

ECP 1.0.4 User Manual

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Table of Contents

1. Introduction	1
Who's this manual for?	1
What do you need?	1
How to use this manual for?	1
What's new in this version?	1
Getting started the quick way	1
2. NO-SOD Management	2
Create a new user	2
Modify an existing user	2
User data	2
Groups Management	3
Select a module	3
Public and System Groups	3
Manage groups of a module	4
3. Advanced fonctionnalités	6
User fonctionnalités	6
Electronic signature	6
4. Prints	7
How to print a manual?	7
5. Well known bugs	8
6. Frequently Asked Questions (FAQ)	9
7. Next releases	10
8. Appendices	11
How to contact the NO-SOD Team?	11

Chapter 1. Introduction

First, we would like to thank you to use Electronic Check Point (ECP) and the NO-SOD Framework for your web applications.

If you need answer to non related subject, please send a mail to ecp@no-sod.org.

Who's this manual for?

This manual will guide administrators through NO-SOD applications management via the ECP main NO-SOD administration module. This module can be used for any NO-SOD users/groups management.

What do you need?

In order to run this application, you only need:

- A client (workstation, laptop, ...) with a web browser correctly installed
- A username, a password and an URL

How to use this manual for?

Please use the table of contents to find direct access to requested information. By clicking on a (blue) subject title you can navigate through related categories or go back to the table of contents.

Rem: To quickly search items from this User Manual, hit the CTRL-F keyboard keys to invoke the browser search engine.

What's new in this version?

You'll find below the new fonctionnality that has been implemented into this new release of ECP.

- You can from now associate multiple system groups to the same public group
- The module is compliant with IN18 which mean translation packages may be produced by volunteers.

Getting started the quick way

To start ECP, open your web browser and type the appropriate URL. As administrator, you can decide to start ECP from the NO-SOD Center or by typing the ECP URL directly from your browser window.

If you decide to start ECP from the NO-SOD Center, type your username and password, select the ECP module and click on the ENTER button. If your username and password are the good ones, the ECP web interface should be displayed.

From now, you can start using ECP and create/modify users or manage groups for all your installed NO-SOD modules.

Chapter 2. NO-SOD Management

ECP lets you manage users and groups for all your installed NO-SOD modules.

Create a new user

To create a new user:

- The select the -New user- value from the users drop down list (default value) from the top left of the screen.
- Click on the GO button
- Fill in all the users data.
- Enter your electronic signature.
- Finally, to create the user, click on the SAVE button (to NOT create the user, click on the CANCEL button).

Modify an existing user

To modify an existing user:

- Select the user from the users drop down list
- Click on the GO button
- Data regarding the selected user are displayed on each appropriate field. Modify data you want to modify.
- Fill in your electronic signature.
- To apply the modifications, click on the SAVE button (to NOT apply the modifications, click on the CANCEL button).

User data

Rem: You can easily switch from a field to the next one by using the TAB keyboard key.

- **USERNAME:** Given by the user to log into the system (the same username as in the ECP users drop down list). This field is required.
- **PASSWORD:** Given by the user to log into the system. Please note that the password must contain at least six characters. This field is required.
- **PASSWORD CONFIRMATION:** Re-type the password for confirmation (must be the same as the PASSWORD field). This field is required.
- **DEFAULT MODULE:** Select the default module that will be associated to this used at each logon. The drop down list contains all the NO-SOD modules installed into your system
- **LASTNAME:** Lastname of the user. This field is required.
- **FIRSTNAME:** Firstname of the user. This field is required.

- INITIALS: Initials of the user
- GENDER: Select male or female (default is male) by clicking on the appropriate radio button.
- ADDRESS: Full address of the user
- ZIP: Zip code for this user
- STATE: State
- CITY: City
- COUNTRY: Country
- COMPANY: Company name for which the user is working for
- DEPARTMENT: Department where the user is working for
- TITLE: User's title
- BUSINESS UNIT: Business Unit of the user (cost center) used by finance department. This field is required.
- PHONE: Direct phone number
- EMAIL: E-mail address. This field is required.
- DISABLE: Select yes to disable the user.
- START DATE: You can decide, for example, to only activate a new user profile in one week or one month. In this case, click on the small calendar icon and select the day from which the user profile will be activated by the system.
- END DATE: You can also decide when a user profile should be disabled by the system. Click on the small calendar icon and select the day from which the user profile will be disabled by the system.

Groups Management

Select a module

From the main ECP users screen, you can switch to the groups management by using the drop down list labelled 'Manage groups of the module' at the top right of the screen. This list contains all the installed NO-SOD modules into your system. Select the module for which you would like to manage the groups and the application will automatically switch to the groups management screen for the selected module.

From the groups management screen, you can switch from a module to another (in case of multiple NO-SOD installed modules)

Public and System Groups

The security is maintained from all NO-SOD modules by two kinds of groups: system groups and public groups.

- System groups

System groups are automatically delivered with a module. They are specific for each module. They are used by developers and the NO-SOD Framework to control authorities.

- Public groups

Public groups are generally also delivered with a module and are associated with their system groups (then public groups have the same name as system groups). Public groups created at installation time doesn't contain any user. The administrator can create new public group(s) or use existing delivered public group(s), add user(s) into those group(s) and associate public group(s) with their corresponding system group(s).

Manage groups of a module

Once you have selected a module, some data (regarding this module) are displayed:

- A list of associated public groups
- A list of associated system groups
- A list of associated users
- A list of system groups you can add for a public group
- A list of users you can add for a public group

For this screen, you can:

- Create a new public group
- Modify data for a selected public group
- Go back to the users management

Create a new public group

Once you have selected a module, the list of associated public groups is automatically created. But you can, if you want, add one or more new public group(s) for a selected module:

- Select the -NEW- value from the public groups drop down list
- Enter the name of the new public group
- Enter the description of this new public group. Please note that from this ECP version you cannot modify the description of an existing public group. Please take care of the content of this description field because you'll not be able to modify/delete it after the public group creation.
- Click on the SAVE button. You must first click on the SAVE button to create the public group before to put users and/or system groups into this group.

Modify data for a selected public group

Once you have selected an existing group from the public groups drop down list, click on the GO button to load all information regarding this group. The associated system groups and users are automatically filled into corresponding drop down lists. Then you can:

- Add a new system group or a new user for this public group. Select the appropriate system group or user and click on the ADD button. The drop down lists are dynamically refreshed with the new content.

- Remove an existing system group or an existing user for this public group. Select the appropriate system group or user and click on the REMOVE button. The drop down lists are dynamically refreshed with the new content.

Rem: Don't forget to click on the SAVE when you have add/remove system groups and/or users before to switch to another public group or another module. If not, all modification will be lost.

Go back to the users management

At any time, you can switch to the users management screen by clicking on the USERS button at the left of the QUIT button (top right of the screen).

Rem: Don't forget to click on the SAVE when you have add/remove system groups and/or users before to switch to the users management screen. If not, all modification regarding the groups management will be lost.

Chapter 3. Advanced fonctionnalities

As a main NO-SOD administration module, ECP must be able to manage, control and provide access to all installed NO-SOD modules. This is done through advanced fonctionnalities integrated into the system. Some of them are activated by the user. Others are running as background tasks.

User fonctionnalities

Some ECP fonctionnalities are activated after a specific user action:

Electronic signature

ECP contains an Electronic Signature system that will be used to authenticate the identity of the user that would like to execute an action for which Electronic Signature (esig) is required.

Each time ECP will activate the esig, you'll have to give following information to the system:

- **Password:** Your NO-SOD password that you have used to log into the NO-SOD Center
- **Reason:** A brief explanation that should describe why you would like to execute a specific operation. A default value is given by the system to facilitate the administrator's tasks. We suggest you to modify or complete the reason by adding more information.

The Electronic Signature is required for any ECP screen (except the about screen).

Chapter 4. Prints

From this version you only have the possibility to print the user manual available from the ECP interface.

How to print a manual?

To print a manual, use the menubar on top of the manual window:

- Click on the 'File' menu option
- Select the 'Print...' option
- Select the appropriate printer
- Check the settings regarding your print preferences
- Click on the 'Print' button

Rem: Please check your hardware or ask your administrator for any printer problem.

Chapter 5. Well known bugs

Please find below a known bugs list that should be solved from next release:

- Management of one public group and module at a time: You can only manage one public group or one module at a time. Once you have modified a public group or any information regarding a module, you must click on the SAVE button to apply the modifications. If not, all data regarding a selected public group or a complete module will be lost.

Chapter 6. Frequently Asked Questions (FAQ)

- Question: I have some strange colors effect around the pictures of the interface. How can I solve this problem?
- Answer: The configuration of your video card is probably set to 16 bits colors and should be set to 32 bits (depending on your screen resolution and video card type). Please contact your system administrator to modify this parameter on your computer.

- Question: How to use the ECP calendar?
- Answer: To select a date into ECP, you must use the ECP calendar (for validation reason). Once you have clicked on the small calendar icon, you can select a day from the current month a navigate through previous years (<<), previous months (<), next months (>) or next years (>>). After you click on a specific day, the ECP calendar window is automatically closed and the date field is filled in with the selected day.

- Question: Why nothing happen when I click on the small calendar icon?
- Answer: The calendar is displayed in a new browser window, probably behind your active window. Use ALT_TAB keyboard keys to switch to the ECP calendar window.

- Question: How can I delete a public group?
- Answer: You cannot delete a public group from this ECP version.

- Question: How can I modify the description of a public group?
- Answer: You cannot modify the description of a public group from this ECP version.

Chapter 7. Next releases

Please find below the next implementations that should be added to the next version of ECP:

- Delete a public group: Possibility to delete an existing public group.
- Modify the description of a public group: Possibility to modify the description of a public group.

Chapter 8. Appendices

How to contact the NO-SOD Team?

You can contact the NO-SOD team by multiple ways:

- By sending a mail to our general mailbox at info@no-sod.org
- By visiting our website at <http://www.no-sod.org>