Member Application v2.1.2 User Manual

This guide is aimed at helping you get an idea of the capabilities of Member Application. The true and complete capabilities are limited primarily by your imagination.

Backup your site completely before Installing!

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Notes:

This package was tested for use with Nuke-Evolution v2.0.1 or later, with PHP-Nuke v7.6 patched with Chatserv's 3.2 security patch, with PHP-Nuke Platinum v7.6b4v2, with PHP-Nuke 7.8, and with Raven Nuke v2.1.0. No other configurations have been tested. If this package works for you in a different configuration please let us know.

I. **<u>Installation</u>**

1. I suggest that in the forum admin of your Nuke install, create a forum for your admins and/or moderators to review applications in.

2. I also suggest that in the PHPBB group admin of your Nuke install, create a group that will have permissions to access the forum you just made.

    1. I suggest you make the forum only accessible by users in the group you are creating.

3. Upload this archive or the directory structure containing all the files to your root Nuke directory.

    1. Extract the contents of the archive if you haven't done so.

4. CHMOD the file yoursite.com/your_nuke_home_directory/modules/Member_Application/admin/update.log to 646 or 666.

5. Browse to yoursite.com/your_nuke_home_directory/MA_Install_212.php.

6. You must select "Clean install of Member Application V2.1.2" if this is a new install on a site where Member Application has never been installed before.

7. Click the Install/Upgrade button

8. If you have received no errors is shown, installation should be complete.

9. You should now delete MA_Install_212.php.

10. You should now go to your admin panel and setup your member application.

II. **Upgrade**

1. You can only upgrade from version 1.0.1 or later. If you have a version prior to 1.0.1, then you must upgrade to 1.0.1 first before you can upgrade to 2.1.2.

2. To upgrade you must first delete the modules/Member_Application directory.

3. Delete any Member Application files in your root Nuke directory.

4. Upload this archive or the directory structure containing all the files to your root Nuke directory.

    1. Extract the contents of the archive if you haven't done so.

5. CHMOD the file yoursite.com/your_nuke_home_directory/modules/Member_Application/admin/update.log to 646 or 666.

6. Browse to yoursite.com/your_nuke_home_directory/MA_Install_212.php.

7. You must select "Upgrade Member Application".

8. Click the Install/Upgrade button

9. If you have received no errors installation should be complete.

10. You should now delete MA_Install_212.php.

11. You should now go to your admin panel and setup your member application.

    1. You will notice the title field for your current form is blank. You must enter a title here and save it.

12. In the forum admin of your Nuke install, create a forum for your admins and/or moderators to review applications in.

13. In the forum group admin of your Nuke install, create a group that will have permissions to access the forum you just made.

    1. I suggest you make the forum only accessible by users in the review group you are creating.

III. **Configuration**

1. You should now have a Member Application icon in your Modules Administration area.

    1. In the Member Application Setup page, you have the following areas. They should be configured in the order listed here.

        1. If this is an upgrade, enter your form title. This is how the form will be listed and it will display at the top of the form the user sees.

    2. Use html mail. If this is checked, all emails sent from this software will contain an html header. What this means is if you put html coding in your questions, your approved text, or your declined text it should show up properly in emails.

    3. Send Admin Notification Email. If this is checked you will see an area to enter an email address.

        1. When an application is submitted, a notification e-mail can be sent to this address. This uses the php mail function and must be supported by your server.

        2. Enter the desired notification email address.

        3. For a detailed notification e-mail, make sure the Detail On check box is checked.

    4. If you want everyone in the group assigned to review applications from this form, check "Send Group Notification Email".

    5. If you want to send the applicant a notice of a change in the status of their application, check Send User Notification Email.

    6. You can check forum post and the application will post to the review forum you choose below.

    7. You should now select a review forum and a review group for this application form.

    8. Auto assign group, if checked, will allow you to select a group for approved applicants to be automatically assigned to.

        1. This only works if they were logged in when they applied. Anonymous users should not be assigned to a group.

    9. Limit Number Of Applications when checked will limit the number of applications for this form. When you check this box, you will be shown an area to enter the number of applications you wish to receive. If you enter 0, you will stop receiving applications for this form. Any attempt to fill out this form will cause the "No Applications Text" to be displayed instead of the form.

    10. Allow Anonymous Application when checked allows anyone to fill out this application form. It uses the user "Anonymous". You need to make sure you collect the information needed to manually add a new user if you have this checked. Also you

should not check Auto Assign Group if you have this checked.

11. Show Form list will put a drop down at the top of the application listing all your available applications.

12. Vertical Alignment changes the response for each question to be underneath the question instead of to the left of it.

13. Editor Compatible turns off the field checking Javascript making the form compatible with TinyMCE and possibly other text area editors.

    1. This solves known issues with PHP-Nuke 7.8 and later as well as some other Nuke distributions.

14. Application Text

    1. You should enter your member agreement, introduction, etc. or any other text you want in here. You can use a subset of HTML codes here depending on the settings of your web site.

15. No Applications Text

    1. You should enter a message here that will display when your maximum number of applications has been reached for this form, if you have Limit Number Of Applications checked.

16. Thank You Text

    1. Enter a message here that will be displayed after the form has been successfully filled out. Just a note, below this message the user will also see their application number so they can refer to it later if needed.

17. Application Approved Text

    1. Enter text here to be the body of the notification email sent to the user if their application is approved.

18. Application Denied Text

    1. Enter text here to be the body of the notification email sent to the user if their application is denied.

19. Click on "Save Changes". The page should be refresh and your settings saved.

2. Questions for Users Click on the Questions List Icon

CAUTION: If you edit a question, that question will be changed in all applications that are stored in the database. This could cause great confusion in the future when you review an application that was filled out before you made changes. Be careful!

1. You can add, edit, or delete the questions listed here.

2. To add a new question, click on the Add Question button. The same options and rules apply to a new question as apply to editing a question.

3. To edit a question click on the edit icon.

    1. You can edit your question. You can use a subset of HTML commands here if you desire.

    2. You can change the in use status. Only questions checked as in use will be displayed to the user.

    3. You can change the required status. This will cause a question to require an answer or the application will generate an error and not be completed.

    4. You can change the input field format.

        1. Label is simply that. It will put text on the screen, without a response area. Remember you can use some html formatting in questions to change their appearance

        2. Entry will provide a standard text input field.

            1. You will notice a box labeled default appear. You can put default text in this box. Remember, that putting default text in a required entry defeats the purpose of requiring it.

        3. Validated Entry will provide a standard text input field that is validated using REGEX statements. When selected, a new entry area will appear for you to enter the REGEX statement. An example would be for US phone numbers I use "^[2-9][0-9]{2}[-][2-9][0-9]{2}[-][0-9]{4}$" (without the quotes).

        4. Text Area will provide a text block of 60 columns and 20 rows.

        5. Password will provide an entry field where any character entered will be displayed as as "*" character. The characters are then stored in the database and are only visible when viewing an application in the Member Application admin area. Email messages or forum posts from Member Application will contain the "*" characters.

        6. Check box will provide a check box.

        7. Check Box List will allow you to make a list of check boxes so you can do something like "check all that apply". This is not tested for the required setting. If you mark it required, it still will not require an answer.

            1. After you press the update button, you will have the opportunity to edit or add choices to the check box list. All previously entered choices for this question are listed here. As well as a blank entry you can fill in to add a choice.

8. Drop down list will provide a drop down list that you add choices to.

    1. After you press the update button, you will have the opportunity to edit or add choices to the drop down list. All previously entered choices for this question are listed here. As well as a blank entry you can fill in to add a choice.

9. By clicking on the directional arrows, you can change the order of the choices.

10. You can also enable or disable the choice by checking or unchecking the in use check box.

11. 'Radio buttons will provide a list of radio buttons that you add choices to.

    1. After you press the update button, you will have the opportunity to edit or add choices to the radio buttons. All previously entered choices for this question are listed here. As well as a blank entry you can fill in to add a choice.

12. By clicking on the directional arrows, you can change the order of the choices.

13. You can also enable or disable the choice by checking or unchecking the in use check box.

14. Click on the Add Question or Update button to save your changes. If all went well, you will be returned to the question list.

15. You can reorder questions by clicking on the up or down arrows in the list of questions.

16. You can delete a question by clicking on the "X" icon.

17. If this is a drop down or radio button, you can edit your choices by clicking on edit icon that has no pencil in it.

4. Application List

    1. You can view any application by clicking on the icon in the view column.

    2. You can change the status of an application by clicking on the appropriate radio button and then clicking on the + icon in the status column.

        1. If you set the form this application relates to to Auto assign group, if you approve the application the user will be added to the group you set up for this form. If you later decide to decline this application you will have to manually remove the applicant from the group.

        2. If you change the status of the application to declined or approved and you have Send User Notification Email set, they will be sent an email

notifying them of the change of status.

3. You can delete any application by clicking on the X icon. WARNING - DELETED APPLICATIONS CANNOT BE RECOVERED!

4. View form opens a new window with the application form in it fully functional and just as the applicant would see it. If you are using multiple forms, you should copy the URL from your browser so you can link to this form.

IV.**Use.**

1. This module is intended to add a level of membership application to PHP-Nuke. This came about because I wanted to have registered site users as well as registered team members. I was unable to find a configurable module that could help me accomplish this. Member Application was born.

2. In the normal operation of Member Application, a user will fill out the form you've created for them. You will then get a notification e-mail or the application will be posted in the previously selected forum.

3. To link to the different application forms you've created, in the admin menu click on the view form icon. When the form is displayed, copy the link shown in your browser address bar and paste it in the appropriate place in your cms. The address you paste will look something like http://www.yoursite.com/modules.php?name=Member_Application&appno=0.

V. M_A_a_status block.

1. This block shows the application number and it's current status. It is a scrolling block that will display the last 20 applications.

2. By editing the file "block-M_A_a_status.php" you can make small changes to the block. For example, changing $usename = False to True will cause the user name to be displayed with the rest of the application information that is already displayed.

The Member Application License

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VII.**Features**

1. Multiple forms for different uses.

2. Anonymous access to forms allowed.

3. Choose forum and group for review of each form

4. Record User IP in application database

5. User input options:

    1. Label

    2. Entry

        1. With default text in entry.

    3. Validated Entry

    4. Text Area

    5. Password

    6. Check Box

    7. Check Box List

    8. Drop down List

    9. Radio Buttons

6. Most user inputs can be passive or required.

7. Completed applications are stored in a database table.

8. Forms can be formatted with the responses beside the questions or under the questions (vertical).

9. Fields validated before the page is reloaded (via JAVA Script)

    1. Editor Compatible switch turns this off due to conflicts with add-on Java-Script editors.

10. Application notification options:

    1. Small notice emailed to admin.

    2. Detailed (complete application) emailed to admin.

    3. Posted to a forum.

4. Topic watch can be set on for the selected group for that forum

5. The selected group can be e-mailed

6. Notify user on Application status change

7. HTML Formatted emails.

11. User Application Status Block included.

12. Other Admin options or features

1. Set status for applications in the admin panel

2. Applications can be deleted from admin interface.

3. Applications are numbered to distinguish multiple applications from 1 user in 1 day.

4. Customizable welcome or terms text.

5. Customizable Thank You text.

6. Set number of applications taken.

7. Customizable "No longer taking applications" text.

8. Customizable "Application accepted" text.

9. Customizable "Application declined" text.

13. Other Features

1. More intelligent installer.

2. Drop-down list of all application forms available now on the top of application forms.

1. This is admin selectable on each form.

2. The drop-down always contains all forms.

3. Full multi-language support.

1. US english is included.