

# User access control

## / Getting started

In this article, you can find information about admin panel user control, which allows to set up after how many days of inactivity the admin panel account will be blocked. Blocked accounts will be unlocked using the built-in unblocking process.

The supervisor will also receive e-mails after the selected amount of days with a list of users that are currently expired.

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## / System settings

The functionality can be configured in the

***System > System / Settings > Admin > Expired accounts access control***

7 Expired accounts access control

Functionality enabled ON III  
Enable/disable access control for inactive administrators.

Days to expire   
Number of days after which the administrator is considered expired.

Self reactivation email domains   
List of email domains that can reactivate the account themselves. Separate with commas. e.g. "example.com,example2.com"

Excluded email domains   
List of email domains that wont be expired automatically. Separate with commas. e.g. "example.com,example2.com"

Supervisor email recipients   
List of supervisor email addresses to which the admin reactivation request and info mail is sent. Separate with commas. e.g. "supervisor@mail.com,supervisor2@mail.com"

Info mail interval   
Number of days after which the info mail is sent to the administrator.

Visualization of the system settings

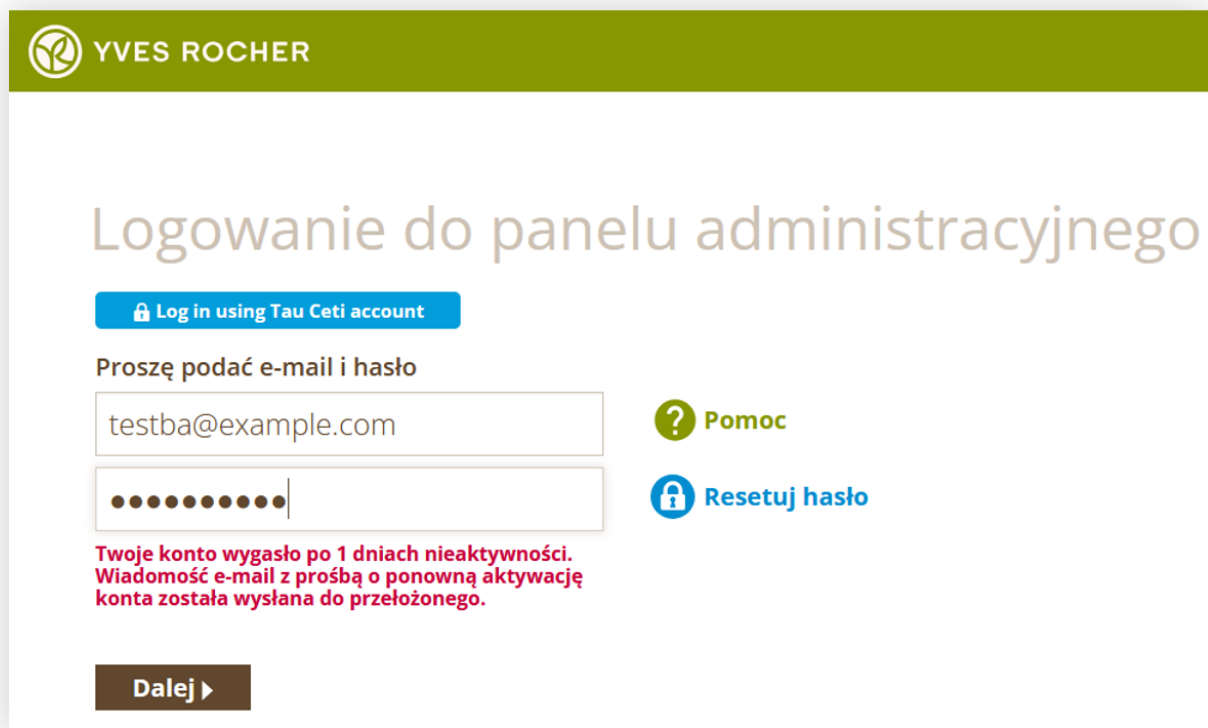
In the Expire accounts access control section we can find the following settings:

- **Functionality Enabled** - Switch that defines if the functionality is enabled or not.
- **Days to expire** - Number of days after which the administrator is considered expired.
- **Self reactivation email domains** - List of email domains that can reactivate the account themselves. Separate with commas. e.g. "example.com,example2.com"
- **Excluded email domains** - List of email domains that wont be expired automatically. Separate with commas. e.g. "example.com,example2.com"
- **Supervisor email recipients** - List of supervisor email addresses to which the admin reactivation request and info mail is sent. Separate with commas. e.g. "supervisor@mail.com,supervisor2@mail.com". Please make sure that an account that has at least super administrator role is set up here, as reactivating the account requires permissions to **Settings > Admins / list > Edit**
- **Info mail interval** - Number of days after which the info mail is sent to the administrator.

## / Functionality overview

After the selected number of days of inactivity specified in the system settings users account "is active?" parameter switches from **ON** to **EXPIRED**. When the selected user tries to log in when their status is set to Expired they will receive one of two notifications:

1. "Your account has expired after X days of inactivity. An e-mail with a request to re-activate the account has been sent to the supervisor" - This message is visible when the selected domain is not in the self-activation list, and the supervisor has to re-active the account manually.
2. "Your account has expired after X days of inactivity. An e-mail has been sent you to with a link to re-activate the account" - this message is visible when the selected e-mail domain is in the **Self reactivation email domains** field in the system / settings. User will be able to re-active the account themselves.



The screenshot shows the Yves Rocher login interface. At the top is a green header with the Yves Rocher logo and name. Below it, the title "Logowanie do panelu administracyjnego" is displayed. A blue button labeled "Log in using Tau Ceti account" is present. The login form prompts the user to provide an email and password. The email field contains "testba@example.com". The password field is masked with dots. To the right of the form are two links: "Pomoc" (Help) with a question mark icon and "Resetuj hasło" (Reset password) with a lock icon. Below the password field, a red error message states: "Twoje konto wygasło po 1 dniach nieaktywności. Wiadomość e-mail z prośbą o ponowną aktywację konta została wysłana do przełożonego." At the bottom of the form is a dark brown button labeled "Dalej ►" (Next ►).

*Visualization of the error message when the account is expired*

The user or the supervisor will receive the following e-mail. This e-mail contains the expired user e-mail address, after how many days it was blocked and when was the last activity of the user. It also contains a button that will allow to re-active the user. Self re-activation will just re-active the account, while supervisor e-mail redirects to the users admin panel profile.

### **Remember**

Supervisor should be a person who has at least Super Administrator permissions in the admin panel in order to access **System > Admins / list > Edit**.

Prośba o reaktywację konta administratora.

Użytkownik o adresie email [testba@example.com](mailto:testba@example.com) prosi o reaktywację konta. Jego konto zostało zablokowane po 1 dniach braku aktywności. Ostatnia aktywność: 2024-10-31 13:26:54.

Poniżej znajduje się link przekierowujący do strony, na której można ponownie aktywować wygasłe konto administratora.

[Reaktywuj konto administratora.](#)

*Visualization of the example re-activation e-mail.*

When the supervisor gets redirected to the users profile in the admin panel they will notice that their **is active?** field is set to **Expired**. In order to unblock the user the value has to be changed from **Expired** to **On**.

Dane personalne	
First name *	<input type="text" value="test"/>
Last name *	<input type="text" value="test"/>
Mobile phone *	<input type="text" value="+48510275903"/>
Group *	<input type="text" value="Beauty Advisor"/>
Is active?	<input type="text" value="Expired"/>
Panel language	<input type="text" value="en"/>
POS Reports	

*Visualization of the user profile in the admin panel*

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