

# General Settings

Admin Page: **Registration Setup > General Settings**

This menu allows you to control various fields (and their aspects) used within the registration form. You can choose which fields to use within the form as well as which fields are required. The fields you use will be the same on the registration form and the user information info and edit form page. The same fields will appear and the same fields will be required.

## Standard Registration Fields

This portion of the registration setup page gives you the choice of using/requiring basic user information fields that will appear at the top of the registration form and used to collect general information about the registrant. The fields themselves are self-explanatory, so we will discuss the various settings you have for each field below:

### Use

This setting allows you display the field to the user and gives them the option to enter their information.

### Require

This setting forces the user to enter data into the field.

### Length

This setting allows you to specify the maximum number of characters or numbers that the user will be able to enter into the field. the maximum setting for this field is 100.

<tip c n>Also note that when placing a new listing or editing a current listing those listings with "states/provinces/sub-regions" whose abbreviations have been edited within the system (and may not match the "new" abbreviation) may not have a default value for the "states/provinces/sub-regions" value. This is because the current user registration information for a seller is used to populate the default address data when that seller is placing a new listing. If the user registration "states/provinces/sub-regions" value doesn't match the "new" "states/provinces/sub-regions" abbreviation the client will need to choose the proper "states/provinces/sub-regions" when placing that listing. This can be corrected in future listing placement processes to automatically populate "states/provinces/sub-regions" as it did before the "states/provinces/sub-regions" field edits in the GEOGRAPHIC SETUP admin tool by the seller editing their user information within the system and choose the proper new "states/provinces/sub-regions" value.</tip>

## URL and SSL Settings

This section of the page allows you to set up fields specific to the site's Registration Page name and various SSL settings.

### URL of register.php file

This is the absolute url of the software's register.php file located on your server. You can change the file name of the register.php file to anything you wish. You must enter the correct url to that file here, as the email verification return link is generated from this value.

### SSL URL of register.php file

Specify the full path to the register.php file. This typically means that you will be using the same URL as in the previous field, except you will insert an "s" after the http, thereby producing a URL similar to: <https://www.YourDomain.com/register.php>

### Use SSL for Registration

Use this setting if you want to secure the registration process. DO NOT CHOOSE 'YES' UNLESS YOU HAVE AN SSL CERTIFICATE INSTALLED ON YOUR DOMAIN. OTHERWISE, YOU WILL BE DISABLING THE REGISTRATION PROCESS.

### Just-in-time Registration/Login

If enabled, this will allow a user to complete a listing placement before registering on the site. A site account will be created automatically based on the information entered into the auction or classified ad, and a randomly-generated username and password will be emailed to the lister for future use. The field configuration for the user data you have set within the REGISTRATION SETUP > GENERAL SETTINGS admin tool will have no effect on the field requirements within the place a listing process. If you use and require the "address 1" field for the user data at registration this will have no effect on whether the "address 1" field of the place a listing process is used or required. But any "compatible" information from the listing data will be used to populate the user data when creating the newly registered user. In other words if the "address 1" field is populated in the listing details of the place a listing process the software will automatically populate the "address 1" field in the new user's details. If that "address 1" field is not in use at the place a listing process that information will be empty in the newly created user's details. The same will happen for all other "compatible" fields between the listing data and newly created user's details.

Also note that turning this feature on will force the email field to appear in the place a listing process within the listing details collection page whether you have that off or not in the LISTING SETUP > FIELD TO USE admin tool.

If you select the "Allow users to pick a username/password" checkbox, users will be allowed to select their own usernames and passwords, and all other data will be collected from the listing details. The "login" step that collects this information will appear as a step in the place a listing process.

Also the email verification step of the registration is not included in the JIT registration process. If you have the email verification turned on for registration this will happen if the registration process is used but will NOT if the JIT registration process is used. Within the JIT registration process the place a listing process trumps the standard registration process. The JIT registration is "worked into" the place a listing process and there is no "step" in the place a listing process to allow email verification.

Ultimately, this allows a first-time visitor to your site to jump straight into listing placement without having to go through a registration process first.

<tip c n> If an already registered user starts the place a listing process without logging in first they can click the "login" link within the JIT registration step. They will be redirected to the login page to login. Once logged in they can click the "resume place a listing" link within their client home page "my account links" to return to the step they were within the place a listing process. </tip>

## Secret Hash Word

This is used as a "salt" for certain hashes created as part of the registration process. There is typically no need to change this value unless you suspect automated exploitation of the registration process.

## Optional Registration Fields

In addition to the preconfigured registration fields mentioned above, you may also add up to 10 customized fields to use during the registration process. This is on a site-wide basis. In other words, every registrant will be asked these questions when they register. Each optional field can be answered by the registrant by entering a standard text box or selecting from a dropdown box. The choice is yours. To create available registration dropdown boxes to be used during the registration process, click on the link at the bottom of the page.

Since these fields are hard-coded into the program for your optional use, they also have fields associated with them on various pages of your site that must be edited. In other words, when you select to use one of these fields, you are turning on the display of that field on many different pages of your site. Since we do not know what you would call each of these fields, a generic piece of text will appear that you will need to replace with your appropriate field's text. The pages which contain the Optional Field text that need to be edited are identified at the end of this section. Simply access each page and click edit text to modify the text for each of these fields.

Each field has individual settings and can be applied as described below.

### field admin name

You can give each field a name. This field is for your reference only, as it is only viewable in the admin panel.

## **use**

This setting allows you display the field to the user and gives them the option to enter their information.

## **require**

This setting forces the user to enter data into the field.

## **other box**

This setting is typically only used if you are giving the user a prevalued dropdown to answer the question. If their answer doesn't exist within the dropdown you provided, then they can type in their own answer. Check this field if you want to display another box (text field) next to the prevalued dropdown field.

## **dependent**

You can specify that the field is dependent upon whether or not the user selected 'yes' as being a business within the "Business Type" field asked earlier in the Registration Process.

## **length**

This setting allows you to specify the maximum number of characters or numbers that the user will be able to enter into the field. the maximum setting for this field is 100.

## **type**

You have the option of displaying either a blank text box or a custom dropdown box for your registrants to submit their answers to these fields. The available custom dropdown boxes that you have to choose from will appear in the type column for each optional field. You must first create your own dropdown boxes before you will have this option. You can do this by accessing the following menu:

REGISTRATION SETUP > REGISTRATION PRE-VALUED DROPDOWNS

For each optional field you use within the Registration Process there are several pages for you to access and edit the text associated with that field. The pages are listed below:

## Registration Form:

PAGES > REGISTRATION > REGISTRATION INFORMATION COLLECTION PAGE Then click [edit text] button.

## User Information Management Display:

PAGES > USER MANAGEMENT > USERS INFORMATION MANAGEMENT > VIEW USERS CURRENT PERSONAL INFORMATION PAGE Then click [edit text] button.

## User Information Edit Page:

PAGES > USER MANAGEMENT > USERS INFORMATION MANAGEMENT > EDIT USERS PERSONAL INFORMATION PAGE Then click [edit text] button.

<tip c i> **PROGRAMMER'S NOTE:** The lead registration file that controls all registrations comes to you with a file name of register.php. You can change the name of this file to anything you like or you can remove the file completely to not allow any client side based registrations. This would force the administrator to enter all new registrations by hand within the administration tool. If you do decide to rename this file you will also need to change the "url to register.php file" within the REGISTRATION SETUP > GENERAL SETTINGS page of the admin.</tip>

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