

ASSIGNMENTS

ADMINISTRATION TOOL

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WHAT IS THE “ASSIGNMENTS” BRANCH FOR?

The **Assignments** branch in Gargantua Administration Tool contains tables summarizing all privileges, permissions and management responsibilities for every role, group and user. This allows you to view and change centrally all assignments made individually through the following branches: **Managers**, **Users**, **Groups**, **Roles** and **Gargantua Databases** (database management screens).

The tables allow you to manage:

- The assignments of [users to groups and/or roles](#) and of [roles to groups](#);
- The assignments of roles, groups and users to the [active part](#), the [explorer](#), and/or the [archive part](#) of databases;
- The assignments of users to [Gargantua modules](#);
- The assignments of roles, groups and users to [privileges](#) giving them access to some features of Gargantua Web Client;
- The assignments of users as [managers](#) for Gargantua servers and/or databases;
- The assignments of [interface settings profiles](#) to users.

ASSIGNMENTS MANAGEMENT SCREEN - AVAILABLE TABS

The assignments management screen contains the following tabs:

- The **Roles/Groups** tab allows you to assign a role to a group (see [Assigning role to a group](#) and [Assigning a user to a group/role](#)).
- The **Databases (active part)** tab allows you to [assign a role, group or user to a database](#).
- The **Databases (explorer)** tab allows you to [assign a role, group or user to the explorer part of a database](#).
- The **Databases (archive part)** tab allows you to [assign a role, group or user to the archive part of a database](#).
- The **Modules** tab allows you to [grant a user access to a Gargantua module](#).
- The **Privileges** tab allows you to [grant a privilege to a role, group or user](#).
- The **Managers** tab allows you to [grant management responsibilities to a user](#).
- The **Interface settings profiles** tab allows you to [assign an interface settings profile to a user](#).
- The **Help** tab allows you to access the contextual help.

ASSIGNING A USER TO A GROUP/ROLE

To assign a user to a group or a role from the **Assignments** branch, proceed as follows:

1. In the left pane of Gargantua Administration Tool, click the **Assignments** branch.

The **Manage assignments** screen displays in the right pane. The **Roles/Groups** tab is selected by default.

2. In the table, at the bottom of the left column, find the name of the user you want to assign to a group or role.
3. In the table, in the first row, find the name of the group (left) or role (right) of your choice.
4. Click the table cell that corresponds to both the user and the group/role.

A green check mark displays: the assignment has been made.

ASSIGNING A ROLE/GROUP/USER TO A DATABASE

To assign a role, group or user to a database from the **Assignments** branch, proceed as follows:

1. In the left pane of Gargantua Administration Tool, click the **Assignments** branch.

The **Manage assignments** screen displays in the right pane.

2. Click the **Databases (active part)** tab.
3. In the left column of the table, find the role (top), group (middle) or user (bottom) that you want to assign.
4. In the first row of the table, find the name of the database of your choice.
5. Click the table cell that corresponds to both the role/user/group and the database.

A green check mark displays: the assignment has been made.

If you want to assign a role, a group or a user to all databases in a single move, double-click the table cell with the role/group/user's name.

ASSIGNING A ROLE/GROUP/USER TO A DATABASE EXPLORER

To assign a role, group or user to the explorer of a database from the **Assignments** branch, proceed as follows:

1. In the left pane of Gargantua Administration Tool, click the **Assignments** branch.

The **Manage assignments** screen displays in the right pane.

2. Click the **Databases (active part)** tab and check the role/group/user is assigned to the active part of the relevant database (see [Assigning a role/group/user to a database](#)), directly (green check mark) and not by inheritance (gray check mark).
3. Click the **Databases (explorer)** tab.
4. In the left column of the table, find the role (top), group (middle) or user (bottom) that you want to assign.
5. In the first row of the table, find the name of the database of your choice.
6. Click the table cell that corresponds to both the role/group/user and the database.

A green check mark displays: the assignment has been made.

If you want to assign a role, a group or a user to the explorer of all available databases in a single move, double-click the table cell with the role/group/user's name.

ASSIGNING A ROLE/GROUP/USER TO THE ARCHIVE PART OF A DATABASE

To assign a role, group or user to the archive part of a database from the **Assignments** branch, proceed as follows:

1. In the left pane of Gargantua Administration Tool, click the **Assignments** branch.

The **Manage assignments** screen displays in the right pane.

2. Click the **Databases (active part)** tab and check the role/group/user is assigned to the active part of the relevant database (see [Assigning a role/group/user to a database](#)), directly (green check mark) and not by inheritance (gray check mark).
3. Click the **Databases (archive part)** tab.
4. In the left column of the table, find the role (top), group (middle) or user (bottom) that you want to assign.
5. In the first row of the table, find the name of the database of your choice.
6. Click the table cell that corresponds to both the role/group/user and the database.

A green check mark displays: the assignment has been made.

If you want to assign a role, a group or a user to the archive part of all available databases in a single move, double-click the table cell with the role/group/user's name.

ASSIGNING A USER TO A GARGANTUA MODULE

To allow a user to access a Gargantua module from the **Assignments** branch, proceed as follows:

1. In the left pane of Gargantua Administration Tool, click the **Assignments** branch.

The **Manage assignments** screen displays in the right pane.

2. Click the **Modules** tab.
3. In the left column of the table, find the name of the user you want to assign.
4. In the first row of the table, find the name of the module of your choice (**EDM**, **Workflow**, **IntelliScan** or **Media**).
5. Click the table cell that corresponds to both the user and the module.



If a user does not have the “Full access” privilege, the table cell corresponding to the “IntelliScan” and “Media” modules has a gray background and cannot be checked. If you want to assign the user to one of these modules, grant him the “Full access” privilege in the “Privileges” tab.

A green check mark displays: the assignment has been made.

If you want to assign a user to all modules in a single move, double-click the table cell with the user's name.

ASSIGNING A PRIVILEGE TO A ROLE/GROUP/USER

To assign a privilege to a role, a group or a user from the **Assignments** branch, proceed as follows:

1. In the left pane of Gargantua Administration Tool, click the **Assignments** branch.

The **Manage assignments** screen displays in the right pane.

2. Click the **Privileges** tab.
3. In the left column of the table, find the role (top), group (middle) or user (bottom) that you want to assign.
4. In the first row of the table, find the privilege of your choice.
5. Click the table cell that corresponds to both the role/group/user and the privilege.

A green check mark displays: the assignment has been made.

If you want to assign all privileges to a role, a group or a user in a single move, double-click the table cell with the role/group/user's name.

ASSIGNING SERVER OR DATABASE MANAGEMENT RESPONSIBILITIES TO A USER

To assign server or database management responsibilities to a user from the **Assignments** branch, proceed as follows:

1. In the left pane of Gargantua Administration Tool, click the **Assignments** branch.

The **Manage assignments** screen displays in the right pane.

2. Click the **Managers** tab.
3. In the left column of the table, find the user you want to make a manager.
4. In the first row of the table, find the management responsibility of your choice.

Server-level management responsibilities are found in the left part of the table. Then come database-level management responsibilities, among which global database administration responsibilities always come first.

5. Click the table cell that corresponds to both the user and the management responsibility.

A green check mark displays: the assignment has been made.

If you want to assign all management responsibilities to a user in a single move, double-click the table cell with the user's name.

	Managers of managers	Managers of users, grou..	Managers of databases	Managers of portals	Managers of resources	Managers of storages	Managers of process pla..	Finance - Database admini..	Finance - Lists, attrib..	Finance - Views managers	Finance - Processes man..	Finance - OCR models ma..	Finance - Security prof..	Legal - Scripts manag..	Legal - Database admini..	Legal - Lists, attribut..	Legal - Views managers	Legal - Processes manag..	Legal - OCR models mana..	Legal - Security pr	Mail
Admin	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
Amanda Clark	✓						✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
Amy Smith			✓											✓	✓	✓	✓	✓	✓	✓	✓
Betty Robinson				✓	✓			✓													
Bill Johnson						✓	✓		✓												
Cassandra Lewis					✓						✓										
Cécile Marin		✓												✓	✓	✓			✓	✓	✓

Server management

"Finance" database management

"Legal" database management

ASSIGNING AN INTERFACE SETTINGS PROFILE TO A USER

To assign an interface settings profile to a user from the **Assignments** branch, proceed as follows:

1. In the left pane of Gargantua Administration Tool, click the **Assignments** branch.

The **Manage assignments** screen displays in the right pane.

2. Click the **Interface settings profiles** tab.
3. In the left column of the table, find the user of your choice.
4. In the first row of the table, find the interface settings profile you want to assign to the user.



The last column (in gray) corresponds to the custom profile of each user. If a user has modified his interface settings, the last column contains the check mark. If you assign another profile to the user, you will not be able to assign him his custom profile again: a custom profile is deleted the moment it is not used.

5. Click the table cell that corresponds to both the user and the interface settings profile.

A green check mark displays: the assignment has been made.



A user cannot be assigned more than one interface settings profile at a time: there can be only one check mark on a user's row.

CANCELLING AN ASSIGNMENT

If you want to cancel an assignment, click the corresponding check mark.

To cancel all assignments in a table row, proceed as follows:

1. Double-click the table cell with the role/group/user's name.

All cells in the row are now checked.

2. Double-click the cell with the role/group/user's name again.

All cells in the row are now empty.

COLOR CODE FOR THE TABLES

BLUE CELLS

Some cells in the synoptic tables have a blue background. This color can have two meanings:

- Generally, blue cells are about **roles**, as opposed to groups and/or users.
- In the **Managers** tab, blue and white are used to tell the areas for each database apart.

GRAY ITEMS

Gray cells are disabled cells corresponding to assignments that cannot be made:

- In the **Roles/Groups** tab, roles cannot be assigned to other roles.
- In the **Databases (explorer)** tab, roles, groups or users cannot be assigned to the explorer of database unless they have been assigned to the active part of the corresponding database.
- In the **Databases (archive part)** tab, roles, groups or users cannot be assigned to the archive part of database unless they have been assigned to the active part of the corresponding database.
- In the **Modules** tab, users cannot be assigned to the **IntelliScan** and **Media** modules unless they have been granted the **Full access** privilege.
- In the **Interface settings profiles** tab, users cannot be assigned a custom interface settings profile.

Grayed check marks, as opposed to green check marks, indicate assignments that are inherited from a parent group or role: therefore, they cannot be canceled at the current object's level.