

MANAGERS

ADMINISTRATION TOOL

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WHAT IS A MANAGER?

Managers are users that can connect to Gargantua Administration Tool because they have been entrusted with the management of one or more Gargantua modules.

When connected to Gargantua Administration Tool, a manager can only see the modules he is entrusted with.

The Admin super-user is the manager of all the modules, without needing to be explicitly nominated, and cannot be unnominated. He can create users and nominate them as managers of all or part of the modules.



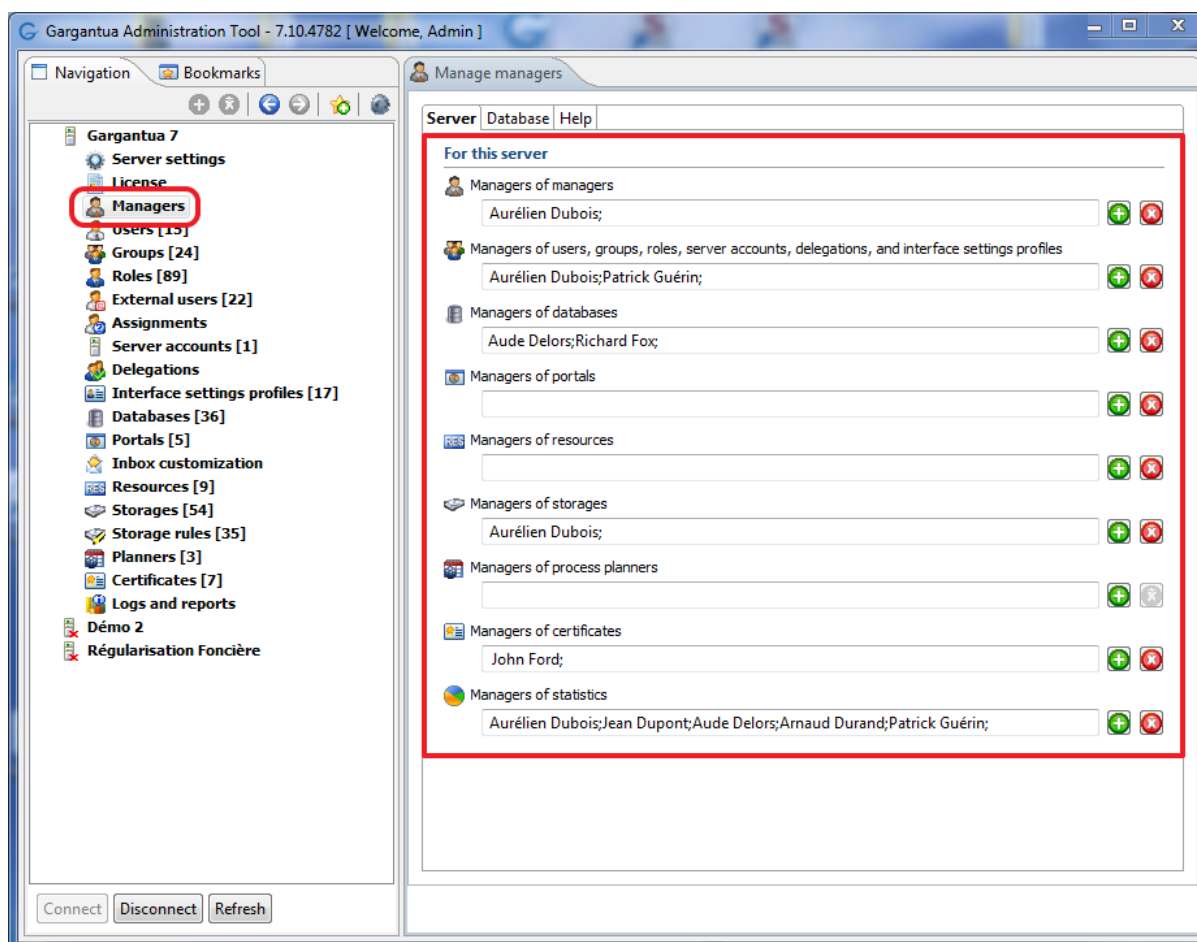
Managers always are users, that is physical and specific people: a role or a group cannot be nominated manager as a whole.

There are two types of managers (but a user can belong to both types):

- **Managers for each Gargantua server** can access the Gargantua Administration Tool branches of a Gargantua server: users, groups and roles, delegations, portals, resources...
- **Managers for each Gargantua database** can access the Gargantua Administration Tool branches of a given Gargantua database: lists, attributes and forms, views, processes, IntelliScan...

MODULES AVAILABLE FOR MANAGERS FOR EACH SERVER

Managers for each server are nominated from the **Manage managers** screen, that you can access by clicking **Managers** in the left pane of Gargantua Administration Tool:



According to their assignments, managers for each server can access different modules:

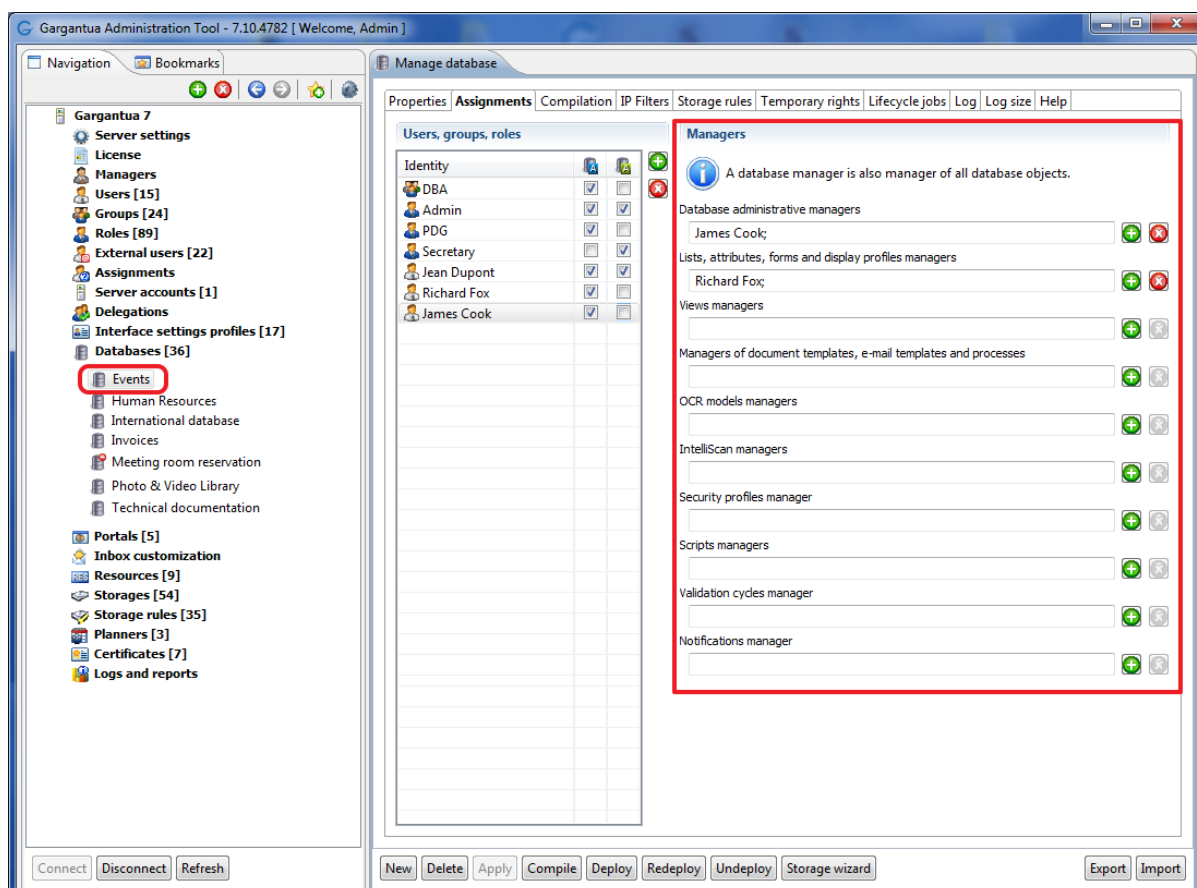
- **Managers of managers** can access the **Managers** module in the left pane. They can nominate managers for the server, module by module, and database administrative managers (see [Branches available for managers for each database](#)).
- **Managers of users, user profiles, delegations, groups and roles** can access the **Users**, **Groups**, **Roles**, **Assignments**, **Delegations**, **Interface settings profiles** modules in the left pane, and everything they contain. However, they cannot assign users, groups and roles to databases, nor use the **Managers** tab in the **Assignments** module, except if they also are database administrative managers for the corresponding databases and managers of managers.
- **Managers of databases** can access the **Gargantua Databases** module, and the management screen available at the root of each database. They can add and delete databases, and apply general settings to them. However, they cannot assign users, groups and roles to databases, nor nominate them as

managers of databases. To do so, they would need to be managers of managers.

- **Managers of portals** can access the **Portals** module. They can add and delete portals, and assign them to users, groups and roles.
- **Managers of resources** can access the **Resources** module and all of its features.
- **Managers of storages** can access the **Storage area** and **Storage rules** modules.
- **Managers of process planners** can access the **Planners** module.
- **Managers of certificates** can access the **Certificates** module and all of its features.
- **Managers of statistics** can access the **Statistics** module.

BRANCHES AVAILABLE FOR MANAGERS FOR EACH DATABASE

Managers for each database are nominated from the **Managers** section of the **Assignments** tab of the management screen available at the root of each database:



According to their assignments, managers for each database can access different modules:

- **Database administrative managers** can access the management screen available at the root of each database they manage. They can apply general settings to these databases, assign users, groups and roles to them, and nominate the other managers for the database. Besides, database administrative managers always implicitly manage all the database submodules: you do not need to add them in the fields corresponding to the database submodules.



Database administrative managers for each Gargantua database can also be nominated from the "Databases" tab of the "Manage managers" screen.

- **Lists, attributes, forms and display profiles managers** can access the **Lists**, **Attributes**, **Composition rules**, **Display profiles** and **Forms** submodules.
- **Views managers** can access the **Views** submodule.

- **Processes managers** can access the **Processes** submodule.
- **OCR models managers** can access the **OCR models** submodule.
- **IntelliScan managers** can access the **IntelliScan jobs** submodule.
- **Security profiles managers** can access the **Security profiles** submodule.
- **Scripts managers** can access the **Scripts** submodule.



Managers for each database that are not database administrative managers can access the management screen available at the root of the database but cannot apply any modification to the settings.

HOW TO NOMINATE A MANAGER?

You can nominate managers from different locations according to their type:

- **Managers for each server:** from the **Server** tab of the managers management screen;
- **Managers for each database:** from the **Database** tab of the managers management screen, or from the **Assignments** tab of the corresponding database management screen.

To nominate a manager:

1. Access the **Server** or the **Database** tab of the managers management screen, or the **Assignments** tab of the corresponding database management screen.
2. Locate the field corresponding to the management responsibilities that you want to assign.
3. Click the  button on the right of the field.

A dialog displays.

4. In the **Name** field of the dialog, type the first letters of the name of the user that you want to nominate as a manager.

A list of users displays.

5. In the list, double-click the name of the user of your choice.

This user is now a manager of the module or submodule corresponding to the field.

HOW TO DELETE A MANAGER?

You can delete managers from different locations according to their type:

- **Managers for each server:** from the **Server** tab of the managers management screen;
- **Managers for each database:** from the **Database** tab of the managers management screen, or from the **Assignments** tab of the corresponding database management screen.

To delete a manager:

1. Access the **Server** or the **Database** tab of the managers management screen, or the **Assignments** tab of the corresponding database management screen.
2. Locate the field corresponding to the management responsibilities that you want to delete.
3. Click the  button on the right of the field.

A dialog listing the names of the managers of this field displays.

4. In the list, double-click the name of the manager that you want to delete.

This user is no longer a manager of the module or submodule corresponding to the field.