

## System groups

After installation, the following standard groups are available in openforms:

**wheel:** The wheel group is a group for system administrators. The user-admin can log into the applications using a default password.

**known:** For external users/visitors, that have access to the closed section (i.e. users known to the system).

**everybody:** For external users, i.e. everyone who retrieves content via their browser.

**anybody:** Non-registered users.

In order to create a user group you must be granted the corresponding privileges. We assume that an admin user with wheel rights begins creating the desired groups structure after installation.

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After the admin has logged in, he may switch to the configuration section in openforms via **settings**.



The section settings will open. The menu items for user and group administration are located to the left. The openforms setting grants you the opportunity of handling user and group administration, furthermore there is a variety of extended actions, which allow you to maintain a clear overview.

## Fields / Properties

#	Field	Comment
1	Search and edit user	Opens the menu for the search and editing of existing users.
2	New User	Opens the input mask for the creation of a new user.
3	Export User	Opens a wizard that enables the export of existing users.
4	Import User	Opens a wizard that enables the import of users from an existing .txt file in the corresponding format.
5	Search and edit groups	Opens the menu for the search and editing of existing user groups.
6	New Group	Opens the input mask for the creation of a new group.
7	Application Settings	Opens the mask for the configuration of the groups' access rights in the areas registration, editing, configuration and user administration.
8	Pages being edited	Opens an overview of all pages that currently blocked due to editing.
9	Used Elements	Opens a list that displays all of the content elements used in the system.
10	Unreferenced Documents	Shows all documents that have been drawn up but not referenced.
11	Unresolved References	Shows the references that cannot be resolved, e.g. because the document path no longer exists.
12	Page Export	Opens the deployment configuration of the sites regarding the communication between admin-instances and runtime.
13	Background Processes	Project specific background processes.
14	Caches	Can reset the application cached (should only be used in mutual agreement with salient)
15	Hashed-Tokens	Project specific functions e.g. for the generation of hashed tokens.

## In OpenForms5

- ADMIN USER AND GROUPS
  - Search and edit User
  - New User
  - Export User
  - Import User
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- OTHER SETTINGS
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  - Used Elements
  - Unreferenced Documents
  - Unresolved References
  - Background Processes
  - Caches
  - Hashed Tokens

Search and edit User

Given Name

Name

Email

Login

Belongs To  and

Created after  (dd.mm.yyyy)

Last Access after  (dd.mm.yyyy)

FOUND 10 PERSONS CSV export Notify

LOGINNAME	STATUS	LAST ACCESS	
admin (Die Admin)		26.01.2017 13:51:43	<input type="button" value="edit"/> <input type="button" value="delete"/>
rb (R.B)		26.09.2016 15:55:51	<input type="button" value="edit"/> <input type="button" value="delete"/>
interdemo (Inter Demo)		02.09.2016 12:05:05	<input type="button" value="edit"/> <input type="button" value="delete"/>
dbforms (dbforms Demo)		13.09.2016 11:05:38	<input type="button" value="edit"/> <input type="button" value="delete"/>
Robin (Robin Heintz)		15.12.2016 15:44:34	<input type="button" value="edit"/> <input type="button" value="delete"/>
Herb (Herbert Herberston)			<input type="button" value="edit"/> <input type="button" value="delete"/>
MiW (Michi)		26.01.2017 15:14:16	<input type="button" value="edit"/> <input type="button" value="delete"/>

## 1 Search and edit User

The upper part of the mask (up until the search button) serves the filtering in the search of users. If statements are entered into the fields, the search result will be filtered accordingly and displayed. If the search button is used without any details in the fields, all users in the list will be shown (see bottom)

In the bottom, all users are listed. Each entry includes the



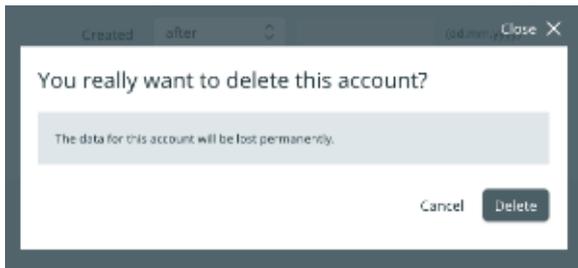
buttons for editing, deleting or notifying a user.



Opens the same entry mask as the one that appears when adding a new user.



Deletes the corresponding user. After clicking the delete symbol, you will be asked to confirm the deletion in a popup window.



Opens a window for the creation of an e-mail notification. E-mail templates for the notification regarding CMS accounts or passwords can be selected, or you may write your own message.

CMUserInterface.AdminSettingsRightsPersonSendMessages.headline

Receiver: test-test@test.de

Template:

Subject: Neuer Openforms Demo Account

Message: Sehr geehrter(r) %NamenName% %WNameName%,  
Ihr Zugang zum openforms Demo-Bereich wurde eingerichtet.  
URL: %Url-admin%  
Login: %Login%  
Da das Passwort nicht per E-Mail verschickt werden kann, verwenden Sie bitte die Passwort-Vergessen-Funktion.  
Mit freundlichem Gruß.

Cancel

## 2 New User

### TAB Basis

Field	Description
Login	Determines the user name
E-mail	The user's e-mail adress. System notifications are sent to this address.
Belongs To	Selection of one or several groups the user is to be a part of
Password	Determines the user's password.
Disabled since	If a user has been disabled, the corresponding date will be shown here.
Edit Mode	Determines whether the user is shown the basic or the advanced edit mode.
Title	The user's title
Given name	The user's first name
Name	The user's surname
Language	Languauge setting of the user interface
Telephone	The user's phone number
Fax	The user's fax number
Mobile Phone	The user's mobile number
Company	The user's company data
Street	The user's street
Postal code	The user's postal code
City	The user's city
Country Code	The user's country code
Siehe auch	
Comment	Space for comments

### TAB Extended

Field	Description
Sandbox?	Make the user a 'sandbox' user, e.g. demo/test account  This means productive activites are deactivated for this user.
Newsletter?	Is the user to receive a newsletter?
Mail No Deliverable	Inhibits the dispatch of system e-mails to this address.

Registration Needs Confirmation	The account must for example be confirmed using an activation link.
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**Edit User**

Main **Extended** Statistics Messages

Put In Sandbox

Wants News

Mail Not Deliverable

Registration Needs Confirmation

## TAB Statistics

In the tab statistics, numbers which represent user behaviour are displayed in a table.

Field	Comment
Created	Date of the account creation
Changed	Last change made to the account
Changed By	User that made the change
First Access On	User's first login
Last Access	Last login
Last Incorrect Access on	Date of las access failure
Number of Successful Access	Number of successful logins
Number of denied access	Number of failed logins

**Edit User**

Main Extended **Statistics** Messages

Created	14.12.16 09:59
Changed	26.01.17 15:12
Changed By	
First Access	14.12.16 10:01
Last Access	26.01.17 15:14
Last Access Failure	16.12.16 14:19
Access Count	48
Failure Count	8

## TAB Messages

System/account notifications that are sent to the user are displayed here.

**Edit User**

Main Extended Statistics **Messages**

Subject Neuer CMS Account

Created 15.12.2016 11:51:21

Message Sehr geehrte(r) Michi,

Ihr Zugang für das Salient CMS wurde eingerichtet:

Name: MiWi  
Passwort: start

Achten Sie bitte auf die Groß- und Kleinschreibung!

Mit freundlichem Gruß,  
Ihr CMS Online-Team

## 3 Export User

The export creates a .txt file (CSV format), which contains all user details of all openforms users. The formatting is created in such a way that the data can be re-entered into the openforms system.

Field	Decription
Export Password	If the box is ticked, the user's passwords will also be exported. If not, the passwords will be left out.
Export internal ID	All users receive an internal ID. This ID can also be exported, if the corresponding box is checked. COMMENT: In case of a later import into another openforms system you should not export the IDs

## Export Selected Users

A selection of users can also be exported. In order to export selected users the users must be part of one/several mutual groups or be in a 'tag'-group.

To export a selection of users one must open the mask 'search and edit users' and filter the results of the search by an according tag.

Above the group list the button 'CSV export' can be selected. The export started upon clicking on it only applies to the selected users.

## Export selected users

## 4 Import User

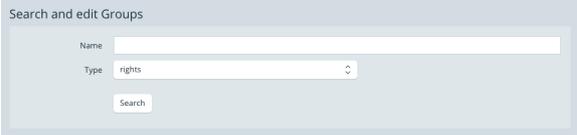
Exported user data can also be re-imported. In this case the .txt file must have the same CVS formatting as a file exported from openforms.

By clicking 'select file', the computer's file dialogue will be opened. You will be able to select and upload a local file.

Hereafter the settings can be specified.

- Unknown groups can be created
- Unknown groups can be ignored
- The new user can be added to further groups

The process is started by clicking 'import data'. Afterwards the status of the import is displayed.



Search and edit Groups

Name

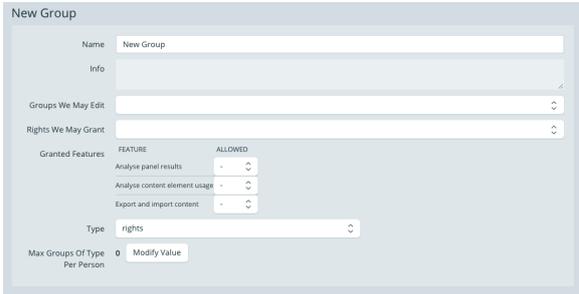
Type rights

## 5 Search and edit Groups

Similarly to the mask 'search and edit user' there is the possibility to search for a group or to search all groups for a user in the search mask.

The types differentiate between:

- **rights**  
User group that can edit certain functions due to access rights
- **department**  
Group that can solely be used for the assignment of users, e.g. departments



The screenshot shows a 'New Group' configuration form with the following fields and options:

- Name:** New Group
- Info:** (empty text area)
- Groups We May Edit:** (dropdown menu)
- Rights We May Grant:** (dropdown menu)
- Granted Features:**

FEATURE	ALLOWED
Analysis panel results	-
Analysis content element usage	-
Export and import content	-
- Type:** rights
- Max Groups Of Type Per Person:** 0 [Modify Value](#)

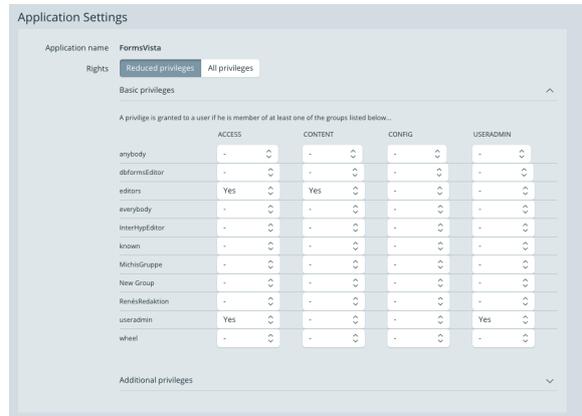
## 6 New Group

You can find general information about groups in the section [Benutzer und Gruppen verwalten](#)

Field	Comment
<b>Name</b>	Group Name
<b>Groups We May Edit</b>	The dropdown menu shows all the available groups in openforms. The selection allows group member to edit the selected groups. Multiple selection is possible.
<b>Rights We May Grant</b>	The dropdown menu shows all rights that are available in openforms. Multiple selection ensures that one user of the group may grant these rights to other groups.  <b>COMMENT:</b> These are not the rights that the group itself receives. How a new group receives its right will be described in the following chapter.
<b>Granted Features</b>	Other special features which the new group may be granted. <ul style="list-style-type: none"> <li>• <b>Analyse Panel Results</b> Receives the menu point 'Analysis', which can be used in order to evaluate questionnaire results.</li> <li>• <b>Analyse Content Element Usage</b> Analysis of the different content elements</li> <li>• <b>Export and Import Content</b> Allows the user to import and export content from the tree structure as ZIP or XML files.</li> <li>• <b>Restart PHP-Export</b> Allows starting the export of PHP content on runtime</li> </ul>
<b>Type</b>	The dropdown allows the selection of: <ul style="list-style-type: none"> <li>• <b>rights</b> User groups can edit certain functions based on their rights.</li> <li>• <b>department</b> Group that can solely be used for the assignment of users, e.g. departments</li> </ul>
<b>Max. Groups of Type</b>	Determines how many groups of this type (department or rights) should be allowed.

## Application Setting

Field	Comment
<b>Rights</b> <ul style="list-style-type: none"> <li>Reduced Privileges</li> <li>All Privileges</li> </ul>	<p>The selection between 'reduced privileges' and 'all privileges' determines whether, depending on privileges, only the sections that may be edited by the user or all sections are displayed to the user in question. The privileges not granted to the user are displayed in gray. In the image to the right an administrator (granted all privileges) is logged in. In this case the display of 'reduced privileges' does not differ from 'all privileges'.</p>
<b>Basic privileges</b>	The basic privileges are displayed in the upper area. Basic privileges are all privileges that are granted to a group.
Column 1	All existing groups are listed here; or (depending on privileges and aspect) only the groups that may be edited.
Column 2 "Anmeldung"	When the dropdown is set to 'yes' for one group, a user may navigate all content that are located in the protected area.
Column 3 "Redaktion"	All groups that are granted the right 'editing' may log into the admin surface and edit content.
Column 4 "Config"	There are section in the structure and setting that are classified as (system)configurations. Groups that are granted the according privilege may make corresponding changes. The settings are displayed as deactivated to users who are not granted the corresponding privilege.
Column 5 "Gruppen"	This privilege allows the editing of groups.
Spalte 6 "Benutzerverwaltung"	This privilege allows working in the area of user administration.



<b>Additional Privileges</b>	<p>The opening of the menu 'additional privileges' opens a list identical to the one described above, the only exception being that the privileges described in this list apply as an 'and-linkage'. For Example:</p> <p>Two users are granted access to the protected section, as they are part of the group 'known'. Additionally user 1 is a member of group A and user 2 is a member of group B. User 1 may access the tariff list in the protected section, user 2 may not.</p> <p>The "and-linkage" of the privileges is displayed in the section "additional privileges"</p>
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Pages being edited

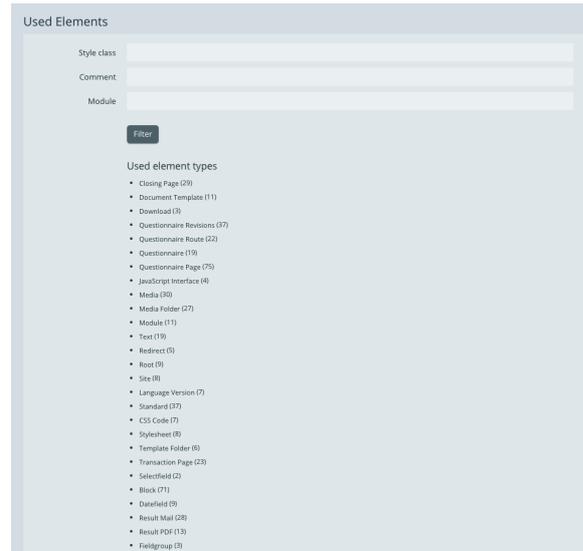
User	Since	Page
MWA (Michi)	26.03.2017 15:12	Form Templates (/Spielwiese/Teststreifen/Deutsch/Form Templates)

[Unlock all documents](#)

## Pages Being Edited

After clicking 'pages being edited' a table depicting all form pages that are currently being edited will open. The according pages are blocked for other users until the editor leaves the page. Administrator or users with strong privileges may, however, unblock the page.

In the display to the right all blocked pages can be unblocked at once.



## Used Elements

After clicking 'used elements' an overview displaying which document and paragraph types are used in the system will open.

In the top paragraph search criteria in order to filter certain elements can be set.

By clicking one element of the list, an overview of all paths in which the element is used will be displayed.

**Unreferenced Documents**

Available document types

- Media
- Text
- Module
- Stylesheet
- Download
- CSS Code
- JavaScript Interface

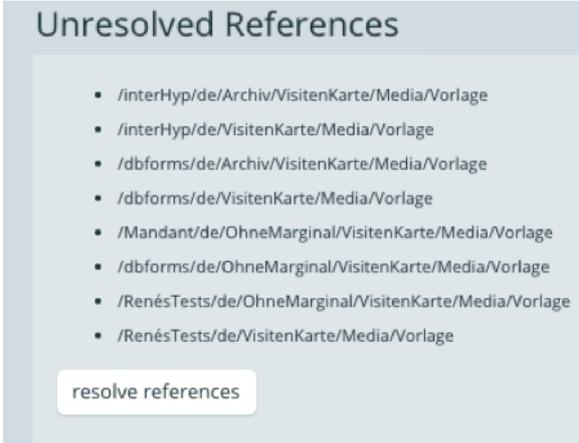
**Unreferenced Documents**

Not referenced documents of type Media

- /Mandant/de/Lokalisierte Medien/Lokalisiertes Bild
- /Mandant/Media/Nicht lokalisiertes Bild
- /interHyp/Media/Nicht lokalisiertes Bild
- /interHyp/de/Lokalisierte Medien/Lokalisiertes Bild
- /dbforms/Media/Logo
- /dbforms/de/Lokalisierte Medien/Lokalisiertes Bild
- /dbforms/Media/Nicht lokalisiertes Bild
- /RenésTests/de/Lokalisierte Medien/Lokalisiertes Bild
- /RenésTests/Media/IL2
- /RenésTests/Media/openformslogo
- /RenésTests/Media/IL

## Unreferenced Documents

The displayed list shows all documents for no reference or link has been set. First, different document types are put up for selection. If one document type is selected, all documents of the selected type that have not been referenced will be retrieved.



The screenshot displays a section titled "Unresolved References" with a list of eight document paths. Below the list is a button labeled "resolve references".

- /interHyp/de/Archiv/VisitenKarte/Media/Vorlage
- /interHyp/de/VisitenKarte/Media/Vorlage
- /dbforms/de/Archiv/VisitenKarte/Media/Vorlage
- /dbforms/de/VisitenKarte/Media/Vorlage
- /Mandant/de/OhneMarginal/VisitenKarte/Media/Vorlage
- /dbforms/de/OhneMarginal/VisitenKarte/Media/Vorlage
- /RenésTests/de/OhneMarginal/VisitenKarte/Media/Vorlage
- /RenésTests/de/VisitenKarte/Media/Vorlage

resolve references

## Unsolved References

When forms that include references e.g. to a media document (PDF template etc.) are exported, these documents are not automatically included in the export. Due to this attempting to import a form into another system can result in unresolved references or links. The documents are either not present in the system, or have been filed in another location.

In order to resolve references, they have to be reset.

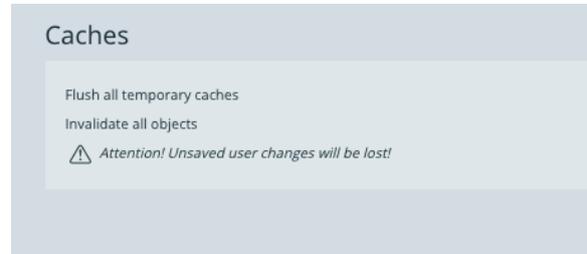
First all links which include documents with unresolved references are displayed. By clicking on the link, the position in which the reference can be reset can be accessed.

## Background Processes

Current Tasks

## Background Processes

"Background Processes" is a project specific feature. It displays a list of background processes (e.g. PHP-Export), that are carried out upon clicking on the corresponding process.



## Caches

All temporary data can be deleted and all objects can be invalidated. This function should only be used in agreement with the salient support. In any case one should ensure that there are no open sessions in 'pages being edited', as all unsaved data will be lost.



The screenshot shows a settings panel titled "Hashed Tokens". Inside the panel, there is a section labeled "Test Timed Hashes". Below this section, there is a "Token" label followed by a text input field. Underneath the input field, there is a "Strong" label followed by an unchecked checkbox. At the bottom right of the panel, there is a button labeled "Generate Hashes".

## Hashed-Tokens

"Hash-Token" is a project specific feature. Depending on the system tokens can be generated, e.g. single sign on