
Tools

User Guide for OZ Repository Manager


Table of Contents

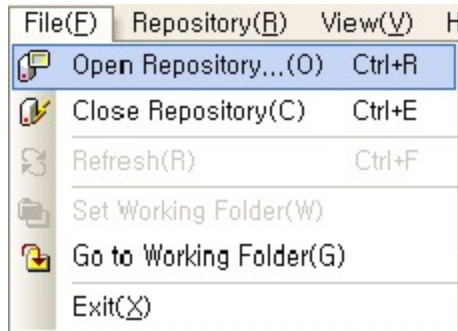
Part I Server Repository Connection, Disconnection	1
1 Server Repository Connection	2
Server List Dialog Box	3
2 Disconnect Server Repository	8
3 Setting Working Folder	9
Using Set Working Folder menu	9
Using Working Folder Manager	10
Working Folder Manager	11
Go to Working Folder	13
Part II Manage Group and User	14
1 Group Management	15
Add Group	15
Delete Group	16
Change Group Name	16
2 User Management	18
Add User	18
Add User Dialog Box	19
Delete User	20
Setting Group Admin	21
Releasing Group Admin	22
Setting User Password	22
Change User Name and Description	23
3 Import Group/User	25
4 Export Group/User	27
Part III Category and Item Management	29
1 Category Management	30
Create Category	30
Download Category	31
Delete Category	33
Category Permissions Configuration	33
Change category name and description	36
2 Item Management	38
Upload Item	38
Download Item	42
Delete Item	44
Item Version Management	44
Check in	45
Check out	46
Undo Check out	48
Show History	49
Item Permissions Configuration	50
Find Item	53
Change Item Name and Description	55
Save as Viewer Distribution File	57

Save as Viewer Distribution(Encryption) File	57
Index	0

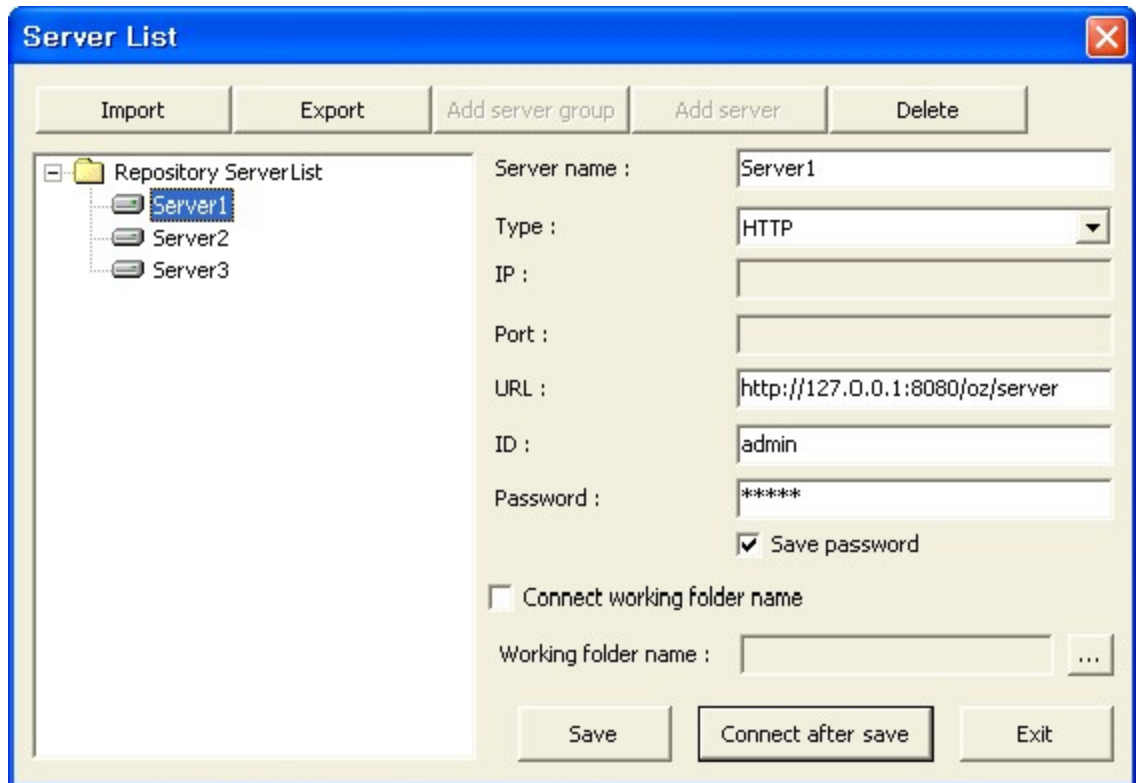
This chapter explains connecting to and disconnecting from the repository server, setting the working folder, etc.

Connect to the Server Repository.

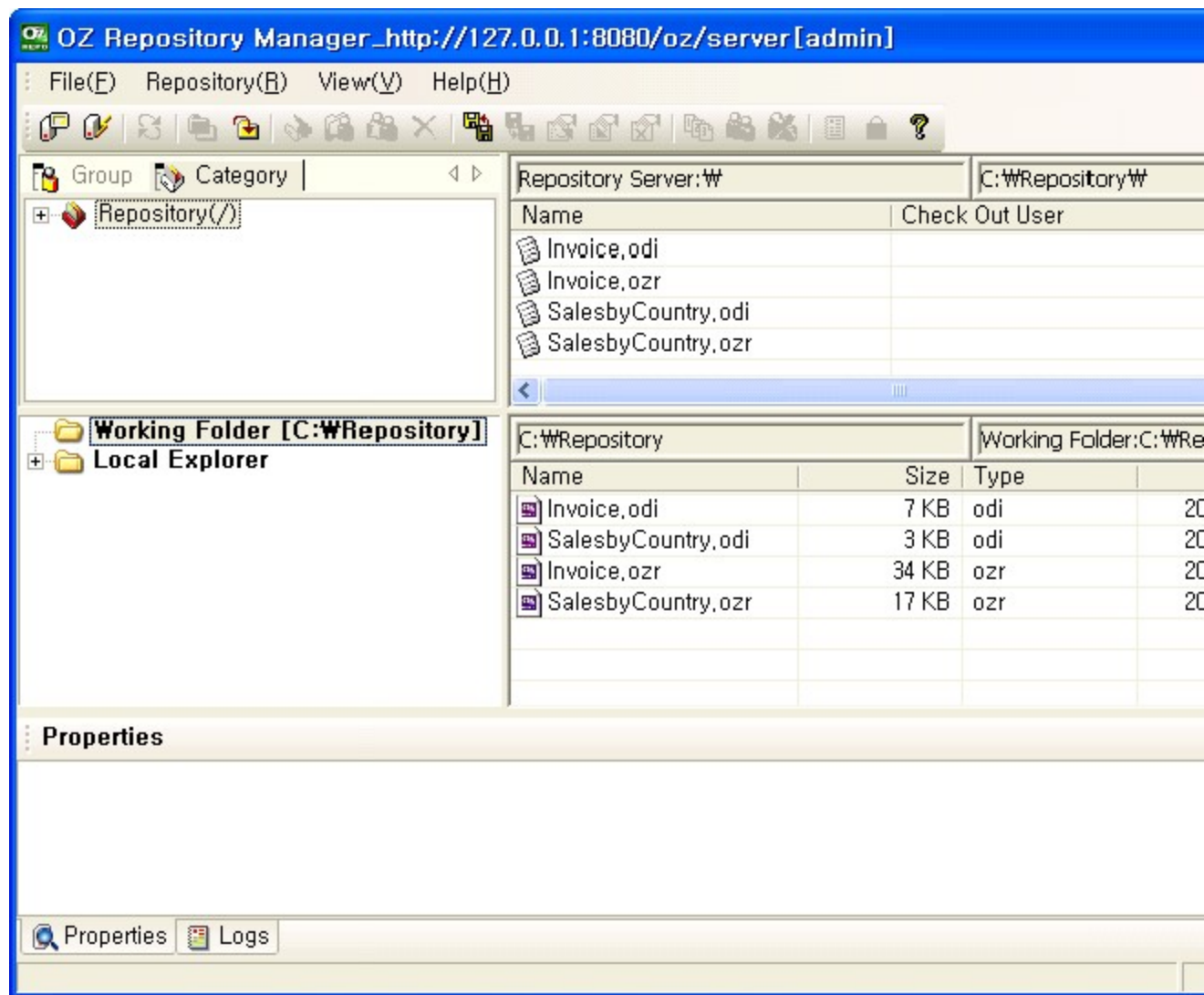
Click on **[File] > [Open Repository]** in the Menu Bar or click the Open up Repository icon () to open up "Server List Dialog Box".



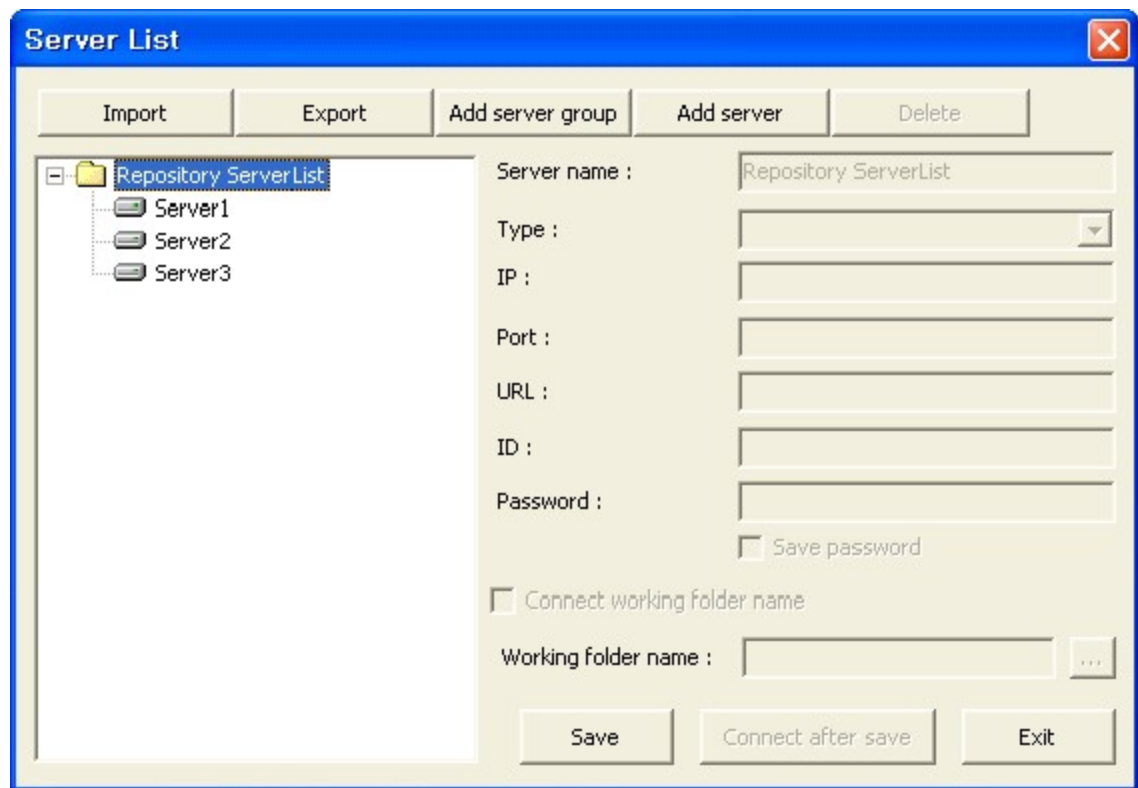
Select the server to connect on in the "Server List Dialog Box" and double click on it to connect to the repository server.



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



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



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 :


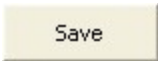


Enters the name of the server to be added.

Type :

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 :	<p>Sets whether to automatically change the working folder to the one set in the Working Folder Name when connecting to the server repository.</p> <p>For rules in detail, refer to the "Rules on setting working folder when connecting to the repository server" in the Server Repository Connection.</p>
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.
	Saves the added or deleted server list.
	Save the added or updated server list and information, then connect to the selected server repository.
	Close the "Server list dialog box".

Rules on setting working folder when connecting to the repository server

The working folder can be changed according to the working folder name set in the Working Folder Manager when connecting to the repository server. Specific rules are as follows.

- 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 Manager 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.



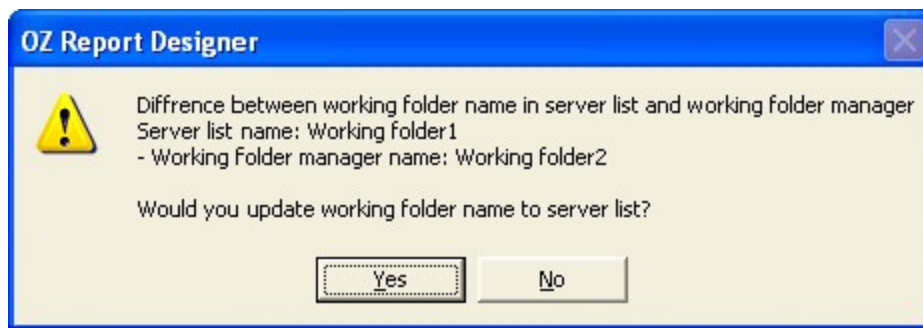
Click **[Yes]** button, automatically registers the current working folder name and path in the Working Folder Manager as connects to the repository server (the working folder name registered in the working folder tree title is displayed) while clicking **[No]** button connects to the repository server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

- 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

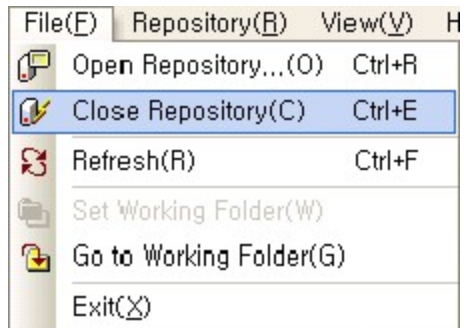
If the "Connect working folder name" option is checked and the working folder name is registered in the working folder manager and the working folder name set in the server is different from the selected working folder name when changing the working folder by clicking on **[Set Working Folder]** while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



Click **[Yes]** button, applies the selected working folder name to the server while **[No]** button does not.

Disconnect to the Server Repository.


Click on **[File] > [Close Repository]** or click the Close Repository icon () to disconnect.

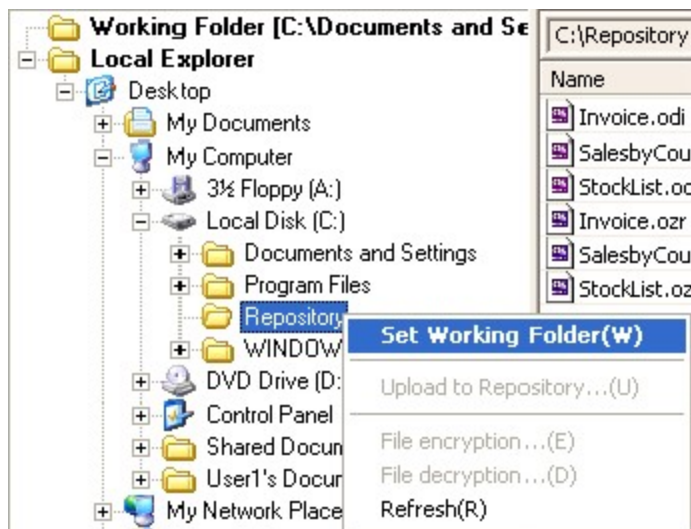


The Working Folder is in the local system where the Repository Manager may save a file copied from the repository server. It plays a very important role in this sharing process using the Repository.

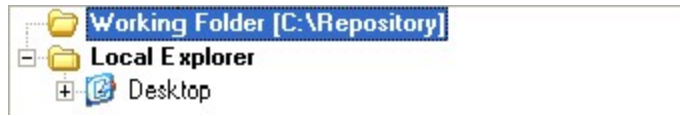
Working Folder Default value

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.

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.

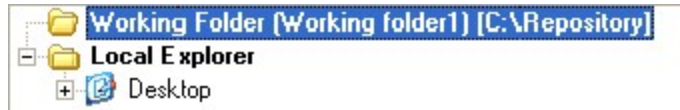


The set working folder path can be checked upon in the Local Explorer window. If you set the working folder in the Local Explorer, it is displayed as "Working Folder [location of working folder]".



If the path selected is already registered in the working folder manager, both the name and path of the working folder are shown.

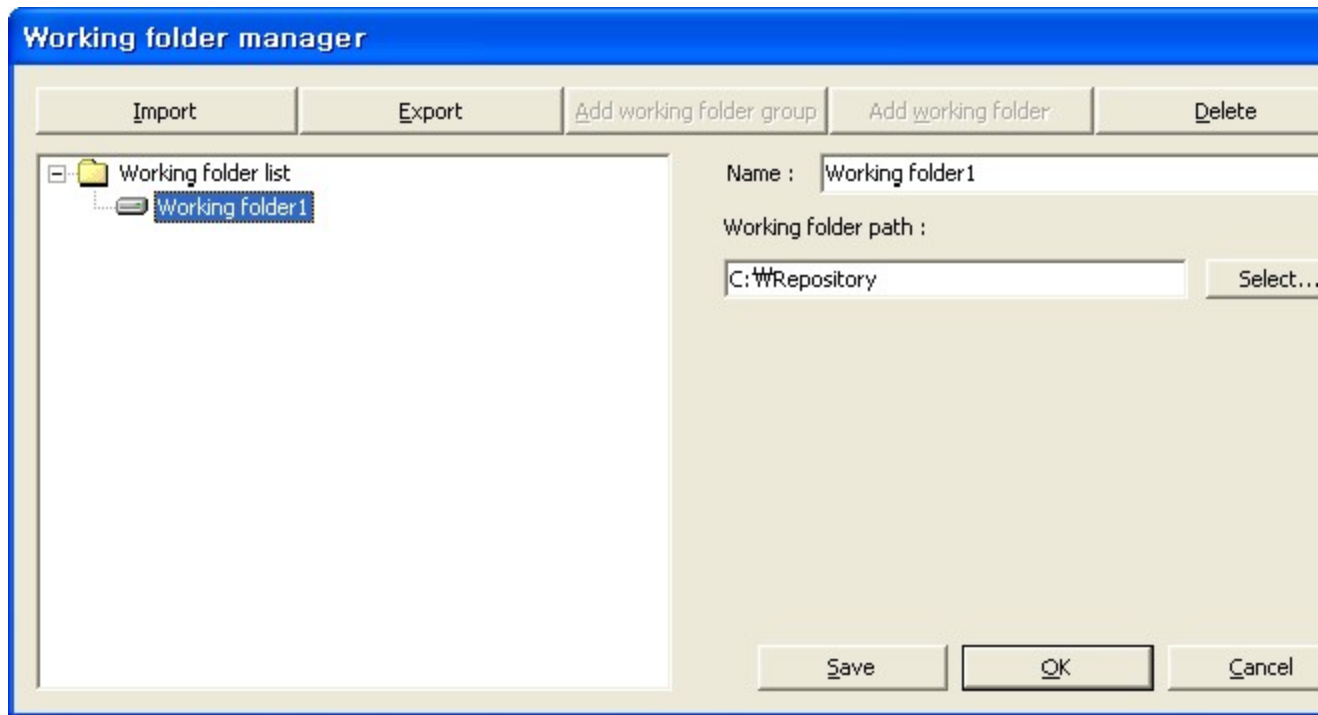
For example, if you set the working folder in the repository window when the "C:\Repository" path is registered as "Working folder1" in the Working Folder Manager, both The name and path of the working folder are displayed.



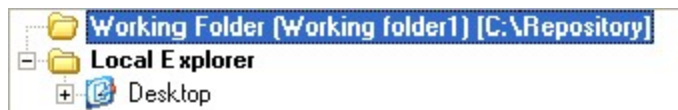
Right click on the working folder in the repository window and select **[Working Folder Manger]**.



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

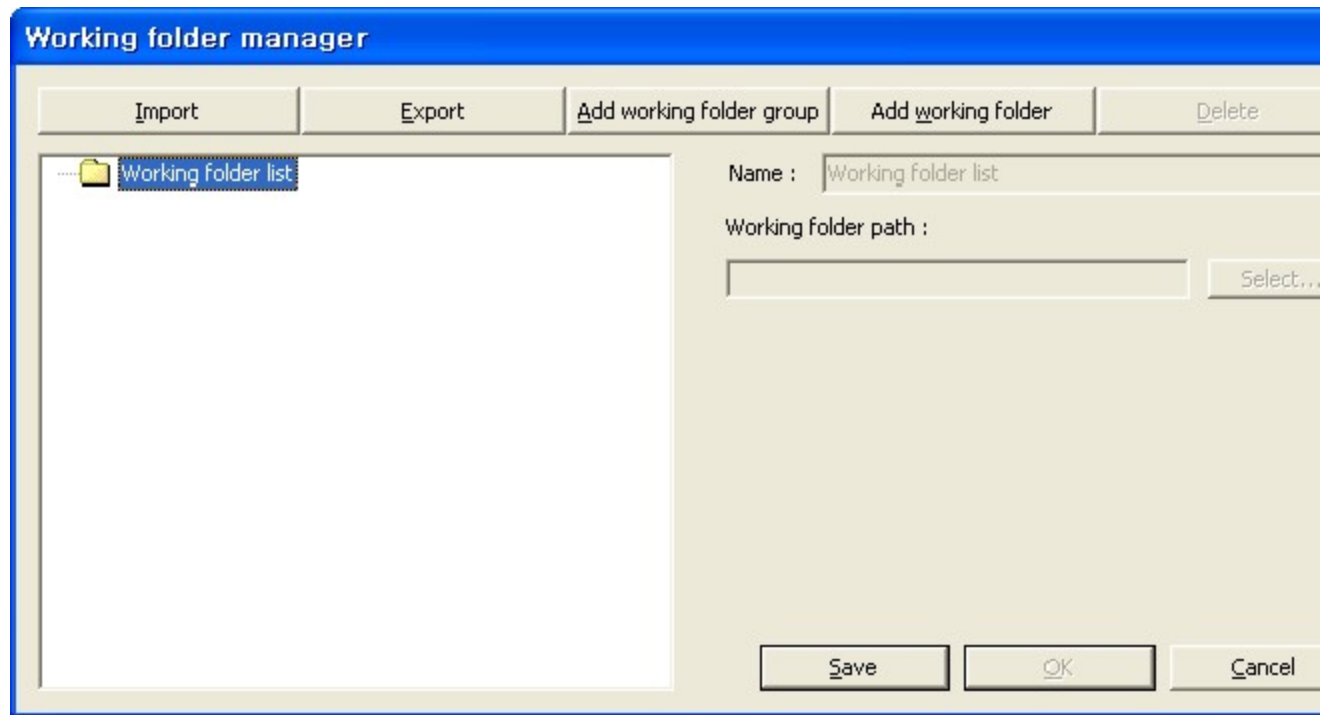


The set working folder path can be checked in the Repository window. When the working folder is set in the Working Folder Manager, the working folder is displayed as "Working folder (working folder name) [working folder path]" as the image below.




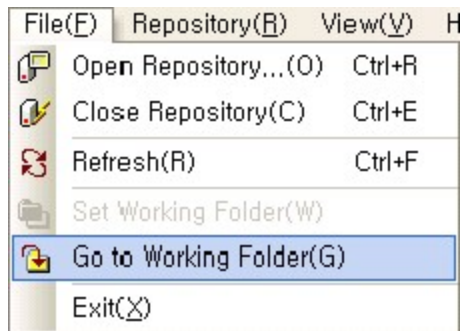
The Working Folder Manager is a management tool allowing users to add and manage multiple working folders in the Local Explorer.

Right click on the working folder in the repository window and select **[Working Folder Manger]**.



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.

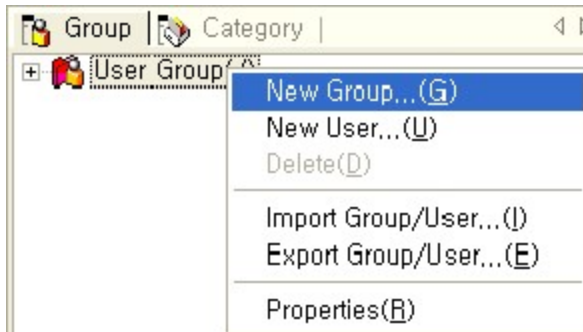
Click on **[File] > [Go to Working Folder]** menu or click on the Go to Working Folder icon () in the Tool bar or click on [Go to Working Folder] in a pop-up menu opens up following right clicking in the Local Explorer window to move to the set working folder.



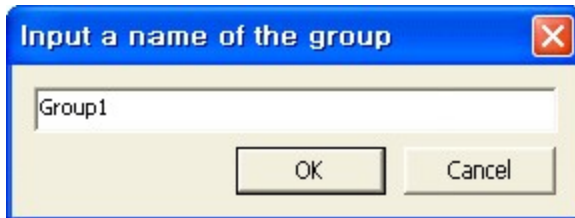
This chapter explains creating user and group, deleting user and group, setting property, exporting, importing, setting group manager, etc.

This supports a user group for efficient user management. A category of users with similar nature or permission is defined as 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 (👤➕) to create a new group.



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




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






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.

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 () to delete the group. Only the user with administrator permission can delete a group.

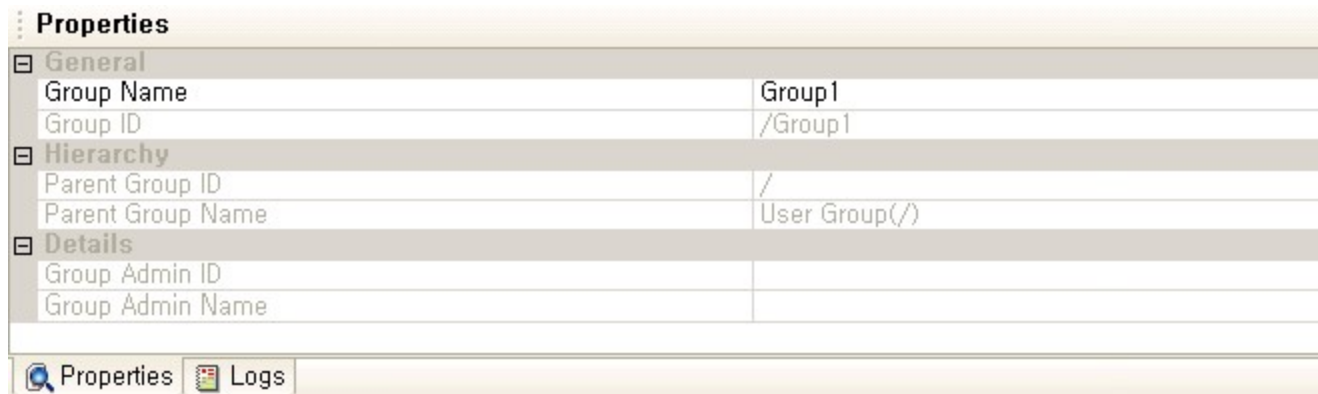


Only the admin user and group manager can delete a group. And the group manager can only delete the subgroups.

Select the group name first. Right click on the name and click on **[Properties]** or click on the Group Properties icon () to show the properties of the group.



Change the group name in the Properties window.



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

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

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 (👤➕).

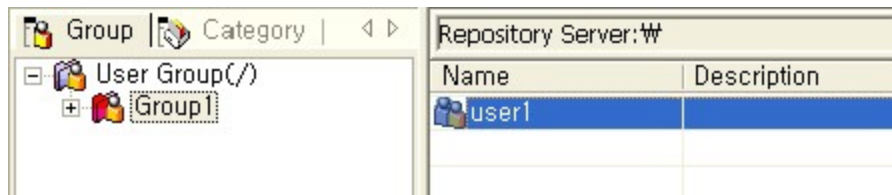



Clicking on [New User] menu shows the Add User dialog box.




The "Add User" dialog box is a standard Windows-style window with a blue title bar and a close button. It contains three sections: "General" with "Name" (user1) and "Password" (****); "Details" with "Description" (General User); and "Hierarchy" with "Group ID" (/Group1) and "Group name" (Group1). At the bottom are "Add" and "Cancel" buttons.

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



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

In the Group window, click the New User icon () 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.

The image shows a Windows-style dialog box titled "Add User" with a blue title bar and a red close button. The dialog is divided into three sections: "General", "Details", and "Hierarchy". The "General" section contains "Name" and "Password" text boxes. The "Details" section contains a "Description" text box. The "Hierarchy" section contains "Group ID" and "Group name" text boxes, with "/Group1" and "Group1" entered respectively. At the bottom are "Add" and "Cancel" buttons.

Add User

General

Name

Password

Details

Description

Hierarchy

Group ID

Group name

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.

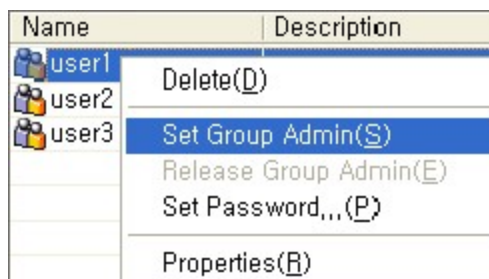
Click on **[Delete User]** menu in the pop-up window that appears after selecting a group tab and right clicking on the user name, or click on the Delete User icon ().







 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.

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 () in the Tool Bar to set the user as Group Admin.







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

Name	Description
 user1	
 user2	
 user3	



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

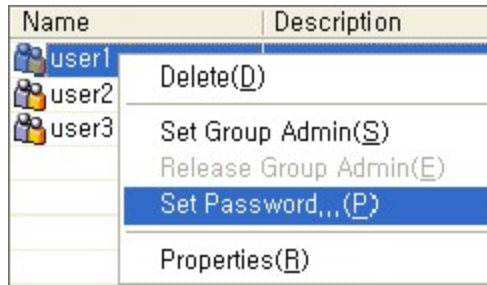
Click on **[Release Group Admin]** in the pop-up menu that appears after right clicking on the user set as Group Admin or click on the Release Group Admin icon () to release the user as the Group Admin.

Name	Description
 user1	Delete(D)
 user2	Set Group Admin(S)
 user3	Release Group Admin(E)
	Set Password,...(P)
	Properties(R)




Only the admin user can release a group manager.


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

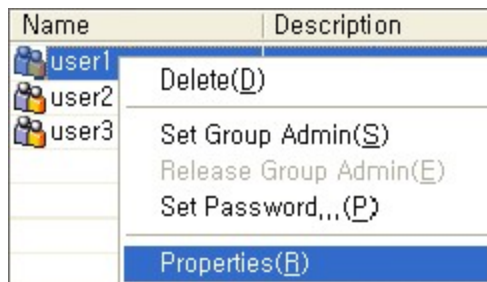


In the Set Password dialog box, enter the password in the "New password" and again in the "Confirm password", then click on **[OK]**.



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.



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



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

Properties

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

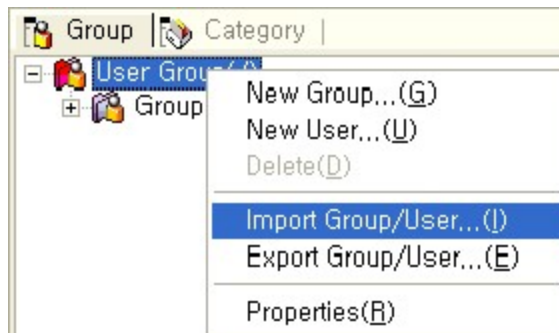
 Properties  Logs



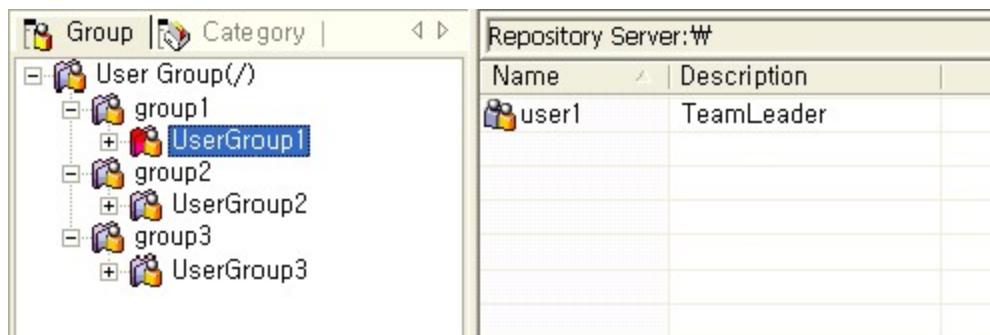
Only the admin and group manager can change user name and description. And a group manager can only change user of granted group. A user who is set to a group manager can only change the description.

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.



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

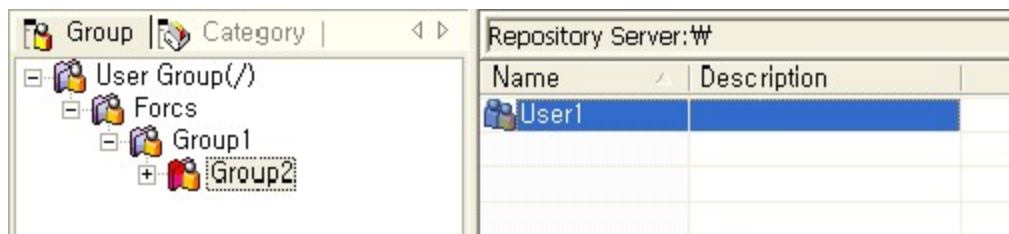
Rules of importing groups and users

- If the assigned user group does not exist, the Manager will first create the group and then create a user.
- Groups defined in the CSV file are added under the group selected in **[Import Group/User]** menu.

For example, if you select Forcs-Sales group and import the following CSV file from the file,

```
User1,Pwd1,UserDesc1,Group1,Group2
```

it is added as the lower group of Forcs.



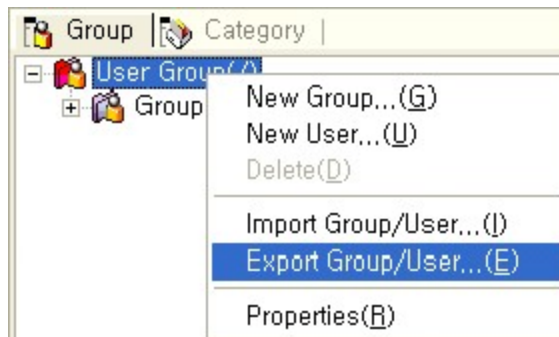
- If the user name or password is blank, only the group is added.
- If the user name or password in the file is inappropriately defined, the user will not be added and a failure message will be recorded in the log window.
- If the previously added user name is defined in the CSV file, a message box asking whether to change the user information to the one defined in the file opens up.



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.

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"`.
User,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".

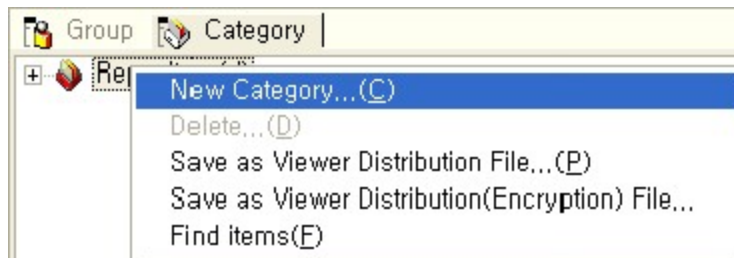


Only the admin user and group manager can use this Export Group/User menu. And the group manager can only export group/user for the granted group.

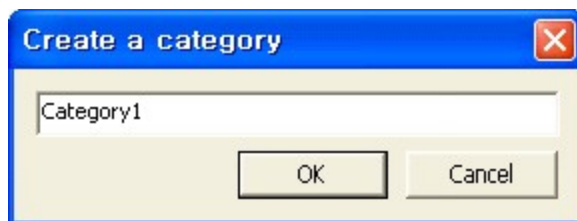
This chapter explains creating a category and item, uploading and downloading items, and permissions setup.

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




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

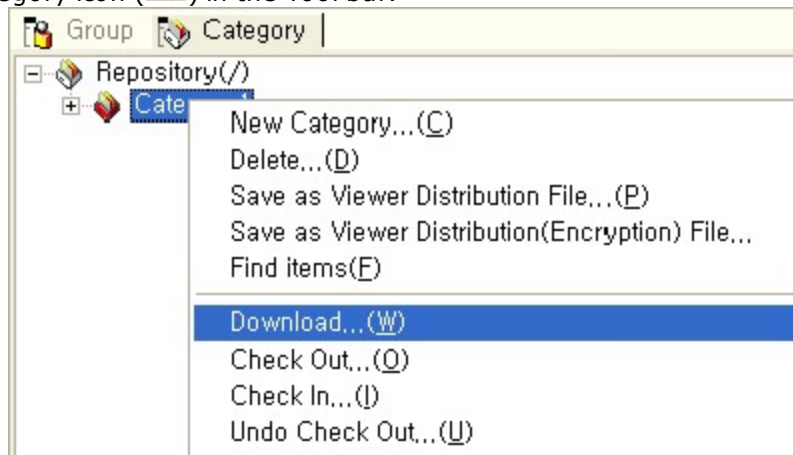




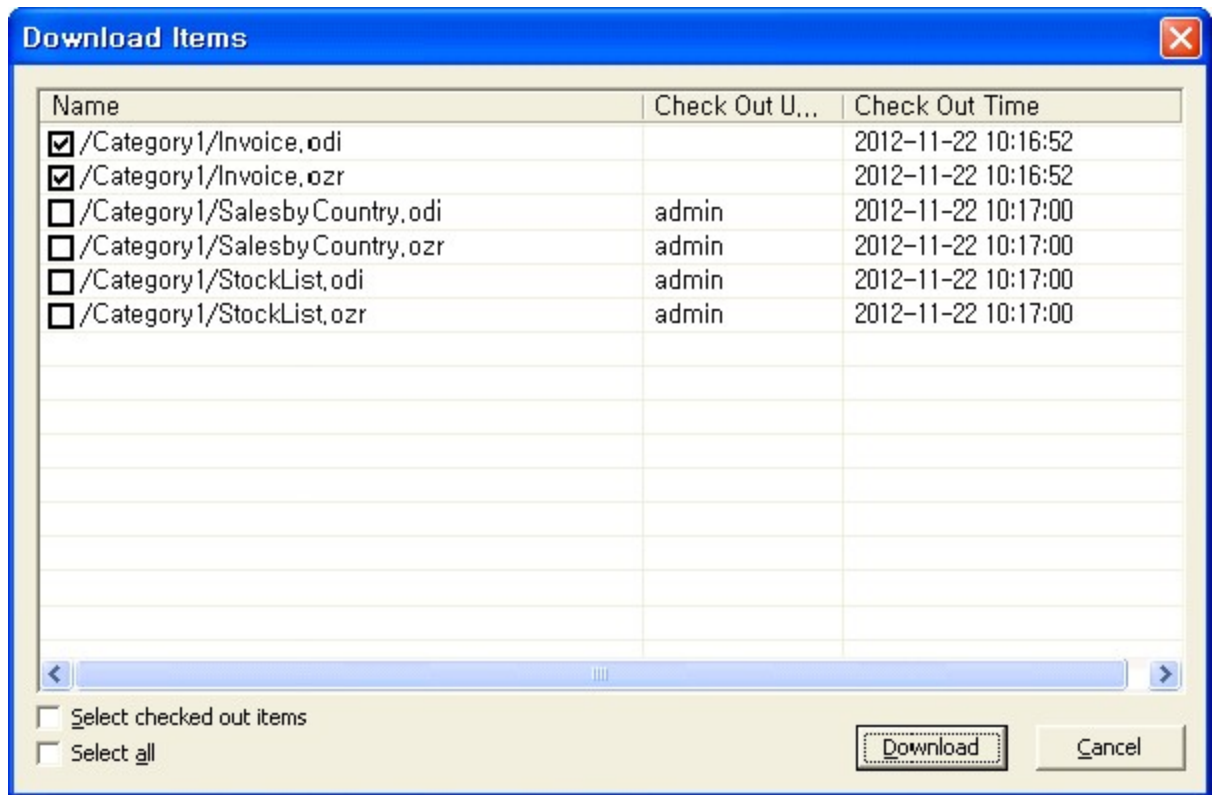
Only the admin user and the user who have proper category permissions can create category. And the user can create category only for the granted category and subcategories.

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

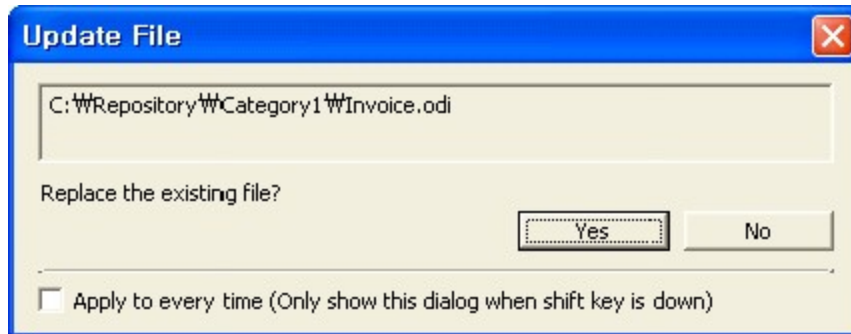
Right click on the category to download and select **[Download]**, or simply click on the Download Category icon () in the Tool bar.




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.

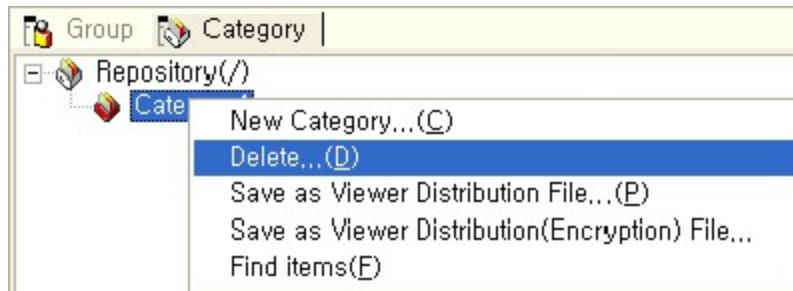



Select the downloaded item and click on **[Download]** to create a folder in the same category structure as that of the server repository in the local working and to download the items to the folder. If there is already the same folder in the local working folder, the following "Update File Dialog Box"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



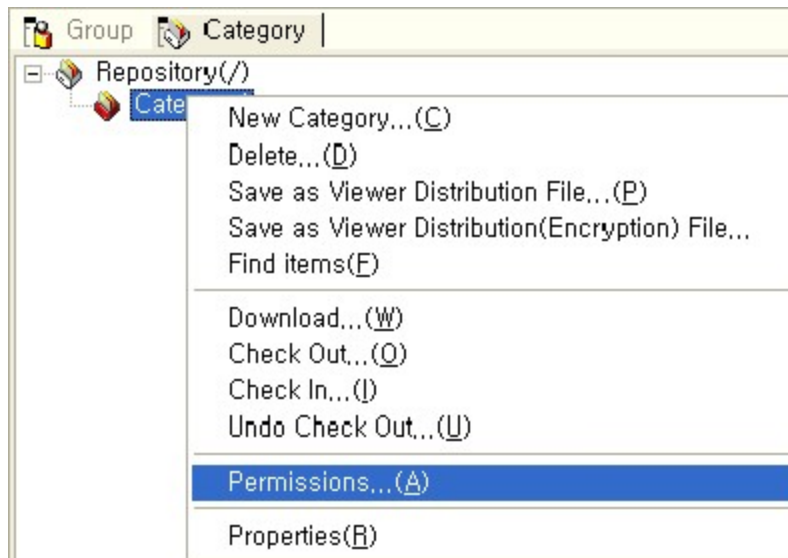
Click **[Yes]** to move the files in the local working folder to the server repository, and click **[No]** to keep the local files as they are. Checking the "Always apply" option will apply the same option to all the files that already exist in the local among the items being downloaded.

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 ().

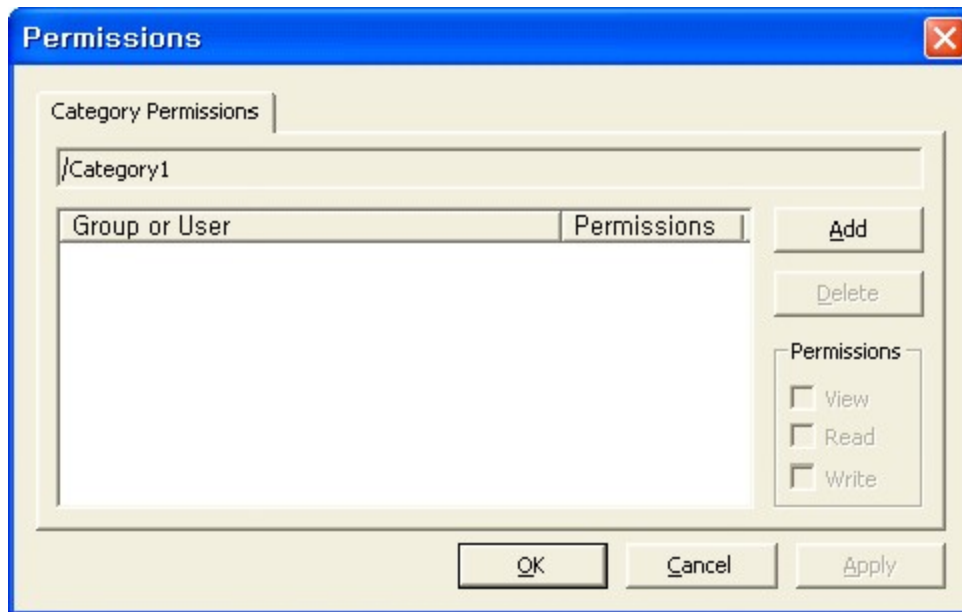


	Only users with the administrator account or write permission on the category can delete a category.
-----------------------------------------------------------------------------------	------------------------------------------------------------------------------------------------------

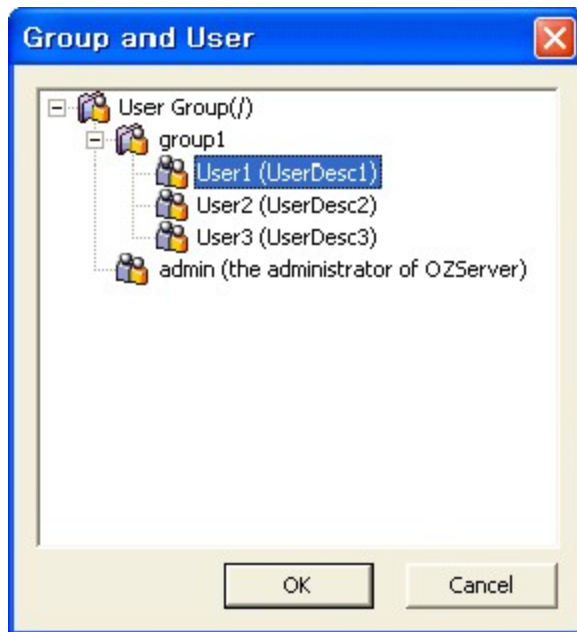
Select and right click the category and select **[Permissions]** in the pop-up menu, or simply click on the Permissions icon () in the Tool bar.



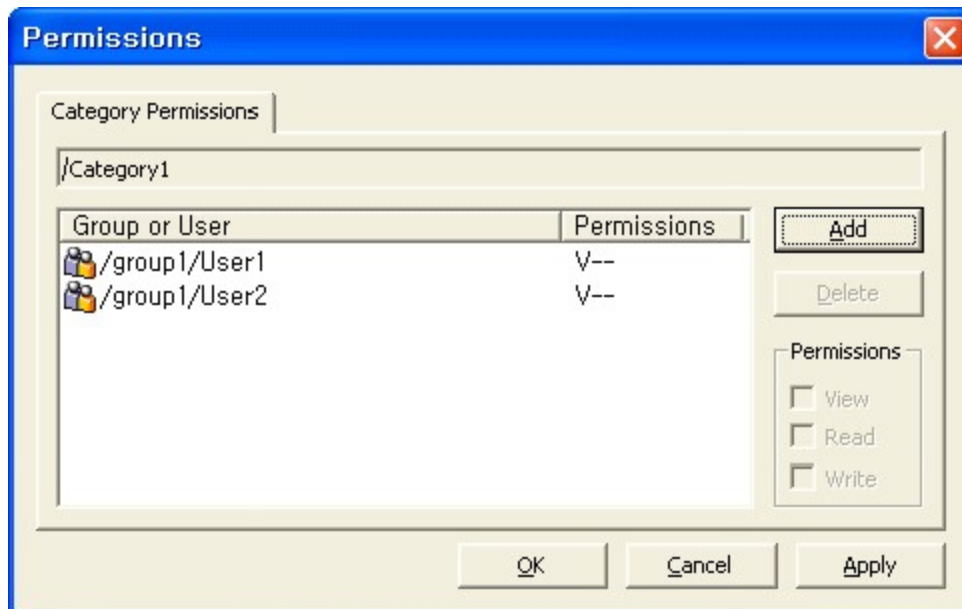
When a category is selected, the "Permissions Setup dialog box" for items opens up.



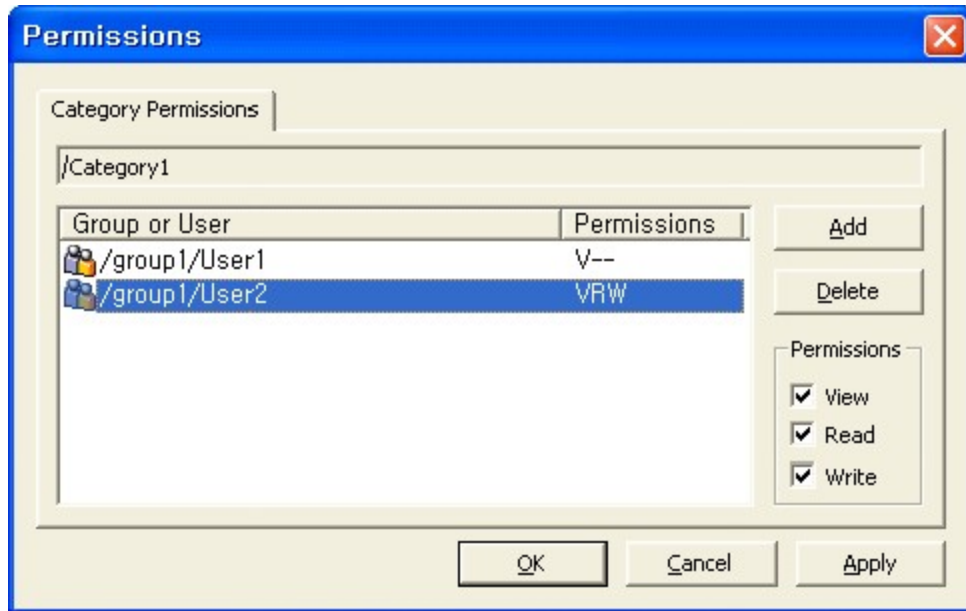
Clicking **[Add]** button in the "Permissions dialog box" shows a dialog box to select the group or user to set permission for. After selecting the group or user to add in the User Group tree, click on **[OK]** to add a group or user with permission.





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

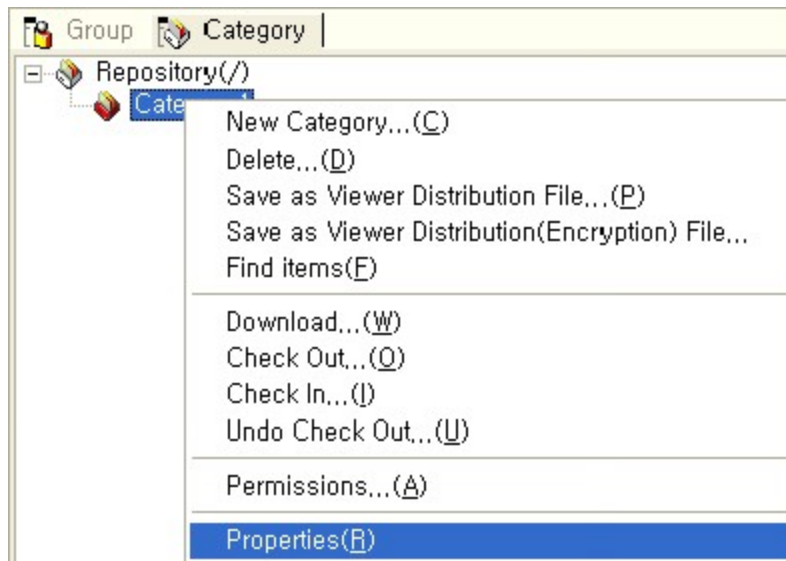


To change the permission level of user to, say, "Read" or "Write", check the desired permission level in the permission box to the right side. the setup is finished, click **[OK]** or **[Apply]** to apply the permission setup.

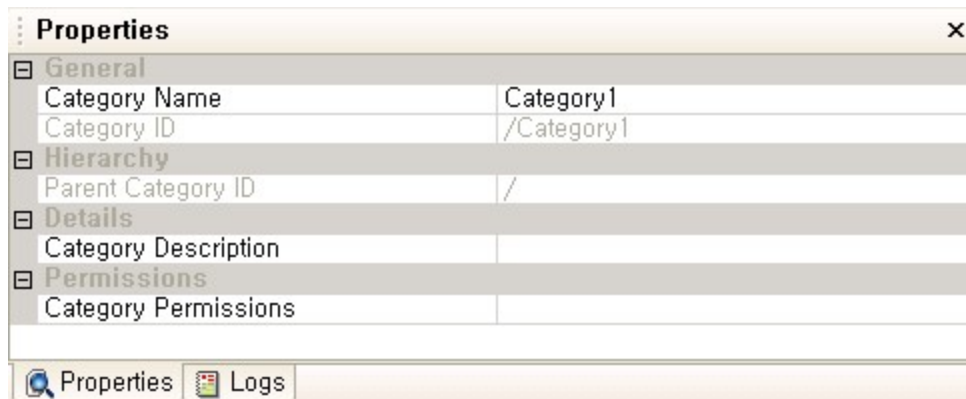



 Only the admin user and the user who have proper category permission can set category permissions. And the user can set permissions only for the granted category and subcategories.

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




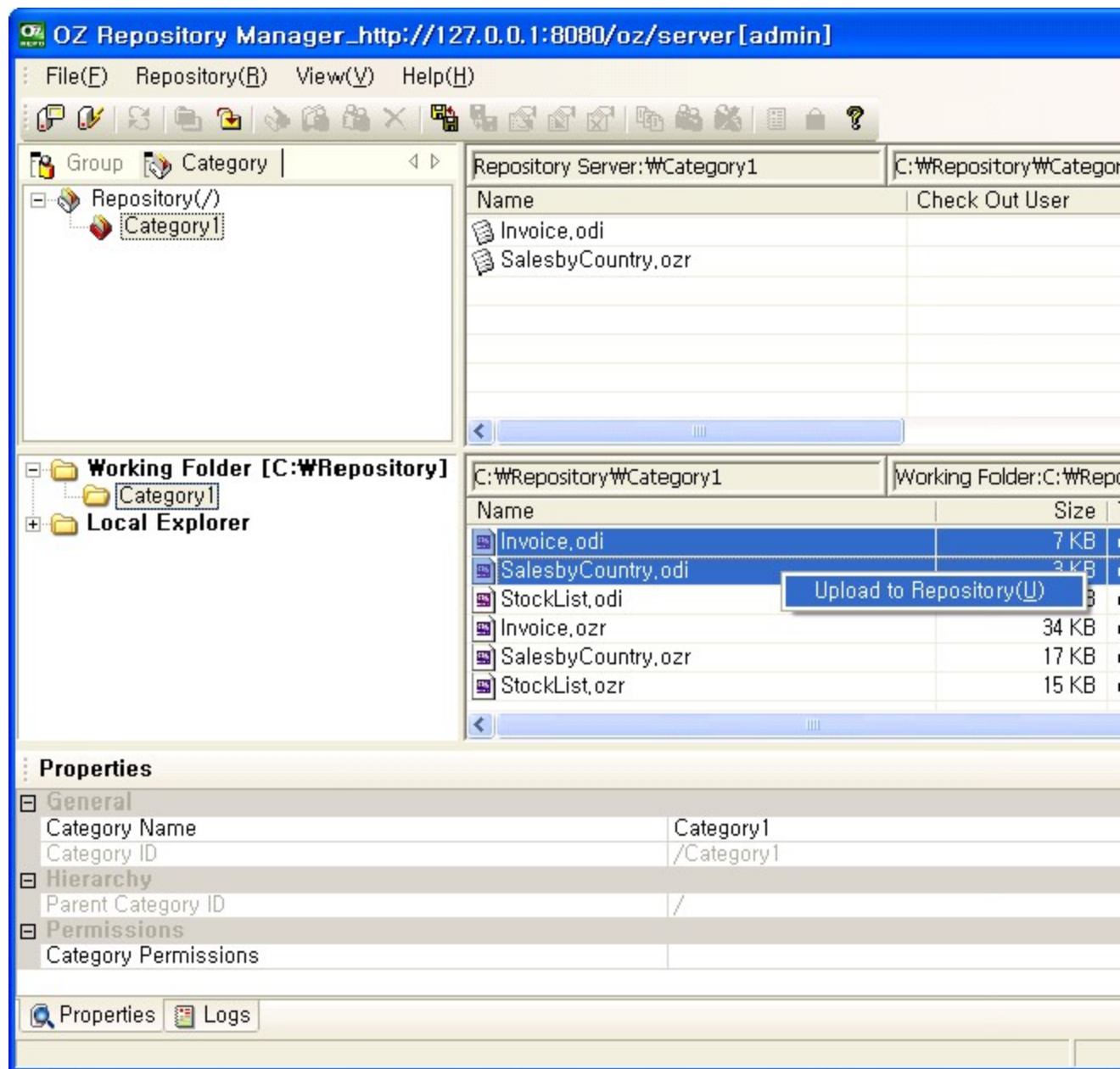
Change the category name and description in the Properties window.



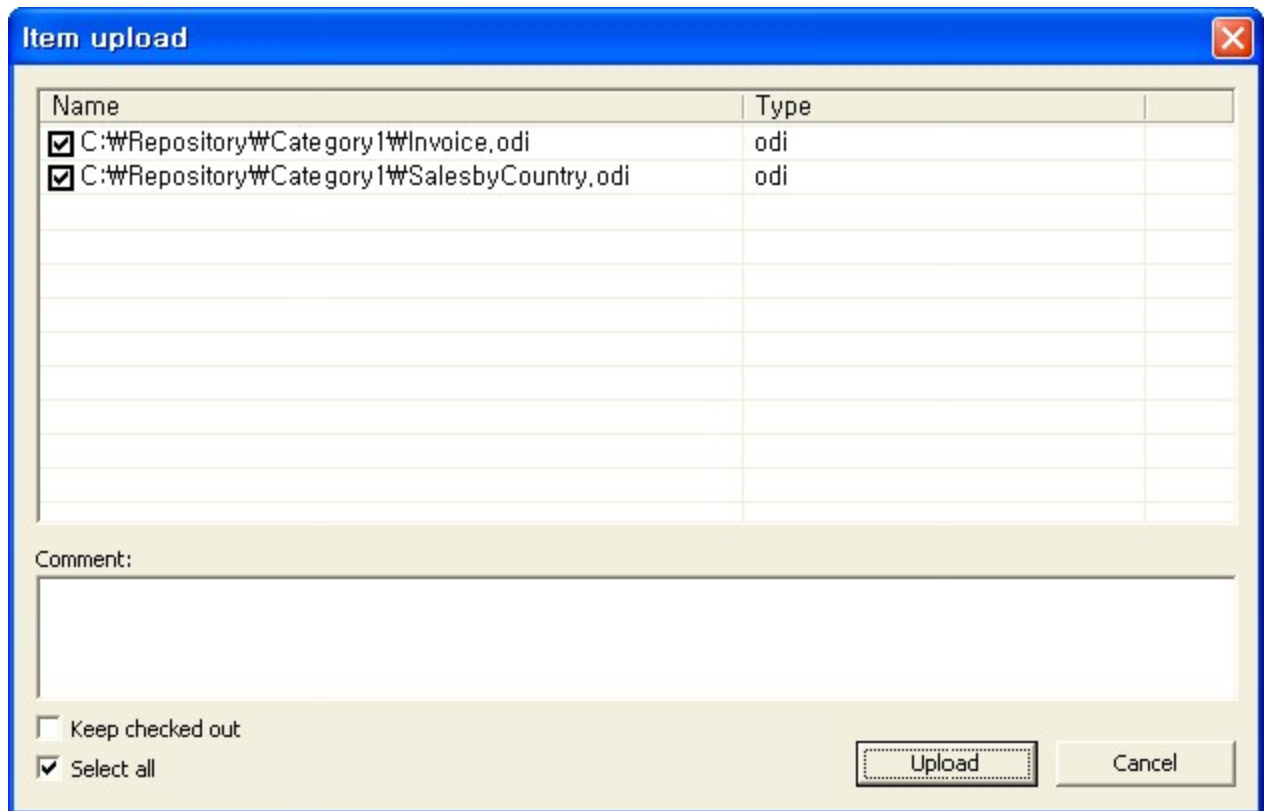
 Only the admin user and the user who have proper category permission can change category name and description. And the user can change category name and description only for the granted category and subcategories.

The OZ Repository Manager defines files that can be saved in the OZ Repository such as ODI, OZR, OZA as 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 () 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.



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.



The 'Item upload' dialog box features a table with two columns: 'Name' and 'Type'. Two items are listed and checked: 'C:\Repository\Category 1\Invoice.odi' and 'C:\Repository\Category 1\SalesbyCountry.odi', both with a type of 'odi'. Below the table is a 'Comment:' text area. At the bottom, there are two checkboxes: 'Keep checked out' (unchecked) and 'Select all' (checked). To the right of these are 'Upload' and 'Cancel' buttons.

Name	Type
<input checked="" type="checkbox"/> C:\Repository\Category 1\Invoice.odi	odi
<input checked="" type="checkbox"/> C:\Repository\Category 1\SalesbyCountry.odi	odi

Comment:

☐ Keep checked out
☒ Select all

Upload Cancel

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

Repository Server: WCategory1

Name	Check Out User
Invoice,ozr	
SalesbyCountry,ozr	
Invoice,odi	
SalesbyCountry,odi	

Working Folder [C:\WRepository]

Name	Size
Invoice,odi	7 KB
SalesbyCountry,odi	3 KB
StockList,odi	3 KB
Invoice,ozr	34 KB
SalesbyCountry,ozr	17 KB
StockList,ozr	15 KB

Properties

General

Item Name	SalesbyCountry.odi
Item ID	/Category1/SalesbyCountry.odi
Item Type	10000

Hierarchy

Category ID	/Category1 (/Category1)
Parent Category Name	/Category1 (/Category1)

Details


Properties Logs

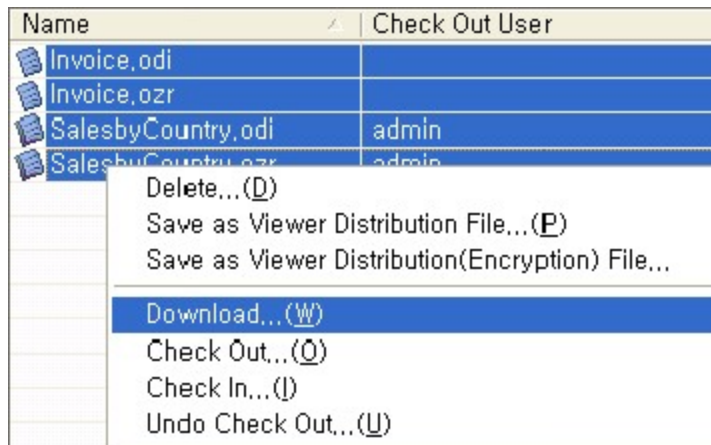


Only the admin user and the user who have proper category permission can upload items. And the user can upload items only for the granted category and subcategories.

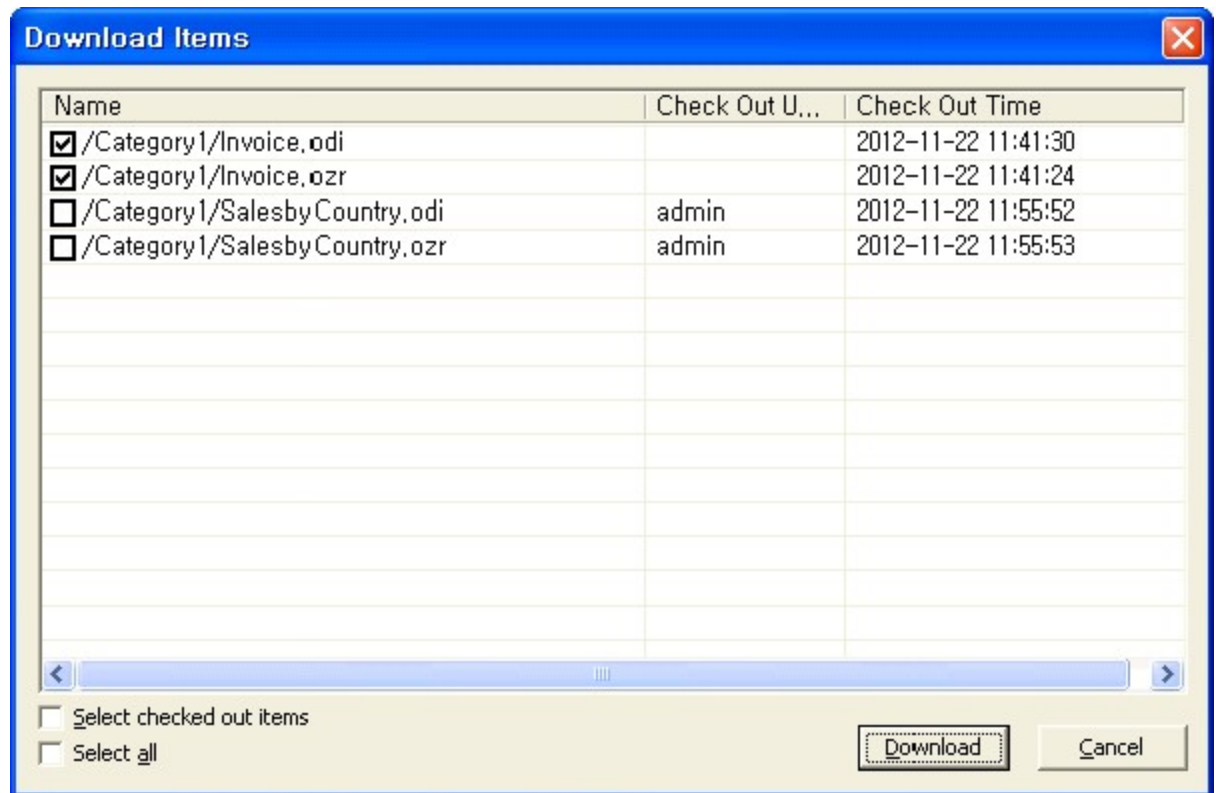
You can upload items using either **[Upload to repository]** menu or drag & drop operation.

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.

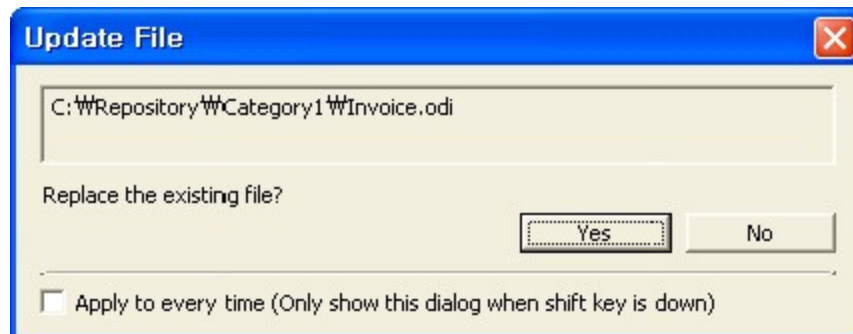
Click on **[Download]** in the pop-up menu that appears after right-clicking on an item, or select the Download icon () in the Tool bar.




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.

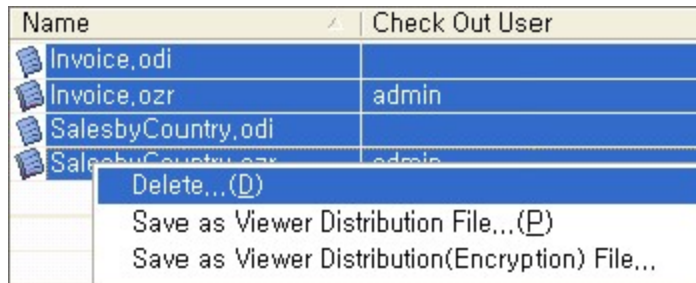


Select the downloaded item and click on **[Download]** to create a folder in the same category structure as that of the server repository in the local working and to download the items to the folder. If there is already the same folder in the local working folder, the following "Update File Dialog Box"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



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.

Click on **[Delete]** in the pop-up menu that appears after right-clicking on the item to delete or select the Delete Item icon () in the Tool bar.



Only users with administrator account or write permission can delete an item.

OZ Repository Manager offers a strong version management function to support multi-developer 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.

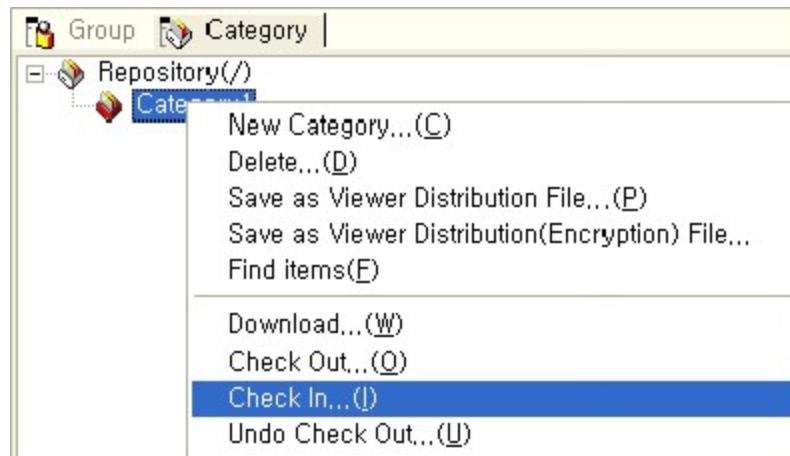
- Obtain access permission to the file using check-out function.
- Copy the files to the working folder and modify them.

- Use the check-in function to register the modified content of a file to the repository server.

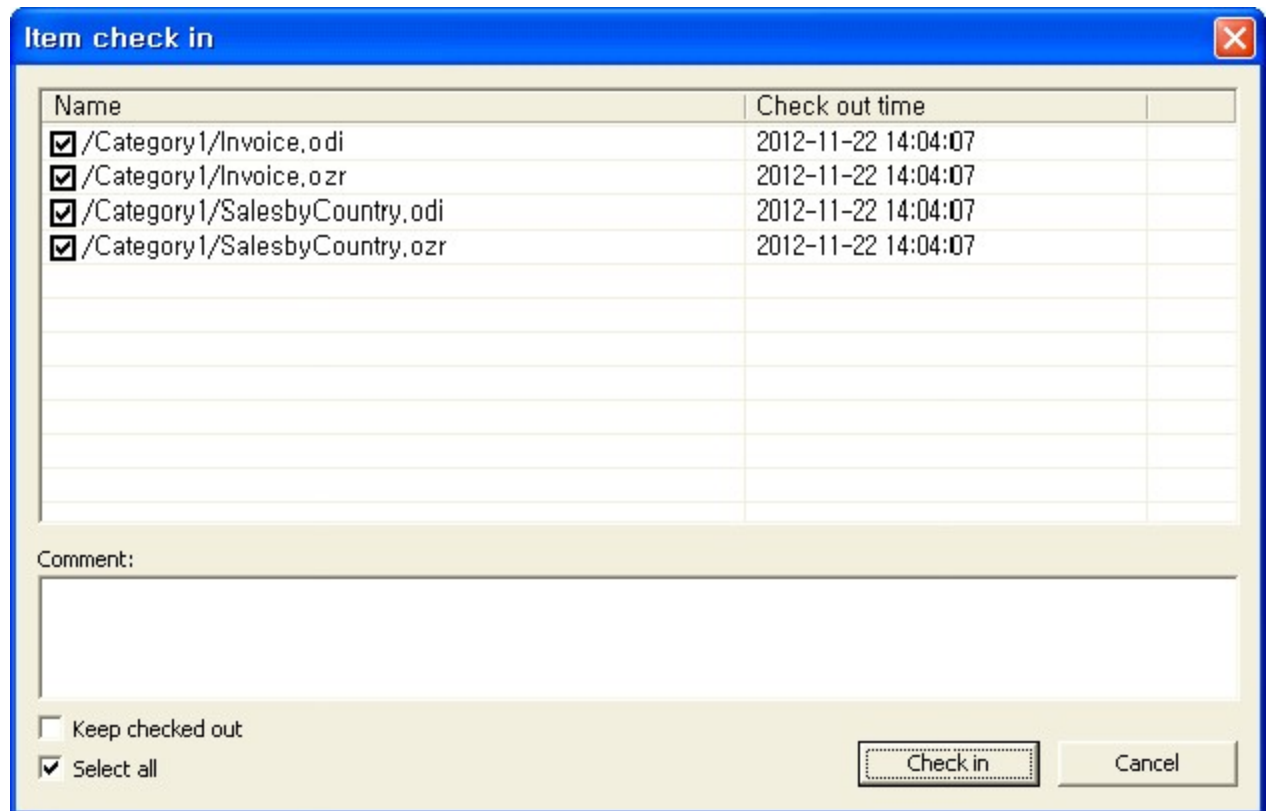
Keep in mind that until the checked-out item is checked in again or undone check out, other users cannot obtain the editing right on that item. So, in a group project, extra effort to minimize the check out time on shared files is required. We also recommend close sharing of modified files to minimize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

Check-in saves the content checked out from the server and modified then returns the modification right. Checked-in 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 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
<input checked="" type="checkbox"/> /Category1/Invoice,odi	2012-11-22 14:04:07
<input checked="" type="checkbox"/> /Category1/Invoice,ozr	2012-11-22 14:04:07
<input checked="" type="checkbox"/> /Category1/SalesbyCountry,odi	2012-11-22 14:04:07
<input checked="" type="checkbox"/> /Category1/SalesbyCountry,ozr	2012-11-22 14:04:07

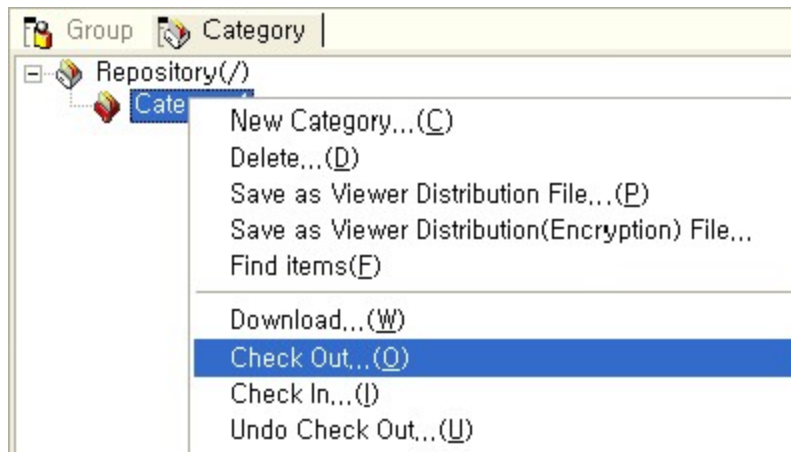
Comment:

☐ Keep checked out
☒ Select all

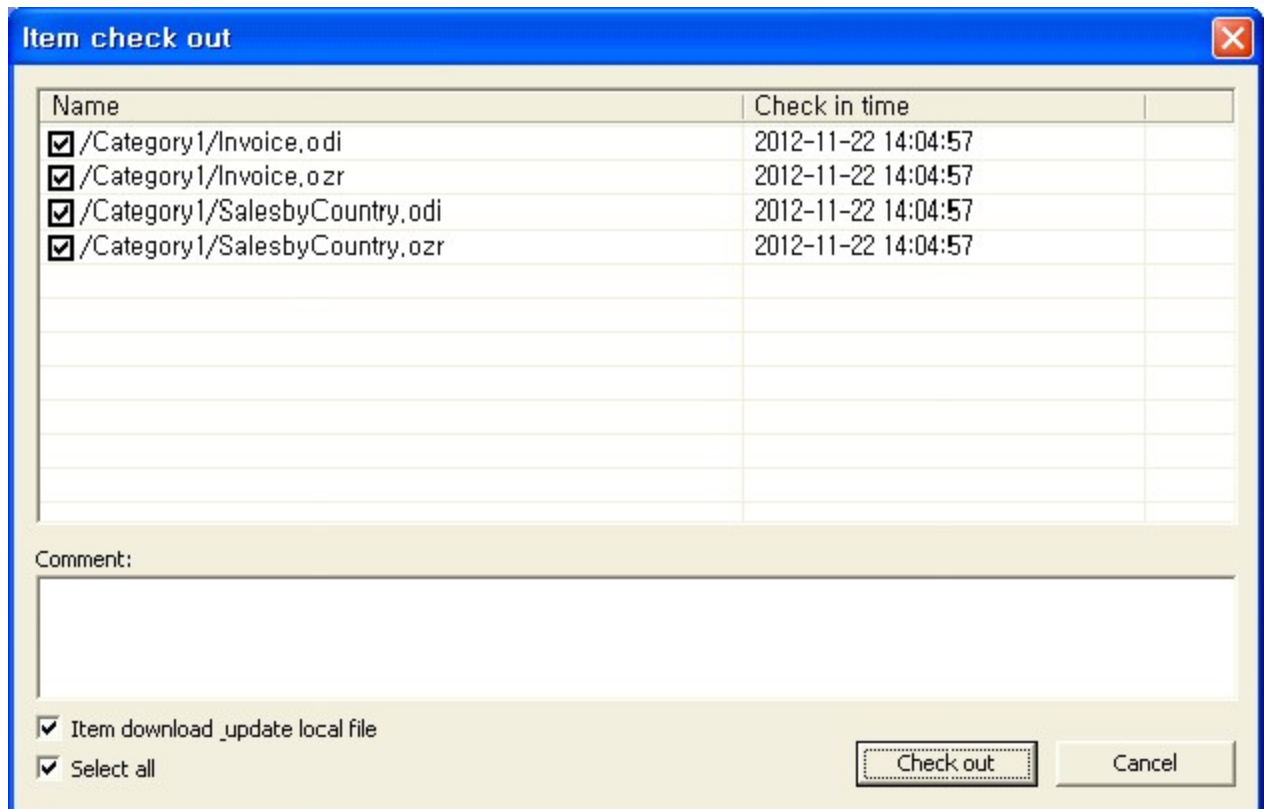
Check in Cancel

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.

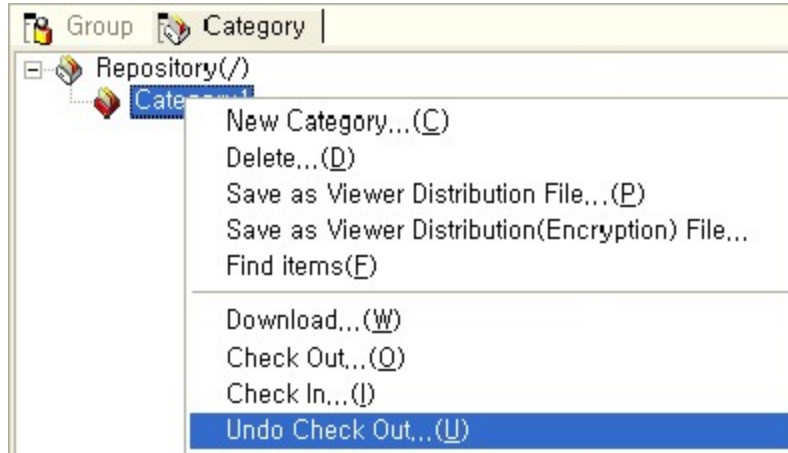



Selecting a checked-in item and click on **[Check out]** will check out the item. If you simply take back the modification right without downloading the item in the local working folder when checking out, click **[Check out]** button without checking the "Item download update local file" option.



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.



Selecting an item to undo check out and click on **[Undo Check out]** will return the item's status to check-in (). 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.

Undo check out item


Name	Check out time	
<input checked="" type="checkbox"/> /Category1/Invoice,odi	2012-11-22 14:08:06	
<input checked="" type="checkbox"/> /Category1/Invoice,ozr	2012-11-22 14:08:06	
<input checked="" type="checkbox"/> /Category1/SalesbyCountry,odi	2012-11-22 14:08:06	
<input checked="" type="checkbox"/> /Category1/SalesbyCountry,ozr	2012-11-22 14:08:06	

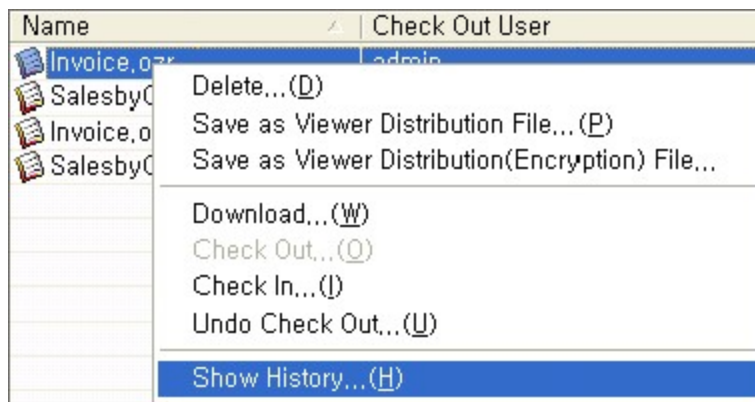
Comment:





☐ Item download _update local file
☒ Select all

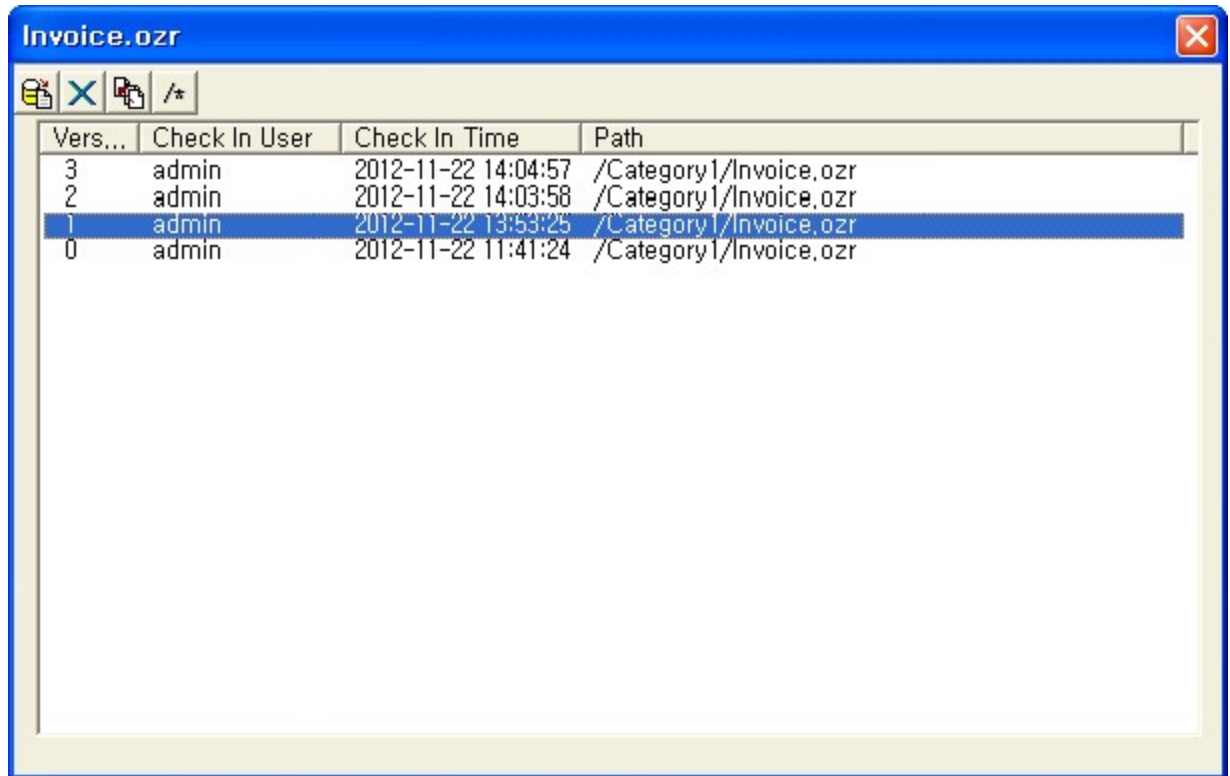
Undo check out Cancel

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

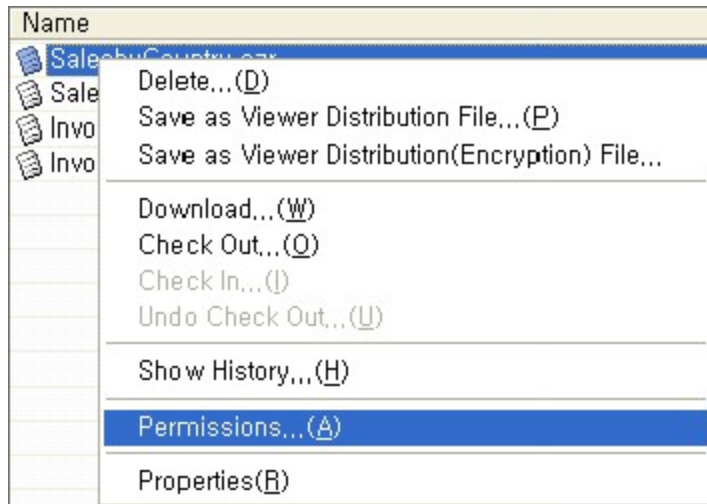
Click on the **[Show History]** in the pop-up menu that appears after right-clicking on the item, or select the History icon () in the Tool bar.



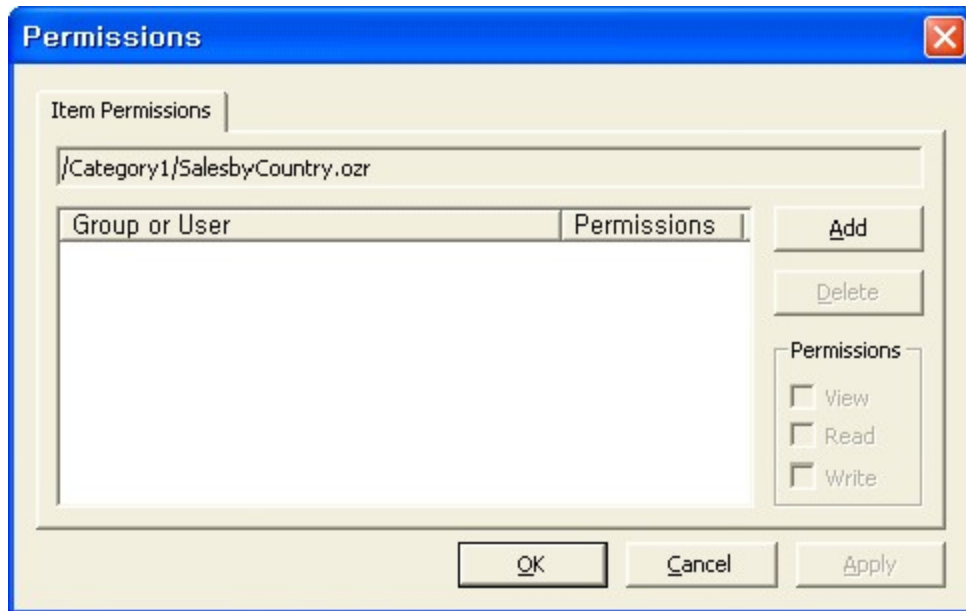
A History dialog opens up and shows history version, check-in user, check-in time, and item path. History version number is automatically generated and the smaller is the older. If click a version, you can download () , delete () , rollback () , search comment () .



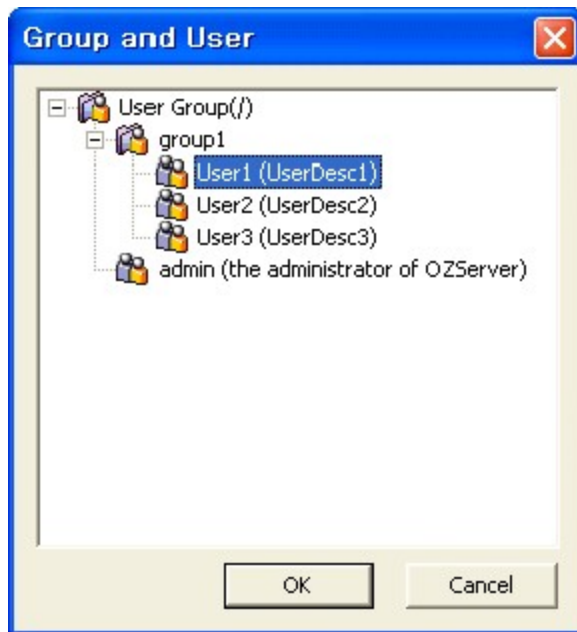
Select and right click the items and select **[Permissions]** in the pop-up menu, or simply click on the Permissions icon () in the Tool bar.



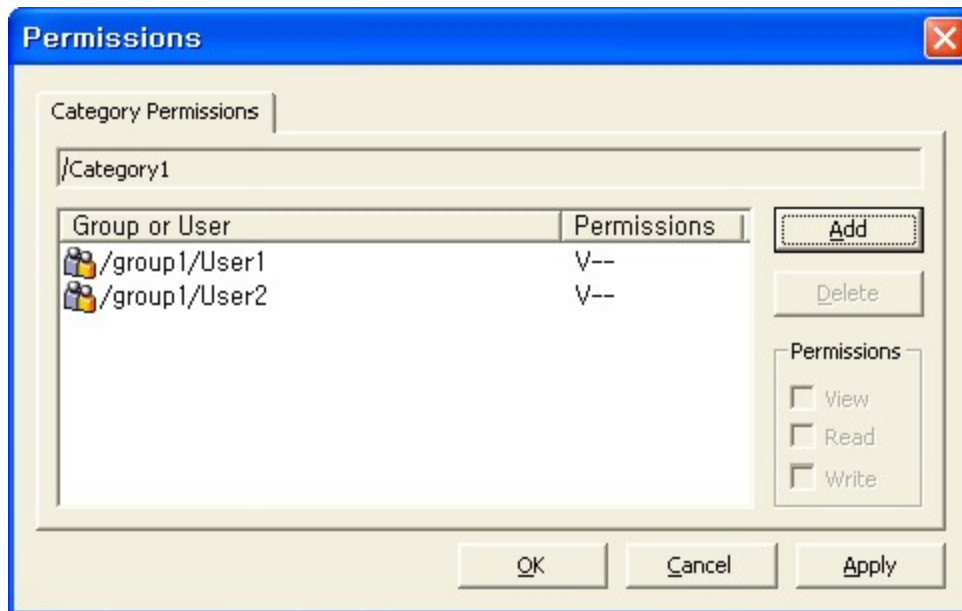
When a category is selected, the "Permissions Dialog Box" for items opens up.



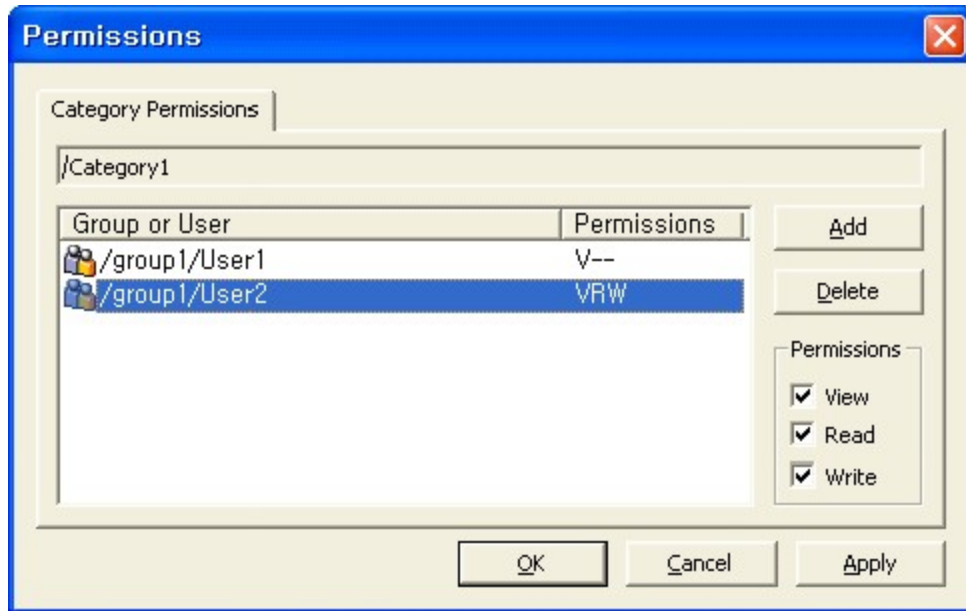
Clicking **[Add]** button in the "Permission Setup dialog box" shows a dialog box to select the group or user to set permission for. After selecting the group or user to add in the User Group tree, click on **[OK]** to add a group or user with permission.




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

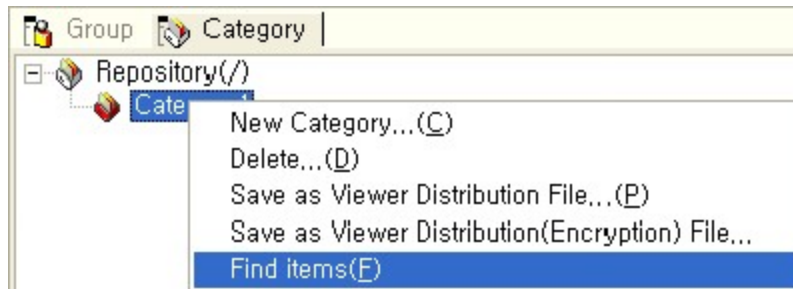


To change the permission level of user to, say, "Read" or "Write", check the desired permission level in the permission box to the right side. the setup is finished, click **[OK]** or **[Apply]** to apply the permission setup.

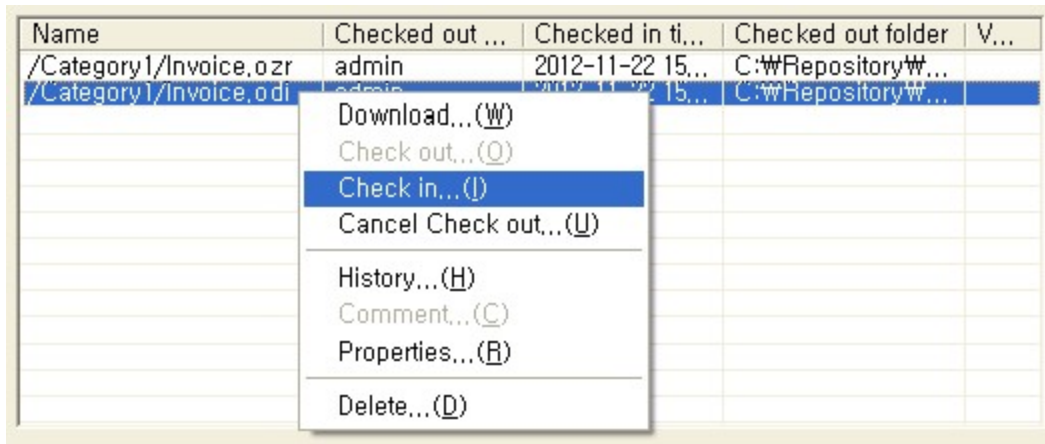


 Only the admin user and the user who have proper category permission can set item permission.

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.




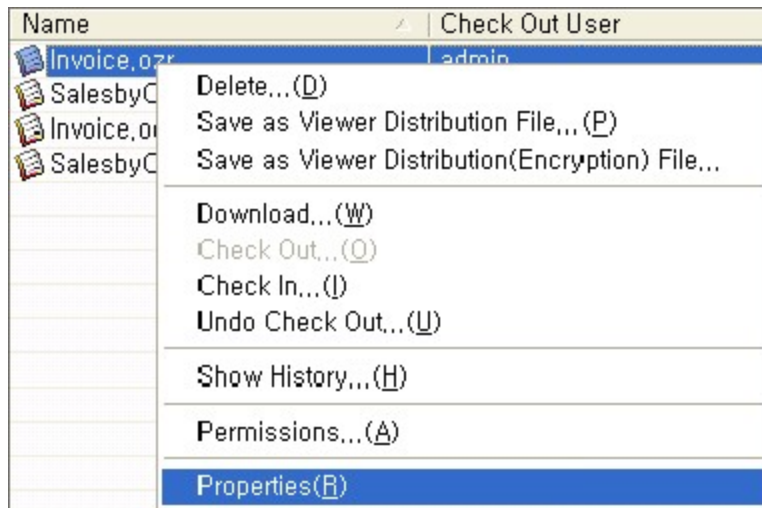
Clicking **[Find items]** menu runs "Find Item Dialog Box" and shows the selected category in the Search Path. Set the content to search, basic options, item options and click **[Find]**. The searched items will be displayed in a list.



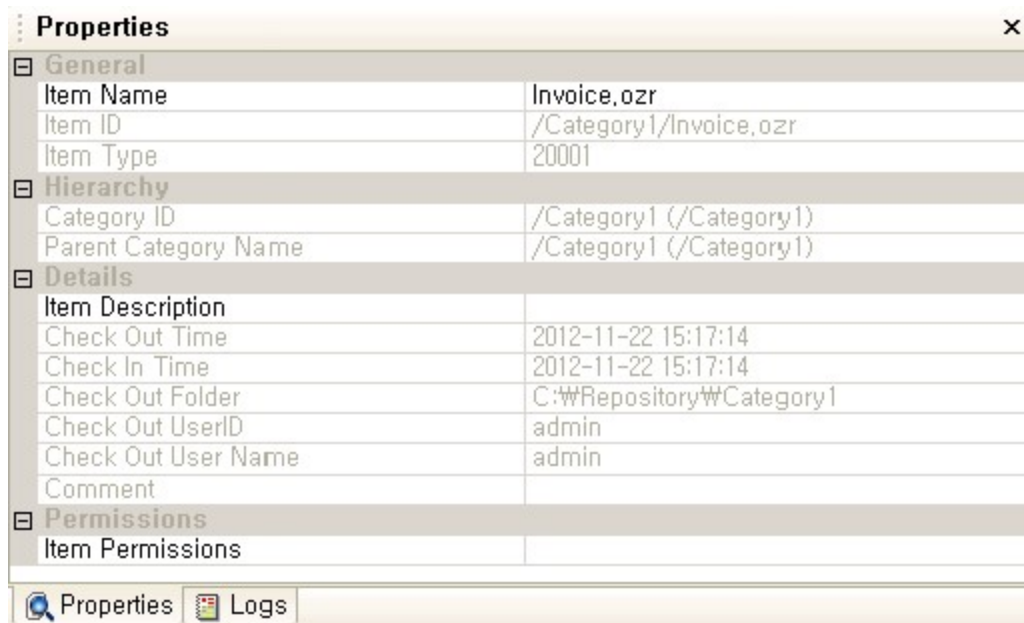
Notes about Find Item

- 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.

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



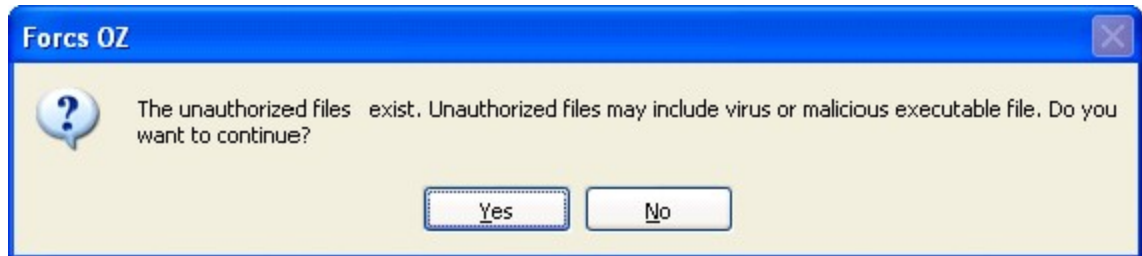
Change item name and description in the Properties window.



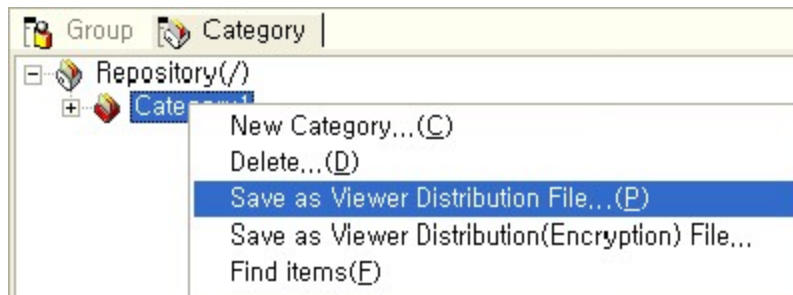
Only the admin user and the user who have proper category permission can change item name and description. And the user can only change for the granted category and subcategories.

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.



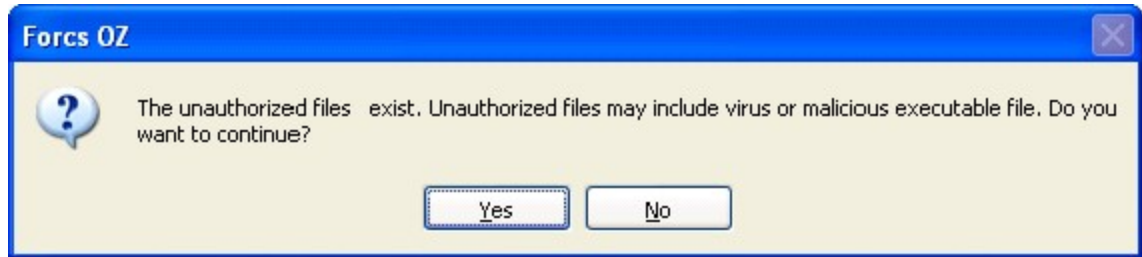
Select the category that includes the item file or the item file to publish then click on **[Save As Viewer Publishing File]** in the pop-up window that opens up when right-clicking on the category. After entering the file name in the "Save As dialog box", click on **[Save]**.



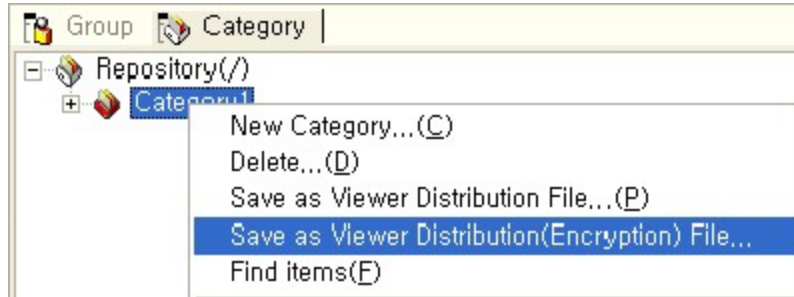
Selecting an item as save it as a Viewer distribution file does not change its category information.

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.



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].



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