MASTER ADMINISTRATION

CONTENTS
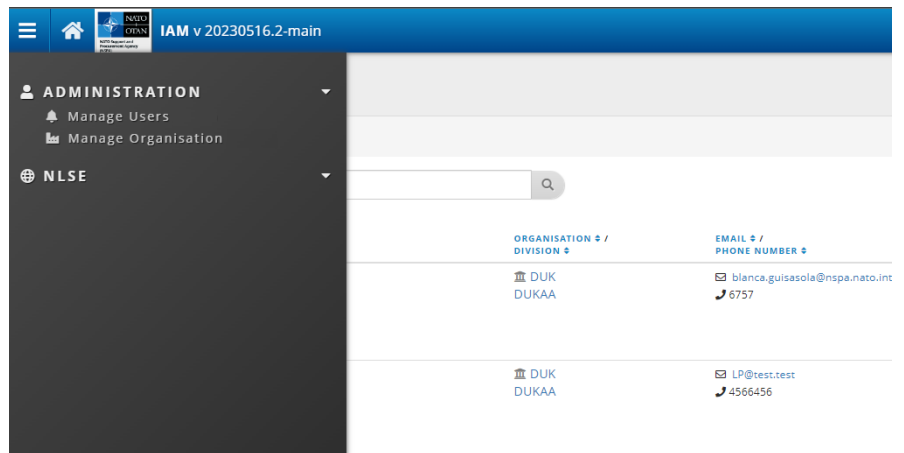
INTRODUCTION

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.
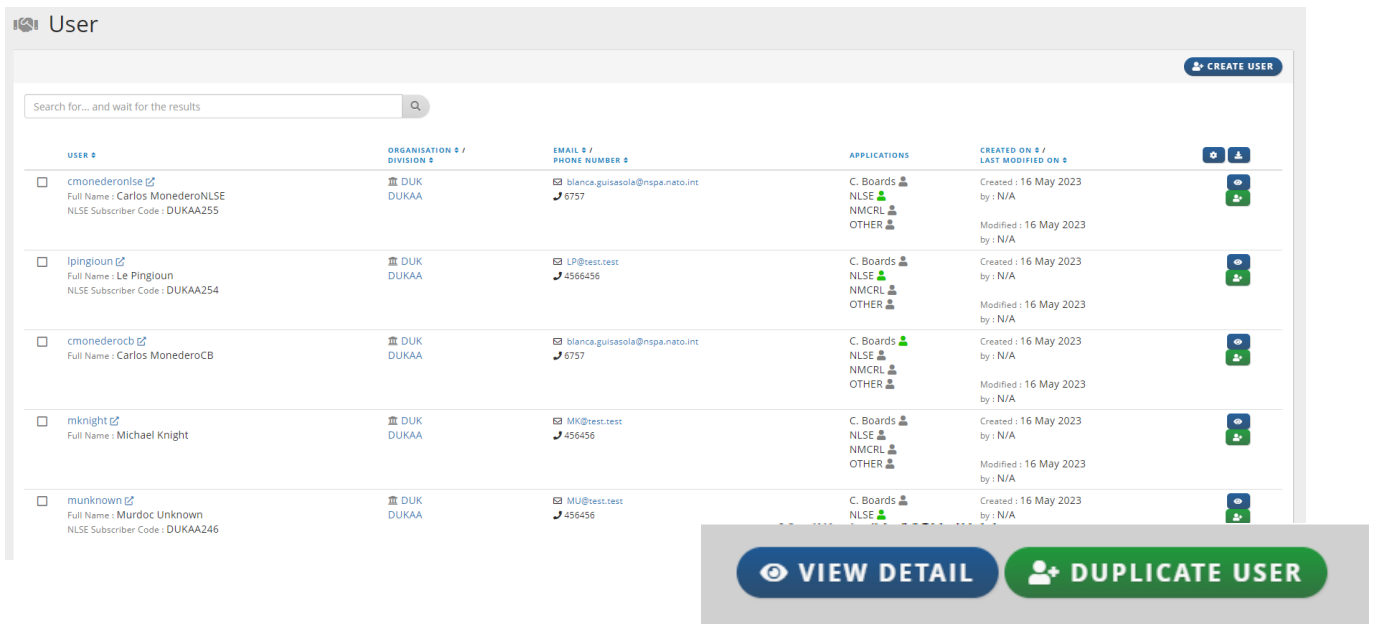- Reload the previous view

Fig. 34

MULTIPLE SELECTION

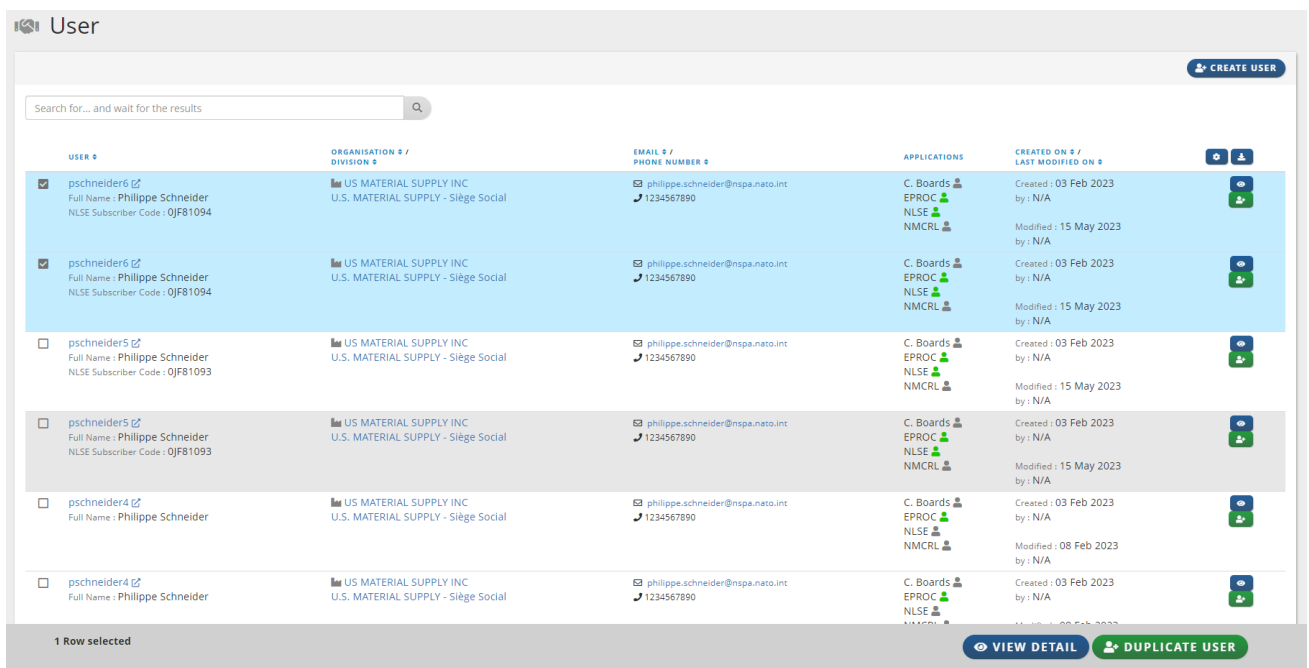The multiple selection (fig. 35) allows you to select multiple line and perform an action on the selection.

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.
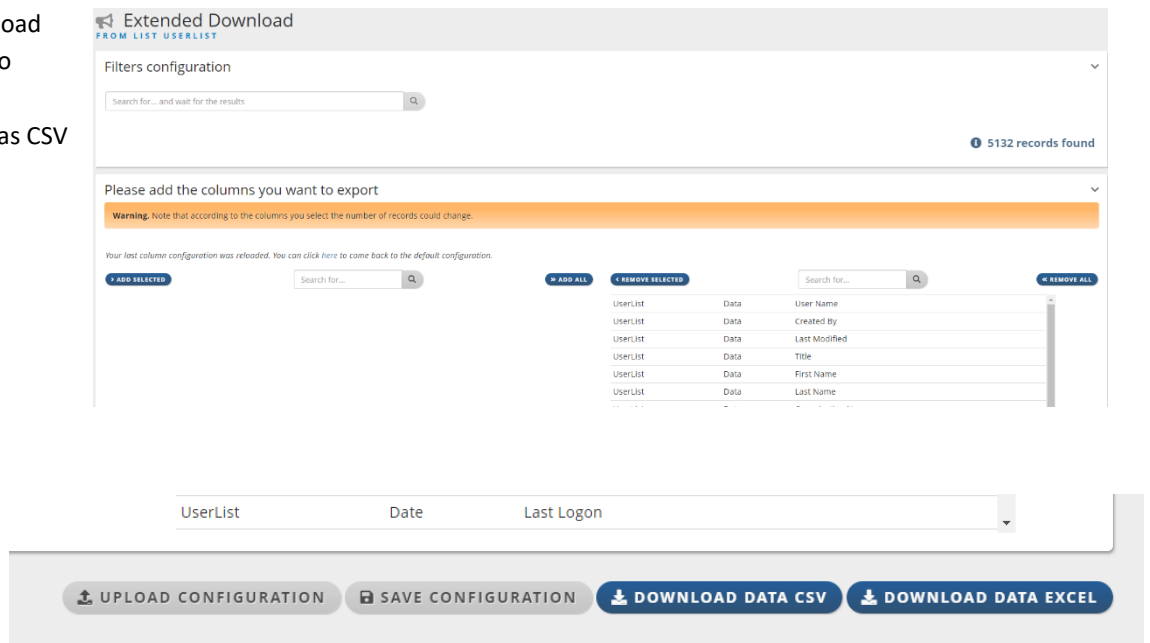

Extended Download
FROM LIST USERLIST

Filters configuration

Search for... and wait for the results

5132 records found

Please add the columns you want to export

Warning. Note that according to the columns you select the number of records could change.

Your last column configuration was reloaded. You can click here to come back to the default configuration.

| ADD SELECTED | Search for... | | » ADD ALL | ‹ REMOVE SELECTED | Search for... | | « REMOVE ALL |

UserList	Data	User Name
UserList	Data	Created By
UserList	Data	Last Modified
UserList	Data	Title
UserList	Data	First Name
UserList	Data	Last Name
UserList	Date	Last Logon

UPLOAD CONFIGURATION   SAVE CONFIGURATION   DOWNLOAD DATA CSV   DOWNLOAD DATA EXCEL

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.

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

MANAGE AUTHORIZATIONS

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

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).

Fig. 41

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	Creation Date
botfull	16 May 2023
Last Modified By	Last Modification Date
botfull	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

Fig. 21

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
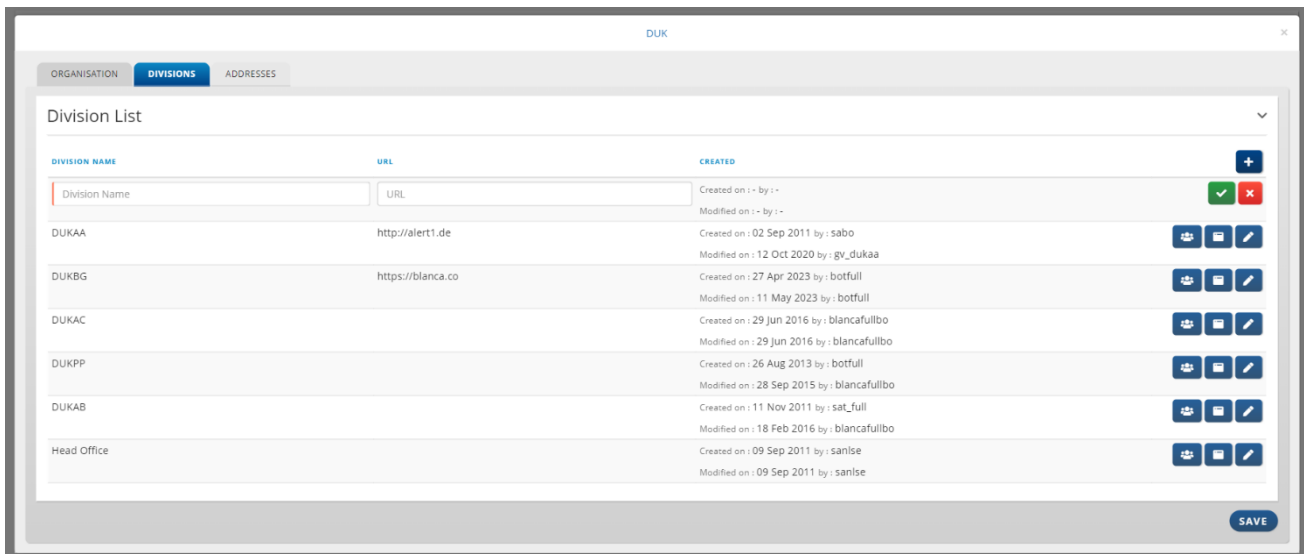- Manage users
- Modify division

MODIFY YOUR DIVISION

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

- Division name
- URL (not mandatory)

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

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)	MINISTRY OF DEFENCE, ROYAL AIR FORCE 1		UK - United Kingdc	defministery@royalairforce.C	Created on : 02 Sep 2011 by : sabo	✓ ✗
		MINISTRY OF DEFENCE, ROYAL AIR FORCE 1-2			44148045245	Modified on : 11 May 2023 by : sabo	
		124567	PCPO Box				
		PE 282 EA	HUNTINGTON				
DUKAA	Bill-to Party	biling address		BE - Belgium	Email Address	Created on : 20 Jun 2016	✎

Fig. 30