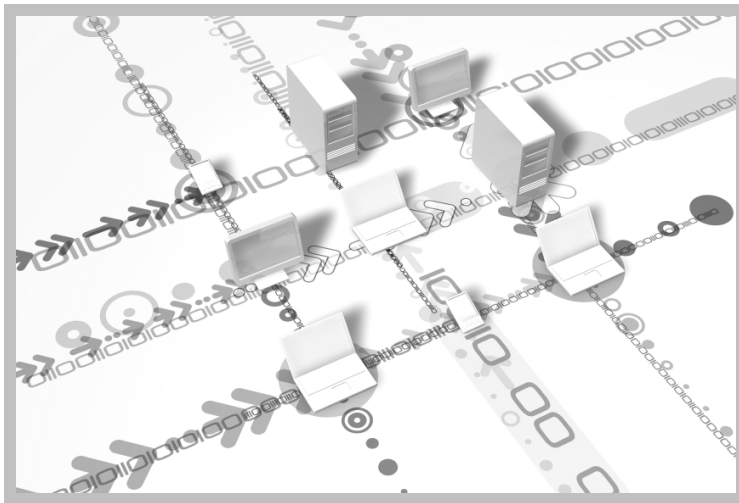


ConsciousCMS2  
Implementation Guide

# Extranet Module



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# Overview

The Extranet Module allows for the creation of secure areas within your website such as:

- Clients-only areas (all clients)
- Client-only areas (one specific client)
- Project specific team areas (a group of people from different organisations)
- Dealrooms

Extranets are used primarily as a way of streamlining communications with a controlled set of users. Once created, you can publish content to the extranet using all the normal features of the Content Management System including:

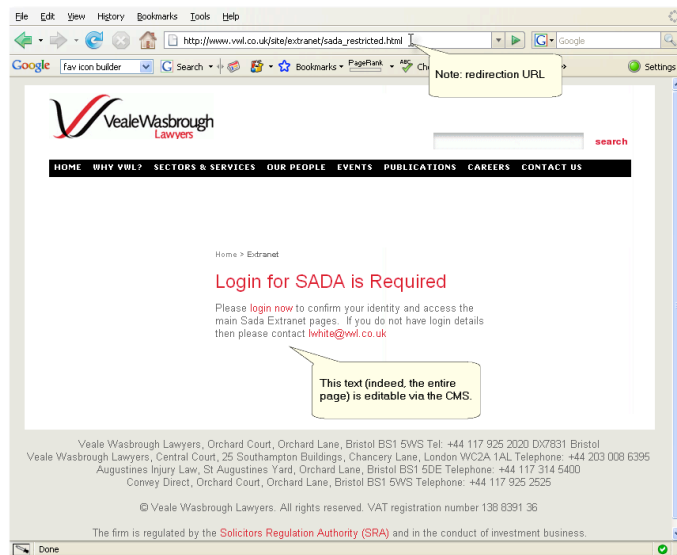
- In-line editing of content (with Word-like toolbar and WYSIWYG interface)
- Upload files
- Upload images

Access to each Extranet is controlled on a user-by-user basis. In order to grant access, an Administrator locates the user record within the administration area and grants the appropriate rights e.g. “Can access clients-only area” by selecting it from a drop-down list.

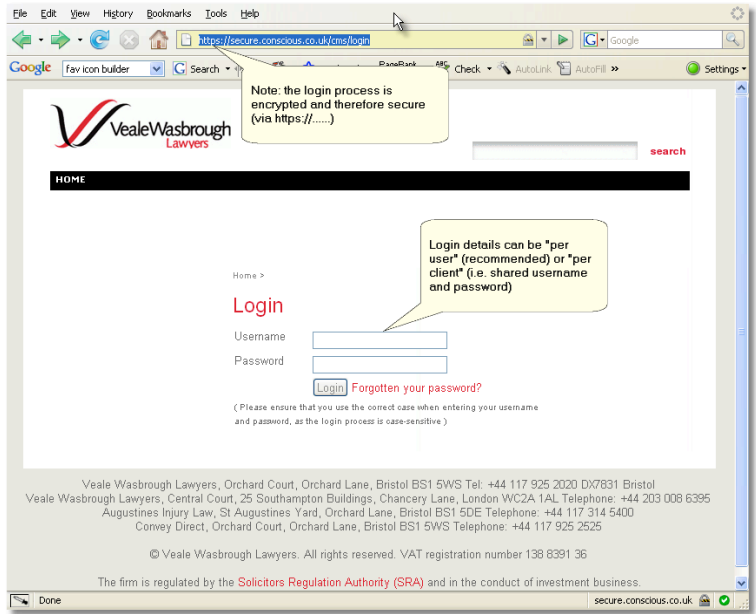
## Typical Workflow

The following series of screen shots may help you further visualise the process. The process of editing the extranet page is the same as editing all the other pages on your site. Your client or project team is advised to use the abbreviated URL such as [www.vwl.co.uk/sada](http://www.vwl.co.uk/sada)

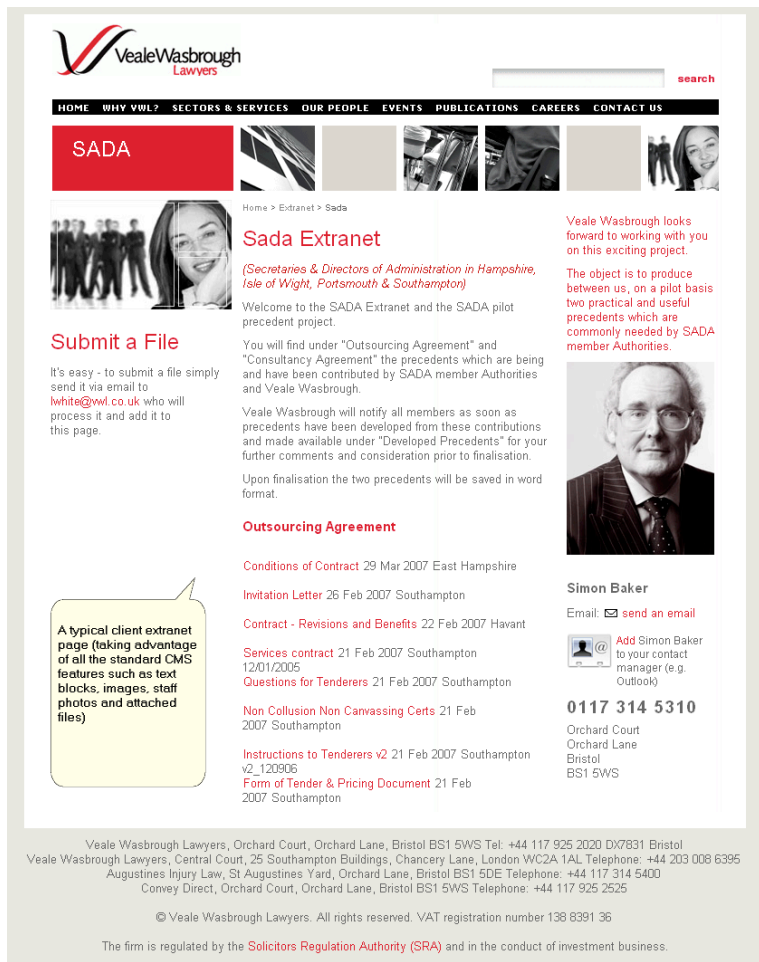
The system traps the request and redirects the user to the “restricted access page” that gives login links and other relevant information specific to that client:



The system takes the user through a secure login:



The system redirects the user to their Extranet page.



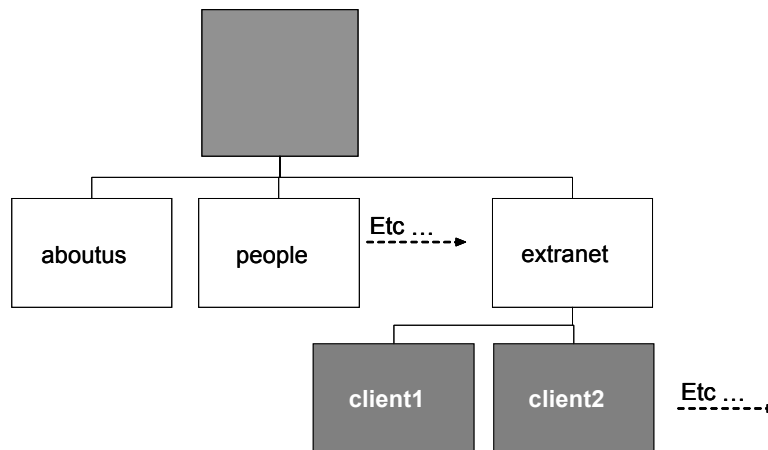
# Getting Started

You first need to tell us some basic details about the client/project-area:

- Project or Client name
- Abbreviated name for URL
- Name/email of each person within the client organisation who needs access to the area

We then create project nodes within the navigation tree of your site and build a standard extranet page – you can then manipulate this page like any other using the Content Management System in the usual way. For example, you can add text areas, images, staff quotes, and attach files just as you can with any other node.

The client nodes are flagged as “hidden” so they do not appear within the normal navigation of the site.



The nodes are protected and any attempt to access them triggers the system to check the authorisation of the user. The system checks that the user is logged in and has been granted the necessary access rights to the requested content. If the user is not logged in, or does not have the necessary access rights, they are redirected to a specific page (e.g. restricted\_projectname.html). This page explains how to login or request authorisation. To request authorisation you can instruct the user to send an email to a particular person or, if you prefer, offer them a simple form to complete which sends data (by email) to you.

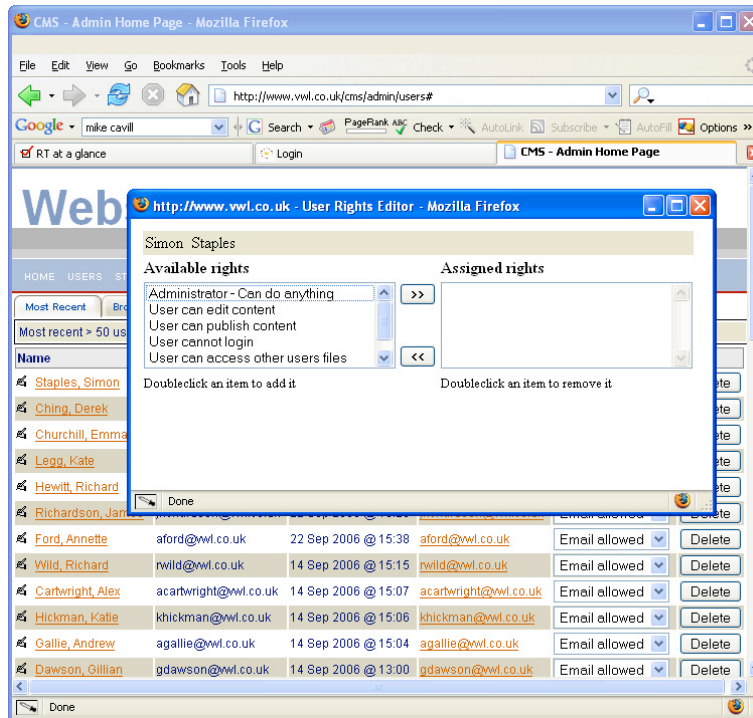
We establish a URL shortcut such as <http://www.yourdomainname.co.uk/projectname> which will redirect to the correct client page.

Accounts can be created for each client-user or else a single client-account created and shared between users.

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We then complete the process, by registering each user (if they are not already registered on your website and granting them the necessary security rights to access the specific client folder.

This is done via the Administration area of the Content Management System: by finding the user record and selecting the Security option.



## User Redirection

The user will access your secure area using a website address something like <http://www.yourdomain.co.uk/projectname>.

The registration, redirection and login process is performed by bouncing users from this address to a secure website with the address of <https://secure.conscious.co.uk>, so that the personal login information is encrypted as it is entered.

Although the domain name changes to a Conscious one, your branding continues to display and most users never notice the change. The big advantage is that this saves £200-300 per year as you do not need your own secure certificate.

Once the user has logged in and authorisation has been confirmed the pages that make up the extranet area itself is accessed via a permanent website address such as <http://www.capitallaw.co.uk/site/extranet/projectname/> and these areas are not encrypted. If the user bookmarks this address in their browser, they will be prompted to log in each time they start a new browser session.

The login security also prevents the extranet from being indexed by the search engines.