CEO ADVISOR: Super Admininstration
Super Administrator Manual

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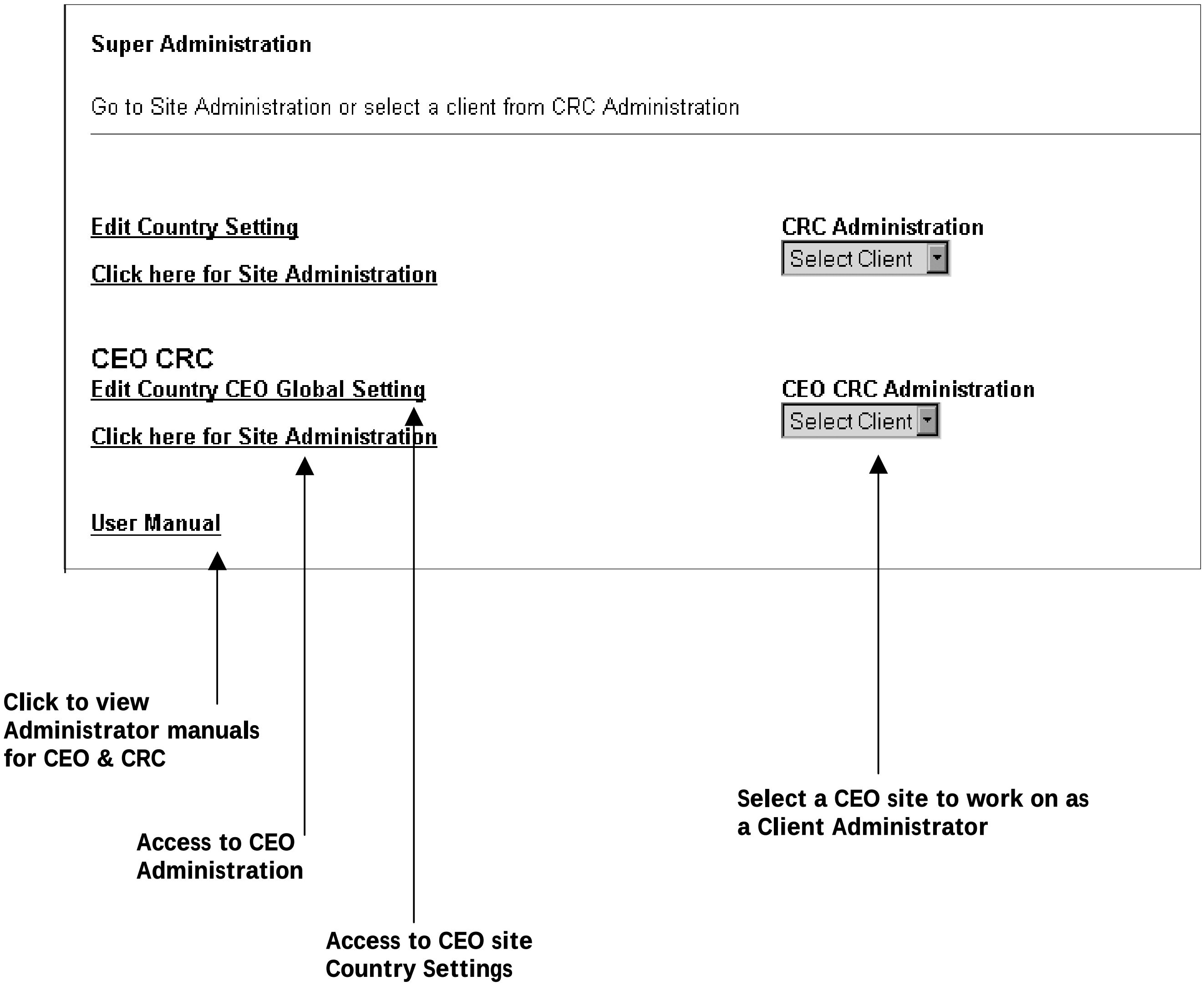
CEO Advisor Supper Administration

Super Administration Page

Introduction

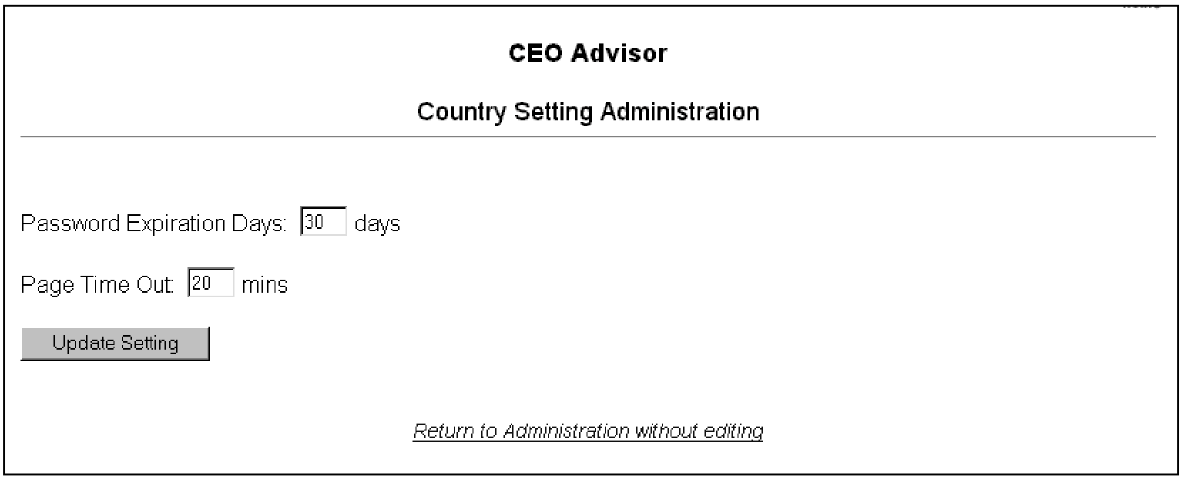
- The **Super Administration** page is displayed after you login as a **Super Administrator**.
- From this screen you can access the Country CEO Global Settings, Site Administration or the CEO Advisor Administration areas and User Manual.
- Please note, this document only discusses the CEO functions when logged on as a supper administrator. Please refer to the AP Web Supper Administration document for CRC functions.
- An example of the **Super Administration** page is displayed below:



Country Settings Details

Introduction

- The **Country Setting Administration** page enables you to define the Password Expiration Days and Page Time Out settings at Country level.
- This page appears after selecting the **Edit Country CEO Global setting** link from the **Super Administration** page.



Password Expiration Days & Page Time Out

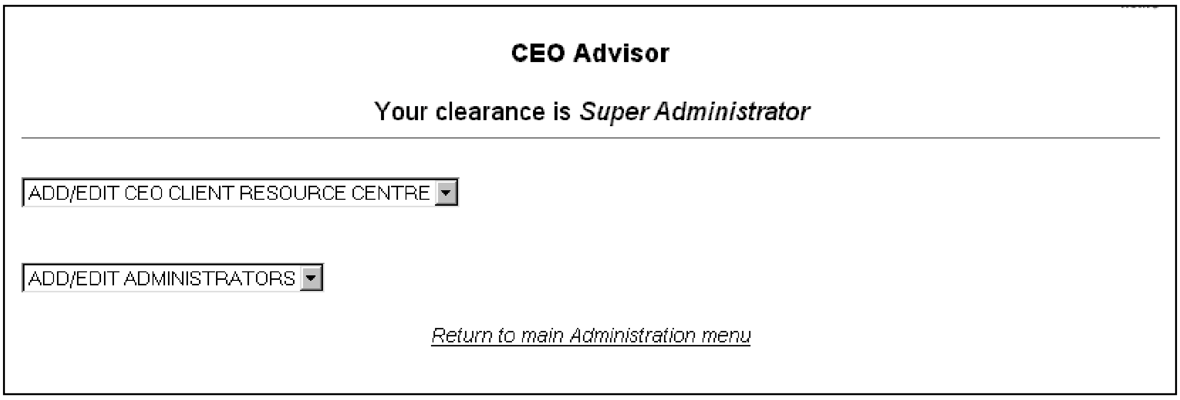
1. Select the **Edit Country CEO Global setting** link from the **Super Administration** page.
2. Enter the number of days required before a clients user login password will expire.
3. Enter the number of minutes required before a Time out will occur.
4. Click the **Update Setting** button.

   Result: The message 'Information Updated' will appear.
5. Choose the **Return to Administration without Editing** link to exit.

Site Administration Details

Introduction

- This is the main site administration page which enables you to add/edit client CRCs and add/edit site administrator accounts.
- This page appears after selecting the **Click here for Site Administration** link on the **Super Administration** page.
- An example of the main site administration page is displayed below:



Client Resource Center Administration

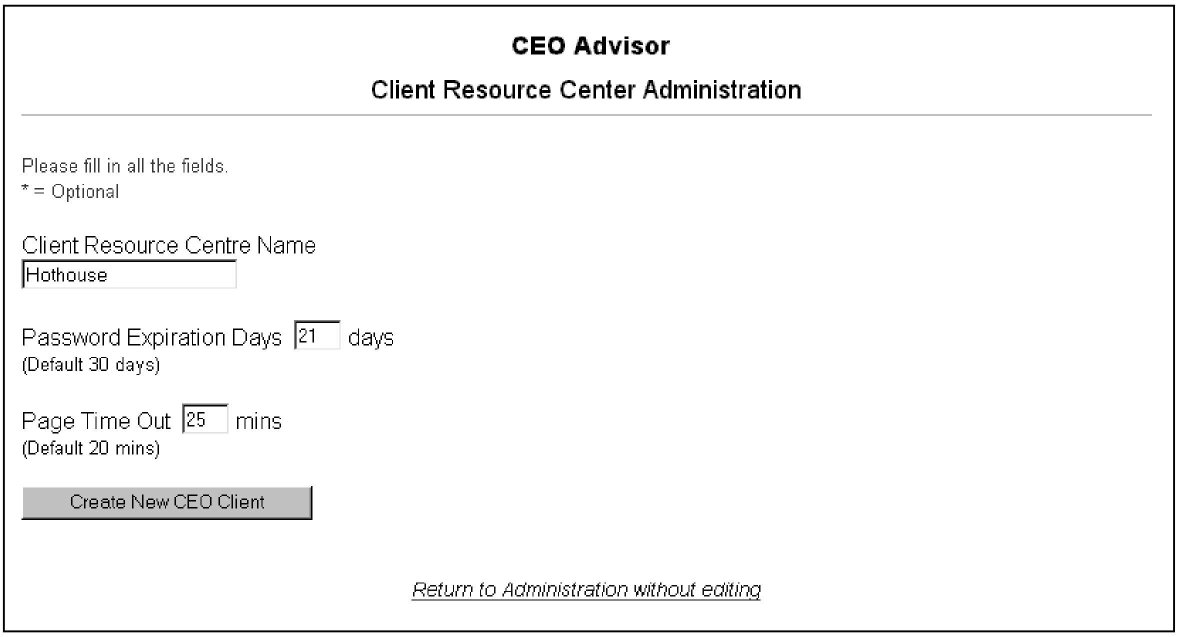
Introduction

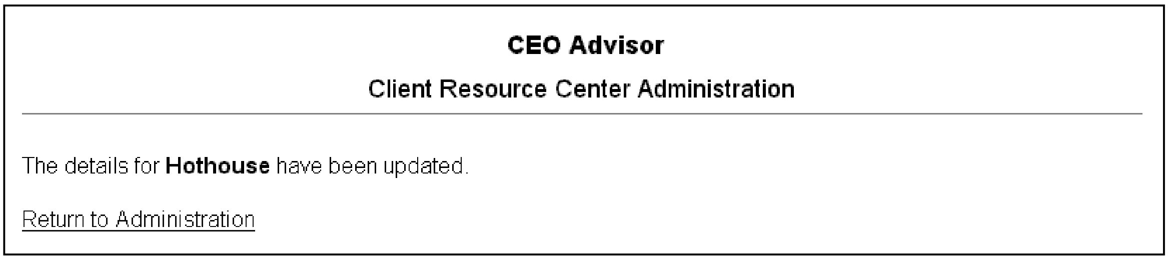
- The **Client Resouce Center Administration** page is used for adding and editing clients.
- This page appears after selecting **Add New CEO CRC** from the **Add/Edit CEO Client Resource Center** drop-down list on the Site Administration page.

Add Client Resource Centres

1. Choose **Add New CEO CRC** from the **Add/Edit CEO Client Resource Center** drop-down list.
2. Enter the new client name.
3. Enter the number of Days for Password Expiration *(Optional – overwrites Country default)*.
4. Enter Page Time Out period *(Optional – overwrites Country default)*.
5. Click the **Create New CEO Client** button to add this client.
6. Once you have added this client you will get the message that it has been created and the *Add New CEO CRC* will loop back so you can add another client if you wish.

- An example of adding a new CRC in the Client Resouce Center Administration page is displayed below:





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Client Resource Center Administration, Continued

Edit / Delete CEO Client Resource Centres

1. Choose one *client name* from the **Add/Edit CEO Client Resource Centre** drop-down list.

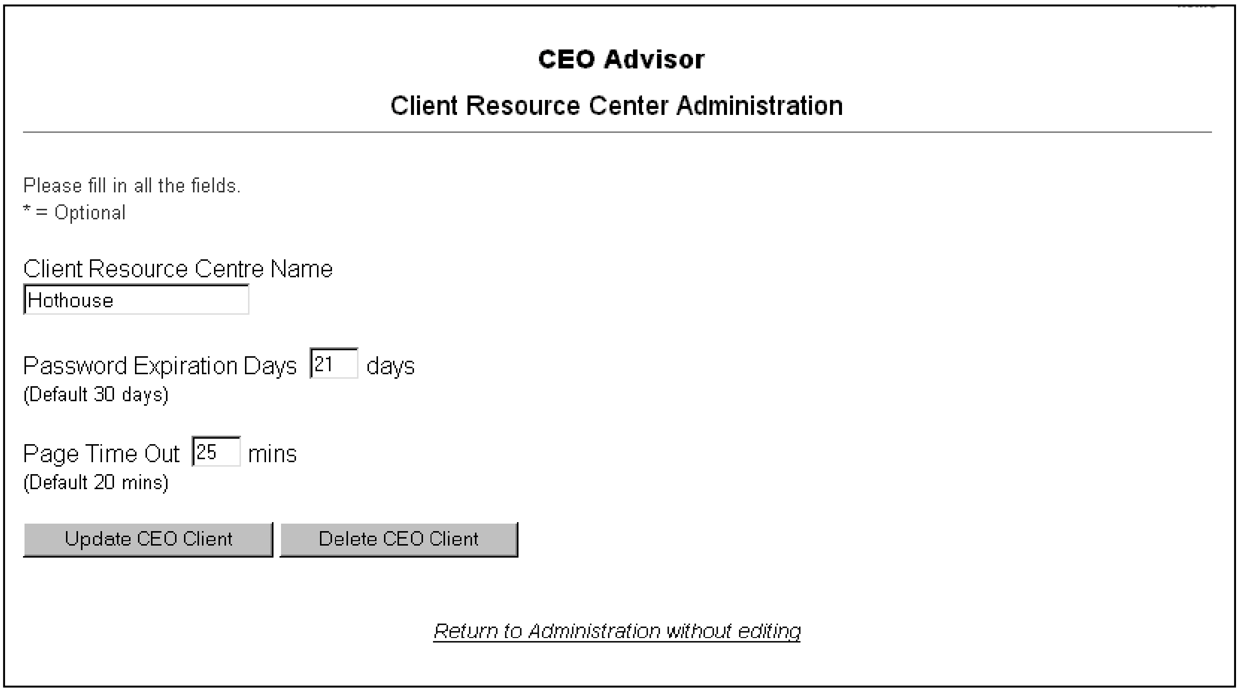
   Result: You will be presented with that client's details.

2. You have two options:

   - To update the CEO Advisor:
     - Modify the CEO Advisor details then press **Update CEO Client** button
   - To delete the CEO Advisor:
     - Press the **Delete CEO Client** button

Note: If you delete, you will get a message prompt confirming if you want to delete this client.

- An example of editing/deleting a CRC from the **Client Resouce Center Administration** page is displayed below:



Administrator Administration

Introduction

- The **Administrator Administration** page is used to add/edit Administrators of the web site.

Add Administrators

1. Choose **Add New Administrator** from the **Add/Edit Administrator** drop-down list in the main administration page.
2. Enter the User Name (up to 30 characters - email addresses are valid as a login name).
3. Enter the Password.
   - Note: The password must be at least 8 characters and contain alphabetical and numerical characters.
4. Type in the password again to Confirm the Password.
5. Type in the Page Time Out period *(Optional – overwrites Country default)*.
6. Choose the Access Level to be applied to this user.

   Note: For a Client administrator choose the client they have access to (check all boxes that apply).
7. Choose a Login Validation type.

   You have two options:
   - A check will be made on User Name and Password
   - A check will be made on User Name, Password and IP Address
   - Note: If option 2 is selected, enter the IP address.

   When defining a Partial IP addresses please note:
   - The IP address requires input in field directly below this option.
   - An IP address can be a Full or Partial match.
   - When defining a Partial IP address only th e far most right digits may be removed.
   - A Partial IP address must conform to one of the following formats and cannot be empty.
     - ddd - will match the left most 3 digits
     - ddd.ddd - will match the left most 6 digits
     - ddd.ddd.ddd - will match the left most 9 digits

       Where d must be a single digit between 0-9
8. Click the **Add Administrator** button when done.

   Note: Once you have added this Administrator you will get the message that it has been created and another empty Administrator Admin form will loop back so you can add another if you wish. You can now see this **Administrator** in the **Add/Edit Administrator** drop down list.

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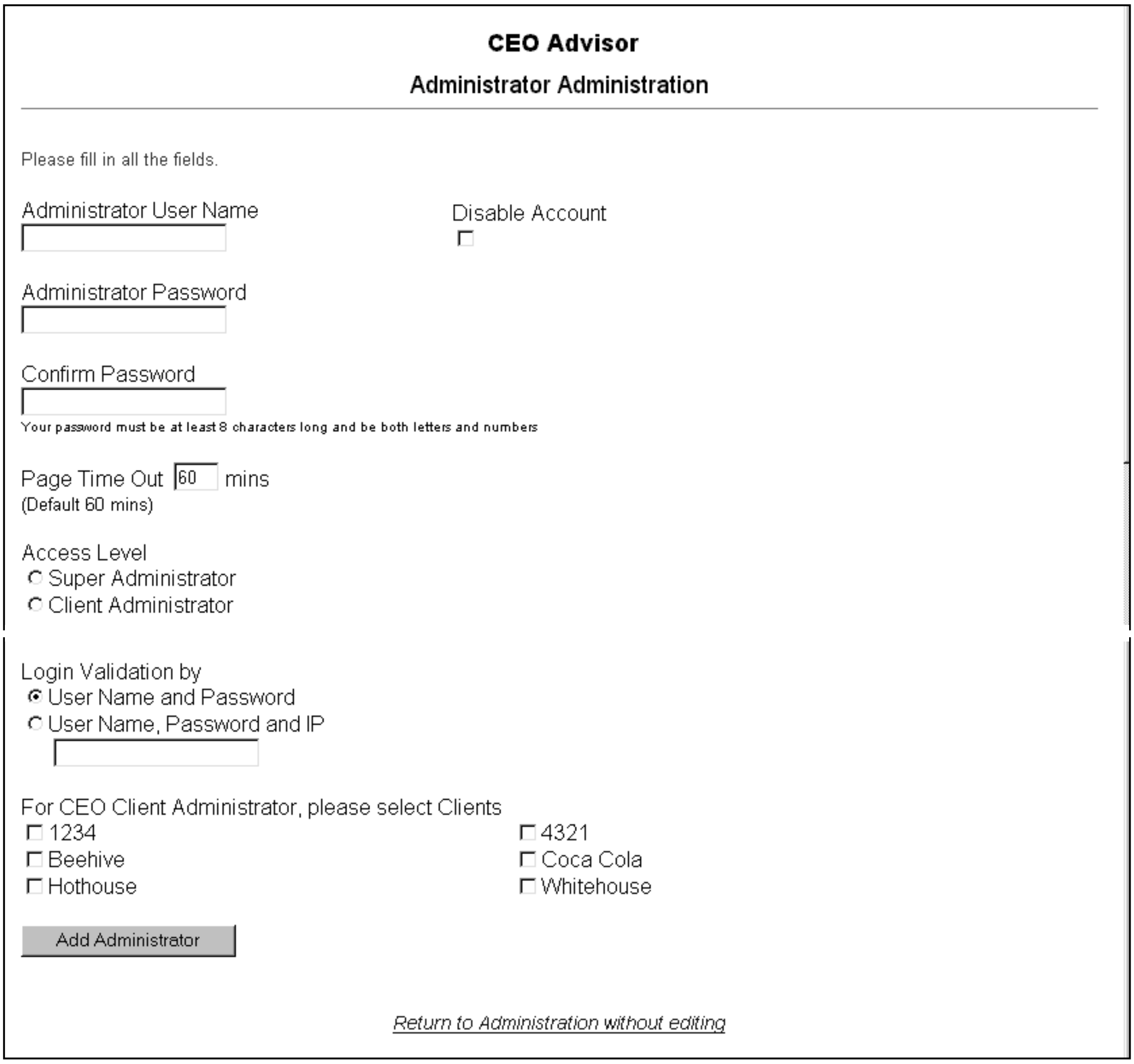
Administrator Administration , Continued

- An example of adding a new administrator is displayed below:



Edit / Delete Administrators

1. Choose **Administrator** from the **Add/Edit Administrator** drop-down list in the main administration page.

   Result: You will be presented with the Administrator details.

2. You have two options:
   - To update the Administrator:
     - Modify the Administrator details then press the **Update Administrator** button
   - To delete the Administrator:
     - Press the **Delete Administrator** button.
3. If you delete, you will get a message prompt confirming if you want to delete this administrator.

User Manual

Introduction

- The **Administrator User Manual** page is used to view the CEO user manuals in .pdf format.
- **Administrator User Manuals** may also be printed or saved locally.
- An example of the **Administrator User Manual** page is displayed below:

Administrator User Manual

TYPE	TITLE	DATE	SIZE
	CRC Super Administrator User Manual	6 May 03	1.1 MB
	CEO Super Administrator User Manual	6 May 03	63.9 KB
	CRC Client Administrator User Manual	6 May 03	857.2 KB
	CEO Client Administrator User Manual	6 May 03	229.3 KB
	Corporate Adminitrator manual	6 May 03	207.9 KB

Return to main Administration menu

View an Administration User manual

Open a manual by either,

1. Clicking on the **appropriate link** from beneath the **Title** header.
2. Clicking on the **appropriate .pdf** icon beneath the **Type** header.
3. Right clicking on either the **link** or **icon** and selecting **Open** or **Open in new window** from the pop up box.

Printing/Saving an Administration User manual

Print/Save a manual by either,

1. Right clicking over the **appropriate link/icon** from beneath the **Title/Type** header and select **Print Target** or **Save Target As . . .** from the pop up box.
2. Open the manual in a separate window and select **File > Print** from the menu bar.