

EXTERNAL USERS

ADMINISTRATION TOOL

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WHAT IS AN EXTERNAL USER?

An **external user** is a Gargantua temporary user who can take part in the workspaces that were assigned to him. Depending on the rights that he has (manager, write or read), the external user can perform various operations in the workspace: create folders, view documents, etc.

An external user, contrary to an internal user, is not created through the Administration Tool, but at the **creation of a workspace**, in the Web Client. The external user's **e-mail address** is used to create his account. Once that the external user's contribution is over, his Gargantua access rights can be deleted.

The **External users** branch in the Administration Tool gives an insight of all the server's external users, allows you to activate them, notify them, change their passwords, transfer their ownership, know their assignments, and delete them.



For more information regarding workspaces and external users' rights, check the "Workspace" chapter, available in the Web Client user guide.

EXTERNAL USERS MANAGEMENT SCREEN - AVAILABLE TABS

The **Manage external users** management screen contains the following tabs:

- The **List** tab allows you to view the list of all the external users created on the server, and to change various settings;
- The **Log** tab allows you to view the list of all the operations performed on external users, and to filter them according to some criteria (for more information, see the **Logs and reports** branch help);
- The **Help** tab allows you to access the contextual help.

“LIST” TAB

The **List** tab is as follows:

Email	Create date	Last login	Created by
aure.delattre@wanadoo.fr	12/11/2015 11:51:12		Admin (Admin)
Aurelien@exchange.siatel.com	19/11/2015 10:37:56	19/11/2015 10:39:03	Admin (Admin)
aurelien@siatel.com	24/08/2015 11:02:51	20/11/2015 11:35:14	Patrick Guérin ()
emilie.white@gedcompany.com	06/11/2015 11:15:12		Patrick Guérin ()
1 florent.lebon@workflowreality.fr	06/11/2015 11:15:13	2	Patrick Guérin ()
jean@informatica.fr	06/11/2015 11:15:13		Patrick Guérin ()
jean@siatel.com	16/10/2015 14:30:20		Patrick Guérin ()
julien.petit@gedcompany.com	06/11/2015 11:15:12		Patrick Guérin ()
martin@workflowreality.fr	06/11/2015 11:15:13	20/11/2015 11:40:35	Patrick Guérin ()
maxime.dupont@pcimpact.fr	06/11/2015 11:15:12		Patrick Guérin ()
stephane.ledentu@informatica.fr	06/11/2015 11:15:13		Patrick Guérin ()

At the bottom of the screen, there are buttons: Activate, Disable, Assignments, Change password, Notify, Cleanup, Transfer ownership, and Refresh.

1. E-mail address of the selected external user, used to create his account;
2. Date of creation of the selected external user;
3. Date and time of the selected external user last connection in the Web Client;
4. Name of the user responsible for the creation of the selected external user.

In this tab, you can perform various operations for a given external user:

- **Activate or disable him.**
 - Manually **activate** a user if he has not yet activated his account from the activation e-mail that was sent to him when he was added to a workspace.

1. Select an external user.
2. Click on the **Activate** button.

A confirmation message is displayed: the user icon now has the following icon: .

- **Disable** a user so he cannot connect anymore to Gargantua.

1. Select an external user.
2. Click on the **Disable** button.

A confirmation message is displayed: the user icon now has the following icon: .

- **View his assignments:** knowing whether the external user takes part in one or more workspace(s) or not, and if yes, which one(s).

1. Select an external user.
2. Click on the **Assignments** button.

A window is displayed. You can view the workspace(s) in which the user is involved, the date when he was added, the user who added him, and whether he has write rights on this or that workspace.

- **Change his password.**

1. Select an external user.
2. Click on the **Change password** button.

A window is displayed in which you can modify the user's password.

3. Check optionnally the **Must change password at first logon** checkbox, so the user has to change his password at his first logon.
4. Click on **Apply**.

You have changed the external user's password.

- **Send him a notification:** he will receive an e-mail that allows him to activate his account, and change his password.

1. Select an external user.
2. Click on the **Notify** button.

A confirmation message indicates that the user has received the notification.

- [Transfer his ownership to other users](#);
- [Delete](#) him.

“LOG” TAB

The **Log** tab allows you to view a list of all the operations performed in one of the branches of Gargantua Administration Tool.

You can filter your search through the following criteria:

- Start date, end date;
- User;
- Operation.

To filter by dates:

1. Fill in the date from which you want to view the operations performed, in the **Start date** field.
2. Fill in the date until which you want to view the operations performed, in the **End date** field.
3. Click on **Display**.

The list of the operations performed between the two dates is displayed in the **Log entries** field.



You can also click on the “Week audits”, “Month audits”, “Year audits” and “All audits” icons, so as to view the operations performed in larger periods of time.

To filter by users:

1. Click on the magnifying glass, close to the **User** field.
2. Fill in the user name from whom you want to view the performed operations.
3. Click on **Display**.

The list of the operations performed by the user is displayed in the Log entries field.

To filter by operation:

1. Click on the arrow of the **Operation** field.
A list of the possible operations is displayed.
2. Click on the type of operation desired.
3. Click on **Display**.

The list of the operations performed in relation with the selected type of operation is displayed in the **Log entries** field.



You can tick the “Show login/logout events” box to display the users connections and disconnections. This functionality is only available for the “Users” and “Server log” branches.

You can tick the “Only Show error audits box” to only display the failed operations.



The “Reset” button allows you to cancel the last filtering.

You can also export the list of the performed operations, in .csv format.

To export a list of the performed operations:

1. Generate a list, depending on the previous criteria.
2. Click on the **CSV Export** button.

3. Choose the place where you want to save the export.
4. Click on **Save**.
You have exported a list of the performed operations.

TRANSFERRING EXTERNAL USER OWNERSHIP

When an external user creates a production object in a workspace, the **owner** system attribute gets the external user name as a value. This allows retrieving operations performed by Web client users. As it is possible to transfer objects from a workspace to a database, some objects created by an external user can be found in an active database.

For example, when an external user does not possess access rights to Gargantua anymore and is replaced by another, it may be interesting to transfer the ownership of the first user's objects to the second user. The external user account can then be deleted if needed.



An external user can transfer his ownership only to an internal user.

To transfer the ownership of all or part of an external user's objects to one or more internal users:

1. In the **external users list**, click the name of the user of whom you want to transfer objects ownership.
2. In the bottom right corner of the right pane, click the **Transfer ownership** button.

A warning message reminding you that this operation is irreversible displays.

3. Click **OK**.

The **Transfer ownership** dialog displays.

4. If you want to transfer all the current user's objects to one user, select the **Transfer all** radio button, and then select the name of the user that will get the ownership in the drop-down list.

If you want to transfer the objects contained in each Gargantua database to different users, select the **Explicit transfer** radio button, and then use the drop-down lists to select the users that will get the ownership.



The "Do not assign" value remains available in the drop-down lists to allow you to transfer objects ownership for some databases only, and leave the ownership of the objects contained in the other databases to the current user.

5. Click **OK**.

The transfers have been done: the **owner** attributes of the objects have been modified.

DELETING AN EXTERNAL USER



You can delete an external user, only if he is not assigned to any workspace anymore. To delete an external user from a workspace, check the “Deleting users from the workspace” section, of the “Workspace” chapter, located in the Web Client user guide.

Once that you have deleted an external user from all the workspaces he took a part in, you can delete him once and for all.

To delete an external user:

1. Click on the **Cleanup** button.

A window is displayed, that shows the users that can be deleted.

2. Check the users you want to delete.



You can check and delete several external users at once.

3. Click on the **Delete** button.

You have deleted an external user: he is not displayed in the list anymore.