# **UMSS User Guide**

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## About this manual

# Typographical conventions

This manual distinguishes between different types of information using the following conventions:

- Terms taken from the interface itself, such as commands, appear in **bold**.
- Keys appear in small caps, for example: "Press the  $\ensuremath{\mathsf{SHIFT}}$  key."
- Numbered lists mean there is a procedure to follow.
- When the conjunction -or- appears next to a paragraph, it means there is the choice of another procedure for carrying out a given task.

• When a menu command contains submenus, the menu name followed by the command to select appear in bold. Thus, "Go to File > Open" means choose the File menu then the Open command.



This symbol highlights important information on

how a particular command or procedure works.



Following this symbol, you will find hints and tips for optimizing tasks, speeding up commands, and so on.

# About your product

Some of the functions described in this manual may not be available in your product.

For the complete list of specific features available in your software, refer to the specification sheet provided with the product.

## CHAPTER 1

## Introduction

## Scope of the document

This document describes the Teklynx User Management System (UMSS) software. The first part of the user guide defines the overview of UMSS. The other sections of the document provide usage information about the user interface elements.

UMSS is software implemented in Client-Server architecture. The client part is integrated into applications using UMSS. Depending on the method of integration, the features and appearance of the client side of the software may be different than shown in this document. If you find deviations from the information of this document, see the documentation of the integrating application.

### CHAPTER 2

## **UMSS Overview**

## Elements of UMSS

The main role of UMSS is to manage user accounts and provide permission control to applications integrating it.

UMSS handles a series of object to implement its functionality. These objects (for example, user accounts, user-groups, permission items) are persisted in the server database.

The following sections explain these types of objects in detail.

User (or user account) objects represent a single identity using the current session of a TEKLYNX application.

To become the current user of an application session, the user must authenticate itself. UMSS supports two kind of authentication:

UMSS authenticated users are managed completely by UMSS; the user account exists only in a UMSS server. The authentication is made by asking a password from the user.

Windows authenticated users are shared; managed by UMSS and Windows. The UMSS user account is created by importing an already existing Windows network domain or local user. The authentication is made by Windows. If

Windows authenticated the user, UMSS finds the matching UMSS user account for the Windows user account.

There is no direct permission management at the user level. Users are members of user groups. A user can be member of any number of user groups. User permissions are calculated from the permissions of the user groups where the user is a member.

	Usemame	JSmith	
	Usemane	Jomith	
	First name	John	
	Last name	Smith	
	Authentication	UMSS	~
	Password	*****	
	Password (again)	•••••	
		User may change password	
		User must change password	
		Locked	
Phon	e	+10 12345677	
Mobi	le	+10 12345677	
Emai	1	john_smith@gmail.com	

Figure 1 User Properties window

**User Groups** User groups represent certain roles of users. The users can be assigned as members of user groups. A user can be member of any number of user groups.

Permissions are managed at the user group level. Permissions are assigned to user groups. The permissions of a user are the results of the combination of the permissions of the user groups owning it as a member.

The logic of permission combination grants a given permission to a user if any of the user groups that have the user as a member grants that permission.

Permission	Execute	Query	Insert	Update	Delete	1
E UMSS						
E MSGS						
E LAS						
Administration						
Business Logic Operations						
E Data Access						
Actions		✓		<b>v</b>		
Actions History						
Categories						
Documents		V				
Label Requests		1		⊻		
Label Requests History						
Documents in Design State		2				
Documents in not Valid State		V				
Documents in Seeking Approval State						
Documents in Final State - Last version						
Documents in Final State - Previous version	s					
Documents validity period						
History			✓	<b>v</b>		
Approval Rules		⊻				~

Figure 2 User Group Properties window

Permission<br/>objectsThe Permissions tab of the User Group Properties window<br/>presents the permission objects as a matrix: the rows are<br/>permission items, and the columns represent permission<br/>verbs.

There are two types of permission objects:

**Permission items** represent elements of a TEKLYNX application on which permission control is implemented. They are identified by unique textual identifiers, which are invisible for users.

A variable number of **permission verbs** can be interpreted on each permission item. The permission verbs represent usual operations. For permission items like application functions, menu items, the usual permission verb controls the execution of it. Data like permission items usually have permission verbs identifying data query and modification operations.

Registered applications	UMSS server keeps track of each TEKLYNX application connecting to it.
Sessions	The UMSS server maintains a record of each connection. There is a session object in the UMSS database for each connection.
	When the connection to the server terminates, the session object is deleted.
	If the server detects no activity for a long period of time (de- fined by a configuration parameter) the server assumes the session to be dead and deletes it.

## CHAPTER 3

## **Using UMSS**

## **MSGS Messages sent by UMSS**

The UMSS server – if installed with MSGS – sends messages to MSGS. The following table lists the messages, their properties, parameters and description.

Message Code/Description	Category	Туре	Level	
MSG_SERVER_STARTED	NORMAL	INFO	1	
Sent after the server is started	Parameter name	Parameter descr	iption	
up	SERVERNAME	Name of the server (UMSS)		
Message Code/Description	Category	Туре	Level	
MSG_SERVER_STOPPED	NORMAL	INFO	1	
Sent before the server is shut down	Parameter name	Parameter description		
	SERVERNAME	Name of the serv	ver (UMSS)	
Message Code/Description	Category	Туре	Level	
MSG_APP_LOGON	NORMAL	INFO	2	

Sent each time an application logs to the server	Parameter name	Parameter descr	iption	
	APPLICATION	Name of the application		
	WORKSTATION	Name of the client workstation		
Message Code/Description	Category	Type Level		
MSG_APP_LOGOFF	NORMAL	INFO	2	
Sent each time an application logs off from the server	Parameter name	Parameter descr	iption	
	APPLICATION	Name of the app	lication	
	WORKSTATION	Name of the client workstation		
Message Code/Description	Category	Type Level		
MSG_APP_REGISTRATION	NORMAL	INFO 2		
Sent when an application is registered on the server	Parameter name	Parameter description		
registered on the server	APPLICATION	Name of the application		
	VERSION	Version of application		
	WORKSTATION	Name of the client workstation		
Message Code/Description	Category	Туре	Level	
MSG_USER_LOGON	NORMAL	INFO	2	
Sent each time a user logs into the server	Parameter name	Parameter description		
	USERNAME	Name of the log	ging on	
	APPLICATION	Name of the app	lication	
	WORKSTATION	Name of the client workstation		

Message Code/ Description	Category	Туре	Level		
MSG_USER_LOGOFF	NORMAL	INFO	2		
Sent each time a user logs off of the server	Parameter name	Parameter	description		
	USERNAME	Name of us	Name of user logging off		
	APPLICATION	PLICATION Name of the application			
	WORKSTATION	Name of the	e client workstation		
Message Code/ Description	Category	Туре	Level		
MSG_UNHANDLED_S ERVER_EXCEPTION	DIAGNOSTIC	ERROR	1		
Sent when an unhandled exception happens in the server	Parameter name	Parameter	description		

## **Client configuration user interfaces**

# Logon configuration

Server Conne	ection C	onfigurati	on	-	×
Communication	Login	Security			
Local Pol Global Pol UMSS-MSGS	blicy	tration Loca	I Policy		
		ogin mode	UMSS		~
	Force lo	ogon <mark>dialo</mark> g			
		Usemame	Administrator		
		Password	*****		

Figure 1 Sample logon configuration

The property page allows you to specify logon configuration.

#### Logon mode

Select the logon mode. Possible values:

#### Windows

User is logged on with Windows authentication. The user is either logged on automatically or by specifying a valid domain name, user name and password.

#### •UMSS

User is logged on with UMSS authentication. The user must specify a valid UMSS user name and password.

#### Force logon dialog

Select the **Force logon dialog** option to force the logon dialog to be shown. If this option is off, a silent (automatic) logon is attempted. If the automatic logon fails, the logon

form is shows. If this option is checked, the logon dialog is always show

**Domain** Enter the domain name for Windows mode logon.

### User name

Enter the default user name.

#### Password

Enter the default password.

## Logon

UMSS provides different logon dialogs for the different logon modes. The next section describes each appearance of the logon dialog.

# Logon user interface

UMSS mode logon

B UMSS Management Login			×
Use Windows Authentication			
User name	Administrator		
Password		Change	
	OK Cancel	Hel	p

Figure 2 Sample UMSS mode logon

UMSS Management Login		-		×
Use Windows Authentication				
User name	Administrator			
Password		Cha	ange	
New password				
New password again				
	ОК	Cancel	Help	)

Figure 3 Sample UMSS mode logon with password confirmation

UMSS Management Login		
Use Windows Authentication		
User name	SIG-PC\Sigurd-PC	
Password		
	OK Cancel	Help

Figure 4 Sample Windows mode logon

The UMSS mode logon window allows users to log on to UMSS with UMSS authentication.

#### User name

Enter the name of a UMSS user account. The user account must be configured with UMSS authentication mode.

#### Password

Enter the password of the user account.

#### Change

Select this option to change the password of the user account. If the option is selected, the **New Password** and the **Confirm Password** fields appear.

#### New password

Enter the new password.

#### **Confirm Password**

Enter the new password again for confirmation.

#### **Built-in Administrator user**

UMSS contains the built-in user account administrator. This user account grants all permissions. After installation, the default password is 'admin'.

#### **Use Windows Authentication**

Select **Use Windows Authentication** to log in using the active Windows account.

## Server Management User Interfaces

### **Users in MMC**

Image: Servers       Name       First name         MSGS       MSGS       Administrator         MSGS       Administrator       Administrator         Image: Servers       Image: Servers       Administrator         Image: Servers       Manager       Manager	🖤 TkxSvr Servers Administration		
MSGS       Administrator         Messages       Administrator         Filters       ##LASERVER_USER##         Laserver_USER       Administrator         Actions       ##LABACKUP_USER##         Laserver_USER       Hint frame         Action Filter Handlers       ##LABACKUP_USER##         Action Handlers       PrintUser         Applications       Designer         Designer       Manager	🗑 🕏 🕜		
	UMSS-MSGS Servers MSGS Messages Filters Actions Custom Filter Handlers Action Handlers Applications	Administrator ##LASERVER_USER## ##LABACKUP_USER## PrintUser Designer	Administrator LASERVER_USER LABACKUP_USER PrintUser Designer
General Sectors			

Figure 5 Sample of users in MMC

The scope item of the snap-in manages UMSS users.

#### List of users.

Lists users defined in UMSS. The list displays the username (the name of the user account) and the first and last name of the user.

#### New User

Use the **New User** toolbar button or context menu item to create a new user account. The **User Properties** window opens.

#### Properties

Use the **Properties** toolbar button or context menu item to modify an existing user account. The **User Properties** window opens.

#### Delete

Use the **Delete** toolbar button or context menu item to delete the selected user(s).

User	Group memberships Username First name Last name Authentication	JSmith John Smith	]
	First name Last name	John	
	Last name		
		Smith	
	Authentication		
	Addrendication	UMSS	~
	Password		1
	Password (again)		
		User may change password	
		User must change password	
		Locked	
Phon	e	+10 12345677	
Mobi	e	+10 12345677	
Emai	1	john_smith@gmail.com	
	Mobil	Password (again) Phone Mobile Email	User may change password User must change password Locked Phone +10 12345677 Mobile +10 12345677

Figure 6 User tab on User Properties window

The property page allows you to edit properties of a user account.

#### User name

Enter the name of the user account, if UMSS authentication is set. User name must be unique within UMSS. For Windows authenticated users, this field is disabled.

#### Browse (...)

Click the browse button to browse for a Windows user account in case of Windows authentication. For UMSS authenticated users, this button is disabled.

#### First name

Enter the first name of the user.

#### Last name

Enter the last name of the user.

#### Authentication

Select the mode of authentication for the user account. Possible values:

#### Windows

Users can log on with this account using Windows authentication. The user account name has a special format in this mode. It is made of a domain or computer name, a backslash character, and the local user name on the given domain or computer.

#### •UMSS

UMSS authenticates the user using a user name and password. User account name has a free format in this mode.

#### Password

Enter the password for UMSS authentication. This field is disabled in Windows authentication mode.

#### **Confirm Password**

Enter password again for confirmation. This field is disabled in Windows authentication mode.

#### User may change password

Select this option to allow the user to change the password of the account at next logon. This field is disabled in Windows authentication mode.

#### User must change password

Select this option to force the user to change their password of the account at next logon. This field is disabled for Windows authentication mode.

#### Locked

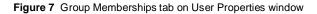
Select this option to temporarily disable the account. This field is disabled in Windows authentication mode.

#### **Extra properties**

There may be additional user properties depending on the configuration of the UMSS server. These extra properties are usually related to postal address, phone number or e-mail address.

#### • User Properties window (Group memberships tab)

User properties - Manager		50	$\times$
User	Group memberships		
	dministrators Customers		
	Designers		
	ASERVER Managers		
F	Print Users		



The Group Memberships tab allows you to specify the user groups a user belongs to.

#### Note

Permissions of user groups are combined. A permission is granted for the user if any of the user groups – where the user is a member – has that permission granted.

### **User groups**

 User groups in MMC

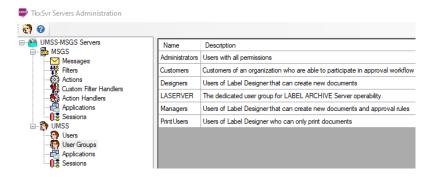


Figure 8 Sample of user groups in MMC

The scope item of the MMC snap-in manages UMSS user groups.

#### List of user groups.

Lists user groups defined in UMSS. The list displays the name and description of user groups.

#### New User group

Use the **New User** group toolbar button or context menu item to create a new user group. The **User Properties** window opens.

#### Properties

Use the **Properties** toolbar button or context menu item to modify an existing user group. The **User Group Properties** window opens.

#### Delete

Use the **Delete** toolbar button or context menu item to delete the selected user group(s).

• User-group properties (Usergroup tab)

😭 User Grou	up Properties	- Mana	agers — 🗆 X
User Group	Permissions	Membe	ers
	User group	name	Managers
	Desc	ription	Users of Label Designer that can create new documents and approval rules

Figure 9 User Group tab on User Group Properties window

The User Group tab allows you to edit basic user group properties.

#### User group name

Enter the name of the user group. User group name must be unique within UMSS. In case of a built-in user group, this field is disabled.

#### Description

Enter the description of the user group.

#### • User group Properties window (Permissions tab)

Permission	Execute	Query	Insert	Update	Delete	1
IE UMSS						
H MSGS						
🗄 LAS						
Administration						
Business Logic Operations						
Data Access						
Actions		×			U	
Actions History		¥				
Categories		¥	2			
Documents		¥	2			
Label Requests		×				
Label Requests History		×	✓			
Documents in Design State		✓				
Documents in not Valid State		V				
<ul> <li>Documents in Seeking Approval State</li> </ul>		V				
Documents in Final State - Last version		V				
<ul> <li>Documents in Final State - Previous versions</li> </ul>		✓				
<ul> <li>Documents validity period</li> </ul>						
History		V	2			
Approval Rules		✓		0		Y

Figure 10 Permissions tab on User Group Properties window

The Permissions tab allows you to edit permissions of a user group.

#### **Permissions Table**

Permissions can be edited in a table. The first column of the table contains the hierarchically ordered controllable permission item groups by application. Each column of the grid corresponds to a permission verb. If a permission verb is associated with a permission item, a checkbox is shown in the grid. Use this checkbox to grant or deny permission.

Permissions of built-in user groups cannot be changed. The table is disabled for built-in groups.

#### Expand

Use the **Expand** context menu item on collapsed tree nodes to expand the node of the tree.

#### Expand all

Use the **Expand all** context menu item on collapsed tree nodes to expand the node of the tree completely.

#### Collapse

Use the **Collapse** context menu item on expanded tree nodes to collapse the node of the tree.

#### Collapse all

Use the **Collapse All** context menu item on expanded tree nodes to collapse the node of the tree completely.

#### **Grant All Permissions**

Use the **Grant All Permissions** context menu item on tree nodes to grant all permissions for all permission items of the sub tree.

#### **Deny All Permissions**

Use the **Deny All Permissions** context menu item on the tree nodes to deny all permissions for all permission items of the sub tree.

# Registered applications

 Registered applications in MMC

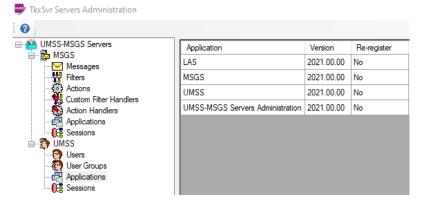


Figure 11 Sample of registered applications in MMC

The scope item of the MMC snap-in manages applications registered on UMSS .

#### List of applications.

Provides a list of registered TEKLYNX applications. The list displays the name and version of the installed application.

### Sessions

Sessions in MMC

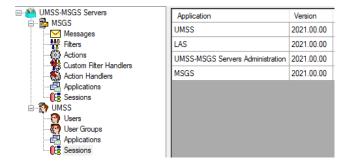


Figure 12 Sample of sessions in MMC

The scope item of the MMC snap-in manages UMSS sessions.

#### **Sessions List**

Provides a list of sessions of currently connected applications. The list displays the name and version of the connected application, the name of the workstation, the time when the session started, and the time of the last activity. Every user session will be listed by workstation name.

#### Delete

Use the **Delete** toolbar button or the **Delete** menu item of the context menu to terminate a session. Terminating a session is the last chance action for a system administrator. It must be used with care.

**Export list** exports all active sessions to text file.

#### Note:

UMSS maintains the time of the last action of connected applications. If an application does not make any activity on the UMSS server for a long period of time (defined in the server configuration), the server terminates the session of the application.



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