OZ Repository Manager User Help



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Server Repository Connection,

Disconnection

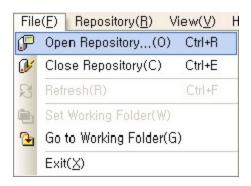
This chapter explains connecting to and disconnecting from the repository server, setting the working folder, etc.

Server Repository Connection

Connect to the Server Repository.

Click on **[File] > [Open Repository]** in the Menu Bar or click the Open up Repository icon (

to open up "Server List Dialog Box".



Select the server to connect on in the "Server List Dialog Box" and double click on it to connect

to the repository server.

Server List			
Import	Export	Add server group A	dd server Delete
E C Repository S	ierverList	Server name :	Server1
Server1		Type :	HTTP
Server3		IP:	
		Port :	
		URL :	http://127.0.0.1:8080/oz/server
		ID:	admin
		Password :	****
			Save password
		Connect working	folder name
		Working folder name	e:
		Save	Connect after save Exit

Once connected, the category and item of the repository server will appear.

🕵 OZ Repository Manager_http://127	7.0.0.1:8080/oz/server[;	admin]			
EFile(E) Repository(<u>R</u>) View(⊻) Help(<u>H</u>))				
(P 🖉 ISI 🖻 🖻 👌 🛱 🏔 X 📲 I	6 6 6 6 6 6 8				
🐴 Group 🚯 Category 🛛 🖓 🖓	Repository Server:₩		C: WRepositor	y₩	
⊕ 💊 Repository(/)	Name	Check	k Out User		Check I
	🗟 Invoice, odi				2012-11
	a Invoice, ozr				2012-11-
	SalesbyCountry.odi				2012-11-
	SalesbyCountry.ozr				2012-11-
	<				
		ļiu	1		
Working Folder [C:\Repository]	C: WRepository	Working Folder:C:\Repository		ry	
🗄 🫅 Local Explorer	Name	Size	Туре		Modifi
	🖼 Invoice, odi	7 KB	odi	2012-03-	-13 15:33
	🖼 SalesbyCountry.odi	3 KB	odi	2011-10-	-21 13:29
	🖼 Invoice, ozr	34 KB	ozr	2012-03-	-15 09:29
	🖼 SalesbyCountry,ozr	17 KB	ozr	2012-01-	-19 14:15
Properties					
🔍 Properties 📳 Logs					
Carlopondo E cogo					

Server List Dialog Box

Click on [File] > [Open Repository] in the Menu Bar open up "Server List Dialog Box".

Server List		
Import	Export	Add server group Add server Delete
Repository Security Server1 Server2 Server3	rverList	Server name : Repository ServerList Type :
		Port : URL : ID :
		Password : Save password Connect working folder name
		Working folder name : Save Connect after save Exit

Import	Imports the XML file with the server list information.
Export	Saves the server list currently added to the dialog box as XML file.
Add server group	Add a server group into the server repository.
Add server	Add a new server repository. Clicking [Add server] button will activate a text box where you can enter the server setup information to add a new server repository.
Delete	Deletes the selected repository server or category.
Server name	Enters the name of the server to be added.
Туре	Selects the type of the server. If it is Daemon type, choose "TCP", and for Servlet type, choose "HTTP".

IP	Sets the IP of the host computer where OZ server is installed when the server type is "TCP".
Port	Sets the port number used by the server when the server type is "TCP".
URL	Sets the URL accessible to the sublet when the server type is "HTTP".
ID	Enters the user account registered in the Repository server.
Password	Enters the password for the user account.
Save Password	Decides whether to save the password.
Connect Working Folder Name	Sets whether to automatically change the working folder to the one set in the Working Folder Name when connecting to the server repository.
Working Folder Name	Shows the working folder name to connect upon server connection.
•••	Open the working folder manager to select a working folder to associate with the server repository.
Save	Saves the added or deleted server list.
Connect after save	Save the added or updated server list and information, then connect to the selected server repository.
Exit	Close the "Server list dialog box".

Rules on setting working folder when connecting to the repository

server - The "Connect working folder name" option is checked

If the working folder name is registered in the Working Folder Manager, the working folder is automatically changed to the path registered in the Working Folder Manager upon connecting to the repository server. If the path registered in the Working Folder Manger does not exist in the local, the working folder is created first and then changed.

If the working folder name is not registered in the Working Folder Manager, a message window asking whether the working folder name to register in the Working Folder Manager upon connecting to the repository server.



Click **[Yes]** button, automatically registers the current working folder name and path in the Working Folder Manager as connects to the repository server (the working folder name registered in the working folder tree title is displayed) while clicking **[No]** button connects to the repository server without registering and clicking **[Cancel]** button neither connects nor registers.

Rules on setting working folder when connecting to the repository

server - The "Connect working folder name" option is not checked

This connects to the repository server without changing the working folder.

Rules on changing working folder name

If the "Connect working folder name" option is checked and the working folder name is registered in the working folder manager and the working folder name set in the server is different from the selected working folder name when changing the working folder by clicking on [Set Working Folder] while connected to the repository server, a message window asking

whether to change to working folder name set in the server opens up as below.

OZ Report Designer					
!	Diffrence between working folder name in server list and working folder manager Server list name: Working folder1 - Working folder manager name: Working folder2 Would you update working folder name to server list?				
	<u>Y</u> es <u>N</u> o				

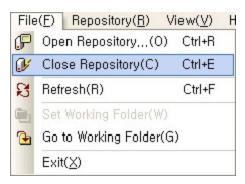
Click **[Yes]** button, applies the selected working folder name to the server while **[No]** button

does not.

Disconnect Server Repository

Disconnect to the Server Repository.

Click on **[File]** > **[Close Repository]** or click the Close Repository icon (\mathcal{W}) to disconnect.



Setting Working Folder

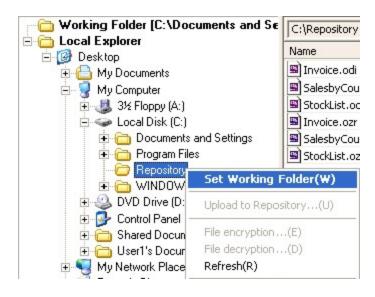
The Working Folder is in the local system where the Repository Manager may save a file copied from the repository server. It plays a very important role in this sharing process using the Repository.

Working Folder Default value

When OZ repository manager opens for the very first time, a folder "OZRepository" is created under "My Documents" of the logged in user account, and the path of "OZRepository" becomes the default working folder.

Using Set Working Folder menu

Select the folder to set as working folder in the Local Explorer window and click **[File] > [Set Working Folder]** or the Set Working Folder icon () or click **[Set Working Folder]** menu that appears as a result of right-mouse click on the selected folder to set it as working folder.



The set working folder path can be checked upon in the Local Explorer window. If you set the working folder in the Local Explorer, it is displayed as "Working Folder [location of working folder]".



If the path selected is already registered in the working folder manager, both the name and path

of the working folder are shown.

For example, if you set the working folder in the repository window when the "C:\Repository"

path is registered as "Working folder1" in the Working Folder Manager, both The name and path

of the working folder are displayed.



Using Working Folder Manager

Right click on the working folder in the repository window and select [Working Folder

Manger].



Double click a folder name or click a folder name and click **[OK]**.

Working folder man	ager					×
Import	<u>E</u> xport	<u>A</u> dd working	g folder group	Add <u>w</u> orkir	ng folder	Delete
🖃 🛄 Working folder list			Name :	Working folder	1	
Working folder	1		Working fo	older path :		
			C:\Repo	ository		Select
				Save	<u>O</u> K	Cancel

The set working folder path can be checked in the Repository window. When the working folder

is set in the Working Folder Manager, the working folder is displayed as "Working folder

(working folder name) [working folder path]" as the image below.

Working Folder Manager

The Working Folder Manager is a management tool allowing users to add and manage multiple

working folders in the Local Explorer.

Right click on the working folder in the repository window and select [Working Folder

Manger].

Working folder man	ager			
Import	<u>E</u> xport	Add working folder group	Add working folder	Delete
Working folder list		Name :	Working folder list	
		Working fol	lder path :	
				Select,,,
				7
			Save OK	

Import	Imports the XML file with the working folder list information and
	shows the server list.
Export	Saves the server list information added to the current dialog box
	as XML file.
Add working folder group	Add a working folder group into the working folder list.
Add working folder	Adds a new working folder. Clicking on [Add Working Folder]
	activates the option setup for adding a new working folder.
Delete	Deletes the selected working folder or category.
Name	Enters the name of the working folder.
Working folder path	Set the path of the working folder in the "Working Folder Dialog
	Box".
	A path containing a period(.) is not valid.

	If the path is invalid or the working folder location does not exist, clicking [OK] shows the following error message.
Select	Shows the path selection dialog box.

Go to Working Folder

Click on **[File] > [Go to Working Folder]** menu or click on the Go to Working Folder icon (¹) in the Tool bar or click on [Go to Working Folder] in a pop-up menu opens up following right clicking in the Local Explorer window to move to the set working folder.

(E) Repository(<u>R</u>) V	/iew(<u>V</u>)	Н
🦻 Open Repository(O)		
🐠 Close Repository(C)		
Befresh(R) C		
Set Working Folder(W)		
Go to Working Folder(G	i)	
Exit(<u>X</u>)		
	Open Repository(O) Close Repository(C) Refresh(R) Set Working Folder(W) Go to Working Folder(G	Close Repository(C)Ctrl+ERefresh(R)Ctrl+FSet Working Folder(W)Go to Working Folder(G)

Manage Group and User

This chapter explains creating user and group, deleting user and group, setting property, exporting, importing, setting group manager, etc.

Group Management

This supports a user group for efficient user management. A category of users with similar nature or permission is defined as Group.

Add Group

Select the group tab and right click on "User group(/)" to open up a pop-up menu then click on

[New Group] menu or click on the Create group icon (



Click on **[New group]** to open up the Input a name of the group dialog box.

Input a nam	e of the group	X
Group1		
	ОК	Cancel

After entering the group name(ex: Group1), click on **[OK]** to create new group.



Note

Adding a new user or a new group is possible only when the server to connect to is not "None" type, and creating a new group is possible only a user has administration authority. Lower groups can be created only in the "User group(/)" root.

Added groups can be searched in the search dialog launched by clicking the group/user search icon on the main toolbar.

Delete Group

Select the group name first. Right click on the name to open up a pop-menu and click **[Delete]** or click on the Delete Group icon (\bigotimes) to delete the group. Only the user with administrator permission can delete a group.



Note

Only the admin user and group manager can delete a group. And the group manager can only delete the subgroups.

Change Group Name

Select the group name first. Right click on the name and click on [Properties] or click on the

Group Properties icon (\blacksquare) to show the properties of the group.



Change the group name in the Properties window.

🗖 General		
Group Name	Group1	
Group ID	/Group1	
Hierarchy		
Parent Group ID	/	
Parent Group Name	User Group(/)	
Details		
Group Admin ID		
Group Admin Name		

Note

Only the admin user and group manager can change a group name. And the group manager can

only change the granted groups.

User Management

This supports a user group for efficient user management. A category of users with similar nature or permission is defined as Group.

Add User

Click on **[New User]** menu in the pop-up window that appears after selecting a user tab and right clicking on the user name, or click on the New User icon (²⁶).



Clicking on [New User] menu shows the Add User dialog box.

General —	
Name	user1
Password	****
Details	
Description	General User
Hierarchy	
Group ID	/Group1
Group name	Group1

After entering the user information in the Add User dialog box, click on **[Add]** to add a new user.

🐴 Group 🚯 Category 🖪 Þ	Repository Serv	ver:₩
⊡ 🔞 User Group(/)	Name	Description
Group1	😤 user 1	

Note

Only the admin user and group manager can change a group name. And the group manager can

only change the granted groups.

Added users can be searched in the search dialog launched by clicking the group/user search icon on the main toolbar.

Add User Dialog Box

In the Group window, click the New User icon (²³) or, click **[New User]** on the right click popup menu on the "User Group(/)" or the group name. And then the "Add User Dialog Box" appears.

Add User	X
General	
Name	
Password	
Details	
Description	
Hierarchy	
Group ID	/Group1
Group name	Group1
	Add Cancel

Basic information	Set basic information.
	Name: Name of a new user.
	Password: Password of the user.
Detailed information	Set detailed information.
	Description: Description about the user.
Class information	Set class information.
	Group ID: Group ID where the user will be added.
	Group name: Group name where the user will be added.

Delete User

Click on [Delete User] menu in the pop-up window that appears after selecting a group tab and

right clicking on the user name, or click on the Delete User icon ($^{ imes}$).



Note

Only the admin user and group manager can delete a user. And the group manager can only delete users of the granted group.

Only the guest account of BuiltIn or RDB type repository server can be deleted by logged in admin user. OZ server should be restarted after deleting guest account.

Setting Group Admin

Right click on the user to set as Group Admin to open a pop-up menu. Click on **[Set Group Admin]** or click on the Set Group Admin icon (²⁶) in the Tool Bar to set the user as Group Admin.

Name	Description
Nuser1	Delete(<u>D</u>)
🔥 user3	Set Group Admin(<u>S</u>)
	Release Group Admin(<u>E)</u> Set Password,,,(<u>P</u>)
	Properties(<u>R</u>)

The icon for the user designated as the Group Admin is (lpha), In the following sample image, "User1" is set as Group Admin.

Name	Description
😤 user 1	
😤 user2	
😤 user3	

Note

Only a user with the administrator account can set a Group Admin.

Releasing Group Admin

Click on **[Release Group Admin]** in the pop-up menu that appears after right clicking on the user set as Group Admin or click on the Release Group Admin icon (**M**) to release the user as the Group Admin.

Name	Description	
user1 🎦 user2	Delete(<u>D</u>)	
😤 user 3	Set Group Admin(<u>S</u>)	
	Release Group Admin(<u>E</u>)	
	Set Password,,,(<u>P</u>)	
	Properties(<u>R</u>)	

Note

Only the admin user can release a group manager.

Setting User Password

Right click on the user and click [Set Password].

Name	Description
Suser1 Suser2	Delete(<u>D</u>)
😤 user3	Set Group Admin(<u>S</u>) Release Group Admin(<u>E</u>)
	Set Password,,,(<u>P</u>)
	Properties(<u>R</u>)

In the Set Password dialog box, enter the password in the "New password" and again in the "Confirm password", then click on **[OK]**.

Note

Only the admin user and group manager can change user password. And the group manager

can only change user password of the granted group.

The password should be between 4 ~ 16 characters.

Change User Name and Description

Click on **[Properties]** in the pop-up menu that appears after right-clicking on a user or click on the Properties Icon (²¹) in the Tool Bar, then the user properties will be shown in the Properties window.

Name	Description
Suser1	Delete(<u>D</u>)
user3	Set Group Admin(<u>S</u>) Release Group Admin(<u>E</u>) Set Password,,,(<u>P</u>)
	Properties(<u>B</u>)

The Properties window allows you to change the name and description of a user.

General		
User Name	user1	
User ID	user1	
Hierarchy		
Group ID	/Group1 (/Group1)	
Group Name	Group1 (Group1)	
] Details		
User Description	user1	

Note

Only the admin and group manager can change user name and description

A group manager can only change user of granted group. A user who is set to a group manager

can only change the description.

Import Group and User

With Import Group/User menu, you can bulk add multiple groups and users using CSV file that

defines groups and users.

In the pop-up menu that appears after right clicking on "User group(/)" in the [Group] tab or

group name, click on [Import Group/User] menu to create a group/user.



Select and open a CSV file in "Open" dialog. And then groups and users are added as below.

🐴 Group 🔯 Category 🛛 🖇	Repository Server:₩		
🖃 👸 User Group(/)	Name	A Description	
e ∰ group1 ⊕ ∰ UserGroup1 e ∰ group2 e ∰ UserGroup2 e ∰ group3 e ∰ UserGroup3	🖺 user1	TeamLeader	

CSV File Structure

The CSV file is basically defined as

"UserName,Password,UserDescription,ParentGroup1,...,ParentGroupn,UserGroup".

User,Password,UserDescription,ParentGroup1,...,ParentGroupn,UserGroup

For example, if a user whose user name is User1, password is Pwd1, user description is

UserDesc1 is added to Group1/Group2/UserGroup, the CSV file will be as follows.

User1,Pwd1,UserDesc1,Group1,Group2,UserGroup

Rules of importing groups and users

If the assigned user group does not exist, the Manager will first created the group and then create a user.

Groups defined in the CSV file are added under the group selected in **[Import Group/User]** menu.

If the user name or password is blank, only the group is added.

If the user name or password in the file is inappropriately defined, the user will not be added and a failure message will be recorded in the log window.

If the previously added user name is defined in the CSV file, a message box asking whether to change the user information to the one defined in the file opens up.

Note

Only the admin user and group manager can use this Import Group/User menu. And the group manager can only import group/user for the granted group.

Export Group and User

With Import Group/User menu, you can save information of groups and users registered in the repository server as a CSV file.

In the pop-up menu that appear after right-clicking on "User group(/)" or the group name in the

[Group] tab, click on [Export Group/User].



Then in the "Save As dialog box" that appear after clicking on [Export group/user] menu, select the path where the group/user information will be saved and the file name, and click on **[OK]** to save it as CSV file.

Rules of exporting groups and users

The CSV file exported is basically defined as

"UserName,Password,UserDescription,ParentGroup1,...,ParentGroupn,UserGroup".

The CSV file is saved according to the selected group when exporting group/user. In other

words, the selected group will be set as root and the CSV file will have the child group and user information.

The user password is saved in the form of "encrypted_BASE64encodedstring".

Note

Only the admin user and group manager can use this Export Group/User menu. And the group

manager can only export group/user for the granted group.

Category and Item Management

This chapter explains creating a category and item, uploading and downloading items, and permissions setup.

Category Management

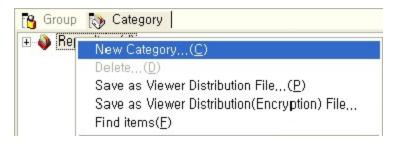
The OZ Repository Manager defines files that can be saved in the OZ Repository such as ODI and OZR as item, and the group of the items (called folder in the Windows) as category.

Create Category

Click [Create Category] in the pop-up menu that appears after right-clicking on the

"Repository(/)" in the Category window or click on Create Category icon (🕸) in the Tool bar to

create a new category.



Enter the category name in the "Create a category Dialog Box".

Create a ca	tegory	
Category1		
	ОК	Cancel

After entering a name, click on **[OK]** to add a new category.



Note

Only the admin user and the user who have proper category permissions can create category.

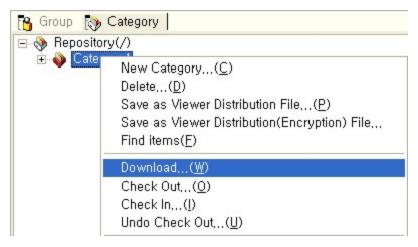
And the user can create category only for the granted category and subcategories.

Download Category

Imports a server category and all items in it to the working folder in the local server.

Right click on the category to download and select [Download], or simply click on the Download

Category icon (🖏) in the Tool bar.



Clicking on **[Download]** will open up the "Download Items dialog box" in the selected category.

All items, except the checked-out ones, are originally displayed checked. If necessary, check the

checked-out items.

Name	Check Out U	Check Out Time
☑ /Category1/Invoice, odi		2012-11-22 10:16:52
/Category1/Invoice.ozr		2012-11-22 10:16:52
/Category1/SalesbyCountry.odi	admin	2012-11-22 10:17:00
/Category1/SalesbyCountry.ozr	admin	2012-11-22 10:17:00
Category1/StockList,odi	admin	2012-11-22 10:17:00
/Category1/StockList,ozr	admin	2012-11-22 10:17:00
		>

Select the downloaded item and click on **[Download]** to create a folder in the same category structure as that of the server repository in the local working and to download the items to the folder. If there is already the same folder in the local working folder, the following "Update File Dialog Box" shows up.

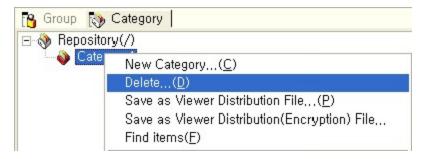
Update File		
C:₩Repository₩Category1₩Invoice.odi		
Replace the existing file?	Yes	No
Apply to every time (Only show this dialog	g when shift key is down)	

Click **[Yes]** to move the files in the local working folder to the server repository, and click **[No]** to keep the local files as they are. Checking the "Always apply" option will apply the same option to all the files that already exist in the local among the items being downloaded.

Delete Category

Click on the [Delete] in the pop-up menu that appears after right-clicking on a category, or

simply click on the Delete Category icon ($^{ imes}$).



Note

Only users with the administrator account or write permission on the category can delete a category.

Category Permissions Configuration

Select and right click the category and select [Permissions] in the pop-up menu, or simply click

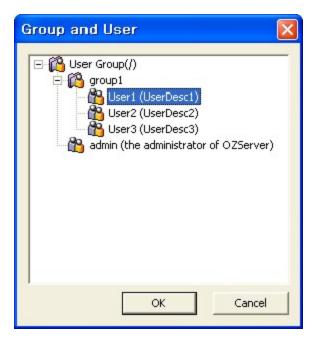
on the Permissions icon (file 1)in the Tool bar.

🔒 Group [Category
🖃 🚸 Reposito	ory(/)
Cate	New Category(<u>C</u>) Delete(<u>D</u>) Save as Viewer Distribution File(<u>P</u>) Save as Viewer Distribution(Encryption) File Find items(<u>F</u>)
	Download(<u>W</u>) Check Out(<u>O</u>) Check In(I) Undo Check Out(<u>U</u>)
	Permissions,(<u>A</u>)
	Properties(<u>R</u>)

When a category is selected, the "Permissions Setup dialog box" for items opens up.

Permissions	
Category Permissions	
Group or User Permissions	Add
	Delete
	Permissions –
	F View F Read
	Write
<u>O</u> K <u>C</u> ancel	Apply

Clicking **[Add]** button in the "Permissions dialog box" shows a dialog box to select the group or user to set permission for. After selecting the group or user to add in the User Group tree, click on **[OK]** to add a group or user with permission.



The default permission level for newly added group or user is "View".

Permissions		X
Category Permissions		[
Group or User Magroup1/User1 Magroup1/User2	V V V	Add Delete Permissions View Read Write
	<u>OK</u> <u>Cancel</u>	Apply

To change the permission level of user to, say, "Read" or "Write", check the desired permission level in the permission box to the right side. the setup is finished, click **[OK]** or **[Apply]** to apply the permission setup.

Permissions		
Category Permissions		
Group or User Magroup1/User1 Magroup1/User2	Permissions V VRW	<u>A</u> dd
	VIIW	Permissions -
1	<u>QK</u> <u>C</u> ancel	

Note

Only the admin user and the user who have proper category permission can set category permissions. And the user can set permissions only for the granted category and subcategories.

Change category name and description

Click on **[Properties]** in the pop-up menu that appears after right-clicking on the category, or click on the Properties icon (^{III}) in the Tool bar to show the properties of the category.

🐴 Group [Category
🖃 🚸 Reposit	
Cate	New Category(<u>C</u>)
	Delete(D)
	Save as Viewer Distribution File,(P)
	Save as Viewer Distribution(Encryption) File
	Find items(<u>F</u>)
	Download(<u>W</u>)
	Check Out,(<u>0</u>)
	Check In(I)
	Undo Check Out,(U)
	Permissions(<u>A</u>)
	Properties(<u>R</u>)

Change the category name and description in the Properties window.

Properties		×
🗖 General		
Category Name	Category 1	
Category ID	/Category1	
🗆 Hierarchy		
Parent Category ID	/	
🗆 Details		
Category Description		
Permissions		
Category Permissions		
🔍 Properties 📳 Logs		

Note

Only the admin user and the user who have proper category permission can change category

name and description. And the user can change category name and description only for the

granted category and subcategories.

Item Management

The OZ Repository Manager defines files that can be saved in the OZ Repository such as ODI and OZR as item.

Upload Item

In the pop-up menu that appears after right-clicking on the file, click on **[Upload to Repository]** or click on the Upload Item icon (¹) in the Tool bar to add an item to the server repository. If the selected file is under the subfolder of the working folder, and if there is no same category in the repository server, then the file will be uploaded after the subcategory is created in the repository server.

Event File(E) Repository(B) View(V) Help(H)				
🕑 🖉 🕄 🕒 🖻 🕒 🖓 🖓 🗶 📲	5 6 6 6 1 6 8 8 I I A ?			
🐴 Group 🚯 Category 🛛 🗠 🖓	Repository Server: #Category1	C:\Repository\Category1		
□	Name	Check Out User		
Category1	🔋 Invoice, odi			
	🔋 SalesbyCountry.ozr			
	<			
🖃 🛅 Working Folder [C:\Repository]	C:\Repository\Category1	Working Folder:C:\Repository		
Category1	Name	Size Type		
🗄 🧰 Local Explorer	Invoice.odi	7 KB odi		
	SalesbyCountry odi	3KB odi		
	StockList, odi Upload	to Repository(U) B odi		
	🖼 Invoice,ozr	34 KB ozr		
	📓 SalesbyCountry.ozr	17 KB ozr		
	🖼 StockList, ozr	15 KB ozr		
	<			
Properties				
🖻 General				
Category Name	Category1			
Category ID Hierarchy	/Category1			
Parent Category ID	17			
■ Permissions	17			
Category Permissions				
🔍 Properties 📳 Logs				

After that, the "Item upload Dialog Box" opens up to re-check the selected files as follows, each

item can be selected or released by checking.

Item upload		
Name ☑ C:₩Repository₩Category1₩Invoice,odi ☑ C:₩Repository₩Category1₩SalesbyCountry,odi	Type odi odi	
Comment:		Cancel

Check the item list to add in the Item Upload window and click on [Upload].

🚆 OZ Repository Manager_http://12	27.0.0.1:8080/oz/server[admin]	
: File(<u>F</u>) Repository(<u>B</u>) View(<u>V</u>) Help(]	<u>H</u>)	
6 0 2 3 5 5 6 A X 5	🐜 😰 🗗 🗗 🍋 🎎 💷 🔒 🍞	
🐴 Group 🚯 Category 🛛 🗠 🖉	Repository Server: WCategory1	C:\Repository\Category1
🖃 🚸 Repository(/)	Name	Check Out User
Category1	🕼 Invoice,ozr	
	🔋 SalesbyCountry.ozr	
	🔋 Invoice, odi	
	🔋 SalesbyCountry,odi	
	<	
🗆 👄 Warking Falder [C:\#Papaaitaru]		
Working Folder [C:\Repository] Category1	C:\Repository\Category1	Working Folder:C:\Repository
	Name	Size Type
	🗐 Invoice, odi	7 KB odi
	SalesbyCountry.odi	3 KB odi
	StockList, odi	3 KB odi
	Invoice.ozr	34 KB ozr
	Steeld interventer	17 KB ozr 15 KB ozr
	StockList, ozr	IS NB 02F
	<	
Properties		
🖻 General		
Item Name	SalesbyCountry.odi	
Item ID	/Category1/SalesbyCo	ountry, odi
Item Type Hierarchy	10000	
Category ID	/Category1 (/Category	(1)
Parent Category Name	/Category1 (/Category	
🗆 Details		
🔍 Properties 📳 Logs		

Note

Only the admin user and the user who have proper category permission can upload items. And

the user can upload items only for the granted category and subcategories

You can upload items using either **[Upload to repository]** menu or drag & drop operation.

When using **[Upload to repository]**, the same category hierarchy with the local working folder

is forced on the repository server. All needed category will be created automatically. When using

drag & drop operation, however, items are uploaded into the target server folder not necessarily in the same category hierarchy.

Download Item

Click on **[Download]** in the pop-up menu that appears after right-clicking on an item, or select

the Download icon (😼) in the Tool bar.

Name	Δ.	Check Out User
🔋 Invoi	ce,odi	
🔋 Invoi	ce,ozr	
🔞 Sale:	sbyCountry,odi	admin
Sale:	Delete(<u>D</u>) Save as Viewer D	istribution File,(<u>P</u>) istribution(Encryption) File,
	Download,(<u>W</u>)	
	Check Out,(<u>0</u>)	
Check In(I)		
	Undo Check Out,,	.(<u>U</u>)

Clicking on [Download] menu opens up the "Download Items Dialog Box". All items, except the

checked-out ones, are originally displayed checked. If necessary, check the checked-out items.

Name	Check Out U,,	, Check Out Time
🗹 /Category1/Invoice.odi		2012-11-22 11:41:30
/Category1/Invoice.ozr		2012-11-22 11:41:24
/Category1/SalesbyCountry.odi	admin	2012-11-22 11:55:52
/Category1/SalesbyCountry.ozr	admin	2012-11-22 11:55:53
¢		

Select the downloaded item and click on **[Download]** to create a folder in the same category structure as that of the server repository in the local working and to download the items to the folder. If there is already the same folder in the local working folder, the following "Update File Dialog Box" shows up.

Update File		
C:₩Repository₩Category1₩Invoice.odi		
Replace the existing file?	Yes	No
Apply to every time (Only show this dialog	g when shift key is down)	4

Click **[Yes]** to move the files in the local working folder to the server repository, and click **[No]** to keep the local files as they are. Checking the "Always apply" option will apply the same option to all the files that already exist in the local among the items being downloaded.

Delete Item

Click on [Delete] in the pop-up menu that appears after right-clicking on the item to delete or

select the Delete Item icon ($\stackrel{\scriptstyle imes}{\sim}$) in the Tool bar.

Name	Χ.	Check Out User
🔋 Invo	ice,odi	
1 Invo	ice,ozr	admin
	sbyCountry,odi	
Sale	abuCauatrii azr	odmin
Delete,(D)		
Save as Viewer Distribution File(<u>P</u>) Save as Viewer Distribution(Encryption) File		

Note

Only users with administrator account or write permission can delete

Item Version Management

OZ Repository Manager offers a strong version management function to support multideveloper environment.

In order to ensure safe sharing and renewal of files, OZ Repository Manager does not allow one item to be modified or renewed by multiple developers. In addition, OZ Repository server grants the modification right for each item on only one developer at any moment, and restricts users to obtain the modification right from the repository server when renewing files managed by the repository server.

Modifying/renewing a file registered in the repository server requires the following steps.

- 1. Obtain access permission to the file using check-out function.
- 2. Copy the files to the working folder and modify them.
- 3. Use the check-in function to register the modified content of a file to the repository server.

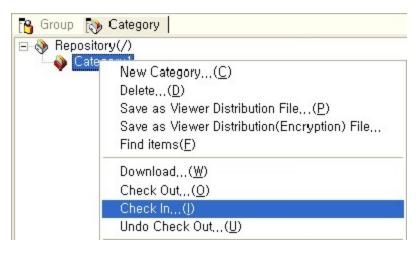
Keep in mind that until the checked-out item is checked in again or undone check out, other users cannot obtain the editing right on that item. So, in a group project, extra effort to minimize the check out time on shared files is required. We also recommend close sharing of modified files to minimize problems that might occur due to information gap.

Check in

Check-in saves the content checked out from the server and modified then returns the

modification right. Checked-in items have an icon (¹) in front.

Right click on the items or the category to open up a pop-up menu and click on **[Check In]**, or click the Check-in icon (
) in the Tool bar.



Selecting a checked-out item to check in and clicking **[Check in]** will check in the item. If you want to keep the check-out status even after checking it in, check the "Keep checked out" option and click **[Check in]** button.

Name	Check out time	
🗹 /Category 1/Invoice, o di	2012-11-22 14:04:07	
/Category1/Invoice.ozr	2012-11-22 14:04:07	
/Category1/SalesbyCountry,odi	2012-11-22 14:04:07	
✓/Category1/SalesbyCountry.ozr	2012-11-22 14:04:07	
omment:		
Keep checked out Select all	Check in	Cancel

Check out

Check-out takes back the modification right on a specific category or item from the repository

server to modify it. Checked-out items have an icon (🎾) in front.

Right click on the items or the category to open up a pop-up menu and click on [Check Out], or

click on the Check out icon (🔯) in the Tool bar.

= 🚸 Reposito	ry(/)
Cate	New Category(<u>C</u>) Delete(<u>D</u>) Save as Viewer Distribution File(<u>P</u>) Save as Viewer Distribution(Encryption) File Find items(<u>F</u>)
	Download(<u>W</u>)
	Check Out,(<u>O</u>)
	Check In(I)
	Undo Check Out,(U)

Selecting a checked-in item and click on **[Check out]** will check out the item. If you simply take back the modification right without downloading the item in the local working folder when checking out, click **[Check out]** button without checking the "Item download update local file" option.

Name	Check in time	
✔/Category1/Invoice.odi	2012-11-22 14:04:57	
/Category1/Invoice.ozr	2012-11-22 14:04:57	
/Category1/SalesbyCountry.odi	2012-11-22 14:04:57	
/Category1/SalesbyCountry.ozr	2012-11-22 14:04:57	
omment:		
Item download _update local file	Check out	Cancel

Undo Check out

Undo Check out returns the modification right without applying the modified version of the checked-out category or item to the server.

Right click on the items or the category to open up a pop-up menu and click on **[Undo Check**

out], or click on the Undo Check out icon (🖄) in the Tool bar.

🔒 Group [📎	Category
🖃 🚸 Repositor	y(/)
	New Category(<u>C</u>) Delete(<u>D</u>) Save as Viewer Distribution File(<u>P</u>) Save as Viewer Distribution(Encryption) File Find items(<u>F</u>)
	Download(<u>W</u>) Check Out(<u>O</u>) Check In(<u>I</u>) Undo Check Out(<u>U</u>)

Selecting an item to undo check out and click on **[Undo Check out]** will return the item's status to check-in (^(G)). If you simply take back the modification right without downloading the item in the local working folder when checking out, click **[Undo check out]** button without checking the "Item download update local file" option.

ame	Check out time	
/Category1/Invoice.odi	2012-11-22 14:08:06	
/Category1/Invoice.ozr	2012-11-22 14:08:06	
/Category1/SalesbyCountry.odi	2012-11-22 14:08:06	
Category1/SalesbyCountry.ozr	2012-11-22 14:08:06	
mment:		

Show History

Show History menu shows check in/out history of an item.

Click on the [Show History] in the pop-up menu that appears after right-clicking on the item, or

select the History icon ($^{\mbox{\sc line}}$) in the Tool bar.

Name	∠ Check Out User
SalesbyC SalesbyC SalesbyC SalesbyC	Delete(<u>D</u>) Save as Viewer Distribution File(<u>P</u>) Save as Viewer Distribution(Encryption) File
	Download,(<u>W</u>) Check Out,(<u>O</u>) Check In,(I) Undo Check Out,(U)
	Show History(<u>H</u>)

A History dialog opens up and shows history version, check-in user, check-in time, and item

path. History version number is automatically generated and the smaller is the older. If click a

1	Invoice.ozr			
6				
2	Vers Check In User Check In Time Path 3 admin 2012-11-22 14:04:57 /Category1/Invoice.ozr 2 admin 2012-11-22 14:03:58 /Category1/Invoice.ozr 1 admin 2012-11-22 13:53:25 /Category1/Invoice.ozr 0 admin 2012-11-22 11:41:24 /Category1/Invoice.ozr			
]			

Item Permissions Configuration

Select and right click the items and select **[Permissions]** in the pop-up menu, or simply click on the Permissions icon () in the Tool bar.

Name	
Sale Sale Invo Invo	Delete(<u>D</u>) Save as Viewer Distribution File(<u>P</u>) Save as Viewer Distribution(Encryption) File
	Download(<u>W</u>) Check Out(<u>O</u>) Check In(<u>I</u>) Undo Check Out(<u>U</u>)
	Show History(<u>H</u>)
	Permissions(<u>A</u>)
	Properties(<u>R</u>)

When a category is selected, the "Permissions Dialog Box" for items opens up.

	Ľ
Permissions	Add
	Delete
	Permissions –
	T View
	F Read
	Write
<u>O</u> K <u>C</u> ancel	Apply

Clicking **[Add]** button in the "Permission Setup dialog box" shows a dialog box to select the group or user to set permission for. After selecting the group or user to add in the User Group tree, click on **[OK]** to add a group or user with permission.

Group and User 🛛 🔀
User Group(/) Group1 User2 (UserDesc1) User2 (UserDesc2) User3 (UserDesc3) admin (the administrator of OZServer)
OK Cancel

The default permission level for newly added group or user is "View".

Permissions		E
Category Permissions		
Group or User Agroup1/User1 Agroup1/User2	V V	Add Delete Permissions → View Read Write
	<u>O</u> K <u>C</u> ancel	Apply

To change the permission level of user to, say, "Read" or "Write", check the desired permission level in the permission box to the right side. the setup is finished, click **[OK]** or **[Apply]** to apply the permission setup.

Permissions		
Category Permissions		[
Group or User Mgroup1/User1 Mg/group1/User2	Permissions V VRW	<u>A</u> dd Delete
		Permissions View Read Vite
-	OK <u>C</u> ancel	

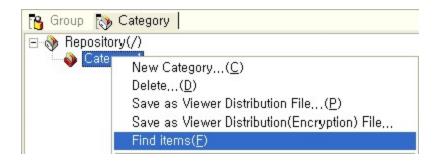
Note

Only the admin user and the user who have proper category permission can set item permission.

Find Item

Click on the [Find items] in the pop-up menu that appears as a result of right-clicking on a

category in the server repository.



Clicking **[Find items]** menu runs "Find Item Dialog Box" and shows the selected category in the Search Path. Set the content to search, basic options, item options and click **[Find]**. The searched items will be displayed in a list.

Find item				×
Path :	gory1			
Text : invoid	e			•
v	Item name	Description	🔽 Comment	
Default option Include subpath Match whole word Match case Use Wild card	<u></u>		to admin 2012-11-22 2012-11-22	V
Name /Category1/Invoice, ozr /Category1/Invoice, odi	Checked out admin admin	Checked in ti 2012-11-22 15 2012-11-22 15	Find Can Checked out folder C:₩Repository₩ C:₩Repository₩	

Right click on an item among the searched items and execute functions such [Download],

[Check-in], [Check-out], or [Cancel Check-out].

Name	Checked out Checked	l in ti	Checked out folder	V
/Category1/Invoice.ozr /Category1/Invoice.odi –			C:₩Repository₩	
/Category1/Invoice.odi	Download,(<u>W</u>) Check out,(<u>O</u>) Check in(<u>I</u>) Cancel Check out,(U)		C:₩Repository₩	
	History(<u>H</u>) Comment(<u>C</u>) Properties(<u>B</u>)	-		
	Delete(<u>D</u>)			

Note

When searching with footnote, check the "Include item history" option.

As regular None type servers without the history information function does not support history functions such as check-in, check-out, etc, the "Item Options" in the "Find Item dialog box" are all disabled.

The version information is displayed only when the "Footnote", "Include Item History" options are checked. In the case of history items with version information, only the **[Download]** and **[Footnote]** menus are enabled when opening a pop-up menu on the item.

Change Item Name and Description

Click on **[Properties]** in the pop-up menu that appears after right-clicking on the item, or click on the Properties icon (^[1]) in the Tool bar to show the properties of the item.

Name	△ Check Out User	
Sinvoice.ozr	ladmin	
SalesbyC	Delete(D)	
🗟 Invoice, or	Save as Viewer Distribution File,(P)	
SalesbyC	Save as Viewer Distribution(Encryption) File	
	Download(<u>W</u>)	
	Check Out(O)	
	Check In(I)	
	Undo Check Out,(U)	
	Show History(H)	
	Permissions(<u>A</u>)	
	Properties(<u>R</u>)	

Change item name and description in the Properties window.

🗉 General	
Item Name	Invoice, ozr
Item ID	/Category1/Invoice.ozr
Item Type	20001
3 Hierarchy	
Category ID	/Category1 (/Category1)
Parent Category Name	/Category1 (/Category1)
Details	
Item Description	
Check Out Time	2012-11-22 15:17:14
Check In Time	2012-11-22 15:17:14
Check Out Folder	C:#Repository#Category1
Check Out UserID	admin
Check Out User Name	admin
Comment	
Permissions	
Item Permissions	

Note

Only the admin user and the user who have proper category permission can change item name

and description. And the user can only change for the granted category and subcategories.

Save as Viewer Distribution File

Saves item files in the category as the certified ones for distribution so that the OZ Viewer can read them.

Using this function can make a message such as below do not open up when the system administrator add a specific file and distribute using the OZ Viewer.

Forcs 07	
?	The unauthorized files exist. Unauthorized files may include virus or malicious executable file. Do you want to continue?
	<u>Y</u> es <u>N</u> o

Select the category that includes the item file or the item file to publish then click on [Save As

Viewer Publishing File] in the pop-up window that opens up when right-clicking on the

category. After entering the file name in the "Save As dialog box", click on [Save].



Note

Selecting an item as save it as a Viewer distribution file does not change its category information.

Save as Viewer Distribution(Encryption) File

This menu encrypts and saves item files in the category as the certified distribution file so that the OZ Viewer can recognize them. Encrypting report files prevents leaking of script sources. Using this function can make a message such as below do not open up when the system

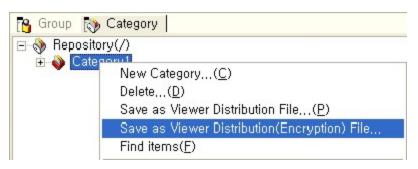
administrator add a specific file and distribute using the OZ Viewer.

Forcs O	Z	
?	The unauthorized files want to continue?	exist. Unauthorized files may include virus or malicious executable file. Do you
		Yes No

Select a category or item files to distribute, right click on them, click [Save as Viewer

Distribution File(Encryption)] on the popup menu, enter file name in the [Save as] dialog,

and click [OK].



Note

Selecting an item as save it as a Viewer distribution file does not change its category

information.