



## **USER MANUAL**

# **IT Systems Administration**



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## Validating Browsers

The application supports restrictions on which browsers can access the application. This capability may be disabled via a system configuration if there are no regulatory compliance requirements.

When a client connects and logs in, user information provided is detected by the User Agent String of the browser. This is used to determine the platform, name and version of the browser. Any browser capabilities required for the normal operation of the web application are also checked.

The application compares the details provided by the User Agent String to the list of validated browsers and if the client is listed as a validated browser then the client is passed through to their normal home page within the site.

If the client is not listed within the list of validated browsers then the system checks the permissions of the logged in user. If the user has appropriate permission, then the application directs the user to a screen that allows them to manage the validated clients.

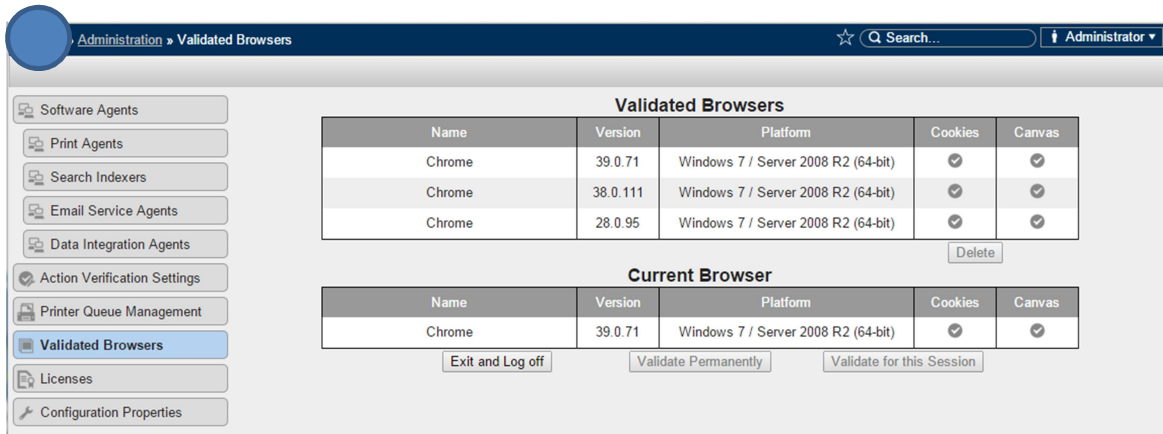


Figure 1 - Browser Validation

The screen displays the relevant capabilities of the detected browser, the list of validated browsers, and options to allow management of the browsers.

Any decisions made on this page by users are recorded within the Audit Log.

As well as automatically directing users to this page when required, authorized users can navigate directly to this page.

The user can add a browser to the list of validated browser and perform a temporary validation of the browser for a single session. This allows the user to test the browser in conjunction with the application.

The temporary validation session lapses once the browser is closed, the user logs out or the user is timed out.

As the application is checking against the provided User Agent String of the browser, any plug-in or other application which modifies this information may lead to the application not performing as expected. In these instances, the application is not supported.

## Managing Licenses

**Labelling Software** includes the ability to limit features and modules through the application of licenses.

A new installation of the **Labelling Software** system is initially unlicensed.

An unlicensed **Labelling Software** system only allows the Administrator to log in and only for one active session. The session timeout duration for unlicensed sessions is 3 minutes. The system must be adequately licensed before being used.

From the License Management page an Authenticated User can add and remove **Labelling Software** Licenses.

Licensing Instructions are displayed and License files can be uploaded or the corresponding license text pasted.

**Labelling Software** uses a License Chain model where:

- Each added license (except the initial one) is linked (or chained) to the previous one

- Multiple licenses can be added to the system in a very specific order (defined by the way they are linked)
- Any license can be removed from the system in reverse order (last from the current chain)
- Each license has a start date and certain types of licenses may also have an end date (these time limits can be referred to as the licensed period)
- Only the latest license where the current date/time is in the licensed period is the active one
- A License where the licensed period is in the future can be added to the system and automatically becomes active when the current time falls within the licensed period

It is recommended that only the built-in Administrator user adds or removes licenses from the system.

When all licenses are removed from the system, all user sessions are terminated and all users logged out. After this, only the built-in Administrator user is able to log in.

## Changing Configuration Properties

**Labelling Software** supports the creation of Configuration Properties required to store and manage system wide configuration settings. Access to this area is controlled by the System Level Permission, Manage Configuration Properties.

Configuration Properties allow the changing or addition of a function. The name of the property and the actions it performs are already defined within **Labelling Software**.

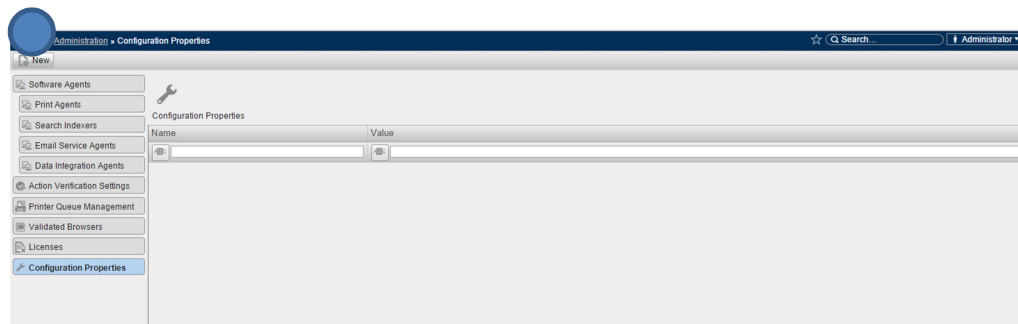


Figure 2 - Configuration Properties

From the Configuration Properties page, the following can be set:

- CleanupTransientEntitiesDays – Specifies the number of days an Approval Request or Change Request has been completed before it is made unavailable. If no value is specified, then a default of 30 days is used.

## Changing Deployment Properties

**Labelling Software** allows a system administrator to change the description of the deployed server.

1. Click in the Description field to enter the new description

The Location Bar color can also be configured to allow a visual identification of the server connection.

For example black for the production server, red for a development server, yellow for a test server.

To change the Location Bar color:

1. Click on the color box to display a color picker
2. Select the desired color
3. A preview is displayed. Location Bar text and link colors are set automatically based on the location bar color
4. Click Save

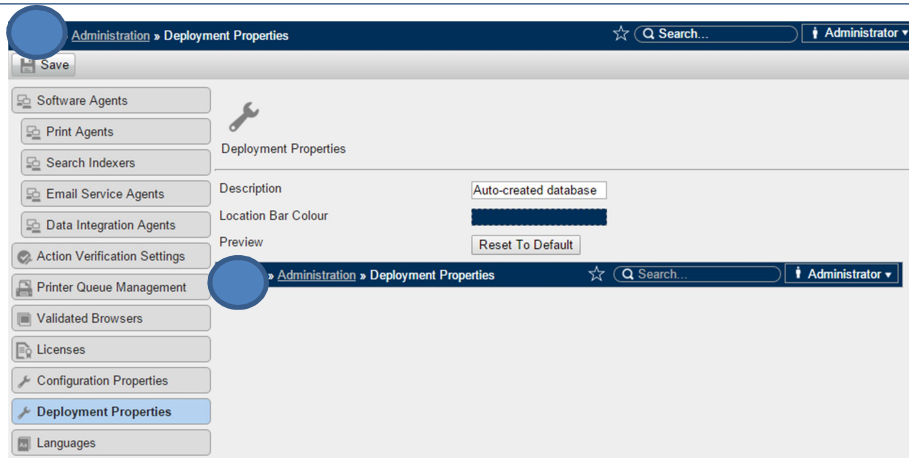


Figure 3 - Deployment Properties