

# MASTER ADMINISTRATION

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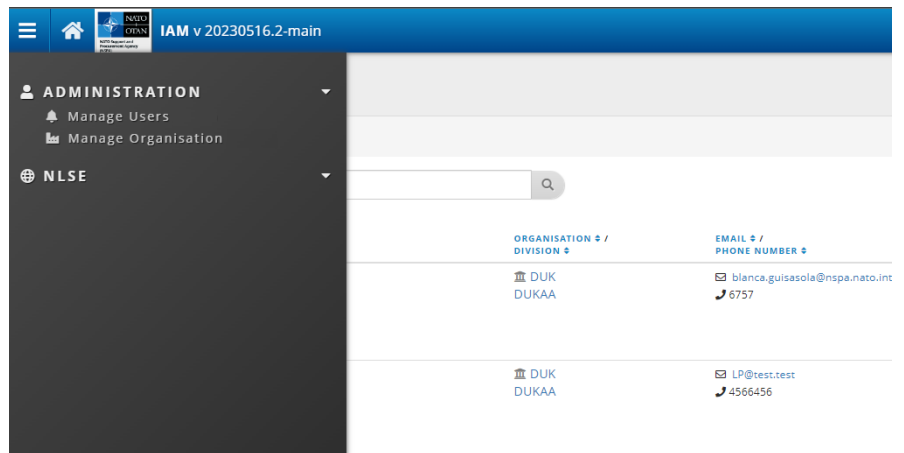
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## INTRODUCTION

The user management functionalities are available in the administration menu (fig. 33) group by toggling the main menu from the trigram symbol on the top left corner.

The administration menu group allows you to

- Manage the users
- Manage your organisation



## MANAGE USERS

This menu item allows you to

- Display the user list
- Create and modify users
- Assign the user access rights
- Access to audit information

## USER LIST

This list (fig. 34) allows you to

- View all the users in a list with the following sortable information
  - Logon
  - Full Name
  - Organisation Name
  - Division Name
  - Email
  - Phone Number
  - Applications
  - Creation Date
  - Last modification date
- Modify user
- Create user
- Duplicate user
- Save your configuration
- Set the number of user displayed per page from 10 to 200
- Filter the user list by
  - Creation date
  - Modification date
  - Login
  - Full Name
  - Subscriber Code
  - Organisation Name
  - Division Name
  - Email
  - Phone Number
  - Application including pre-filter
  - Organisation Type
  - User active status
- Load a configuration
- Print in PDF (top 250 rows)
- Export in CVS
- Export and extended download of the list as CSV or Excel spreadsheet.
- Reload the previous view

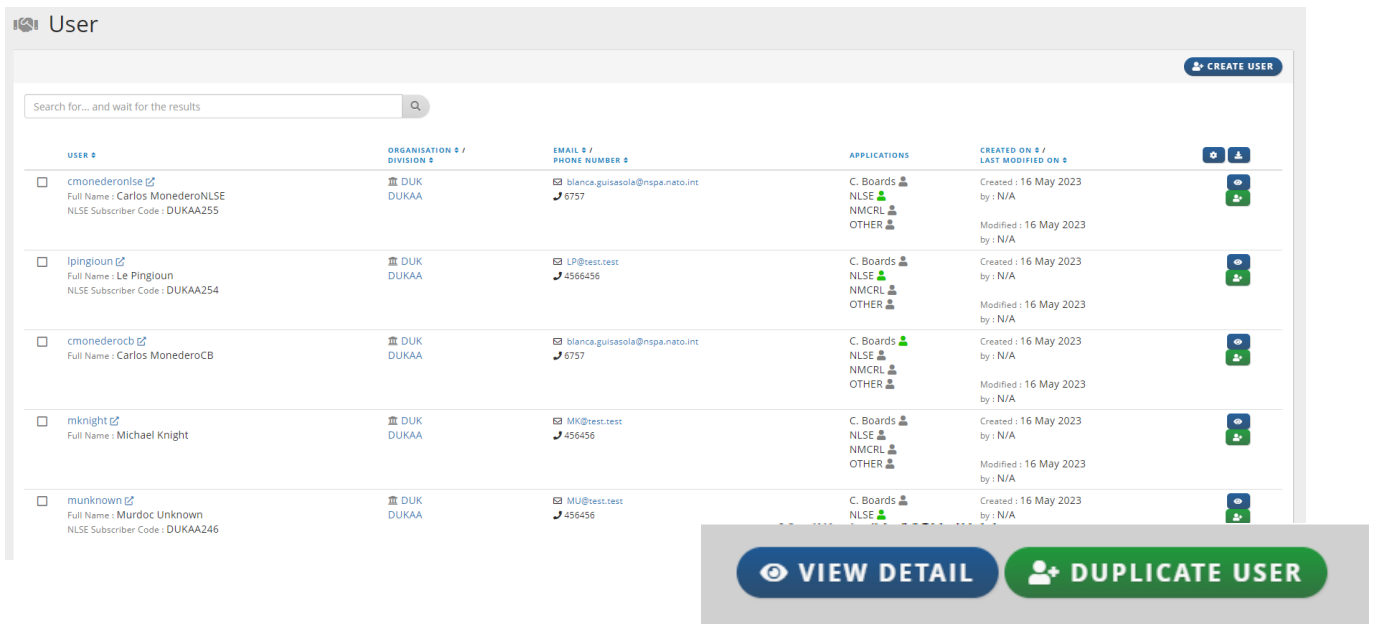


Fig. 34

### MULTIPLE SELECTION

The multiple selection (fig. 35) allows you to select multiple line and perform an action on the selection.

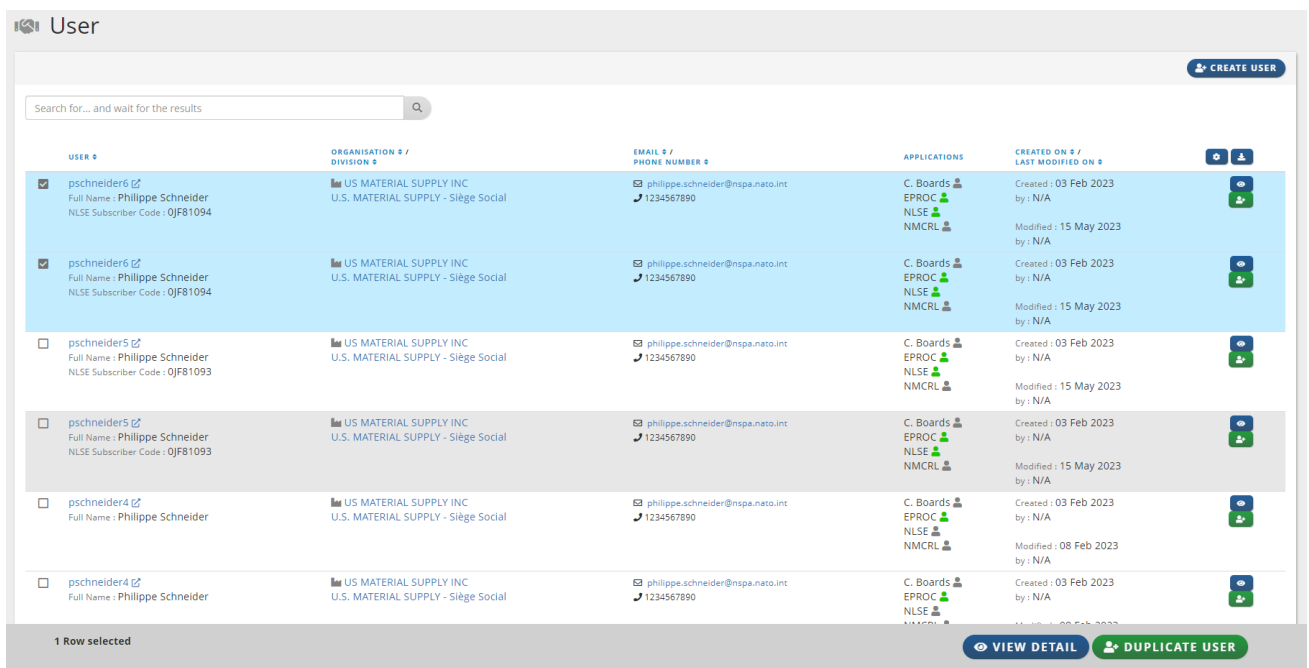


Fig. 35

## EXTENDED DOWNLOAD

The extended download (fig. 36) allows you to export a list with a selection of column as CSV or Excel document.

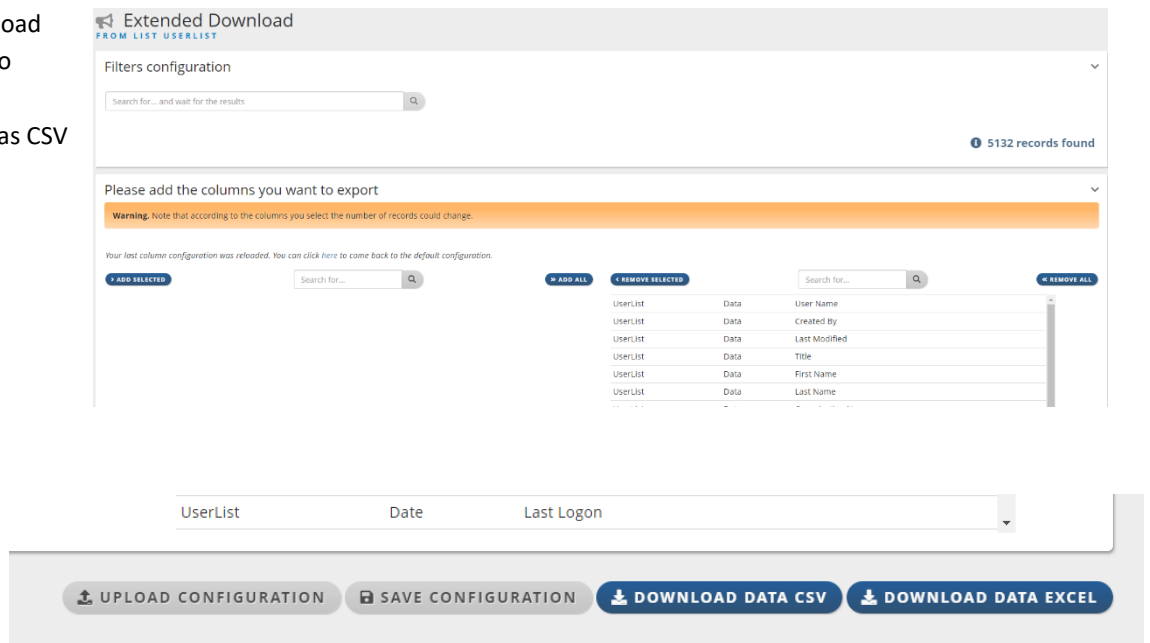


Fig. 36

## CREATE AND MODIFY USER

The user creation and modification (fig. 37 and 38) are available from the user list (fig 34).

When creating a user, the following information must be specified (fig. 37):

- Organisation name
- Division name
- Title
- First Name
- Last Name
- Email address
- Phone Number
- Fax Number (not mandatory)
- Email notification
- Master admin
- Password
- Password confirmation
- Entrust serial number (only mandatory for some specifics applications)
- Change password at next logon

Then click on save.

Fig. 37

The modification of user page (fig. 38) shows three tabs as detailed below

- The profile tab shows the user data, main applications and account details
- The authorizations tab that allows you to manage access rights and application profile information
- The audits and comments information

Fig. 38

## MANAGE AUTHORIZATIONS

User access rights and application profile information (fig. 39) can be defined from the authorizations tab of the user modification page.

The screenshot shows the 'MANAGE AUTHORIZATIONS' page in edit mode. The page has a top navigation bar with 'PROFILE', 'AUTHORIZATIONS', and 'AUDIT & COMMENTS'. Below this is a sub-navigation bar with 'NLSE', 'NMCRL', and 'COMMUNITY BOARDS'. The main content area is divided into two sections: 'Authorizations' and 'Application Profile Settings'. The 'Authorizations' section has a dropdown menu with 'None' selected. The 'Application Profile Settings' section has four fields: 'NLSE Master Admin' (No), 'Subscriber Code' (N/A), 'Cross Delegation' (No), and 'Email Notifications Frequency' (Daily Email). A 'MODIFY' button is located at the bottom right.

Fig. 39

Click on modify will enable the form in edit mode where you can

- Manage the authorization and role per application (fig. 40 and 42)
- Edit the application profile information required by some application (fig. 41).

The screenshot shows the 'MANAGE AUTHORIZATIONS' page in edit mode, similar to Fig. 39. The 'Authorizations' section has a dropdown menu with 'None' selected. The 'Application Profile Settings' section has four fields: 'NLSE Master Admin' (No), 'Subscriber Code' (N/A), 'Cross Delegation' (No), and 'Email Notifications Frequency' (Daily Email). The 'No' and 'Daily Email' values are highlighted with a red border. 'CANCEL' and 'SAVE' buttons are located at the bottom right.

Fig. 40

The screenshot shows the 'AUTHORIZATIONS' and 'APPLICATION PROFILE SETTINGS' tabs. Under 'Authorizations', there is a search bar and a list of roles with radio buttons: 'None', 'NLSE - PPP', 'NLSE - Read Only', 'NLSE - General' (selected), 'NLSE - Point of Contact (COMMIT Call)', 'NLSE - eBrokerage', 'NLSE - Finance', and 'NLSE - Point of Contact (NWC)'. The 'APPLICATION PROFILE SETTINGS' section includes dropdowns for 'NLSE Master Admin' (Yes), 'Cross Delegation' (Yes), 'Purchase Ceiling Control' (Blocking), and 'Purchase Ceiling Value' (10000000). Other fields include 'Subscriber Code' (N/A), 'Email Notifications Frequency' (No Email), 'Purchase Ceiling Control Level' (Request line), and 'Currency' (GBP). A warning message states: 'Warning. By saving this user, the purchase ceiling control type and level will be applied to all existing users within the same division.' 'CANCEL' and 'SAVE' buttons are at the bottom right.

Fig. 41

The screenshot shows the 'COMMUNITY BOARDS' tab. It features three search bars for 'Community Board ASUG', 'Community Board CPC', and 'Community Board LZ Info'. Below each search bar is a list of roles with radio buttons. For 'ASUG', roles are 'Community Board - ASUG Moderator', 'None' (selected), 'Community Board - ASUG User', and 'Community Board - ASUG Guest'. For 'CPC', the role is 'Community Board - CPC User'. For 'LZ Info', roles are 'Community Board - LZ Agenda' and 'Community Board - LZ Information'.

Fig. 42

## AUDIT AND COMMENTS

The audit and comments tabs (fig. 43) allow you to get the following audit information

- Created by
- Creation date
- Last modified by
- Last modification date
- Last visit date
- Remarks
- Backoffice remarks
- Attachments

PROFILE AUTHORIZATIONS **AUDIT & COMMENTS**

### Audit & Comments

Created By botfull	Creation Date 16 May 2023
Last Modified By botfull	Last Modification Date 16 May 2023
Last Visit N/A	
Remarks N/A	
Backoffice Remarks N/A	
Attachments N/A	

**MODIFY**

Fig. 43



## ORGANISATION MANAGEMENT

This menu item allows you to

- Modify your organization and division
- Display the address list
- Create and modify address

### MODIFY YOUR ORGANISATION

The modification of both governmental and private organization page (fig. 21 and 22) shows three tabs as detailed below

- The organization tab shows the organization data
- The divisions tab that allows you to manage divisions information
- The addresses tab that allows you to manage addresses information

The screenshot shows a web interface for modifying the organization 'DUK'. At the top, there are three tabs: 'ORGANISATION' (selected), 'DIVISIONS', and 'ADDRESSES'. Below the tabs is a form titled 'Organisation Data'. The form contains several fields: 'Organisation Name' with the value 'DUK', 'Country' with 'United Kingdom', 'Currency' with 'GBP - Pound sterling', 'Language' with 'EN - English', and 'URL' with 'http://alert122.commm'. The 'Organisation Type' is set to 'Governmental organisation'. At the bottom right of the form, there are two buttons: 'CANCEL' (red) and 'SAVE' (blue).

Fig. 21

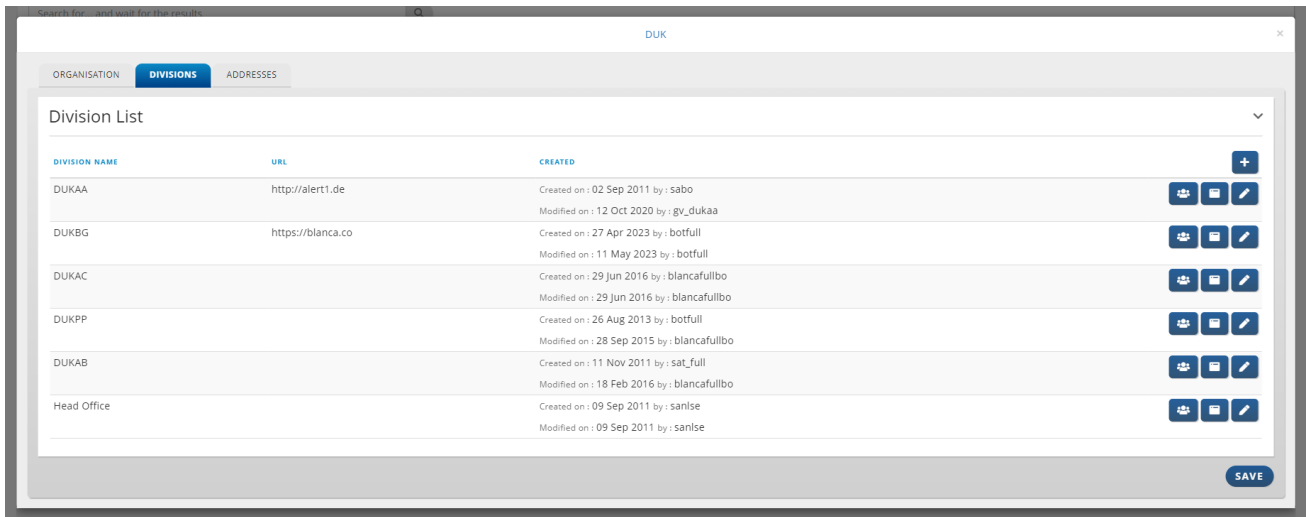
The screenshot shows a web interface for modifying the organization 'US MATERIAL SUPPLY INC'. At the top, there are three tabs: 'ORGANISATION' (selected), 'DIVISIONS', and 'ADDRESSES'. Below the tabs is a form titled 'Organisation Data'. The form contains several fields: 'Organisation Name' with 'US MATERIAL SUPPLY INC', 'Language' with 'English', 'Currency' with 'GBP', and 'Organisation Type' with 'Private company'. The 'URL' is 'https://eportal.nspa.nato.int'. To the right of the 'Organisation Data' form is a separate section titled 'Private Company Data' which contains 'CAGE Code' with '0JF81' and 'Number of employees' with '50'. At the bottom right of the form, there is a 'MODIFY' button (blue).

Fig. 22

## YOUR DIVISION

This list (fig. 23) allows you to

- View your division of an organization in a list with the following sortable information
  - Division name
  - Url
  - Created by
  - Creation date
  - Modified by
  - Modified date
- Manage users
- Modify division



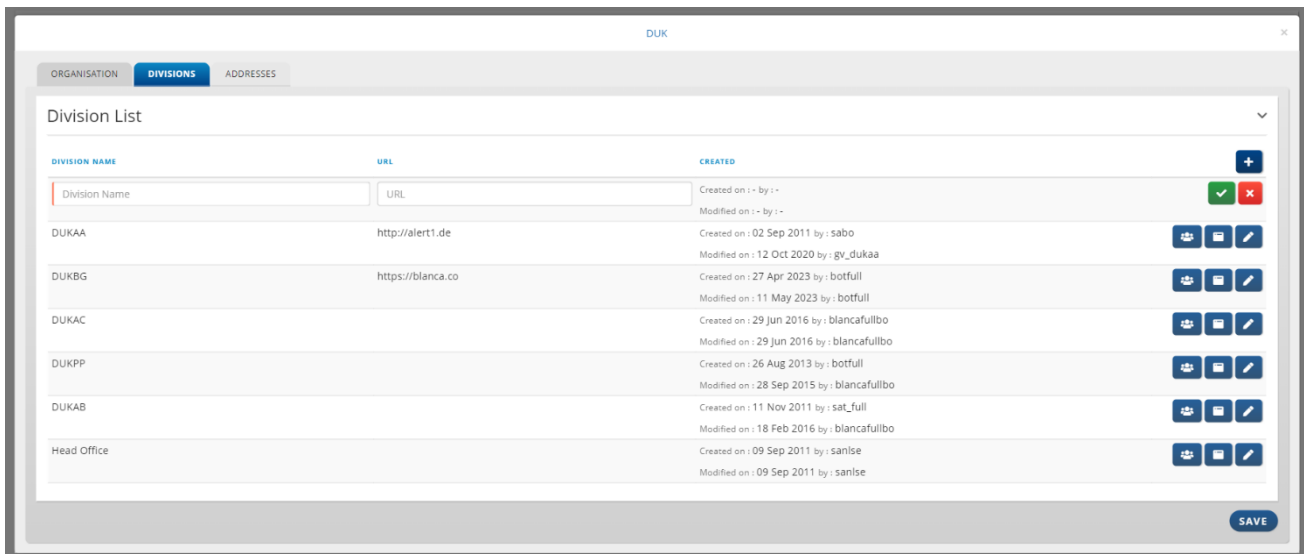
DIVISION NAME	URL	CREATED	
DUKAA	http://alert1.de	Created on : 02 Sep 2011 by : sabo Modified on : 12 Oct 2020 by : gv_dukaa	[+][-][edit]
DUKBG	https://blanca.co	Created on : 27 Apr 2023 by : botfull Modified on : 11 May 2023 by : botfull	[+][-][edit]
DUKAC		Created on : 29 Jun 2016 by : blancafullbo Modified on : 29 Jun 2016 by : blancafullbo	[+][-][edit]
DUKPP		Created on : 26 Aug 2013 by : botfull Modified on : 28 Sep 2015 by : blancafullbo	[+][-][edit]
DUKAB		Created on : 11 Nov 2011 by : sat_full Modified on : 18 Feb 2016 by : blancafullbo	[+][-][edit]
Head Office		Created on : 09 Sep 2011 by : sanlse Modified on : 09 Sep 2011 by : sanlse	[+][-][edit]

Fig. 23

## MODIFY YOUR DIVISION

When creating or modifying a division, the following information must be specified

- Division name
- URL (not mandatory)



DIVISION NAME	URL	CREATED	
<input type="text" value="Division Name"/>	<input type="text" value="URL"/>	Created on : - by : - Modified on : - by : -	[+][check][cancel]
DUKAA	http://alert1.de	Created on : 02 Sep 2011 by : sabo Modified on : 12 Oct 2020 by : gv_dukaa	[+][-][edit]
DUKBG	https://blanca.co	Created on : 27 Apr 2023 by : botfull Modified on : 11 May 2023 by : botfull	[+][-][edit]
DUKAC		Created on : 29 Jun 2016 by : blancafullbo Modified on : 29 Jun 2016 by : blancafullbo	[+][-][edit]
DUKPP		Created on : 26 Aug 2013 by : botfull Modified on : 28 Sep 2015 by : blancafullbo	[+][-][edit]
DUKAB		Created on : 11 Nov 2011 by : sat_full Modified on : 18 Feb 2016 by : blancafullbo	[+][-][edit]
Head Office		Created on : 09 Sep 2011 by : sanlse Modified on : 09 Sep 2011 by : sanlse	[+][-][edit]

Fig. 24

## MANAGE ADDRESSES

The addresses creation and modification (fig. 29 and 30) are available from the division list in the division tab of organization modification form.

### ADDRESS LIST

This list (fig. 29) allows you to

- View all the addresses of an organization in a list with the following sortable information
  - Division name
  - Address Type
  - Address
  - Country
  - Email
  - Phone Number
  - Created by
  - Creation date
  - Modified by
  - Modified date
- Modify address
- Add address

DIVISION NAME	ADDRESS TYPE	ADDRESS	COUNTRY	EMAIL / PHONE NUMBER	CREATED ON
DUKAA	Administrative address (by default)	MINISTRY OF DEFENCE, ROYAL AIR FORCE 1 MINISTRY OF DEFENCE, ROYAL AIR FORCE 1-2 124567 PE 282 EA HUNTINGTON	UK - United Kingdom	defministry@royalairforce.CC 44148045245	Created on : 02 Sep 2011 by : sabo Modified on : 11 May 2023 by : sabo
DUKAA	Bill-to Party	billing address 8325 capellen	BE - Belgium	Email Address 6757	Created on : 20 Jun 2016 by : biancafullbo Modified on : 03 Apr 2017 by : ez full admin
DUKBG	Ordering Address	Rue Saint Valentin 2 6700 Arlon	BE - Belgium	blanca.guisasola@nspa.nato.li 6757	Created on : 27 Apr 2023 by : botfull Modified on : 27 Apr 2023 by : botfull
DUKAC	Administrative address (by default)	12, rue de la gare 8325 capellen	LX - Luxembourg	Email Address 378	Created on : 29 Jun 2016 by : biancafullbo Modified on : 29 Jun 2016 by : biancafullbo
DUKPP	Contact Pers.Ship-to	New Address 4343 madrid	VQ - Amer.Virgin Is.	ignacio.sustaeta@nspa.com 434343	Created on : 11 May 2023 by : gvsustaeta Modified on : 11 May 2023 by : gvsustaeta

Fig. 29

### CREATE OR MODIFY ADDRESS

When creating or modifying address, the following information must be specified

- Address type
- Address
- Street Line 1
- Street Line 2 (not mandatory)
- Postal Code
- PCPO Box (not mandatory)
- Post Office Box (not mandatory)
- City
- Country (not mandatory)

- Email
- Phone Number

DIVISION NAME	ADDRESS TYPE	ADDRESS	COUNTRY	EMAIL / PHONE NUMBER	CREATED ON
DUKAA	Administrative address (by default)	<input type="text" value="MINISTRY OF DEFENCE, ROYAL AIR FORCE 1"/> <input type="text" value="MINISTRY OF DEFENCE, ROYAL AIR FORCE 1-2"/> <input type="text" value="124567"/>	UK - United Kingdc	<input type="text" value="defministry@royalairforce.CI"/> <input type="text" value="44148045245"/>	Created on : 02 Sep 2011 by : sabo Modified on : 11 May 2023 by : sabo
DUKAA	Bill-to Party	billing address <input type="text" value="PE 282 EA"/> <input type="text" value="HUNTINGTON"/>	BE - Belgium	Email Address	Created on : 20 Jun 2016

Fig. 30