

iDateMedia Dating Software Admin Guide



Version 11x

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Reports Section

Administrators guide

This document.

Cupid Report

The cupid report is an HTML based email that is sent to all members that subscribe to it via the search screen (the matchmail check box at the top). Each member's saved search criteria is extracted and the profiles table is analyzed for all records that match the given search criteria *where those profiles have been created or updated since the last cupid run.*

The mail contains a list of profiles, including photos where applicable, and a link to the member's profile. Members can update their search criteria by clicking the "Click box to save this search for match-mail" in the search screen before doing a search or can remove themselves from receiving the cupid email by deleting the saved search through their member control panel.

Because some servers are slow or may have rules about the number of emails that can be sent at one time, we have provided a dropdown for the admin to select the number of mails to send. If the send fails during processing, simply restart and the software will detect where it failed and continue from that point.

Browse Profiles

This is a simple profile browser. It displays the text, username and password of profiles in descending order based on the date the profile was created. It can be useful if you wish to log in as a specific user to alter their profile.

Demographics

This is a report that provides you with a graph of member numbers so that you can quickly see how the site is growing and what your demographics are. The top table shows the profile distribution. The table is read by row (not column). For example, reading along the top line, the first number is female profiles seeking females. The second number in the top line is female profiles seeking males and so on. The figures underneath this table show the total number of members registered and by gender; also the total number of profiles and by gender.

Member Payments

This is a report that provides you with details of all payments made by customers within the selected time period. Simply select the year and month of interest and click "Get Report". You can also export the report in CSV format for MS Excel and other packages that support CSV format by clicking the *Get CSV report* link at the bottom of the screen.

Unconfirmed Users

If email confirmation is enabled, this report will display all those users that have registered but not clicked the confirmation link in their registration emails, therefore not capable of logging in to the system.

Inactive Members

From time to time it may be necessary to remove members that have been inactive for a long period of time. This screen allows you to display members that have been inactive (i.e. not logged on) for longer than the number of months specified (i.e. select 30 will show members that have not logged on in more than 30 months). To delete these members select the required number of months from the listbox and let the list refresh, then if satisfied that this is correct, click delete.

Banners Report

The software has an internal banner display system for those customers that would like to display banners on their site. Banners can be added via tools->banners (see Tools section). Each time a banner is displayed, a counter for that banner is increased by one. This report will display both monthly and summary hits. Simply select the month and year of interest and click "get".

Create Support Ticket

IdateMedia.com provides all our customers with access to support via our online ticketing system. Clicking this link will direct you to our support system. Should you wish to submit a ticket, please remember to include as much information as possible and any usernames or passwords we may need to investigate your submission.

Settings Section

Set Parameters

At the top of this page you will find a drop down list of the various sections that can be configured. They are as follows:

Payment Section – this is where you can set the prices for premium membership to your site. There are 1,3,6 & 12 month options. Enter your prices to 2 decimal places (i.e. 14.95, 20.00 etc).

File Options – this section allows you to define what the maximum size for file uploads are. This relates to photos, videos and audios. Enter the size in bytes. Most hosting companies also place a limit in your php.ini for file upload sizes so you should check with your hosting company as to what the restrictions are before setting your site upload restrictions.

Affiliates Options – this section determines what initial and subsequent referral %'s are offered to your affiliates and displayed in the affiliate scheme details page. An affiliate is a webmaster of another site that promotes your site in return for a % of any sales made

from those individuals they referred. The initial referral relates to the first time the member pays for a premium subscription and the subsequent % relates to all purchases after the first one. (see affiliate section for more details).

Modules Configuration – this section provides you with the means to enable or disable certain features in the software. These are:

Free Mode – ignores the premium functions settings and allows access to all features regardless of user status. Not recommended, it is better to use the free trial or deactivate the restrictions through premium functions.

Groups Module – switch to 'off' to hide groups module in your site.

Blogs Module – switch to 'off' to hide blogs module in your site.

Avatars Gallery – switch to 'off' to hide avatars module in add media. Do know this has been discontinued in version 11x.

Confirm Email Notification – requires the newly registered member to click a link in their welcome email before accessing the site. This is to ensure the email address is valid.

Rating Module – when this is on, members can vote on other members' profiles.

Flirt Module – flirts are preset messages that users can send to one another to express an interest. If you prefer not to have this feature you can switch it off with this switch.

Audio – enable or disable the upload audio feature.

Video - enable or disable the upload video feature.

Thumbnails – thumbnails are generated to increase the speed of site in general. When a thumbnail is clicked it will display the full size image. It should always be set to "on" unless your host does not support GD libraries (these are the functions provided by PHP for manipulating images).

Zip Codes Module – if your site is specifically for a country that is not supported by our existing zip codes tables (US or UK) then this should be switched off. Otherwise for other zip code tables please contact us for more information.

Geography Module – The tables that display the country, state and city data to the user use JavaScript to populate the lists based on the users previous selections. Some browsers on the MAC do not support this code and so you can switch off the JavaScript and use the alternative (this basically puts country and

state in one list and has a free text input box for city instead of the 3 separate context sensitive lists).

Security Registration – displays a security code on the registration page which must be entered by the user before their registration is complete. This is used to prevent “bots” from auto registering members. We have never seen this actually occur and we recommend you only use this IF you suspect this is happening. This has now been added to the register page as a honeypot (Hidden) function.

Forums Module – Select ‘off’ to hide the forums from your site.

General Options – this section allows you to configure your preferences. These are:

Authorize Blog Posts – whether you wish to manually approve all blog posts or have them automatically approved.

Design skin – These skins have been replaced with the customizable Blusk skin which is fully responsive. Changing the skins from Blusk will break the responsive aspect of the template skin.

Authorize Forum Posts - whether you wish to manually approve all forum posts or have them automatically approved.

Page size – determines the number of rows displayed in admin lists (such as mail templates etc.) before a “next page” link is displayed.

Time format – set your preferred time format see table below:)

Date format – set your desired date format (see table below:)

Format character	Description	Example returned values
<i>Day</i>	---	---
d	Day of the month, 2 digits with leading zeros	01 to 31
D	A textual representation of a day, three letters	Mon through Sun
j	Day of the month without leading zeros	1 to 31
l (lowercase 'L')	A full textual representation of the day of the week	Sunday through Saturday
N	ISO-8601 numeric representation of the day of the week (added in PHP 5.1.0)	1 (for Monday) through 7

		(for Sunday)
S	English ordinal suffix for the day of the month, 2 characters	st, nd, rd or th. Works well with j
w	Numeric representation of the day of the week	0 (for Sunday) through 6 (for Saturday)
z	The day of the year (starting from 0)	0 through 365
<i>Month</i>	---	---
F	A full textual representation of a month, such as January or March	January through December
m	Numeric representation of a month, with leading zeros	01 through 12
M	A short textual representation of a month, three letters	Jan through Dec
n	Numeric representation of a month, without leading zeros	1 through 12
t	Number of days in the given month	28 through 31
<i>Year</i>	---	---
L	Whether it's a leap year	1 if it is a leap year, 0 otherwise.
o	ISO-8601 year number. This has the same value as Y, except that if the ISO week number (W) belongs to the previous or next year, that year is used instead. (added in PHP 5.1.0)	Examples: 1999 or 2003
Y	A full numeric representation of a year, 4 digits	Examples: 1999 or 2003
y	A two digit representation of a year	Examples: 99 or 03
<i>Time</i>	---	---
a	Lowercase Ante meridiem and Post meridiem	am or pm
A	Uppercase Ante meridiem and Post meridiem	AM or PM
B	Swatch Internet time	000 through 999

g	12-hour format of an hour without leading zeros	1 through 12
G	24-hour format of an hour without leading zeros	0 through 23
h	12-hour format of an hour with leading zeros	01 through 12
H	24-hour format of an hour with leading zeros	00 through 23
i	Minutes with leading zeros	00 to 59
s	Seconds, with leading zeros	00 through 59

Image count – allows you to set the maximum number of images a user can add to their profile.

Flirt email – allows you to set the email address that is displayed when members receive flirts in their external email.

Currency Sign – set the currency sign for your site (e.g. \$, €, £ etc)

Currency – set the currency identifier for your site billing (e.g. GBP, USD, SEK)
 Default Language – this sets the default language for your site. It is present in EN (English). For more information about languages see the languages section below.

Authorize Profiles – manually or automatically approve profiles. You should always manually approve profiles unless you are unable to access the internet for an extended period of time due to vacation or some other reason. Automatic approval runs the risk of undesirable content being displayed on your site.

Trial Premium – here you can set the number of days that members will receive as trial premium membership when they register on the site for the first time.

Gender Filter – relates to the gender of the above trial membership. For example adding 30 in the trial membership field and selecting Females in this list will give all females that register a 30 day trial premium membership.

Contact Info – complete the information here for your company / business name and contact address & emails.

IMPORTANT: The site URL should be entered in the format <http://www.domain.com>

Userplane Config – DISCONTINUED

Layout formatting – The software is now fully responsive so no need for layout formatting.

Social Network – social networking allows your members to connect to one another based on degrees of separation. For example if I have a friend, I can see his friends and invite them to become my friends. This section is used to enable or disable this feature in the software.

Spam Filter – the spam filter is an important part of the software and this section is tied also to the spam words feature. Use this section to enable or disable this feature and set the number of bad words (see “spam words”) or duplicate emails that will be tolerated before the member is suspended.

Groups – groups allow users to come together based on common interests. You can enable or disable the feature using this section.

Skype Integration – when a member registers they can optionally add their skype id and set whether it is available to ALL members or just the ones on their favorites / hotlist. This will display the members skype status on their profile and allow other members (as prescribed) to contact them via skype chat. In this admin section you can determine if the feature is enabled and if so, whether it is a premium feature or not (i.e. whether only paid subscribers can access other members skype information).

Avatars Gallery

Avatars are graphical images of a user. The system comes with several preloaded avatars that members can select instead of uploading a photo of themselves. Use this section to add more avatars of your own for your members to select.

Languages

The languages section will allow you to enable different languages on the system. To implement a new language you must first provide the translation files. Please contact your vendor for further information.

Manage Profile Questions

This section allows you to create a text box, text field, drop down or multiple choice questions. There are some generic predefined questions in there so you can hide/edit those.

Premium Functions

The premium functions section is designed to allow the administrator the flexibility as to which functions on the site will be designated as open to all members and which will be deemed premium functions (i.e. the user must have paid a subscription to the site in order to access them).

To make a feature premium you must click the checkbox to make it active. Depending on the feature you can use one of the three methods to inform your user that they need premium status to access that feature.

To add a new feature, simply place the url to the page in the URI box and give the feature a name and click 'add'. you may need to experiment with which error message type is best.

Manage List Options

This page allows the administrator to add, edit and delete options from the main 10 selection boxes displayed in the profile and the search screen. These are for example: Seeking, Ethnicity, Marital Status, Body Type, Religion, Employment, Education, Smoker, Children and Income.

Selecting the option type using the list box at the top of this page will display all the values that are currently set for that option type. Beside each value is a link to 'edit' or 'delete'. At the bottom of the list are 2 textboxes for adding new values.

To edit a value, click the edit link next to the value you wish to update. This will display the value and the order for you to make your changes. Once changed, click save and the new value will be updated and you will return to the list.

To delete a value, click the delete link next to the value you wish to remove. This will remove the value and return the list.

To add a new value, enter the text and the order in the boxes at the end of the list and click 'add'. Your value will be added to the list. Where you have an additional language enabled, you will see an additional box for each language translation.

Note: Order refers to the position that the value has when displayed in the list boxes. If a 'Not stated' value is present, this should always be the first in the list order (i.e. 1)

WARNING: You should not edit or delete values once the system is up and running or you may leave 'orphaned' values in the members profile so that their information is incorrectly displayed. You can add values or edit the order of a value without causing any issues at any time.

Payment Systems

This page displays the various payment systems that are available as pre-built gateways in the system. To enable a gateway you need to edit it and add the information that is required for each gateway that you wish to use and then click the link from inactive to active to make it available to users.

Please contact us should you need assistance with setting up your payments.

Payment Services

This page allows you to set the payments to either one time or subscriptions. Subscriptions are payments drawn periodically from your members bank account where a one time payment must be initiated by the members. We do not recommend subscriptions.

Geography

This feature allows you to edit, edit and remove geographical regions, towns and cities. These are the countries etc. that are displayed at registration, on the index page and in search etc. Once you have edited the values you must click the update button to regenerate the JavaScript file. If you have the JavaScript switched off in "set parameters" you will not see an update button.

Mail Templates

The majority of the emails that are sent by the system can be edited from here using either straight text or HTML. A variety of system variables have been provided to give access to member specific data.

Page Templates

Some of the pages within the site are configurable to allow you to enter your own marketing messages, company history, disclaimer and so on. Use this section to edit existing text and create Multi Language versions where applicable.

Spam Words

This is a list of words that when shown in combination in an email (the exact number is set in the spam filter option of set parameters, will flag a mail as spam. For example you could enter words such as "millions", "safety deposit", "Nigeria" and so on and when found in combination this will identify the member email as potential spam.

Admin Message

When you enable this admin message, when the user logs into the site a popup message is displayed. You can put text/video into this popup. This is a good place to force people to see a message from you. A good message would be to not send other people you meet on this site money but in reality you can put whatever you want here or just disable it altogether.

Please note: if a member is suspected of spamming, an email is sent to the administrator with the details and the member is suspended. You can reinstate via tools->member administration.

Tools Section

Authorize Profiles

Each time a member creates or updates their profile, a flag is set in the database. This flag status can be one of 3 possible values:

0 = Authorization Required; 1 = Authorized; 2 = Rejected

Authorized ads will step through all profiles with a status of 0 and display the profile to the administrator who can then set the status to either 1 or 2. If the administrator decides to reject the profile, they can also write a brief description of why the profile has been rejected (i.e. Inappropriate photo).

Authorized profile will immediately become available in the search. Rejected profiles must be updated before the status is set back to 0, they will then be picked up for authorization.

Important! You can edit both the title and the message of the profile before approving. This is useful to remove contact details and then authorize the profile without having to reject it.

Note: *The initial status value is extracted from the parameter table. Therefore if automatic authorization is set ON, the status will always be set to 1.*

Approve Blogs

Under “set parameters” you can configure whether member blogs require authorization before publishing them. If you have set blogs to require authorization then this section will display the unauthorized blogs sequentially for approval.

Member Administration

This is where you can delete, upgrade, set expire, edit all the users account and profile data.

Forums

This section allows you to create / deactivate or delete forums. Each forum is split and made up of one or more topics.

To create a forum, enter the name of the forum in the title box and add a short description and then click “add”. Once the forum is created it will appear in the list at the top of the page.

To create topics for this forum you can click the “details” link which takes you to the topics page. Add a title and short description for your topic and click add. Repeat this process for as many topics as you would like to add.

Approve Forum Posts

With “set parameters” you can define whether forum posts should be authorized before being published. This section will display all forum posts that are pending authorization for approval.

Send Admin Email

Do not use on iDateMedia Hosted Service. This could label the IP as a spam IP so contact us and we'll show you how to send admin email that won't affect your IP.

Send mail is used to send emails to members. Mails can be sent in either text or in HTML format. HTML format mails always include removal instructions at the bottom of the e-mail. The following explains the entry fields found on this page:

Email to - if you wish to send mail to a single person (for example to test an HTML mail by sending it to yourself), enter the email address in this box. ALL other mail address selection criteria are ignored if an address is entered here (i.e. *All Users*, *From File*, *Gender*).

All Users - by ticking this field, e-mails will also be sent to members that have previously unsubscribed. The reason for this is that you may have an important system message or an offer that you wish to send to every user rather than just those subscribed to the newsletter. Use sparingly.

From File - rather than selecting members from the database, you can supply a file of email addresses. The file should be in text format with each address terminated by a new line character. Ticking this box will cause the *All Users* and *Gender* fields to be ignored but will not override the precedence of *Email To*.

Introduction - ticking this field will insert the text "Dear <username>" as the first line of each mail where the username is the member's Handle.

HTML - clicking this tells the program that the message contains HTML. If you include HTML and do not click this button then the email will not be readable.

Gender - if you are sending emails to addresses in the database, you can target your mails to a specific gender. You may also want to use this to spread out the mail campaign.

Status - filters the recipients by their status as Premium, Standard or Inactive (members that have not logged on to the site within the last 90 days)

Send Type - determines if the mail should be sent to the internal or external member mailbox.

Subject - enter the subject line of the mail.

Message - enter the message in either text or HTML format.

From - enter the mail address you wish to appear as the from address when the user receives the mail.

Note: *There is an automatic delay between each mail of 2 seconds and a 3 minute sleep between every 500 mails sent. This is to prevent flooding of the server. You will need to agree with your hosting company what settings are appropriate.*

Approve Gallery

Each member can add a gallery of images to their profile. To ensure that there are no undesirable images submitted to a member gallery, each time images are add, the gallery is submitted for approval. This section will display galleries awaiting review and allow you to approve or reject them.

Newsletter Opt Outs

This is a useful tool for removing members from the newsletter and also removing bounced mails. Members often do not click the unsubscribe button in emails they receive from the system. Instead they reply to the mail with REMOVE in the subject. If this happens you can cut-and-paste the address into this screen and the member will be removed.

This screen also provides for bulk removals. This is useful if you can get a list of bounced mail addresses from your hosting company. The file should be in text format with each address terminated by a new line character.

Database Backup

The data export page provides a means to extract the database structure and data from the system to either keep as a backup of the table or to import in your local database. The resulting files can be compressed into zip format for your convenience.

To import the data back into the system you will need access to an interface program such as phpmyadmin or MySQL-Front.

It is always recommended that you take regular backups or ensure that your hosting company does so on your behalf.

Stories

This feature allows you to add, edit or delete stories. This is a useful feature if you want to add information about letters received, marriages between members and so on.

News

Similar to stories but more news related items about what is happening on the site.

Flirt

Within the member portion of the site is the option to send preset flirtatious messages to other members. This admin feature allows you to add, edit and delete the messages that are available in the dropdown for flirts.

Groups Administration

Groups can either be created at the top level or within a category. Click the category name to navigate the categories tree. To create a sub-category in the current category, click "Add Category" button and enter category name in the dialog box, to delete one or more categories, select the categories with the checkboxes and choose 'delete' from the actions list on the right side. Categories can only be deleted if there are no groups in them

You can create a group by clicking the "Add group" button or edit a group by clicking the group name. Admins (unlike users) can create groups in directory root.

The admin form for creation or editing of a group is the same as the one for users except it also has a "Status" field that allows setting group status to new/approved/suspended. You can suspend/run/delete one or several groups by selecting them with checkboxes and choosing according action from actions list on the right side.

To create a new group, click the Add Group button either within the category or at root (on the first page). Fill in the fields as follows:

Group name - this is the group title.

Short description - group description in short form (up to 100 characters which is displayed in the group list) .

Full description - group description (up to 250 characters which is shown on group info page).

URL name - this is a kind of 'virtual' group path which makes the group accessible directly from a URL. For example if the group named 'Dating' has a URL name set to 'dating', then users can use a URL in form domain.com/groups/dating/ to access the group directly from the address bar.

Group Image (JPEG, GIF or PNG 80 x 80 pixels max).

Country, State, City/Town - optional geographical binding for the group.

Group join policy - option to allow anyone to join a group anytime or require the owner to approve new members.

Group view policy - option to allow anyone to read group posts or restrict this feature to group members.

Images upload - option to allow images attachments in posts.

Topics Auto-approve - option to enable new topics automatic approval or require the owner to approve new members.

Status - group status: new(unapproved), approved, suspended

Approving Groups

If there are unapproved groups, the "Approve Groups" menu item will state the number of unapproved groups. By clicking the "Approve Groups" menu item, you are taken to the groups from showing one of the unapproved groups. You can choose either to approve or reject the group and clicks "Process" button. The form cycles through all the unapproved groups until there are none left to process.

Banners

This feature allows you to add banners to the site. Banners can either be added to the template or to individual pages. Add the code for the banner in the text box or use the editor. Your banner can be on your site or code from a site link commission junction (cj.com). If it is on your site you will need to upload a banner to your server and reference it there. Your banner code will look something like this:

Example:

```
<a href=http://myserver.com/somepage.html>  
</a>
```

Member Administration

Member administration can perform several functions. To select a member, enter the username in the search box (or part of the username such as "man" will return "manager", "Manama", "Manito" and so on). When the results are displayed, click the username for the user you wish to access and then click get member.

Once you have the members details loaded you can alter some of these key fields. For example, to make a member premium, enter an expiration date in advance of the current date in the expire date field and click update now, that user is then a premium member until that date is reached.

You can also delete member adverts or members from this screen using the buttons at the bottom. Use them with caution though.

Database Optimization

Database optimization uses a standard MySQL feature to reclaim space previously taken up by deleted records and to defragment your database. It can help speed up database responses.

Email Extract

The email extract routine allows the administrator to extract email addresses for members that joined between two selected dates to a CSV file. This is useful when sending email newsletter via outside source like MailChimp, MooSend, MailerLite and so on.

Menu Bar

This is where you can set the color of the dashboard menu items as well as upload the user top dashboard image. You can also add new custom links to the menu navigation system (Hamburger Menu). There are two areas on the user dashboard. One on the right and one on the top left near the username.

You can also disable the user top dashboard image.

Gifts

This is where you can add digital gifts for users to send other users. These are basically just small digital artwork images. You can define how many here. Users can elect to send digital gifts to other users.

Events Section

Add Events

This feature allows you to add events for the events calendar. It is separate and should not be confused with the speed dating software. Add your event here and it will be displayed in the events calendar available in the members home page.

Approve Events

Use the Approve Events link to approve or delete events from the events calendar.

Approve Reviews

Members can add reviews of particular events. These reviews can be viewed and approved or rejected from this link. If there are no outstanding reviews you will be taken directly to the list of events.

Affiliates Section

Authorize Affiliates

This screen allows you to review applications from potential affiliates that wish to display your banner or links on their website in exchange for sharing in any revenue. Approve

or reject the applications and an email is sent to the affiliate informing them of your decision. If you approve, they are sent login details and links to the affiliate user site.

Affiliate Payments

This is a report displaying who should be paid for a particular month and the amount to pay. The amounts are calculated based upon the figures entered into the Set Parameters page and current at the time the member payment was received. There is a delay calculated on each payment due date to help protect against chargebacks.

Affiliate Banners

In this screen you can add or delete the banners that you wish to make available to the affiliates. You can even add a date range when these banners can be used, after which they will become unavailable to the affiliates. Banners uploaded here are displayed in the "get code" section of the affiliate software.

Affiliates Administration

This is a report displaying who should be paid for a particular month and the amount to pay. The amounts are calculated based upon the figures entered into the Set Parameters page and current at the time the member payment was received.

Affiliates Performance

This is a report displaying who should be paid for a particular month and the amount to pay. The amounts are calculated based upon the figures entered into the Set Parameters page and current at the time the member payment was received.

Speed Dating Section

Do know that this is an old function and that speed dating is not a common dating event but resides in the software nonetheless.

Manage Events

Use this link to add, edit and delete your speed dating events. It is only available if you have the speed dating module installed. When creating an event you can select the date, time and venue along with ticket price and the genders of those that can attend and the numbers. There is an additional box that when ticked will flag the event as a special (and will be displayed in that area).

Manage Venues

Add, edit and delete the venues where speed dating events will be held. You must create the venue before you can create the event but once created, you can associate many events to that one venue.

Stories

Similar to the dating software stories section, this page allows you to add stories and associated images for the speed dating stories page.

Reports

The report will display all the members associated with a particular event. This is so you can have a list of attendees handy at the venue and to make name badges and so on.

Waiting List

When an event is fully booked, members have the option to add themselves to a waiting list for the event should another member drop out. This report will display the waiting list for a particular event.

Reputation Management Section

In the dating software is a new function called Reputation Management and allows your members to give two different reviews for your dating site.

The first is a one time guest style review. They do have to be a member but as a one time event they can leave a review of 1 through 5 stars and a description.

The second is for every time they upgrade they can review their transaction the same way they review the guest review one time above. These reviews are then posted to your dating site review page that is SEO optimized for Google using Rich Snippets function and those review stars on average will show up in the Google results.

Invitations

You as the admin of the site can send out review invitations asking your members to leave reviews. You can define that email in the Email Templates area of the admin area.

Scamalyze

Do know that this is now standard in the registration process so you do not need to active the Scamalyze function.

Protect your site from scammers with Scamalyze. When activated all users are scanned through the Scamalyze database to ensure they are not known scammers. If a scammer is detected the user is blocked at the IP level before a purchase is made thus saving you from costly chargebacks.

You can also block users at the IP level. When a user is detected as a scammer then they are blocked at the IP level. If there's a false positive then you can unblock them in this area.

When a user is blocked they are blocked at the IP level. That IP address will no longer be allowed to access your site. To unblock a IP please use the "Unblock Tool" below