



Extranet User Manager

Version 4.1:

**Branding
Guidelines**



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Extranet User Manager
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Introduction

Extranet User Manager Overview

Extranet User Manager (EUM) is an application that provides enhanced user management solutions for corporate Extranets. EUM turns your Extranet into a seamless portal that allows users inside and outside your corporate network to collaborate and share information with streamlined simplicity. EUM is an easy-to-use website application that contains a robust set of administrative and end-user features to enable collaboration with your external users. EUM is compatible with SharePoint 2010:2016, Office 365/SharePoint Online, SaaS Applications, ASP.NET Applications, Azure Websites, etc.

Customers can collaborate with external vendors, partners, suppliers and others in a secure environment with individual permission levels. The Extranet solution may also be used to provide access to employees who do not have active directory accounts or who are connecting from outside of the network.

The Extranet User Manager provides password management and lost password retrieval, a landing page for directing external users into the sites to which they have access, display and management of site access for users, and web-based account creation and management.

About this Guide

This document describes the elements that can be customized or branded in the implementation of the Extranet User Manager. The elements covered are:

- Master page
- Login page
- Disclaimer
- Registration
- My Profile
- Email templates
 - Pending Approval
 - Pending Approver
 - Welcome
 - Forgotten Password

Documentation

This document is part of the following set of documents available at <https://www.extranetusermanager.com/Support>.

Document	Description
Extranet User Manager Pre-Requisite Guide	Document including the pre-requisites to install the current release of EUM
Extranet User Manager Deployment and Configuration Guide	Installation and configuration guide for the current release of EUM
Extranet User Manager User Guide	User guide for the end user and admin sections of EUM
Extranet User Manager Branding Guidelines	Branding Guidelines to customize Extranet User Manager
Extranet User Manager Developer Guide	Guide on how to customize Extranet User Manager

Server Details

Development Environment

URL		https://TBA.extranetusermanager.com
Server		TBA
Local Path		C:\inetpub\wwwroot\wss\VirtualDirectories\TBA.extranetusermanager.com443

QA Environment

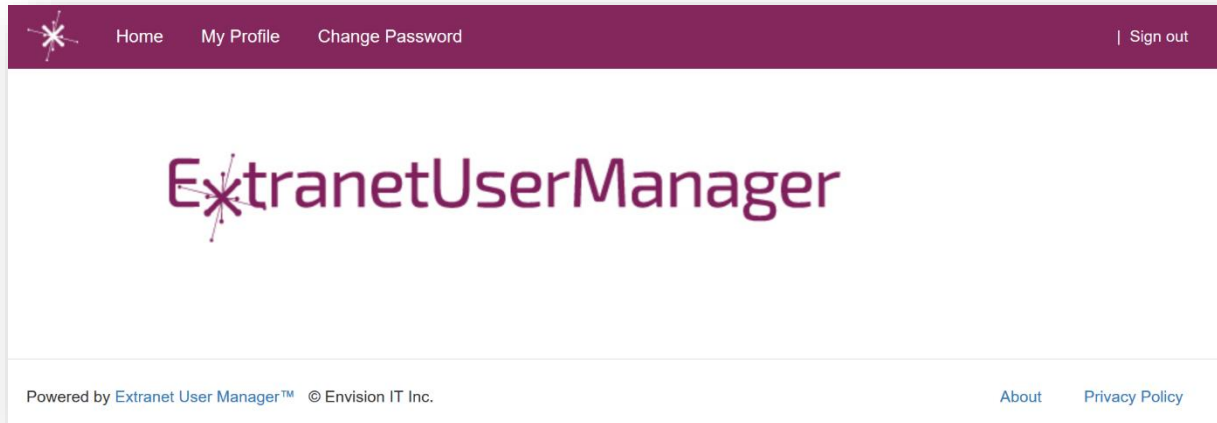
URL		
Server		
Local Path		

Production Environment

URL		
Server		
Local Path		

Master Page

The master page branding consists of the top header, footer, and background content that appears on all end user pages. The default branding for English is displayed below. A live example of this can be seen at “<https://login.eumdemo.com/landing/register/default.aspx>”



The customizable components are as follows:

Element	Customization
Header image	EUM_logo.jpg
Icon	Favicon.png
Menu bar background colour	<code>.navbar-eum { background-color: #83275D }</code>
Menu bar text style (font, size, and colour)	<code>body { font-family: "Helvetica Neue",Helvetica,Arial,sans-serif; font-size: 14px; } .navbar-eum { color: #fff; }</code>
Menu bar text and URLs	Home, Signout
Page background colour (dark blue)	<code>body { Background-color: #fff; }</code>
Text colour (font, size, and colour)	<code>body { font-family: "Helvetica Neue",Helvetica,Arial,sans-serif;</code>

	<pre>font-size: 14px; color: #333; }</pre>
Hyperlink colour (font, size, and colour)	<pre>a{ color: #337ab7; text-decoration: none; }</pre>
Footer text and URLs	Powered by Extranet User Manager™ © Envision IT Inc. About Privacy Policy

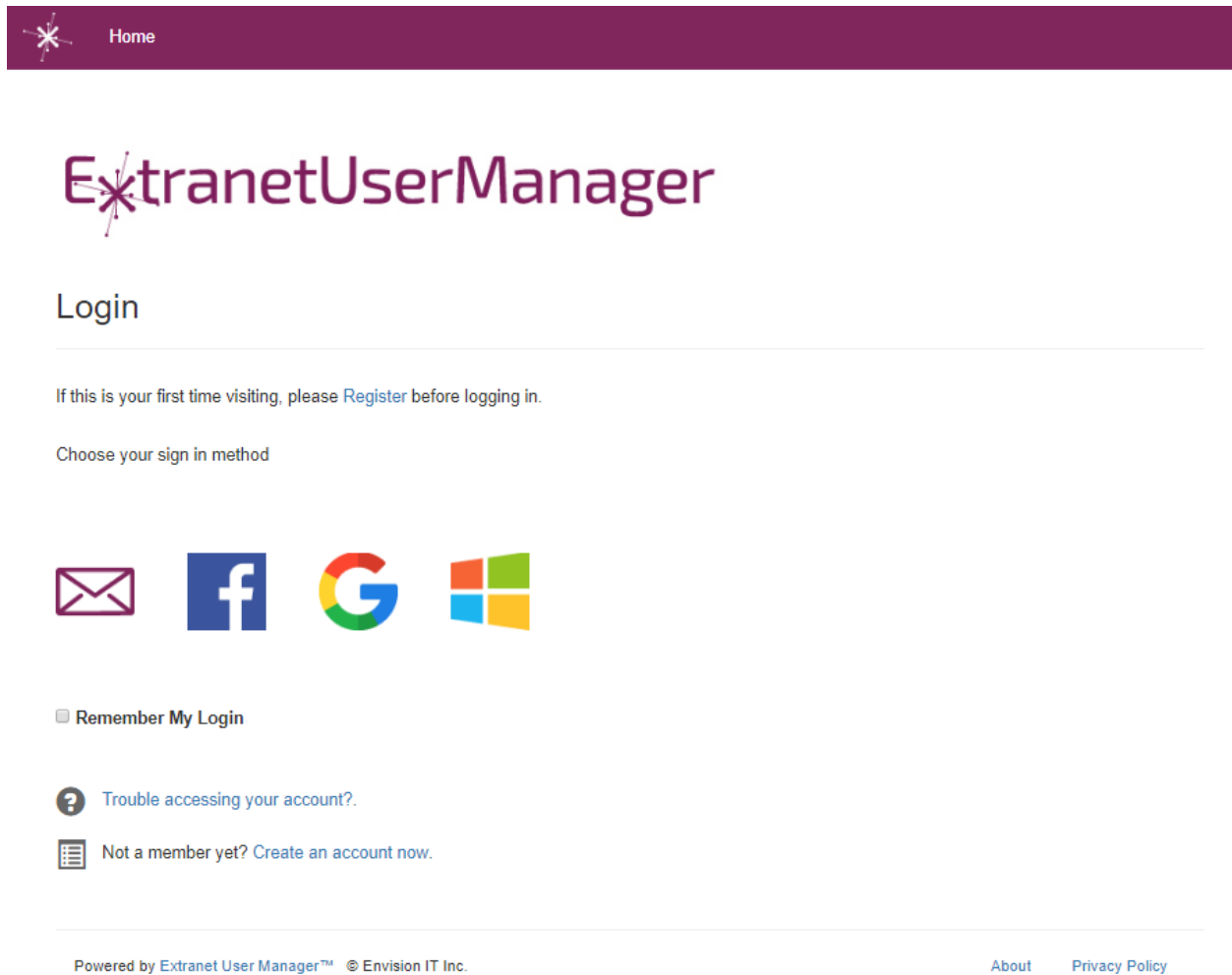
For CSS Changes, it is recommended that you update the custom.css file located at
\\Landing\eu\css\custom.css

You should keep a backup copy of the custom.css file to reapply after upgrades.

Login Page

The login page copy is often customized in an EUM implementation. The Welcome paragraph text is typically modified, as is the Register Here link, depending on whether self-registration is enabled. You can modify this file directly in the path `\IdentityServer\Views\Account\Login.cshtml`.

The default behavior is to automatically render icons for the user to decide how they would like to login. The external icons automatically appear as external providers are enabled in EUM.



Page Title	Login
Registration	If this is your first time visiting, please Register before logging in.
Sign In	Choose your sign in method
Reset Account	Trouble accessing your account?.
Registration Link	Not a member yet? Create an account now.

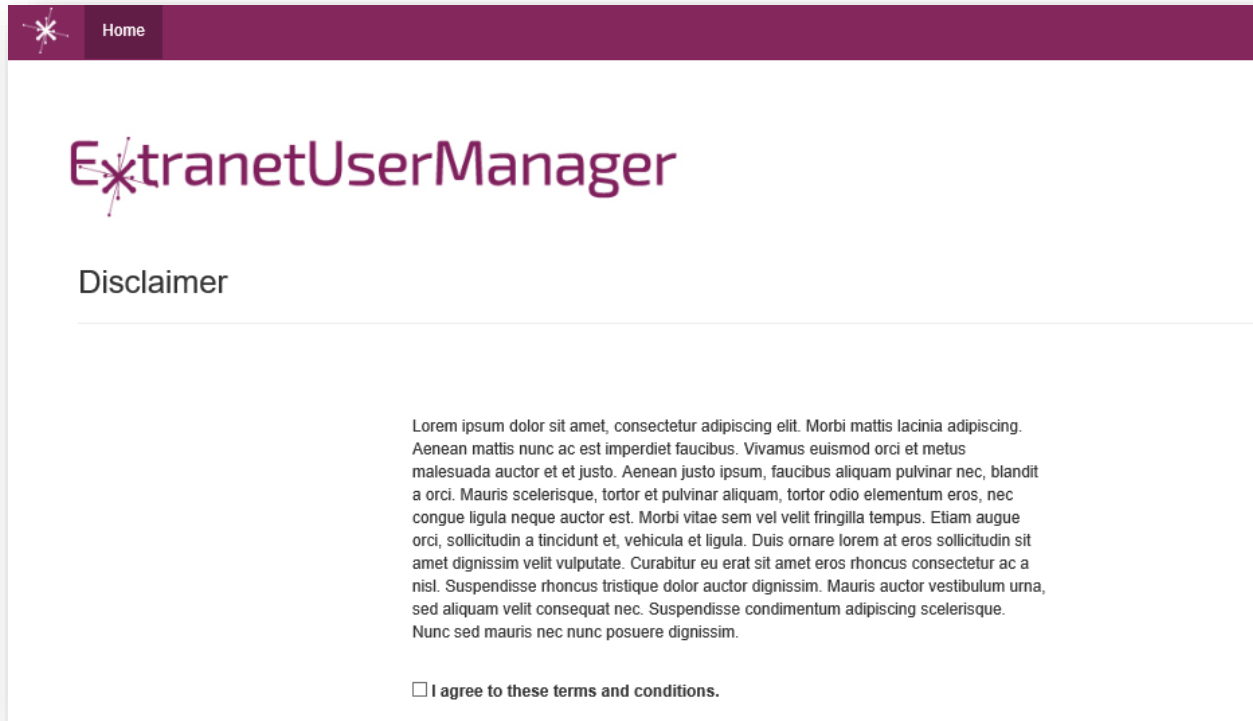
For Branding Identity Server Pages which includes Login, Disclaimer, EmailValidation, MultiFactor you can update the custom.css located in the /IdentityServer/wwwroot/eum/css folder.

To update the Layout of these pages (similar to the MasterPage in Landing) you can update the IdentityServer/Views/Shared/_Layout.cshtml file.

Note: Any customizations made to .cshtml files should be merged after upgrades. Custom.css should be restored after upgrades.

Disclaimer

The Disclaimer page is displayed after successfully logging in. The text on it can be customized, or it can be completely disabled via the application config change "ShowLoginDisclaimer". You can update the text by editing /IdentityServer/Views/Shared/Disclaimer.cshtml.



Body	<p>Lorem ipsum dolor sit amet, consectetur adipiscing elit. Morbi mattis lacinia adipiscing. Aenean mattis nunc ac est imperdiet faucibus. Vivamus euismod orci et metus malesuada auctor et et justo. Aenean justo ipsum, faucibus aliquam pulvinar nec, blandit a orci. Mauris scelerisque, tortor et pulvinar aliquam, tortor odio elementum eros, nec congue ligula neque auctor est. Morbi vitae sem vel velit fringilla tempus. Etiam augue orci, sollicitudin a tincidunt et, vehicula et ligula. Duis ornare lorem at eros sollicitudin sit amet dignissim velit vulputate. Curabitur eu erat sit amet eros rhoncus consectetur ac a nisl. Suspendisse rhoncus tristique dolor auctor dignissim. Mauris auctor vestibulum urna, sed aliquam velit consequat nec. Suspendisse condimentum adipiscing scelerisque. Nunc sed mauris nec nunc posuere dignissim.</p> <p><input checked="" type="checkbox"/> I agree to these terms and conditions.</p>
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Registration Customizations

The registration fields are used on the following three pages:

- Register - Landing\eum\html\Register.html
- My Profile - Landing\eum\html\MyProfile.html
- Edit User - LandingAdmin\eum\html\UserDetails.html

The registration fields can be customized for each page by updating the corresponding html files.

Field Name	Data Type	Registration	My Settings	Edit user
First Name*	Text Field	x	x	x
Last Name*	Text Field	x	x	x
Email*	Text Field	x	x	x
Country	Drop-down-list	x	x	x
Street	Text Field	x	x	x
City	Text Field	x	x	x
Province/State	Drop-down-list	x	x	x
Postal Code/Zipcode	Drop-down-list	x	x	x
Company	Text Field	x	x	x
Department	Text Field	x	x	x
Job Title	Text Field	x	x	x
Phone	Text Field	x	x	x
Fax	Text Field	x	x	x
Cell Phone	Text Field	x	x	x
Public Profile	Multi-Line Text Field	x	x	x
e-Newsletter	Checkbox	x	x	x
Captcha*	Custom	x		

- X – means that the field is required to be displayed on the page

- *Grey color* – means that the field is not editable on the page

UserExtra Table

The UserExtra table is used to store custom user information that is not part of the core product.

Out-of-the-box fields that do not need to be incorporated into the UserExtra table:

- First Name
- Last Name
- Email
- Country
- Street
- City
- Province/State/Region
- Postal/Zip/Post Office Code
- Company
- Department
- Job Title
- Phone
- Fax
- Cell Phone

EUM_ManagerUsers. UserExtra				
Field Name	Data Type	Size	Constraint	Allow Nulls
PublicProfile	text	16	None	Yes
eNewsletter	bit	1	None	No

Registration

Home My Profile Change Password Login

ExtranetUserManager

Registration

First Name * Street

Last Name * City

Email * Country

Telephone Region

Postal Code

Public Profile

I would like to receive the e-Newsletter

Register

Set Password

Home My Profile Change Password Login

ExtranetUserManager

Set Password

New Password: *

New Password *
Confirmation:

Password Checklist

-
-
-
-

Set Password

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My Profile

Home My Profile Change Password Welcome admin@eum.co | Sign out

ExtranetUserManager

My Profile

First Name *	<input type="text" value="Admin"/>	Street	<input type="text" value="123 Main St."/>
Last Name *	<input type="text" value="Idp"/>	City	<input type="text" value="Cityville"/>
Email *	<input type="text" value="admin@eum.co"/>	Country	<input type="text" value=""/>
Telephone	<input type="text" value="(555) 555-5555"/>	Region	<input type="text" value="Provincia"/>
Public Profile	<input type="text"/>		
	<input type="checkbox"/> I would like to receive the e-Newsletter		

Edit User

Home Search Add Configure Help Welcome admin@eum.co Sign out

User Details

Status	Active	Street	
Username	admin@eum.co	City	
First Name *	Admin	Country	
Last Name *	ldp	Region	Provincia
Email *	admin@eum.co	Postal Code	A1A 1A1
Company	eg. Extranet User Manager	Telephone	May contain 0-9 - () + x X space
Department	eg. Engineering	Home	May contain 0-9 - () + x X space
Title	eg. Senior Developer	Mobile	May contain 0-9 - () + x X space

Public Profile

e-Newsletter Off

Show 10 entries

Group Name Remove

No Groups

Previous Next

Add Group

Update Back

Email Templates

Seven email templates are provided in the standard EUM implementation. Two of these are only used if self-registration with approvals is being provided. The email templates are:

- Pending Approval
- Pending Approver
- Welcome Email
- Forgotten Password
- AzureB2B Invitation
- Email Validation
- MFA Validation

Pending Approval

Subject	Account request for EUM Extranet
Body	<p>Thank you for requesting an account for the Envision IT Extranet.</p> <p>Once your account has been approved, you will receive an email with your username and instructions to set your password.</p> <hr/> <p>This e-mail is intended only for the named recipient(s) and may contain information that is privileged or confidential. Any unauthorized use is strictly prohibited. If you have received this e-mail in error, or are not named as a recipient, please immediately notify the sender and destroy all copies of this e-mail.</p>
BCC	
Test Email	

Pending Approver

Subject	User account pending approval at EUM Extranet
Body	<div style="border: 1px solid black; height: 80px; width: 100%;"></div> <p>A pending approval account has been created for ~displayname~ with the username ~username~.</p> <p>In order to activate the user, Edit Their Record and set their status to Active.</p> <hr/> <p>This e-mail is intended only for the named recipient(s) and may contain information that is privileged or confidential. Any unauthorized use is strictly prohibited. If you have received this e-mail in error, or are not named as a recipient, please immediately notify the sender and destroy all copies of this e-mail.</p>
BCC	
Test Email	

Welcome

Subject	Your new account at EUM Extranet
Token Expiry	1440
Body	<p> <small>© 2017 EUM Extranet. All rights reserved. For more information, please contact your administrator.</small> </p> <p>Welcome ~displayname~,</p> <p>Welcome to the Envision IT Extranet.</p> <p>Your username is ~username~.</p> <p>If this was sent as an invitation, you will be required to Set a Password before ~tokenexpiry~.</p> <p>If you self-registered, you can directly access your sites at https://eumdemo.sharepoint.com/sites/landing.</p> <p>If you have not selected a password by this time you will have to Restart the Password Change Process.</p> <p>.</p> <hr/> <p>This e-mail is intended only for the named recipient(s) and may contain information that is privileged or confidential. Any unauthorized use is strictly prohibited. If you have received this e-mail in error, or are not named as a recipient, please immediately notify the sender and destroy all copies of this e-mail.</p>
BCC	
Test Email	

Forgot Password

Subject	Password request for EUM Extranet
Token Expiry	120

Body	<p>You have requested to Reset your Password to the Envision IT Extranet.</p> <p>You have until ~tokenexpiry~ to select a password.</p> <p>If you did not request this password reset, please contact the system administrator at inquiry@extranetusermanager.com.</p> <p>You can access your sites at https://login.eumdemo.com/landing/.</p> <hr/> <p>This e-mail is intended only for the named recipient(s) and may contain information that is privileged or confidential. Any unauthorized use is strictly prohibited. If you have received this e-mail in error, or are not named as a recipient, please immediately notify the sender and destroy all copies of this e-mail.</p>
BCC	
Test Email	

AzureB2B Invitation

Subject	Invitation to access the EUM Extranet
Token Expiry	1440
Body	<p>Welcome ~displayname~,</p> <p>You have been invited to access the EUM Extranet. Click ~accepturl~ to accept the invitation.</p> <p>Your invitation has been associated with the following account ~username~.</p> <p>Once you accept the invitation, you will be granted access to https://login.eumdemo.com.</p>



	<hr/> <p>This e-mail is intended only for the named recipient(s) and may contain information that is privileged or confidential. Any unauthorized use is strictly prohibited. If you have received this e-mail in error, or are not named as a recipient, please immediately notify the sender and destroy all copies of this e-mail.</p>
BCC	
Test Email	

Email Validation

Subject	Please verify that EUM has your correct email address
Body	<div style="border: 1px solid black; height: 80px; width: 100%;"></div> <p>Welcome ~displayname~,</p> <p>Welcome to the Extranet User Manager Site.</p> <p>As part of the sign-up process for this site we need you to Verify this email address before you will be able to sign-in to the site.</p> <p>Our site can be accessed at Extranet User Manager.</p> <hr/> <p>This e-mail is intended only for the named recipient(s) and may contain information that is privileged or confidential. Any unauthorized use is strictly prohibited. If you have received this e-mail in error, or are not named as a recipient, please immediately notify the sender and destroy all copies of this e-mail.</p>
BCC	
Test Email	

MFA Validation

Subject	EUM multi factor sign-in code
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<p>Body</p>	<p>~displayname~,</p> <p>Welcome to the EUM Site.</p> <p>As part of the sign-in process for this site you need to enter this one time validation code on the sign-in form.</p> <p>Your validation code number is ~mfvalidationtoken~</p> <hr/> <p>This e-mail is intended only for the named recipient(s) and may contain information that is privileged or confidential. Any unauthorized use is strictly prohibited. If you have received this e-mail in error, or are not named as a recipient, please immediately notify the sender and destroy all copies of this e-mail.</p>
<p>BCC</p>	
<p>Test Email</p>	

Registration Confirmation Page

After a user registers for an account, they are presented with the following customizable registration confirmation page:

Header	Thank You
Body	<div data-bbox="365 422 1461 598" style="border: 1px solid black; height: 84px; width: 100%;"></div> <p data-bbox="365 636 568 674">Thank You</p> <hr data-bbox="365 730 1446 737"/> <p data-bbox="365 789 849 821">Thank you for registering on our web site.</p> <p data-bbox="365 856 1317 919">You have been sent a confirmation e-mail and you will receive a second e-mail at <i>*registered@email.com*</i> once your account is approved.</p> <p data-bbox="365 955 969 987">You must have this 2nd email to set your password.</p> <p data-bbox="365 1022 1442 1085">If you do not receive either of the emails, first check that your junk mail filter is not hiding the message. If you have still not received your email after 2 to 3 days, please contact TechSupport@email.com</p>

At a minimum, the tech support email should be updated to reflect the email address in which tech support is available.

Branding Validation

Before deploying branding elements, confirm that the following have been updated:

- If a new icon for the master page has not been defined, remove the two references to the EUMicon.ico file. This gets cached by IE once someone visits the page, and even a Control-F5 refresh will not remove it from their view. They will need to delete their browser history to remove it
- If bilingual is not being implemented that the French language switch and text values have been removed
- The Envision IT text and links in the footer have been removed
- All CSS changes have been done in eum_customization.css. No changes should be done in eum_main.css

Deploying Branding Elements

Deployment of the EUM branding consists of files to be deployed to the EUM install folders, and email templates to be pasted into the LandingAdmin application.

The files to be deployed should be in a TFS Distribution folder. There should be _forms and Landing folders. If there is a custom registration project, its files would also be in this structure, and may also contain files for the LandingAdmin folder. The branding files typically consist of the BrandingMaster.aspx master page, any supporting CSS or image files, and possibly customized EUM aspx pages. These may be the EZLogin.aspx and Disclaimer.aspx, pages, or any other customized pages.

These files get deployed into the appropriate folders under the C:\inetpub\wwwroot\wss\VirtualDirectories\ISSite folder on each web front end.

The email templates get pasted into the /LandingAdmin web application through the browser.