

SensusAccess Dashboard

The SensusAccess Dashboard enables administrators to manage the appearance of and restrictions to the SensusAccess web form. The SensusAccess Dashboard can be accessed by adding /dashboard to the URL of the SensusAccess web form, i.e.:

`www.sensusaccess.com/web3/generic/dashboard`

The SensusAccess Dashboard should be used with care. Note that Sensus cannot be made responsible for changes made through the SensusAccess Dashboard and be sure to make a backup copy before changing the style sheet.

Login

Following the link will open a login window as shown below. The login credentials are initially set up and provided to the SensusAccess administrator by Sensus. The login credentials should subsequently be changed by the local administrator in the SensusAccess Dashboard.

SensusAccess Administrator Login

Login

Admin user:

Password:

Click "Forgot password" to have the login credentials mailed to the registered SensusAccess administrator.

Once logged in, the following options are available:

Site administration

Site administrator

Admin user:

Admin user email:

Password:

The Site administration section is used to change the user id, email address or password for the SensusAccess administrator.

Legal disclaimer

Legal disclaimer

Show legal disclaimer:

Legal disclaimer:

The Legal disclaimer section is used to turn a legal disclaimer on and off and to manage the legal disclaimer itself. Check “Show legal disclaimer” to have a legal disclaimer appear on the SensusAccess web form just before the initial heading of the form (the SensusAccess tag-line “Alternate Media Made Easy”). If checked, the text in the legal disclaimer text box will show in bold on the form.

Restrictions

Restrictions

Restrict to mail domain:

Mail domain:

Whitelist:

Copy receipts:

Copy recipient:

The Restrictions section is used to control access to and monitor use of the SensusAccess web form. Check “Restrict to mail domain” to restrict access to users with mail accounts on particular domains or their subdomains. Separate multiple mail domains with a semicolon. The restriction

```
xyz.edu; abc.ac.uk; sensus.dk
```

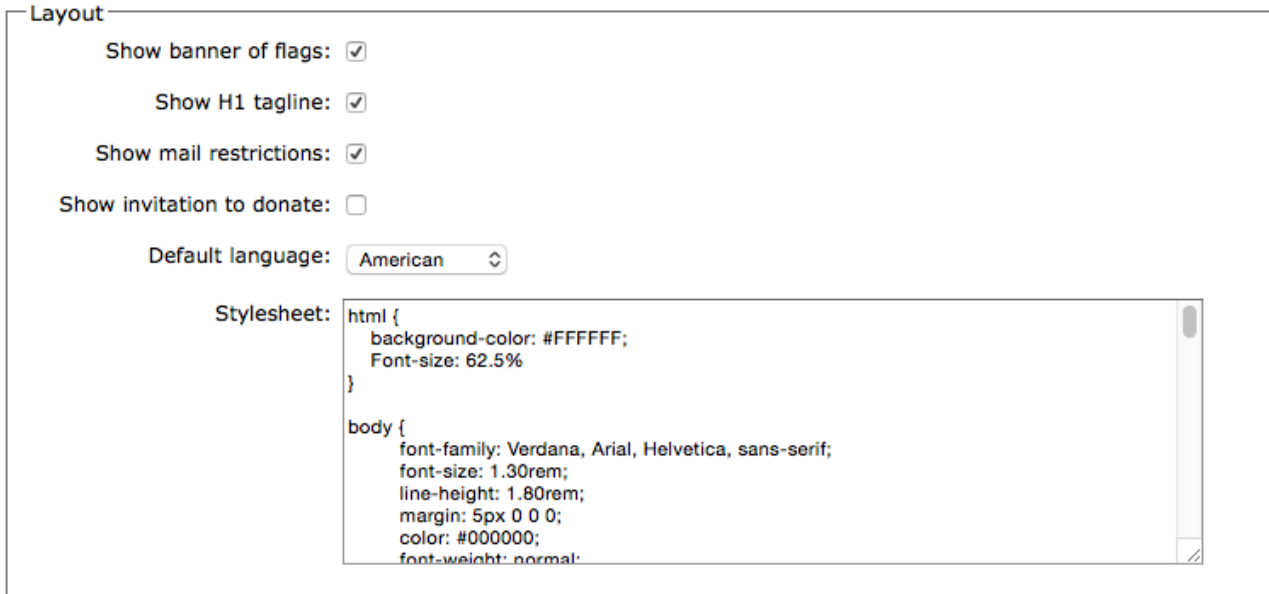
will limit the form to users with an email account on any of the three domains as well as all related subdomains (such as `students.xyz.edu` or `alumni.abc.ac.uk`).

The Whitelist is used in combination with the mail domain restrictions to ensure that select users on other mail domains can access the service even when restrictions are in effect. The whitelist can be used to ensure that users on general mail services such as Gmail and Yahoo as well as alumni with corporate email accounts can access the service.

Check “Copy receipts” to monitor use of the form. If checked, a copy of the receipt of all job requests made from the form is mailed to the specified copy recipient. The receipt will include the email account of the requesting

user, the name and size of the document, and details of the requested conversion. Sensus recommends that this option is used with caution and only for limited periods of time to protect the privacy of the users of SensusAccess.

Layout



Layout

Show banner of flags:

Show H1 tagline:

Show mail restrictions:

Show invitation to donate:

Default language: American

Stylesheet:

```
html {
  background-color: #FFFFFF;
  Font-size: 62.5%
}

body {
  font-family: Verdana, Arial, Helvetica, sans-serif;
  font-size: 1.30rem;
  line-height: 1.80rem;
  margin: 5px 0 0 0;
  color: #000000;
  font-weight: normal;
```

The Layout section is used to select or deselect interface elements on the SensusAccess form as well as the default language and the style sheet settings.

Check “Show banner of flags” to display the banner of flags that allows users to select amongst the user interface languages supported by the form.

Check “Show H1 tagline” to display the SensusAccess tag-line **Alternate Media Made Easy** as a Heading 1-element on the form.

Check “Show mail restrictions” to have any email domain restrictions included in the instructions in step 4 of the web form.

Check “Show invitation to donate” to include a donation option on the receipt page of the form. Using this option will enable users to make financial donations to the service via PayPal. Donations are used to fund free access for individual, personal use. This option is usually disabled when the form is used institutionally.

Use the “Default language” dropdown menu to select the default interface language of the service. Although the form interface language does not affect how documents are processed by the SensusAccess service, it does affect the default settings of the form.

Use the style sheet to update the appearance of the form. Standard CSS syntax is used.

Save and logout

Use the Save and logout-button to save the settings in the SensusAccess Dashboard and return to the SensusAccess form. Once saved, the changes will come into immediate effect. To make additional changes, the administrator will need to login once again.

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