+lucity™

TRAINING GUIDE

Security

Lucity Security

In this workbook, we will discuss the new Security program. The security system is designed to control your staff's access to the Lucity™ programs. It allows the system administrator to define group and individual permissions to use certain functions within the Lucity™ suite.

Permissions can be assigned to groups or individuals. You can assign these rights based on employee classification or by job function. For example, if you have several employees classified as maintenance foremen who make sure work orders are completed, you might create a group called "Maintenance Foremen" and assign those workers to the group giving them permission to edit work orders and add images, movies, or documents. However, you may not want them to be able to add or delete work orders.

New functionality has been added to this program to make assigning these rights easier and more efficiently.

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Getting Started

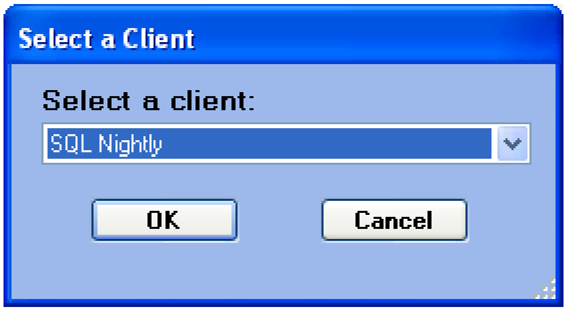
In order for a user to have access to the Security program, the users must be granted the Run permission for Security Admin. If no user has been granted this permission, any user launching the Security program will receive a login prompt requesting database (DBMS) login credentials. Also, if a user is not granted the Run permission for Security Admin, the user can change the login prompts to allow for DBMS login credentials by pressing *CTRL-R*.

Note: The intent of allowing DBMS authentication is:

- After a new install there are no users set up, so we restrict access to the security program to only the users who have elevated DBMS authentication.
- To allow for the assignment of additional users if the users that were assigned the permission are no longer with the entity.

To access the security system, complete the following steps:

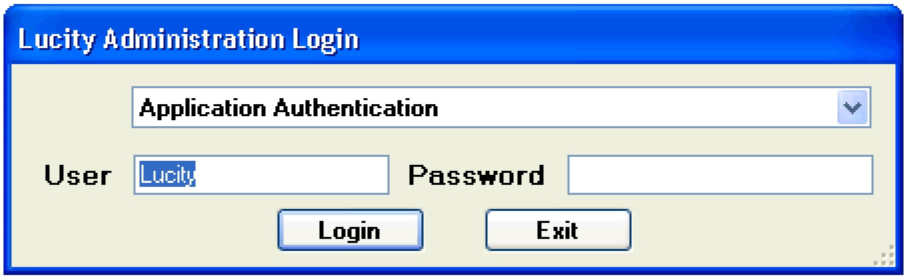
1. Under your Start menu select `Programs>>Lucity>>Lucity Tools>>Lucity Security`. The Security Client Selection screen will appear.



Select a client: SQL Nightly

2. Select your client.

3. Click OK. The Security Login screen will appear.

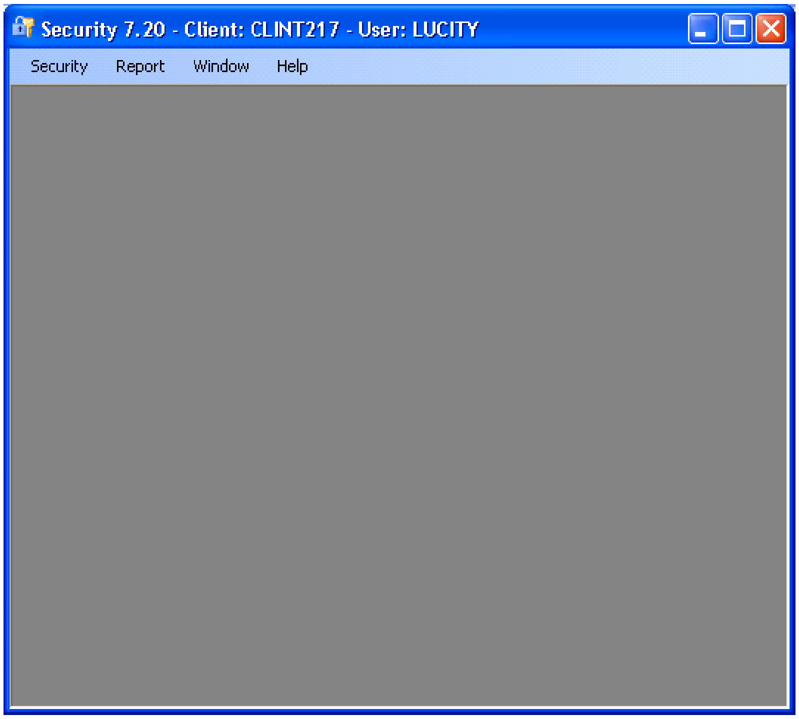


Application Authentication

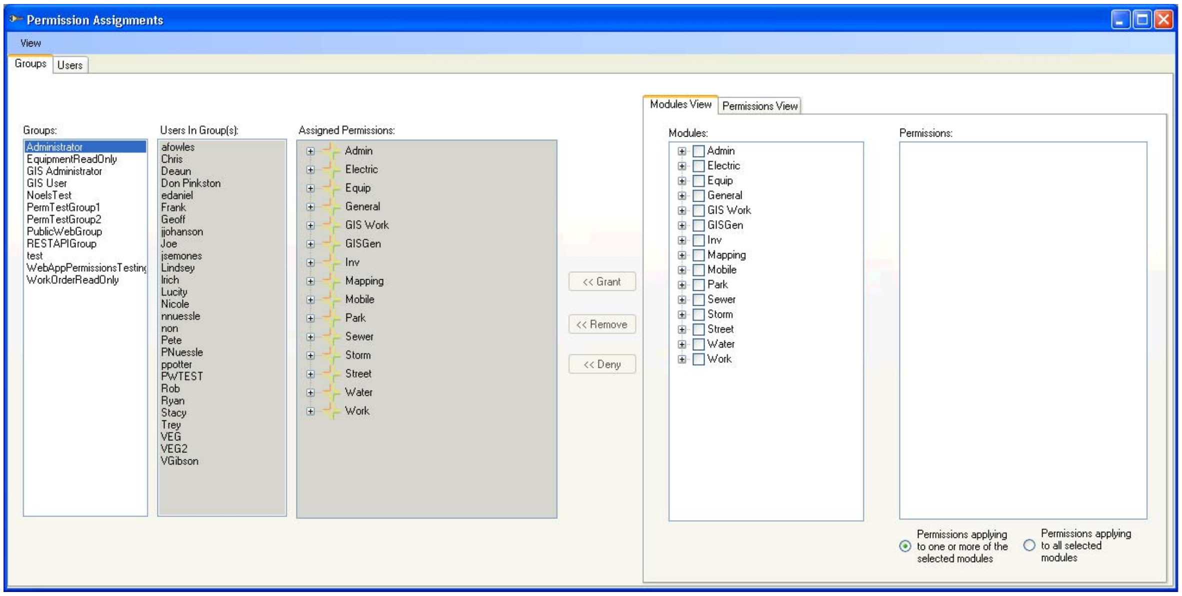
User Lucity

Password

4. After logging in, the security window will appear.



5. Select Security>>Permission Setup. The Permissions Assignment Window will appear:



Groups:
Administrator
EquipmentReadOnly
GIS Administrator
GIS User
NoelsTest
PermTestGroup1
PermTestGroup2
PublicWebGroup
RESTAPIGroup
test
WebAppPermissionsTesting
WorkOrderReadOnly

Users In Group(s):
afowles
Chris
Deaun
Don Pinkston
edaniel
Frank
Geoff
jjohanson
Joe
jsemones
Lindsey
lrich
Lucity
Nicole
nnuessle
non
Pete
PNuessle
ppotter
PWTEST
Rob
Ryan
Stacy
Trey
VEG
VEG2
VGibson

Assigned Permissions:
Admin
Electric
Equip
General
GIS Work
GISGen
Inv
Mapping
Mobile
Park
Sewer
Storm
Street
Water
Work

Modules:
□ Admin
□ Electric
□ Equip
□ General
□ GIS Work
□ GISGen
□ Inv
□ Mapping
□ Mobile
□ Park
□ Sewer
□ Storm
□ Street
□ Water
□ Work

Permissions:

● Permissions applying to one or more of the selected modules
○ Permissions applying to all selected modules

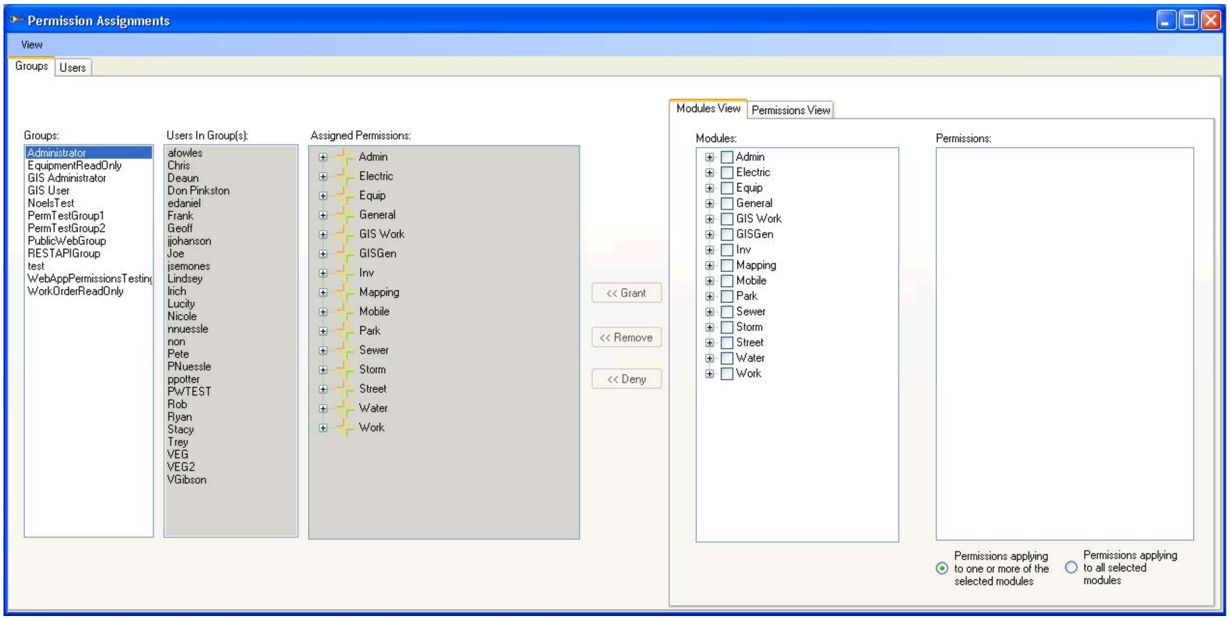
The Permission Assignments window is your primary screen. This window allows you to add, edit, delete, and view various groups and user permissions.

Permissions Setup

In the permissions assignments window, you can assign permissions to users or to groups. The tabs across the top determine whether you are assigning permissions to groups or users.

Groups Tab

On the groups tab, you are able to view the group options as well as the users and permission that are assigned to each group.


Permission Assignments
View
Groups
Users
Modules View
Permissions View
<< Grant
<< Remove
<< Deny
○ Permissions applying to one or more of the selected modules
○ Permissions applying to all selected modules

Groups:
Administrator
EquipmentReadOnly
GIS Administrator
GIS User
NoelsTest
PermTestGroup1
PermTestGroup2
PublicWebGroup
RESTAPIGroup
test
WebAppPermissionsTesting
WorkOrderReadOnly

Users In Group(s):
afowles
Chris
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Geoff
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Joe
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Lindsey
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Pete
PNuessle
ppotter
PWTEST
Rob
Ryan
Stacy
Trey
VEG
VEG2
VGibson

Assigned Permissions:
⊞ Admin
⊞ Electric
⊞ Equip
⊞ General
⊞ GIS Work
⊞ GISGen
⊞ Inv
⊞ Mapping
⊞ Mobile
⊞ Park
⊞ Sewer
⊞ Storm
⊞ Street
⊞ Water
⊞ Work

Modules:
⊞ □ Admin
⊞ □ Electric
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⊞ □ GIS Work
⊞ □ GISGen
⊞ □ Inv
⊞ □ Mapping
⊞ □ Mobile
⊞ □ Park
⊞ □ Sewer
⊞ □ Storm
⊞ □ Street
⊞ □ Water
⊞ □ Work

Permissions:

Notes:____

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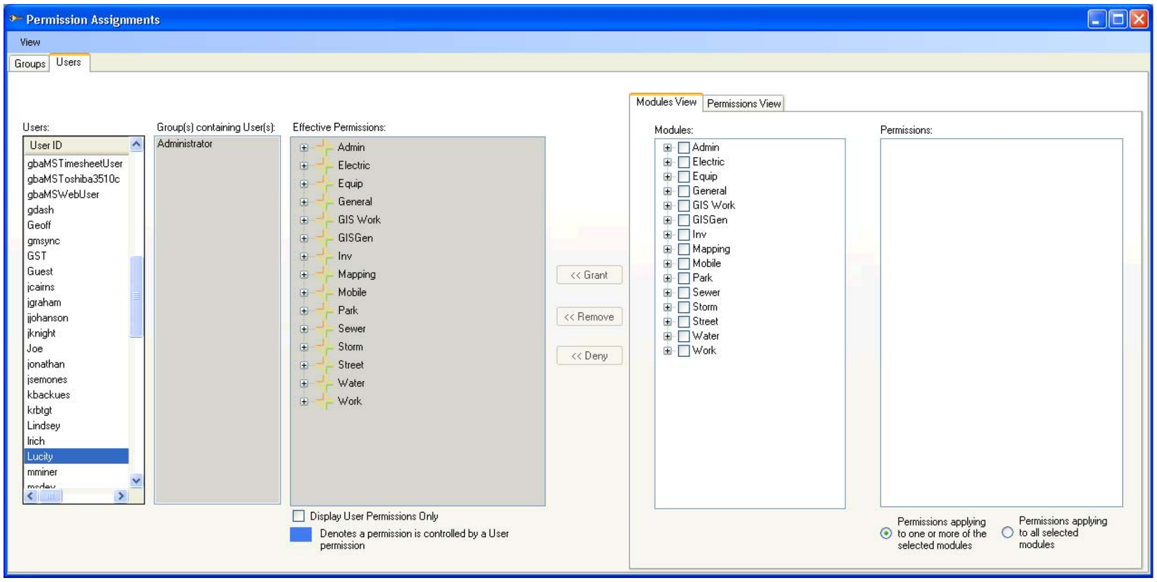
Users Tab

On the Users tab, you are able to view all of the users as wells as the groups and permissions that are assigned to each user.

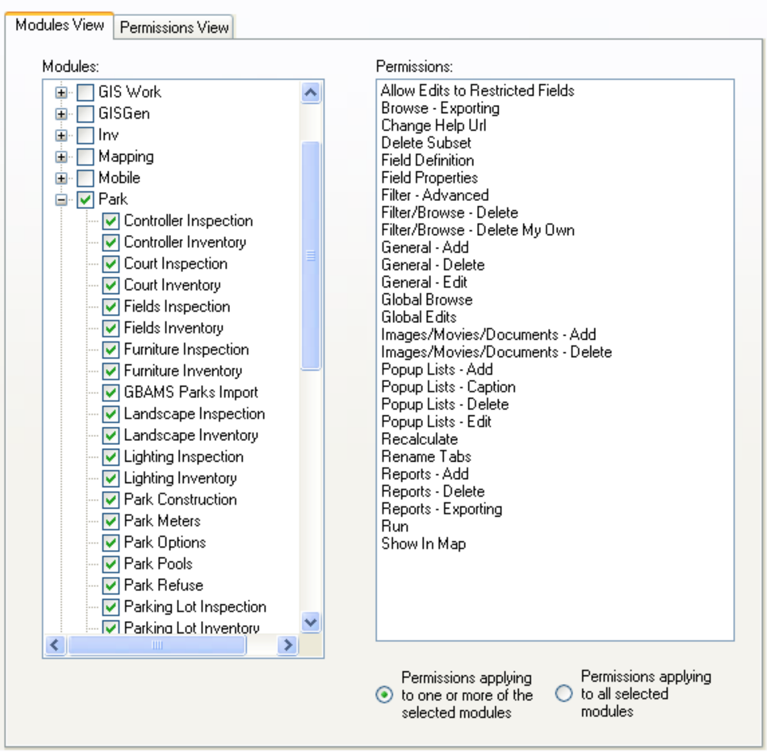


Notes:

View Options

There are two views for assigning permissions: Modules view and Permissions view.

- The module view displays all of the possible permissions in each module.



Modules:

- ☐ GIS Work
- ☐ GISGen
- ☐ Inv
- ☐ Mapping
- ☐ Mobile
- ☑ Park
  - ☑ Controller Inspection
  - ☑ Controller Inventory
  - ☑ Court Inspection
  - ☑ Court Inventory
  - ☑ Fields Inspection
  - ☑ Fields Inventory
  - ☑ Furniture Inspection
  - ☑ Furniture Inventory
  - ☑ GBAMS Parks Import
  - ☑ Landscape Inspection
  - ☑ Landscape Inventory
  - ☑ Lighting Inspection
  - ☑ Lighting Inventory
  - ☑ Park Construction
  - ☑ Park Meters
  - ☑ Park Options
  - ☑ Park Pools
  - ☑ Park Refuse
  - ☑ Parking Lot Inspection
  - ☑ Parking Lot Inventory

Permissions:

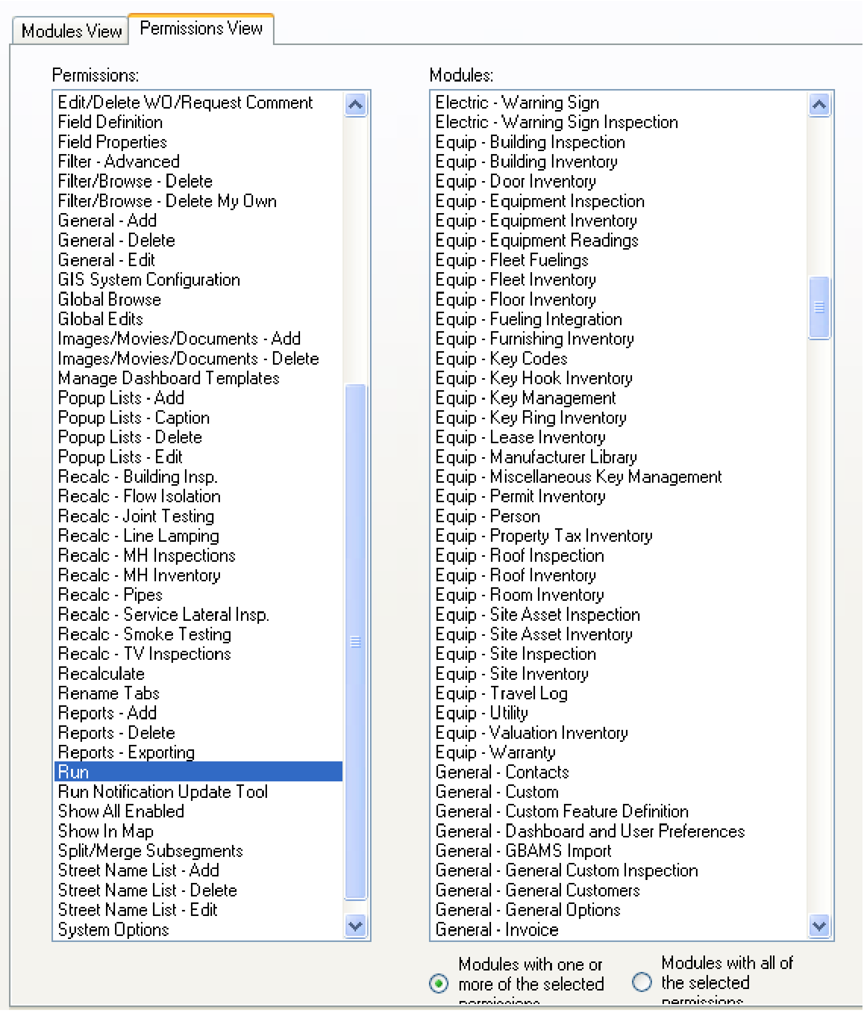
Allow Edits to Restricted Fields
Browse - Exporting
Change Help Url
Delete Subset
Field Definition
Field Properties
Filter - Advanced
Filter/Browse - Delete
Filter/Browse - Delete My Own
General - Add
General - Delete
General - Edit
Global Browse
Global Edits
Images/Movies/Documents - Add
Images/Movies/Documents - Delete
Popup Lists - Add
Popup Lists - Caption
Popup Lists - Delete
Popup Lists - Edit
Recalculate
Rename Tabs
Reports - Add
Reports - Delete
Reports - Exporting
Run
Show In Map

● Permissions applying to one or more of the selected modules
○ Permissions applying to all selected modules

Note: The two radio options at the bottom of the Module Views also customize the view of these permissions.

- Permissions applying to one or more of the selected modules- This option displays all of the permissions that apply to the modules that you have selected.
- Permissions apply to all selected modules- This option only displays the permissions that are COMMON to the modules you have selected.

- The Permissions View displays all of the possible modules for each permission.



Permissions:

Edit/Delete WO/Request Comment
Field Definition
Field Properties
Filter - Advanced
Filter/Browse - Delete
Filter/Browse - Delete My Own
General - Add
General - Delete
General - Edit
GIS System Configuration
Global Browse
Global Edits
Images/Movies/Documents - Add
Images/Movies/Documents - Delete
Manage Dashboard Templates
Popup Lists - Add
Popup Lists - Caption
Popup Lists - Delete
Popup Lists - Edit
Recalc - Building Insp.
Recalc - Flow Isolation
Recalc - Joint Testing
Recalc - Line Lamping
Recalc - MH Inspections
Recalc - MH Inventory
Recalc - Pipes
Recalc - Service Lateral Insp.
Recalc - Smoke Testing
Recalc - TV Inspections
Recalculate
Rename Tabs
Reports - Add
Reports - Delete
Reports - Exporting
Run
Run Notification Update Tool
Show All Enabled
Show In Map
Split/Merge Subsegments
Street Name List - Add
Street Name List - Delete
Street Name List - Edit
System Options

Modules:

Electric - Warning Sign
Electric - Warning Sign Inspection
Equip - Building Inspection
Equip - Building Inventory
Equip - Door Inventory
Equip - Equipment Inspection
Equip - Equipment Inventory
Equip - Equipment Readings
Equip - Fleet Fuelings
Equip - Fleet Inventory
Equip - Floor Inventory
Equip - Fueling Integration
Equip - Furnishing Inventory
Equip - Key Codes
Equip - Key Hook Inventory
Equip - Key Management
Equip - Key Ring Inventory
Equip - Lease Inventory
Equip - Manufacturer Library
Equip - Miscellaneous Key Management
Equip - Permit Inventory
Equip - Person
Equip - Property Tax Inventory
Equip - Roof Inspection
Equip - Roof Inventory
Equip - Room Inventory
Equip - Site Asset Inspection
Equip - Site Asset Inventory
Equip - Site Inspection
Equip - Site Inventory
Equip - Travel Log
Equip - Utility
Equip - Valuation Inventory
Equip - Warranty
General - Contacts
General - Custom
General - Custom Feature Definition
General - Dashboard and User Preferences
General - GBAMS Import
General - General Custom Inspection
General - General Customers
General - General Options
General - Invoice

● Modules with one or more of the selected permissions
○ Modules with all of the selected permissions

Note: The two radio options at the bottom of the Permissions Views also customize the view of these permissions.

- Modules with one or more of the selected permission-This option displays all of the modules that have at least one of the Selected Permissions.
- Modules with all of the selected permissions- This option only displays the modules that contain ALL of the Selected Permissions.

Notes:____

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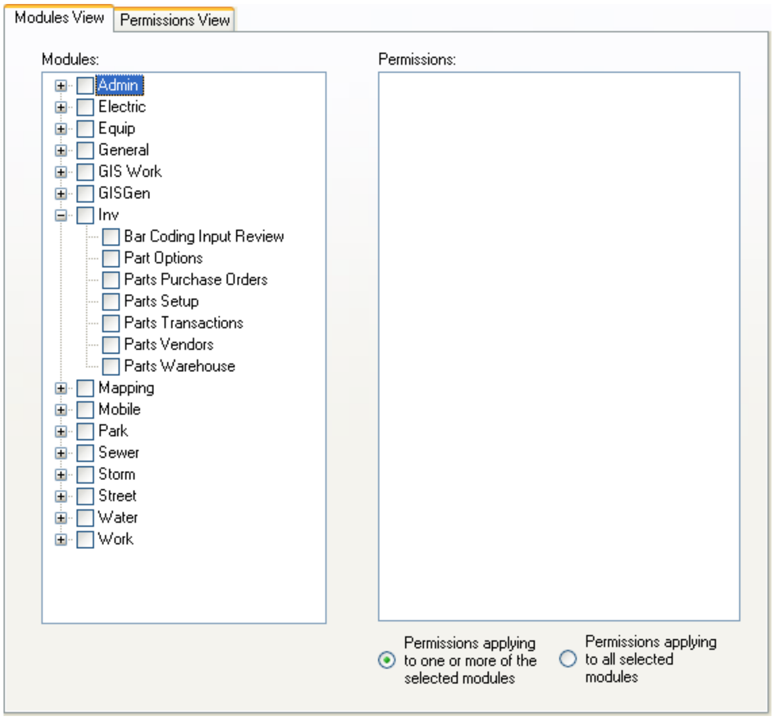
Assigning Permissions to Groups

You can assign permissions to groups from the Groups tab in the Permissions Assignment dialog. Choose the Group that you are assigning permissions to from the "Groups" permission Tree. The users and permissions already assigned to this group are displayed in the "Users in Group" and "Assigned Permissions" sections. To add more permissions to this group, do the following:

1. In the Modules View, expand the suite you would like to grant permissions for. In this example, we are going to use the Inventory suite.



Notes:____

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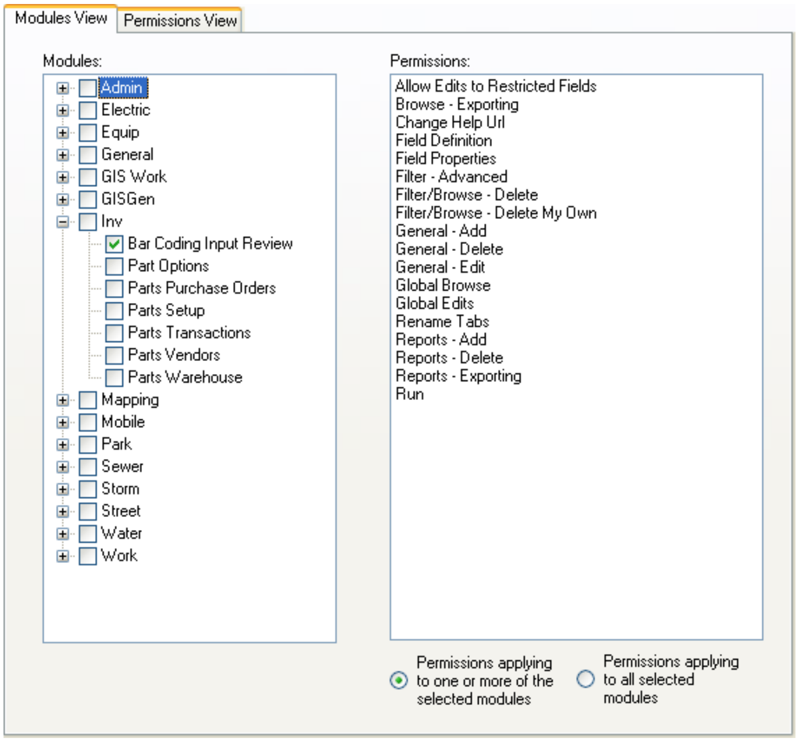
2. Click on the box next to each module within the Inventory suite to assign the permissions that pertain to that module. If you would like to grant the group all of the permissions in the Inventory suite, click on the box next to "Inv".



Modules:

- ⊞ □ Admin
- ⊞ □ Electric
- ⊞ □ Equip
- ⊞ □ General
- ⊞ □ GIS Work
- ⊞ □ GISGen
- ⊟ □ Inv
  - ☑ Bar Coding Input Review
  - □ Part Options
  - □ Parts Purchase Orders
  - □ Parts Setup
  - □ Parts Transactions
  - □ Parts Vendors
  - □ Parts Warehouse
- ⊞ □ Mapping
- ⊞ □ Mobile
- ⊞ □ Park
- ⊞ □ Sewer
- ⊞ □ Storm
- ⊞ □ Street
- ⊞ □ Water
- ⊞ □ Work

Permissions:

Allow Edits to Restricted Fields
Browse - Exporting
Change Help Url
Field Definition
Field Properties
Filter - Advanced
Filter/Browse - Delete
Filter/Browse - Delete My Own
General - Add
General - Delete
General - Edit
Global Browse
Global Edits
Rename Tabs
Reports - Add
Reports - Delete
Reports - Exporting
Run

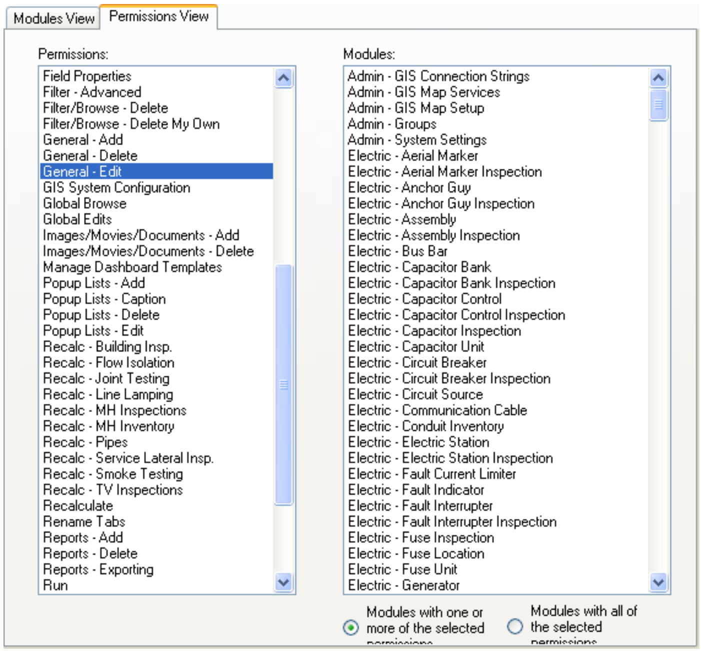
● Permissions applying to one or more of the selected modules

○ Permissions applying to all selected modules

Note: You can multi-select the permissions on the right by holding down your *shift* or *ctrl* keys while you are selecting.

3. When you have the permissions that you want selected, click << Grant to assign them to the group.

4. If you would like to assign individual permissions throughout the program, like "General-Edit" permissions, switch to the Permissions View. Select the Permission from the Permissions Tree on the left.



Permissions:

- Field Properties
- Filter - Advanced
- Filter/Browse - Delete
- Filter/Browse - Delete My Own
- General - Add
- General - Delete
- General - Edit
- GIS System Configuration
- Global Browse
- Global Edits
- Images/Movies/Documents - Add
- Images/Movies/Documents - Delete
- Manage Dashboard Templates
- Popup Lists - Add
- Popup Lists - Caption
- Popup Lists - Delete
- Popup Lists - Edit
- Recalc - Building Insp.
- Recalc - Flow Isolation
- Recalc - Joint Testing
- Recalc - Line Lamping
- Recalc - MH Inspections
- Recalc - MH Inventory
- Recalc - Pipes
- Recalc - Service Lateral Insp.
- Recalc - Smoke Testing
- Recalc - TV Inspections
- Recalculate
- Rename Tabs
- Reports - Add
- Reports - Delete
- Reports - Exporting
- Run

Modules:

- Admin - GIS Connection Strings
- Admin - GIS Map Services
- Admin - GIS Map Setup
- Admin - Groups
- Admin - System Settings
- Electric - Aerial Marker
- Electric - Aerial Marker Inspection
- Electric - Anchor Guy
- Electric - Anchor Guy Inspection
- Electric - Assembly
- Electric - Assembly Inspection
- Electric - Bus Bar
- Electric - Capacitor Bank
- Electric - Capacitor Bank Inspection
- Electric - Capacitor Control
- Electric - Capacitor Control Inspection
- Electric - Capacitor Inspection
- Electric - Capacitor Unit
- Electric - Circuit Breaker
- Electric - Circuit Breaker Inspection
- Electric - Circuit Source
- Electric - Communication Cable
- Electric - Conduit Inventory
- Electric - Electric Station
- Electric - Electric Station Inspection
- Electric - Fault Current Limiter
- Electric - Fault Indicator
- Electric - Fault Interrupter
- Electric - Fault Interrupter Inspection
- Electric - Fuse Inspection
- Electric - Fuse Location
- Electric - Fuse Unit
- Electric - Generator

● Modules with one or more of the selected permissions ○ Modules with all of the selected permissions

5. Highlight the modules that you want to assign the General-Edit permissions to.

Note: You can multi-select the modules on the right by holding down your *shift* or *ctrl* keys while you are selecting.

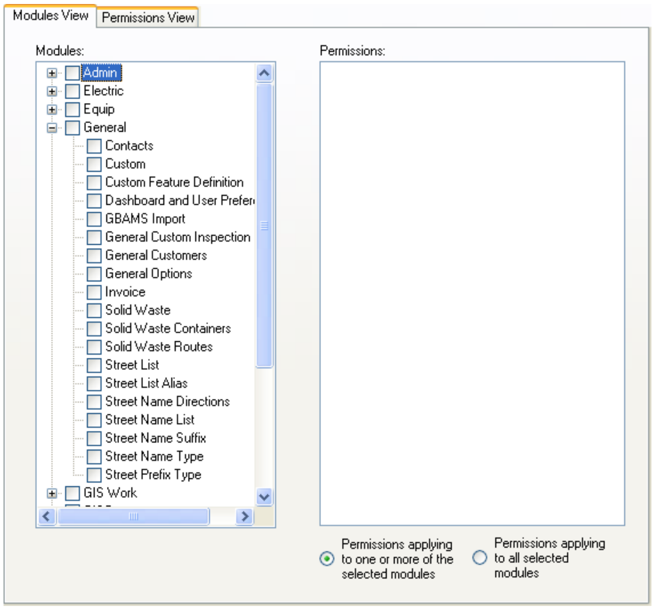
6. When you have the modules highlighted, click << Grant to assign them to the group.

Notes:

Assigning Permissions to User

You can assign permissions to users from the Users tab in the Permissions Assignment dialog. Choose the user that you are assigning permissions to from the “Users” permission Tree. The groups and permissions already assigned to this user are displayed in the “Group(s) Containing User(s)” and “Effective Permissions” sections. To add more permissions to this user, do the following:

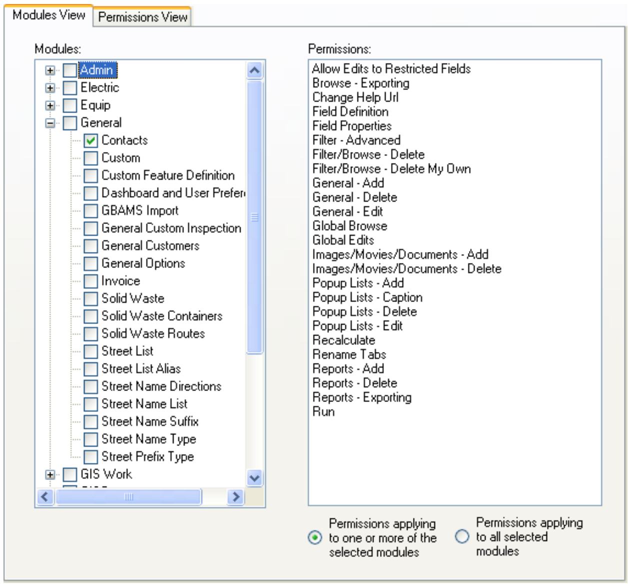
1. In the Modules View, expand the suite you would like to grant permissions for. In this example, we are going to use the General suite.



- □ Admin
- □ Electric
- □ Equip
- □ General
  - □ Contacts
  - □ Custom
  - □ Custom Feature Definition
  - □ Dashboard and User Prefer
  - □ GBAMS Import
  - □ General Custom Inspection
  - □ General Customers
  - □ General Options
  - □ Invoice
  - □ Solid Waste
  - □ Solid Waste Containers
  - □ Solid Waste Routes
  - □ Street List
  - □ Street List Alias
  - □ Street Name Directions
  - □ Street Name List
  - □ Street Name Suffix
  - □ Street Name Type
  - □ Street Prefix Type
- □ GIS Work

● Permissions applying to one or more of the selected modules ○ Permissions applying to all selected modules

2. Click on the box next to each module within General to assign the permissions that pertain to that module. If you would like to give the group all of the permissions to the General Module, click on the box next to “General”.



- □ Admin
- □ Electric
- □ Equip
- □ General
  - ☑ Contacts
  - □ Custom
  - □ Custom Feature Definition
  - □ Dashboard and User Prefer
  - □ GBAMS Import
  - □ General Custom Inspection
  - □ General Customers
  - □ General Options
  - □ Invoice
  - □ Solid Waste
  - □ Solid Waste Containers
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  - □ Street List
  - □ Street List Alias
  - □ Street Name Directions
  - □ Street Name List
  - □ Street Name Suffix
  - □ Street Name Type
  - □ Street Prefix Type
- □ GIS Work

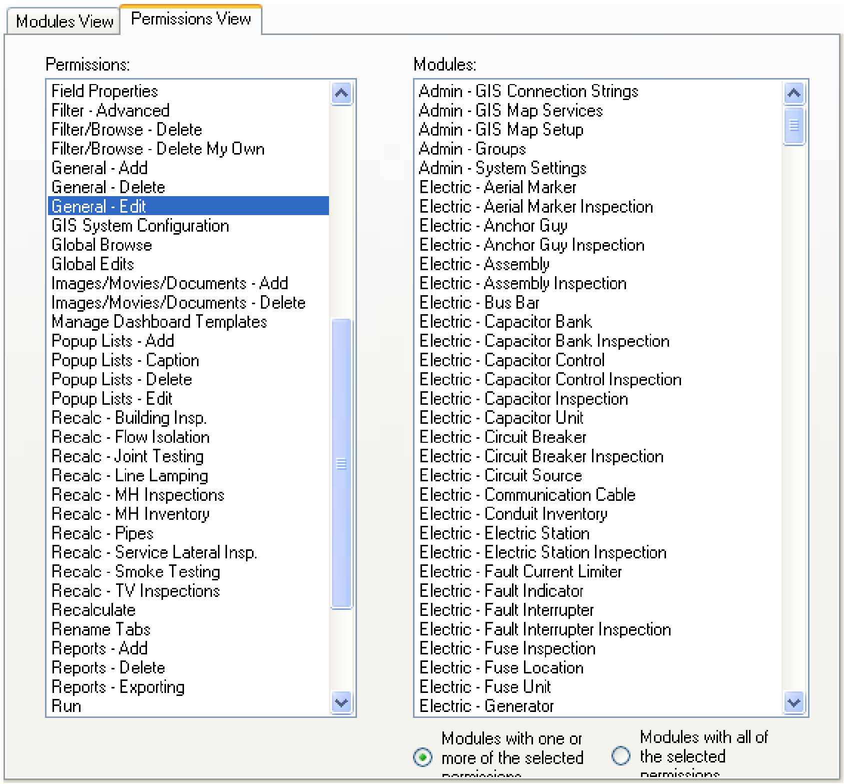
Allow Edits to Restricted Fields
Browse - Exporting
Change Help Url
Field Definition
Field Properties
Filter - Advanced
Filter/Browse - Delete
Filter/Browse - Delete My Own
General - Add
General - Delete
General - Edit
Global Browse
Global Edits
Images/Movies/Documents - Add
Images/Movies/Documents - Delete
Popup Lists - Add
Popup Lists - Caption
Popup Lists - Delete
Popup Lists - Edit
Recalculate
Rename Tabs
Reports - Add
Reports - Delete
Reports - Exporting
Run

● Permissions applying to one or more of the selected modules ○ Permissions applying to all selected modules

Note: You can multi-select the permissions on the right by holding down your *shift* or *ctrl* keys while you are selecting.

3. When you have the permissions that you want selected, click [<< Grant] to assign them to the group.

4. If you would like to assign individual permissions throughout the program, like "General-Edit" permissions, switch to the Permissions View. Select the Permission from the Permissions Tree on the left.



Permissions:

Field Properties
Filter - Advanced
Filter/Browse - Delete
Filter/Browse - Delete My Own
General - Add
General - Delete
General - Edit
GIS System Configuration
Global Browse
Global Edits
Images/Movies/Documents - Add
Images/Movies/Documents - Delete
Manage Dashboard Templates
Popup Lists - Add
Popup Lists - Caption
Popup Lists - Delete
Popup Lists - Edit
Recalc - Building Insp.
Recalc - Flow Isolation
Recalc - Joint Testing
Recalc - Line Lamping
Recalc - MH Inspections
Recalc - MH Inventory
Recalc - Pipes
Recalc - Service Lateral Insp.
Recalc - Smoke Testing
Recalc - TV Inspections
Recalculate
Rename Tabs
Reports - Add
Reports - Delete
Reports - Exporting
Run

Modules:

Admin - GIS Connection Strings
Admin - GIS Map Services
Admin - GIS Map Setup
Admin - Groups
Admin - System Settings
Electric - Aerial Marker
Electric - Aerial Marker Inspection
Electric - Anchor Guy
Electric - Anchor Guy Inspection
Electric - Assembly
Electric - Assembly Inspection
Electric - Bus Bar
Electric - Capacitor Bank
Electric - Capacitor Bank Inspection
Electric - Capacitor Control
Electric - Capacitor Control Inspection
Electric - Capacitor Inspection
Electric - Capacitor Unit
Electric - Circuit Breaker
Electric - Circuit Breaker Inspection
Electric - Circuit Source
Electric - Communication Cable
Electric - Conduit Inventory
Electric - Electric Station
Electric - Electric Station Inspection
Electric - Fault Current Limiter
Electric - Fault Indicator
Electric - Fault Interrupter
Electric - Fault Interrupter Inspection
Electric - Fuse Inspection
Electric - Fuse Location
Electric - Fuse Unit
Electric - Generator

● Modules with one or more of the selected permissions
○ Modules with all of the selected permissions

5. Highlight the modules that you want to assign the General-Edit permissions to.

Note: You can multi-select the modules on the right by holding down your *shift* or *ctrl* keys while you are selecting.

6. When you have the modules highlighted, click [<< Grant] to assign them to the group.

Notes:____

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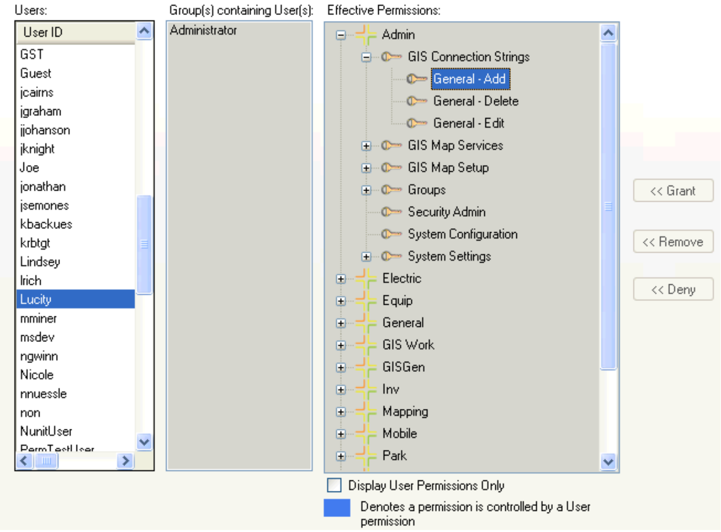
Removing Permissions from Groups or Users

To remove permissions from groups or users:

1. Drill down to the permission you want to remove in the Assigned Permissions Tree on the Groups tab or the Effective Permissions drill down on the Users tab.



□ Display User Permissions Only

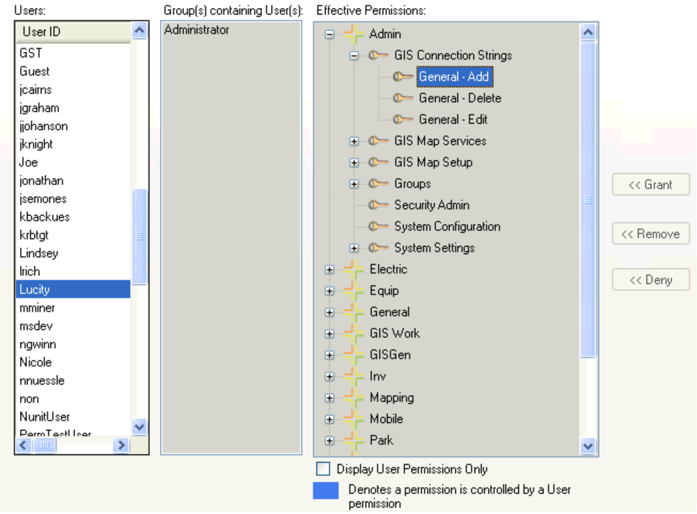
🟦 Denotes a permission is controlled by a User permission

2. Select the permission you want to remove and click << Remove. The permission has been removed from the group or user depending on the tab that you are on.

Denying Permissions from Users or Groups

To deny permissions from groups or users:

1. Drill down to the permission you want to deny in the Assigned Permissions Tree on the Groups tab or the Effective Permissions drill down on the Users tab.



□ Display User Permissions Only

🟦 Denotes a permission is controlled by a User permission

2. Select the permission you want to deny and click << Deny. The permission has been removed from the group or user depending on the tab that you are on.

Deny vs. Remove

Deny:

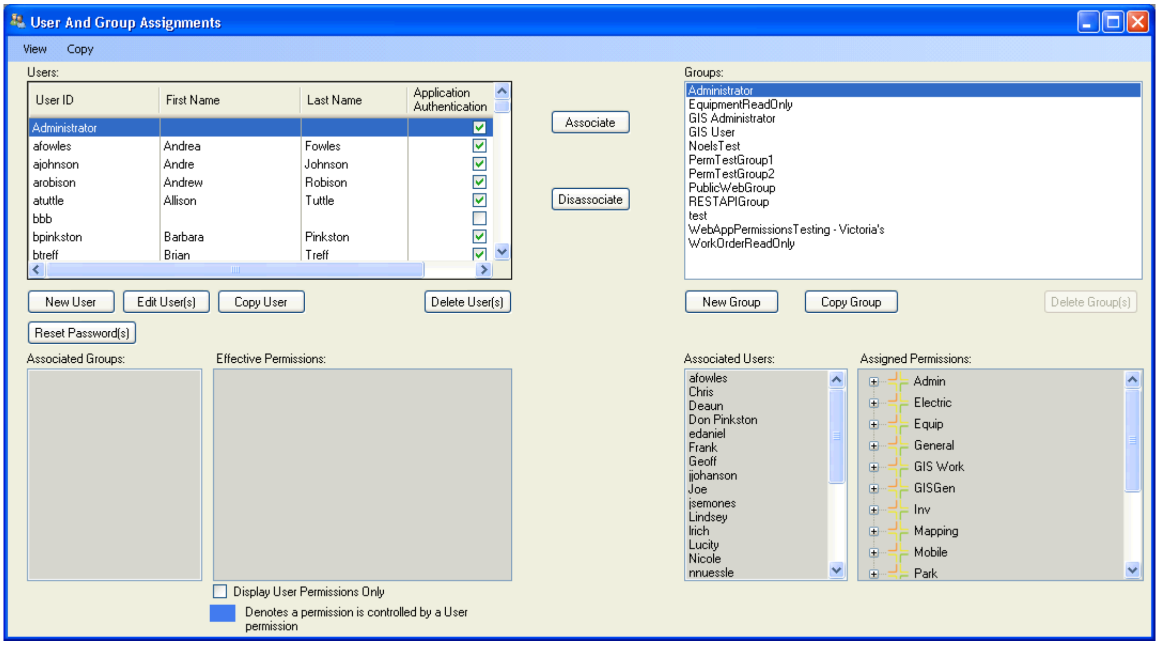
- The user is denied access to permission regardless of group permissions.
- A denied permission has precedence over group permission.

Remove:

- The permission is not associated with the user.
- The permission is removed from the user only if the user is not part of a group with the permission.
- Group permission has precedence over a removed permission.

Users/Groups Setup

Go to Security>>Users/Groups Setup to access the User and Groups Assignments dialog. This is where you are able to add and edit users and groups, as well as associate users and groups.



Users:

User ID	First Name	Last Name	Application Authentication
Administrator			☑
afowles	Andrea	Fowles	☑
ajohnson	Andre	Johnson	☑
arobison	Andrew	Robison	☑
atuttle	Allison	Tuttle	☑
bbb			☐
bpinkston	Barbara	Pinkston	☑
btreff	Brian	Treff	☑

Groups:

Administrator
EquipmentReadOnly
GIS Administrator
GIS User
NoelsTest
PermTestGroup1
PermTestGroup2
PublicWebGroup
RESTAPIGroup
test
WebAppPermissionsTesting - Victoria's
WorkOrderReadOnly

Associated Groups:

Effective Permissions:

☐ Display User Permissions Only

🟦 Denotes a permission is controlled by a User permission

Associated Users:

afowles
Chris
Deaun
Don Pinkston
edaniel
Frank
Geoff
jjohanson
Joe
jsemones
Lindsey
lrich
Lucity
Nicole
nnuessle

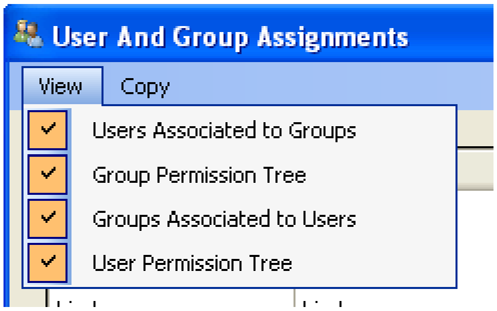
Assigned Permissions:

⊞ Admin
⊞ Electric
⊞ Equip
⊞ General
⊞ GIS Work
⊞ GISGen
⊞ Inv
⊞ Mapping
⊞ Mobile
⊞ Park

Menu Bar Options

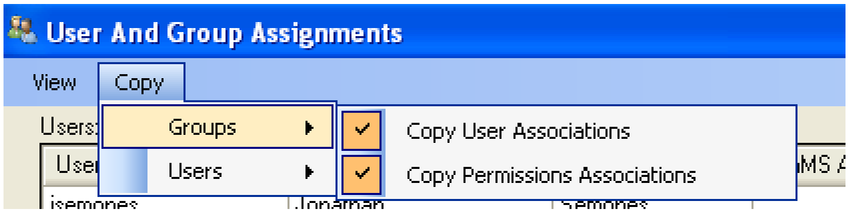
Across the menu bar at the top of the User and Group Assignments dialog, there two drop down menus: View and Copy.

View


User And Group Assignments
View
Copy
Users Associated to Groups
Group Permission Tree
Groups Associated to Users
User Permission Tree

The View drop down menu allows you to turn on and off specific views in the User and Groups Assignments window. This allows you more space to view the Users and Groups girds. This also shortens the process time when you add, edit, delete or associate new groups and Users.

Copy Groups

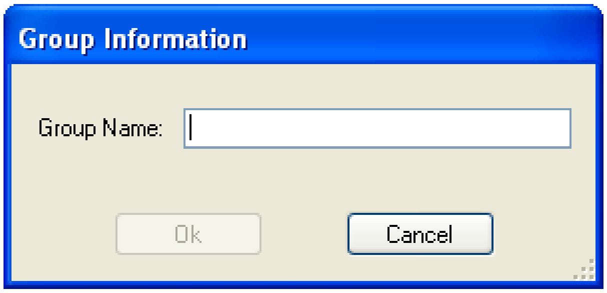


The Copy Groups menu item allows you to indicate what Associations are copied when you press the Copy Group button:

- Copy User Associations: This option copies the users associated with the group
- Copy Permissions Associations: This option copies all of the permissions associated with the group.

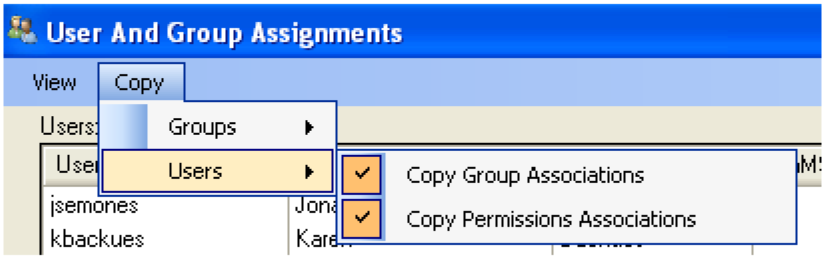
If you have one or both of these options turned on, you can copy the group by doing the following:

1. Highlight the group that you would like to copy.
2. Click Copy Group and the following window will appear.



3. Name the group and click Ok. This will copy over the users and permissions to this new group, depending on the options that you have checked in the Copy drop down menu.

Copy Users



☑ Copy Group Associations

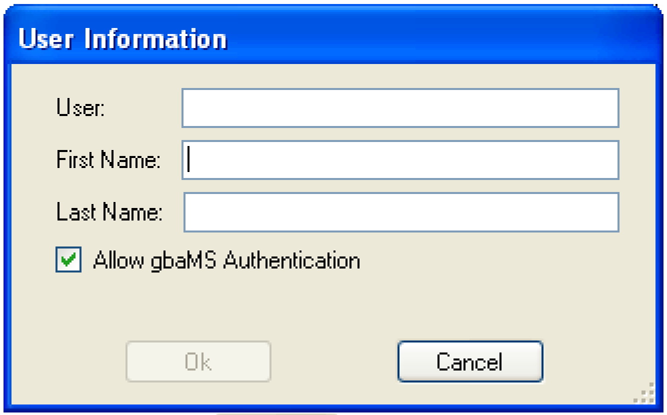
☑ Copy Permissions Associations

The Copy Users menu item allows you to indicate what Associations are copied when you press the Copy User button:

- Copy Group Associations: This option copies the groups associated with the user.
- Copy Permissions Associations: This option copies all of the permissions associated with the user.

If you have one or both of these options turned on, you can copy the user by doing the following:

1. Highlight the User that you would like to copy.
2. Click Copy User and the following window will appear.



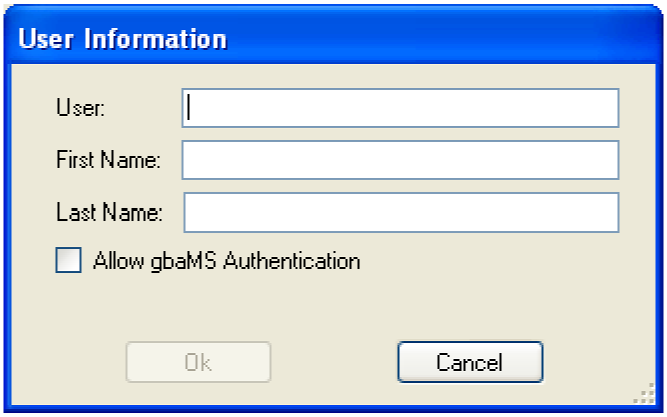
☑ Allow gbaMS Authentication

3. Name the user and click Ok. This will copy over the groups and permissions to this new user, depending on the options that you have checked in the Copy drop down menu.

Add a New User

To add a new user:

1. Click New User under the Users grid.
2. The following window will appear.



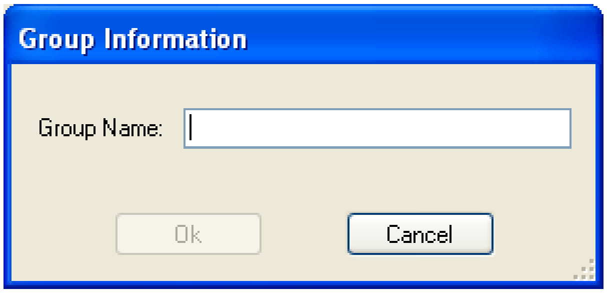
3. Type in the User's information and click Ok.

Notes:____

Add a New Group

To add a new group:

1. Click New Group under the Users grid.
2. The following window will appear.

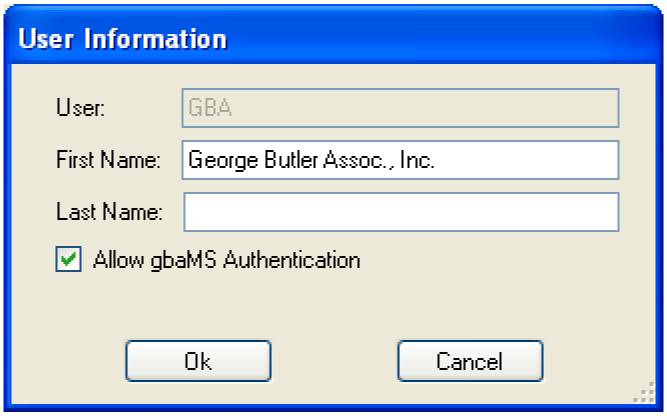


3. Type in the new group name and click Ok.

Edit User

To Edit a user:

1. Highlight the User Id in the Users grid that you want to edit.
2. Click Edit User(s) and the following window will appear.



User: GBA

First Name: George Butler Assoc., Inc.

Last Name:

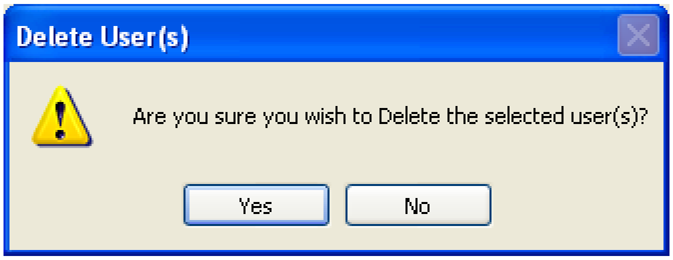
☑ Allow gbaMS Authentication

3. In this dialog, you will be able to edit the first and last name, as well as the Allow Lucity Authentication checkbox.
4. When you are finished editing the user, click Ok to save your edits.

Delete User

To delete a user:

1. Highlight the User Id in the Users grid that you want to delete.
2. Click Delete User(s) and the following message will pop up.



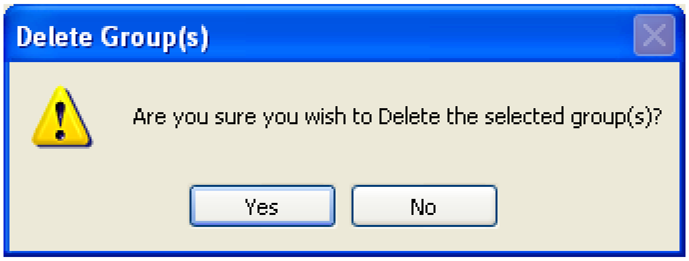
Are you sure you wish to Delete the selected user(s)?

3. Click Yes and the user will be removed from the Users grid.

Delete Group

To delete a group:

1. Highlight the group in the Groups grid that you want to delete.
2. Click Delete Group(s) and the following message will pop up.



Are you sure you wish to Delete the selected group(s)?

3. Click Yes and the group will be removed from the Groups grid.

Associate Users and Groups

To associate Users and Groups:

1. Highlight the user and group that you want to associate.
2. Click Associate.
3. The User will now appear in the Associated Users and Associated Groups grids. The appropriate permissions will also be given to the user, according to the permissions that have been granted to the associated group.

Disassociate Users and Groups

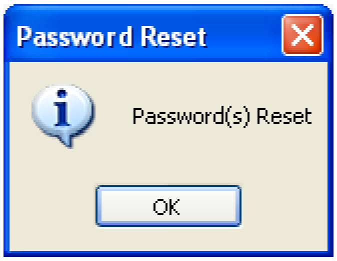
To disassociate Users and Groups:

1. Highlight the user and group that you want to disassociate.
2. Click Disassociate.
3. The User will be removed from the Associated Users and Associated Groups grids. The appropriate permissions will also be removed from the user, according to the permissions that were granted to the associated group.

Reset Passwords

To reset a password:

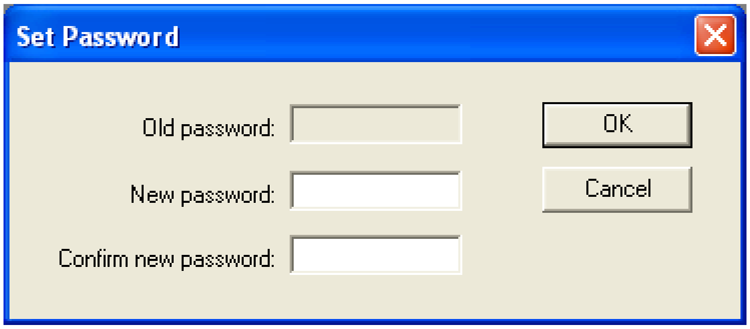
1. Highlight the user(s) in the User grid in which you want to reset the password.
2. Click Reset Password(s) and the following message will pop up.



Password Reset

Password(s) Reset

3. Click OK. The next time the user logs in to Lucity the following dialog will pop up, allowing them to reset their password.

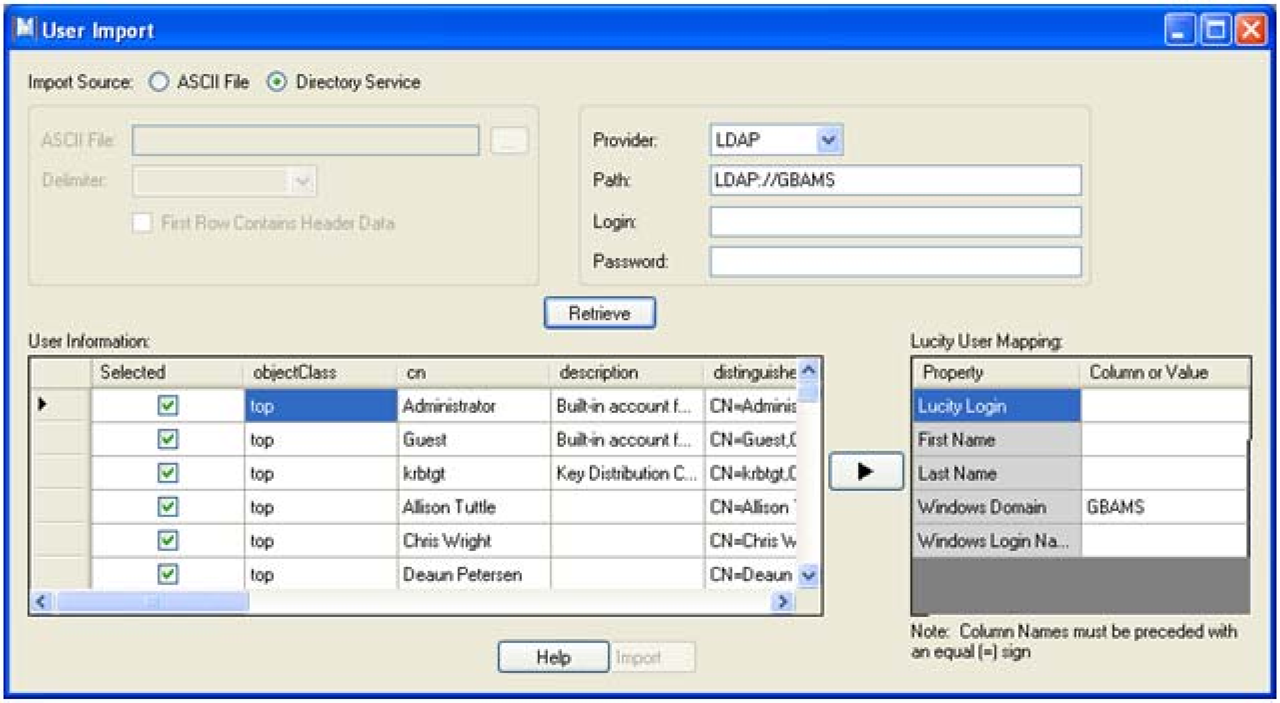


Set Password

4. Create and confirm the new password. Click OK to save this password.

User Import

The User Import tool allows administrators to directly import new users into *Security* and associate existing users to Windows Login accounts. New User information can be imported from either an ASCII delimited text file or from a Directory Service such as Active Directory.



Import Source: ○ ASCII File ● Directory Service

ASCII File:

Delimiter:

□ First Row Contains Header Data

Provider: LDAP

Path: LDAP://GBAMS

Login:

Password:

User Information:

Selected	objectClass	cn	description	distinguishe
☑	top	Administrator	Built-in account f...	CN=Adminis
☑	top	Guest	Built-in account f...	CN=Guest,C
☑	top	krbtgt	Key Distribution C...	CN=krbtgt,C
☑	top	Allison Tuttle		CN=Allison
☑	top	Chris Wright		CN=Chris W
☑	top	Deaun Petersen		CN=Deaun

Lucity User Mapping:

Property	Column or Value
Lucity Login	
First Name	
Last Name	
Windows Domain	GBAMS
Windows Login Na...	

Note: Column Names must be preceded with an equal (=) sign

User Import Fields and Functions

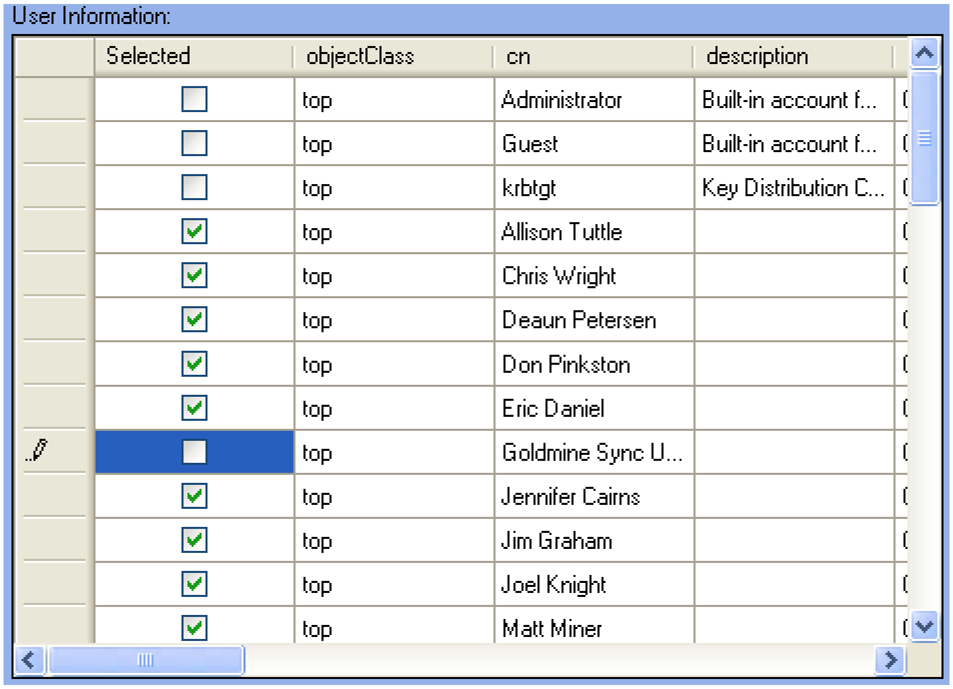
Field or Function	Description
Import Source	Used to specify the source of the imported data: ASCII File - Mark this button to indicate that a delimited text file is the source of the user information. Directory Service - Mark this button to indicate that a Directory Service like Active Directory is the source of the user information. Note: The selected radio button determines which of the following fields are available for user input; some fields will remain disabled.
ASCII File	If the ASCII File radio button is selected, use this field to indicate the path of the ASCII file. You can type in the path name or click the button to browse to the file location.
Delimiter	If the ASCII File radio button is selected, use this field to select the ASCII file delimiter from the drop down list (comma, pipe, tab, etc.). If the appropriate delimiter is not available, type it in manually.
First Row Contains Header Data	If the ASCII File radio button is selected, mark this box to indicate that the first line in the file contains header information. If there is header information, it will be used when populating the User Information grid.
Provider	If the Directory Service radio button is selected, use this field to indicate the provider used to obtain the Directory information. The default is LDAP.
Path	If the Directory Service radio button is selected, this specifies the path to the Directory

	Service. By default, this is populated with LDAP://<current user's Domain>. You can specify Organization Units (OU) in the path or other pathing criteria recognized by the Provider. Some examples are: LDAP://CN=<group name>, CN=<Users>, DC=<domain component>, DC=<domain component> LDAP://<domain> WinNT://<domain>
Login	If the Directory Service radio button is selected, use this field to specify the Login used to connect to the Directory Service. If a Login is not specified, the connection is attempted using the currently logged in Windows user account.
Password	If the Directory Service radio button is selected, use this field to specify the password used to connect to the Directory Service. The password is only necessary if connecting using different login credentials than the currently logged in Windows user account.
Retrieve	Once you have selected the Import Service and populated the appropriate source fields, this button will be enabled. Click on this button to retrieve the user information from the ASCII file or Directory Service and populate the User Information grid.
User Information	This grid displays the information retrieved from the Import Source. For additional information on the columns and functions in this grid, follow the User Information link.
User Mapping	This grid displays the user mapping for the import data. For additional information on the columns and functions in this grid, follow the User Mapping link.
Import	If there is data in the User Information grid and the User Mapping grid has a "Column or Value" for the Login, the Import button will be enabled. Pressing this button will import the User Information. Follow the link for additional information on the Import Process.

Notes:____

User Information Grid

A sample User Information grid is displayed below. This grid contains the information retrieved from the Import Source. The data can be edited in the grid, rows can be deleted, and rows can be added manually. The first column (Selected) indicates that the record will be imported. You can delete a row by highlighting that row and pressing delete, or you can unmark the Selected checkbox to prevent a row from being imported.

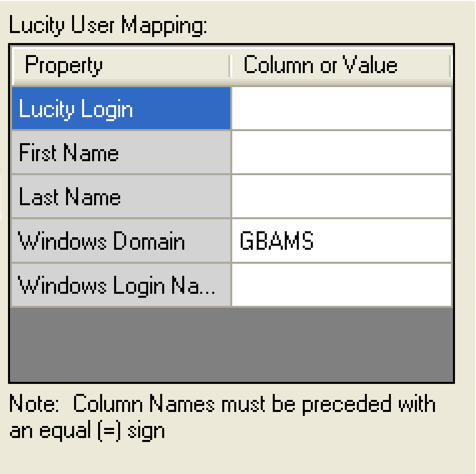


User Information:

	Selected	objectClass	cn	description
	□	top	Administrator	Built-in account f...
	□	top	Guest	Built-in account f...
	□	top	krbtgt	Key Distribution C...
	☑	top	Allison Tuttle	
	☑	top	Chris Wright	
	☑	top	Deaun Petersen	
	☑	top	Don Pinkston	
	☑	top	Eric Daniel	
✎	□	top	Goldmine Sync U...	
	☑	top	Jennifer Cairns	
	☑	top	Jim Graham	
	☑	top	Joel Knight	
	☑	top	Matt Miner	

User Mapping Grid

A sample User Mapping grid is displayed below. This grid contains the user mapping for the import data.



Lucity User Mapping:

Property	Column or Value
Lucity Login	
First Name	
Last Name	
Windows Domain	GBAMS
Windows Login Na...	

Note: Column Names must be preceded with an equal (=) sign

The "Property" column specifies the *Lucity* user properties that can be assigned. These properties are defined in the table below:

Property	Description
Lucity Login	This is the login name used to open Lucity.
First Name	This is the User's first name.
Last Name	This is the User's last name.
Windows Domain	This is the Domain to use when associating the Lucity user to a Windows login.
Windows Login Name	This is the Window's Login name. If data is mapped to this column and the data alr contains the dOMAIN NAME (i.e.Lucity\jsmith), then the mapping indicated in the W Domain will be ignored. If the mapped data only contains the Login name (i.e. jsmi the Windows Account will be a concatenation of the Windows Domain, a backslash (Windows Login Name.

The "Column or Value" column allows you to specify a column from the User Information grid that contains the data to import, or specify a text value that will be utilized for each record imported.

To specify a column name, complete the following steps:

- Select a cell from the User Information grid corresponding to the desired column.
- Drag and drop the User Information cell in the appropriate User Mapping cell, or
- Select the corresponding User Mapping cell and press the mapping button ▶.

Notes:____

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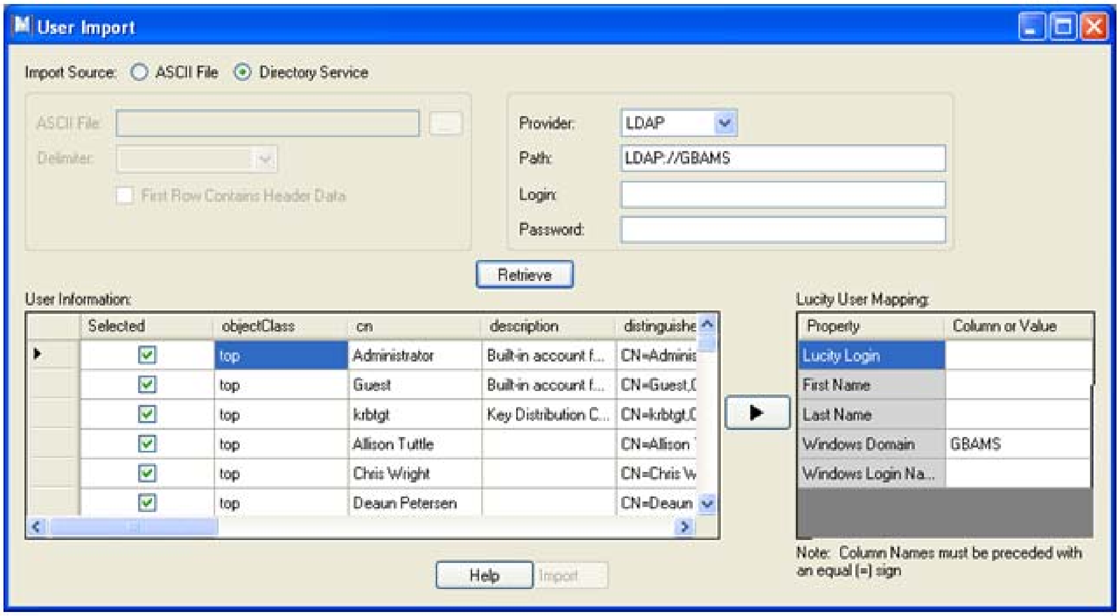
Import Process

Prior to pressing the Import button, the User Import dialog will look similar to the following example:

During an import, the User Import tool will perform the following steps:

1. First, this tool will check if a user specified in the import data exists in Lucity by using the Lucity Login.
   - If the user does not exist, a new user will be created.
   - If the user does exist, the tool will proceed to step 2.



User Import

Import Source: ○ ASCII File ● Directory Service

ASCII File:

Delimiter:

□ First Row Contains Header Data

Provider: LDAP

Path: LDAP://GBAMS

Login:

Password:

User Information:

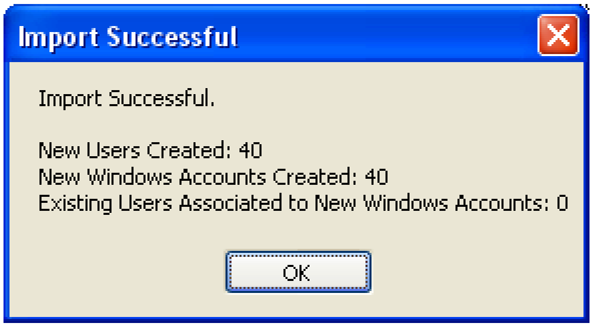
	Selected	objectClass	cn	description	distinguishe
▶	☑	top	Administrator	Built-in account f...	CN=Adminis
	☑	top	Guest	Built-in account f...	CN=Guest,(
	☑	top	krbtgt	Key Distribution C...	CN=krbtgt,(
	☑	top	Allison Tuttle		CN=Allison
	☑	top	Chris Wright		CN=Chris W
	☑	top	Deaun Petersen		CN=Deaun

Lucity User Mapping:

Property	Column or Value
Lucity Login	
First Name	
Last Name	
Windows Domain	GBAMS
Windows Login Na...	

Note: Column Names must be preceded with an equal (=) sign

2. The import process will then associate the user (whether new or existing) to the Windows Login account if the account information is provided in the import data.
3. After the data import has completed, one of the following two message boxes will be displayed:

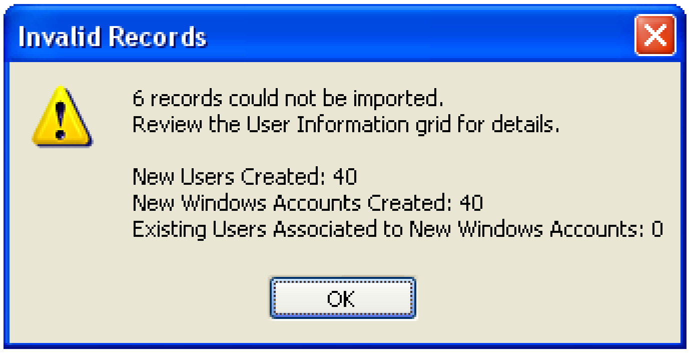


Import Successful

Import Successful.

New Users Created: 40
New Windows Accounts Created: 40
Existing Users Associated to New Windows Accounts: 0

- This message indicates that all records were successfully imported. It also indicates how many new users were created, how many Windows Accounts were added to Lucity, and how many existing users were associated to new Windows Accounts.

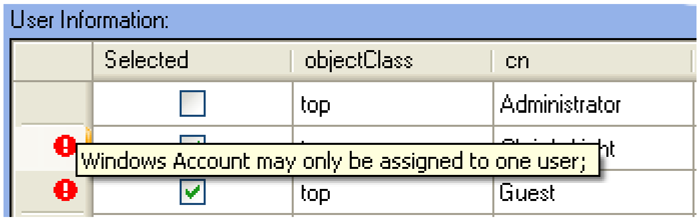


Invalid Records

6 records could not be imported.
Review the User Information grid for details.

New Users Created: 40
New Windows Accounts Created: 40
Existing Users Associated to New Windows Accounts: 0

- In addition to showing the number of new users created, new windows accounts created, and existing users associated to new windows accounts, the second possible message indicates that some records were unable to be imported. If there are Invalid Records, the User Information grid will identify those invalid records with this symbol: ❗ . By hovering your cursor over this symbol, a description of why the record failed to import will be displayed.



User Information:

	Selected	objectClass	cn
	□	top	Administrator
❗			...ht
❗	☑	top	Guest

Windows Account may only be assigned to one user;

Notes: