

Microsoft Partner
Silver Application Development

FIRSTSPORTS

IRFU

Club House

Organisation Admin

Introduction

The organisation admin tile is a new module that permits administrators access to user accounts. From this module, the administrators can unblock locked accounts and send credential reminder emails, both individually and on mass.

1. The Organisation Admin Grid

The grid displays all users affiliated to the club. No data can be manipulated from here, it is purely a list. What can be completed is:

- Email
- Credential (password reset and username reminder) email
- Export
- Unblock

The User ID listed is the individuals username. Columns also contain pertinent individual date and details about whether the individuals account is locked.

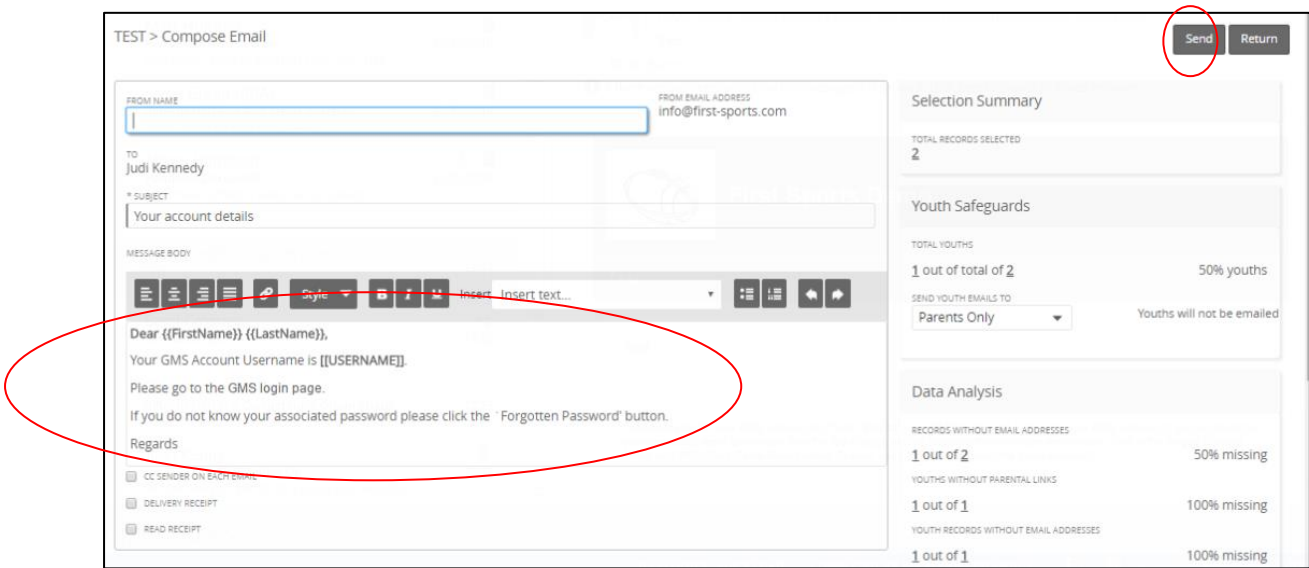
User Id	RFUID	First Name	Last Name	Phone	Email	Strikes	Blocked
judikennedy@munsterru...	13693206	Judi	Kennedy	061335644	judikennedy@munsterrugby.ie		No
15742624	15742624	Sylvester	Cat				No
15742625	15742625	Tom	Cat				No
15742626	15742626	Gerry	Mouse				No
15742630	15742630	Hathi	Elephant				No
15742634	15742634	Maleficent	Witch				No
15742636	15742636	Felix	Cat				No
15742638	15742638	Cheshire	Cat				No
15742639	15742639	Mojo	Jojo				No
15742640	15742640	Betty	Boop				No
15742642	15742642	Timothy	Dumbo				No

2. Credentials emails

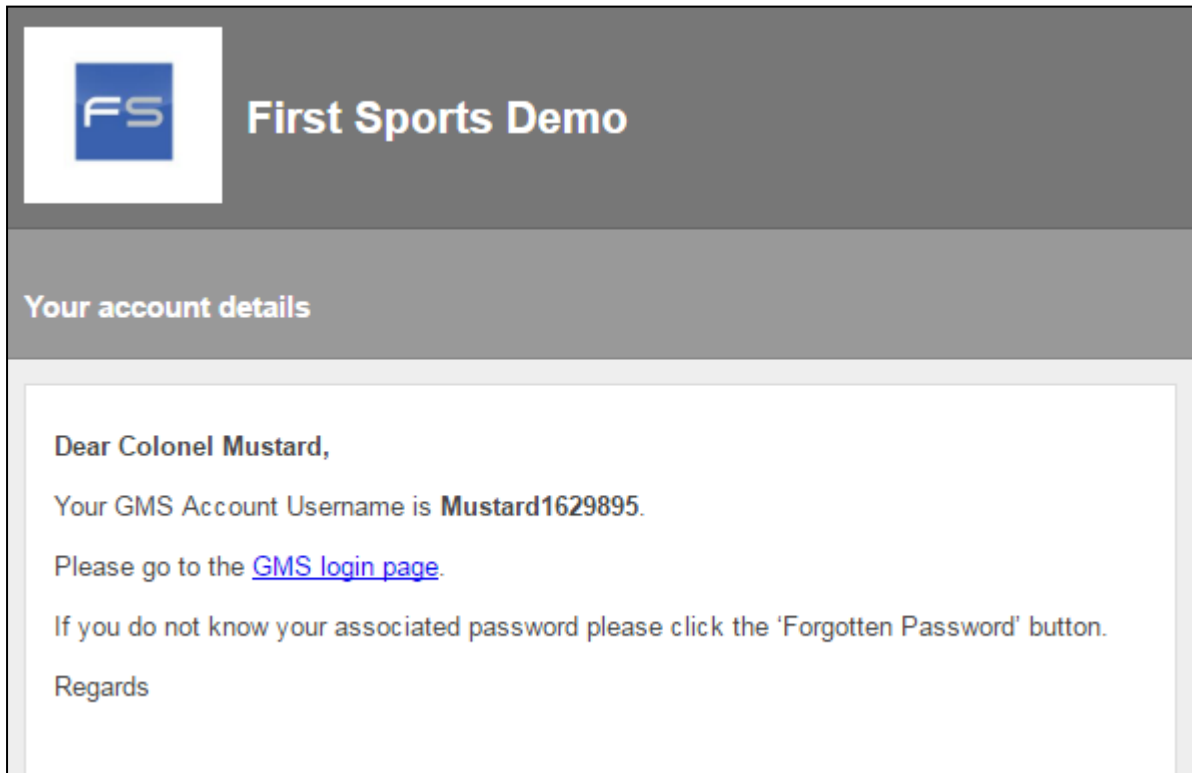
It is possible to trigger standard (blank) emails from this list, select either an individual or multiple individuals who are recipients. It is also possible to send a credentials email, selecting the users you wish to email followed by “Credentials” will direct the administrator to email template

User Id	RFUID	First Name	Last Name	Phone	Email	Strikes	Blocked
judikennedy@munsterru...	13693206	Judi	Kennedy	061335644	judikennedy@munsterrugby.ie		No
15742624	15742624	Sylvester	Cat				No

The email template will be pre-populated with content, this can be changed, but always leave the [USERNAME] otherwise the recipients will not have their username contained within the email. Once happy with the email, select Send



The recipients will receive an email, personalised and containing their username for the system. The email will also contain a link to the log in page and if necessary, this is where they can then reset their password.



3. Unblocking Accounts

Users regularly sign into the system and will naturally overtime forget their password and eventually after 10 attempts the system will lock their account. Previously unblocking of accounts was an HQ feature only, however this can now be completed by Club Administrators, there are two columns named:

1. Strikes – Lists the attempts someone has made to log in unsuccessfully
2. Blocked – Yes/No, whether or not the individual is locked out of their account

Strikes	Blocked
	No
	No
	No
	No
	No
	No
	No
	No
	No
	No
	No
	No
	No
	No
	No
	No
	No
	No
	No
	No
4	No

If this is the case, then anyone who can access the Organisation Admin module can select blocked users, followed by unblock and this will free up the account and allow them to log back into the system

The screenshot shows the IRFU Organisation Admin interface. At the top, there is a notification banner that reads "User account has been unblocked." Below this, the "Organisation Admin" header is visible. The main content area is titled "Organisation Users" and contains a table with the following columns: User Id, RFUID, First Name, Last Name, Phone, Email, Strikes, and Blocked. The table lists four users: Judi Kennedy, Sylvester Cat, Tom Cat, and Gerry Mouse. The "Strikes" column for all users is empty, and the "Blocked" column for all users is "No". A "Selected 1" button is visible above the table, along with "Export", "Unblock", and "Email" buttons. A search bar is also present on the right side of the table.