

SRIA Website Overview

Capabilities

All members

Upon logging in members get a personalised experience from the new website. Members are recognised individually and welcomed by name. Information such as the member's grade and college membership is used to create links under "My Colleges" and "My Study Section" to the pages of specific interest to that particular member for easy access. Links to grade specific papers are shown based on that member's current grade, whilst access to papers for grades higher than that of the member is strictly denied. Members also have the ability now to edit their email address from the web site.

In addition to the private links in the member toolbar, members also get to see private contact details for all the officers in all colleges, provinces and for the SRIA headquarters. This gives members a greater sense of connection to one another and the society as it allows them to contact people they might otherwise find difficult to connect with. This information may often be more current than the information provided in the SRIA directory as the content on the website is constantly being updated.

Future work includes adding scripts to automatically change a member's username if they change their email address and allowing members to change other details such as postal address. Such changes initiated by the member would trigger an automatic email with the list of changes to the Recorders-General so that they stay in the loop, keep overall control of what goes on with member accounts and if necessary, any changes can be recorded on any external databases as they happen.

College Secretaries

Currently college secretaries have not been granted any additional capabilities above what their normal membership account allows. This can be changed at any time as per the direction of the Supreme Magus to include convenient abilities such as adding college events to the SRIA diary, sending out a bulk email with a summons to all members of a particular college or posting a summons in MS Word or PDF format to a college page so that members can download it for themselves.

Provincial Secretaries

In addition to their normal membership capabilities, provincial secretaries are also given an Administration link in their toolbar which gives them access to their provincial page as well as all college pages in their province and the events diary. They are able to fully edit these pages, including adding new content such as images and even video and document download links. They can also add and edit events in the diary, which then appear in the right hand column throughout the web site.

Like college secretaries, they can be given further capabilities as per instruction by the Supreme

Magus.

Secretaries-General

In addition to their normal membership capabilities, the Secretaries-General have full access to all the pages of the website, including all colleges, provinces and the headquarters contact page. They can edit existing pages and even add new pages. They can add and edit events to the diary. They can upload documents to both the public and secure documents areas.

Recorders-General

Like the Secretaries-General, the Recorders-General have full access to all pages of the website along with their normal membership capabilities. However, they also have access to the membership database. They can create website accounts for new members, update member details such as postal and email addresses and usernames, assist members with password problems and update member grades and college affiliations. They can also grant enhanced capabilities to a member by upgrading them to a particular office, such as assigning a role of Provincial Secretary to a newly appointed secretary so that they can access college and province pages for editing.

The powers given to the Recorders-General allow them to effectively control who gets access to which documents and what areas of the website at the individual member level, making it easy for them to grant access to sensitive areas of the website only to those who need it without limiting general membership access.

Security

Given the size of the membership and the different levels of access that are required, the website was built to use role-based security to authenticate individual members and to determine whether to allow individuals to access certain areas and even certain documents of the website. This provides very robust security, provided members choose strong passwords and that they do not share their login credentials with anyone else.

For example, if a certain member belongs to the group "Provincial Secretary", he gets a link called "Administration" as part of his toolbar when he logs in. This link takes him to an area of the website where he can access his province's page and the pages belonging to all of the colleges in his province. However, he cannot edit or even see any pages belonging to another province or general website pages, nor can he edit any member's account since the Provincial Secretary group does not have permission to access these resources.

Member accounts

The website uses a system of individual accounts for all members. Members login through a secure (SSL) connection using a combination of a unique username and a password that is known only to them. This allows the website to be very secure, yet still provide a very personal experience to every member.

Whereas the old system used a combination of grade name and grade password that was known to all SRIA members and any member of the public with a bit of knowledge and/or the ability to use internet search engines efficiently, the new system provides a very high level of security for both member accounts and sensitive documents.

Sensitive account information is stored in the website's database in an encrypted form, making it

very difficult for anyone other than those who are authorised to access and make use of account information.

The Recorders-General have authority to assign roles and grades to all members. These roles and grades are groups in the system with very specific rules that determine what resources can be accessed.

Pages

The website's public and private pages are open for editing to provincial secretaries, the Secretaries-General and the Recorders-General. The specific pages that a member is allowed to edit are determined by their role and/or their Province in the case of Provincial Secretaries. Anytime a page is edited the system records the username of the person who edited it. Limiting the number of people who have permission to edit the website's pages along with documenting the changes allows the system to remain secure and also provides an effective system of accountability.

Website editors have the ability to elevate or remove the security of pages by simply placing a page in a particular group. For example, if a page or document is added that is meant for members only, that resource can be placed in the "SRIA" group. This will make the resource accessible only to members after they are logged in. This system provides an effective yet easy to use method of securing all of the website's resources.

In addition to the above, pages that contain a mix of public and private information such as province and college contact pages use purpose built, intuitive templates that let editors change or add information without having to worry about using any special formatting or technical code to mark content as public or private. The editor simply fills in the required fields and the templates do the work of displaying and/or limiting the correct information to both members and the public. This eliminates the chances of there being any breach of security on pages that contain private information.

Documents and Papers

The SRIA website is hosted on a dedicated server. This allows the Society to use as much space as it needs to securely store documents, images and any other files for sharing with both members and the general public.

As there are a number of documents that are not intended for the general public and even for some members, the system employs a set of security rules for all documents and web pages.

Website editors can choose who has access to a document, paper or even a web page simply by selecting which groups are allowed access. All members belong to the main group "SRIA". In addition to this, they will also belong to various other groups depending on their grade and their college and even if they hold an office. This makes it easy to implement security rules on any document, paper or web page by designating which groups can view or download that document.

Documents and pages with security rules are also protected from direct access by the general public and, in cases of grade specific documents, by members who have not attained the minimum grade necessary to be allowed to view a given document. This means that even if someone knows the direct url (web address) of a particular document they will not be allowed access unless the system can see that they belong to one of the groups that is allowed access.

For example, if a document is uploaded that is meant for members who are a Grade 4 or above, that resource can be placed in the Grade 4 group and, once published, the resource will only be accessible to MEMBERS who are logged in AND who are designated as being a Grade 4 or higher.

Communications

Form data

The website allows authorised members to create electronic forms as needed. Currently the site uses 118 forms, including a unique contact form for every college and province and forms for submitting required information after college meetings.

All form data is set to be emailed to relevant contacts. For instance, if a visitor wants to contact a particular college regarding membership, that visitor fills in the electronic form on the college's page and submits it. The information is automatically sent to that college's secretary. This facilitates faster communications, encourages members and interested visitors to contact the various offices and makes it easy for secretaries to handle email.

Most forms that were traditionally posted to headquarters and provincial offices are also now online as electronic forms. The only exceptions are the forms that require signatures during college meetings. They work in the same manner as the contact forms, meaning information such as new memberships gets to the relevant officers faster and more efficiently than before. These forms also still exist as normal MS Word and PDF documents which can be downloaded from the website and posted as normal, should a member wish to use the traditional forms.

For convenience, all submitted electronic forms are also stored in the database for a short period, meaning that if an email is missed the form's information can still be retrieved and responded to. Form submissions are cleaned out of the database regularly to prevent the database becoming too large and slow.

Events and announcements

A general diary has been installed on the website that allows Secretaries-General, Recorders-General and Provincial Secretaries to post upcoming events, whether they are Society, Provincial or College events. If used regularly this can help generate more interest in the Society.

The software will allow for the creation of various kinds of diaries. Therefore, if desired, each college and province could have its own diary displayed on its page instead of the main Society diary.

Events are set to display up until the date and time of the event, after which they are automatically deleted. Although this setting is for the entire diary system, it can be changed to show past events as well. Event pages allow for uploads, so an event can have images, a PDF leaflet or a booking form associated with it that visitors can download. Events and documents associated with them can also have security rules put on them as needed.

As part of Phase 3 includes adding a payment gateway to the website, the Events diary could potentially be expanded to include electronic booking for events.