page ADMINISTRATION_PAGE_INFORMATION.
CANCEL (UPDATE)	Transitions the website page to non-update mode.
DELETE	Deletes the selected page content. Deleting a website page content will move any subsequent page content down to fill the available space.
DOWN	Exchanges the selected page content with the content section below.
SECTION	Redirects to page ADMINISTRATION_CONTENT_SECTION_DETAIL.
SUBMIT	Submits the updated information.
UP	Exchanges the selected content section with the content section above.
UPDATE	Transitions the website page to update mode.

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ADMINISTRATION_WEBSITE_CONTENT

Page Subsection:	PAGE_CONTENT
Referring Page:	Menu Item
Page Description:	(Screen Shots)
Number Contents	2
Related Information	How to View Website Pages

Page Notes
• This page allows for the customization of website pages. This function will only be available on pages that have website content.   • The administrative user can update, delete, and move website pages.   • Additional information on suppressing title name is available on page ADMINISTRATION_ADMINISTRATIVE_PREFERENCES.

Page Data Elements	
PAGE_NAME	The name of the website page.
PAGE_TITLE	The website page title to be displayed in the browser as defined on page ADMINISTRATION_ADMINISTRATIVE_USER_DETAIL. The website page title can also be appended with the subscriber name.

Page Functions	
SELECT	Redirects to page ADMINISTRATION_PAGE_INFORMATION for the selected page.

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Page Information

ADMINISTRATION_PAGE_BLOG

Page Subsection:	PAGE_INFORMATION
Referring Page:	ADMINISTRATION_PAGE_INFORMATION
Page Description:	(Screen Shots)
Number Contents	2
Related Information	How to View/Add/Delete a Related Website Blog to a Website Page

Page Notes
• This page allows for the addition of website blogs to a website page. • The administrative user can view and delete related website blogs. • Related website blogs can be viewed on pages RESTRICTED_BLOG_DETAIL & ROOT_BLOG_DETAIL. • Suppressed website blogs will not be displayed. • Restricted website blogs will only be displayed on page RESTRICTED_BLOG_DETAIL.

Page Data Elements	
BLOG_TITLE	The website blogs that are currently linked to the website page.
RELATED_BLOG_TITLE	The available website blogs that can be linked to the website page.

Page Functions	
ADD	Adds a new related website blog link for the selected website blog.
CANCEL	Redirects to page ADMINISTRATION_PAGE_INFORMATION.
DELETE	Deletes the selected related website blog link. Deleting the related website blog link will not delete the website blog. Only the link to the website blog will be deleted.

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ADMINISTRATION_PAGE_DOCUMENT

Page Subsection:	PAGE_INFORMATION
Referring Page:	ADMINISTRATION_PAGE_INFORMATION
Page Description:	(Screen Shots)
Number Contents	2
Related Information	How to View/Add/Delete a Related Website Document to a Website Page

Page Notes
- This page allows for the addition of website documents to a website page.   - The administrative user can view and delete related website documents.   - Additional information on website documents is available from sections Website Documents & ADMINISTRATION_WEBSITE_DOCUMENT_DETAIL.

Page Data Elements	
FILE_DESCRIPTION	The file description of the files that have been added to the website page.
RELATED_FILE_DESCRIPTION	The file description of the files that are available to be added to the website page.

Page Functions	
ADD	Adds a website document to a website page.
CANCEL	Redirects to page ADMINISTRATION_PAGE_INFORMATION.
DELETE	Deletes a related website document from a website page. Deleting the related website document link will not delete the website document. Only the link to the website document will be deleted.

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ADMINISTRATION_PAGE_INFORMATION

Page Subsection:	PAGE_INFORMATION
Referring Page:	Menu Item
Page Description:	(Screen Shots)
Number Contents	2
Related Information	How to View/Update Page Information

Page Notes
• This page allows for the customization of website content pages. • The administrative user can view and update website content pages. • Subscriber name as defined on page ADMINISTRATION_ADMINISTRATIVE_USER_DETAIL can be appended to page title. Additional information on suppressing title name is available on page ADMINISTRATION_ADMINISTRATIVE_PREFERENCES. • Additional information on page content is available on page ADMINISTRATION_PAGE_CONTENT_DETAIL. • Additional information on page content sections is available on page ADMINISTRATION_CONTENT_SECTION_DETAIL. • Pages with headers would include; RESTRICTED_CERTIFICATION, RESTRICTED_EDUCATION, and RESTRICTED_EXPERIENCE. • Academic pages would include; RESTRICTED_CERTIFICATION, and RESTRICTED_EDUCATION. • Additional information on Google Analytics integration is available on page ADMINISTRATION_ADMINISTRATIVE_PREFERENCES.

Page Data Elements	
DISPLAY_TITLE	Indicates whether or not the website page title is displayed in browsers.
HAS_CONTENT	Indicates whether or not contents can be added to the website page. This field is not updatable.
HAS_CONTENT_SECTION	Indicates whether or not content sections can be added to page contents. This field is not updatable.
HAS_HEADER	Indicates whether or not the website page has a website page header. This field is not updatable.
IS_ACADEMIC	Indicates whether or not the website page is academic. This field is not updateable.
NUMBER_CONTENT	Indicated the maximum number of content that can be added to the website page. Pages with two contents will generally consist of a header and a footer content.
PAGE_DESCRIPTION	The website page description that may be displayed in search engine results.
PAGE_NAME	The name of the website page. This field is not updatable.
PAGE_NAVIGATE_URL	The navigation URL associated with the website page. This field is not updatable.
PAGE_TITLE	The website page title to be displayed in the browser. Entering a blank value will set the display title field to false.
PAGE_VIEWS	The number of times that the website page has been viewed.
TRACK_PAGE	Indicates whether or not to track the website page in Google Analytics. Google Analytics ID will need to be assigned in order to enable this functionality.

Page Functions	
BLOG	Redirects to page ADMINISTRATION_PAGE_BLOG.
CANCEL	Redirects to page ADMINISTRATION_WEBSITE_CONTENT.
CANCEL (UPDATE)	Transitions the website page to non-update mode.
DOCUMENT	Redirects to page ADMINISTRATION_PAGE_DOCUMENT.
RESET	Resets the number of page views.
SUBMIT	Submits the updated information.
TESTIMONIAL	Redirects to page ADMINISTRATION_PAGE_TESTIMONIAL.
UPDATE	Transitions the website page to update mode.
VIDEO	Redirects to page ADMINISTRATION_PAGE_VIDEO.

ADMINISTRATION_PAGE_TESTIMONIAL

Page Subsection:	PAGE_INFORMATION
Referring Page:	ADMINISTRATION_PAGE_INFORMATION
Page Description:	(Screen Shots)
Number Contents	2
Related Information	How to View/Add/Delete a Related User Testimonial to a Website Page

Page Notes
• This page allows for the addition of user testimonials to a website page.
• The administrative user can view and delete related user testimonials.
• Related user testimonials can be viewed on pages RESTRICTED_TESTIMONIAL_DETAIL & ROOT_TESTIMONIAL_DETAIL.
• Suppressed user testimonials will not be displayed.
• Restricted user testimonials will only be displayed on page RESTRICTED_TESTIMONIAL_DETAIL.

Page Data Elements	
RELATED_TESTIMONIAL_USER	The available related user testimonials that can be linked to the website page.
TESTIMONIAL_USER	The user testimonials that are currently linked to the website page.

Page Functions	
ADD	Adds a new related user testimonial link for the selected user testimonial.
CANCEL	Redirects to page ADMINISTRATION_PAGE_INFORMATION.
DELETE	Deletes a user testimonial from a website page. Deleting the related user testimonial link will not delete the user testimonial. Only the link to the user testimonial will be deleted.

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ADMINISTRATION_PAGE_VIDEO

Page Subsection:	PAGE_INFORMATION
Referring Page:	ADMINISTRATION_PAGE_INFORMATION
Page Description:	(Screen Shots)
Number Contents	2
Related Information	How to View/Add/Delete a Related Website Video to a Website Page

Page Notes
- This page allows for the addition of website videos to a website page.   - The administrative user can view and delete related website videos.   - Related website videos can be viewed on pages RESTRICTED_VIDEO_DETAIL & ROOT_VIDEO_DETAIL.   - Suppressed website videos will not be displayed.   - Restricted website videos will only be displayed on page RESTRICTED_VIDEO_DETAIL.   - Additional information on website videos is available in section Website Video.

Page Data Elements	
RELATED_VIDEO_TITLE	The available related website videos that can be linked to the website page.
VIDEO_TITLE	The website videos that are currently linked to the website page.

Page Functions	
ADD	Adds a new related website video link for the selected website video.
CANCEL	Redirects to page ADMINISTRATION_PAGE_INFORMATION.
DELETE	Deletes the selected related website video link. Deleting the related website video link will not delete the website video. Only the link to the website video will be deleted.

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Pending

ADMINISTRATION_PENDING_USER_DETAIL

Page Subsection:	PENDING
Referring Page:	ADMINISTRATION_COMPANY_FAX_USERS ADMINISTRATION_USER_PENDING ADMINISTRATION_WEBSITE_COMPANY_USERS
Page Description:	(Screen Shots)
Number Contents	2
Related Information	How to View/Update/Delete/Grant/Deny a Pending User

Page Notes
- This page displays detailed information for a pending user.   - The administrative user can update a pending user's information and status, with the option to grant or deny access, and to delete the user.   - Additional information on requesting access is available on page ROOT_REQUEST_ACCESS.   - Additional information on address, telephone number, and fax number validation is available on page ADMINISTRATION_WEBSITE_COUNTRY_DETAIL.   - An email (ACCESS_REQUEST_DENIAL_EMAIL) will be sent to the pending user when the access request is denied.   - An email (INVITATION_EMAIL) will be sent when the access request is granted.   - Additional information on website addresses is available in section Website Addresses.   - Additional information on website emails is available in section Website Emails.   - Additional information on website fax numbers is available in section Website Fax.   - Additional information on website telephone numbers is available in section Website Telephone.   - Additional information on website user types is available in section Website User Types.   - Denying or granting a pending user access request will result in the creation of a historical events (DNYACS & GNTACS). Additional information on user events is available in section Website Events.   - Granting a pending user access request will result in the creation of a historical event (INVITE). Additional information on user events is available in section Website Events.

Page Data Elements	
ACCESS_REQUEST_DETAIL	The access request additional information provided by the user when submitting the access request. This is a mandatory field.
COMPANY_CITY	The city associated with the company address. This is a mandatory field when entering company address information.
COMPANY_COUNTRY	The country associated with the company address. This is a mandatory field when entering company address information.
COMPANY_EMAIL	The email address associated with the company. Company name is mandatory when entering this value.
COMPANY_FAX	The fax number associated with the company.
COMPANY_NAME	The company name. This value is mandatory when entering a; company address, company email address, or company website.
COMPANY_POSTAL_CODE	The postal code associated with the company address. This is a mandatory field when entering company address information.
COMPANY_PROVINCE	The province associated with the company address. This is a mandatory field when entering company address information.
COMPANY_STREET_NAME	The street name associated with the company address. This is a mandatory field when entering company address information.

COMPANY_STREET_NUMBER	The street number associated with the company address. This is a mandatory field when entering company address information.
COMPANY_SUITE	The suite associated with the company address.
COMPANY_WEBSITE	The company website. Company name is mandatory when entering this value.
CONFIRMATION_CODE	The confirmation code associated with the access request. This confirmation code is required when updating an existing access request. This field is not updatable.
COUNTRY_CODE	The country code associated with a telephone or fax number. This is a mandatory field when entering a telephone or fax number. Default value will be assigned from the administrative user's default country found on page ADMINISTRATION_ADMINISTRATIVE_PREFERENCES.
EMAIL_ADDRESS	The user's email address. This field is not updatable.
FIRST_NAME	The user's first name. This is a mandatory field.
LAST_NAME	The user's last name. This is a mandatory field.
PREFIX	The user's name prefix.
REQUEST_DATE	The access request date. This field is not updatable.
TELEPHONE_EXTENSION	The telephone extension.
TELEPHONE_NUMBER	The telephone number.
TELEPHONE_TYPE	The telephone type associated with a telephone number. It is possible for the same telephone number to have multiple telephone types.
TITLE	The user's title.

Page Functions	
CANCEL	Redirects to page ADMINISTRATION_USER_PENDING.
CANCEL (UPDATE)	Transitions the website page to non-update mode.
DELETE	Deletes the pending user.
DENY	Denies the pending user's access request. This will not delete the pending user. The pending user will be unable to request access again while in a denied state.
GRANT	Grants the pending user's access request. Granting a pending user's access request will transition the pending user to a temporary user state.
MAP	Redirects to page ADMINISTRATION_USER_MAPPING.
SUBMIT	Submits the updated information.
UPDATE	Transitions the website page to update mode.

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ADMINISTRATION_USER_PENDING

Page Subsection:	PENDING
Referring Page:	Menu Item
Page Description:	(Screen Shots)
Number Contents	2
Related Information	How to View/Grant/Deny Pending Users

Page Notes
- This page displays pending users.   - The administrative user can update a pending user's status with the option to grant or deny access.   - Denying or granting a pending user access request will result in the creation of a historical events (DNYACS & GNTACS). Additional information on user events is available in section Website Events.   - Granting a pending user access request will result in the creation of a historical event (INVITE). Additional information on user events is available in section Website Events.   - An email (ACCESS_REQUEST_DENIAL_EMAIL) will be sent to the pending user when the access request is denied.   - An email (INVITATION_EMAIL) will be sent when the access request is granted.   - Additional information on website emails is available in section Website Emails.

Page Data Elements	
EMAIL_ADDRESS	The user's email address.
FIRST_NAME	The user's first name.
LAST_NAME	The user's last name.
REQUEST_STATUS	The status of the user's access request.

Page Functions	
DENY	Denies the pending user's access request. This will not delete the pending user. The pending user will be unable to request access again while in a denied state.
GRANT	Grants the pending user's access request. Granting a pending user's access request will transition the pending user to a temporary user state.
SELECT	Redirects to page ADMINISTRATION_PENDING_USER_DETAIL.

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Picture Content

ADMINISTRATION_WEBSITE_PICTURE

Page Subsection:	PICTURE_CONTENT
Referring Page:	Menu Item
Page Description:	(Screen Shots)
Number Contents	2
Related Information	How to View/Update/Delete Website Picture

Page Notes
• This page allows for the customization of the user website picture. • The administrative user can update or delete the website picture. • A default picture will be displayed if none has been provided.

Page Data Elements	
DISPLAY_EMAIL_PICTURE	The display of administrative user's email picture. This is a global setting for all emails. The display of email picture can also be disabled for specific emails on page ADMINISTRATION_EMAIL_CONTENT.
DISPLAY_PICTURE	The display of administrative user's picture on the sidebar of website pages. Disabling the display of the administrative user's picture will also disable the display of picture name and title.
DISPLAY_PICTURE_NAME	The display of administrative user's name on the sidebar of website pages.
DISPLAY_PICTURE_TITLE	The display of administrative user's title on the sidebar of website pages.
FILE_NAME	The file name of the administrative user's picture when adding or updating the administrative user's picture.

Page Functions	
CANCEL (UPDATE)	Transitions the website page to non-update mode.
DELETE	Deletes the current administrative user picture. A default picture will be displayed.
SUBMIT	Submits the updated information.
UPDATE	Transitions the website page to update mode.

Registered

ADMINISTRATION_CHANGE_EMAIL

Page Subsection:	REGISTERED
Referring Page:	ADMINISTRATION_REGISTERED_USER_DETAIL
Page Description:	(Screen Shots)
Number Contents	2
Related Information	How to Update a Registered User Email Address

Page Notes
• This page allows the administrative user to change the email address of a registered user. • Changing the user email address will result in the creation of a historical event (CHGEML). Additional information on user events is available in section Website Events.

Page Data Elements	
NEW_EMAIL	The new user email address.

Page Functions	
CANCEL	Redirects to page ADMINISTRATION_REGISTERED_USER_DETAIL.
SUBMIT	Submits the updated information.

ADMINISTRATION_CHANGE_PASSWORD

Page Subsection:	REGISTERED
Referring Page:	ADMINISTRATION_REGISTERED_USER_DETAIL
Page Description:	(Screen Shots)
Number Contents	2
Related Information	How to Update a Registered User Password

Page Notes
• This page allows the administrative user to change the password of a registered user. • Changing the user password will result in the creation of a historical event (CHGPWD). Additional information on user events is available in section Website Events. • An email (PASSWORD_CHANGE_CONFIRMATION_EMAIL) will be sent as confirmation of the email change, if confirmations have not been suppressed for the user profile. • Additional information on website emails is available in section Website Emails. • Additional information on user privacy settings is available on page ADMINISTRATION_USER_PRIVACY & REGISTERED_PRIVACY_SETTINGS.

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Page Data Elements	
CONFIRM_PASSWORD	The confirmation of the new user password. This is a mandatory field. This value must match the new password and must be different from the current password.
NEW_PASSWORD	The new user password. This is a mandatory field.

Page Functions	
CANCEL	Redirects to page ADMINISTRATION_REGISTERED_USER_DETAIL.
SUBMIT	Submits the updated information.

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ADMINISTRATION_REGISTERED_USER_DETAIL

Page Subsection:	REGISTERED
Referring Page:	ADMINISTRATION_COMPANY_FAX_USERS ADMINISTRATION_USER_REGISTERED ADMINISTRATION_WEBSITE_COMPANY_USERS
Page Description:	(Screen Shots)
Number Contents	2
Related Information	How to View/Update/Delete/Disable a Registered User

Page Notes
- This page displays detailed information for a registered user.   - The administrative user can delete or disable the registered user.   - Disabling a registered user will result in the creation of a historical event (DISABL). Additional information on user events is available in section Website Events.   - Additional information on address, telephone number, and fax number validation is available on page ADMINISTRATION_WEBSITE_COUNTRY_DETAIL.   - Additional information on website addresses is available in section Website Addresses.   - Additional information on website emails is available in section Website Emails.   - Additional information on website fax numbers is available in section Website Fax.   - Additional information on website telephone numbers is available in section Website Telephone.   - Additional information on website user types is available in section Website User Types.

Page Data Elements	
COMPANY_CITY	The city associated with the company address. This is a mandatory field when entering company address information.
COMPANY_COUNTRY	The country associated with the company address. This is a mandatory field when entering company address information.
COMPANY_EMAIL	The email address associated with the company. Company name is mandatory when entering this value.
COMPANY_FAX	The fax number associated with the company.
COMPANY_NAME	The company name. This value is mandatory when entering a; company address, company email address, or company website.
COMPANY_POSTAL_CODE	The postal code associated with the company address. This is a mandatory field when entering company address information.
COMPANY_PROVINCE	The province associated with the company address. This is a mandatory field when entering company address information.
COMPANY_STREET_NAME	The street name associated with the company address. This is a mandatory field when entering company address information.
COMPANY_STREET_NUMBER	The street number associated with the company address. This is a mandatory field when entering company address information.
COMPANY_SUITE	The suite associated with the company address.
COMPANY_WEBSITE	The company website. Company name is mandatory when entering this value.

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COUNTRY_CODE	The country code associated with a telephone or fax number. This is a mandatory field when entering a telephone or fax number. Default value will be assigned from the administrative user's default country found on page ADMINISTRATION_ADMINISTRATIVE_PREFERENCES.
DISPLAY_TELEPHONE	The consolidated telephone number consisting of; telephone country code, telephone number, and telephone extension.
EMAIL_ADDRESS	The user's email address. This field is not updatable. The user's email address can be changed on page ADMINISTRATION_CHANGE_EMAIL.
FIRST_NAME	The user's first name. This is a mandatory field.
LAST_NAME	The user's last name. This is a mandatory field.
PASSWORD	The user's password. This field is not updatable. The user's password can be changed on page ADMINISTRATION_CHANGE_PASSWORD.
PREFIX	The user's name prefix.
PROFILE_SUSPENDED	The suspended status of the registered user profile. Suspending a registered user profile will lock the registered user out of the website. This functionality provides a temporary alternative to deleting or disabling a registered user.
TELEPHONE_ACTIVE	The active status of the telephone number. Inactive telephones number have been deleted by the user, and are being retained for historical value.
TELEPHONE_EXTENSION	The telephone extension.
TELEPHONE_NUMBER	The telephone number. This is a mandatory value when adding a new telephone number.
TELEPHONE_PRIMARY	The primary status of the telephone number. At least one primary telephone number is mandatory. This field is used to determine which telephone number to use on outgoing correspondence.
TELEPHONE_TYPE	The telephone type associated with a telephone number. It is possible for the same telephone number to have multiple telephone types.
TITLE	The user's title.

Page Functions	
ADD	Adds a new telephone number.
CANCEL	Redirects to page ADMINISTRATION_USER_REGISTERED.
CANCEL (UPDATE)	Transitions the website page to non-update mode.
CHANGE EMAIL	Redirects to page ADMINISTRATION_CHANGE_EMAIL.
CHANGE PASSWORD	Redirects to page ADMINISTRATION_CHANGE_PASSWORD.
DELETE (USER)	Deletes the registered user. This will also delete any information that was associated with the registered user, such as testimonials. Users referred by the registered user being deleted will remain, but will no longer be considered as having been referred.
DELETE (TELEPHONE)	Deletes the selected telephone number.
DISABLE	Transitions a registered user to a disabled user state.
HISTORY	Redirects to page ADMINISTRATION_USER_HISTORY.
MAP	Redirects to page ADMINISTRATION_USER_MAPPING.
PRIMARY	Updates the selected telephone number primary status.
PRIVACY	Redirects to page ADMINISTRATION_USER_PRIVACY.

REFERRAL	Redirects to page ADMINISTRATION_USER_REFERRAL.
SUBMIT	Submits the updated information.
TESTIMONIAL	Redirects to page ADMINISTRATION_USER_TESTIMONIAL.
UPDATE	Transitions the website page to update mode.

ADMINISTRATION_RELATED_USER_TESTIMONIAL

Page Subsection:	REGISTERED
Referring Page:	ADMINISTRATION_USER_TESTIMONIAL
Page Description:	(Screen Shots)
Number Contents	2
Related Information	How to View/Add/Delete a Related User Testimonial to Another User Testimonial

Page Notes
- This page allows the administrative user to link related user testimonials to other user testimonials.   - The administrative user can add and delete the related user testimonial.   - Related user testimonials can be viewed on pages RESTRICTED_TESTIMONIAL_DETAIL & ROOT_TESTIMONIAL_DETAIL.   - Suppressed user testimonials will not be displayed.   - Restricted user testimonials will only be displayed on page RESTRICTED_TESTIMONIAL_DETAIL.

Page Data Elements	
RELATED_TESTIMONIAL_USER	The available related user testimonials that can be linked to the user testimonial.
TESTIMONIAL_USER	The related user testimonials that are currently linked to the user testimonial.

Page Functions	
ADD	Adds a new related user testimonial link for the selected user testimonial.
CANCEL	Redirects to page ADMINISTRATION_USER_TESTIMONIAL.
DELETE	Deletes the selected related user testimonial link. Deleting a related user testimonial will not delete the user testimonial. Only the link to the user testimonial will be deleted.

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ADMINISTRATION_TESTIMONIAL_BLOG

Page Subsection:	REGISTERED
Referring Page:	ADMINISTRATION_USER_TESTIMONIAL
Page Description:	(Screen Shots)
Number Contents	2
Related Information	How to View/Add/Delete a Related Website Blog to a User Testimonial

Page Notes
• This page allows the administrative user to link related website blogs to user testimonials. • The administrative user can add and delete the related website blog. • User testimonial blogs can be viewed on pages RESTRICTED_BLOG_DETAIL & ROOT_BLOG_DETAIL. • Suppressed website blogs will not be displayed. • Restricted website blogs will only be displayed on page RESTRICTED_BLOG_DETAIL.

Page Data Elements	
BLOG_TITLE	The website blogs that are currently linked to the user testimonial.
RELATED_BLOG_TITLE	The available website blogs that can be linked to the user testimonial.

Page Functions	
ADD	Adds a new related website blog link for the selected website blog.
CANCEL	Redirect to page ADMINISTRATION_USER_TESTIMONIAL.
DELETE	Deletes the selected related website blog link. Deleting a related website blog will not delete the website blog. Only the link to the website blog will be deleted.

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ADMINISTRATION_TESTIMONIAL_DOCUMENT

Page Subsection:	REGISTERED
Referring Page:	ADMINISTRATION_USER_TESTIMONIAL
Page Description:	(Screen Shots)
Number Contents	2
Related Information	How to View/Add/Delete a Related Website Document to a User Testimonial

Page Notes
• This page allows the administrative user to link related website documents to user testimonials. • The administrative user can add and delete the related website document. • Additional information on website documents is available from sections Website Documents & ADMINISTRATION_WEBSITE_DOCUMENT_DETAIL.

Page Data Elements	
FILE_DESCRIPTION	The file description of the files that have been added to the user testimonial.
RELATED_FILE_DESCRIPTION	The file description of the files that are available to be added to the user testimonial.

Page Functions	
ADD	Adds a website document link to a user testimonial.
CANCEL	Redirects to page ADMINISTRATION_USER_TESTIMONIAL.
DELETE	Deletes a website document from a user testimonial. Deleting the website document link will not delete the website document. Only the link to the website document will be deleted.

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ADMINISTRATION_TESTIMONIAL_VIDEO

Page Subsection:	REGISTERED
Referring Page:	ADMINISTRATION_USER_TESTIMONIAL
Page Description:	(Screen Shots)
Number Contents	2
Related Information	How to View/Add/Delete a Related Website Video to a User Testimonial

Page Notes
• This page allows the administrative user to link related website videos to user testimonials. • The administrative user can add and delete the related website video. • Related website videos can be viewed on pages RESTRICTED_VIDEO_DETAIL & ROOT_VIDEO_DETAIL. • Suppressed website videos will not be displayed. • Restricted website videos will only be displayed on page RESTRICTED_VIDEO_DETAIL. • Additional information on website videos is available in section Website Video.

Page Data Elements	
RELATED_VIDEO_TITLE	The available related website videos that can be linked to the user testimonial.
VIDEO_TITLE	The website videos that are currently linked to the user testimonial.

Page Functions	
ADD	Adds a new related website video link for the selected website video.
CANCEL	Redirects to page ADMINISTRATION_USER_TESTIMONIAL.
DELETE	Deletes the selected related website video link. Deleting the related website video link will not delete the website video. Only the link to the website video will be deleted.

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ADMINISTRATION_USER_HISTORY

Page Subsection:	REGISTERED
Referring Page:	ADMINISTRATION_REGISTERED_USER_DETAIL
Page Description:	(Screen Shots)
Number Contents	2
Related Information	How to View a Registered User History

Page Notes
• This page allows the administrative user to browse registered user history. • Additional information on user events is available in section Website Events.

Page Data Elements	
EVENT_DATE	The date that the user event occurred.
EVENT_DESCRIPTION	The description of the user event.
EVENT_NOTES	The event notes associated with the user event.

Page Functions	
CANCEL	Redirects to page ADMINISTRATION_REGISTERED_USER_DETAIL.

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ADMINISTRATION_USER_PRIVACY

Page Subsection:	REGISTERED
Referring Page:	ADMINISTRATION_REGISTERED_USER_DETAIL
Page Description:	(Screen Shots)
Number Contents	2
Related Information	How to View/Update Registered User Privacy Settings

Page Notes
• This page displays detailed user privacy information for a registered user.   • Locking or unlocking a registered user profile will result in the creation of a historical event (LCKACT & ULKACT).   • Additional information on user events is available in section Website Events.   • Suppressed registered user contact information will not be included on outgoing emails, or user testimonials.   • Additional information on website emails is available in section Website Emails.   • Additional information on website jobs is available in section Website Jobs.

Page Data Elements	
ANONYMOUS_TESTIMONIAL	The anonymous status of registered user testimonials. Anonymous testimonials will not display registered user information on page RESTRICTED_TESTIMONIAL, RESTRICTED_TESTIMONIAL_DETAIL, ROOT_TESTIMONIAL, and ROOT_TESTIMONIAL_DETAIL.
COMPANY_ADDRESS	The suppressed status of the registered user's company address.
COMPANY_EMAIL	The suppressed status of the registered user's company general email address.
COMPANY_FAX	The suppressed status of the registered user's company fax number.
COMPANY_NAME	The suppressed status of the registered user's company name.
COMPANY_WEBSITE	The suppressed status of the registered user's company website.
PRIMARY_CONTACT_METHOD	The primary contact method with the referring user. Referral emails require at least one form of contact with the referring user. The primary form of contact can be; the referring user's email address, primary telephone number, or both. Contact information will be displayed in the outgoing invitation email (INVITATION_EMAIL).
PROFILE_LOCKED	The registered user profile locked status. A registered profile is generally locked if it is intended to be read-only in nature. A read-only profile is a registered profile that can view website information, but cannot access any higher level functions. The login information for this profile can then be safely distributed to anyone wishing to have anonymous access to the Schmuzzi website.
SUPPRESS_CONFIRMATION_EMAILS	The suppressed status of confirmation emails; • EMAIL_CHANGE_CONFIRMATION_EMAIL • PASSWORD_CHANGE_CONFIRMATION_EMAIL • REFERRAL_CONFIRMATION_EMAIL • TESTIMONIAL_CONFIRMATION_EMAIL
SUPPRESS_STATUS_EMAILS	The suppressed status of status emails (STATUS_EMAIL). Status emails are sent from website job SEND_STATUS_EMAILS.
TITLE	The suppressed status of the registered user's occupational title.

Page Functions	
CANCEL	Redirects to page ADMINISTRATION_REGISTERED_USER_DETAIL.
CANCEL (UPDATE)	Transitions the website page to non-update mode.
SUBMIT	Submits the updated information.
UPDATE	Transitions the website page to update mode.

ADMINISTRATION_USER_REFERRAL

Page Subsection:	REGISTERED
Referring Page:	ADMINISTRATION_REGISTERED_USER_DETAIL
Page Description:	(Screen Shots)
Number Contents	2
Related Information	How to View a Registered User Referrals

Page Notes
• This page displays user referral information for a registered user.

Page Data Elements	
EMAIL_ADDRESS	The email address of the referred user.
FIRST_NAME	The first name of the referred user.
LAST_NAME	The last name of the referred user.
REFERRED_DATE	The date of the user referral.
REVIEW_REFERRAL	The registered user referral review status. Reviewing referrals at registered user level suppresses the transmission of invitation emails until released by the administrative user. Referrals can also be reviewed globally on page ADMINISTRATION_ADMINISTRATIVE_PREFERENCES. Invitation emails will need to be sent manually on pages ADMINISTRATION_USER_TEMPORARY or ADMINISTRATION_TEMPORARY_USER_DETAIL.
SUPPRESS_REFERRAL	The registered user referral suppressed status. Suppressing referrals at registered user level disables the registered user's ability to provide new referrals on page REGISTERED_NEW_REFERRAL. Referrals can also be suppressed globally on page ADMINISTRATION_ADMINISTRATIVE_PREFERENCES.

Page Functions	
CANCEL	Redirects to page ADMINISTRATION_REGISTERED_USER_DETAIL.
CANCEL (UPDATE)	Transitions the website page to non-update mode.
SUBMIT	Submits the updated information.
UPDATE	Transitions the website page to update mode.
SELECT	Redirects to page ADMINISTRATION_USER_REFERRAL_DETAIL.

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ADMINISTRATION_USER_REFERRAL_DETAIL

Page Subsection:	REGISTERED
Referring Page:	ADMINISTRATION_USER_REFERRAL
Page Description:	(Screen Shots)
Number Contents	2
Related Information	How to View Referral Information

Page Notes
• This page displays detailed user referral information for a referred user.   • Adding a temporary user through referral will result in the creation of a historical event (INVITE). Additional information on user events is available in section Website Events.   • Additional information on website addresses is available in section Website Addresses.   • Additional information on website fax numbers is available in section Website Fax.   • Additional information on website telephone numbers is available in section Website Telephone.

Page Data Elements	
COMMENTS	The comments that the referring user attached when providing the user referral.
COMPANY_CITY	The city associated with the company address.
COMPANY_COUNTRY	The country associated with the company address.
COMPANY_EMAIL	The email address associated with the company.
COMPANY_FAX	The fax number associated with the company.
COMPANY_NAME	The company name.
COMPANY_POSTAL_CODE	The postal code associated with the company address.
COMPANY_PROVINCE	The province associated with the company address.
COMPANY_STREET_NAME	The street name associated with the company address.
COMPANY_STREET_NUMBER	The street number associated with the company address.
COMPANY_SUITE	The suite associated with the company address.
COMPANY_WEBSITE	The company website. Company name is mandatory when entering this value.
COUNTRY_CODE	The country code associated with a telephone or fax number.
EMAIL_ADDRESS	The user's email address.
FIRST_NAME	The user's first name.
LAST_NAME	The user's last name.
PREFIX	The user's name prefix.
REFERRAL_DATE	The date of the user referral.
TELEPHONE_EXTENSION	The telephone extension.
TELEPHONE_TYPE	The telephone type associated with a telephone number.

TELEPHONE_NUMBER	The telephone number.
TITLE	The user's title.

Page Functions	
CANCEL	Redirects to page ADMINISTRATION_USER_REFERRAL.

ADMINISTRATION_USER_REGISTERED

Page Subsection:	REGISTERED
Referring Page:	Menu Item
Page Description:	(Screen Shots)
Number Contents	2
Related Information	How to View Registered Users

Page Notes
• This page displays a listing of registered users. • Disabling a registered user will result in the creation of a historical event (DISABL). Additional information on user events is available in section Website Events.

Page Data Elements	
EMAIL_ADDRESS	The user's email address.
FIRST_NAME	The user's first name.
LAST_NAME	The user's last name.

Page Functions	
DISABLE	Transitions a registered user to a disabled user state.
SELECT	Redirects to page ADMINISTRATION_REGISTERED_USER_DETAIL.

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ADMINISTRATION_USER_TESTIMONIAL

Page Subsection:	REGISTERED
Referring Page:	ADMINISTRATION_REGISTERED_USER_DETAIL ADMINISTRATION_WEBSITE_TESTIMONIAL
Page Description:	(Screen Shots)
Number Contents	2
Related Information	How to Update/Restrict/Suppress a User Testimonial

Page Notes

- This page displays detailed user testimonial information for a registered user.
- The administrative user can restrict or suppress a user testimonial.
- A restricted user testimonial will only be displayed on pages RESTRICTED_TESTIMONIAL and RESTRICTED_TESTIMONIAL_DETAIL. Otherwise, the user testimonial will also be displayed on pages ROOT_TESTIMONIAL and ROOT_TESTIMONIAL_DETAIL.

Page Data Elements

RESTRICT_ACCESS	The restrict access status of the user testimonial. The restrict access status of a user testimonial is updatable by the registered user that provided the user testimonial on page REGISTERED_USER_TESTIMONIAL.
RESTRICT_TESTIMONIAL	The restrict testimonial status of the user testimonial.
SUPPRESS_TESTIMONIAL	The suppress testimonial status of the user testimonial. A suppressed user testimonial will not be displayed.
TESTIMONIAL_CODE	The user testimonial code. This code can be used when referencing the user testimonial externally. For example, from another website.
TESTIMONIAL_DATE	The date of the user testimonial. Updating the user testimonial will reassign the testimonial date.

Page Functions

BLOG	Redirects to page ADMINISTRATION_TESTIMONIAL_BLOG.
CANCEL	Redirects to page ADMINISTRATION_REGISTERED_USER_DETAIL or ADMINISTRATION_WEBSITE_TESTIMONIAL.
CANCEL (UPDATE)	Transitions the website page to non-update mode.
DOCUMENT	Redirects to page ADMINISTRATION_TESTIMONIAL_DOCUMENT.
SUBMIT	Submits the updated information.
TESTIMONIAL	Redirects to page ADMINISTRATION_RELATED_USER_TESTIMONIAL.
UPDATE	Transitions the website page to update mode.
VIDEO	Redirects to page ADMINISTRATION_TESTIMONIAL_VIDEO.

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Script Content

ADMINISTRATION_SCRIPT_CONTENT

Page Subsection:	SCRIPT_CONTENT
Referring Page:	Menu Item
Page Description:	(Screen Shots)
Number Contents	2
Related Information	How to Update/Move a Website Script

Page Notes
• The page allows for the customization of a website script. • The administrative user can update and move the website script. • Website scripts are interfaces to functionality provided by third party entities such as; Facebook, Google, LinkedIn, Myspace, Twitter, and Xing. These interfaces typically expose themselves as buttons such as; Like, Share and Follow. • Website scripts will be displayed at the bottom of root directory pages.

Page Data Elements	
DATA_KEY	The data key associated with the website script. The nature of the data key, or even if one is required, is dependent on the specific website script. However, the applicable data key will typically be some sort of user ID. Please refer to the applicable third party documentation for further information.
ENABLED	The enabled status of the website script. Scripts that are not enabled with not be displayed.
SCRIPT_NAME	The name of the website script.

Page Functions	
CANCEL (UPDATE)	Transitions the website page to non-update mode.
DOWN	Moves the website script down one line, if possible.
LEFT	Moves the website script one position to the left, if possible.
RIGHT	Moves the website script one position to the right, if possible.
SUBMIT	Submits the updated information.
UP	Moves the website script up one line, if possible.
UPDATE	Transitions the website page to update mode.

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Skills Content

ADMINISTRATION_WEBSITE_SKILLS

Page Subsection:	SKILLS_CONTENT
Referring Page:	Menu Item
Page Description:	(Screen Shots)
Number Contents	2
Related Information	How to Add/Delete/Move a Skills Section

Page Notes
• This page displays skill sections. • The administrative user can add, move, and delete a skills section. • Restricted skills will only be displayed on page RESTRICTED_SKILLS.

Page Data Elements	
SECTION_HEADER	The skills section header description when adding a new skills section header. This is a mandatory field when adding a new skills section header.
SECTION_TEXT	The skills section header description in the skills sections grouping.
SKILLS_CONTENT	The skills content associated with the user.

Page Functions	
ADD	Adds a skills section header.
DELETE	Deletes a skills section.
DOWN	Moves a skills section down in the skills sections grouping.
SELECT	Redirects to page ADMINISTRATION_WEBSITE_SKILLS_DETAIL.
UP	Moves a skills section up in the skills sections grouping.

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ADMINISTRATION_WEBSITE_SKILLS_DETAIL

Page Subsection:	SKILLS_CONTENT
Referring Page:	ADMINISTRATION_WEBSITE_SKILLS
Page Description:	(Screen Shots)
Number Contents	2
Related Information	How to Add/Delete/Move a Skill

Page Notes
• This page displays skills for a skill section. • The administrative user can add, delete, and move a skill.

Page Data Elements	
SKILLS_TEXT	The description of the skill to be added.
SKILL_TEXT	The skills description in the skills grouping.

Page Functions	
ADD	Adds a new skill.
CANCEL	Redirects to page ADMINISTRATION_WEBSITE_SKILLS.
DELETE	Deletes the selected skill.
DOWN	Moves a skill down in the skills grouping.
UP	Moves a skill up in the skills grouping.

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Summary Content

ADMINISTRATION_WEBSITE_SUMMARY

Page Subsection:	SUMMARY_CONTENT
Referring Page:	Menu Item
Page Description:	(Screen Shots)
Number Contents	2
Related Information	How to View/Add/Delete/Move a Summary Item

Page Notes
• This page displays summary items. • The administrative user can add, delete, and move a summary item. • Restricted summary items will only be displayed on page RESTRICTED_SUMMARY.

Page Data Elements	
SUMMARY_CONTENT	The summary content associated with the user.
SUMMARY_TEXT	The description of the summary in the summary grouping.
SUMMARY_TEXT_LABEL	The summary title text in the label.

Page Functions	
ADD	Adds a new summary item.
DELETE	Deletes the selected summary item.
DOWN	Moves a summary item down in the summary grouping.
UP	Moves a summary item up in the summary grouping.

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Temporary

ADMINISTRATION_TEMPORARY_USER_ADD

Page Subsection:	TEMPORARY
Referring Page:	ADMINISTRATION_USER_TEMPORARY
Page Description:	(Screen Shots)
Number Contents	2
Related Information	How to Add a Temporary User

Page Notes
- This page allows for the addition of a new temporary user.   - Adding a temporary user will result in the creation of a historical event (INVITE). Additional information on user events is available in section Website Events.   - An email (INVITATION_EMAIL) will be sent when adding a new temporary user.   - Additional information on website addresses is available in section Website Addresses.   - Additional information on website emails is available in section Website Emails.   - Additional information on website fax numbers is available in section Website Fax.   - Additional information on website telephone numbers is available in section Website Telephone.

Page Data Elements	
COMPANY_CITY	The city associated with the company address. This is a mandatory field when entering company address information.
COMPANY_COUNTRY	The country associated with the company address. This is a mandatory field when entering company address information.
COMPANY_EMAIL	The email address associated with the company. Company name is mandatory when entering this value.
COMPANY_FAX	The fax number associated with the company.
COMPANY_NAME	The company name. This value is mandatory when entering a; company address, company email address, or company website.
COMPANY_POSTAL_CODE	The postal code associated with the company address. This is a mandatory field when entering company address information.
COMPANY_PROVINCE	The province associated with the company address. This is a mandatory field when entering company address information.
COMPANY_STREET_NAME	The street name associated with the company address. This is a mandatory field when entering company address information.
COMPANY_STREET_NUMBER	The street number associated with the company address. This is a mandatory field when entering company address information.
COMPANY_SUITE	The suite associated with the company address.
COMPANY_WEBSITE	The company website. Company name is mandatory when entering this value.
COUNTRY_CODE	The country code associated with a telephone or fax number. This is a mandatory field when entering a telephone or fax number. Default value will be assigned from the administrative user's default country found on page ADMINISTRATION_ADMINISTRATIVE_PREFERENCES.
EMAIL_ADDRESS	The user's email address. This field is not updatable. The user's email address can be changed on page ADMINISTRATION_CHANGE_EMAIL.

FIRST_NAME	The user's first name. This is a mandatory field.
LAST_NAME	The user's last name. This is a mandatory field.
PREFIX	The user's name prefix.
SEND_INVITATION	The option that determines whether or not invitation emails should be send after loading a temporary user. Invitation emails can also be send on page ADMINISTRATION_USER_TEMPORARY, or with job SEND_INVITATION_EMAILS.
TELEPHONE_EXTENSION	The telephone extension.
TELEPHONE_TYPE	The telephone type associated with a telephone number.
TELEPHONE_NUMBER	The telephone number. This is a mandatory value when adding a new telephone number.
TITLE	The user's title.

Page Functions	
CANCEL	Transitions the website page to non-update mode.
SUBMIT	Submits the updated information.

ADMINISTRATION_TEMPORARY_USER_DETAIL

Page Subsection:	TEMPORARY
Referring Page:	ADMINISTRATION_COMPANY_FAX_USERS ADMINISTRATION_USER_TEMPORARY ADMINISTRATION_WEBSITE_COMPANY_USERS
Page Description:	(Screen Shots)
Number Contents	2
Related Information	How to View/Update/Delete/Invite a Temporary User

Page Notes
- This page displays detailed information for a temporary user.   - The administrative user can view, update, delete, and invite a temporary user.   - Resetting a temporary user password will result in the creation of a historical event (NEWPWD). Additional information on user events is available in section Website Events.   - Additional information on website addresses is available in section Website Addresses.   - Additional information on website fax numbers is available in section Website Fax.   - Additional information on website telephone numbers is available in section Website Telephone.

Page Data Elements	
COMPANY_CITY	The city associated with the company address. This is a mandatory field when entering company address information.
COMPANY_COUNTRY	The country associated with the company address. This is a mandatory field when entering company address information.
COMPANY_EMAIL	The email address associated with the company. Company name is mandatory when entering this value.
COMPANY_FAX	The fax number associated with the company.
COMPANY_NAME	The company name. This value is mandatory when entering a; company address, company email address, or company website.
COMPANY_POSTAL_CODE	The postal code associated with the company address. This is a mandatory field when entering company address information.
COMPANY_PROVINCE	The province associated with the company address. This is a mandatory field when entering company address information.
COMPANY_STREET_NAME	The street name associated with the company address. This is a mandatory field when entering company address information.
COMPANY_STREET_NUMBER	The street number associated with the company address. This is a mandatory field when entering company address information.
COMPANY_SUITE	The suite associated with the company address.
COMPANY_WEBSITE	The company website. Company name is mandatory when entering this value.
COUNTRY_CODE	The country code associated with a telephone or fax number. This is a mandatory field when entering a telephone or fax number. Default value will be assigned from the administrative user's default country found on page ADMINISTRATION_ADMINISTRATIVE_PREFERENCES.
DISPLAY_TELEPHONE	The consolidated telephone number consisting of; telephone country code, telephone number, and telephone extension.

EMAIL_ADDRESS	The user's email address. This field is not updatable. The user's email address can be changed on page ADMINISTRATION_CHANGE_EMAIL.
FIRST_NAME	The user's first name. This is a mandatory field.
LAST_NAME	The user's last name. This is a mandatory field.
PASSWORD	The user's password. This field is not updatable. The user's password can be changed on page ADMINISTRATION_CHANGE_PASSWORD.
PASSWORD_ACTIVE	The status that indicates whether or not the password is active.
PREFIX	The user's name prefix.
PROFILE_SUSPENDED	The active status of the telephone number. Inactive telephones number have been deleted by the user, and are being retained for historical value.
TELEPHONE_ACTIVE	The active status of the telephone number. Inactive telephones number have been deleted by the user, and are being retained for historical value.
TELEPHONE_EXTENSION	The telephone extension.
TELEPHONE_NUMBER	The telephone number. This is a mandatory value when adding a new telephone number.
TELEPHONE_PRIMARY	The primary status of the telephone number. At least one primary telephone number is mandatory. This field is used to determine which telephone number to use on outgoing correspondence.
TELEPHONE_TYPE	The telephone type associated with a telephone number.
TELEPHONE_TYPE_LABEL	The label that displays the telephone type.
TEMPORARY_USER_PROFILE	The profile of the temporary user.
TITLE	The user's title.

Page Functions	
ADD	Adds a new telephone number for a temporary user.
CANCEL	Redirects to page ADMINISTRATION_USER_TEMPORARY.
CANCEL (UPDATE)	Transitions the website page to non-update mode.
DELETE (TELEPHONE)	Deletes the currently selected telephone number.
DELETE (USER)	Deletes the temporary user.
INVITE	Sends email INVITATION_EMAIL.
MAP	Redirects to page ADMINISTRATION_USER_MAPPING.
PRIMARY	Updates the selected telephone number primary status.
RESET PASSWORD	Resets the temporary password to an active state. A new temporary password will be generated. This will not result in a new invitation email being sent.
SUBMIT	Submits the updated information.
UPDATE	Transitions the website page to update mode.

SCHMUZZI

ADMINISTRATION_TEMPORARY_USER_IMPORT

Page Subsection:	TEMPORARY
Referring Page:	ADMINISTRATION_USER_TEMPORARY
Page Description:	(Screen Shots)
Number Contents	2
Related Information	How to Import Temporary Users

Page Notes
- This page allows for the importation of a temporary user file in XML format   - Adding a temporary user will result in the creation of a historical event (INVITE). Additional information on user events is available in section Website Events.   - An email (INVITATION_EMAIL) will be sent when adding a new temporary user.   - Additional information on website emails is available in section Website Emails.

Page Data Elements	
CURRENTLY_PROCESSING	The status of the import while processing.
FILE_NAME	The file name to be loaded.
LAST_UPDATED	The date of the last temporary user file load.
LOAD_STATUS	The status of the current/last temporary user file load.
PROCESSING_COMPLETED	The status of the import after processing is finished.
RECORDS_LOADED	The number of records loaded during the current/last temporary user file load.
RECORDS_REJECTED	The number of records rejected during the current/last temporary user file load.
SEND_INVITATION	The option that determines whether or not invitation emails should be send after loading a temporary user. Invitation emails can also be send manually or with job SEND_INVITATION_EMAILS.

Page Functions	
CANCEL	Redirects to page ADMINISTRATION_USER_TEMPORARY.
REFRESH	Refreshes the load statistics.
IMPORT	Initiates the temporary user file importation process.

SCHMUZZI

ADMINISTRATION_USER_TEMPORARY

Page Subsection:	TEMPORARY
Referring Page:	Menu Item
Page Description:	(Screen Shots)
Number Contents	2
Related Information	How to View Temporary Users

Page Notes
• This page displays temporary users. • Inviting a temporary user will result in the creation of a historical event (INVITE). Additional information on user events is available in section Website Events. • An email (INVITATION_EMAIL) will be sent when inviting a temporary user. • Additional information on website emails is available in section Website Emails.

Page Data Elements	
EMAIL_ADDRESS	The email address of the temporary user.
FIRST_NAME	The first name of the temporary user.
INVITATION_SENT	The date that the temporary user was last sent an invitation email.
LAST_NAME	The last name of the temporary user.

Page Functions	
ADD	Redirects to page ADMINISTRATION_TEMPORARY_USER_ADD.
IMPORT	Redirects to page ADMINISTRATION_TEMPORARY_USER_IMPORT.
INVITE	Sends email INVITATION_EMAIL to the selected temporary user.
SELECT	Redirects to page ADMINISTRATION_TEMPORARY_USER_DETAIL.

SCHMUZZI

Testimonial Content

ADMINISTRATION_WEBSITE_TESTIMONIAL

Page Subsection:	TESTIMONIAL_CONTENT
Referring Page:	Menu Item
Page Description:	(Screen Shots)
Number Contents	2
Related Information	How to View/Delete/Move/Restrict/Suppress Testimonials

Page Notes
• This page displays user testimonials. • The administrative user can delete, restrict, suppress, and move a user testimonial. • User testimonials can be viewed on pages RESTRICTED_TESTIMONIAL & ROOT_TESTIMONIAL. • Restricted user testimonials will only be displayed on page RESTRICTED_TESTIMONIAL.

Page Data Elements	
EMAIL_ADDRESS	The email address of the registered user that provided the testimonial.
RESTRICT_TEXT	The option that indicates whether or not the testimonial is displayed only on page RESTRICTED_TESTIMONIAL, or on both pages RESTRICTED_TESTIMONIAL and ROOT_TESTIMONIAL.
SUPPRESS_TEXT	The option that indicates whether or not the testimonial is displayed.

Page Functions	
DELETE	Deletes the registered user testimonial.
DOWN	Moves the testimonial down in the display order.
RESTRICT	Toggles whether or not the testimonial is displayed only on page RESTRICTED_TESTIMONIAL, or on both pages RESTRICTED_TESTIMONIAL and ROOT_TESTIMONIAL.
SELECT	Redirects to page ADMINISTRATION_USER_TESTIMONIAL.
SUPPRESS	Suppresses the display of the testimonial. New testimonials are suppressed by default to allow for review.
UP	Moves the testimonial up in the display order.

SCHMUZZI

Video Content

ADMINISTRATION_RELATED_WEBSITE_VIDEO

Page Subsection:	VIDEO_CONTENT
Referring Page:	ADMINISTRATION_WEBSITE_VIDEO_DETAIL
Page Description:	(Screen Shots)
Number Contents	2
Related Information	How to View/Add/Delete a Related Website Video to Another Website Video

Page Notes
• This page allows the user to link related website videos to other website videos. • The administrative user can add and delete a website video. • Related website videos can be viewed on pages RESTRICTED_VIDEO_DETAIL & ROOT_VIDEO_DETAIL. • Suppressed website videos will not be displayed. • Restricted website videos will only be displayed on page RESTRICTED_VIDEO_DETAIL. • Additional information on website videos is available in section Website Video.

Page Data Elements	
RELATED_VIDEO_CONTENT	The available related website videos that can be linked to the website video.
RELATED_VIDEO_TITLE	The title of the related website video.
VIDEO_TITLE	The website videos that are currently linked to the website video.

Page Functions	
ADD	Adds a new related website video link for the selected website video.
CANCEL	Redirects to page ADMINISTRATION_WEBSITE_VIDEO.
DELETE	Deletes the selected related website video link. Deleting the related website video link will not delete the website video. Only the link to the website video will be deleted.

SCHMUZZI

ADMINISTRATION_VIDEO_BLOG

Page Subsection:	VIDEO_CONTENT
Referring Page:	ADMINISTRATION_WEBSITE_VIDEO_DETAIL
Page Description:	(Screen Shots)
Number Contents	2
Related Information	How to View/Add/Delete a Related Website Blog to a Website Video

Page Notes
• This page allows the user to link related website blogs to website videos. • The administrative user can add and delete a website blog. • Related website blogs can be viewed on pages RESTRICTED_BLOG_DETAIL & ROOT_BLOG_DETAIL. • Suppressed website blogs will not be displayed. • Restricted website blogs will only be displayed on page RESTRICTED_BLOG_DETAIL.

Page Data Elements	
RELATED_BLOG_TITLE	The available website blogs that can be linked to the website video.
BLOG_TITLE	The website blogs that are currently linked to the website video.

Page Functions	
ADD	Adds a new related website blog link for the selected website blog.
CANCEL	Redirects to page ADMINISTRATION_WEBSITE_VIDEO.
DELETE	Deletes the selected related website blog link. Deleting the related website blog link will not delete the website blog. Only the link to the website blog will be deleted.

SCHMUZZI

ADMINISTRATION_VIDEO_DOCUMENT

Page Subsection:	VIDEO_CONTENT
Referring Page:	ADMINISTRATION_WEBSITE_VIDEO_DETAIL
Page Description:	(Screen Shots)
Number Contents	2
Related Information	How to View/Add/Delete a Related Website Document to a Website Video

Page Notes
• This page allows the user to link related website documents to website videos. • The administrative user can add and delete a website document. • Additional information on website documents is available from sections Website Documents & ADMINISTRATION_WEBSITE_DOCUMENT_DETAIL.

Page Data Elements	
FILE_DESCRIPTION	The file description of the files that have been added to the website video.
RELATED_FILE_DESCRIPTION	The file description of the files that are available to be added to the website video.

Page Functions	
ADD	Adds a website document link to a website video.
CANCEL	Redirects to page ADMINISTRATION_WEBSITE_VIDEO.
DELETE	Deletes a website document from a website video. Deleting the website document link will not delete the website document. Only the link to the website document will be deleted.

SCHMUZZI

ADMINISTRATION_VIDEO_TESTIMONIAL

Page Subsection:	VIDEO_CONTENT
Referring Page:	ADMINISTRATION_WEBSITE_VIDEO_DETAIL
Page Description:	(Screen Shots)
Number Contents	2
Related Information	How to View/Add/Delete a Related User Testimonial to a Website Video

Page Notes

- This page allows the user to link related user testimonials to website videos.
- The administrative user can add and delete a user testimonial.
- Related user testimonials can be viewed on pages RESTRICTED_TESTIMONIAL_DETAIL & ROOT_TESTIMONIAL_DETAIL.
- Suppressed user testimonials will not be displayed.
- Restricted user testimonials will only be displayed on page RESTRICTED_TESTIMONIAL_DETAIL.

Page Data Elements

RELATED_TESTIMONIAL_USER	The available related user testimonials that can be linked to the user testimonial.
TESTIMONIAL_USER	The related user testimonials that are currently linked to the user testimonial.

Page Functions

ADD	Adds a new related user testimonial link for the selected website user testimonial.
CANCEL	Redirects to page ADMINISTRATION_WEBSITE_VIDEO.
DELETE	Deletes the selected related user testimonial link. Deleting the related user testimonial link will not delete the user testimonial. Only the link to the user testimonial will be deleted.

SCHMUZZI

ADMINISTRATION_WEBSITE_VIDEO_DETAIL

Page Subsection:	VIDEO_CONTENT
Referring Page:	ADMINISTRATION_WEBSITE_VIDEO
Page Description:	(Screen Shots)
Number Contents	2
Related Information	How to View/Add/Update/Delete/Move/Restrict/Suppress a Website Video

Page Notes
- This page displays detailed information on a website video.   - The administrative user can add, move, restrict, suppress, and delete a website video.   - Website videos can be viewed on pages RESTRICTED_VIDEO_DETAIL & ROOT_VIDEO_DETAIL.   - Suppressed website videos will not be displayed.   - Restricted videos will only be displayed on page RESTRICTED_VIDEO_DETAIL.   - Additional information on website videos is available in section Website Video.

Page Data Elements	
RESTRICT	The restricted status of the website video. Restricted website videos will only be displayed on page RESTRICTED_VIDEO_DETAIL.
SUPPRESS	The suppressed status of the website video. Suppressed website videos will not be displayed.
VIDEO_CODE	The website video code. This code can be used when referencing the website video externally. For example, from another website.
VIDEO_TITLE	The title of the website video. This is a mandatory field.
VIDEO_TYPE	The type of website video.
VIDEO_URL	The URL of the website video.
WEBSITE_VIDEO	The website video.

Page Functions	
BLOG	Redirects to page ADMINISTRATION_VIDEO_BLOG.
CANCEL	Redirects to page ADMINISTRATION_WEBSITE_VIDEO.
CANCEL (UPDATE)	Transitions the website page to non-update mode.
DELETE	Deletes the selected video content. Deleting a website video content will move any subsequent video content down to fill the available space.
DOCUMENT	Redirects to page ADMINISTRATION_VIDEO_DOCUMENT.
SUBMIT	Submits the updated information.
TESTIMONIAL	Redirects to page ADMINISTRATION_VIDEO_TESTIMONIAL.
UPDATE	Transitions the website page to update mode.
VIDEO	Redirects to page ADMINISTRATION_RELATED_WEBSITE_VIDEO.

SCHMUZZI

ADMINISTRATION_WEBSITE_VIDEO

Page Subsection:	VIDEO_CONTENT
Referring Page:	Menu Item
Page Description:	(Screen Shots)
Number Contents	2
Related Information	How to View/Add/Move Videos

Page Notes
- This page displays website videos.   - The administrative user can add and move a website video.   - Website videos can be viewed on pages RESTRICTED_VIDEO & ROOT_VIDEO.   - Restricted videos will only be displayed on page RESTRICTED_VIDEO.   - Additional information on website videos is available in section Website Video.

Page Data Elements	
VIDEO_TITLE	The description displayed for a website video.

Page Functions	
ADD	Adds a new website video.
DOWN	Moves a website video down in the video grouping.
SELECT	Redirects to page ADMINISTRATION_WEBSITE_VIDEO_DETAIL.
UP	Moves a website video up in the video grouping.

Website Companies

ADMINISTRATION_COMPANY_FAX_NUMBERS

Page Subsection:	WEBSITE_COMPANIES
Referring Page:	ADMINISTRATION_WEBSITE_COMPANY_DETAIL
Page Description:	(Screen Shots)
Number Contents	2
Related Information	How to View/Delete Website Company Fax Numbers

Page Notes
- This page displays fax numbers for a company.   - The administrative user can view and delete a fax number.   - Additional information on website fax numbers is available in section Website Fax.   - Additional information on website user types is available in section Website User Types.

Page Data Elements	
ALLOCATED	The status that indicates whether the fax number is currently being used by a user.
FAX_NUMBER	The fax number for the company.

Page Functions	
CANCEL	Redirects to page ADMINISTRATION_WEBSITE_COMPANY_DETAIL.
DELETE	Deletes the currently selected fax number.
USERS	Redirects to page ADMINISTRATION_COMPANY_FAX_USERS.

SCHMUZZI

ADMINISTRATION_COMPANY_FAX_USERS

Page Subsection:	WEBSITE_COMPANIES
Referring Page:	ADMINISTRATION_COMPANY_FAX_NUMBERS
Page Description:	(Screen Shots)
Number Contents	2
Related Information	How to View Website Company Fax Number Users

Page Notes
• This page displays users that are currently using a fax number. • Additional information on website fax numbers is available in section Website Fax. • Additional information on website user types is available in section Website User Types.

Page Data Elements	
DISPLAY_TELEPHONE	The consolidated telephone number consisting of; telephone country code, telephone number, and telephone extension.
EMAIL_ADDRESS	The email address of the user using the fax number.
FIRST_NAME	The first name of the user using the fax number.
LAST_NAME	The last name of the user using the fax number.
TELEPHONE_TYPE	The primary telephone type (BUSINESS, HOME, MOBILE) of the user using the fax number.

Page Functions	
CANCEL	Redirects to page ADMINISTRATION_COMPANY_FAX_USERS.
SELECT	Redirects to the user detail page for the selected user.

SCHMUZZI

ADMINISTRATION_WEBSITE_COMPANIES

Page Subsection:	WEBSITE_COMPANIES
Referring Page:	Menu Item
Page Description:	(Screen Shots)
Number Contents	2
Related Information	How to View Website Companies

Page Notes
• This page displays website companies. • Additional information on website companies is available in section Website Companies.

Page Data Elements	
COMPANY_ALLOCATED	The status that indicates whether the company is currently associated with any other records.
COMPANY_NAME	The company name. This value is mandatory when entering a; company address, company email address, or company website.
COMPANY_TYPE	The company type. User company records are associated with user records. Website companies are associated with website content.

Page Functions	
SELECT	Redirects to page ADMINISTRATION_WEBSITE_COMPANY_DETAIL.

SCHMUZZI

ADMINISTRATION_WEBSITE_COMPANY_ADDRESSES

Page Subsection:	WEBSITE_COMPANIES
Referring Page:	ADMINISTRATION_WEBSITE_COMPANY_DETAIL
Page Description:	(Screen Shots)
Number Contents	2
Related Information	How to View/Delete Website Company Addresses

Page Notes
• This page displays website company addresses. • The administrative user can delete a company address. • Additional information on website companies is available in section Website Companies. • Additional information on website addresses is available in section Website Addresses.

Page Data Elements	
COMPANY_ADDRESS	The company address.

Page Functions	
CANCEL	Redirects to page ADMINISTRATION_WEBSITE_COMPANY_DETAIL.
DELETE	Deletes the selected address record.
SELECT	Redirects to page ADMINISTRATION_WEBSITE_ADDRESS_DETAIL.

SCHMUZZI

ADMINISTRATION_WEBSITE_COMPANY_DETAIL

Page Subsection:	WEBSITE_COMPANIES
Referring Page:	ADMINISTRATION_WEBSITE_COMPANIES
Page Description:	(Screen Shots)
Number Contents	2
Related Information	How to View/Update/Delete a Website Company

Page Notes
• This page displays detailed website company information. • The administrative user can update and delete company information. • Additional information on website companies is available in section Website Companies. • Additional information on website addresses is available in section Website Addresses.

Page Data Elements	
COMPANY_EMAIL	The email address associated with the company. Company name is mandatory when entering this value.
COMPANY_NAME	The company name. This value is mandatory when entering a; company address, company email address, or company website.
COMPANY_WEBSITE	The company website. Company name is mandatory when entering this value.

Page Functions	
ADDRESS	Redirects to page ADMINISTRATION_WEBSITE_COMPANY_ADDRESSES.
CANCEL	Redirects to page ADMINISTRATION_WEBSITE_COMPANIES.
CANCEL (UPDATE)	Transitions the website page to non-update mode.
DELETE	Deletes the selected company.
FAX	Redirects to page ADMINISTRATION_COMPANY_FAX_NUMBERS.
SUBMIT	Submits the updated information.
UPDATE	Transitions the website page to update mode.
USER	Redirects to page ADMINISTRATION_WEBSITE_COMPANY_USERS.

SCHMUZZI

ADMINISTRATION_WEBSITE_COMPANY_USERS

Page Subsection:	WEBSITE_COMPANIES
Referring Page:	ADMINISTRATION_WEBSITE_COMPANY_DETAIL
Page Description:	(Screen Shots)
Number Contents	2
Related Information	How to View Website Company Users

Page Notes
• This page displays website company users. • Additional information on website companies is available in section Website Companies. • Additional information on website addresses is available in section Website Addresses.

Page Data Elements	
DISPLAY_TELEPHONE	The consolidated telephone number consisting of; telephone country code, telephone number, and telephone extension.
EMAIL_ADDRESS	The email address of the company user.
FIRST_NAME	The first name of the company user.
LAST_NAME	The last name of the company user.
TELEPHONE_TYPE	The primary telephone type (BUSINESS, HOME, MOBILE) of the user using the fax number.

Page Functions	
CANCEL	Redirects to page ADMINISTRATION_WEBSITE_COMPANY_DETAIL.
SELECT	Redirects to the appropriate user detail page: ADMINISTRATION_PENDING_USER_DETAIL, ADMINISTRATION_REGISTERED_USER_DETAIL, ADMINISTRATION_TEMPORARY_USER_DETAIL, or ADMINISTRATION_DISABLED_USER_DETAIL.

SCHMUZZI

Website Countries

ADMINISTRATION_WEBSITE_ADDRESS_DETAIL

Page Subsection:	WEBSITE_COUNTRIES
Referring Page:	ADMINISTRATION_WEBSITE_ADDRESSES ADMINISTRATION_WEBSITE_COMPANY_ADDRESSES
Page Description:	(Screen Shots)
Number Contents	2
Related Information	How to View/Update/Delete a Website Address

Page Notes
• This page displays detailed address information for a website address. • The administrative user can update and delete a website address. • Additional information on website addresses is available in section Website Addresses.

Page Data Elements	
CITY	The city of the address.
COUNTRY	The country of the address.
POSTAL_CODE	The postal code of the address. Postal code will only be visible if the country uses postal codes.
PROVINCE	The province of the address. Province will only be visible if the country uses provinces.
STREET_NAME	The street name of the address.
STREET_NUMBER	The street number of the address.
SUITE	The suite of the address.

Page Functions	
CANCEL	Redirects to page ADMINISTRATION_WEBSITE_ADDRESSES.
CANCEL (UPDATE)	Transitions the website page to non-update mode.
DELETE	Deletes the selected address.
SUBMIT	Submits the updated information.
UPDATE	Transitions the website page to update mode.

SCHMUZZI

ADMINISTRATION_WEBSITE_ADDRESSES

Page Subsection:	WEBSITE_COUNTRIES
Referring Page:	ADMINISTRATION_WEBSITE_PROVINCES
Page Description:	(Screen Shots)
Number Contents	2
Related Information	How to View Website Addresses

Page Notes
• This page displays website addresses. • Additional information on website addresses is available in section Website Addresses.

Page Data Elements	
ALLOCATED	The status that indicates whether the address is currently associated with any other records.
CITY	The city of the address.
POSTAL_CODE	The postal code of the address. Postal code will only be visible if the country uses postal codes.
STREET_NAME	The street name of the address.
STREET_NUMBER	The street number of the address.
SUITE	The suite of the address.

Page Functions	
CANCEL	Redirects to page ADMINISTRATION_WEBSITE_PROVINCES.
SELECT	Redirects to page ADMINISTRATION_WEBSITE_ADDRESS_DETAIL.

SCHMUZZI

ADMINISTRATION_WEBSITE_COUNTRIES

Page Subsection:	WEBSITE_COUNTRIES
Referring Page:	Menu Item
Page Description:	(Screen Shots)
Number Contents	2
Related Information	How to View/Activate/Deactivate Website Countries

Page Notes

- This page displays a listing of website countries.
- The administrative user can view, activate, and deactivate a website country.

Page Data Elements

COUNTRY_LANGUAGE	The language of the selected country. This field is in anticipation of future multi-language support. Only English is currently supported.
COUNTRY_NAME	The country name.
IS_ACTIVE	The status that indicates whether or not a country is currently active. Inactive countries will not appear in country drop down lists.

Page Functions

ACTIVE	Toggles whether or not a country is active. Inactive countries will not appear in country drop down lists.
ADD	Adds a country.
SELECT	Redirects to page ADMINISTRATION_WEBSITE_COUNTRY_DETAIL.

SCHMUZZI

ADMINISTRATION_WEBSITE_COUNTRY_DETAIL

Page Subsection:	WEBSITE_COUNTRIES
Referring Page:	ADMINISTRATION_WEBSITE_COUNTRIES
Page Description:	(Screen Shots)
Number Contents	2
Related Information	How to View/Add/Update/Delete a Website Country

Page Notes
• This page displays detailed website country information. • The administrative user can update and delete a website country.

Page Data Elements	
ACTIVE	The status that indicates whether or not a country is currently active. Inactive countries will not appear in country drop down lists.
ADDRESSES	The status that indicates whether or not a country currently has associated addresses.
COUNTRY_CODE_TELEPHONE	The country telephone code.
COUNTRY_CODE2	The country code (ISO-2). This field is used for forming address information and on province drop down lists.
COUNTRY_CODE3	The country code (ISO-3). This field is used for forming address information, and on country drop down lists.
COUNTRY_LANGUAGE	The language of the selected country. This field is in anticipation of future multi-language support. Only English is currently supported.
COUNTRY_NAME	The country name.
DEFAULT_AREA_CODE	The default area code. Used for countries that have only one telephone area code.
DEFAULT_POSTAL_CODE	The default postal code. This field is used if a country uses only one postal code.
POSTAL_CODE_FORMAT	The postal code format. This field will be used to validate an inputted postal code.
POSTAL_CODE_LENGTH	The postal code length. Used when validating postal codes.
POSTAL_CODE_PREFIX	The postal code prefix. This field will affix a preset postal code prefix to a postal code, if one has not already been provided. This field is used for countries that prefix their postal codes with their country code, or some other administrative code.
POSTAL_CODES	The status that indicates whether or not a country currently has associated postal codes.
PROVINCES	The status that indicates whether or not a country currently has associated provinces.
TELEPHONE_AREA_CODE_MAXIMUM_LENGTH	The telephone area code maximum length. Used in validating telephone numbers.
TELEPHONE_AREA_CODE_MINIMUM_LENGTH	The telephone area code minimum length. Used in validating telephone numbers.

TELEPHONE_EXCHANGE_MAXIMUM_LENGTH	The telephone exchange maximum length. Used in validating telephone numbers.
TELEPHONE_EXCHANGE_MINIMUM_LENGTH	The telephone exchange minimum length. Used in validating telephone numbers.
TELEPHONE_NUMBER_MAXIMUM_LENGTH	The telephone number maximum length. Used in validating telephone numbers.
TELEPHONE_NUMBER_MINIMUM_LENGTH	The telephone number minimum length. Used in validating telephone numbers.
USES_POSTAL_CODES	The status that indicates whether or not a country uses postal codes. Countries that do not use postal codes will not show a postal code input textbox on pages that prompt for or display address information.

Page Functions	
CANCEL	Redirects to page ADMINISTRATION_WEBSITE_COUNTRIES.
CANCEL (UPDATE)	Transitions the website page to non-update mode.
DELETE	Deletes a country. Only countries without associate records can be deleted.
FAX	Redirects to page ADMINISTRATION_WEBSITE_FAX.
POSTAL CODES	Redirects to page ADMINISTRATION_WEBSITE_POSTAL_CODES.
PROVINCES	Redirects to page ADMINISTRATION_WEBSITE_PROVINCES.
SUBMIT	Submits the updated information.
TELEPHONE	Redirects to page ADMINISTRATION_WEBSITE_TELEPHONE.
UPDATE	Transitions the website page to update mode.

SCHMUZZI

ADMINISTRATION_WEBSITE_FAX

Page Subsection:	WEBSITE_COUNTRIES
Referring Page:	ADMINISTRATION_WEBSITE_COUNTRY_DETAIL
Page Description:	(Screen Shots)
Number Contents	2
Related Information	How to View/Delete Website Fax Numbers

Page Notes

- This page displays website fax numbers.
- The administrative user can view and delete a fax number.
- Additional information on website fax numbers is available in section Website Fax.

Page Data Elements

FAX_ALLOCATED	The status that indicates whether or not a fax number is currently allocated to any users or companies.
FAX_AREA_CODE	The fax area code.
FAX_EXCHANGE	The fax exchange.
FAX_NUMBER	The fax number.

Page Functions

CANCEL	Redirects to page ADMINISTRATION_WEBSITE_COUNTRY_DETAIL.
DELETE	Deletes a fax number.

SCHMUZZI

ADMINISTRATION_WEBSITE_POSTAL_CODE_DETAIL

Page Subsection:	WEBSITE_COUNTRIES
Referring Page:	ADMINISTRATION_WEBSITE_POSTAL_CODES
Page Description:	(Screen Shots)
Number Contents	2
Related Information	How to Update/Delete a Website Postal Code

Page Notes
• This page displays detailed website postal code information. • The administrative user can update and delete a postal code.

Page Data Elements	
ADDRESSES	The status that indicates whether or not the selected postal code has attached address records.
CITY	The city of the address.
POSTAL_CODE	The postal code of the address. Postal code will only be visible if the country uses postal codes.
PROVINCE	The province of the address. Province will only be visible if the country uses provinces.
VERIFIED	The status that indicates whether or not the selected postal code information is verified. Non-verified postal code information is over-writable when entering a new address.

Page Functions	
CANCEL	Redirects to page ADMINISTRATION_WEBSITE_POSTAL_CODES.
CANCEL (UPDATE)	Transitions the website page to non-update mode.
DELETE	Deletes the selected postal code. Only postal codes without associated address records can be deleted.
SUBMIT	Submits the updated information.
UPDATE	Transitions the website page to update mode.

SCHMUZZI

ADMINISTRATION_WEBSITE_POSTAL_CODES

Page Subsection:	WEBSITE_COUNTRIES
Referring Page:	ADMINISTRATION_WEBSITE_COUNTRY_DETAIL
Page Description:	(Screen Shots)
Number Contents	2
Related Information	How to View/Verify Website Postal Codes

Page Notes
• This page displays website postal codes for a country. • The administrative user can view and verify a postal code.

Page Data Elements	
CITY	The city of the address.
POSTAL_CODE	The postal code of the address. Postal code will only be visible if the country uses postal codes.
PROVINCE_NAME	The province of the address. Province will only be visible if the country uses provinces.
VERIFIED	The status that indicates whether or not the selected postal code information is verified. Non-verified postal code information is over-writable when entering a new address.

Page Functions	
CANCEL	Redirects to page ADMINISTRATION_WEBSITE_COUNTRY_DETAIL.
SELECT	Redirects to page ADMINISTRATION_WEBSITE_POSTAL_CODE_DETAIL.
VERIFY	Verifies the selected postal code information.

SCHMUZZI

ADMINISTRATION_WEBSITE_PROVINCE_DETAIL

Page Subsection:	WEBSITE_COUNTRIES
Referring Page:	ADMINISTRATION_WEBSITE_PROVINCES
Page Description:	(Screen Shots)
Number Contents	2
Related Information	How to View/Add/Update/Delete a Website Province

Page Notes	
• This page displays detailed website province information. • The administrative user can add, update, and delete a website province.	

Page Data Elements	
ACTIVE	The status that indicates whether or not a province is active. Only active provinces will be displayed in province drop down lists on pages that prompt for address information. Only provinces without associated address records can be made inactive.
PROVINCE_ABBREVIATION	The province abbreviation. Used in forming address information and on province dropdown lists.
PROVINCE_NAME	The province of the address. Province will only be visible if the country uses provinces.

Page Functions	
CANCEL	Redirects to page ADMINISTRATION_WEBSITE_PROVINCES.
DELETE	Deletes the selected province. Only provinces without associated address records can be deleted.
SUBMIT	Submits the updated information.
UPDATE	Transitions the website page to update mode.

SCHMUZZI

ADMINISTRATION_WEBSITE_PROVINCES

Page Subsection:	WEBSITE_COUNTRIES
Referring Page:	ADMINISTRATION_WEBSITE_COUNTRY_DETAIL
Page Description:	(Screen Shots)
Number Contents	2
Related Information	How to View/Activate/Deactivate Website Provinces

Page Notes
• This page displays website provinces for a country. • The administrative user can view, activate, and deactivate a website province.

Page Data Elements	
IS_ACTIVE	The status that indicates whether or not a province is active. Only active provinces will be displayed in dropdown lists on pages that prompt for address information.
PROVINCE_ABBREVIATION	The province abbreviation. Used in forming address information and on province dropdown lists.
PROVINCE_NAME	The province of the address. Province will only be visible if the country uses provinces.

Page Functions	
ADD	Redirects to page ADMINISTRATION_WEBSITE_PROVINCE_DETAIL.
CANCEL	Redirects to page ADMINISTRATION_WEBSITE_COUNTRY_DETAIL.
ACTIVE	Toggles whether or not a province is active. Only active provinces will be displayed in province dropdown lists on pages that prompt for address information. Only provinces without associated address records can be made inactive.
ADDRESSES	Redirects to page ADMINISTRATION_WEBSITE_ADDRESSES.
SELECT	Redirects to page ADMINISTRATION_WEBSITE_PROVINCE_DETAIL.

SCHMUZZI

ADMINISTRATION_WEBSITE_TELEPHONE

Page Subsection:	WEBSITE_COUNTRIES
Referring Page:	ADMINISTRATION_WEBSITE_COUNTRY_DETAIL
Page Description:	(Screen Shots)
Number Contents	2
Related Information	How to View/Delete Website Telephone Numbers

Page Notes
• This page displays website telephone numbers. • The administrative user can view and delete a telephone number. • Additional information on website telephone numbers is available in section Website Telephone.

Page Data Elements	
TELEPHONE_ALLOCATED	The status that indicates whether or not a telephone number is currently allocated to a user.
TELEPHONE_AREA_CODE	The telephone area code.
TELEPHONE_EXCHANGE	The telephone exchange.
TELEPHONE_EXTENSION	The telephone extension.
TELEPHONE_NUMBER	The telephone number.

Page Functions	
CANCEL	Redirects to page ADMINISTRATION_WEBSITE_COUNTRY_DETAIL.
DELETE	Deletes the telephone number. Only telephone numbers that are not currently associated with users can be deleted.

SCHMUZZI

Website Jobs

ADMINISTRATION_WEBSITE_JOB_DETAIL

Page Subsection:	WEBSITE_JOBS
Referring Page:	ADMINISTRATION_WEBSITE_JOBS
Page Description:	(Screen Shots)
Number Contents	2
Related Information	How to View/Update a Website Job

Page Notes
• This page displays detailed website job information.   • The administrative user can view and update a website job.   • Additional information on website jobs is available in section Website Jobs.

Page Data Elements	
AGING_PERIOD	The aging period effectively establishes the date range for the website job being run. The effective date range is generally the website job run date minus the aging period in days.
HAS_AGING	The status that indicates whether or not a job has aging.
IS_HIDDEN	The status that indicates whether or not the website job is visible.
JOB_DESCRIPTION	The job description.
JOB_LANGUAGE	The job language. This field is in anticipation of future multi-language support. Only English is currently supported.
JOB_NAME	The job name used internally to identify a website job.
LAST_RUN_DATE	The date that the job was last run.

Page Functions	
CANCEL	Redirects to page ADMINISTRATION_WEBSITE_JOBS.
DELETE	Deletes a website job.
SUBMIT	Submits the updated information.
UPDATE	Transitions the website page to update mode.

SCHMUZZI

ADMINISTRATION_WEBSITE_JOBS

Page Subsection:	WEBSITE_JOBS
Referring Page:	Menu Item
Page Description:	(Screen Shots)
Number Contents	2
Related Information	How to View/Run Website Jobs

Page Notes
• This page displays and runs website jobs. • Additional information on website jobs is available in section Website Jobs.

Page Data Elements	
JOB_DESCRIPTION	The job description.
LAST_RUN_DATE	The last run date. Website jobs are all run as a background process.

Page Functions	
ADD	Adds a website job.
RUN	Executes the selected website job. All website jobs are run as a background process.
SELECT	Redirects to page ADMINISTRATION_WEBSITE_JOB_DETAIL.

Website Sections

ADMINISTRATION_WEBSITE_SECTIONS

Page Subsection:	WEBSITE_SECTIONS
Referring Page:	Menu Item
Page Description:	(Screen Shots)
Number Contents	2
Related Information	How to View/Activate/Deactivate/Move a Website Section

Page Notes
• This page displays website sections.   • The administrative user can activate, deactivate, and move a website section.

Page Data Elements	
PAGE_NAME	The page name. These pages can be thought of as menu groups.
SECTION_ACTIVE	The status that indicates whether or not a page is active.
SECTION_LABEL_TEXT	The section label.

Page Functions	
ACTIVE	Toggles whether a page section is active.
DOWN	Moves a page section down within a menu group.
UP	Moves a page section up within a menu group.

SCHMUZZI

Registered

Profile

REGISTERED_CHANGE_EMAIL_ADDRESS

Page Subsection:	USER_PROFILE
Referring Page:	Menu Item
Page Description:	(Screen Shots)
Number Contents	2
Related Information	How to Update Registered User Email Address

Page Notes
- This page allows registered users to change their email address.   - Changing the user email address will result in the creation of a historical events (CEM & CFM). Additional information on user events is available in section Website Events.   - An email (EMAIL_CHANGE_REQUEST_EMAIL) will be sent to the new registered user email address to finalize the email address change process.   - An email (EMAIL_CHANGE_CONFIRMATION_EMAIL) will be sent to the current registered user email address as confirmation of the email address change request, if confirmations have not been suppressed for the user profile.   - Additional information on website emails is available in section Website Emails.   - Additional information on user privacy settings is available on page ADMINISTRATION_USER_PRIVACY & REGISTERED_PRIVACY_SETTINGS.

Page Data Elements	
EMAIL_ADDRESS	The new email address of the registered user.

Page Functions	
SUBMIT	Submits the updated information.

SCHMUZZI

REGISTERED_CHANGE_PASSWORD

Page Subsection:	USER_PROFILE
Referring Page:	Menu Item
Page Description:	(Screen Shots)
Number Contents	2
Related Information	How to Update a Registered User Password

Page Notes
• This page allows registered users to change their password.
• Changing the user password will result in the creation of a historical event (CHGPWD). Additional information on user events is available in section Website Events.
• An email (PASSWORD_CHANGE_CONFIRMATION_EMAIL) will be sent as confirmation of the email change, if confirmations have not been suppressed for the user profile.
• Additional information on website emails is available in section Website Emails.
• Additional information on user privacy settings is available on page ADMINISTRATION_USER_PRIVACY & REGISTERED_PRIVACY_SETTINGS.

Page Data Elements	
CONFIRM_PASSWORD	The confirmation of the new password.
NEW_PASSWORD	The new password.

Page Functions	
SUBMIT	Submits the updated information.

REGISTERED_DELETE_ACCOUNT

Page Subsection:	USER_PROFILE
Referring Page:	Menu Item
Page Description:	(Screen Shots)
Number Contents	2
Related Information	How to Delete a Registered User Account

Page Notes
• This page allows registered users to delete their account.
• Disabling a registered user will result in the creation of a historical event (DISABL).
• Additional information on user events is available in section Website Events.

Page Functions	
DELETE	Transitions a registered user to a disabled user state.

SCHMUZZI

REGISTERED_LOCK_ACCOUNT

Page Subsection:	USER_PROFILE
Referring Page:	Menu Item
Page Description:	(Screen Shots)
Number Contents	2
Related Information	How to Lock Registered User Account

Page Notes
• This page allows registered users to lock their account. • Locking a registered user profile will result in the creation of a historical event (LCKACT). • Additional information on user events is available in section Website Events.

Page Functions	
LOCK	Transitions a registered account to a locked state. Locking an account effectively removes access to any higher level account functions, thereby restricting user access to simply viewing information. This allows the registered user to safely pass the login email address and password to any third parties who wish to login anonymously. Unlocking an account can only be accomplished on page ADMINISTRATION_USER_PRIVACY.

REGISTERED_NEW_REFERRAL

Page Subsection:	USER_PROFILE
Referring Page:	REGISTERED_USER_REFERRAL
Page Description:	(Screen Shots)
Number Contents	2
Related Information	How to Add Registered User Referral

Page Notes
• This page allows registered users to submit a user referral email address. • This page will be displayed instead of page REGISTERED_USER_REFERRAL if the registered user does not have any currently existing referrals.

Page Data Elements	
EMAIL_ADDRESS	The email address of the referred user.

Page Functions	
SUBMIT	Submits the updated information. Redirects to page REGISTERED_NEW_REFERRAL_DETAIL.

SCHMUZZI

REGISTERED_NEW_REFERRAL_DETAIL

Page Subsection:	USER_PROFILE
Referring Page:	REGISTERED_NEW_REFERRAL
Page Description:	(Screen Shots)
Number Contents	2
Related Information	How to Add Registered User Referral

Page Notes
- This page allows registered users to submit detailed new referral information.   - Providing a user referral will result in the creation of a historical event (REFUSR) for the referring user. Additional information on user events is available in section Website Events.   - Emails (INVITATION_EMAIL, REFERRAL_CONFIRMATION_EMAIL & REFERRAL_NOTIFICATION_EMAIL) will be sent when adding a new temporary user by providing a referral. The invitation email will be sent to the referred user. The referral confirmation will be sent to the referring user. The notification email will be sent to the administrative user.   - Additional information on website emails is available in section Website Emails.   - Additional information on website fax numbers is available in section Website Fax.   - Additional information on website telephone numbers is available in section Website Telephone.

Page Data Elements	
COMMENTS	These comments will appear on the outgoing invitation email that is sent to the referred user. The intended purpose of this field is to provide additional information that may assist the referred user in deciding whether to accept the invitation.
COMPANY_CITY	The city associated with the company address. This is a mandatory field when entering company address information.
COMPANY_COUNTRY	The country associated with the company address. This is a mandatory field when entering company address information.
COMPANY_EMAIL	The email address associated with the company. Company name is mandatory when entering this value.
COMPANY_FAX	The fax number associated with the company.
COMPANY_NAME	The company name. This value is mandatory when entering a; company address, company email address, or company website.
COMPANY_POSTAL_CODE	The postal code associated with the company address. This is a mandatory field when entering company address information.
COMPANY_PROVINCE	The province associated with the company address. This is a mandatory field when entering company address information.
COMPANY_STREET_NAME	The street name associated with the company address. This is a mandatory field when entering company address information.
COMPANY_STREET_NUMBER	The street number associated with the company address. This is a mandatory field when entering company address information.
COMPANY_SUITE	The suite associated with the company address.
COMPANY_WEBSITE	The company website. Company name is mandatory when entering this value.
COUNTRY_CODE	The country code associated with a telephone or fax number. This is a mandatory field when entering a telephone or fax number. Default value will be assigned from the administrative user's default country found on page ADMINISTRATION_ADMINISTRATIVE_PREFERENCES.
FIRST_NAME	The user's first name. This is a mandatory field.

LAST_NAME	The user's last name. This is a mandatory field.
PREFIX	The user's name prefix.
TELEPHONE_EXTENSION	The telephone extension.
TELEPHONE_TYPE	The telephone type associated with a telephone number.
TELEPHONE_NUMBER	The telephone number. This is a mandatory value when adding a new telephone number.
TITLE	The user's title.

Page Functions	
SUBMIT	Submits the updated information.

SCHMUZZI

REGISTERED_PRIVACY_SETTINGS

Page Subsection:	USER_PROFILE
Referring Page:	Menu Item
Page Description:	(Screen Shots)
Number Contents	3
Related Information	How to View/Update Registered User Privacy Settings

Page Notes
• This page displays registered user privacy settings. • The administrative user can view and update the user privacy settings.

Page Data Elements	
ANONYMOUS_TESTIMONIAL	The anonymous status of registered user testimonials. Anonymous testimonials will not display registered user information on page RESTRICTED_TESTIMONIAL, RESTRICTED_TESTIMONIAL_DETAIL, ROOT_TESTIMONIAL, and ROOT_TESTIMONIAL_DETAIL.
BOTH	The selection of both the email address and the telephone number.
COMPANY_ADDRESS	The company address.
COMPANY_EMAIL	The email address associated with the company. Company name is mandatory when entering this value.
COMPANY_FAX	The fax number associated with the company.
COMPANY_NAME	The company name. This value is mandatory when entering a; company address, company email address, or company website.
COMPANY_WEBSITE	The company website. Company name is mandatory when entering this value.
EMAIL_ADDRESS	The email address of the registered user.
PRIMARY_CONTACT_METHOD	The option that selects the primary method of contact on outgoing invitation emails when sending a referral. A referral must include at least one method of contact (Email Address or Telephone Number).The default is to send both the registered user email address and telephone number.
REFERRAL_EMAILS	This email refers a new user to the site of the administrative user.
STATUS_EMAILS	This email is intended to be a general broadcast email to all registered users. Status emails are sent from website job SEND_STATUS_EMAILS.
SUPPRESS_CONFIRMATION_EMAILS	The suppressed status of confirmation emails; • EMAIL_CHANGE_CONFIRMATION_EMAIL • PASSWORD_CHANGE_CONFIRMATION_EMAIL • REFERRAL_CONFIRMATION_EMAIL • TESTIMONIAL_CONFIRMATION_EMAIL
SUPPRESS_STATUS_EMAILS	Suppresses the transmission of status emails (STATUS_EMAIL) for the selected registered user. Status emails are sent by website job (SEND_STATUS_EMAIL).
TELEPHONE_NUMBER	The telephone number.
TITLE	The user's title.

Page Functions	
CANCEL	Transitions the website page to non-update mode.
SUBMIT	Submits the updated information.
UPDATE	Transitions the website page to update mode.

SCHMUZZI

REGISTERED_REGISTERED_USER_DETAIL

Page Subsection:	USER_PROFILE
Referring Page:	Menu Item
Page Description:	(Screen Shots)
Number Contents	2
Related Information	How to View/Update Registered User Information

Page Notes
- This page allows for the update of registered user information.   - Additional information on address, telephone number, and fax number validation is available on page ADMINISTRATION_WEBSITE_COUNTRY_DETAIL.   - Additional information on website addresses is available in section Website Addresses.   - Additional information on website fax numbers is available in section Website Fax.   - Additional information on website telephone numbers is available in section Website Telephone.

Page Data Elements	
COMPANY_CITY	The city associated with the company address. This is a mandatory field when entering company address information.
COMPANY_COUNTRY	The country associated with the company address. This is a mandatory field when entering company address information.
COMPANY_EMAIL	The email address associated with the company. Company name is mandatory when entering this value.
COMPANY_FAX	The fax number associated with the company.
COMPANY_NAME	The company name. This value is mandatory when entering a; company address, company email address, or company website.
COMPANY_POSTAL_CODE	The postal code associated with the company address. This is a mandatory field when entering company address information.
COMPANY_PROVINCE	The province associated with the company address. This is a mandatory field when entering company address information.
COMPANY_STREET_NAME	The street name associated with the company address. This is a mandatory field when entering company address information.
COMPANY_STREET_NUMBER	The street number associated with the company address. This is a mandatory field when entering company address information.
COMPANY_SUITE	The suite associated with the company address.
COMPANY_WEBSITE	The company website. Company name is mandatory when entering this value.
COUNTRY_CODE	The country code associated with a telephone or fax number. This is a mandatory field when entering a telephone or fax number. Default value will be assigned from the administrative user's default country found on page ADMINISTRATION_ADMINISTRATIVE_PREFERENCES.
DISPLAY_TELEPHONE	The consolidated telephone number consisting of; telephone country code, telephone number, and telephone extension.
EMAIL_ADDRESS	The user's email address. This field is not updatable. The user's email address can be changed on page ADMINISTRATION_CHANGE_EMAIL.
FIRST_NAME	The user's first name. This is a mandatory field.

LAST_NAME	The user's last name. This is a mandatory field.
PASSWORD	The user's password.
PREFIX	The user's name prefix.
TELEPHONE_EXTENSION	The telephone extension.
TELEPHONE_TYPE	The telephone type associated with a telephone number.
TELEPHONE_TYPE_LABEL	The label that displays the telephone type.
TELEPHONE_NUMBER	The telephone number. This is a mandatory value when adding a new telephone number.
TITLE	The user's title.
TELEPHONE_PRIMARY	The primary status of the telephone number. At least one primary telephone number is mandatory. This field is used to determine which telephone number to use on outgoing correspondence.

Page Functions	
ADD	Adds a new registered user telephone number. Telephone numbers must conform to the formatting and validation requirements of the applicable country.
CANCEL	Transitions the website page to non-update mode.
DELETE (TELEPHONE)	Deletes the selected telephone number. The primary telephone number cannot be deleted.
DELETE (USER)	Deletes the registered user. This will also delete any information that was associated with the registered user, such as testimonials. Users referred by the registered user being deleted will remain, but will no longer be considered as having been referred.
PRIMARY	Transitions a telephone number to be the primary telephone number. The selected telephone number cannot already be the primary telephone number.
SUBMIT	Submits the updated information.
UPDATE	Transitions the website page to update mode.

SCHMUZZI

REGISTERED_USER_HISTORY

Page Subsection:	USER_PROFILE
Referring Page:	Menu Item
Page Description:	(Screen Shots)
Number Contents	2
Related Information	How to View Registered User History

Page Notes
• This page displays registered user historical profile events.   • Additional information on user events is available in section Website Events.

Page Data Elements	
EVENT_DATE	The date that the user event occurred.
EVENT_DESCRIPTION	The description of the user event.
EVENT_NOTES	The event notes associated with the user event.

REGISTERED_USER_REFERRAL

Page Subsection:	USER_PROFILE
Referring Page:	Menu Item
Page Description:	(Screen Shots)
Number Contents	2
Related Information	How to View Registered User Referrals

Page Notes
• This page displays registered user referrals. This page will be displayed instead of page REGISTERED_NEW_REFERRAL if the registered user has existing referrals.

Page Data Elements	
EMAIL_ADDRESS	The email address of the referred user.
FIRST_NAME	The first name of the referred user.
LAST_NAME	The last name of the referred user.
REFERRED_DATE	The date of the user referral.

Page Functions	
ADD	Redirects to page REGISTERED_NEW_REFERRAL.

SCHMUZZI

REGISTERED_USER_TESTIMONIAL

Page Subsection:	USER_PROFILE
Referring Page:	Menu Item
Page Description:	(Screen Shots)
Number Contents	2
Related Information	How to View/Add/Update Registered User Testimonial

Page Notes
• This page displays detailed registered user testimonial information.
• The administrative user can add and update a registered user testimonial.
• Providing a user testimonial will result in the creation of a historical event (NEWTML) for the referring user.
• Additional information on user events is available in section Website Events.
• Emails (TESTIMONIAL_CONFIRMATION_EMAIL & TESTIMONIAL_NOTIFICATION_EMAIL) will be sent when adding a new user testimonial. The testimonial confirmation email will be sent to the registered user. The testimonial notification email will be sent to the administrative user.
• Additional information on website emails is available in section Website Emails.

Page Data Elements	
RESTRICT_ACCESS	Restricts the display of the registered user testimonial to the restricted testimonial page (RESTRICTED_TESTIMONIAL).
TESTIMONIAL_DATE	The date of the registered user testimonial.

Page Functions	
CANCEL	Redirects to page ADMINISTRATION_REGISTERED_USER_DETAIL.
SUBMIT	Submits the updated information.
UPDATE	Transitions the website page to update mode.

SCHMUZZI

Restricted

Blog

RESTRICTED_BLOG

Page Subsection:	BLOG
Referring Page:	Menu Item
Page Description:	(Screen Shots)
Number Contents	2
Related Information	How to View a Listing of Restricted Blogs

Page Notes
- This page displays a listing of website blogs.   - A listing of website blogs can be viewed on pages RESTRICTED_BLOG & ROOT_BLOG.   - A listing of restricted blogs will only be displayed on page RESTRICTED_BLOG.

Page Data Elements	
BLOG_TITLE	The title of the blog.
PUBLICATION_DATE	The publication date of the blog.

Page Functions	
SELECT	Redirects to page RESTRICTED_BLOG_DETAIL.

SCHMUZZI

RESTRICTED_BLOG_DETAIL

Page Subsection:	BLOG
Referring Page:	RESTRICTED_BLOG
Page Description:	(Screen Shots)
Number Contents	0
Related Information	How to View a Restricted Blog

Page Notes
• This page displays website blogs.   • Website blogs can be viewed on pages RESTRICTED_BLOG_DETAIL & ROOT_BLOG_DETAIL.   • Restricted website blogs will only be displayed on page RESTRICTED_BLOG_DETAIL.

Page Data Elements	
PUBLICATION_DATE_LABEL	The label that displays the publication date of the blog.
TITLE_LABEL	The label that displays the title of the blog.

SCHMUZZI

Certification

RESTRICTED_CERTIFICATION[01 - 10]

Page Subsection:	CERTIFICATION
Referring Page:	Menu Item
Page Description:	(Screen Shots)
Number Contents	15
Related Information	How to View Restricted Certifications

Page Notes
• This page displays detailed certification information. • Restricted certification will only be displayed on page RESTRICTED_CERTIFICATION.

Page Data Elements	
CERTIFICATION_DATE	The date of the certification.
COMPANY_ADDRESS	The address of the institution associated with the certification or course.
COMPANY_EMAIL	The email address of the institution associated with the certification or course.
COMPANY_SUITE	The suite of the institution associated with the certification or course.
COMPANY_WEBSITE	The website of the institution associated with the certification or course.
PROGRAM_LEVEL	The level of study associated with the certification or course.
STUDY_AREA	The general area of study associated with the certification or course.

SCHMUZZI

Contact

RESTRICTED_CONTACT

Page Subsection:	CONTACT
Referring Page:	Menu Item
Page Description:	(Screen Shots)
Number Contents	2
Related Information	How to View Restricted Contact Information

Page Notes
• This page displays detailed administrative user contact information. • Contact information is assigned on page ADMINISTRATION_ADMINISTRATIVE_USER_DETAIL. • Contact information can be viewed on pages RESTRICTED_CONTACT & ROOT_CONTACT. • Restricted contact information will only be displayed on page RESTRICTED_CONTACT. • Additional information on restricting the display of information is available on page ADMINISTRATION_ADMINISTRATIVE_PREFERENCES.

Page Data Elements	
COMPANY_EMAIL	The email address associated with the company.
COMPANY_FAX	The fax number associated with the company.
COMPANY_MAILING_ADDRESS	The company mailing address.
COMPANY_NAME	The company name. This value is mandatory when entering a; company address, company email address, or company website.
COMPANY_WEBSITE	The company website. Company name is mandatory when entering this value.
PERSONAL_EMAIL	The personal email of the user.
PERSONAL _INFORMATION	The personal information of the user.
PERSONAL_MAILING_ADDRESS	The personal mailing address of the user.

SCHMUZZI

Download

RESTRICTED_DOWNLOAD

Page Subsection:	DOWNLOAD
Referring Page:	Menu Item
Page Description:	(Screen Shots)
Number Contents	2
Related Information	How to View Restricted Documents

Page Notes
- This page displays website documents.   - Document section headers will be visible on pages RESTRICTED_DOWNLOAD & ROOT_DOWNLOAD.   - Restricted document section headers will only be displayed on page RESTRICTED_DOWNLOAD.   - Additional information on website documents is available from sections Website Documents & ADMINISTRATION_WEBSITE_DOCUMENT_DETAIL.

Page Data Elements	
DOWNLOAD_FILE	Document file as defined on page ADMINISTRATION_WEBSITE_DOCUMENT_DETAIL.
DOWNLOAD_SECTION	Document section as defined on page ADMINISTRATION_WEBSITE_DOCUMENT.

SCHMUZZI

Education

RESTRICTED_EDUCATION[01 - 10]

Page Subsection:	EDUCATION
Referring Page:	Menu Item
Page Description:	(Screen Shots)
Number Contents	15
Related Information	How to View Restricted Education

Page Notes
• This page displays detailed education information. • Restricted education will only be displayed on page RESTRICTED_EDUCATION.

Page Data Elements	
COMPANY_ADDRESS	The address of the institution associated with the educational program.
COMPANY_EMAIL	The email address of the institution associated with the educational program.
COMPANY_SUITE	The suite of the institution associated with the educational program.
COMPANY_WEBSITE	The website of the institution associated with the educational program.
PERIOD_OF_STUDY	The period of study.
PROGRAM_LEVEL	The level of study associated with the educational program.
STUDY_AREA	The general area of study associated with the educational program.

SCHMUZZI

Experience

RESTRICTED_EXPERIENCE[01 - 10]

Page Subsection:	EXPERIENCE
Referring Page:	Menu Item
Page Description:	(Screen Shots)
Number Contents	15
Related Information	How to View Restricted Experience

Page Notes
• This page displays detailed employment information.   • Restricted experience will only be displayed on page RESTRICTED_EXPERIENCE.

Page Data Elements	
COMPANY_ADDRESS	The address of the employer.
COMPANY_EMAIL	The email address of the employer.
COMPANY_SUITE	The suite of the employer.
COMPANY_WEBSITE	The website of the employer.
PERIOD_OF_EMPLOYMENT	The period of employment.

SCHMUZZI

Home

RESTRICTED_HOME

Page Subsection:	HOME
Referring Page:	Menu Item
Page Description:	([Screen Shots](#))
Number Contents	15
Related Information	[How to View the Restricted Home Page](#)

Page Notes
• This page displays home page content. • Contact home page content can be viewed on pages RESTRICTED_HOME & ROOT_DEFAULT. • Restricted home page content will only be displayed on page RESTRICTED_HOME.

Page Data Elements	
PAGE_CONTENT	Up to ten pages of text can be added per education page, with up to 3000 characters per page. This information is added on page ADMINISTRATION_PAGE_CONTENT_DETAIL.

Objective

RESTRICTED_OBJECTIVE

Page Subsection:	OBJECTIVE
Referring Page:	Menu Item
Page Description:	([Screen Shots](#))
Number Contents	15
Related Information	[How to View Restricted Career Objective](#)

Page Notes
• This page displays the user objective. • Restricted user objective information will only be displayed on page RESTRICTED_OBJECTIVE.

Page Data Elements	
PAGE_CONTENT	Up to ten pages of text can be added per education page, with up to 3000 characters per page. This information is added on page ADMINISTRATION_PAGE_CONTENT_DETAIL.

SCHMUZZI

Skill

RESTRICTED_SKILLS

Page Subsection:	SKILL
Referring Page:	Menu Item
Page Description:	(Screen Shots)
Number Contents	2
Related Information	How to View Restricted Skill Information

Page Notes
• This page displays skill sections and skill content.   • Restricted skills information will only be displayed on page RESTRICTED_SKILLS.

Page Data Elements	
SKILL_ITEM	Skill item as defined on page ADMINISTRATION_WEBSITE_SKILLS_DETAIL.
SKILL_SECTION	Skill section as defined on page ADMINISTRATION_WEBSITE_SKILLS .
PAGE_CONTENT	Up to ten pages of text can be added per education page, with up to 3000 characters per page. This information is added on page ADMINISTRATION_PAGE_CONTENT_DETAIL.

Summary

RESTRICTED_SUMMARY

Page Subsection:	SUMMARY
Referring Page:	Menu Item
Page Description:	(Screen Shots)
Number Contents	2
Related Information	How to View Restricted Career Summary

Page Notes
• This page displays summary content.   • Restricted summary information will only be displayed on page RESTRICTED_SUMMARY.

Page Data Elements	
SUMMARY_ITEM	Summary item as defined on page ADMINISTRATION_WEBSITE_SUMMARY.
PAGE_CONTENT	Up to ten pages of text can be added per education page, with up to 3000 characters per page. This information is added on page ADMINISTRATION_PAGE_CONTENT_DETAIL.

SCHMUZZI

Testimonial

RESTRICTED_TESTIMONIAL

Page Subsection:	TESTIMONIAL
Referring Page:	Menu Item
Page Description:	(Screen Shots)
Number Contents	0
Related Information	How to View Restricted User Testimonials

Page Notes
• This page displays user testimonials. • User testimonials can be viewed on pages RESTRICTED_TESTIMONIAL & ROOT_TESTIMONIAL. • Restricted user testimonials will only be displayed on page RESTRICTED_TESTIMONIAL.

Page Data Elements	
RELATED_TESTIMONIAL	The related user testimonials that are linked to the user testimonial.
TESTIMONIAL_BLOG	The related website blogs that are linked to the user testimonial.
TESTIMONIAL_DOCUMENT	The related website documents that are linked to the user testimonial.
TESTIMONIAL_VIDEO	The related website videos that are linked to the user testimonial.
USER_TESTIMONIAL	The content of the user testimonial.

SCHMUZZI

RESTRICTED_TESTIMONIAL_DETAIL

Page Subsection:	TESTIMONIAL
Referring Page:	RESTRICTED_TESTIMONIAL
Page Description:	(Screen Shots)
Number Contents	2
Related Information	

Page Notes
- This page displays detailed user testimonial content.   - Detailed user testimonials can be viewed on pages RESTRICTED_TESTIMONIAL_DETAIL & ROOT_TESTIMONIAL_DETAIL.   - Restricted user testimonials will only be displayed on page RESTRICTED_TESTIMONIAL_DETAIL.

Page Data Elements	
RELATED_TESTIMONIAL	The related user testimonials that are linked to the user testimonial.
TESTIMONIAL_BLOG	The related website blogs that are linked to the user testimonial.
TESTIMONIAL_DOCUMENT	The related website documents that are linked to the user testimonial.
TESTIMONIAL_VIDEO	The related website videos that are linked to the user testimonial.
USER_TESTIMONIAL	The content of the user testimonial.

SCHMUZZI

Video

RESTRICTED_VIDEO

Page Subsection:	VIDEO
Referring Page:	Menu Item
Page Description:	(Screen Shots)
Number Contents	2
Related Information	How to View Restricted User Videos

Page Notes
• This page displays video content.   • Website videos can be viewed on pages RESTRICTED_VIDEO & ROOT_VIDEO.   • Restricted website videos will only be displayed on page RESTRICTED_VIDEO.   • Additional information on website videos is available in section Website Video.

Page Data Elements	
RELATED_VIDEO	The related website videos that are linked to the website videos.
RESUME_VIDEO	The related resume pages that are linked to the website video.
VIDEO_BLOG	The related website blogs that are linked to the website video.
VIDEO_DOCUMENT	The related website documents that are linked to the website video.
VIDEO_TESTIMONIAL	The related user testimonials that are linked to the website video.
VIDEO_TITLE	The title of the video.

Page Functions	
SELECT	Redirects to page RESTRICTED_VIDEO_DETAIL.

SCHMUZZI

RESTRICTED_VIDEO_DETAIL

Page Subsection:	VIDEO
Referring Page:	RESTRICTED_VIDEO
Page Description:	(Screen Shots)
Number Contents	2
Related Information	How to View a Website Video from a Restricted Related Blog/Page/Testimonial/Video

Page Notes
• This page displays detailed video content. • Detailed video content can be viewed on pages RESTRICTED_VIDEO_DETAIL & ROOT_VIDEO_DETAIL. • Restricted detailed video content will only be displayed on page RESTRICTED_VIDEO_DETAIL. • Additional information on website videos is available in section Website Video.

Page Data Elements	
RELATED_VIDEO	The related website videos that are linked to the website videos.
RESUME_VIDEO	The related resume pages that are linked to the website video.
VIDEO_BLOG	The related website blogs that are linked to the website video.
VIDEO_DOCUMENT	The related website documents that are linked to the website video.
VIDEO_TESTIMONIAL	The related user testimonials that are linked to the website video.

Root

Blog

ROOT_BLOG

Page Subsection:	BLOG
Referring Page:	Menu Item
Page Description:	(Screen Shots)
Number Contents	2
Related Information	How to View a Listing of Unrestricted Blogs

Page Notes
• This page displays a listing of website blogs. • A listing of website blogs can be viewed on pages RESTRICTED_BLOG & ROOT_BLOG.

Page Data Elements	
BLOG_TITLE	The title of the blog.
PUBLICATION_DATE	The publication date of the blog.

Page Functions	
SELECT	Redirects to page ROOT_BLOG_DETAIL.

SCHMUZZI

ROOT_BLOG_DETAIL

Page Subsection:	BLOG
Referring Page:	ROOT_BLOG
Page Description:	(Screen Shots)
Number Contents	0
Related Information	How to View an Unrestricted Blog

Page Notes
• This page displays website blogs. • Website blogs can be viewed on pages RESTRICTED_BLOG_DETAIL & ROOT_BLOG_DETAIL.

Page Data Elements	
PUBLICATION_DATE_LABEL	The label that displays the publication date of the blog.
TITLE_LABEL	The label that displays the title of the blog.

SCHMUZZI

Contact

ROOT_CONTACT

Page Subsection:	CONTACT
Referring Page:	Menu Item
Page Description:	(Screen Shots)
Number Contents	2
Related Information	How to View Unrestricted Contact Information

Page Notes
- This page displays administrative user contact information.   - Contact information is assigned on page ADMINISTRATION_ADMINISTRATIVE_USER_DETAIL.   - Contact information can be viewed on pages RESTRICTED_CONTACT & ROOT_CONTACT.   - Additional information on restricting the display of information is available on page ADMINISTRATION_ADMINISTRATIVE_PREFERENCES.

Page Data Elements	
COMPANY_EMAIL	The email address associated with the company.
COMPANY_FAX	The fax number associated with the company.
COMPANY_MAILING_ADDRESS	The company mailing address.
COMPANY_NAME	The company name. This value is mandatory when entering a; company address, company email address, or company website.
COMPANY_WEBSITE	The company website. Company name is mandatory when entering this value.
PERSONAL_EMAIL	The personal email of the user.
PERSONAL_MAILING_ADDRESS	The personal mailing address of the user.

SCHMUZZI

Download

ROOT_DOWNLOAD

Page Subsection:	DOWNLOAD
Referring Page:	Menu Item
Page Description:	(Screen Shots)
Number Contents	2
Related Information	How to View Unrestricted Documents

Page Notes
• This page displays website documents. • Document section header will be visible on pages RESTRICTED_DOWNLOAD and ROOT_DOWNLOAD. • Additional information on website documents is available from sections Website Documents & ADMINISTRATION_WEBSITE_DOCUMENT_DETAIL.

Page Data Elements	
DOWNLOAD_FILE	Document file as defined on page ADMINISTRATION_WEBSITE_DOCUMENT_DETAIL.
DOWNLOAD_SECTION	Document section as defined on page ADMINISTRATION_WEBSITE_DOCUMENT.

SCHMUZZI

Home

ROOT_EMAIL_RESPONSE

Page Subsection:	HOME
Referring Page:	Menu Item
Page Description:	([Screen Shots](#))
Number Contents	2
Related Information	How to Update Registered User Email Address

Page Notes
• This page allows for the completion of updating a registered user's email address.

Page Data Elements	
CONTENT1	Up to ten pages of text can be added per page as header text, with up to 3000 characters per page. This information is added on page ADMINISTRATION_PAGE_CONTENT_DETAIL.
CONTENT2	Up to ten pages of text can be added per page as footer text, with up to 3000 characters per page. This information is added on page ADMINISTRATION_PAGE_CONTENT_DETAIL.
PASSWORD	The user's password.

Page Functions	
SUBMIT	Submits the updated information.

SCHMUZZI

ROOT_LOGIN

Page Subsection:	HOME
Referring Page:	Menu Item
Page Description:	(Screen Shots)
Number Contents	2
Related Information	

Page Notes

- This page allows users to login to the website.
- An email (PASSWORD_RESET_CONFIRMATION_EMAIL) is sent when a user password is reset due to repeated failed login attempts.
- Additional information on website emails is available in section Website Emails.
- Additional information in setting failed login limit is available on page ADMINISTRATION_ADMINISTRATIVE_PREFERENCES.

Page Data Elements

CONTENT1	Up to ten pages of text can be added per page as header text, with up to 3000 characters per page. This information is added on page ADMINISTRATION_PAGE_CONTENT_DETAIL.
CONTENT2	Up to ten pages of text can be added per page as footer text, with up to 3000 characters per page. This information is added on page ADMINISTRATION_PAGE_CONTENT_DETAIL.
EMAIL_ADDRESS	The user's email address.
PASSWORD	The user's password.
REMEMBER_EMAIL	The status that indicates whether or not the user email is stored for future access.

Page Functions

REQUEST ACCESS	Redirects to page ROOT_REQUEST_ACCESS.
REQUEST PASSWORD	Redirects to page ROOT_REQUEST_PASSWORD.
SUBMIT	Submits the updated information.

SCHMUZZI

ROOT_REQUEST_ACCESS

Page Subsection:	HOME
Referring Page:	ROOT_LOGIN
Page Description:	(Screen Shots)
Number Contents	5
Related Information	How to Submit an Access Request

Page Notes
- This page allows users to request access.   - An access request will result in the creation of a historical event (REQUST).   - A temporary user requesting access will result in the creation of a historical event (INVITE). If the current temporary user password was disabled on a prior login then; the temporary user password will be reset to enabled, and a new temporary password will be assigned. This will result in the creation of a historical event (NEWPWD).   - Additional information on user events is available in section Website Events.   - An email (ACCESS_REQUEST_ACKNOWLEDGMENT_EMAIL) will be sent to the pending upon submission of the access request.   - An email (ACCESS_REQUEST_EMAIL) will be sent to the administrative user upon submission of the access request.   - An email (CONFIRMATION_CODE_EMAIL) will be sent to the pending user when the pending user attempts to modify an existing access request without providing the correct confirmation code.   - An email (INVITATION_EMAIL) will be sent to a temporary user when a temporary user requests access. The temporary user will be re-enabled if their temporary password was disabled on a prior login. An invitation email will also be sent to a pending user if automatic acceptance has been enabled on page ADMINISTRATION_ADMINISTRATIVE_PREFERENCES, since this would automatically transition the pending user to a temporary user.   - Additional information on website addresses is available in section Website Addresses.   - Additional information on website emails is available in section Website Emails.   - Additional information on website fax numbers is available in section Website Fax.   - Additional information on website telephone numbers is available in section Website Telephone.   - Additional information on website user types is available in section Website User Types.

Page Data Elements	
COMPANY_CITY	The city associated with the company address. This is a mandatory field when entering company address information.
COMPANY_COUNTRY	The country associated with the company address. This is a mandatory field when entering company address information.
COMPANY_EMAIL	The email address associated with the company. Company name is mandatory when entering this value.
COMPANY_FAX	The fax number associated with the company.
COMPANY_HEADER	The company header.
COMPANY_NAME	The company name. This value is mandatory when entering a; company address, company email address, or company website.
COMPANY_POSTAL_CODE	The postal code associated with the company address. This is a mandatory field when entering company address information.
COMPANY_PROVINCE	The province associated with the company address. This is a mandatory field when entering company address information.
COMPANY_STREET_NAME	The street name associated with the company address. This is a mandatory field when entering company address information.
COMPANY_STREET_NUMBER	The street number associated with the company address. This is a mandatory field when entering company address information.

COMPANY_SUITE	The suite associated with the company address.
COMPANY_WEBSITE	The company website. Company name is mandatory when entering this value.
CONFIRMATION_CODE	The confirmation code sent to the pending user for website access.
CONFIRMATION_INFORMATION	The confirmation information for website access.
COUNTRY_CODE	The country code associated with a telephone or fax number. This is a mandatory field when entering a telephone or fax number. Default value will be assigned from the administrative user's default country found on page ADMINISTRATION_ADMINISTRATIVE_PREFERENCES.
EMAIL_ADDRESS	The email address of the user.
FIRST_NAME	The first name of the user.
LAST_NAME	The last name of the user.
PERSONAL_HEADER	The personal header.
PREFIX	The user's name prefix.
TELEPHONE_EXTENSION	The telephone extension.
TELEPHONE_TYPE	The telephone type associated with a telephone number.
TELEPHONE_NUMBER	The telephone number. This is a mandatory value when adding a new telephone number.
TITLE	The user's title.

Page Functions	
SUBMIT (ACCESS REQUEST)	Submits the access request.
SUBMIT (EMAIL ADDRESS)	Submits the email address.

SCHMUZZI

ROOT_REQUEST_PASSWORD

Page Subsection:	HOME
Referring Page:	ROOT_LOGIN
Page Description:	(Screen Shots)
Number Contents	2
Related Information	How to Request Password

Page Notes
• This page allows users to request their current password. • If a temporary user is requesting the current password and the current temporary user password was disabled on a prior login then; the temporary user password will be reset to enabled, and a new temporary password will be assigned. This will result in the creation of a historical event (NEWPWD). Additional information on user events is available in section Website Events. • An email (PASSWORD_REQUEST_EMAIL) is sent to users when they request their current password. • Additional information on website emails is available in section Website Emails.

Page Data Elements	
EMAIL_ADDRESS	The email address associated with a profile for which a password is being requested.
CONTENT1	Up to ten pages of text can be added per page as header text, with up to 3000 characters per page. This information is added on page ADMINISTRATION_PAGE_CONTENT_DETAIL.
CONTENT2	Up to ten pages of text can be added per page as footer text, with up to 3000 characters per page. This information is added on page ADMINISTRATION_PAGE_CONTENT_DETAIL.

Page Functions	
SUBMIT	Submits the password request.

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ROOT_SESSION_TIMEOUT

Page Subsection:	HOME
Referring Page:	Menu Item
Page Description:	(Screen Shots)
Number Contents	1
Related Information	

Page Notes
• This page prompts the user to sign back in when the user's session has expired.

Page Data Elements	
CONTENT1	Up to ten pages of text can be added per page as header text, with up to 3000 characters per page. This information is added on page ADMINISTRATION_PAGE_CONTENT_DETAIL.
CONTENT2	Up to ten pages of text can be added per page as footer text, with up to 3000 characters per page. This information is added on page ADMINISTRATION_PAGE_CONTENT_DETAIL.

ROOT_DEFAULT

Page Subsection:	HOME
Referring Page:	Menu Item
Page Description:	(Screen Shots)
Number Contents	15
Related Information	How to View the Root Home Page

Page Notes
• This page displays home page content.
• Contact home page content can be viewed on pages RESTRICTED_HOME & ROOT_DEFAULT.

Page Data Elements	
CONTENT1	Up to ten pages of text can be added per page as header text, with up to 3000 characters per page. This information is added on page ADMINISTRATION_PAGE_CONTENT_DETAIL.
CONTENT2	Up to ten pages of text can be added per page as footer text, with up to 3000 characters per page. This information is added on page ADMINISTRATION_PAGE_CONTENT_DETAIL.

SCHMUZZI

Testimonial

ROOT_TESTIMONIAL

Page Subsection:	TESTIMONIAL
Referring Page:	Menu Item
Page Description:	(Screen Shots)
Number Contents	0
Related Information	How to View Unrestricted User Testimonials

Page Notes
• This page displays user testimonials. • User testimonials can be viewed on pages RESTRICTED_TESTIMONIAL & ROOT_TESTIMONIAL.

Page Data Elements	
RELATED_TESTIMONIAL	The related user testimonials that are linked to the user testimonial.
TESTIMONIAL_BLOG	The related website blogs that are linked to the user testimonial.
TESTIMONIAL_DOCUMENT	The related website documents that are linked to the user testimonial.
TESTIMONIAL_VIDEO	The related website videos that are linked to the user testimonial.
USER_TESTIMONIAL	The content of the user testimonial.

SCHMUZZI

ROOT_TESTIMONIAL_DETAIL

Page Subsection:	TESTIMONIAL
Referring Page:	ROOT_TESTIMONIAL
Page Description:	(Screen Shots)
Number Contents	2
Related Information	

Page Notes
• This page displays detailed user testimonial content. • Detailed user testimonials can be viewed on pages RESTRICTED_TESTIMONIAL_DETAIL & ROOT_TESTIMONIAL_DETAIL.

Page Data Elements	
RELATED_TESTIMONIAL	The related user testimonials that are linked to the user testimonial.
TESTIMONIAL_BLOG	The related website blogs that are linked to the user testimonial.
TESTIMONIAL_DOCUMENT	The related website documents that are linked to the user testimonial.
TESTIMONIAL_VIDEO	The related website videos that are linked to the user testimonial.
USER_TESTIMONIAL	The content of the user testimonial.

SCHMUZZI

Video

ROOT_VIDEO

Page Subsection:	VIDEO
Referring Page:	Menu Item
Page Description:	(Screen Shots)
Number Contents	2
Related Information	How to View Unrestricted Videos

Page Notes
• This page displays video content. • Website videos can be viewed on pages RESTRICTED_VIDEO & ROOT_VIDEO. • Additional information on website videos is available in section Website Video.

Page Data Elements	
RELATED_VIDEO	The website videos related to the currently selected website video.
VIDEO_BLOG	The website blogs related to the currently selected website video.
VIDEO_DOCUMENT	The website documents related to the currently selected website video.
VIDEO_TESTIMONIAL	The user testimonials related to the currently selected website video.
VIDEO_TITLE	The title of the website video.

Page Functions	
SELECT	Displays the selected video in the video display area.

SCHMUZZI

ROOT_VIDEO_DETAIL

Page Subsection:	VIDEO
Referring Page:	ROOT_VIDEO
Page Description:	(Screen Shots)
Number Contents	2
Related Information	

Page Notes
• This page displays detailed video content. • Detailed video content can be viewed on pages RESTRICTED_VIDEO_DETAIL & ROOT_VIDEO_DETAIL. • Additional information on website videos is available in section Website Video.

Page Data Elements	
RELATED_VIDEO	The related website videos that are linked to the website videos.
RESUME_VIDEO	The related resume pages that are linked to the website video.
VIDEO_BLOG	The related website blogs that are linked to the website video.
VIDEO_DOCUMENT	The related website documents that are linked to the website video.
VIDEO_TESTIMONIAL	The related user testimonials that are linked to the website video.

SCHMUZZI

Temporary

Register

TEMPORARY_REGISTER

Page Subsection:	REGISTER
Referring Page:	Menu Item
Page Description:	(Screen Shots)
Number Contents	1
Related Information	How to Transition a Temporary User to a Registered User

Page Notes
• This page allows temporary users to transition to registered users. • A temporary user registering and transitioning to a registered user will result in the creation of a historical event (REGSTR). • Additional information on user events is available in section Website Events. • An email (REGISTRATION_NOTIFICATION_EMAIL) is sent to the administrative user when a temporary user registers and is transitioned to a registered user. • Additional information on website addresses is available in section Website Addresses. • Additional information on website emails is available in section Website Emails. • Additional information on website fax numbers is available in section Website Fax. • Additional information on website telephone numbers is available in section Website Telephone. • Additional information on user types is available in section Website User Types.

Page Data Elements	
COMPANY_CITY	The city associated with the company address. This is a mandatory field when entering company address information.
COMPANY_COUNTRY	The country associated with the company address. This is a mandatory field when entering company address information.
COMPANY_EMAIL	The email address associated with the company. Company name is mandatory when entering this value.
COMPANY_FAX	The fax number associated with the company.
COMPANY_NAME	The company name. This value is mandatory when entering a; company address, company email address, or company website.
COMPANY_POSTAL_CODE	The postal code associated with the company address. This is a mandatory field when entering company address information.
COMPANY_PROVINCE	The province associated with the company address. This is a mandatory field when entering company address information.
COMPANY_STREET_NAME	The street name associated with the company address. This is a mandatory field when entering company address information.
COMPANY_STREET_NUMBER	The street number associated with the company address. This is a mandatory field when entering company address information.
COMPANY_SUITE	The suite associated with the company address.
COMPANY_WEBSITE	The company website. Company name is mandatory when entering this value.

CONFIRM_PASSWORD	The confirmation of the new user password. This is a mandatory field. This value must match the new password and must be different from the current password.
COUNTRY_CODE	The country code associated with a telephone or fax number. This is a mandatory field when entering a telephone or fax number. Default value will be assigned from the administrative user's default country found on page ADMINISTRATION_ADMINISTRATIVE_PREFERENCES.
DISPLAY_TELEPHONE	The consolidated telephone number consisting of; telephone country code, telephone number, and telephone extension.
EMAIL_ADDRESS	The user's email address. This field is not updatable.
ENTER_PASSWORD	The new user password. This is a mandatory field.
FIRST_NAME	The user's first name. This is a mandatory field.
LAST_NAME	The user's last name. This is a mandatory field.
PREFIX	The user's name prefix.
TELEPHONE_EXTENSION	The telephone extension.
TELEPHONE_TYPE	The telephone type associated with a telephone number. It is possible for the same telephone number to have multiple telephone types.
TELEPHONE_NUMBER	The telephone number. This is a mandatory value when adding a new telephone number.
DISPLAY_TELEPHONE	The consolidated telephone number consisting of; telephone country code, telephone number, and telephone extension.
TELEPHONE_PRIMARY	The primary status of the telephone number. At least one primary telephone number is mandatory. This field is used to determine which telephone number to use on outgoing correspondence.
TITLE	The user's title.

Page Functions	
ADD	Adds a new telephone number.
DELETE	Deletes the selected telephone number.
PRIMARY	Updates the selected telephone number primary status.
REGISTER	Transitions a temporary user to a registered user state. An email (REGISTRATION_NOTIFICATION_EMAIL) will be sent to the administrative user in notification of the profile registration. Redirects to page RESTRICTED_HOME.

SCHMUZZI

Website Telephone

Website telephone numbers are administered on page ADMINISTRATION_WEBSITE_TELEPHONE. Telephone numbers within Schmuzzi belong to a country. Telephone numbers are then linked to a user. It is possible for multiple users to have the same telephone number, since each link to each user would be unique. A telephone number would be unique by; telephone country code, telephone area code, telephone exchange, telephone number, telephone extension, and telephone type (Home, Mobile, Business).

A telephone number can be primary or non-primary. Every user must have a primary telephone number. Only one telephone number per user can be primary.

Telephone numbers for the administrative user can be restricted or suppressed. Restricted telephone numbers are not available publically. Suppressed telephone numbers are not available to anyone.

One of the principles underlying Schmuzzi is that information is valuable. For that reason, information is very often concurrently owned by several different data elements. For example, if a user enters a telephone number, that telephone number is considered a valuable piece of information. If the user is deleted or deletes that telephone number then the country becomes the owner of the telephone number record.

However, this introduces the possibility of unallocated records. An unallocated record is a record that doesn't actually belong to anyone. Website jobs have been introduced to clean up these records at the discretion of the administrative user.

The following data elements are applicable to a telephone number;

- Telephone Area Code
- Telephone Exchange
- Telephone Extension
- Telephone Number
- Telephone Type (Home, Mobile, or Business)
- Whether or not the telephone number is primary
- Whether or not the telephone number is restricted (applicable only to the administrative user)
- Whether or not the telephone number is suppressed (applicable only to the administrative user)
- Whether or not the telephone number is active

SCHMUZZI

Website User Types

Schmuzzi is built on a restricted user model. This means that some information is available to the general public, but most information is only available to users that have some state of user profile on the Schmuzzi website. User profiles are based on email address. Therefore, any known user will have an email address within the Schmuzzi database.

There is considerable functionality within Schmuzzi that controls; how users transition states, what information a user can see, and what a user can do. This functionality will be described in great detail elsewhere in this user manual. This section is intended to provide an understanding of the various user states.

User Type	User Description
Administrative	A Schmuzzi deployment has only one administrative user. The administrative user would be the Schmuzzi subscriber, or the owner of the domain name to which Schmuzzi has been deployed. The administrative user account is hardcoded into the Schmuzzi deployment. This makes it impossible to either create another administrative user or to give administrative privileges to any other user. There are multiple layers of security preventing anyone from impersonating the administrative user. There are also security measures intended to prevent anyone from randomly guessing the administrative password. Short of obtaining the administrative password, there is no way that anyone other than the administrative user can access Schmuzzi's administrative functionality. The following data elements would be applicable to the administrative user; • Whether or not to track administrative history. Administrative historical events currently being tracked are logins and password changes. Administrative historical events can be viewed on page ADMINISTRATION_ADMINISTRATIVE_HISTORY. • Whether or not to enable anonymous profiling. Anonymous profiling allows for the display of Schmuzzi subscriber information directly on schmuzzi.com. Although, any information identifying the subscriber is omitted. This is done by way of a code that is unique to each Schmuzzi subscriber. This code allows a recruiter to give access to a subscriber's information to a potential employer without disclosing the identity of the subscriber to that potential employer. • Whether or not to automatically accept access requests. Automatic acceptance of access requests will immediately transition a user to a temporary user status. Access requests occur on page ROOT_REQUEST_ACCESS. • Whether or not to display Google advertising. Displaying Google advertising will allow participants to join an advertising pool. Revenue from this pool will offset monthly maintenance fees. This functionality will be available in a future version of Schmuzzi. • Whether or not to display profile picture in the website side bar. Administration of website picture occurs on page ADMINISTRATION_WEBSITE_PICTURE. Whether or not to display a name and title underneath the profile picture can also be set on this page. • Whether or not the Schmuzzi website is in maintenance mode. Maintenance mode restricts anyone other than the administrative user from logging in, or performing any actions. Any users other than the administrative user will be ejected from the Schmuzzi website once maintenance mode is engaged. Schmuzzi maintenance mode is similar, but restricted to Schmuzzi support staff for the purpose of such activities as server maintenance and upgrades. In this case, even the Schmuzzi subscriber will be ejected from the website. • Whether or not to restrict or suppress company information. This applies to contact pages and outgoing emails. Restricted company information will only be visible to known users on page RESTRICTED_CONTACT. Restricted company information will not be displayed on outgoing email footers. Company information can also be restricted selectively in the case of; address, email address, company name, website, and fax number. • Whether or not to restrict content. Restricting content only makes sections; Objective, Summary, Experience, Certifications, Skills, and Education visible to known users. Disabling this feature makes these sections visible publically. The default setting is to restrict content. • Whether or not to restrict or suppress personal information. This applies to contact pages and outgoing emails. Restricted personal information will only be visible to known users on page RESTRICTED_CONTACT. Restricted personal information will not be displayed on outgoing email footers. Personal information can also be restricted selectively in the case of; address, email address, telephone number, and title. Suppressed personal information will not be visible to anyone. • Whether or not to review referrals. This feature suppresses the outgoing invitation email in the case of a user referral. This allows for the review of the referred user. The invitation email can then be sent

	manually once a decision regarding whether or not to proceed with the referral has been made.
	• Whether or not to suppress referrals. This feature globally suppresses the ability of users to refer other users. The ability to refer other users can also be suppressed at the user level.
	• Whether or not to suppress the display of the administrative user's name in the website page title.
	• The default country for the Schmuzzi website. This setting will affect the default values used for address and telephone information.
	• The default language for the Schmuzzi website. This setting will affect the display of labels and error messages. The only language currently being supported is English. Additional languages will be available in a future version of Schmuzzi.
	• The alternate email address. This email address will be used on contact pages and outgoing email footers. This feature limits the visibility of the primary Schmuzzi email address, thereby reducing the risk that the primary email address will be inundated with junk emails.
	• The number of allowable failed login attempts before the user profile password is reset. This is a security feature intended to protect a user profile that is under attack. In the event that the login limit is surpassed, a new password is generated and that password is sent to the user's email address.
	• Personal address information encompassing; city, country, postal code, province, street name, street number, and suite.
	• The Google Analytics ID. This permits the use of Google Analytics for tracking website data.
	• The website keywords. This feature intended to increase search engine optimization by adding descriptive information about the website that can be indexed by a search engine.
	• The website verification key. The website verification key is necessary in order to use various search engine webmaster tools. This feature allows for the verification of website ownership. This involves placing a verification key within the Schmuzzi website that the search engine can then search for, thereby verifying website ownership.
Anonymous	An anonymous user is a user for which only an email address and the date that the email address was acquired is known. Anonymous users are administered on page ADMINISTRATION_USER_ANONYMOUS. This is a transitory user state just above an unknown user. Anonymous users are generally created while performing an action that would transition the user to a higher level user state. This allows for the retention of user email address in the event that the user transitory action does not complete successfully. An invitation email can then be sent at the administrative user's discretion, or the anonymous user record can be deleted. Anonymous users are created under the following conditions; • Registered user changing email address. • User attempting login when no user profile exists for that email address. • Registered user providing a referral and not submitting the referral. • Unknown user submitting an access request and not submitting the access request. • Unknown user submitting a password request when no user profile exists for that email address.
Disabled	A disabled user is a registered user that has either disabled their profile, or has been disabled by the administrative user. Disabled users are administered on page ADMINISTRATION_USER_DISABLED. Disabled users can be re-enabled or deleted at the administrative user's discretion. The following data elements would be applicable to a disabled user; • Whether or not the profile is locked. A registered profile can be locked on pages ADMINISTRATION_USER_PRIVACY (Administrative User) and REGISTERED_LOCK_ACCOUNT (Registered User). A registered profile is generally locked if it is intended to be read-only in nature. A read-only profile is a registered profile that can view website information, but cannot access any higher level functions. The login information for this profile can then be safely distributed to anyone wishing to have anonymous access to the Schmuzzi website. This value has been retained on the disabled profile in the event that the disabled profile is re-enabled to a registered state. • Whether or not referrals are to be reviewed prior to sending an invitation email. This feature suppresses the transmission of an invitation email in the event of a user referral. This allows for the review of the referral information before the invitation email is sent. The invitation email would then be sent manually once a decision is made regarding whether or not to proceed with the referral. This value has been retained on the disabled profile in the event that the disabled profile is re-enabled to a registered state. • Whether or not to suppress referring user information on outgoing referral emails. At the very minimum a referral email will contain the name of the referring user and contact information (email address and/or telephone number). All other referring user personal information can be suppress on page REGISTERED_PRIVACY_SETTINGS. The following data elements can be suppressed on outgoing referral emails; company name, company address, company email, company website, and company fax number. This value has been retained on the disabled profile in the event that the disabled profile is re-enabled to a registered state. • Whether or not the registered user has the ability to refer other users. This value has been retained on the disabled profile in the event that the disabled profile is re-enabled to a registered state. • Whether or not the registered user should be sent confirmation emails. Various events within Schmuzzi result in a confirmation email being sent. Confirmation emails are sent under the following conditions;

	changing an email address, changing a password, referring a user, and submitting a user testimonial. This feature allows for the suppression of confirmation emails. This value has been retained on the disabled profile in the event that the disabled profile is re-enabled to a registered state. • Whether or not the registered user should be sent status emails. Status emails (STATUS_EMAIL) are sent from job SEND_STATUS_EMAILS. Status emails allow for the transmission of a general broadcast email to all registered users. This feature allows registered users to suppress the receipt of status emails. This value has been retained on the disabled profile in the event that the disabled profile is re-enabled to a registered state. • The date that the registered profile was disabled. Disabling a registered profile can occur under the following conditions; when the administrative user disables a registered user profile on page ADMINISTRATION_REGISTERED_USER_DETAIL, when the administrative user disables a registered user profile on page ADMINISTRATION_USER_REGISTERED, when a registered user profile is disabled by job DISABLE_INACTIVE_REGISTERED_USERS, when a registered user deletes their profile on page REGISTERED_DELETE_ACCOUNT. • The date that the registered user was sent a reminder that their profile would soon be disabled. This occurs in job REMIND_INACTIVE_REGISTERED_USERS.
Known	A known user is not actually a user type, but rather a category of user types. This user category includes administrative, disabled, pending, registered and temporary. The following data elements would be applicable to a known user; • Company name. • Company address encompassing; city, country, postal code, province, street name, street number, and suite. • Company email and website. • Fax number encompassing; area code, country code, exchange, and number. • First and last name including prefix (Dr., Miss., Mr., Mrs.). • Password & password status (active/disabled). • Telephone Number encompassing; area code, country code, exchange, extension, number, and telephone type. • The last time the user logged in. • The number of failed login attempts. • Occupational title.
Pending	A pending user is a user that has requested access, but has not been granted access. Pending user administration occurs on page ADMINISTRATION_USER_PENDING. Granting access to a pending user transitions the pending user to a temporary user. Pending users can exist in two states, unresolved and denied. An unresolved pending user is a pending user for which no administrative user action has occurred. In other words, the pending user is awaiting being either granted or denied access. A denied pending user is a pending user that has been denied access by the administrative user. Denied pending users can be granted access at a future date. Pending user profiles can also simply be deleted by the administrative user. When a pending user requests access, they are given a confirmation number. This confirmation number is required to view the status of their access request or modify their access request. A pending user is also required to provide some information regarding why they are requesting access.
Registered	A registered user is a temporary user that has gone through the registration process. Registered users have ongoing access to the Schmuzzi website. The registered user state is the preferred user state, and has the highest privileges aside from the administrative user. Registered users are also capable of referring other users, by sending these users invitation emails. Referring a user transitions that user to a temporary state. The ability to refer users can be disabled globally, or at user level. It is also possible to review referrals prior to the transmission of the invitation emails, thereby allowing for the suppression of that invitation. This is also possible either globally or for specific users. The following data elements would be applicable to a registered user; • Whether or not the registered user has a pending email change request. Changing an email address is a two part process. The registered user submits the email address change request. An email (EMAIL_CHANGE_REQUEST_EMAIL) is sent to the new email address for confirmation of email account ownership. The registered user then confirms the email change my selecting a link to page ROOT_EMAIL_RESPONSE and entering their current password on this page. If the user logs into the Schmuzzi website with the old email address prior to confirming the new email address then the existing email address change request is deleted. • Whether or not the profile is locked. A registered profile can be locked on pages ADMINISTRATION_USER_PRIVACY (Administrative User) and REGISTERED_LOCK_ACCOUNT (Registered User). A registered profile is generally locked if it is intended to be read-only in nature. A read-only profile is a registered profile that can view website information, but cannot access any higher

	level functions. The login information for this profile can then be safely distributed to anyone wishing to have anonymous access to the Schmuzzi website. • Whether or not referrals are to be reviewed prior to sending an invitation email. This feature suppresses the transmission of an invitation email in the event of a user referral. This allows for the review of the referral information before the invitation email is sent. The invitation email would then be sent manually once a decision is made regarding whether or not to proceed with the referral. • Whether or not to suppress referring user information on outgoing referral emails. At the very minimum a referral email will contain the name of the referring user and contact information (email address and/or telephone number). All other referring user personal information can be suppress on page REGISTERED_PRIVACY_SETTINGS. The following data elements can be suppressed on outgoing referral emails; company name, company address, company email, company website, and company fax number. • Whether or not the registered user has the ability to refer other users. • Whether or not the registered user should be sent confirmation emails. Various events within Schmuzzi result in a confirmation email being sent. Confirmation emails are sent under the following conditions; changing an email address, changing a password, referring a user, and submitting a user testimonial. This feature allows for the suppression of confirmation emails. • Whether or not the registered user should be sent status emails. Status emails (STATUS_EMAIL) are sent from job SEND_STATUS_EMAILS. Status emails allow for the transmission of a general broadcast email to all registered users. This feature allows registered users to suppress the receipt of status emails. • The date that the registered user was sent a reminder that their profile would soon be disabled. This occurs in job REMIND_INACTIVE_REGISTERED_USERS.
Temporary	A temporary user is a user that; has been granted access as a pending user, referred by a registered user, or created by the administrative user. Temporary users are administered on page ADMINISTRATION_USER_TEMPORARY. The temporary user is sent an invitation email containing a temporary password to the Schmuzzi website. This temporary password along with the temporary user's email address allows the temporary user to access the Schmuzzi website. The temporary password is disabled upon login. Once the temporary user has logged into the Schmuzzi website, they have the ability to register. Registration transitions the temporary user to a registered user. If the temporary user fails to register then the temporary user will need to request another temporary password in order to log in again. Temporary users can exist in two states; inactive and unresolved. An inactive temporary user is a temporary user that has logged into the Schmuzzi website but did not register. The temporary user's password is therefore disabled. A unresolved temporary user has never logged into the Schmuzzi website and therefore still has an active password. The following data elements would be applicable to a temporary user; • The date that the temporary user as sent an invitation email. • The referring user if the temporary user was created as a result of a user referral. • The referral details provided by the referring user in the event that the temporary user was created as a result of a user referral.
Unknown	An unknown user is the default Schmuzzi user type. As the name implies, this is a user that is completely unknown and has no email address within the Schmuzzi database.

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Website Video

One of the most useful features of Schmuzzi is the ability to publish videos. This consists of uploading a website video to a popular video sharing site and then creating a link within Schmuzzi to the uploaded video. Currently supported video sharing sites are YouTube and Vimeo. Videos can be either public or restricted to known users. Public videos will be displayed on pages ROOT_VIDEO and RESTRICTED_VIDEO. Restricted videos will only be displayed on page RESTRICTED_VIDEO. Administration of website videos occurs on page ADMINISTRATION_WEBSITE_VIDEO.

Subscribers can also add multimedia content to their videos, by linking blogs (ADMINISTRATION_VIDEO_BLOG), documents (ADMINISTRATION_VIDEO_DOCUMENT), testimonials (ADMINISTRATION_VIDEO_TESTIMONIAL), and related videos (ADMINISTRATION_RELATED_WEBSITE_VIDEO).

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Appendix

Additional Useful Information

Modifying Page Content

One of the unique features of Schmuzzi is its highly customizable design. Subscribers can modify page content directly through the Administration panel, on almost every single website page. Frequently modified content appears in the Content tab in the root directory. Special pages have editable content sections and website page headers which add premade content modules to your web pages. Content Sections are only applicable to Certification, Education, Experience, Home, and Objective pages. Website page headers are only applicable to Certification, Education, or Experience pages.

To access the page editing directory:

1. Click on the **Login** link from the root directory. This will redirect to page ROOT_LOGIN.
2. Login as the administrative user.
3. Click on the **Administration** link in the restricted directory. This will redirect to page ADMINISTRATION_ADMINISTRATIVE_USER_DETAIL.
4. Click on the **Content** link. This will redirect to page ADMINISTRATION_WEBSITE_BLOG.
5. Click on the **Page Content** link. This will redirect to page ADMINISTRATION_WEBSITE_CONTENT.

Some Basic HTML

Using Schmuzzi does not require a technical background. When I was designing Schmuzzi, one of my primary objectives was making Schmuzzi easy to use, even for someone with limited technical abilities. All of the programmatic heavy lifting has already been done for you. That being said, having some basic knowledge of HTML will allow you to get creative when presenting your information. Please don't let the idea of HTML scare you. It's really not that much different than using a word processor. As a matter of fact, early word processors used something similar to HTML to format text. For example, if you wanted to bold a block of text in a word processor, you would highlight the text and click the bold button. In HTML, you would simply put a bold tag (…) around the text that you wanted to bold.

There are numerous HTML tutorials and examples available on the internet. There are also several excellent books available on HTML, if you wanted to take it that far. I have included the following table of common HTML tags that I think would probably cover everything that you would ever want to do in relation to presenting your information in Schmuzzi.

Tag	Tag Description
Plain Paragraph	This is probably the most common tag that you will use in Schmuzzi. This tag essentially identifies a block of text as being a distinct paragraph. Every page content should contain at least one of these tags. Otherwise, your paragraphs will not display as separate entities. Here's an example; This is my first paragraph. This is my second paragraph.
Hyperlink	You may want to add a hyperlink that directs the viewer to another website. You would do this with an anchor tag. Here's an example; This is my link The 'class="bodylink"' actually isn't required. It's just something that I added to make the link look a bit nicer. The 'target="_Blank"' also isn't required. It just tells the browser to open the link up in a new window. I tend to prefer that behavior.
List	You may want a list of bulleted items. You would do this with a list tag. Here's an example; - My first list item - My second list item
Bold	You may want to display something in bold. You would do that with a CSS font-weight. Here's an example; Here's my bold text.
Italics	You may want to display something in italics. You would do that with a CSS font-style. Here's an example; Here's my italicized text.
Underline	You may want to underline something. You would do that with a CSS text-decoration. Here's an example; Here's my underlined text.
Table	You may want to display something in tabular form. You would do that with a table. Here's an example; <table> <tr> <td>Here's my text in the first column.</td> <td>Here's my text in the second column</td>

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	</tr> </table>

Using Google Webmaster Tools

If you want your website to be indexed in Google then at the very least you should tell Google where your website exists. This can be done at http://www.google.com/addurl/?continue=/addurl.
An added step would be to use Google's Webmaster Tools. These tools will provide you with considerable information about how Google is viewing your website. Google Webmaster Tools are available at https://www.google.com/webmasters/tools. Before you can use these tools, you will need to verify your website. This basically means that you will need to prove to Google that you own the website that you are submitting. There are several ways to verify a website, but you will be using the META tag method. Copy the meta tag provided by Google into the "Website Verification" field on page ADMINISTRATION_ADMINISTRATIVE_PREFERENCES. Once you have submitted this meta tag then you should be able to successfully verify the website.

Using Google Analytics

You can use Google Analytics to obtain information about visits to your website. You will need to verify your website prior to using this feature. Please refer to section "Using Google Webmaster Tools" for further information on verifying your website. Google Analytics is available at http://www.google.com/intl/en/analytics. When you sign up for Google Analytics, you will receive a Google Analytics ID. Copy your Google Analytics ID to field "Google Analytics ID" on page ADMINISTRATION_ADMINISTRATIVE_PREFERENCES. Once you have submitted your Google Analytics ID, Google Analytics will begin tracking your website visits.