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 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	
First name	John	
Last name	Smith	
Authentication	UMSS	~
Password	*****	
Password (again)	****	
	User may change password	
	User must change password	
	Locked	
Phone	+10 12345677	
Mobile	+10 12345677	
Email	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	^
⊞-UMSS						
E MSGS						
E LAS						
Administration						
Business Logic Operations						
 Data Access 						
Actions				v		
Actions History		✓				
Categories		V	V			
Documents			✓	V		
Label Requests		•		2		
Label Requests History			V			
Documents in Design State		✓				
Documents in not Valid State		V				
Documents in Seeking Approval State						
Documents in Final State - Last version						
Documents in Final State - Previous versions						
Documents validity period						
History			✓	V		
- Approval Rules		⊻				~

Figure 2 User Group Properties window

Permission objects

The **Permissions** tab of the **User Group Properties** window presents the permission objects as a matrix: the rows are permission items, and the columns represent permission 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 serv	ver (UMSS)
Message Code/Description	Category	Туре	Level
MSG_SERVER_STOPPED	NORMAL	INFO	1
Sent before the server is shut down	Parameter name	Parameter description Name of the server (UMS	
	SERVERNAME		
Message Code/Description	Category	Туре	Level
MSG_APP_LOGON	NORMAL	INFO	2

Sent each time an application	Parameter name	Parameter descr	iption	
logs to the server	APPLICATION	Name of the app	lication	
	WORKSTATION	Name of the client workstation		
Message Code/Description	Category	Туре	Level	
MSG_APP_LOGOFF	NORMAL	INFO	2	
Sent each time an application logs off from the server	Parameter name	Parameter descr	iption	
logs on from the server	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	N 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 descr	iption	
	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
logs of of the server	USERNAME	Name of user logging off	
	APPLICATION	Name of the application	
	WORKSTATION	Name of the 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	Configurati	on	-	×
Communication	Login	Security			
Local Pol	icy				
O Global Po	olicy				
UMSS-MSGS	Adminis	stration Loca	Policy		
	L	ogin mode	UMSS		\sim
	Force lo	ogon dialog			
		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

(777)		\times
Administrator		
Ch	ange	
OK Cancel	Help	D
	Administrator	Administrator

Figure 2 Sample UMSS mode logon

🖁 UMSS Management Login		_		\times
Use Windows Authentication				
User name	Administrator			
Password		Cha	inge	
New password				
New password again				
	ОК	Cancel	Help	0

Figure 3 Sample UMSS mode logon with password confirmation

2 UMSS Management Login			\times
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 UMSS ADMINISTRATION

TlxSvr Servers Administration		
🗑 🕸 🕜		
UMSS-MSGS Servers MSGS Messages Filters Custom Filter Handlers Custom Filter Handlers Action Handlers Custom Filter Handlers Ustom Filter Handlers Ustom Filter Handlers Ustom Filter Handlers Ustom Filter Handlers Ustom Filter Handlers Discrete Han	Name Administrator ##LASERVER_USER## ##LABACKUP_USER## PrintUser Designer Manager	

Figure 5 Sample of users in UMSS ADMINISTRATION

The scope item of the UMSS Administration 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 properties - New	
	User Group memberships	
	Usemar	ne JSmith
	First nar	ne John
	Last nar	ne Smith
	Authenticati	umss ~
	Passwo	rd
	Password (aga	n) *****
		User may change password 🔽
		User must change password 🔽
		Locked
	Phone	+10 12345677
	Mobile	+10 12345677
	Email	john_smith@gmail.com

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

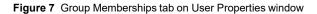
Select this option to temporarily disable the account. This field is disabled in Windows authentication mode.

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		1000	\times
User	Group memberships		
	dministrators justomers		
	Jesigners ASERVER		
	lanagers		
P	rintUsers		



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 in UMSS ADMINISTRAT ION



	Description
Administrators	Users with all permissions
Customers	Customers of an organization who are able to participate in approval workflow
Designers	Users of Label Designer that can create new documents
LASERVER	The dedicated user group for LABEL ARCHIVE Server operability.
Managers	Users of Label Designer that can create new documents and approval rules
PrintUsers	Users of Label Designer who can only print documents

Figure 8 Sample of user groups in UMSS ADMINISTRATION

The scope item of the UMSS Administration 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 Group Properties - Managers			agers — I		×
User Group	Permissions	Membe	ers		
User group name		name	Managers		
	Desc	ription	Users of Label Designer that can creat documents and approval rules	te new	

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.

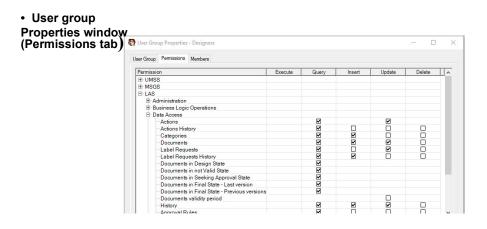


Figure 10 Permissions tab on User Group Properties window

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 in UMSS ADMINISTR ATION

🔤 TlcxSvr Servers Administration

0				
UMSS-MSGS Servers MSGS Messages Fiters Custom Fiter Handlers Custom Handlers Action Handlers UMSS UMSS UMSS UMSS UMSS USers Applications USers Applications	Application LAS MSGS UMSS UMSS-MSGS Servers Administration	Version 2021.00.00 2021.00.00 2021.00.00 2021.00.00	Reregister No No No	
Sessions	Sample of registered app	lia atiawa in		
Fidure 17	Sample of redistered app	ications in	10005	

Figure 11 Sample of registered applications in UMSS ADMINISTRATION

The scope item of the UMSS Administration 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 in UMSS ADMINISTRATIO N

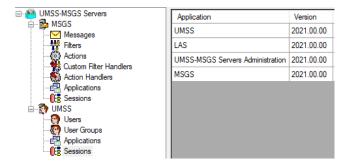


Figure 12 Sample of sessions in UMSS ADMINISTRATION

The scope item of the UMSS Administration 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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