Users

Administration Tool

This document is the property of SIATEL.
All rights reserved to SIATEL.

Table of contents

What is a Gargantua user?

Overview

A Gargantua user is a person who logs into the Web client and/or the Administration Tool by using a **username** and a **password**.

This identification determines a profile: a set of access rights to data and features, and a set of settings allowing to customize the Web client behavior.

A user may:

- Be assigned to an access level, thus having all or part of Gargantua privileges in order to see - and then use - specific Gargantua features from the Web client;
- Be able to access all or part of Gargantua modules in order to use the corresponding sets of features (document management, Workflow, IntelliScan or Media Tool);
- Be assigned to Gargantua databases in order to see them and access their contents even though they are private, to the extent of the privileges and access rights they have been granted;
- Be assigned to groups and/or roles in order to have all the rights set to them and to fulfill the responsibilities assigned to the roles in Workflow processes;
- Have a custom, and possibly customizable, interface settings profile.

What are the characteristics of the Admin superuser?

The Admin superuser, or “administrator”, is the only one to be created by default when installing Gargantua.

It has the following characteristics:

- It cannot be either deleted nor disabled.
- Its username, “Admin”, cannot be changed.
- It has access, implicitly and inalienably, to all the Administration Tool branches.
- It is, inalienably, a member of the DBA group.
- It is the only one to be able to access the server configuration screen from the **G Menu** in the Web Client.

What is a guest user?

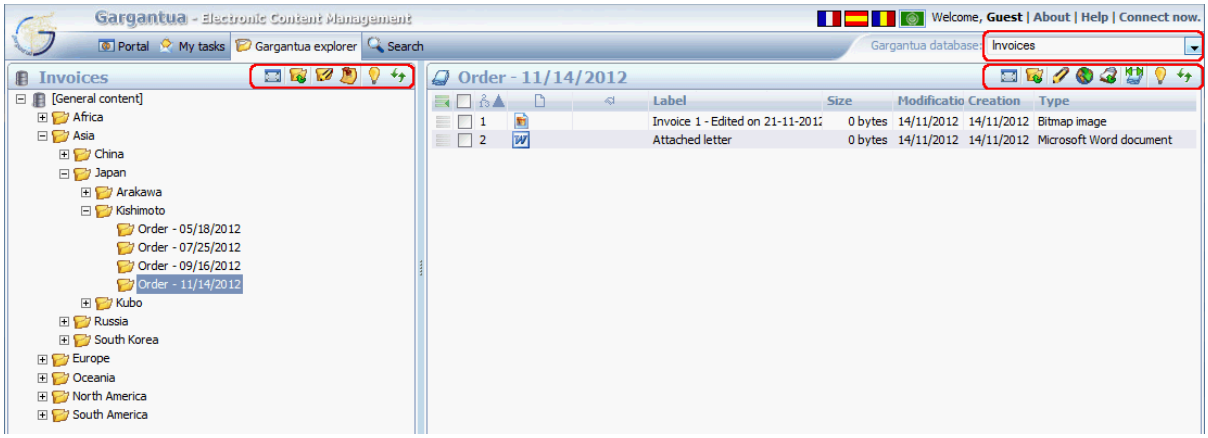
Except if specific settings have been applied, Gargantua servers allow users to connect to the Web client without providing any user name of password. These users are considered as “anonyms” or “guests”:

Guest users have limited access rights compared to authentified users:

- They can only access Gargantua databases defined as public.
- They do not have any privilege, and thus can only access simplified toolbars corresponding to read-only features in Gargantua Explorer.

  Simplified toolbar of the navigation tree: 

  Simplified toolbar of the documents list: 



Creating a user

To create a new user, proceed as follows:

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

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

2. In the bottom left corner of the right pane, click the **New** button.

   The **New user** dialog displays.

3. In the **User name** field, type the name that the user will need to provide to connect to the Web client and/or the Administration Tool.
4. In the **Real name** field, type the real name of the person.
5. In the **New password** field, type the password that the user will need to provide to connect to the Web client and/or the Administration Tool.

   If you have enabled the "Strong password rules" option for this server, the password of the new user must meet some requirements (to view and/or modify these requirements, click the server name in the left pane of the Administration Tool.)

6. In the **Confirm password** field, type again the password.
7. In the **User description** field, you can type a description of the user.
8. In the **E-mail** field, you can type the mail of the user.
9. In the **Access level** field, you can choose the access level of the user.
10. If you want the user to choose his password himself when he connects to the Web client for the first time, check the **Must change password at first logon** checkbox.
11. Click the **Add** button to close the dialog.

    The new user has been created. The corresponding management screen (**Manage user**) displays in the right pane.

12. You can now define access rights, assignments and settings for the user, and then click the **Apply** button at the bottom of the right pane.

Managing users

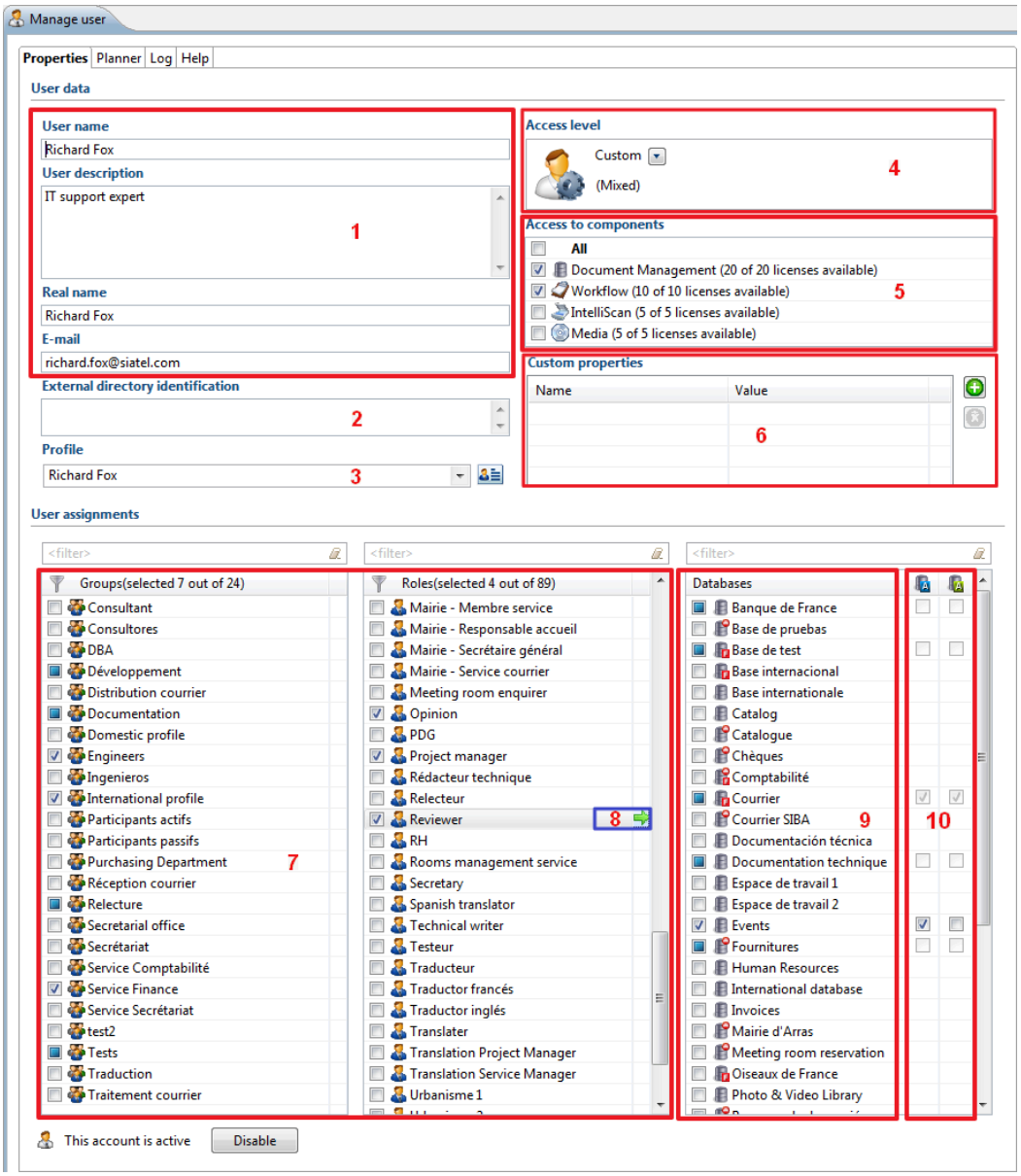
User management screen - Available tabs

The management screen of a user contains the following tabs:

- The **Properties** tab allows you to define the user's main settings, to grant him privileges and access to modules, and to assign him to groups, roles, and Gargantua databases.
- The **Planner** tab allows you to specify specifically the working hours and days of your colleagues.
- The **Log** tab allows you to view the list of all the operations performed on the user (and not **by** the user), and to filter them according to some criteria.
- The **Help** tab allows you to access the contextual help.

"Properties" tab

The **Properties** tab of a user management screen is as follows:



1. Fields containing basic information about the user (provided in the dialog when creating the user);
2. Field containing the LDAP ID of the user, if you are using an LDAP directory to create and manager your Gargantua users.
3. Drop-down list allowing to associate an interface settings profil to the user;
4. User access level, as defined at its creation. If the **Custom** access level is selected, then the **View privileges** option of the drop-down menu allows you to assign to the user all or part of the access privileges to the Web Client features;
5. Checkboxes allowing to grant access to all or part of Gargantua modules;

> *On the row corresponding to each module, a message specifies how many users you can still assign to the module, according to the total number allowed by your license.*

6. Area allowing to create and associate attributes to the user object (for example, to perform operations using scripts on a subgroup of users with common characteristics);
7. Checkboxes allowing to assign the user to one or more groups and/or roles;
8. Arrow allowing to go directly to the selected role or group;
9. Checkboxes allowing to assign the user to one or more Gargantua databases;
10. Checkboxes allowing to assign the user to:
    - the explorer of the database (If a user is assigned to a database, but not to its explorer, the database contents remain accessible to him, in particular from search features.);
    - the archive part of the database.

> *These checkboxes only display when the user is already assigned to the database (active part).*

> *Grayed and checked checkboxes correspond to assignments inherited from a group or a role the user belongs to. These assignments are visible but cannot be canceled at this level: this is why the corresponding checkboxes are grayed.*

"Planner" tab

The planners allow you to specify specifically the timetables and workdays of your co-workers, to consider them in the functioning of Gargantua (periods calculation and/or connection accesses restricted to some periods).

The planners of Gargantua can be classified in various categories, depending on the level and type of items they belong to:

- Default planner;
- Delayed operations planner;
- User planners;
- Process planners.

All the planners that exist for a server are listed by categories under the **Planners** branch of the Administration tool.

For more details about planners, check the dedicated planners documentation.

"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.

Access rights to Gargantua modules

What is a Gargantua module?

Main Gargantua features are grouped into **independent modules**, that you can acquire separately. The access to these modules can be managed precisely, user by user.

Access to modules by identified users

If you already own several Gargantua modules, and depending on the user level access, the area 5 of the **Manage user** screen (**Access to components** frame) allows you to decide which modules the user will be able to access:

- **Document management**: If you check this checkbox, the user will be able to access the **Explorer** tab of the Web client. He will thus be able to use document management features.
- **Workflow**: If you check this checkbox, the user will be able to access the **My tasks** tab of the Web client. He will thus be able to use workflow processes features.
- **IntelliScan**: If you check this checkbox, the user will be able to launch and use Intelliscan, the smart scan external module, after entering his user name and password.
- **Media**: If you check this checkbox, the user will be able to launch and use Media Tool, the optical media burning external module, after entering his user name and password.

To use IntelliScan and SIATEL Media Tool, the user must have the "Full access" privilege. These two checkboxes are grayed when the "Full access" checkbox is cleared.

Access to modules by guest users

Access rights to Gargantua modules granted to guest users must be set explicitly, as for identified users.

To do so, proceed as follows:

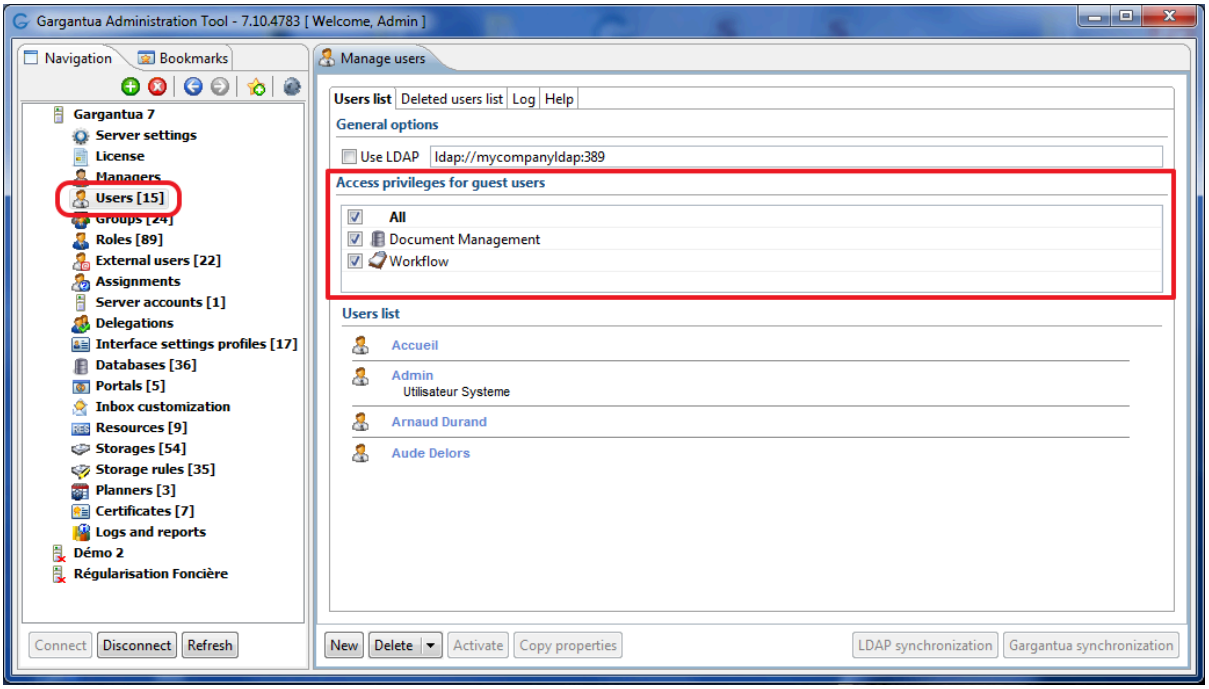
1. In the left pane of the Administration Tool, click the **Users** branch.

   The **Manage users** screen displays.

2. In the **Access privileges for guest users** frame, check the checkboxes of your choice.

If you check the **Document management** checkbox, the guest users will be able to access the **Explorer** tab of the Web client.

If you check the **Workflow** checkbox, the guest users will be able to access the **My Tasks** tab of the Web client.



Assigning a user to a Gargantua database

To assign a user to a Gargantua database, proceed as follows:

1. In the area 9 of the **Manage user** screen (**Databases** frame), check the checkboxes corresponding to the databases of your choice.
2. If you want the user to be able to access the explorer of the database, check the **Explorer** checkbox in the area 10 of the **Manage user** screen (if a user is assigned to a database, but not to its explorer, the database content remains accessible to him, in particular from search features.)
3. If you want the user to be able to access the archive part of the database, check the **Archive** checkbox in the area 10 of the **Manage user** screen.

   The assignments are saved right away: you do not need to click the **Apply** button. The current user can now access the contents of the databases selected, to the extent of his access rights and privileges.

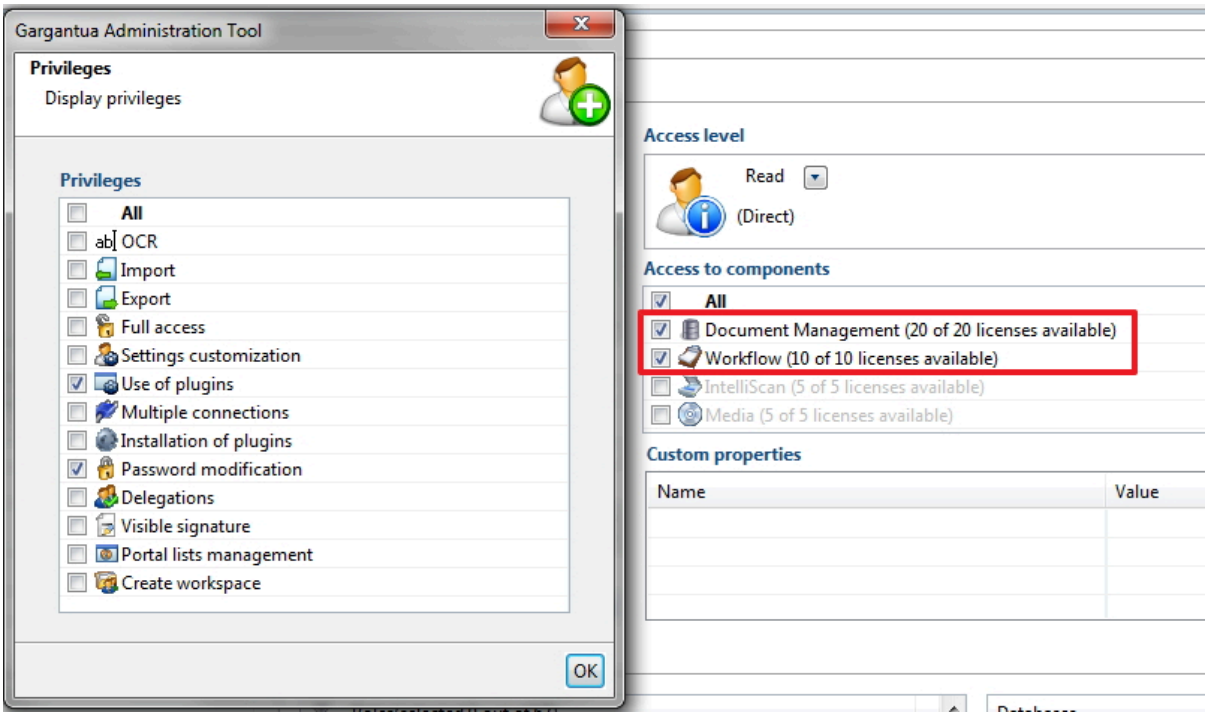
To assign a user to a database, you can also use the "Users, groups, roles" frame in the "Assignments" tab of the management screen available at the root of each database.

Access levels to Gargantua privileges

Read access level

Read access level gives access to **Use of plugins** and **Password modification** privileges.

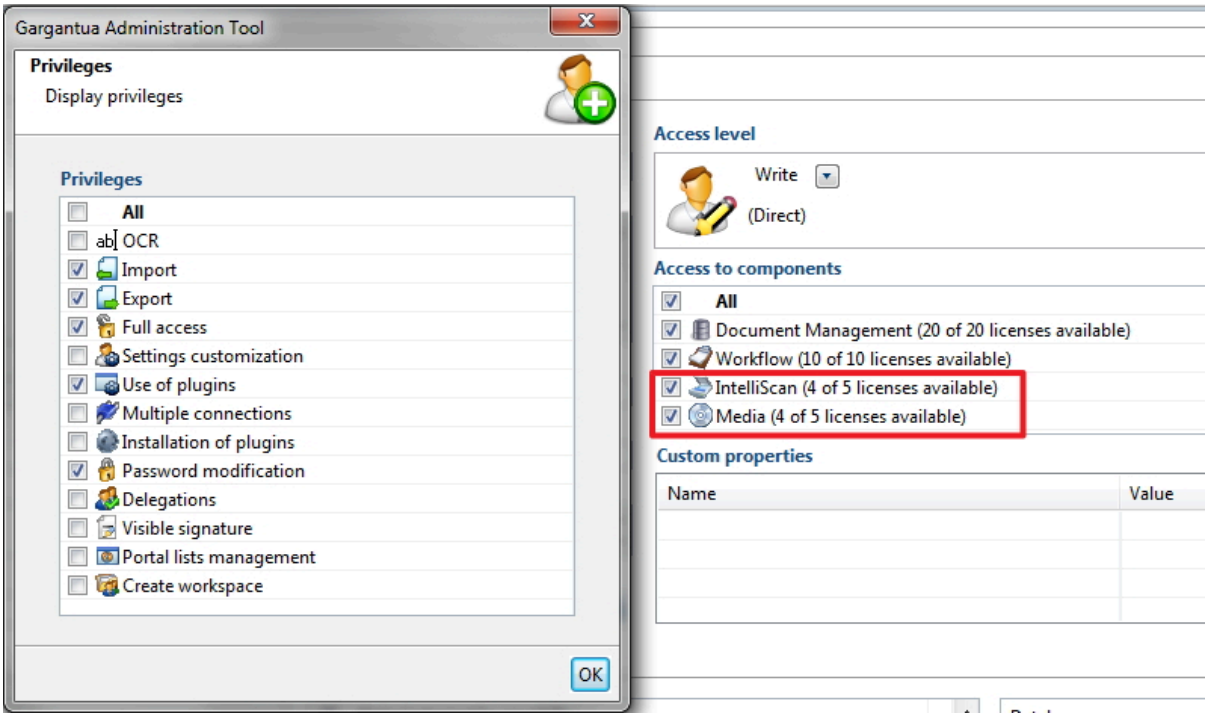
Only available in the **Users** management screen: this access level also allows a simplified access to **Document Management** and **Workflow**. For this, you only have to check the corresponding checkboxes, in the **Access to components** frame.



Write access level

Write access level gives access to **Use of plugins**, **Password modification**, but also **Import**, **Export** and **Full access** privileges.

Only available in the **Users** management screen: this access level allows by default an access to **Document management** and **Workflow** components. It also allows to access to **IntelliScan** and **Media** components. You just have to check the corresponding checkboxes in the **Access to components** frame.



Privileges to access Web client features

What is a Gargantua privilege?

The **Privileges** frame allows you to decide whether a user can access or not some of Gargantua features from the Web client. If the checkbox is checked, the user can see and use the icons and/or the links corresponding to the feature, as long as his rights on the production objects (documents, folders, pins...) that might be needed allow it.

OCR

If you check the **OCR** checkbox, the user will be able to access the **Perform OCR** tool of the ActiveX plugin toolbar. He will thus be able to perform optical character recognition operations on image document containing text, and to save them.

*This privilege only takes effect if the user also has the **"Use of plugins"** privilege. Indeed, the user needs to access the ActiveX plugin.*

To perform an OCR operation, the user also needs to have on his computer the ABBYY OCR module and the corresponding USB key.

IMPORT

If you check the **Import** checkbox, the user will be able to access the **Import operation** tool of the navigation tree toolbar (left pane of the Gargantua Explorer). He will thus be able to import .sxa export files into Gargantua databases.

*This privilege only takes effect if the user also has the **"Full access"** privilege. Otherwise, he will only be able to access the limited toolbar for read-only access.*

EXPORT

If you check the **Export** checkbox, the user will be able to access the **Export operation** and **CSV export operation** tools of the navigation tree toolbar. He will thus be able to create .sxa export files of all or part of the Gargantua databases, and .csv export files of the object attributes stored in databases.

*This privilege only takes effect if the user also has the **"Full access"** privilege. Otherwise, he will only be able to access the limited toolbar for read-only access.*

FULL ACCESS

If you do not check the **Full access** checkbox, the user will only be able to access some of the tools available in the navigation tree toolbar () and in the document list toolbar (). Like in the case of an anonym connection, the user will only be able to access the most basic features of Gargantua Explorer, in read-only mode.

*If a user does not have the **"Full access"** privilege, he will not be able to access the Workflow module, nor the export/import and sign tools, even though the corresponding access rights and privileges have been granted to him.*

*Besides, the number of users that can have the **"Full access"** privilege is usually limited by Gargantua license: if you exceed the number, the corresponding users will no longer be able to connect to Gargantua.*

Settings customization

If you check the **Settings customization** checkbox, the user will be able to access the **Customize interface** tool (from the **Settings** link in the top right corner of the Web client screen). He will thus be able to create his own interface settings profile by customizing the Web client behavior.

He will also be able to modify the display mode of the documents list, even though he does not have the **Full access** privilege. He will thus be able to swap between the **Detailed list**, **Thumbnails**, **Detailed thumbnails** and **Custom** display modes.

Use of plugins

If you check the **Use of plugins** checkbox, the user will be able to use the Gargantua plugins. The import, scan and preview features performance will be improved.

Besides, he will be able to access the **Print** tool in the document list, even though he does not have the **Full access** privilege.

> ***On Windows and with Internet Explorer, users that are not administrators of their computer will only be able to use the scan plugin if the Gargantua server URL has been added to the browser Trusted Sites list.***

Multiple connections

If you check the **Multiple connections** checkbox, the user will be able to use his credentials to open simultaneously several sessions on different computers.

Installation of plugins

If you check the **Installations of plugins** checkbox, the user will be able to access the **Plugins and components** tool (from the **Settings** link in the top right corner of the Web client screen). He will thus be able to install the plugins on any computer of which he is an administrator.

> ***The user will also need the "Use of plugins" privilege to actually use the plugins after installing them.***

Password modification

If you check the **Password modification** checkbox, the user will be able to access the **Change password** tool (from the **Settings** link in the top right corner of the Web client screen).

Delegations

If you check the **Delegations** checkbox, the user will be able to access the **Create delegations** tool (from the **Settings** link in the top right corner of the Web client screen). He will thus be able to delegate the responsability of his objects and jobs to another user for a given time.

Visible signature

If you check the **Visible signature** checkbox, the user will be able to access the **Add a visible signature** tool from the document list toolbar. He will thus be able to add signatures that can be seen directly in the PDF file body (handwritten signature and visible digital signature).

> ***This privilege only takes effect if the user also has the "Full access" privilege. Otherwise, he will only be able to access the limited toolbar for read-only access.***

Create workspace

If you check the **Create workspace checkbox**, the user will have access to the **Convert to workspace** tool in the folders toolbar. He will be allowed to create a workspace from a folder located in a database to which the user is assigned.

The user will also have access to the **Create workspace** tool in the folders toolbar of the **Workspace** tab.

In both cases, the user will be able to define the manager(s) as well as the user(s) that have read or write access to the newly created workspace.

Assigning an interface settings profile to a user

To assign an interface settings profile to a user, proceed as follows:

1. In the **Profile** drop-down list (area 3 of the **Manage user** screen), select the interface settings profile that you want to assign to the user.

   > ***Only the generic profiles and the current user own custom settings profile, if any, display in the drop-down list. The custom settings profiles of other users are excluded.***

2. In the bottom right corner of the Administration Tool, click the **Apply** button.

   Next time the user connects to the Web client, Gargantua interface behavior will correspond to the profile selected. If the user has the **Customize settings** privilege, he will be able to modify the options set as customizable in the profile originally assigned to him.

Changing a user password

To change a user password, proceed as follows:

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

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

2. In the **Users list**, double-click the name of the user for whom you want to change the password.

   The **Manage user** screen displays.

3. At the bottom of the right pane, click the **Change password** button.

   The **Change password** dialog displays.

4. In the **New password** field, type the new password for the user.

   > ***If you have enabled the "Strong password rules" option for this server, the password of the new user must meet some requirements (to view and/or modify these requirements, click the server name in the left pane of the Administration Tool).***

5. In the **Confirm password** field, type again the new password.
6. If you want the user to choose his password himself next time he connects to the Web client, check the **Must change password at first logon** checkbox.
7. Click the **Apply** button to close the dialog.

   The user password has been modified.

Disabling a user account

When a user is temporarily absent, it may be interesting, especially in terms of security, to disable his account, so that nobody can use his credentials to connect to Gargantua until he comes back.

> ***When a user account is disabled, the icon displays next to his name in the navigation tree of the left pane of the Administration Tool.***

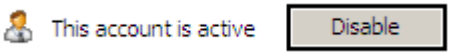
To disable a user account:

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

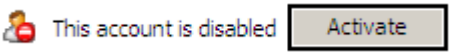
   The **Manage users** screen displays.

2. In the **Users list**, click the name of the user whose account you want to disable.

   The **Manage user** screen displays in the Administration Tool right pane.

3. In the bottom left corner of the right pane, click the **Disable** 

button.

   The user account has been disabled 

.

Reactivating a user account

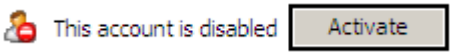
To reactivate a user account that has been disabled, proceed as follows:

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

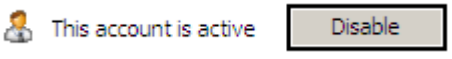
   The **Manage users** screen displays in the right pane.

2. In the **Users list**, click the name of the user whose account you want to disable.

   The **Manage user** screen displays.

3. In the bottom left corner of the right pane, click the **Activate** 

button.

   The user account has been reactivated 

.

Reapplying the default sizes to a user's interface

In the Web Client, a user can resize the Gargantua Explorer frames (classification tree, documents list, documents preview...) and the documents list columns. These sizes are saved for every user on all the folders of the database where the modifications where applied, even when the user logs out. If you want to reapply the default sizes for a user, proceed as follows:

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

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

2. In the **Users list**, click the name of the user for which you want to reapply the default sizes.

   The **Manage user** screen displays.

3. At the bottom of the right pane, click the **Clear data** button or the arrow next to the button to select only the **Reset frames resize** or **Reset document list columns resize** option.

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

4. Click **Yes**.

   A message informing you that the user data have been cleared displays.

5. Click **OK**.

The default sizes have been reapplied to the user.

Assigning a user to a group or a role

To assign a user to a group or a role, you can use:

- The area 7 of the **Manage user** screen (**Groups** and **Roles** frames);
- The **Group**/**Role assignments** frames of the **Manage group**/**role** screens.

In the first case, you only need to check the checkbox corresponding to the group or role of your choice. The assignment is saved right away: you do not need to click the **Apply** button. The current user now has all the access rights set for the group/role and can perform all the tasks assigned to the role in the Workflow processes.

Transferring objects ownership from a user to another

When a user creates a production object using the Web client, the **owner** system attribute gets the user name as a value. This allows retrieving operations performed by Web client users.

For example, when a user leaves and is replaced by another, it may be interesting to transfer the ownership of the first user's objects to the second user. The first user account can then be deleted if needed.

To transfer the ownership of all or part of a user's objects to one or more other users, proceed as follows:

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

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

2. In the **Users list**, click the name of the user for whom you want to transfer objects ownership.

   The **Manage user** screen displays.

3. 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.

4. Click **OK**.

   The **Transfer ownership** dialog displays.

5. 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.*

6. Click **OK**.

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

Deleting a user

Deleting a user account

If you want to delete a user account, proceed as follows:

1. Make sure that you have transfered the ownership of this user's production objects to one or more existing users.
2. In the left pane of the Administration Tool, click the **Users** branch.

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

3. In the **Users list**, click the row corresponding to the user whose account you want to delete.

   The user row is highlighted.

4. In the bottom left corner of the right pane, click the **Delete** button.

   A warning dialog recommending that you transfer the user's objects ownership displays.

5. Click **OK**.

   A warning message reminding you that deleting a user is irreversible displays.

6. Click **OK**.

   The user has been deleted. His name does not display in the **Users list** any longer.

Deleting user accounts according to criteria

It is also possible to delete Gargantua accounts of several users at once, according to various criteria. To do this:

1. Make sure that you have transfered the ownership of these user's production objects to one or more existing users.
2. In the left pane of the Administration Tool, click the **Users** branch.

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

3. Click on the arrow of the **Delete** button, at the bottom left of the right pane.

4. Click on **Delete users according to criteria**.

   The Delete users dialog box is displayed.

5. Check one or more of the following checkboxes:
   - All users from group: all users from the selected group will be deleted.
     - Click on the icon at the right of the field.
     - Enter the name of the group for which you want to delete all users.
     - Double click on the group. The group is now displayed in the field.
   - All users from role: all users from the selected role will be deleted.
     - Click on the icon at the right of the field.
     - Enter the name of the role for which you want to delete all users.
     - Double click on the role. The role is now displayed in the field.
   - All inactive users before: all inactive users before the selected date or that never logged-in to Gargantua, will be deleted.
     - By default, the **Never connected** value is selected: users that never logged in will be deleted.
     - If you want to select an accurate date, enter the date in the field.
   - All disabled users before: all users disabled before the selected date or any disabled user, will be deleted.
     - By default, the **Any date** value is selected: all disabled users will be deleted.
     - If you want to select an accurate date, enter the date in the field.
   - All users not in LDAP anymore.
6. Click on **Delete**.

   A confirmation message is displayed.

7. Click on **OK**.

   A dialog box asking you to enter the Administrator password is displayed.

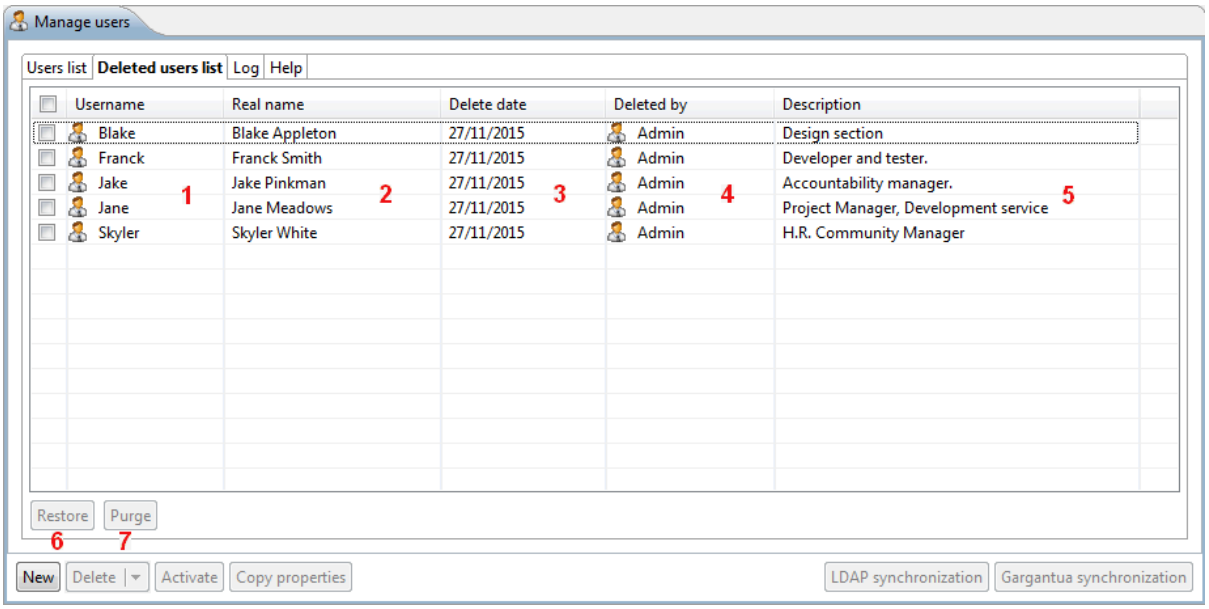
8. Enter the Administrator password.
9. Click on **OK**.

   You have deleted users according to criteria.

Deleted users management

The **Deleted users list** tab, available by clicking on the **Users** branch, allows you to view the list of all the users that have been deleted. This tab also allows you to restore the deleted users, and optionally to purge them definitely.

The **Deleted users list** tab is as follows:



1. **Name** of the deleted user.
2. **Real name** of the deleted user.
3. **Delete date** of the user.
4. **Name of the user** that deleted the user.
5. **Description** of the deleted user.
6. **Restore** button: allows to restore the selected deleted user.
7. **Purge** button: allows to purge, that is to say delete definitely the selected user.

To restore a deleted user:

1. Check the checkbox of the deleted user that you want to restore.
2. Click on the **Restore** button.

   A confirmation message is displayed.

3. Click on **Yes**.

   A dialog box asking you to enter the Administrator password is displayed.

4. Enter the Administrator password.
5. Click on **OK**.

   You have restored a deleted user: this one is now displayed again in the users list.

> ***Deleting a user also clears all of his assignments. Once that you have restored him, do not forget to redo his assignments.***

To purge a deleted user:

1. Check the checkbox of the deleted user that you want to purge.
2. Click on the **Purge** button.

   A confirmation message is displayed.

3. Click on **Yes**.

   A dialog box asking you to enter the Administrator password is displayed.

4. Enter the Administrator password.
5. Click on **OK**.

   You have purged a deleted user: this one has been definitely deleted.

To purge all deleted users:

1. Click on the **Purge all** button.

   A confirmation message is displayed.

2. Click on **Yes**.

   A dialog box asking you to enter the Administrator password is displayed.

3. Enter the Administrator password.
4. Click on **OK**.

   You have purged all deleted users: they have been definitely deleted.

Copying a user's properties

It is possible to apply the properties form a source user to a target user. By doing so, all the assignments (to groups, roles and Gargantua databases), access rights and privileges of the target user will be identical to those of the source user.

To apply the properties of a user to another, proceed as follows:

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

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

2. In the **Users list**, click the name of the user you want to receive the properties of another user.

   The **Manage user** screen displays.

3. At the bottom of the right pane, check the **Copy properties** button.

   The **Copy properties** dialog displays.

4. In the **The user will have properties like** field, enter the first letters of the name of the user for whom you want to copy properties.

The full name of the required user displays.

5. Double-click the line corresponding to the required user, then click **OK**.

   A confirmation window displays.

6. Click **Yes**.

   The properties have been copied. The target user has now the properties of the source user.

Creating and managing Gargantua users from an LDAP directory

Basic concepts

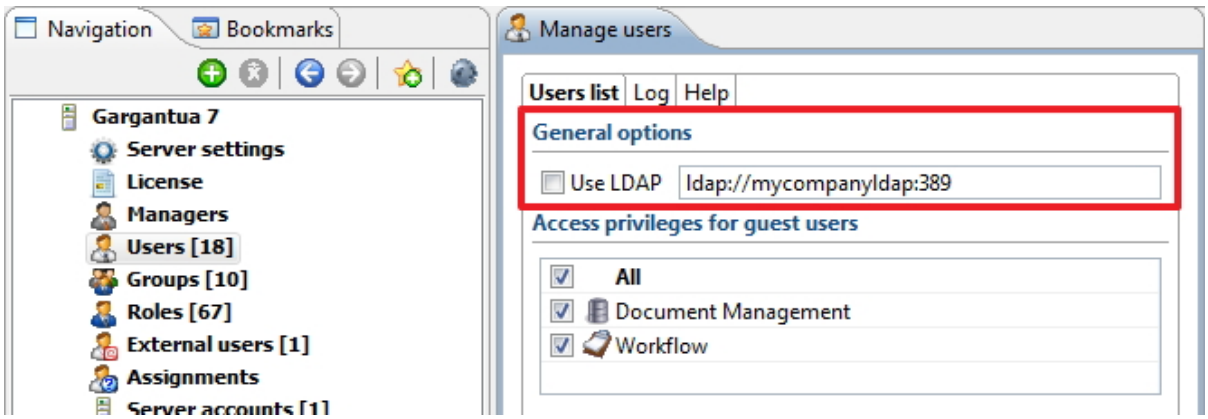
If your company uses an LDAP directory in order to provide SSO (Single Sign On), you can use this directory with Gargantua in order to:

- Automatically create Gargantua users by importing LDAP users;
- Centralize the management of user information, especially the user name/password pairs.

The LDAP configuration of the Gargantua server is done from the Web client: **G Menu > Server configuration > LDAP**.

Once the configuration has been done, the following information displays in the Administration Tool:

- **Manage users** screen: LDAP server URL, in the **Use LDAP** field;



- **Manage user** screen: LDAP ID of the current user, in the area 2 of the screen, **External directory identification** field.

Updating Gargantua users from the LDAP directory

To update Gargantua users according to the information stored on the LDAP server:

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

   The **Manage users** screen displays.

2. In the bottom right corner of the right pane, click the **LDAP Synchronization** button.

You have updated Gargantua users according to the information stored on the LDAP server.

Disabling users that do not exist anymore in the LDAP directory

It may be possible that some users that once existed in the LDAP directory do not exist anymore today. To disable in Gargantua the users that do not exist anymore in the LDAP directory:

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

   The **Manage users** screen displays.

2. In the bottom right corner of the right pane, click the **Gargantua Synchronization** button.

   You have disabled in Gargantua the users that do not exist anymore in the LDAP directory.