

# **Ozone Marketplace Administrator's Guide**

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# 1 Introduction

## 1.1 Objectives

This guide provides an introduction as well as instructions and reference material on how to administer an OZONE Store. Similar to a commercial application store like Apple's App Store or Google Play, an OZONE Store operates as a thin-client registry of applications and services. It enables users to submit, browse, download and use a variety of applications or software components that are known as "listings." Like commercial software stores, the Store offers quick, easy access to a variety of listings including—but not limited to— plugins, REST & SOAP services, Web Apps, OZONE Apps, App Components and desktop applications. When configured to do so, the Store can share information with other Stores as well as with the OZONE Widget Framework (OWF).

## 1.2 Document Scope

This guide is intended for Store users with administrator privileges, specifically addressing the Store owner. It describes the administrator tasks and workflows necessary to ensure that users can discover listings in this Store and Partner Stores.

The Store owner (or designated administrator) is responsible for the following tasks:

- Approving, rejecting and deleting listings.
- Managing the visibility of individual listings to other Stores.
- Branding the Store with store-specific logos and titles.
- Connecting to other Stores in order to make their listings discoverable via local searches.
- Managing Scorecard questions by adding/editing/deleting questions local to this Store, and by allocating the contribution of each question to Scorecard calculations.
- Importing and exporting Store listings.
- Managing configurable aspects of the store, including addition/modification/deletion of new fields, rejection justifications, and configurable text.

This guide provides instructions for performing these tasks, as well as reference sections which describe Store functions which are of interest to an administrator.

## 1.3 Related Documents

Document	Purpose
Quick Start Guide	Setting up and integrating the Store into OWF.
Configuration Guide	Modifying Default Settings, Security, Database Settings, Upgrading to a newer Store version.
User Guide	Searching, Creating and Editing Listings, Adding Comments, Ratings, Navigating a Store, Scorecards Explanation of Store Elements.
Administrator's Guide	Importing / Exporting Store Data, Adding Affiliated Stores, Approving Listings, Creating Types, States, Categories, and Custom Fields, Scorecard Configuration.
Developer's Guide	Custom Security Modules, Creating and Editing Themes

Document	Purpose
Release Notes	Major and minor changes for the current release.

## 1.4 Dependencies

The Store is tested against the following browsers:

The Store is fully supported and tested with the following browsers:

Browser	Version(s)
Microsoft Internet Explorer	11
Microsoft Edge	38
Google Chrome	43
Mozilla Firefox	57

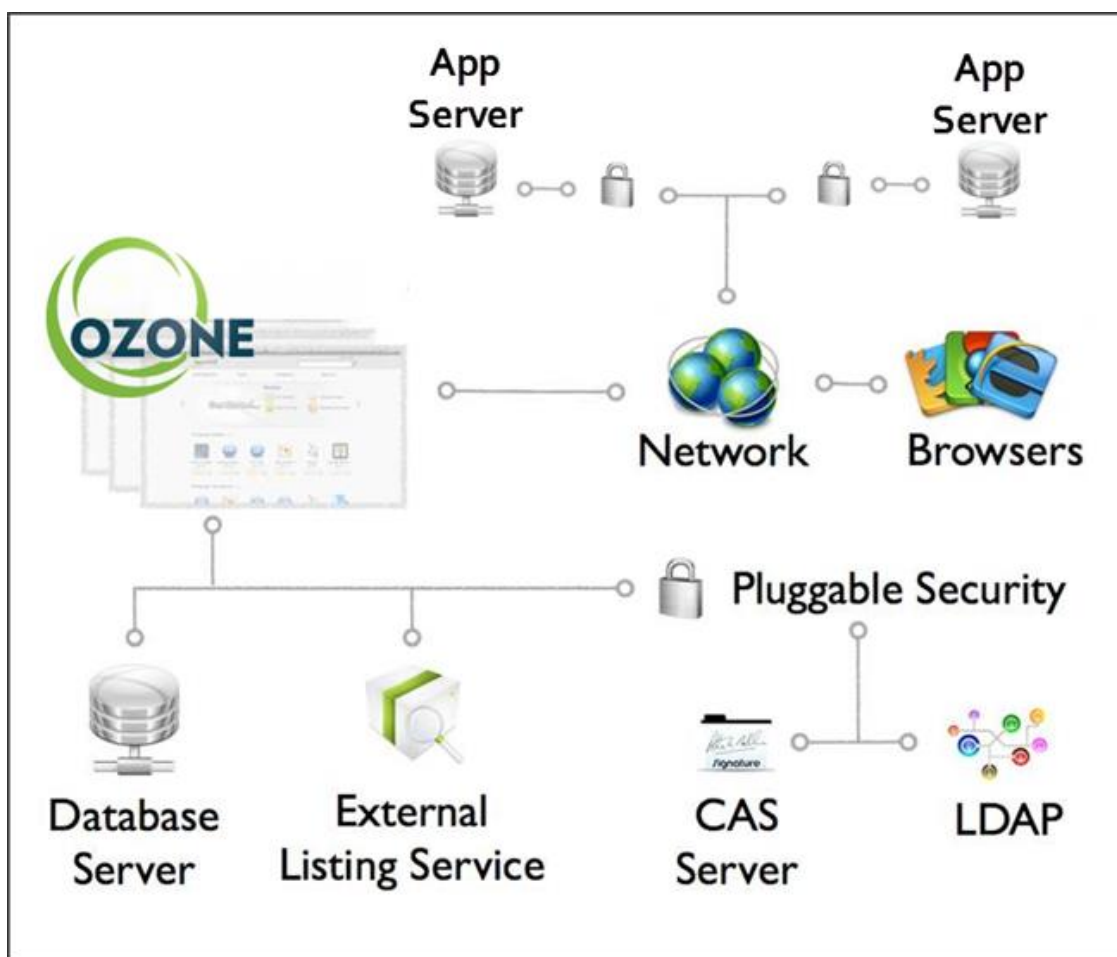
## 2 Store Overview

### 2.1 Purpose

The Store is a thin-client registry of applications and services akin to a commercial application store where users can submit and interact with Web components that are called listings. Listings can be App Components, OZONE Apps, plugins, REST & SOAP services, Web apps, and more.

### 2.2 Basic Architecture

The Store consists of a number of components that were designed to be independently deployed or located on the same server. The simplest deployment scenario places them all on the same physical machine. These components are shown in detail in [Figure 1: Basic System Architecture Diagram](#).



**Figure 1: Basic System Architecture Diagram**

*Note: Any Java Servlet-compliant application server can host the application. Additionally, the CAS Server and LDAP component are examples of possible security integrations - the Marketplace Pluggable Security' component acts as an adapter to integrate with many different enterprise security solutions.*

## 2.3 Workflows

The following workflows illustrate the major tasks of the Store owner.

### 2.3.1 Listing Workflow

The Store owner plays an important role in making listings available to be discovered by users. The following is a general workflow from listing creation to approval.

**Table 3: Workflow to Create and Approve a Listing**

1. Create a listing.	Listing owner	OZONE Store User's Guide
2. Edit listing Scorecard (optional).	Listing owner	OZONE Store User's Guide
3. Submit the listing.	Listing owner	OZONE Store User's Guide
4. Review listing for approval.	OZONE Store owner/Administrator	OZONE Store Administrator's Guide, section <a href="#">Approving and Rejecting Pending Listings</a>
5. Edit listing Scorecard (optional).	OZONE Store owner/Administrator	OZONE Store Administrator's Guide, section <a href="#">Managing Scorecard Questions</a>
6. Set the listing to Inside or Outside.	OZONE Store owner/Administrator	OZONE Store Administrator's Guide, section <a href="#">Approving and Rejecting Pending Listings</a>
7. Approve the listing.	OZONE Store owner/Administrator	See above
8. Change the Inside/Outside Listing Designation	OZONE Store Administrator	See above
9. Create Scorecard Questions and Descriptions	OZONE Store Administrator	OZONE Store Administrator's Guide, section <a href="#">Add Scorecard Questions</a>

### 2.3.2 Setting up Scorecard Questions

The Store owner creates, describes and determines the contribution (weighting) of each Scorecard question in the Store to be applied when the system calculates Scorecards for listings. This should be performed at least once when setting up the application and then as needed when new local questions need to be added.

**Table 4: Workflow for Scorecard Questions and Weights**

1. Determine if local Scorecard questions are needed. If so, add them.	OZONE Store owner/administrator	OZONE Store Administrator's Guide, section <a href="#">Add Scorecard Questions</a>

### 2.3.3 Connecting to Partner Stores

Administrators can connect a local Store to one or more Partner Stores. When connected, users can easily search for listings in multiple Stores. Any listings in the Partner Stores that match the

search criteria appear with the Search Results from the local Store. An administrator should perform this workflow every time they want to create a relationship with a Partner Store.

**Table 5: Workflow for Adding a Partner Store**

1. Determine which Partner Store to add	OZONE Store owner/Administrator	OZONE Store Administrator's Guide
2. For each store, add it to the Partner Store Servers list	OZONE Store owner/Administrator	OZONE Store Administrator's Guide, section <a href="#">Connecting to Partner Stores</a>
3. (Optional) To allow users to import listings from a Partner Store into OWF, and OWF administrator must add the Partner Store to OWF.	OWF Administrator	OWF Administrator's Guide



### 3 Create Listings

Instructions for how to create a listing in the Store has been outlined in the Store User's Guide (Create Listings section). Both users and administrators can create new Store listings. To create a new listing:

1. Open the Store User Menu and click Create Listing.
2. This opens the New Listing form. Fill out all mandatory fields identified with a red asterisk. And provide any other information your organization requires.
3. When finished, click the Save button at the bottom of the form.

## 4 Listing Management

Store owners are responsible for managing the availability of listings in the application store. Those listings are available to all users browsing the Store, including users searching your listings via a Partner Store. The following sections describe how to perform these listing management tasks.

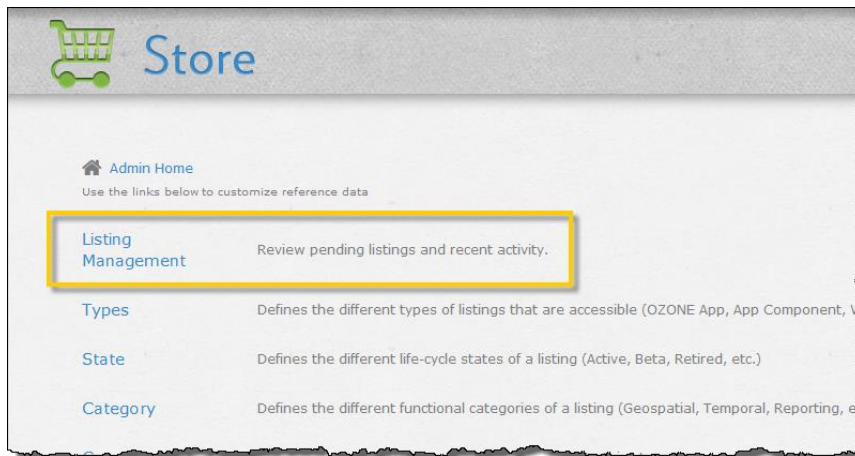
### 4.1 Approving and Rejecting Pending Listings

Listings that have been submitted to the store by a user (referred to as the *listing owner*) but have not been approved by an administrator are called *Pending Listings*. A pending listing must be approved before it is returned in search results. If the listing type is an OZONE App, approving it automatically approves all of its App Components. The components appear as Required on the OZONE App's Details tab.

#### 4.1.1 Locating Pending Listings

Locate all pending listings by navigating to the Listing Management page using the steps below. Alternatively, you can search for a specific pending listing by typing the listing name in the search bar at the top right of the page and clicking the Search button (magnifying glass). To see a list of all pending listings:

1. Click the drop-down [Store] User Menu at the top right of the page.
2. Click Configuration Pages
3. Click Listing Management ([Figure 2](#)).



**Figure 2: Listing Management**

You will see up to 24 items in Recent Activity, followed by at most 24 listings waiting for approval. If there are more than 24 activity items or Pending Listings, click Show More to see them:

**Store**

[Administration Home](#)

## Listing Managment

### Recent Activity 24 of 95

- a day ago [Listing 6](#) Modified [Mike Admin](#)
- a day ago [Icon Test 3](#) Modified [Mike Admin](#)  
agency changed from None to 2 : NRO
- a day ago [Icon Test 3](#) Created [Mike Admin](#)
- a day ago [Climate Mapping](#) is no longer required by [Icon Test 3](#) [Mike Admin](#)
- a day ago [Climate Mapping](#) is now required by [Icon Test 3](#) [Mike Admin](#)

---

- a day ago [Aubrey](#) no longer requires [Duck Commander](#) [Rob Admin](#)
- a day ago [HipHopopotamus](#) is no longer required by [Duck Commander](#) [Rob Admin](#)
- a day ago [Alpha Program](#) is no longer required by [Duck Commander](#) [Rob Admin](#)

[Show More](#)

### Pending Listings 3 of 3

**Crime Tracki...**  
Local Store  
☆☆☆☆☆ (0)

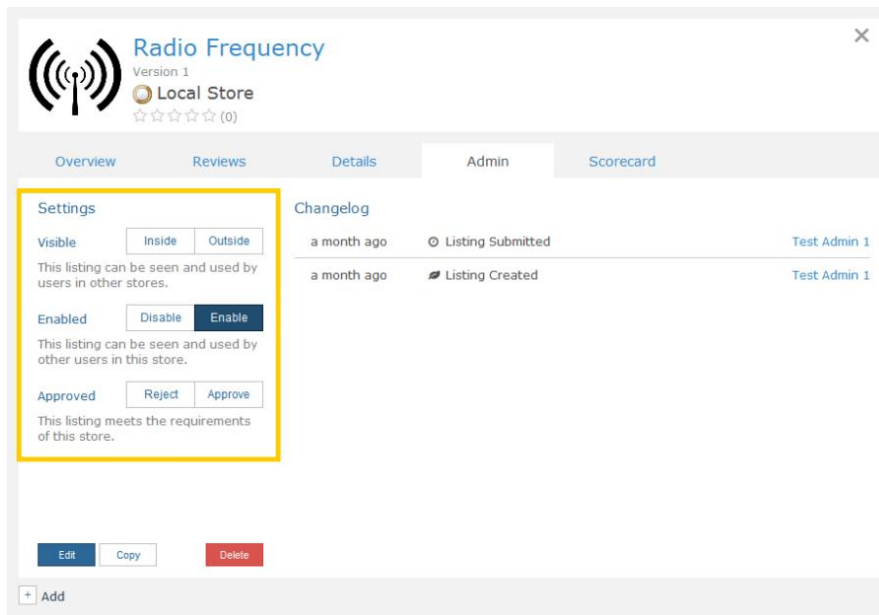
**Target Mappi...**  
Local Store  
☆☆☆☆☆ (0)

**Static Listing**  
Local Store  
☆☆☆☆☆ (0)

**Figure 3: Listing Management Page**

#### 4.1.2 Approving a Listing

After an owner submits a listing for approval, administrators can search for it or see it on the Listing Management Page, see section [Locating Pending Listings](#). Before approving a listing, check the listing to make sure it meets whatever criteria your system mandates for listings to be accessible to users visiting the local Store. This includes answering compliance questions on the Scorecard tab, although this can be done after listing approval as well.



**Figure 4: Listing Quick View - Settings on Admin Tab**

To approve a listing, perform the following steps:

1. Click the listing name or icon to display the Listing Quick View.
2. Click the **Admin** tab; from there, locate the Settings heading on the left (Figure 4). There are three choices under the Settings heading that you must select to approve a listing and make it available to all users.
3. In the **Visible** field: select Inside or Outside:
  - Inside listings are only visible to authenticated users (users whose PKI certificate grants them access to the local Store).
  - Outside listings are visible to all users.

For more information regarding setting a listing to inside or outside, see section [Deleting a Listing](#).

1. A confirmation box appears when you select Inside or Outside; click OK to confirm your choice.
2. In the next field, **Enable** is selected by default. You'll probably want to leave it this way. However, if you only want administrators and the listing owner to see this listing, click Disable.
3. In the **Approved** Field: select Approve or Reject:
  - Selecting the Approve button indicates the listing is approved.
  - Selecting the Reject button indicates the listing is rejected. It will not be seen by users in the Store. More information on rejecting a listing is found in the next section [Rejecting a Listing](#).

### 4.1.3 Rejecting a Listing

To reject a listing, perform the following steps:

1. Click the listing name or icon to display the Listing's Quick View.
2. Click the Admin tab; from there locate the Approved setting.
3. Click the Reject button.
4. In the Rejection Justification Form,

- a. Pick a reason for rejection from the choices in the Reason drop-down list. Administrators can add rejection justifications to the list, see section [Rejection Justification](#).
- b. In the Detail box, enter details regarding the rejection. This can include features the listing owner must change or improve in order to receive listing approval.

**Figure 5: Rejection Justification**

1. Click OK to complete the rejection of the listing.
  - a. If you decide not to reject the listing, click Cancel. The approval status of the listing will be unchanged.

To re-submit a rejected listing for administrator approval, apply your changes to the listing (see section [Editing a Listing](#)) and then click the Submit button found at the top of the listing's Quick View.

#### 4.1.4 Deleting a Listing

To delete a listing, perform the following steps:

1. Click the listing name or icon to display the Listing Quick View.
2. Click the **Admin tab**.
3. Click the Delete button.
4. Click OK on the warning message to remove the listing from the system.

## 4.2 Managing Listing Visibility

The Store introduced the idea of "inside" or "outside" listings. Whether a listing is "inside" or "outside" speaks to its visibility to the users of the Store. It is up to the approving administrator to determine a listing's visibility.

1. Inside listings are those that are **only** available to the Store hosting the listing.
2. Outside listings are available to users in all Partner Stores.

You can set a listing to inside or outside via the Visible setting on the Admin tab in the Listing Quick View. If the listing has not been submitted for approval, this control is not visible.

#### 4.2.1 Setting a Listing to Inside

"Inside" listings are only visible to authenticated users for this Store. To make a listing inside:

1. Click the listing name or icon to display the Listing Quick View.
2. Click the Admin tab, the Visible setting is on the left.
3. Click the Inside button.
4. A confirmation message box will display. Click OK to complete the change to Inside.

*Note: If the listing was previously an outside listing, the message box will notify you that, since the listing was formerly outside, the listing still may be available to users who have already imported it. If this is the first time the listing has been set to inside, the box will simply state that the listing will not be visible to Partner Stores.*

#### 4.2.2 Setting a Listing to Outside

To make a listing "Outside" – visible to Partner Stores and users across all companies – perform the following steps:

1. Click the listing name or icon to display the Listing Quick View.
2. Click the Admin tab, the Visible setting is on the left.
3. Click the Outside button.
4. A confirmation message box alerts users that the listing will be available to Partner Stores and users across all stores. Click OK to complete the change to Outside.

*Note: There is a global setting that can switch all imported listings to inside or outside. If configured, this setting will override the inside/outside setting on individual listings.*

## 5 Listing Administration

Many of the listing details are visible to all users on the Quick View and explained thoroughly in the User's Guide. In this section, you'll learn about resources that are only available to **listing owners** and **administrators**. To get started, click on a listing name to open the Quick View.

*Note: The Store provides links to identified applications. Access controls and application operation are the responsibility of the application owner.*

### 5.1 Overview tab



**Figure 6: Overview tab**

The Overview tab displays any information the listing owner or an administrator included as a description of the listing. Useful descriptions provide an understanding of what the listing intends to do, its limitations and advice about its interaction with other listings.

To change any of the information or screenshots on the Overview tab:

1. Click the Admin tab.
2. Click Edit in the lower-left corner of the screen.
3. Type an updated description in the Create/Edit Listing Form.
4. Click Save.
5. The change will automatically update in the listing.

## 5.2 Reviews tab



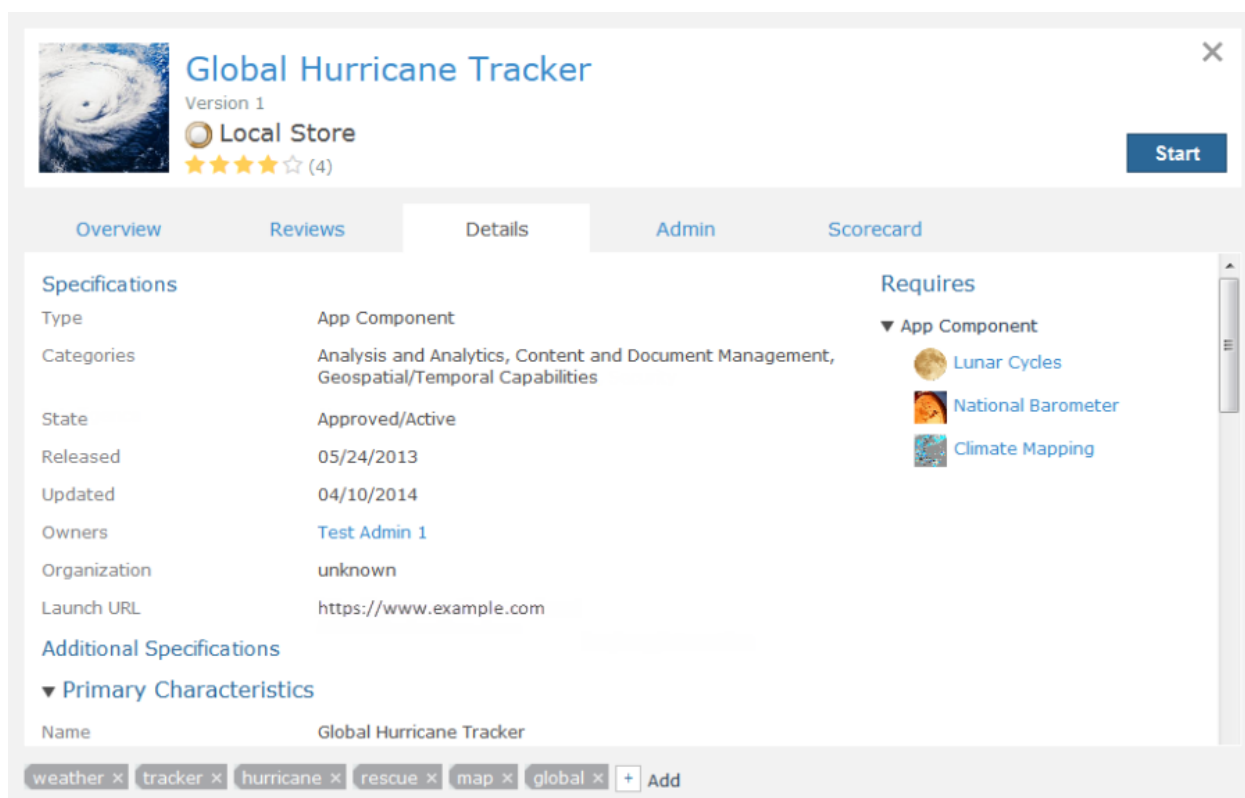
**Figure 7: Feedback tab**

The Reviews tab shows the listing's average star rating and provides a mechanism for leaving user feedback. It also displays a list of every comment and rating for the listing. Users have the ability to edit their own comments by clicking inside the text box under the "Review this listing" heading and changing their review. After making a change, users must click Publish or Cancel. Administrators have edit/delete privileges for all comments:

- To **edit a comment**: Click it and type the respective change. Then, click the checkmark to confirm the change or the X to cancel it.
- To **delete a comment**: Hover over the comment. Then, click the - button that appears to the right of the comment. Click OK on the Remove Comment pop-up window to delete the comment or cancel to discard the change.



## 5.3 Details tab



**Figure 8: Details tab**

The Details tab shows the specifications of the listing entered by the owner during its creation. Users only see the fields under the Specifications heading. Administrators see much more information that is separated into several headings listed below:

*Note: Custom fields will appear under the heading with which they were associated at creation.*

To change any of the information on the Details tab:

1. Click the Admin tab
2. Click Edit in the lower-left corner of the screen.
3. The Create/Edit Listing Form will open, make your change.
4. Click Save. The listing will automatically update.

Administrators decide which field(s) the users will see on the Details tab. To reorder or show/hide information on the Details tab, following the instructions in section [Changing fields on the Details tab](#).

The following lists the default locations for fields that appear on the Details tab:

- **Specifications** – Displays listing data in a customizable order. The default list is Types, Categories, State, Released date, Updated date, Owners, Organization and Launch URL. This is the only Listing information users see. If you want to change or add fields to this section, see section [Changing fields on the Details tab](#).
- **Additional Specifications**
  - **Primary Characteristics**
    - Name
    - Type
    - State

- Company
- Version
- Categories
- Release Date
- Updated Date
- GUID
- **Technical Properties**
  - Installation URL
  - Documentation
  - Screenshots
- **OWF Properties**
  - Singleton
  - Visible
  - Mobile Ready
  - Run in Background
  - Recommended Layouts
  - Approximate Size
  - Universal Name
- **App Component/Web App Properties**
  - Large Icon
  - Medium Icon
  - Small Icon
  - Launch URL
  - Opens in a new browser tab (Web App only)
- **Store References**
  - Owners
  - Organization
  - Requirements
  - Dependencies
  - Required By
- **Intents** – Displays the listing's intents.

*Note: All additional fields are described in the Create Listing section of the User's Guide.*

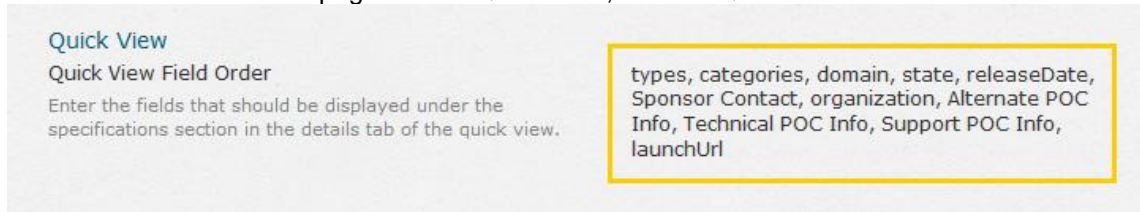
### 5.3.1 Changing fields on the Details tab

Administrators can add, remove and reorder the fields that appear under the Specifications heading on the Details tab (Figure 8). Owners and administrators will see all of the listing's details which are separated by headings on the Details tab.

However, users will **only** see the listing information that appears under the Specifications heading (and Intents if the listing has them). The default information includes: Types, Categories, State, Released date, Updated date, Owners, Organization and Launch URL. Administrators can add, remove and reorder fields that appear under the Specifications heading.

To add, remove or reorder that information, an administrator must:

1. Click Configuration Pages from the drop-down User's Menu.
2. Click Application Configuration.
3. From the left-navigation panel, click Additional Configurations.
4. Scroll to the bottom of the page. Under Quick View, edit the Quick View field order:



**Figure 9: Quick View Customization Setting**

To do this, you must enter the field name, not the title shown on the Details tab, see the list in [Table 6: Specifications](#).

1. Make any of the following changes:
  - **Add** fields: Enter the field name in the order you want it to appear on the Details tab. Separate each field by a comma.
  - **Remove** fields: Delete their field name from the list.
  - **Reorder** fields: Retype them in the order you want them to appear on the Details tab.

*Note: Custom fields use the field Name not their corresponding Label that appears in the user interface. You'll find a list of custom field Names on the Custom Field Definition List. To get there, click Configuration Pages from the drop-down User Menu, then select Custom Field Definition.*

1. Click away from the box to save the change. The updated fields under Specifications will automatically appear in the Details tab on the listing Quick View.

To reorder or add fields to the Specification section of the Details tab, you must enter the Field name in the Quick View field order section of the configuration pages. It is case sensitive. After entering the correct field name in the configuration page, the field Label will appear under Specifications on the Details tab in the Listing Quick View. Definitions of the field titles are found in the User's Guide.

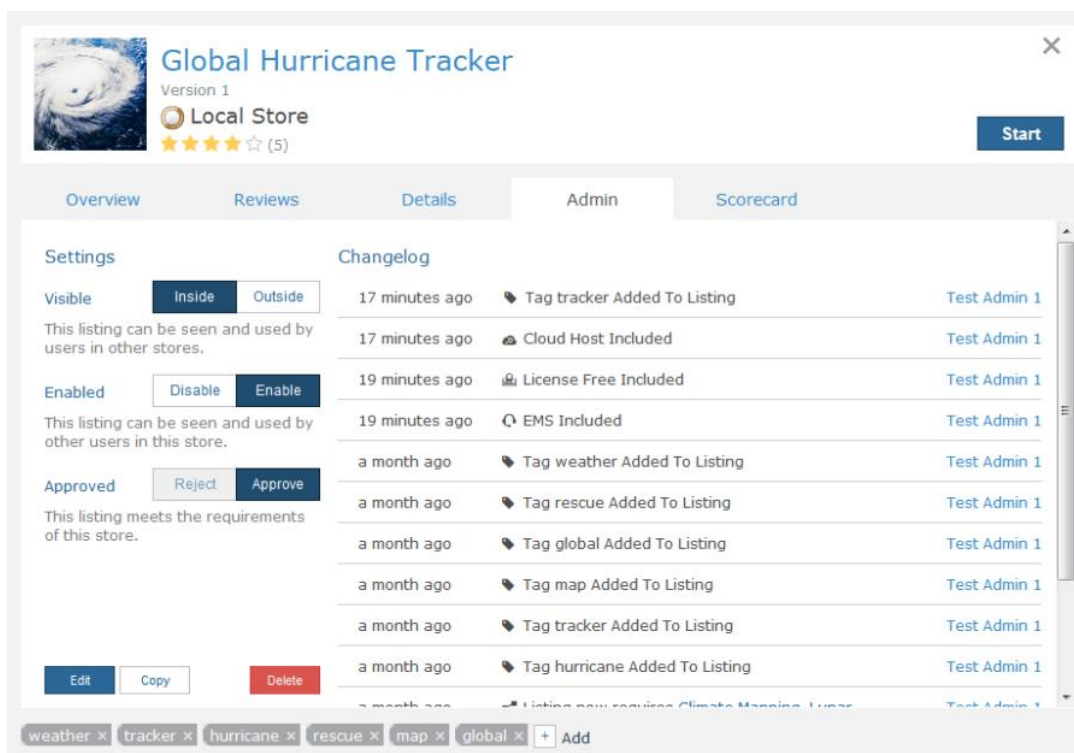
**Table 6: Specifications on the Details tab**

Field Label	Field Name
<b>Company</b>	Company
<b>Approximate Size</b>	Size
<b>Categories</b>	Categories
<b>Contact Type</b>	Admins must create a unique Contact Type using the Configuration Pages. Then, for the type to appear under the Specifications heading, enter its <b>exact Title</b> from the Contact Type List.
<b>Compliance</b>	scorecard
<b>Dependencies</b>	Dependencies
<b>GUID</b>	Guid
<b>Installation URL</b>	installationURL
<b>Large Icon</b>	largelcon

Field Label	Field Name
<b>Launch URL</b>	launchUrl
<b>Medium Icon</b>	mediumIcon
<b>Mobile Ready</b>	mobileReady
<b>Organization</b>	Organization
<b>Owners</b>	Owners
<b>Recommended Layouts</b>	recommendedLayouts
<b>Released</b>	releaseDate
<b>Required By</b>	requiredBy
<b>Requirements</b>	Requirements
<b>Resources</b>	Resources
<b>Run in Background</b>	Background
<b>Screenshots</b>	screenShots
<b>Singleton</b>	Singleton
<b>Small Icon</b>	smallIcon
<b>State</b>	State
<b>Technical POC</b>	techPocs
<b>Title</b>	Title
<b>Types</b>	Types <i>Note: If the Type opens in a new browser tab, that information only appears in parentheses in the Type field. 'Opens in a new browser tab' will not appear on its own line in the Details tab like the other fields.</i>
<b>Updated</b>	lastActivity
<b>Universal Name</b>	universalName
<b>Visible</b>	Visible
<b>Version</b>	Version

## 5.4 Admin tab

For administrators familiar with older versions of the Store, the Admin tab replaces the Actions drop-down menu that was located on the deprecated Detailed Listing page. Use this tab to manage various controls including approve/reject listings and accessing the Create/Edit Form. You'll find instructions for approving and rejecting listings in section [Approving and Rejecting Pending Listings](#).



**Figure 10: Admin tab**

From this menu, administrators have access to the following Settings:

- **Visible** – Decides if the listing is only visible to Local Store users or if Partner Store users can see it too.
    - **Inside** – Makes the listing available to the local store. Users in Partner Stores will not see it.
    - **Outside** – Makes the listing visible to all users across all participating stores.
  - **Enabled**
    - **Disable** – Remove the listing from Store circulation. Only the listing owner(s) and administrators will still see the listing when browsing or searching. Other users will not see the listing at all. Consider using the disable function when newer versions of a listing have been adopted and older versions are causing confusion or simply deemed unnecessary or you want to remove the listing from circulation for a period of time.
    - **Enable** – An enabled listing is visible and searchable by all users.
- Note: Once a listing has been disabled, an administrator or owner can later enable it and make it available to users. This is done by clicking Enable on the Admin tab. Disabling a listing will not disable it for the users that have already added it to an OWF instance and it will not disable it from Partner Stores that it has already been pulled into. Furthermore, disabling a listing does NOT prevent its use, nor does it prevent it from being exported. It merely prevents the listing from being discovered.*
- **Approved**
    - **Reject** – Clicking the Reject button for a pending listing displays the rejection justification form. Using this form, the administrator can specify the reason and a detailed explanation why a listing was rejected. This does not remove the listing from the store, and an administrator or its owner may resubmit it for approval consideration.

- **Approve** – Once a pending listing has been designated as inside or outside, an administrator can approve the listing by clicking the Approve button. The associated listing immediately becomes available to all users based on their credentials. This is the key step in making the listing available to users.

*Note: If an administrator changes an outside listing to inside, it will still be accessible to users who had previously imported the listing.*

*Note: The Store does not dictate or ensure the functionality of a listing. Proper functionality of a particular listing is the sole responsibility of the approving administrator.*

From this menu, administrators have access to the following functions:

- **Edit** – Clicking edit opens the Listing's Create/Edit Form. Use it to change any of the listing details including name. Edit the data fields and click Save at the bottom to apply the changes.
- **Copy** – Allows the listing to be copied. Clicking this opens a new Create/Edit Form; each field on the form is populated with the data from this listing. Modifying the listing name is often the first step in avoiding confusion between listings.
- **Delete** – Deletes the listing from the Store and removes it from the system. See section [Deleting a Listing](#) for more information.

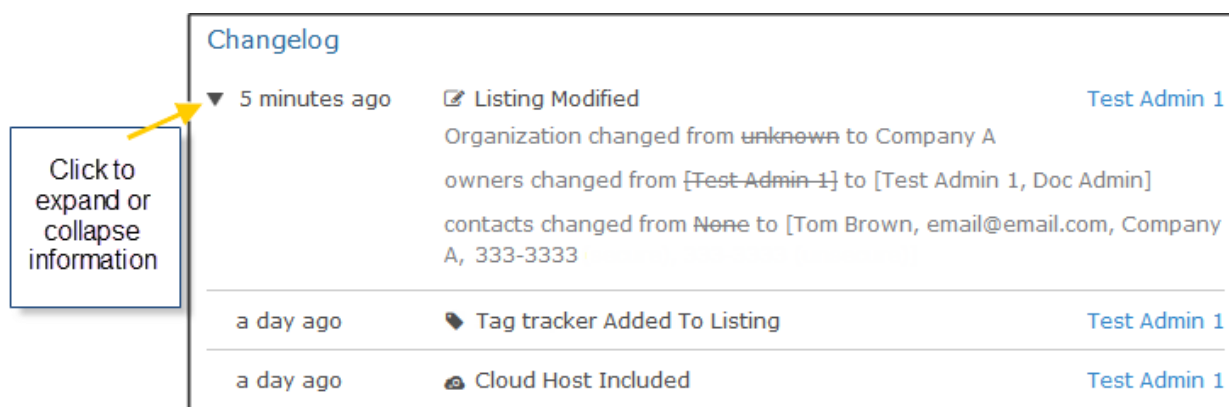
The Admin tab also includes the listing's Changelog. Administrators cannot edit the Changelog.

The screenshot shows the 'Global Hurricane Tracker' listing page in the 'Admin' tab. The 'Changelog' section is highlighted with a yellow border. It displays a history of changes to the listing, including modifications to contact information, organization, and the addition of various tags. The changes are listed with timestamps (e.g., 'just now', 'a day ago', 'a month ago') and the user who performed the action (e.g., 'Test Admin 1').

Timestamp	Event	User
just now	Listing Modified contacts changed from None to [Tom Brown, email@email.com, Company A, 333-3333] Organization changed from unknown to Company A owners changed from [Test Admin 1] to [Test Admin 1, Doc Admin]	Test Admin 1
a day ago	Tag tracker Added To Listing	Test Admin 1
a day ago	Cloud Host Included	Test Admin 1
a day ago	License Free Included	Test Admin 1
a day ago	EMS Included	Test Admin 1
a month ago	Tag weather Added To Listing	Test Admin 1
a month ago	Tag rescue Added To Listing	Test Admin 1
a month ago	Tag global Added To Listing	Test Admin 1

**Figure 11: Changelog on the Admin Tab**

**Changelog** – Displays a history of every change for a listing. Information in the Changelog includes a timestamp of the event, a brief description and who performed the event. When a triangle appears next to an entry, a user can click the row to see more details about the change ([Figure 12](#)). To collapse the information, click the triangle icon again.



**Figure 12: Changelog - Expanded Information Triangle**

View user profile information by clicking a user name in the Changelog (e.g., Test Admin 1 in [Figure 12](#)). This opens the user's My Account window. To return to the listing Quick View, click "Back to Listing" in the upper left corner of the window.

### 5.4.1 Editing a Listing

Administrators can edit any listing. Use the following instructions to edit a listing:

1. From the Store Discovery or Search Results Page, click on a listing icon to open the Listing Quick View.
2. Click the Admin tab ([Figure 10](#)) to see administrative options and the Changelog (see section [Admin tab](#)).
  - a. From this tab, administrators can approve/reject a listing and change the listing's visibility and access to other users.
  - b. After changing any of the Settings fields (Visible, Approved, Enabled), the change automatically populates through the system.
3. Click Edit in the lower-left corner to open the Create/Edit Listing Form and change other information including name, description, version, etc.
  - a. To apply changes on the Create/Edit Listing Form, click Save. The changes are automatically applied to the listing.

### 5.4.2 Editing a Listing's Company

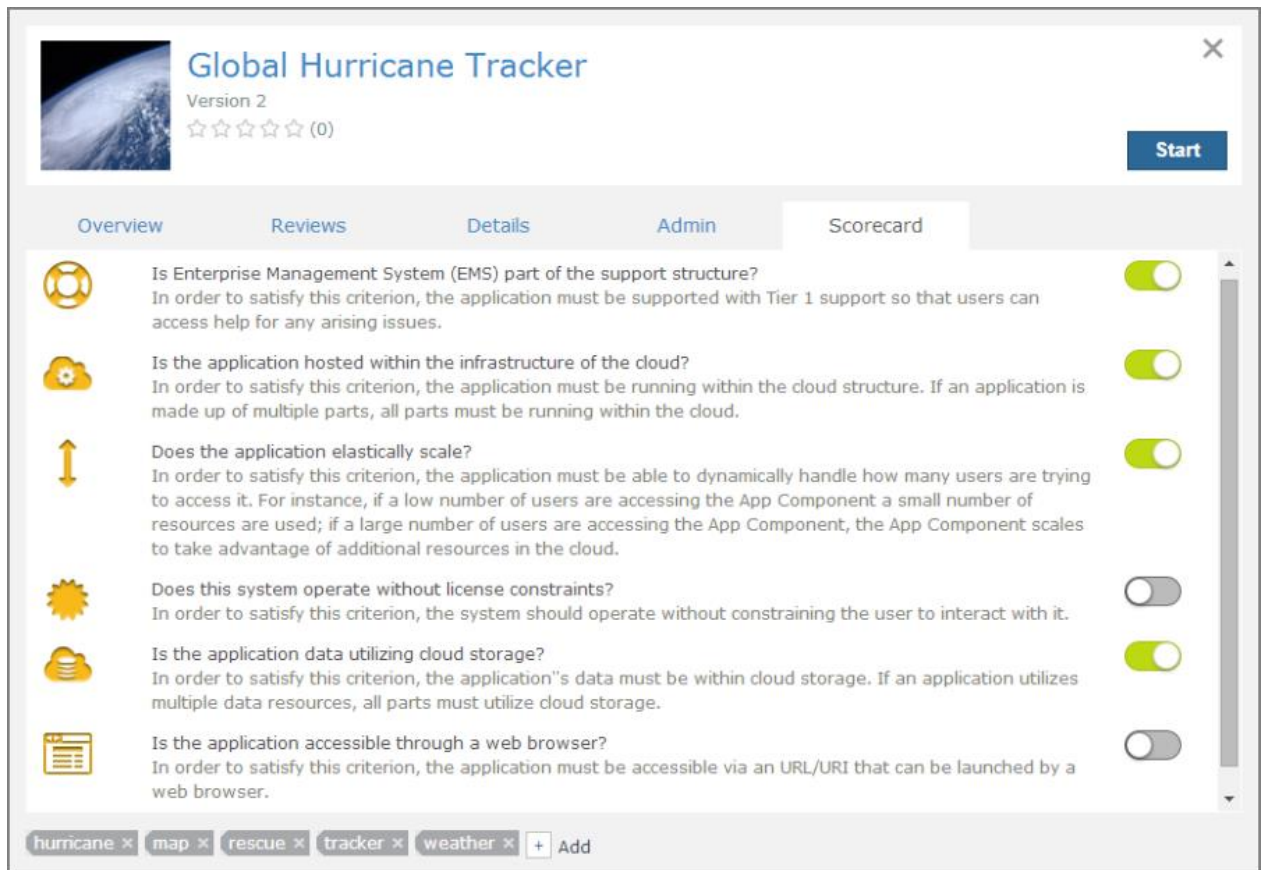
The Store allows administrators to edit the company name of an approved listing. To change a listing's company, first open the listing Quick View and click the Admin tab. Click Edit from the drop-down menu on the left. Once the listing form is open, find the Company field, click the drop-down menu and select a new company or select "None" to signify no company association. Once finished, click the Save button at the bottom of the form. This change is automatically applied to the listing. If the listing does not have a company, then this field will default to "None." If the listing belongs to a company, associated or not associated with the Store, the company name will occupy the Company field seen on the Details tab of a listing Quick View.

## 5.5 Scorecards tab

If enabled, Scorecards offer the user a view of how well a particular listing meets a system's overall acceptance criteria. Only the listing owner and administrators can answer the Yes/No questions on the Scorecard. An example of the Scorecard tab is shown below. If the answer is Yes, the slider to the right of the question will turn green. If the answer is No or the question has



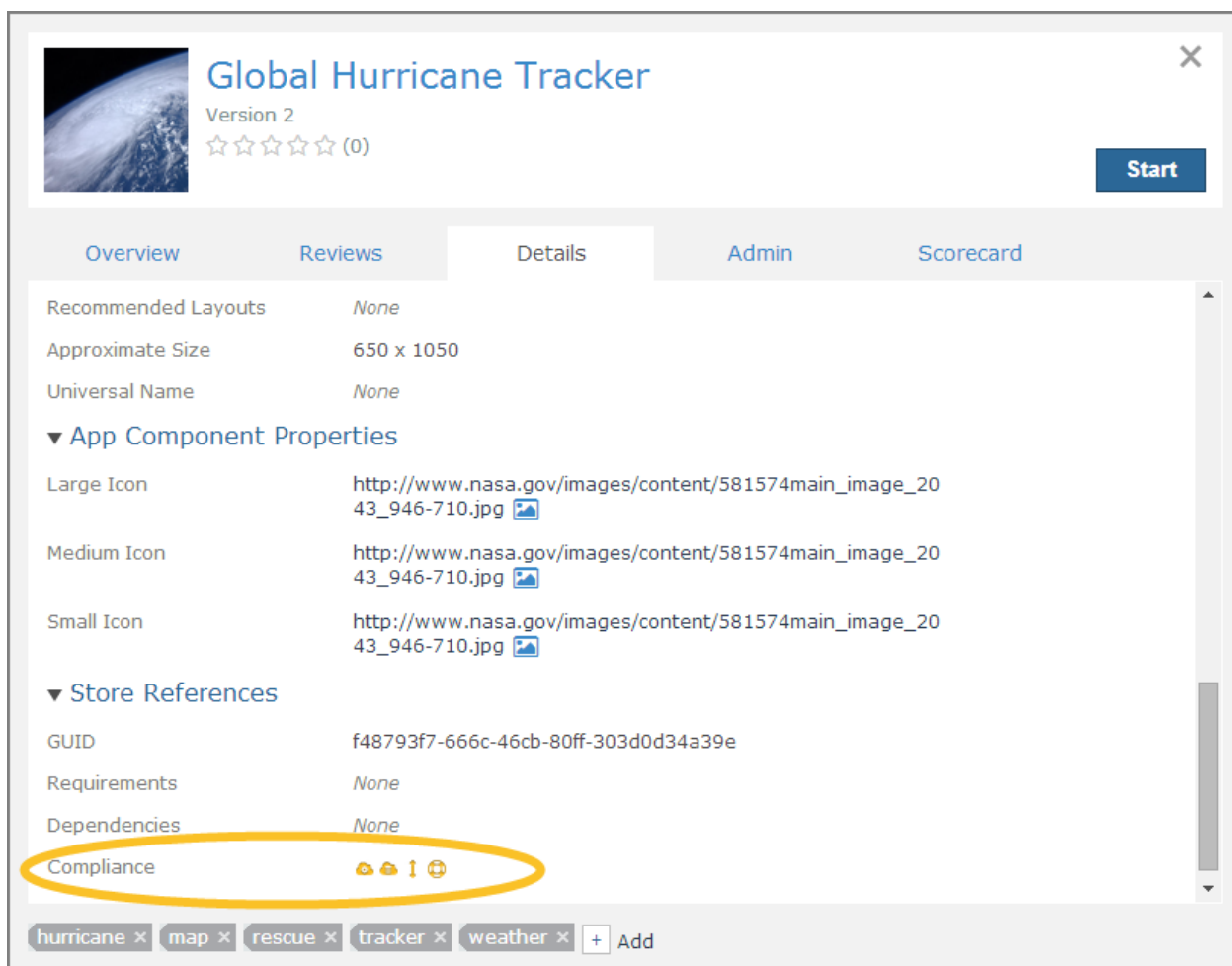
not been answered, the slider will be gray.



**Figure 13: Scorecard tab with Scorecard Questions**






Figure 14 shows another visual representation of the Scorecard answers. If a listing owner turns a Scorecard question "on," users will see its icon on the Details tab in the Compliance field of the listing Quick View. If the Scorecard question does not have an icon associated with it only owners and administrators will see the relationship.





**Figure 14: Details Tab - Visible Scorecard Icons**

The default Scorecard icons and their respective questions are listed below. Scorecard question descriptions are found in a listing's Scorecard tab as seen in [Figure 13](#). Editing instructions are found in

- 
  - Is Enterprise Management System (EMS) part of the support structure?
- 
  - Is the application hosted within the infrastructure of the cloud?
- 
  - Does the application elastically scale?
- 
  - Is the application accessible through a web browser?
- 
  - Is the application data utilizing cloud storage?



- Does the system operate without license constraints?

## 6 Managing Scorecard Questions

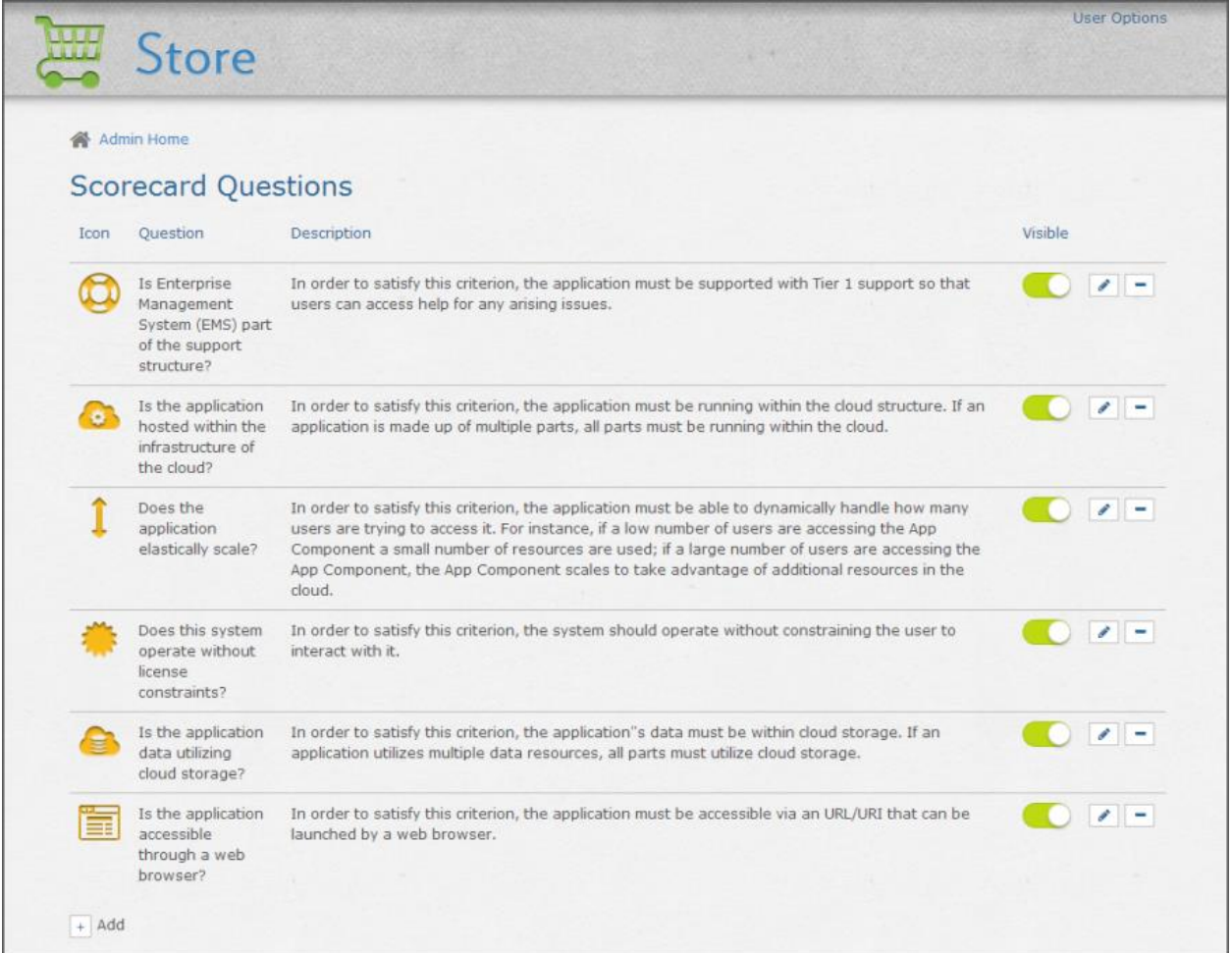
Scorecards identify how well listings meet assessment criteria as defined in each Store. Listings are assessed by the listing owner or an administrator who answer the Scorecard questions. The more Scorecard questions the listing answers "yes" to, the more the listing meets the Store's assessment criteria; a higher "score" does not necessarily indicate a "better" listing. The Store populates the Scorecard with six general questions; however, administrators can edit or delete the general questions as well as add new ones.

To use the Scorecard feature, an administrator must enable the Scorecard on the Application Configuration Page ([Scorecard Configuration](#)). The following sections describe how a Store administrator can manage the Scorecard questions. See sections [Editing Questions](#) and [Deleting Questions](#) describe how to add, edit and delete questions.

### 6.1 Accessing Scorecard Administration

To access the Scorecard Administration page, perform the following steps:

1. Open the drop-down User Menu, click Configuration Pages.
2. On the Configuration Page, click Application Configuration.
3. From the left-navigation click Scorecard, then click the "Manage Questions by clicking here" link. *Note: The "Manage Questions" link will only appear when the Scorecard Switch is On.*



The screenshot displays the 'Scorecard Questions' administration interface. At the top, there is a 'Store' header with a shopping cart icon and 'User Options'. Below this is a navigation bar with 'Admin Home'. The main section is titled 'Scorecard Questions' and contains a table with the following data:

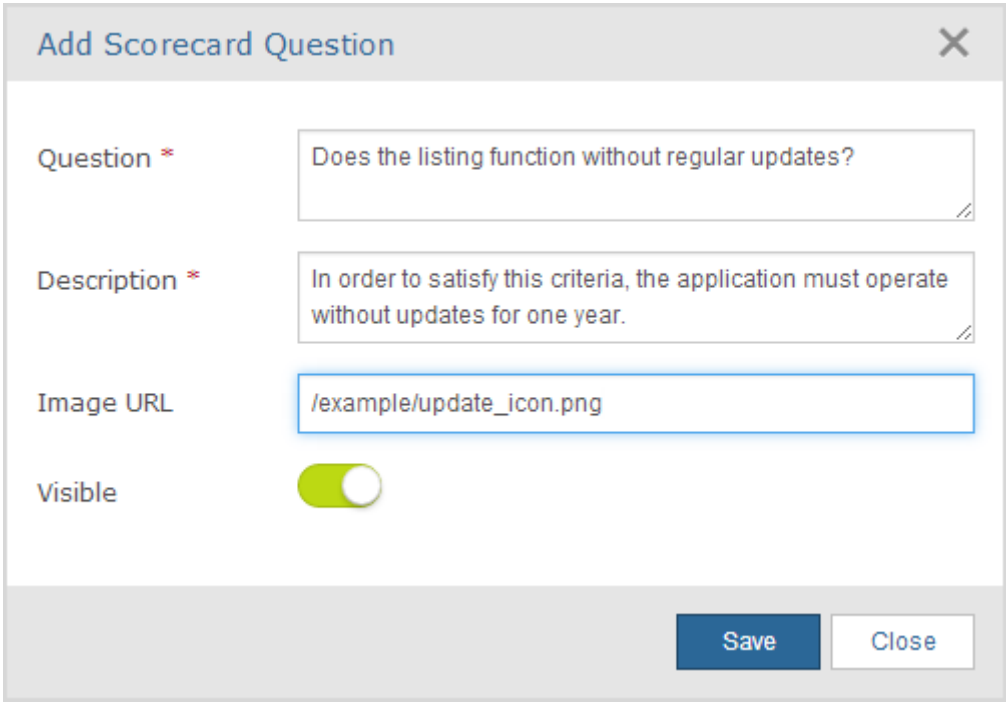
Icon	Question	Description	Visible
	Is Enterprise Management System (EMS) part of the support structure?	In order to satisfy this criterion, the application must be supported with Tier 1 support so that users can access help for any arising issues.	<input checked="" type="checkbox"/>
	Is the application hosted within the infrastructure of the cloud?	In order to satisfy this criterion, the application must be running within the cloud structure. If an application is made up of multiple parts, all parts must be running within the cloud.	<input checked="" type="checkbox"/>
	Does the application elastically scale?	In order to satisfy this criterion, the application must be able to dynamically handle how many users are trying to access it. For instance, if a low number of users are accessing the App Component a small number of resources are used; if a large number of users are accessing the App Component, the App Component scales to take advantage of additional resources in the cloud.	<input checked="" type="checkbox"/>
	Does this system operate without license constraints?	In order to satisfy this criterion, the system should operate without constraining the user to interact with it.	<input checked="" type="checkbox"/>
	Is the application data utilizing cloud storage?	In order to satisfy this criterion, the application's data must be within cloud storage. If an application utilizes multiple data resources, all parts must utilize cloud storage.	<input checked="" type="checkbox"/>
	Is the application accessible through a web browser?	In order to satisfy this criterion, the application must be accessible via an URL/URI that can be launched by a web browser.	<input checked="" type="checkbox"/>

At the bottom left of the table, there is a '+ Add' button.

**Figure 15: Scorecard Administration Page**

From this page you can add, edit or delete questions.

## 6.2 Add Scorecard Questions



The dialog window titled "Add Scorecard Question" contains the following fields and controls:

- Question \***: A text input field containing "Does the listing function without regular updates?"
- Description \***: A text input field containing "In order to satisfy this criteria, the application must operate without updates for one year."
- Image URL**: A text input field containing "/example/update\_icon.png"
- Visible**: A toggle switch that is currently turned on (green).
- Buttons**: "Save" and "Close" buttons at the bottom right.


**Figure 16: Scorecard Question Edit Dialog Window**

To add a question:

1. From the Scorecard Administration page, click **Add** at the bottom of the screen, this opens the Scorecard question Edit dialog window.
2. Type the new question in the Question field. *Note: Write the question in a way that queries a yes or no response.*
3. In the Description field, type a description that will appear under the question.
4. Add the address for an icon in the Image URL field if you want an icon to be associated with the question.
5. Click Save. The question will appear below the standard questions.

## 6.3 Editing Questions

To edit a question:

1. From the Scorecard Administration page, click  to change a question. The Scorecard question Edit dialog window will open.
2. Modify any of the fields.
3. Click Save (or Close to cancel).

## 6.4 Deleting Questions

To delete a question:

1. From the Scorecard Administration page, click



to delete a question.



2. A confirmation window appears, click OK to delete the question. It will be removed from the database permanently.

## 7 Connecting to Partner Stores

Stores can be configured to connect to other Stores and see listing results from those stores in their search results. To connect to Partner Stores, add them to the local Store's Partner Store Servers list. When a user performs a search in the local Store, "outside" listings from Partner Stores will appear below search results from the local Store. Find information about using Partner Stores in the User's Guide.

### 7.1 Interface: Partner Store Servers


The Partner Store Server Interface includes the following fields:

- **Name** – A required field used to identify the Partner Store.
- **URL** – A required field that displays the Web address used to locate the Partner Store. Use the following format: [\\*https://localhost:8080/context\\_name\\*](https://localhost:8080/context_name)
- **Timeout** – A required field that limits the time a system will wait for connectivity to the Partner Store before timing out.
- **Active** – A slider that identifies if the Partner Store is accessible to users. To activate or deactivate a store, you must edit it.
- **Icon** – This field displays the icon associated with the Partner Store. It defaults to a generic icon. To change the icon, click Browse and enter a different icon. *Note: The Browse button appears when the "Allow Image Upload" configuration is enabled. To enable/disable this feature or to adjust the allowable size of the image, see Image Configurations (Additional Configurations) accessible through the Application Configuration Interface (Application Configuration Interface).*
- 
  - Edits any of the fields listed in this section.
- 
  - Deletes the store.

If there is an error searching the Store, a red error message will appear in the search results window.

### 7.2 Adding Partner Stores

To add an Partner Store connection:

1. Expand the drop-down [Store] User Menu.
2. On the menu, click Configuration Pages.
3. Click Partner Stores.
4. A list of Partner Stores will appear. Click  to add a store.
5. Enter a name to identify the store in the Name field.
6. Enter the Store server's URL.
7. Enter a timeout value in milliseconds in the Timeout field, the field defaults to 30000 ms (5 seconds). *Note: If the Store does not contact a Partner Store within this amount of time, it will cancel the search request.*

8. Activate the store to include its listings in the search results, see section [Interface: Partner Store Server](#) for an explanation of the Active field.
9. To add an icon, click the Browse button and upload a new image. If you do not add an icon, a default one will appear after saving. *Note: If the store does not allow image uploads, this field will be deactivated.*
10. Click Save to add the connection to the Partner Store.

The screenshot shows a 'Create Partner Store' dialog box. It has a title bar with a close button (X). The form contains the following fields:

- Name \***: A text input field.
- URL \***: A text input field.
- Timeout (ms) \***: A text input field containing the value '30000'.
- Active**: A toggle switch that is currently turned on (green).
- Icon**: A text input field containing the placeholder text '24 x 24 icon representing the store' and a 'Browse' button.


At the bottom right of the dialog are two buttons: 'Save' and 'Close'.

**Figure 17: Entering Partner Store Information**

The newly added Partner Stores will appear in the list of servers. This creates a relationship between the Partner Store and the local store. However, it does **not** create a relationship between the Partner Store and OWF. To add listings from a Partner Store to your local OWF, an OWF administrator must add the Partner Store as an App Component in OWF. To add the Partner Store as an app component in OWF, see the instructions about adding app components in the OWF User's Guide.

## 7.3 Editing Partner Stores

To edit a Partner Store:

1. Expand the drop-down [Store] User Menu.
2. On the menu, click Configuration Pages.
3. Click Partner Stores.
4. A list of Partner Stores will appear. Click  to change a store's information.
5. Change the values of the field(s).
6. Click Save. The list of Partner Stores will again display.

## 7.4 Deactivating Partner Stores

To deactivate the inclusion of listings from a Partner Store without deleting it from the server list by marking the Partner Store as inactive:

1. Expand the drop-down [Store] User Menu.
2. On the menu, click Configuration Pages.
3. Click Partner Stores.
4. A list of Partner Stores will appear. Click



to change a store's information.

5. Deactivate the Partner Store by clicking the Active slider. It will change from green to gray.
6. Click Save. Listings from this deactivated Partner Store will not display in users' search results.

## 7.5 Deleting Partner Store

To permanently remove access to listings from Partner Stores, delete the Partner Store from the servers list:

1. Expand the drop-down [Store] User Menu.
2. On the menu, click Configuration Pages.
3. Click Partner Stores.
4. A list of Partner Stores will appear. Click



to permanently remove the store's information.

5. Click Save. The list of Partner Stores will again display.

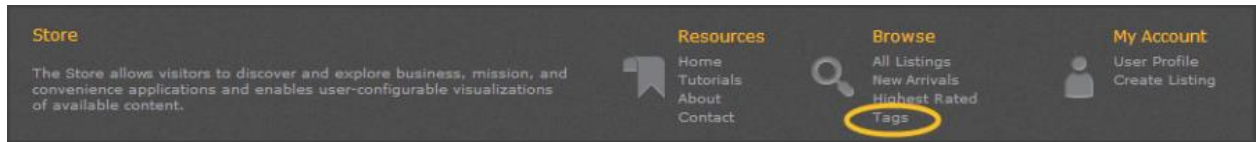


## 8 Deleting Tags

Users can add tags to any listing in the Store. Tags are user generated words that describe the listing. From the Store footer, administrators can delete tags from the system. When an administrator deletes a tag, it is removed from every listing that uses it.

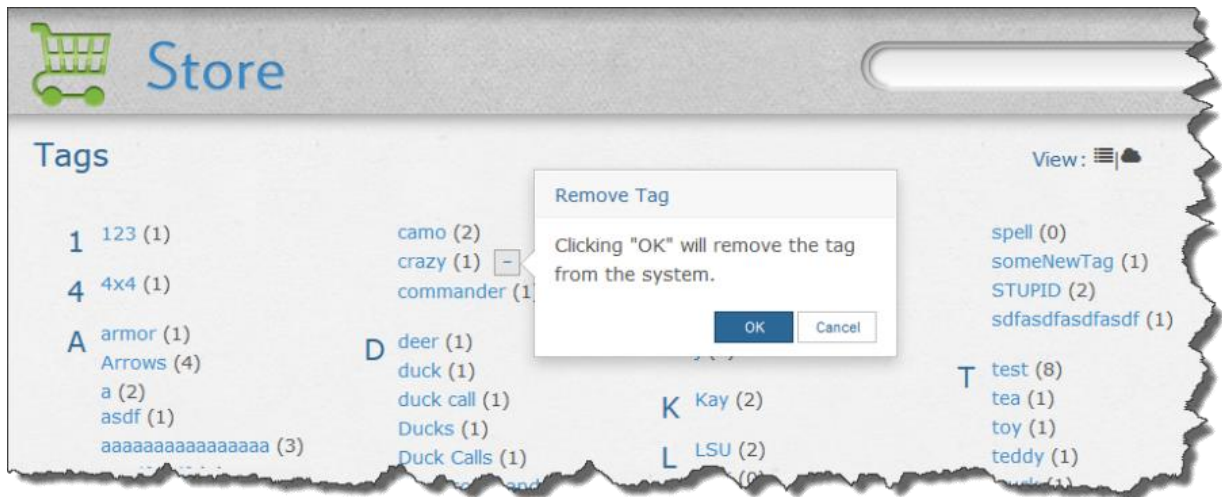
To delete a tag:

1. Click Tags in the Browse section of the Store Footer:



**Figure 18: Link to Tags Catalog Page**

1. From the Tags catalog page, hover over the tag you plan to delete. A minus sign appears to the right of the tag. Click the minus sign.
2. A warning message appears, click OK to remove the tag:

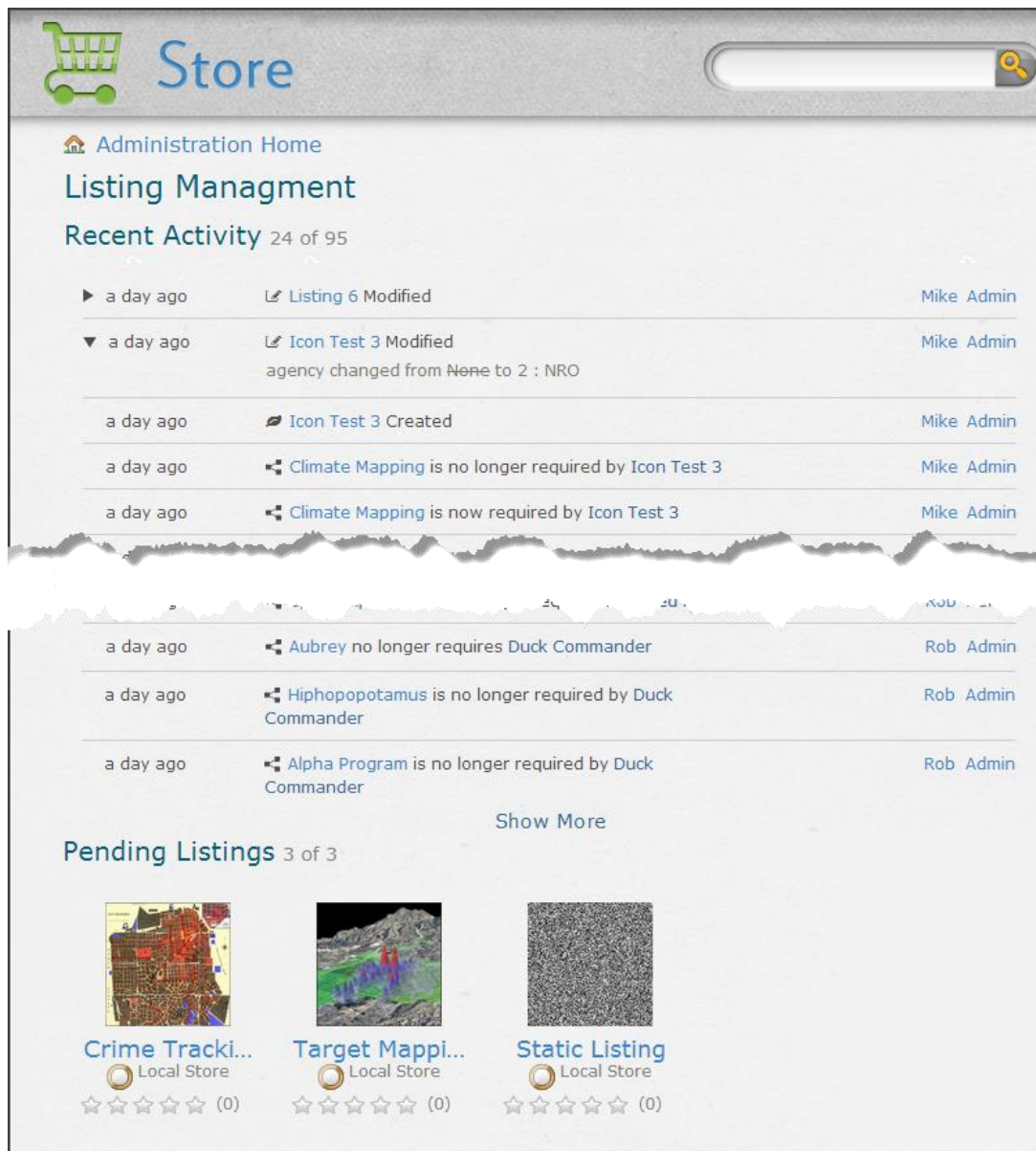


**Figure 19: Tag deletion Warning Message**

## 9 Overview

The Listing Management Page displays the last 24 changes to listings and up to 24 listings waiting for approval. To locate the page:

1. Expand the drop-down [Store] User Menu.
2. On the menu, click Configuration Pages.
3. Click Listing Management.



**Figure 20: Listing Management Page**

*Note: Administrators who enter the Store directly instead of signing in through OWF will see the Listing Management Page first. To return to the Discover Page, click the Store logo in the upper-left corner.*

## 9.1 Recent Activity

The Recent Activity pane occupies the top portion of the screen and presents the administrator with the last 24 changes to listings. To see older changes, click Show More.

The pane contains a timestamp identifying elapsed time since the change, the name of the listing, the action taken and the name of the user who changed the listing. The Store records the following actions:

- **Submitted** - The administrator or the author of a listing completed the listing page and clicked submit.
- **Rejected** – An administrator rejected a listing.
- **Modified** – The administrator or the author of a saved listing modified the listing.
- **Created** – A contributor created a listing.
- **Approved** – An administrator approved a listing.
- **Enabled** – An administrator or owner enables a listing.
- **Disabled** – An administrator or owner disables a listing.
- **Outside** – An administrator set a listing to Outside.
- **Inside** – An administrator set a listing to Inside.
- **Required** and **Required by** listings cause four notifications:
  - no longer requires
  - no longer required by
  - now requires
  - now required by
- **Tag** – When someone adds a tag or an administrator deletes a tag from a listing.
- **Review** – An administrator can edit or delete a review.

## 9.2 Items Pending Approval

The pending approval pane occupies the lower portion of the screen and presents the administrator with all the pending listings in their Store. These listings are sorted by their last updated date. The last 24 appear on the screen. If there are more than 24 Pending Listings, click Show More to see them.

To approve a listing, click it. The Listing's Quick View will open to the Admin tab. From there, an administrator can edit, copy, delete or disable (or enable) pending listings. For more information about approving a listing, see section [Approving and Rejecting Pending Listings](#).

## 10 Configuring Help Files

Administrators can house tutorial videos within their Store.

The page where videos are displayed uses HTML 5 video capabilities with a flash fall back and uses the browser's **.pdf** functionality to open PDFs in a new window.

To add a video, PDF or slideshow like a PowerPoint to the resources page, you'll need to do the following for each type of item:

- **Video:**
  - **videoName** A directory containing the following:
    - **videoName.png** (A poster or icon that will be shown in the player. The size of the **.png** should be 120 x 90 pixels.)
    - **videoName\_Large.png** (A larger format poster or icon that will be shown when the video is queued. The size of the png should be 456 x 319 pixels.)
    - **videoName.mp4**
    - **videoName.ogg**

*Note: Make sure there are **no spaces** in filenames or folder names. To make spacing appear in the user interface, use underscores in place of spaces in actual file names. For example, **Video\_Name.mp4** will appear as Video Name in the interface.*

*Note: While not required, **.webm**, **.ogv** and **.swf** versions of the videoName can be included in the directory.*

- **PDF**
  - **pdfName** A directory containing the following:
    - **pdfName.pdf**
- **Slideshows**
  - **slideshowName** A directory containing the following:
    - **slideshowName.ppt**

The main directory (**videoName**) should be placed in the exploded **\webapps\marketplace\media** media folder.

Once that has been done, the **MediaDescriptor.txt** file needs to have an entry made for each video, PDF or slideshow. It's critical to use the following format:

**mediaName**;**mediaType**(Novice, Expert, Guide or Slideshow); **mediaLength**(pages or time); **mediaDescription**

- **mediaName** - The file name of your choosing: **sampleVideo**
- **mediaType** – The level of the video: **Novice**
- **mediaLength** – The duration of the video **3:09**
- **mediaDescription** – A written description: **This is a tutorial video.**

The resulting addition to the **MediaDescriptor.txt** file would read as follows:  
**sampleVideo; Novice; 3:09; This is a tutorial video.**

*Note: File and folder names cannot contain spaces. To make spacing appear in the user interface, use underscores in place of spaces in actual file names. None of the media items*

*should contain a semi-colon ( 😊 ). This will cause issues as it is being used as the delimiter.*

## 11 Store Configuration

To configure a Store's reference data, click the configuration link which is located in the drop-down user menu on the right side of the banner. The configuration link takes you to the starting page where an administrator can customize the reference data used in the local Store.

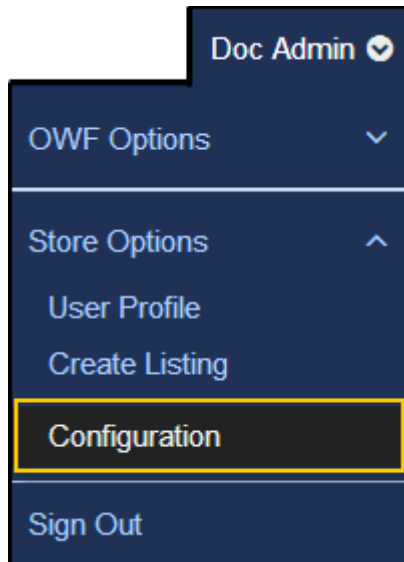
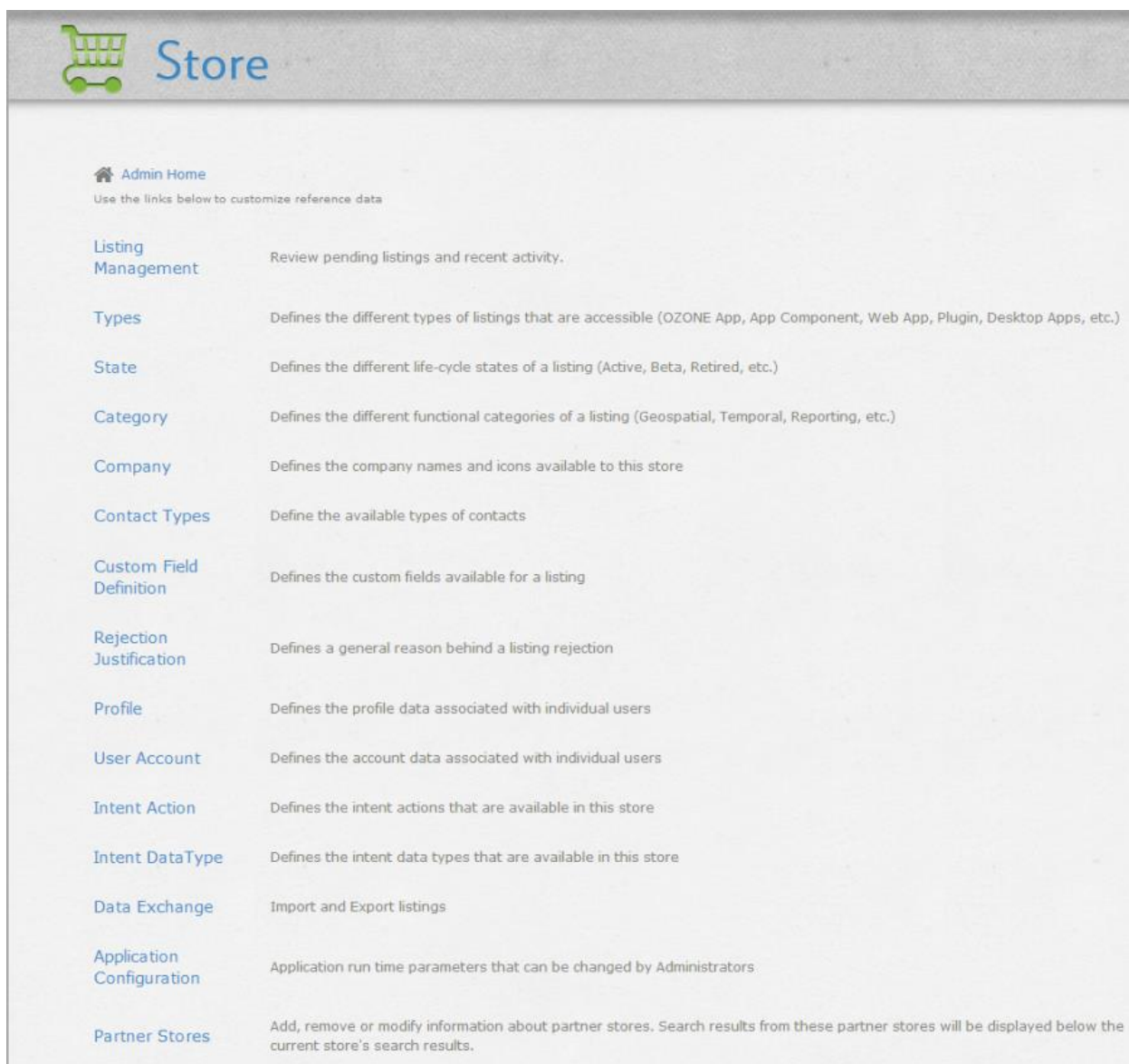


Figure 21: Drop-down User Menu - Configuration

### 11.1 Administration Interface

The administrative interface provides persistent storage for the information inside the Store, such as listing types, states, categories and custom field definition. The complete list can be seen below in [Figure 22: Administration Configuration Interface](#). Detailed information about this interface can be found in subsequent sections.



**Figure 22: Administration Configuration Interface**

- **Listing Management**—Displays a list of recent changes to all listings and items waiting for approval.
- **Types**—Defines the technological classes that are available to create listings (OZONE Apps, App Components, Web Apps, plugins, desktop applications, etc.). This section allows an administrator to view, create, update, and delete listing types.
- **State**—Defines the different life-cycle options available for a particular listing (active, beta, etc.). This section allows an administrator to view, create, update, and delete listing states.
- **Category**—Defines the different functional classes of a listing (geospatial, temporal, reporting, etc.). This section allows an administrator to view, create, update, and delete listing categories.
- **Company**— Allows an administrator to view and add company names and icons available in the Store.
- **Contact Types**—Allows administrators to identify a designated person or organization and provide an e-mail and phone number for them.



- **Custom Field Definition**—Allows an administrator to define additional fields to a particular listing type. Additionally, if present, the filled-in custom field definition will be visible to all viewers of a listing. From the administrative interface, an administrator can view, create, update, and delete custom fields.
- **Rejection Justification**—Allows an administrator to view, create, update, and delete rejection justifications, which appear in a drop-down when an administrator rejects a listing.
- **Profile**—Defines the profile data which is associated with individual users.
- **User Account**—A constantly updating field that displays user name and last sign-in date.
- **Intent Action**—Defines the intent actions that are available in the store.
- **Intent DataType**—Defines the intent data types that are available in the store.
- **Data Exchange**—Add listings from other stores or locations to this store or download listing from this store to the computer's downloads folder or a predetermined location.
- **Application Configuration**—Customizable fields including icons, banner text and run time parameters.
- **Partner Stores**—A list of other stores. When connected, users can search and add listings from Partner Stores.

Each category of reference data on the administration interface (types, categories, states, etc..) has four types of auditing criteria that are always recorded:

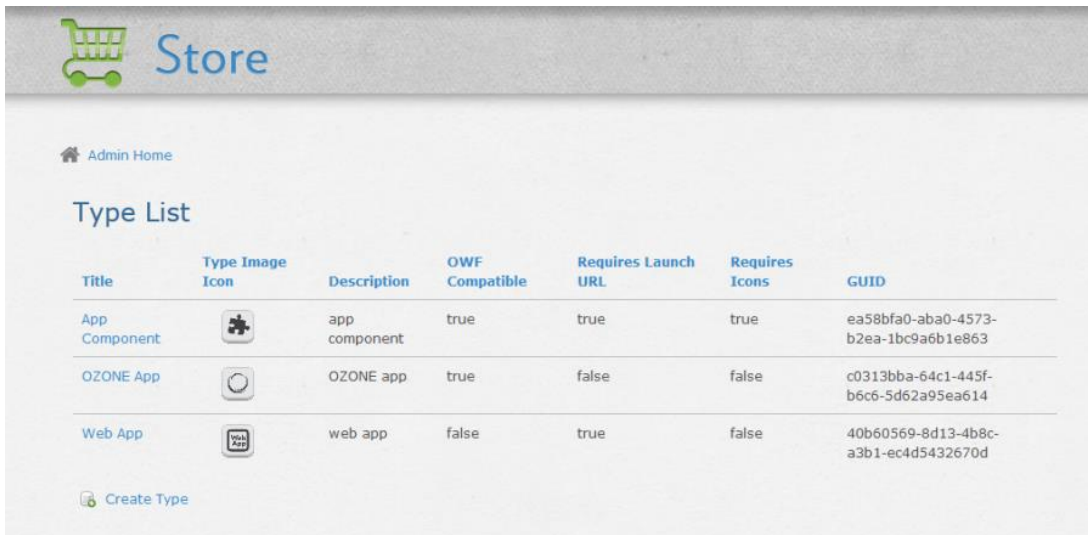
- **Created** – Shows the date when the information was created.
- **Created By** – Shows the user (or defaults to "System") who created the information.
- **Last Edited** – Shows the date when the information was last edited.
- **Last Edited By** – Shows the user (or defaults to "System") who updated the information.

You can always return to the Administration Configuration Interface by clicking the Admin Home link that appears at the top of every Administration Configuration page.




### 11.1.1 Listing Management

Listing Management displays the last 24 changes to all listings displays at the top of the page. The lower portion of the page displays the most recent 24 listings pending approval. To see additional Pending Listings or Recent Activity, click Show More. For more information on each section see [Recent Activity](#) and [Items Pending Approval](#).

### 11.1.2 Types



The screenshot shows the 'Store' administration interface. At the top is a shopping cart icon and the word 'Store'. Below it is a navigation bar with 'Admin Home'. The main section is titled 'Type List' and contains a table with the following data:

Title	Type Image Icon	Description	OWF Compatible	Requires Launch URL	Requires Icons	GUID
App Component		app component	true	true	true	ea58bfa0-aba0-4573-b2ea-1bc9a6b1e863
OZONE App		OZONE app	true	false	false	c0313bba-64c1-445f-b6c6-5d62a95ea614
Web App		web app	false	true	false	40b60569-8d13-4b8c-a3b1-ec4d5432670d

At the bottom of the table is a 'Create Type' button with a plus icon.

**Figure 23: Type List**

The type list allows an administrator to create, edit or delete any Store type. A type can best be considered the technological class of a listing, such as plugin, desktop app, etc. By default, the Store includes the following types: OZONE App, App Component and Web App. Administrators cannot edit or delete OZONE Apps or App Components. Administrators can create, edit or delete other types. Once created, the type will be immediately assigned a GUID and be made available for any new listing that gets created or edited.

- **Create Type** — Allows an administrator to create new types by using the dialog box below:

**Figure 24: Create Type Dialog**

- **Type List** – Returns to the Type list ([Figure 23](#)).
- **Title** – The common name of the type (e.g., OZONE App, App Component, plugin, Web App,) as it will appear for selection when a new listing is being entered.
- **Description** – Allows an administrator to use up to 250 characters to describe the newly created type.
- **OWF Compatible** – Defines whether the type is compatible with the OZONE. To add a listing to OWF, it must be approved, enabled and the listing Type must be OWF compatible. To make an item compatible with OWF, check the OWF compatible box.
- **Requires Launch URL** – Dictates whether the listing will require a launch URL during its creation.
- **Requires Icons** –When viewing a listing in either the short or quick view, the large icon (where applicable) will be used as the listing image.
- **Type Image Icon** – If the system allows image uploads, use this button to associate a specific image with the type. For more information, see section [Applying Type Image Icons](#). If the system does not allow image uploads, the Browse button will not appear. To change this setting, use the Allow Image Upload setting described in section [Additional Configurations](#).



*Note: Maximum image size is dictated by the value set by an administrator in the Additional Configuration setting (section 12.3: Additional Configurations). If an uploaded image exceeds that file size, a generic "Failed to update" error will be returned.*



– Allows a user to create and add the type, or to cancel it. Creating the type will save it to the database and make it available immediately. Clicking cancel will void the type which was being created.

Clicking one of the hyperlinked titles in the type list will open the view type page, shown below. The dialog contains all the details entered when the type was created. From the dialog, an administrator can edit the type details, delete the type entirely, or create a new type.

*Note: If an administrator attempts to delete a type using the delete button, the Store will block the deletion if the type is used in any listing, regardless of its approval status. For example, all plugin listings in the Store must be deleted before the overall type can be deleted. Also, administrators cannot edit or delete OZONE App or App Component types.*

- **Delete** – Deletes the selected type - see the note above for important details about type deletion.
- **Edit type** – Launches the edit type dialog shown below:

The edit type dialog allows an administrator to change every element of a particular type. Every field that was present during type creation is available during type editing.

#### 11.1.2.1 Distinctions Between Types

When creating a new Type, the OWF Compatible and Requires Launch URL fields will cause listings to function differently from the Listing Quick View. This section explains those differences:

- If the Type enables OWF Compatible and Requires Launch URL, the Listing Quick View will have an Add button. When a user clicks Add, a copy of these types of listings will be added to their OWF App Components window.
- If the Type enables OWF Compatible and disables Requires Launch URL, the Listing Quick View will NOT have a Start or Add button.
- If the Type disables OWF Compatible and enables Requires Launch URL, the Listing Quick View will have a Start button. When a user clicks Start, these types of listing can open in a new browser tab.

#### 11.1.2.2 Applying Type Image Icons

In the Type Image Icon field, click the **Browse** button to select the specific image that will be associated with the type.

Once selected, the path and name of the image will appear in the type image icon page. Once saved, the image will be associated with the type. When editing a previously saved type image icon, there are three options available to the administrator:

- **Preview** – When clicked, a preview window will spawn showing a large-scale version of the image.

*Note: Because images scale down significantly better than they scale up, the Store development team recommends image sizes of approximately 240 x 240 pixels. This will help ensure that when previewing images, they maintain their visual integrity.*

- **Change** – Allows the administrator to return to the browse dialog, where they can upload a different image. In the event that the icon isn't going to be changed, click the "no change" button.

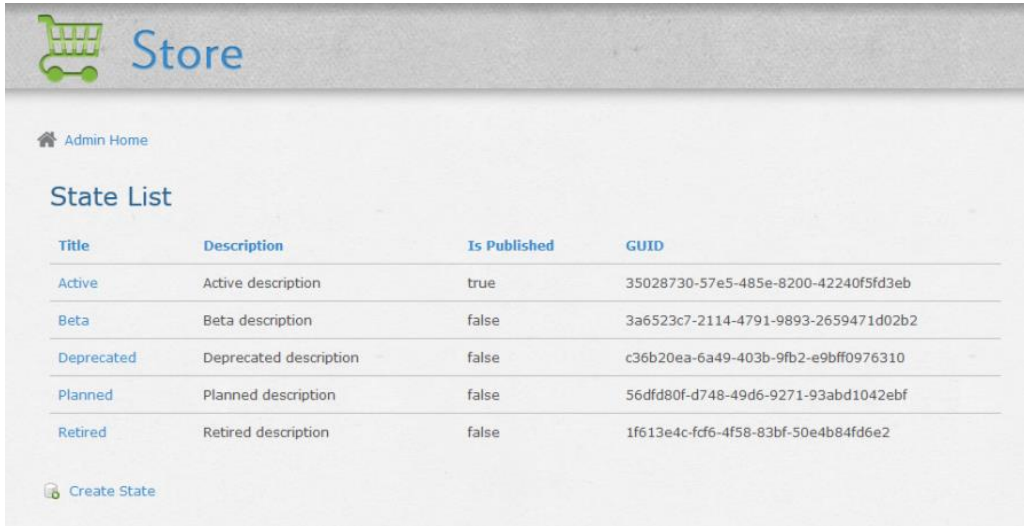
- **Delete** – Allows an administrator to remove an associated type image icon without having to replace it with another image.

#### 11.1.2.2.1 Image Hierarchy

The images which show up in a particular listing (on the Quick View, for example) are based on an image hierarchy:

- When creating or editing a listing, a user may have the option of entering URLs for a large or small icon. If entered, the large image will accompany the listing.
- If a user chooses not to enter a URL for a large or small icon and an administrator has added a type image icon for that type of listing being entered, as mentioned in section [Applying Type Image Icons](#), the type image icon will accompany the listing.
- If a user chooses not to enter a URL for a large or small icon and no type image icon is uploaded for that type of listing being entered, the default type image icon will accompany the listing.

### 11.1.3 State



Title	Description	Is Published	GUID
Active	Active description	true	35028730-57e5-485e-8200-42240f5fd3eb
Beta	Beta description	false	3a6523c7-2114-4791-9893-2659471d02b2
Deprecated	Deprecated description	false	c36b20ea-6a49-403b-9fb2-e9bff0976310
Planned	Planned description	false	56dfd80f-d748-49d6-9271-93abd1042ebf
Retired	Retired description	false	1f613e4c-fd6-4f58-83bf-50e4b84fd6e2

**Figure 25: State List**

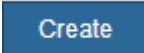
The state list contains a summary of all possible listing states, their description, and whether or not the state allows for interactive functionality (the launch button that appears when viewing a listing). The state can best be described as the lifecycle of the software which is being listed. Once created and saved, a state will be assigned a GUID and be immediately available for listings.

- **Create State** – Allows an administrator to create a new state by using the dialog box below:

The screenshot shows a web interface for creating a new state. At the top, there's a header with a green shopping cart icon and the word 'Store' in blue. Below the header, there are two links: 'Admin Home' and 'State List'. The main heading is 'Create State'. There are three input fields: 'Title' with a red asterisk, 'Description' with a '(250 characters remaining)' note, and 'Is Published' with a toggle switch. At the bottom, there are two buttons: 'Create' and 'Cancel'.

**Figure 26: Create State Dialog**

- **Admin Home** – Returns to the list of Configuration Pages.
- **State List** – Returns the user to overall state list.
- **Title** – Names and defines the different lifecycle statuses of a particular listing.
- **Description** – Allows an administrator to use up to 250 characters to describe the new state.
- **Is Published** – Designates that an approved listing will appear in the Store with a launch button. If left disabled, an administrator will still be able to approve a listing, however, it will not be able to be launched. This flag needs to be checked in order for the listings assigned to the state to appear in OWF.

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– Allows a user to create and add the state, or to cancel the create operation. Creating the state will save it to the database and make it immediately available for use.

Clicking on one of the titles in the state list will open the view state window. From here, an administrator can edit the state details or delete the state entirely.

*Note: When deleting a state via the delete button, the Store will block the deletion if the state is used in any listing, regardless of its approval status. For example, all Beta listings in the store must be deleted before the overall state can be deleted.*

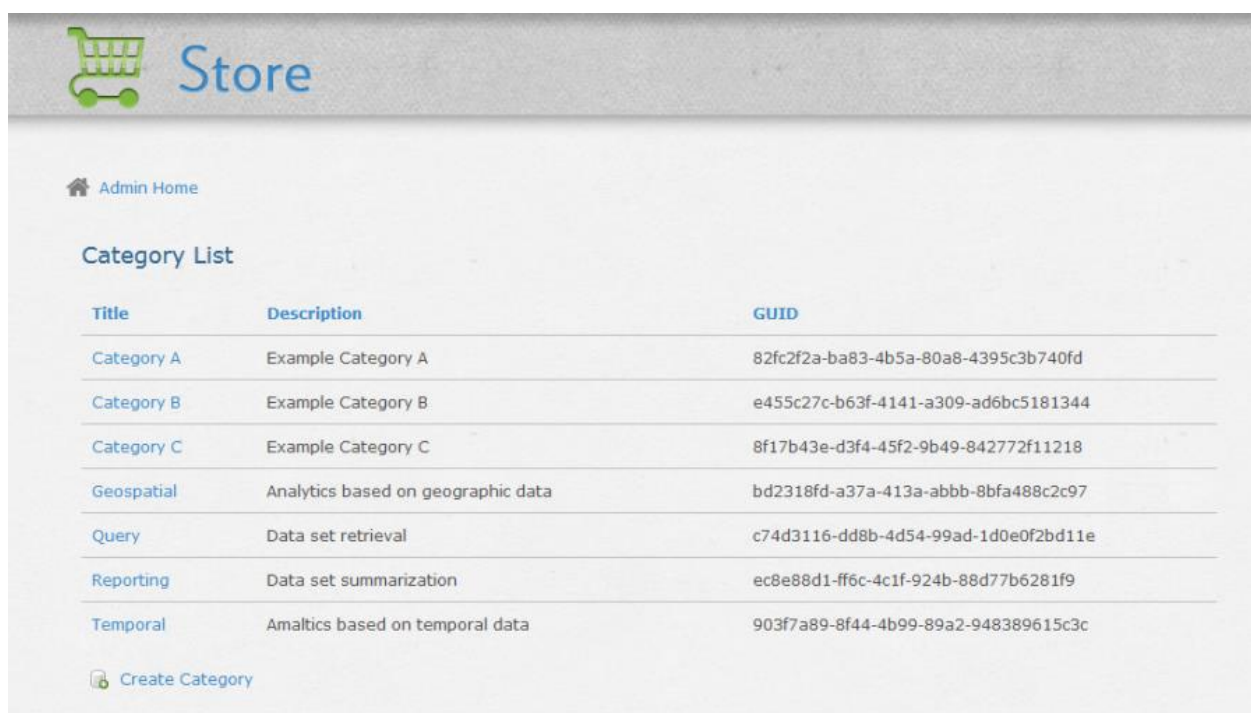
- **Edit State** – Launches the edit state dialog.

The edit state dialog allows an administrator to change every element of a particular state. Every field that was present during state creation is available during state editing.

*Note: When a change is made to any field in the state dialog, those fields instantly change for all store listings. Accordingly, be mindful of times when a new state rather than an edit to a current state is in order.*

- **Delete** – Will delete the state in question. See the note above for important information on state deletion.

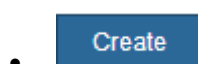
### 11.1.4 Category



**Figure 27: Category List**

The category list contains all the information and tools to create, edit or delete Store categories. A category helps to define an overall aspect or *specialty* of a set of listings, such as geospatial, reporting, temporal, etc. It can be used to filter. Once created, the category will be assigned a GUID (not shown in image) and be available for both new and existing listings.

- **Create Category** – Allows an administrator to create new categories.
- **Admin Home** – Returns to the list of Configuration Pages.
- **Category List** – Returns the user to the main category list.
- **Title** – The value (geospatial, query, reporting, etc.) that will appear for selection when a user is entering or editing a new listing.
- **Description** – Allows an administrator to use up to 250 characters to describe the category.



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– Allows a user to create a category, or to cancel out of the creation. Creating the category will save it to the database and make it immediately available for use.

Clicking on a hyperlinked title in the category list will open the view category dialog, shown below. From the dialog, an administrator can edit the category or delete the category entirely.

*Note: Refer to the bullet about deletion for a further explanation about deleting categories that are in use.*

- **Edit Category** – Launches the edit category page. The edit category page allows an administrator to change every element of a particular category. Every field that was present during category creation is available during category editing.

*NOTE: When a change is made to any field in the category page, those fields instantly change in all listings. Accordingly, be mindful of times when a new category rather than an edit to a current category is in order.*

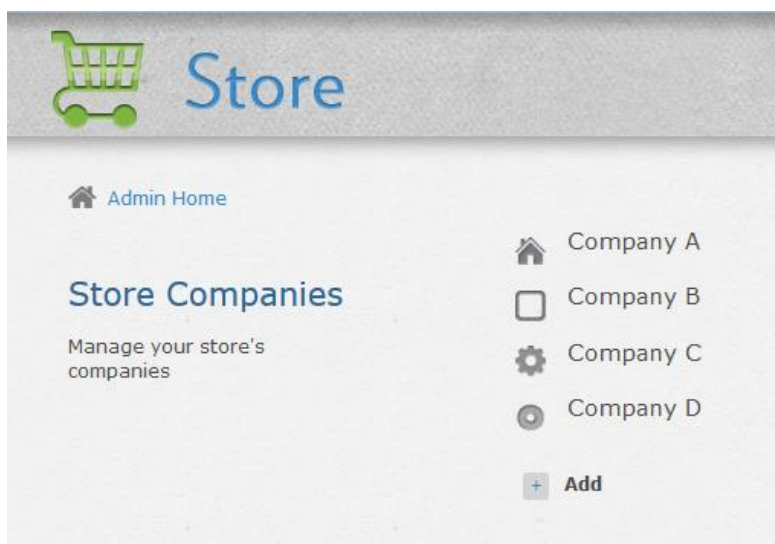
- **Delete** – Will delete the category in question. Please note, when deleting a category via the delete button, the Store will block the deletion if the category is used in any listing, regardless of its approval status. For example, all geospatial listings in the Store must be deleted before the geospatial category can be deleted.

#### 11.1.4.1 Editing a Category

Use the following instructions to change the title or description of a category:

1. From the drop-down User Menu, click Configuration Pages.
2. Click Category.
3. Click the Title of the category you want to change.
4. Click Edit Category and then change the text.
5. Click Save, the change will propagate through the system.

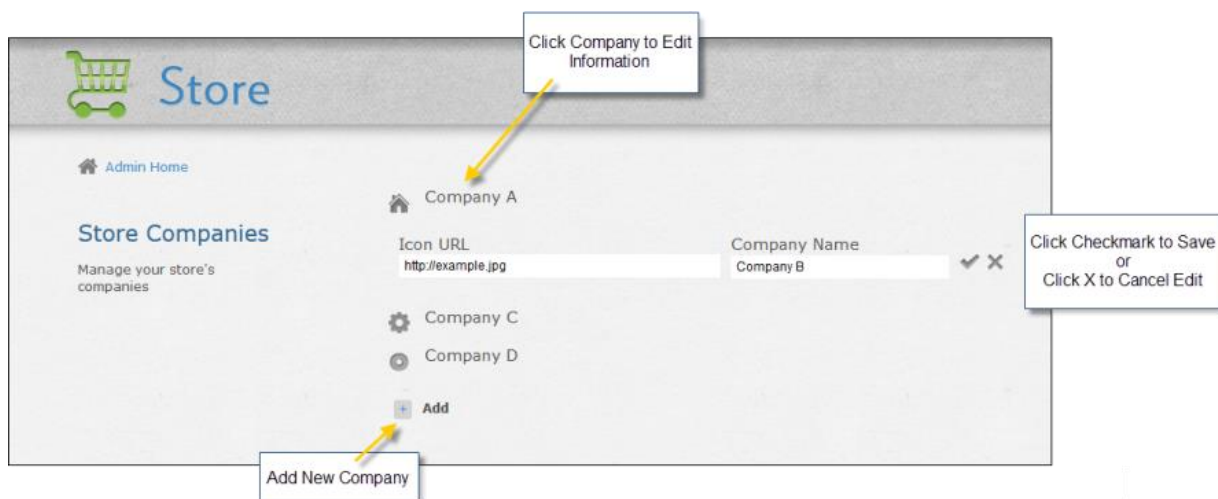
### 11.1.5 Company



**Figure 28: Company List**

The Company List allows administrators to add or view company associations that are available in the Store. These associations can be used to identify from where listings in the Store came and which organization is responsible for them. The company icon and name appear under each listing title in the Short Listing View on the Discovery and Search Results pages.

- To edit a company name or its icon URL, click on it.
- Click the Add button to add another company association.



**Figure 29: Editing Icon URL and Company Name**

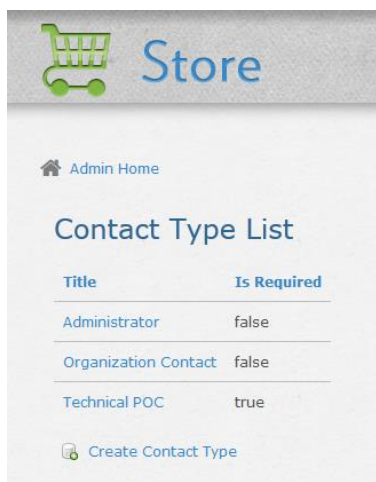
After clicking Add or clicking an existing company, the following fields are editable:

**Icon URL:** The address for the icon associated with the company. The icon will identify the company when it is associated with a listing.

**Company Name:** The title of the company as it will appear in a listing. The name must be unique.

*Note: There is no way to remove a company after adding it to the system.*

### 11.1.6 Contact Types



**Figure 30: Contact Type List**

The Contact Type allows administrators to create, edit or delete fields that identify designated contact people or organizations and their emails or phone numbers. If the field is required, it will automatically appear on the Create/Edit Form. If it is optional, users click the + sign to add it on the Create/Edit Form.

If a Contact Type is deleted from the Contact Type List, it and **its contents will be removed from every listing** in the system.

All Contact Type titles must be unique and NOT include commas. If you create a Contact Type field that uses the same name as another field, these rules apply on the Listing Quick View Details tab:

- The system **recognizes Custom Field** contactPoc and **ignores Contact Type** contactPoc.
- The system **recognizes Contact Type Field Name** owners and **ignores Default Field Name** owners.



Contact Types appear on the Quick View Details tab under the Store References heading where only administrators see it. If an administrator moves the field under the Specifications heading it becomes visible to all users. To make a Contact Type visible to all users, add its exact Title to the Quick view field order field on the Additional Configurations page in the Configuration Pages as described in section [Changing fields on the Details tab](#).

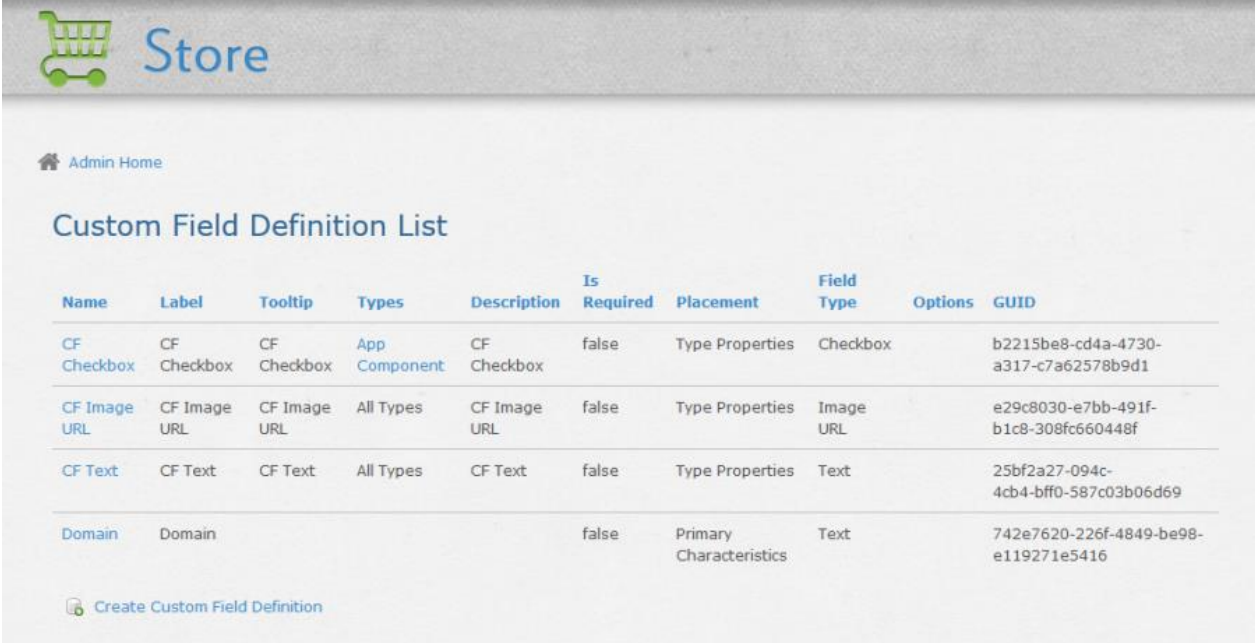
- **Contact Type List** – Returns the user to the list of all Contact Types in the system.
- **Title** – The value (Optional POC, internal contact, etc.) that appears on the Listing Create/Edit Form. Do not use commas.
- **Create Contact Type** – Allows an administrator to create new Contact Types.
- **Is Required** – Toggle switch that appears on the Create Contact Type form. Enabling this feature makes this Contact Type required for all listing types.

Create

Cancel

– Allows a user to create a Contact Type, or to cancel the creation. Creating the category will save it to the database and make it immediately available for use.

### 11.1.7 Custom Field Definition



Name	Label	Tooltip	Types	Description	Is Required	Placement	Field Type	Options	GUID
CF Checkbox	CF Checkbox	CF Checkbox	App Component	CF Checkbox	false	Type Properties	Checkbox		b2215be8-cd4a-4730-a317-c7a62578b9d1
CF Image URL	CF Image URL	CF Image URL	All Types	CF Image URL	false	Type Properties	Image URL		e29c8030-e7bb-491f-b1c8-308fc660448f
CF Text	CF Text	CF Text	All Types	CF Text	false	Type Properties	Text		25bf2a27-094c-4cb4-bff0-587c03b06d69
Domain	Domain				false	Primary Characteristics	Text		742e7620-226f-4849-be98-e119271e5416

Create Custom Field Definition

**Figure 31: Custom Field Definition List**

The custom field definition list contains the tools and information needed to create, edit, or delete custom fields. A custom field can be used for any additional information that an administrator may want to include as a standard field on the create listings form. Each listing can have multiple custom fields and each custom field can be assigned to multiple listing types. Once saved, a GUID will be assigned to the custom field definition and it will be available for use.

The following section describes each field in the custom field entry form:

- **Admin Home** – Returns to the list of Configuration Pages.

- **Create Custom Field Definition** – Allows an administrator to create new custom field definition.
- **Custom Field Definition List** – Returns the user to the main custom field definition list.
- **Name** – The simple name of the custom field definition. While the label appears in individual listings of the associated type, the name does not appear in a listing, or during listing creation. It only serves as a naming convention on the custom field definition list.
- **Label** – The name of custom field as shown to the user.
- **Tooltip** – The text the user will see when the cursor hovers over the label of the custom field.
- **All Types** – If checked, the custom field will appear in the listing form for every listing type, this includes any future type that may be created.
- **Types** – Defines the types that will be associated with the custom field. Multiple types can be selected by holding down the CTRL key while selecting individual types with the mouse.
- **Placement** – Defines where on the create/edit listing page the custom field will appear, choices include:
  - **Primary Characteristics** – Basic (usually mandatory) information such as name, type, description, etc.
  - **Technical Properties** – URLs that point to installation, documentation and screenshots.
  - **Type Properties** – Fields that only appear on the create/edit listing page for specific types.
  - **Store References** – If an OWF or a Store instance is being paired with a Partner Store, ownership information including owner name, technical POC, organization, and explanations of requirements and dependencies can be provided.
- **Field Type** – Determines if data will be entered/displayed as text, a drop-down choice, an image URL or a checkbox.
  - **Text** – When selected, the custom field will appear as a standard text field. It allows a user to enter one line of text (about 250-characters).
  - **Text area** – When selected, the custom field will appear as a standard text field that allows a user to enter several lines of text (about 4,000-characters).
  - **Image URL** – When selected, the custom field will appear as a URL with a preview link that allows users to review an attached image.
  - **Checkbox** – When selected, the custom field appears as a checkbox.
  - **Drop-down** – When selected, a drop-down interface will appear and allow for the creation of options for a drop-down custom field definition.
    - **Allow Multiple Selections** – Check this box to allow the user to select more than one option for the custom field. If left unchecked, the custom field drop-down will only allow one options to be selected.
    - **Add Option** – Adds text from the options field to the overall list of drop-down options. For example, in the image above, when add option is clicked, the variable "Peach" will be added to the list containing "Apple" and "Lemon."
    - **Edit** – Allows an administrator to change text in a drop-down item.
    - **Up and Down** – Allow an administrator to re-order the list of drop-down items.
    - **Delete** – Allows an administrator to delete an item from the drop-down list.
- **Description** – Allows an administrator to use up to 250 characters to describe the custom field.



- **Is Required** – Allows an administrator to mandate an entry in the field. If a required custom field is added to an existing listing, entries made before that listing required the custom field will continue to function without the required custom field data. However, if the pre-existing entry is edited, it will then require the inclusion of data in the new custom field.

Create

Cancel

– Create allows the user to save the creation of the custom field definition and cancel allows the user to cancel the operation.

Clicking on a hyperlinked title in the custom field definition list will open the view custom field definition page, shown below. From this page, an administrator can edit, disable or delete the custom field definition.

- **Delete** – Will delete the custom field in question. However if the custom field is associated with any listings, it cannot be deleted. Please note, when deleting a custom field via the delete button, the Store will block the deletion if the custom field is used in any listing, regardless of its approval status.
- **Edit Custom Field Definition** – Launches the edit custom field definition.

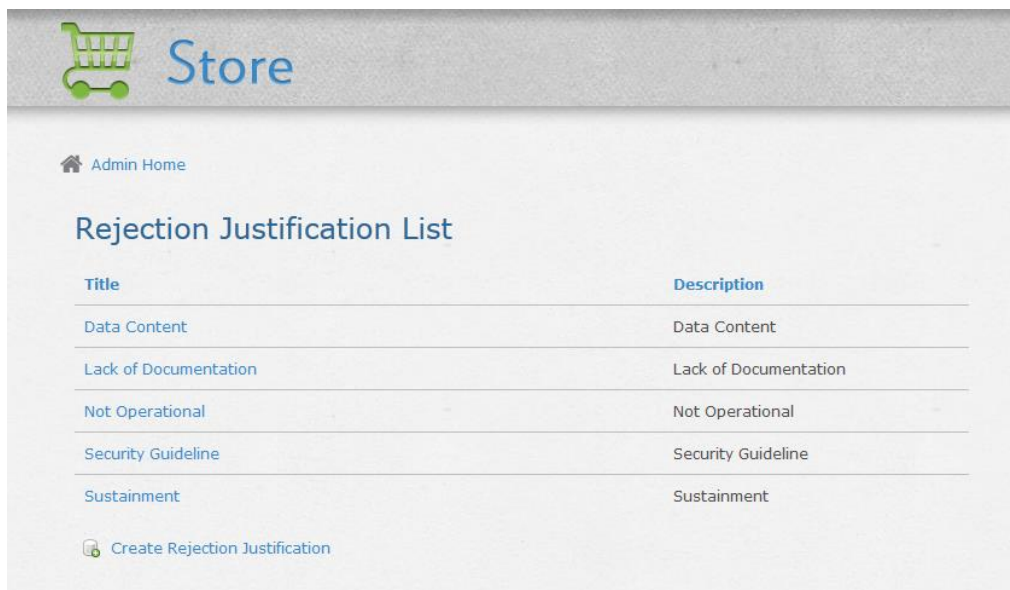
The edit custom field definition page allows an administrator to edit a particular custom field definition. In addition to every field that was present during custom field definition creation, the following is available during editing:

- **Disable** – Allows an administrator to disable or enable an entry from a drop-down list. Disabling a drop-down option does not remove it from custom fields which are already in place nor does it delete or transfer existing data. It does, however, make the disabled option(s) unavailable for new listings. Once an item is disabled, its appearance will change dependent on your browser, as shown below:
- **Enable** – Allows an administrator to reactivate a disabled list item which includes it as a selection option for future entries in the drop-down list. To enable a disabled list item, highlight the disabled item, then click enable. The item's appearance will change to active, as shown below.

*NOTE: When a change is made to any field in the custom field definition dialog, those fields instantly change in all listings where the fields are present.*

- **Save or Cancel** – Allows an administrator to save any changes made to custom field definitions. Once saved, custom fields become available for all listings. Any previously approved listing will have the custom field added but it will be empty until an administrator edits the listing to enter data into the custom field. If cancelled, the page will close and no changes will be saved.

### 11.1.8 Rejection Justification

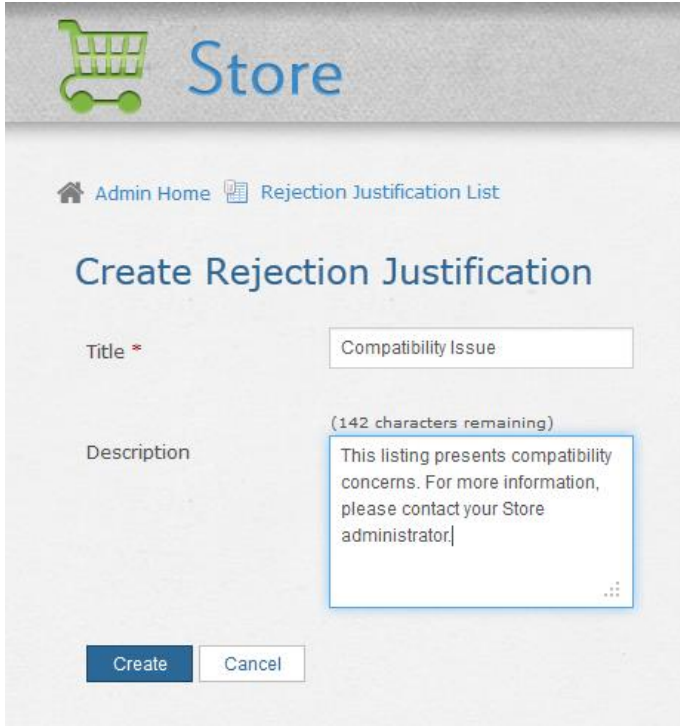


**Figure 32: Rejection Justification Dialog**

One can easily view, create, update, and delete rejection justifications, which will appear in a page when an administrator rejects a listing. The Store ships with the following default rejection justifications:

- Data Content
- Lack of Documentation
- Not Operational
- Security Guideline
- Sustainment

The create rejection justification link takes an administrator to the create rejection justification dialog.



The screenshot shows a web interface for a store administrator. At the top, there is a shopping cart icon and the word 'Store'. Below this, there are navigation links: 'Admin Home' and 'Rejection Justification List'. The main heading is 'Create Rejection Justification'. There are two input fields: 'Title' with a red asterisk and a text box containing 'Compatibility Issue'; and 'Description' with a text box containing '(142 characters remaining)' and 'This listing presents compatibility concerns. For more information, please contact your Store administrator'. At the bottom, there are two buttons: 'Create' (blue) and 'Cancel' (white).

**Figure 33: Create Rejection Justification Dialog**

- **Title** – The simple name of the rejection justification. The name will appear in the drop-down list when an administrator chooses a rejection justification.
- **Description** – Allows an administrator to use up to 250 characters to describe the rejection justification.

**Create**

**Cancel**

– Create allows the user to save the creation of the rejection justification and cancel allows the user to cancel out of the operation.

Clicking on a hyperlinked title in the rejection justification list will open the view rejection justification page.

Clicking on any of the rejection justifications will show all the details for that particular justification. From the page, an administrator can delete the rejection justification by clicking the delete button, or edit it by clicking edit rejection justification.

*Note: When deleting a rejection justification, the Store will block the deletion if the justification is currently in use. All listings which contain the justification that is to be deleted must be removed from the Store before the rejection justification can be deleted.*

- **Edit Rejection Justification** – Launches the edit rejection justification page.

The edit rejection justification page allows an administrator to edit a particular rejection justification's title and description.

- **Save and Cancel** – Allow an administrator to save any changes made to rejection justification. Once saved, the rejection justification becomes available for use. If cancelled, the dialog will close and no changes will be saved.

## 11.1.9 Profile



The screenshot shows the 'Store' Admin Home page. At the top is a shopping cart icon and the word 'Store'. Below it is a link to 'Admin Home'. The main section is titled 'Profile List' and contains a table with the following data:

Username	Display Name	Email	Profile	GUID	External System URI	External Id	External View URL	External Edit URL
System	System			6df6add3-6967-42ae-aeaa-e8cc37594e26				
testAdmin1	Test Administrator 1	testadmin1@nowhere.com		01096f72-19aa-4121-a5de-3b87fa0ec2c7				

**Figure 34: Profile List**

The profile list contains a list of all the user profiles within a specific Store. In addition to a GUID which is added when the profile is saved, the profile contains the following data which also appears to users viewing either contributor profiles, or listings:

- **Username** – The unique identifier of a specific user, for example a user named "John Smith" may have the username "jsmith1".
- **Created** – The date when the profile was created on the system.
- **Created By** – Identifies who created the profile.
- **Last Edited** – The date of the most recent changes to the profile.
- **Last Edited By** – Identifies who last modified the profile.
- **Display Name** – The name of the user as it appears throughout the store.
- **Email** – The email address of a user.
- **Profile** – A description that is entered by the user or administrator.
- **External System URI** – the Store has the ability to incorporate data from external systems. If the profile was entered from an external system, this field tells the name of the system where the profile was created.
- **External ID\*** – The unique identifier from the external system for the user who owns this profile.
- **External View URL\*** – The link to the page for the external system that provided the information about this user.
- **External Edit URL\*** – The location from where the profile can be edited.

*\* These fields are only populated when the profile is an external profile.*

*Note: Administrators cannot change external data.*

When a hyperlinked name is clicked from the profile list, the view profile page will launch.

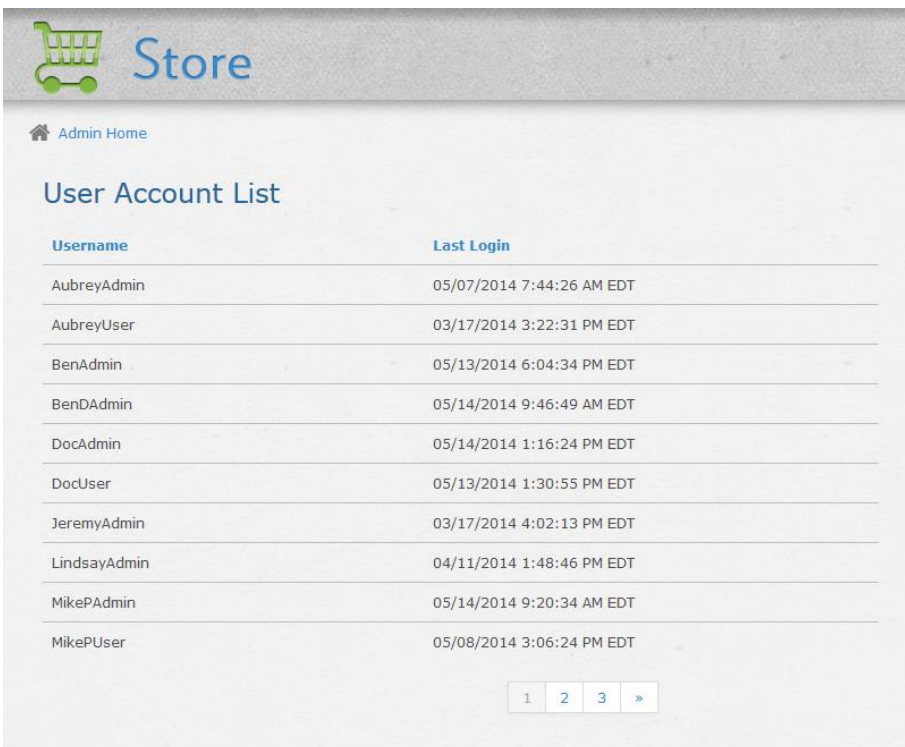
- **Profile List** – Returns the user to the profile list.
- **Edit Profile** – Launches the edit profile page.

The edit profile page allows an administrator to change the display name, email address, and contributor profile information for any user. In addition to using the edit profile page, an administrator can edit a contributor profile from the user profile page. An administrator can navigate to a user's profile page by clicking on the username anywhere it appears as a hyperlink. To edit a profile from the profile page, click the Edit Profile button at the bottom of the page.

- **Save** and **Cancel** – allows an administrator to save any changes made to the edit profile page. Once saved, the details associated with that user become the display information which will be associated with listings, comments and other activities. If cancelled, the page will close and no changes will be saved.

*Note: A security plug-in may override contributor profile data. For more information, see the Configuration Guide.*

### 11.1.10 User Account



Username	Last Login
AubreyAdmin	05/07/2014 7:44:26 AM EDT
AubreyUser	03/17/2014 3:22:31 PM EDT
BenAdmin	05/13/2014 6:04:34 PM EDT
BenDAdmin	05/14/2014 9:46:49 AM EDT
DocAdmin	05/14/2014 1:16:24 PM EDT
DocUser	05/13/2014 1:30:55 PM EDT
JeremyAdmin	03/17/2014 4:02:13 PM EDT
LindsayAdmin	04/11/2014 1:48:46 PM EDT
MikePAdmin	05/14/2014 9:20:34 AM EDT
MikePUser	05/08/2014 3:06:24 PM EDT

**Figure 35: User Account List**

The user account list contains a list of usernames and their respective sign-in dates and times along with the time zone in the location of the server. This list cannot be edited or customized.

### 11.1.11 Intent Action

Intents are the instructions for carrying out an App Component's intentions. Intents comprise an Action (graph, view, edit, etc.), a Data Type (html, text, image, etc.) and a Send/Receive request. App Component-type listings include intents by default. **This information is only metadata used as a placeholder.** For any intent to function in OWF, a developer has to code the actual function into an app component. Instructions for doing this are found in the OWF Developer's Guide.

From the Configuration pages, administrators can add/edit/delete Intent Actions that will appear on the drop-down menu users see when adding an intent to a listing. The Intent Action includes a title, description and GUID.

- **Title** – The simple name of the action. The title will appear in the drop-down list when a user chooses an intent action.
- **Description** – Allows an administrator to describe the intent action.

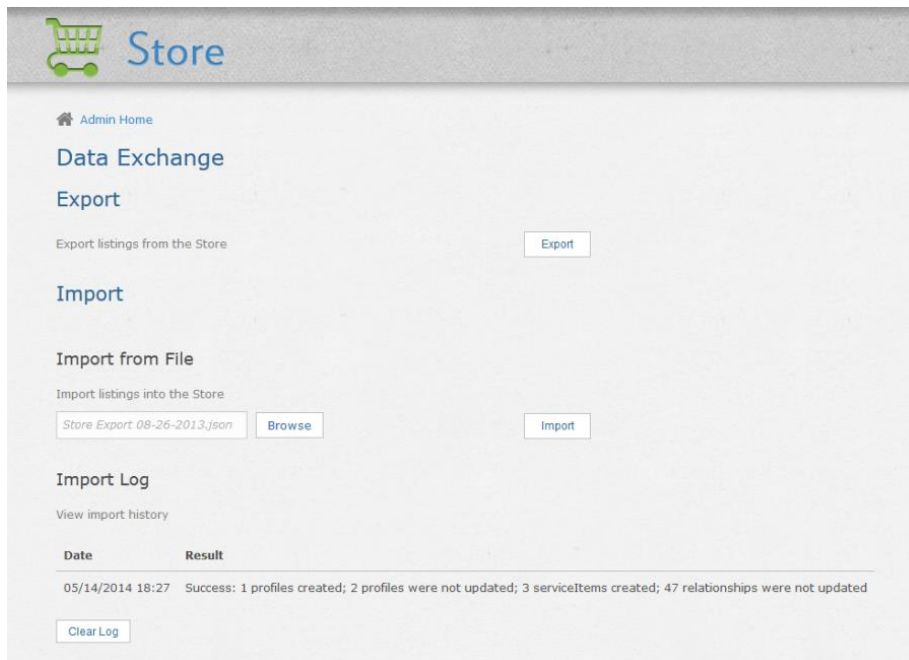
### 11.1.12 Intent DataType

Intents are the instructions for carrying out an App Component's intentions. Intents comprise an Action (graph, view, edit, etc.), a data type (html, text, image, etc.) and a Send/Receive request. App Component-type listings include intents by default. **This information is only metadata used as a placeholder.** For any intent to function in OWF, a developer has to code the actual function into an app component. Instructions for doing this are found in the OWF Developer's Guide.

From the Configuration pages, administrators can add/edit/delete Intent DataTypes that will appear on the drop-down menu users see when adding an intent to a listing. The Intent DataType includes a title, description and GUID.

- **Title** – The simple name of the DataType. The title will appear in the drop-down list when a user chooses an intent data type.
- **Description** – Allows an administrator to describe or provide examples of the intent data type.

### 11.1.13 Data Exchange



**Figure 36: Data Exchange Configuration Page**

The Data Exchange page is a configuration page accessible through the User Menu by clicking Configuration Pages (see section [Store Configuration](#)). From the Data Exchange page, administrators can export or import Store listings from a JSON file.

The following sections give the basic steps needed to export and import listings.

#### 11.1.13.1 Exporting Data

A Store allows administrators to export listings and their meta-data to a **.JSON** file. This provides a way to backup or share listings.

*Note: Exporting a listing includes data for all Store listing Types and Categories in the JSON, even if the data is not directly associated with the exported listing.*

To export the local Store's listings:

1. Open the User Menu, click Configuration Pages.
2. On the Configuration Page, click Data Exchange.
3. Click the Export button, this opens the Export Wizard.
4. **Select Listings** – Click Export all or Select individual listings to export.



- **Export all** – exports all the listings in the Store.
  - **Select individual listings to export** – Expands a list of potential exports. To export, check the box next to the listing(s), then click Next at the bottom of the screen. Instructions for filtering listings are found in section [Filtering Listings](#).
5. *Export Options* – Select the export options for:
- **Reviews** – Click "Yes" to export the star-ratings and reviews for the selected listings. Click "No" to not include these items in the export.
  - **Profiles** – Click "All Store Profiles" to export all Store user profiles. Click "Listing Owners & Reviewers" to only export the user profiles associated with the selected listings.
6. *Review* – Evaluate the listings that will be exported. Then, click Export.

*Note: The Review page shows the number of listings planned for export. This does not include any required listings that may be included in the export. If a selected listing requires other listings, then the required listings are automatically included in the export. However, the required listings are not seen on the Review page.*

1. *Export Complete* – The JSON file is saved in either a specified location or in a default download location (specified in the browser settings).
2. Click Finish to return to the Data Exchange page.

A progress bar (bottom-left of the wizard) will update to indicate when each step of the export process is complete.

#### 11.1.13.2 Importing Data

The Store allows administrators to import data from a JSON file. The data may originate from any source: a local Store instance or another Store. It is important to note that listing meta-data, including a listing's company (Store) name, is case-sensitive (e.g. "Store ABC" and "Store abc" are different). If the Store imports a listing that originates from a company not in the Store, then the Store prompts the administrator to choose an action: keep the imported listing's field, remove the field or change the field to an existing Store field. The Store saves the listing's meta-data based on the administrator's choice. This is the import's "Resolve Differences" step, which occurs when the imported listing's company, type, category or custom field does not match those existing in the Store. More information on the "Resolve Differences" feature is found in [Importing Listings from a JSON File](#).

Imported listing visibility (whether the listing is Inside or Outside) is not stored in the meta-data. Listing visibility is determined by the importing Store's "Listing Visibility Attribute" configuration. For example, if the importing Store has this configuration set to "Inside", then all imported listings are automatically set to Inside even if they are set to Outside in the exporting Store. For more information, see section [Additional Configurations](#).

The following section describes how to import listings from a JSON file.

*Known Issue: Most web servers enforce a maximum file upload size. Importing a file larger than this may cause the import to fail. The OZONE Team is working to fix the problem. As a workaround, consider importing smaller amounts of data.*

**Import from File**

1 **Select Listings** >

2 Import Options >

3 Resolve Differences >

4 Review >

5 Import Complete >

**Select Listings**

Select the listing(s) you want to import into the Store.

Note: Required listings are automatically included in the import. If a listing duplicates one that already exists in the Store, the Store will save the newer listing and delete the older one.

☒ Import all


☐ Select individual listings to import

**Next** **Cancel**

**Figure 37: File Import**

#### 11.1.13.3 Importing Listings from a JSON File

To import listings from a JSON file that was exported from a Store:

1. Open the User Menu, click Configuration Pages.
2. On the Configuration Page, click Data Exchange.
3. Under the Import from File heading, click the Browse button.
4. In the Open dialog box, locate the JSON file containing the data you wish to import, and click Open.
5. Click the Import button to open the Import Wizard.
6. *Select Listings* – Click Import all or Select individual listings to import.
  - **Import all** – adds all the listings in the JSON file to the Store.
  - **Select individual listings to import** – expands a list of potential imports. To import, check the box next to listings, then click Next at the bottom of the screen. Instructions for filtering listings are found in section [Filtering Listings](#). It is possible to import listings that are duplicated in the Store. If this occurs, the Store saves the newer listing data and deletes the older listing based on the last activity date in the listing's change log. Duplicated listings are indicated by a  icon.
7. *Import Options* – Select the import options for:
  - **Reviews** – Click "Yes" to import the star-ratings and reviews for the selected listings. Click "No" to exclude these items from the import.
  - **Profiles** – Click "All Store Profiles" to import all the user profiles from the selected JSON file. Click "Listing Owners & Reviewers" to only import the user profiles associated with the selected listings.
8. *Resolve Differences* — This feature appears when imported listings have Types, Companies, Categories or Custom Fields that do not exist in the Store. Use the drop-down



to add the fields or change them to fields that already exist in the Store. When finished, click Next.

9. *Review* – Evaluate the listings planned for import. Then, click Import. If an imported listing requires another listing, the required listing is included in the import. Required listings are indicated on the Review page with a



icon.

10. *Import Complete* – The listings have been added to the Store. Click Finish to return to the Data Exchange page.

The Import Wizard includes a progress bar (bottom-left of the wizard) that updates to indicate completion of each step of the process. When the system finishes importing the file contents, it adds a message to the Import Log (on the Data Exchange configuration page) indicating the success or failure of the import. The logs remain available until an administrator clicks the Clear Log button, shown in the image below. Use standard pagination and sorting to navigate any saved list of log statements.

*Note: If the Import Log on the Data Exchange page does not show a history of the import, refresh the browser.*

#### 11.1.13.4 Filtering Listings in the Import/Export Wizards

Use the filter feature to narrow the choice of individual listings displayed in the Import and Export Wizards. Filters are important for ensuring only the correct listings are exported from or imported into a system. For example: an administrator wants to export a Store's *outside* listings to give to another Store. The administrator can:

- - Open the Export Wizard and enable the Available *Outside* filter to display listings that fit this type.
  - With the filter enabled, the administrator is only able to select *outside* listings and therefore will not accidentally select and export an *inside* listing.
  - For security reasons, filters are beneficial because they can prevent a Store from exporting *inside* listings that are meant exclusively for that Store's users.

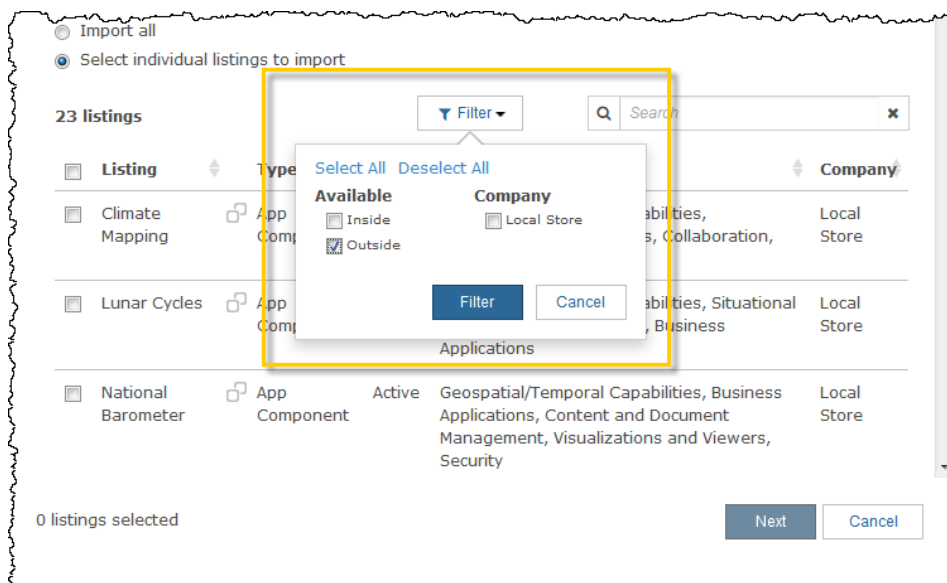
This same principle applies for the Company filters. Use the Company filter to import or export listings from a specific company.

The following describes how to access and use the listing filters in the *Import Wizard*. These steps are also applicable for filtering listings in the *Export Wizard*.

To begin, open the Import Wizard and click the **Select individual listings to import** (step 6b in [Importing Listings from a JSON File](#)) radio button. Click on the



drop-down menu to reveal the filters (Figure 38).

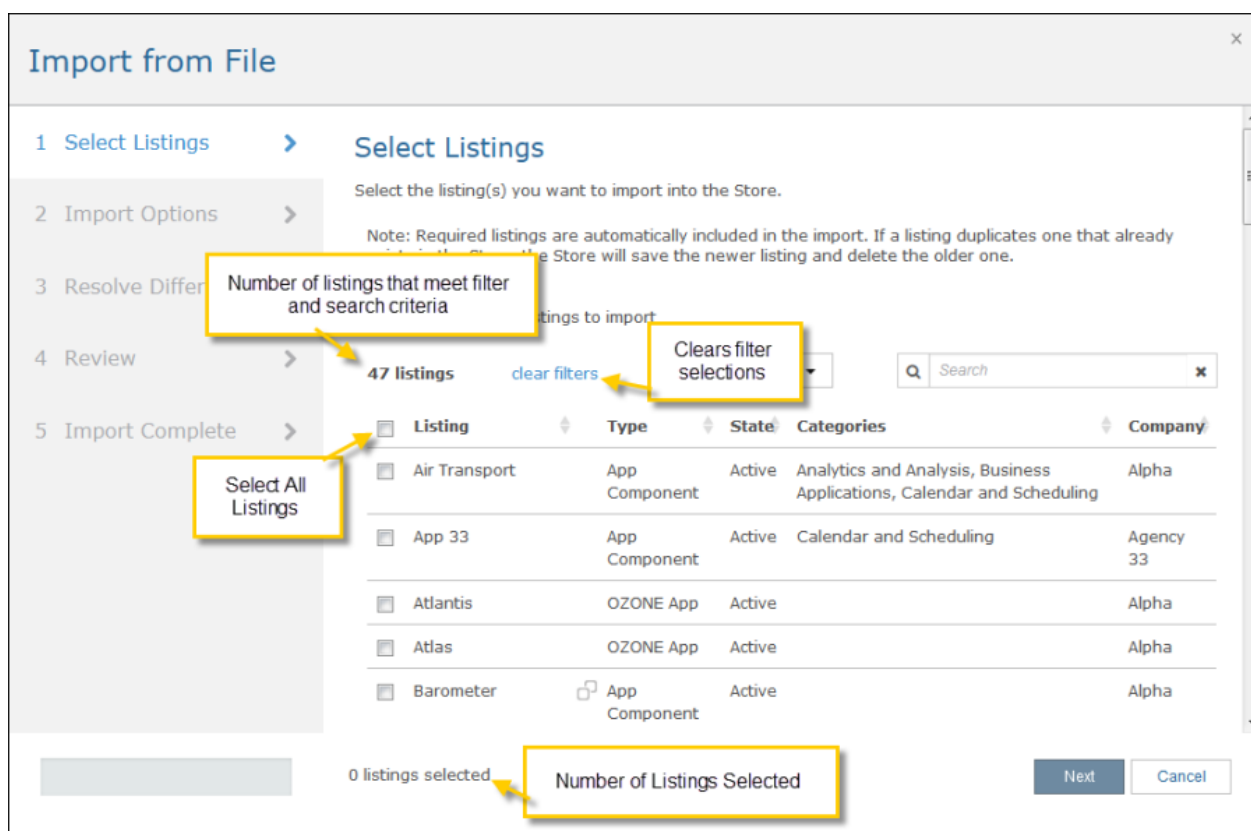


**Figure 38: Filters in Import Wizard**

The filters in the Import and Export Wizard are:

- **Available** – Filters listings based on availability to users *Inside* the current Store only or *Outside* the Store.
- **Company** – Filters listings based on the associated Company/Store.

Click the checkbox next to a filter to enable it. When finished, click the blue "Filter" button. The Wizard will automatically update showing the listings that meet the filter criteria. Another indicator of this change is the *number* of listings (located above the *Listing* column, Figure 39).



**Figure 39: Parts of the Import Wizard Window**

To clear filters:

- Open the filter drop-down menu and click the box next to the filter to un-check it and then click the blue Filter button.
- Click the "clear filters" link (Figure 39).

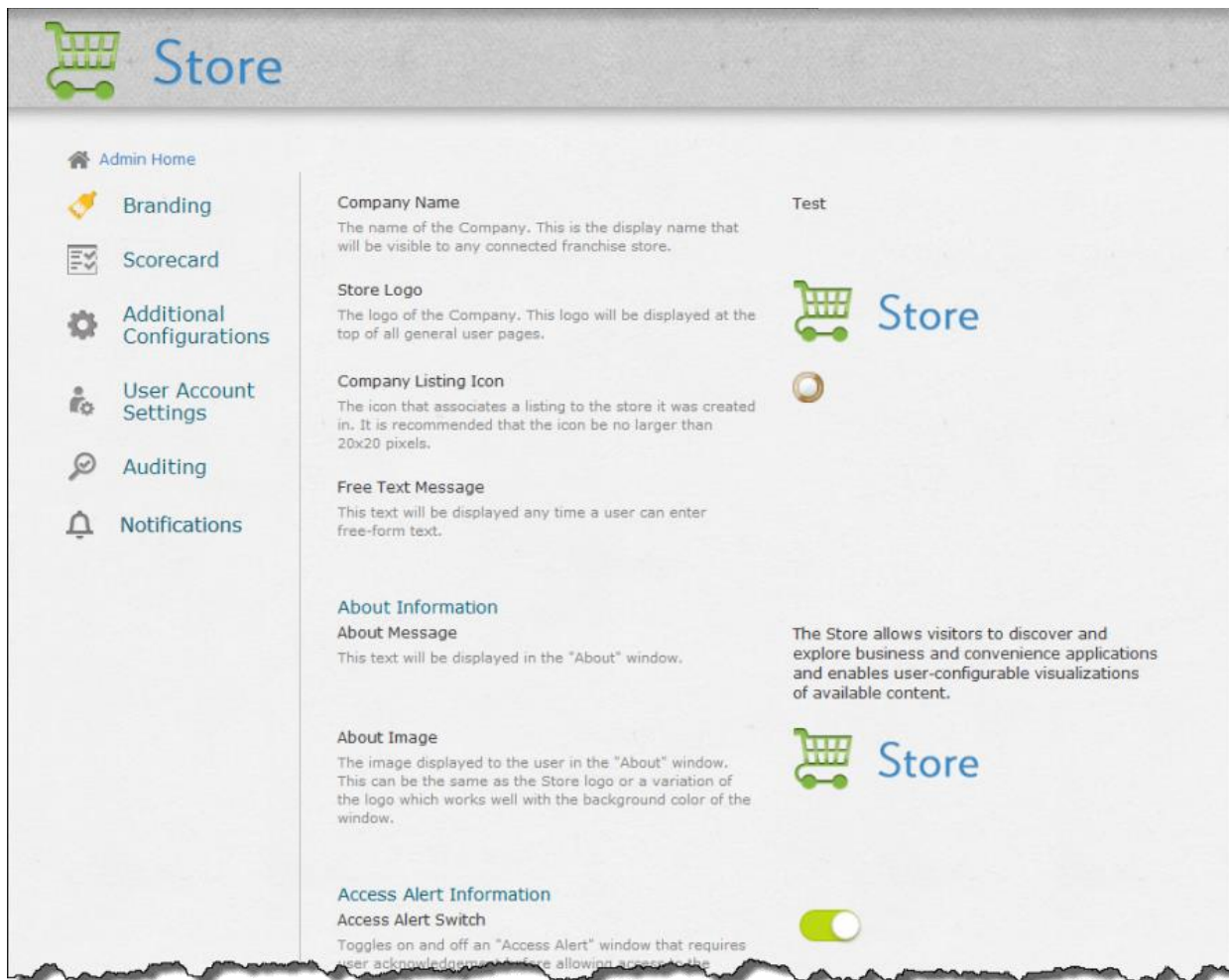
If no filters are enabled, the "clear filters" link is not displayed. Clearing any filter clears all selected listing checkbox(es). Use the filters first to narrow the listing choices and then select listings for import or export.

### 11.1.14 Application Configuration Interface

The Application Configuration Interface serves as the portal for numerous tools and information administrators need to customize the system to meet their organization's specific needs. Section [Application Configuration](#) will explain each function in detail.

## 12 Application Configuration

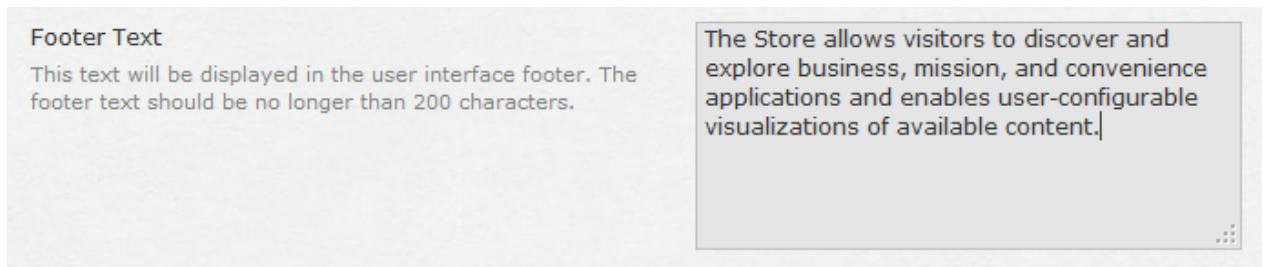
From the drop-down [Store] User Menu, administrators should click the Configuration Pages link to open the Administration Configuration Interface (Figure 22). Click Application Configuration at the bottom of this page to customize reference data explained in this section.



**Figure 40: Application Configuration Pages**

The Application Configuration settings contain infrequently changed logos, verbiage and system settings that apply to the entire store. The application configurations are categorized into three common types of settings:

- **Radio Toggles** – To change an On/Off toggle, click it. When it appears green and the button slides to the right, the setting is on. When it appears gray and the button slides to the left, the setting is off.
- **Text settings** – To change a text setting, click the existing text to activate the field (as shown below). Edit the text, then click outside the box to save.



**Figure 41: Example of Text Settings**

- **Image settings** – To change an image; click the image and edit the image's URL. Click outside the URL editing area to save the change; a placeholder image is shown if the URL is not resolvable as an image.

In all cases, the changes take effect on the application immediately after clicking outside the edited box.

There are eight configuration settings pages as seen listed in [Figure 40](#) (Branding, Scorecard, Listing Management, Franchise Administration, Additional Configurations, User Account Settings and Auditing).

## 12.1 Branding Configuration

These settings control text and images that are shown to the user on various pages in the application including the header, footer and About window.

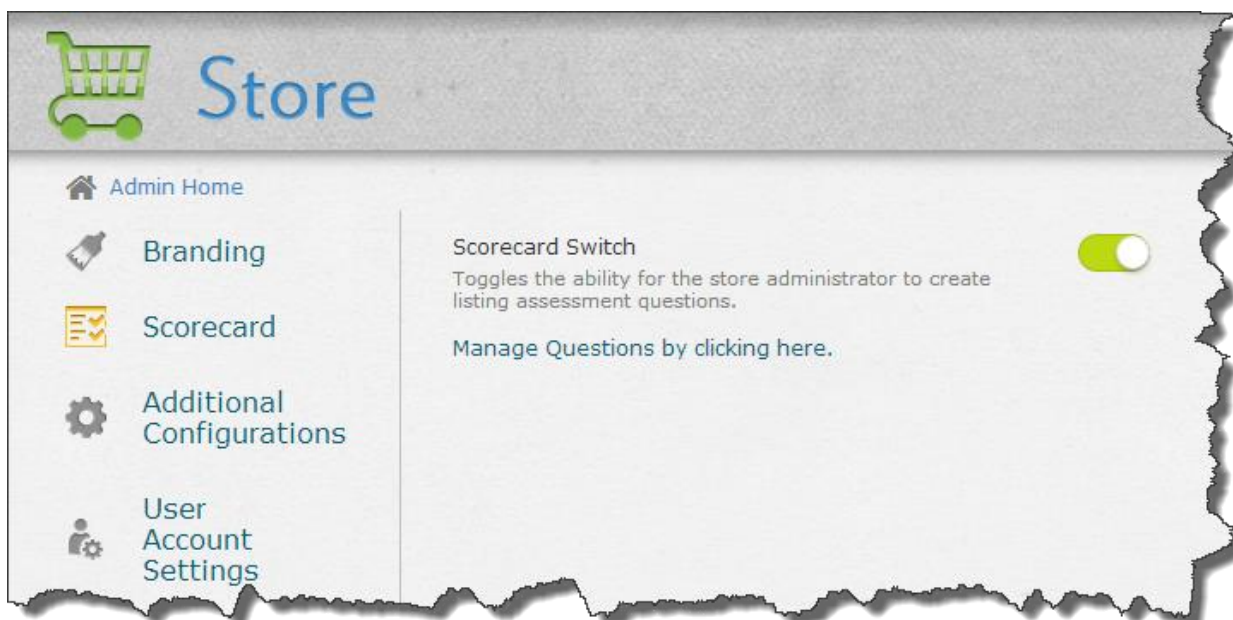
- **Store Name** – The name of the Store. This is the display name that is visible to any connected store.
- **Store Logo** – This logo is displayed at the top of all general user pages.
- **Company/Store's Listing Icon** – The icon that associates a listing to the Company/Store where it was created. It is recommended that the icon is no larger than 20x20 pixels.
- **Free Text Message** – This text is displayed any time a user can enter free-form text.
- **About Information**
  - **About Message** – This text is displayed in the "About" window. This window is accessible in the footer by clicking the "About" link under the Resources header.
  - **About Image** – The image displayed to the user in the "About" window. This can be the same as the Store logo or a variation of the logo which works well with the background color of the window.
- **Access Alert Information**
  - **Access Alert Switch** – Toggles on and off an "Access Alert" window that requires user acknowledgement before allowing access to the system.
  - **Access Alert Message** – This text is displayed in the "Access Alert" window.
- **Footer Information**
  - **Footer Title** – This text is displayed as the title within the text box of the user interface footer. The footer title should be no longer than 24 characters.
  - **Footer Text** – This text is displayed in the user interface footer. The footer text should be no longer than 200 characters.
- **OpenSearch**
  - **Browser Search Title** – The name of the OpenSearch engine as it will appear in the browser search box.
  - **Browser Search Description** – The description of the OpenSearch engine.

- **Browser Search Icon** – The path of the 16x16 icon used to identify the store's OpenSearch engine.
- **Browser Search Results Page Icon** – The path of the 64x64 icon used to identify the store's OpenSearch engine.
- **Custom Header and Footer**
  - **Custom Header URL** – File name (including extension and location in the system) for the header that will replace the default OVF header; the URL must be valid for it to appear. If it is not, a black box displays in its place.
  - **Custom Header Height** – Height of the custom header (the height must be greater than zero and less than 150 pixels)
  - **Custom Footer URL** – File name (including extension and location in the system) for the footer that will replace the default footer; the URL must be valid for it to appear. If it is not, a black box displays in its place.
  - **Custom Footer Height** – Height of the custom footer (the height must be greater than zero and less than 150 pixels)
  - **Custom Header/Footer CSS Imports** – Location(s) of CSS files needed by the custom header and footer
  - **Custom Header/Footer JavaScript Imports** – Location(s) of JavaScript files needed by the custom header and footer

## 12.2 Scorecard Configuration

This page is used to enable or disable the Scorecard feature. To access it:

1. Click Configuration Pages from the drop-down User Menu
2. Click Additional Configurations
3. Click Scorecard from the left panel:



**Figure 42: Scorecard Radio Toggle**

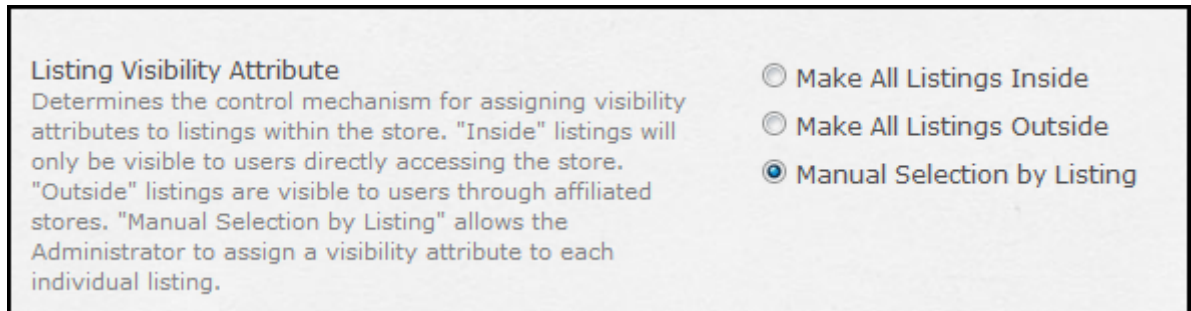
To use scorecards, click the Radio toggle to push the button to the right. The color changes to green. This enables scorecards, allowing administrators to score the compliance of a listing. If a listing complies with a scorecard question, an icon that corresponds to that question will appear

on the listing's Quick View Details tab (if the question has a corresponding icon). Click the radio toggle again to move the button to the left. The color changes to gray. This turns off the scorecard and hides its information. See section [Managing Scorecard Questions](#) for editing instructions.

## 12.3 Additional Configurations

This page of configuration items contains settings that don't fit into the previous categories.

- **Listing Visibility Attribute** – (local Store only) Determines the control mechanism for assigning visibility attributes to listings within the Store. This feature also affects the Inside/Outside assignment for imported listings.
  - "Inside" listings are only visible to users directly accessing the Store. During import, listings are automatically set to Inside.
  - "Outside" listings are visible to users through Partner Stores. During import, listings are automatically set to Outside.
  - "Manual Selection by Listing" allows the Administrator to assign a visibility attribute to each individual listing. During import, listings are automatically set to Inside.



**Figure 43: Listing Visibility Attribute Selector**

- **External Service Items** – Determines whether or not remote systems are able to create and update External Service Items via the External Service Items REST interface.
- **Listing Approval** – Allows owners to edit their listings after approval.
- **Partner Store Search**
  - "Number of Partner Store Search Results Returned"
  - "Timeout" – The number of milliseconds that should elapse before rejecting a request to connect to another store.
- **Partner Store Image Configurations**
  - "Allow Image Upload" – Allows administrators to upload images.
  - "Maximum Size for Types Images" – The maximum upload size for the icon associated with Types icons.
  - "Maximum Size for Partner Store Server Images" – The maximum upload size for the icon associated with a Partner Store.
- **OWF Sync**
  - "OWF Sync Servers" – A list of URLs of the OZONE servers with which this store will synchronize.
- **Store Contact Information**
  - "E-mail" – The contact e-mail address for the store.
- **Quick View**



- "Quick view field order" – Only fields listed here will appear on the Detailed Listings tab in the Listing Quick View. You must enter the field name, not the title used in the system. Find a complete list of default field names in section [Changing fields on the Details tab](#).

## 12.4 User Account Settings

These configuration settings are used to control a user's account.

- **Session Control**

- "Session Control" – When set to ON, allows the administrator to set a maximum number of concurrent, active Store sessions a user can have.
- "Maximum Store Sessions Per User" – Click on the text field and type in the maximum number of active Store sessions a user is permitted at one time.

If the Session Control function is turned On and the user exceeds the number of maximum open Store sessions, the oldest Store session is disabled. For example, if the maximum number of active Store sessions is three and a user opens up four sessions of the Store, the first Store session the user opened is no longer active.

- **Inactive Accounts**

- "Disable Inactive Accounts" – A toggle switch to enable user accounts to be disabled after a period of inactivity.
- "Set Inactivity Period" – Click on the text field and type in the number of days that need to elapse since a user last signed in before the account is disabled. The default value is 90 days, however, this value can range from one day to 366 days.

When a user's account is disabled:

- Listing ownership of a disabled account is transition to the "System" user.
- Any listing comments, reviews and ratings made by the disabled user account are removed. The listing's ratings are adjusted to reflect this change.
- Any actions the disabled user account took on a listing (create, edit, submit, reject, approve, etc.) are transitions to the "System" user.
- Any types, states, custom field, etc. that have been "created by" and "edited by" the disabled user account are transitioned to the "System" user.
- The disabled user's "last login" is removed. Also removed are the user's preferences (including theme preference).

## 12.5 Auditing

Like the other Store configurations, to access the auditing files: open the Store's drop-down User Menu, click Configuration Pages, click Application Configurations and then, click Auditing on the left-side navigation. Each option is described below:

- **Common Event Format (CEF) Auditing** – Enabled by default, this records users actions such as sign in/out, create, edit, delete, search, import and export. Click the radio toggle to disable. *Note: For more information about CEF Auditing, see the OZONE Store Configuration Guide.*
- **Object Access Auditing** – Click the radio toggle to enable, this records most user actions such as viewing a listing, clicking a button, etc. *Note: Object Access Auditing records an abundance of information whereas CEF Auditing records less information.*
- **Relocate CEF Logs** – Enabled by default, this feature allows the system to relocate the CEF logs from their original location to a different location. Click the radio toggle to disable.



- **CEF Log Source Location** – The directory location where the CEF logs are generated. The default location is the Tomcat directory: /usr/share/tomcat6
- **CEF Log Destination Location** – The directory location where the CEF logs are relocated.  
*Note: Developers may need to grant permission for the software container to write to this location.*
- **Application Security Level** – The maximum security level permitted in the logs.

## 12.6 Notifications

The OWF Notifications system can connect an OWF and Store to an XMPP server through which it can receive information about app components. This feature was originally designed to be used by administrators to monitor the Changelogs of Store listings, but may be used to allow any app components to communicate with OWF users.

If notifications are enabled to monitor Changelog changes, you will see a notification bell icon to the left of the drop-down user menu. Click this icon to see alerts about listing changes that occurred since the administrator last viewed the system. Those changes include when a listing is: submitted, rejected, modified, created, approved, enabled, disabled, required and set to inside/outside as well as scorecard changes. To close the alert list, click the notification bell icon.

To use Notifications, your system administrator must make several configurations outside OWF and the Store. You'll find instructions for configuring Notifications in the OWF and Store Configuration Guides.

## 13 The Store in OWF

Store listings can function as part of other software programs, such as on the Ozone Widget Framework (OWF). Instructions that refer to accessing Store listings from a Webtop are referring to accessing the Store within OWF:

- For listings to appear in OWF, the listings require specific configurations (as described in section [Configuring Listings to Appear in OWF](#)) when they are created in the Store.
- Administrators can configure the programs so that Store listings automatically sync with their OWF counterparts. Synchronizing listings with their OWF counterparts, requires specific configurations (as described in section [Synchronizing Listings with OWF](#) and in the OWF Configuration Guide).

### 13.1 Configuring Listings to Appear in OWF

The following section explains how to configure listings to make them accessible in OWF. When listings are accessible in OWF, they appear by clicking on the Store option in the OWF Toolbar, as shown below, and in the Administrative Managers (for App Components and OZONE Apps depending on the listing type).

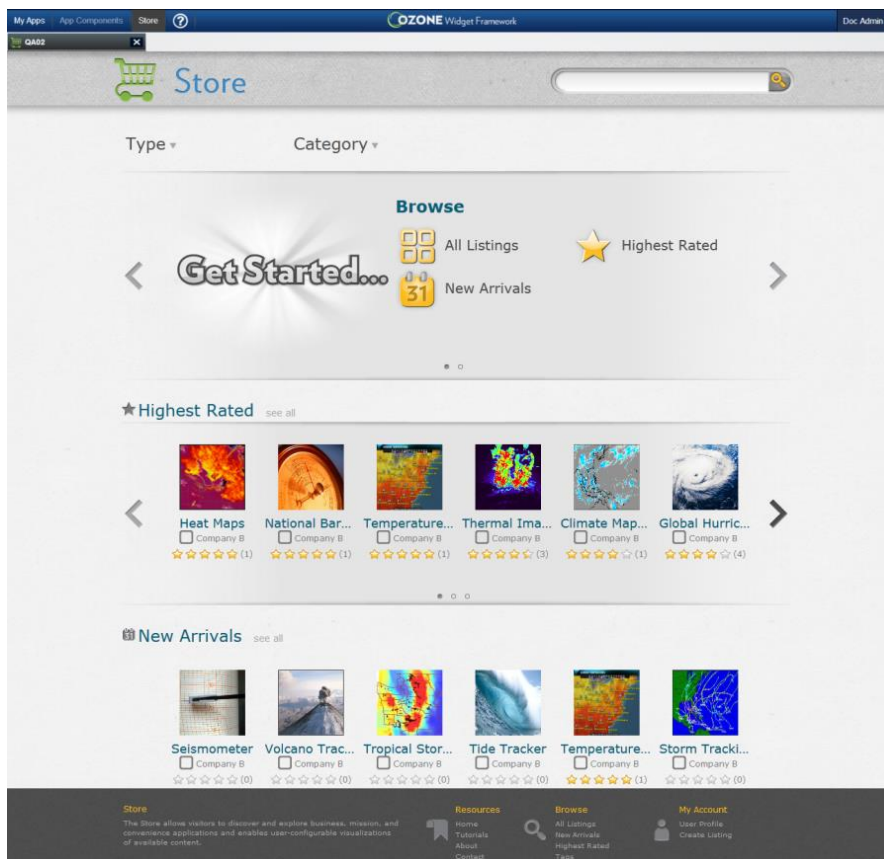


Figure 44: The Store in OWF

#### 13.1.1 Creating OWF Compatible Types and States

Creating an OWF compatible listing starts by ensuring the Store-based reference data that is used to make the listing meets specific OWF requirements. To do this, open the Store homepage by clicking Store in the OWF Toolbar. From the drop-down [Store] User Menu, click

Configuration Pages to customize Store reference data (for more information see 11.1: Administration Interface). Next, click Types which will display a table of all existing listing Types. For listings to appear in OWF, their type must have the following parameters set to true:

- OWF Compatible
- Requires Launch URL
- Requires Icons

See the following example:

Title	Type Image Icon	Description	OWF Compatible	Requires Launch URL	Requires Icons	GUID
Sample Type		This type is OWF Compatible. For Widgets to appear in OWF, they should follow this example.	true	true	true	9bc73de7-87d4-4ace-90b8-9efc576b0d66
Service:REST		services	false	true	false	6e5605b2-c195-4251-a7ec-72cb3c181a8e
Service:SOAP		services	false	true	false	578750f1-c410-440d-bea2-0f64ca0e0852
Web Apps		web apps	false	true	false	207568c9-347e-4905-ad27-12673bb3678e

**Figure 45: Example of Listing Type Requirements for OWF**

To make a type OWF compatible, click the type title, then the edit type button. Ensure the following boxes are checked:

- OWF Compatible
- Requires Launch URL
- Requires Icons

This is illustrated in the following:

**Store**

[Admin Home](#) [Type List](#)

### Create Type

Title \*

Description (141 characters remaining)  
This type is OWF Compatible because "OWF Compatible", "Required Launch URL" and "Requires Icons" are enabled.

OWF Compatible ☒

Requires Launch URL ☒

Requires Icons ☒

Type Image Icon

**Figure 46: Configuration Screen of an OWF Compatible Type**

Next, return to the Administrator Configuration homepage (click the Admin Home link) and click the State title from the list of reference data. A list of existing states will display. To make a State OWF compatible, its Is Published value must equal true. To do this, click the State title, choose Edit State, then check the Is Published box, as shown in the following example:

**Store**

[Admin Home](#) [State List](#)

### Create State

Title \*

Description (197 characters remaining)  
This State is OWF Compatible because it is published.

Is Published ☒

**Figure 47: Configuration Screen of an OWF Compatible State**

### 13.1.2 Creating OWF Compatible Listings

After reviewing Store-based reference data explained in section [Creating OWF Compatible](#), create the listing. To use a Store listing in OWF, the listing must be enabled, approved and include all the mandatory listing fields described in the previous section (see sections [Listing](#) for instructions approving and enabling listings).

All enabled and approved listings will display in the Store when it launches in OWF (even if the listings are not OWF compatible types and states). However, users can only download Store listings that are OWF compatible. If problems occurs downloading a listing, review the listing's Type and State reference data in the Store to ensure compatibility. Lastly, listings are added to OWF from the Store when both systems are setup to synchronize with each other (see section [Synchronizing Listings with OWF](#) and the OWF Administrator's Guide). Store listings added to OWF automatically appear as one of the user's OZONE Apps or App Components.

## 13.2 Synchronizing Listings with OWF

The synchronization feature allows **the Store** to automatically send app components and their subsequent updates to OWF. Synchronization is also necessary to push OWF applications to the Store. To use this feature, developers must do the following:

- Configure **OwfConfig.groovy** to accept synchronization messages from the Store.
- Configure **OWFsecurityContext.xml** and **MPSecurityContext.xml** (see below).
- Synchronize the OWF server with the Store through the Store's Administration Configuration pages.

To implement the synchronization feature with the OWF sample security plugin, configure the following OWF and Store files (found in the **apache-tomcat-7.0.21** \ **lib** directory):  
In OWF:

- **OWFsecurityContext.xml** must include the following in the top-level **<beans>** element:

```
<sec:http pattern="/marketplace/sync/" security="none" />
```

In the Store:

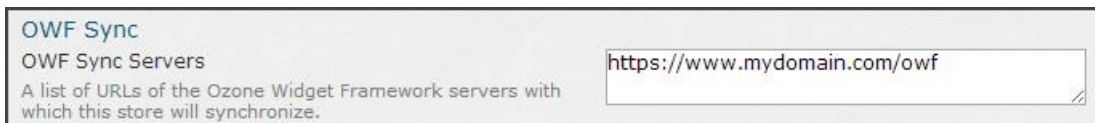
- **MPSecurityContext.xml** must include the following in the top-level **<beans>** element:

```
<sec:http pattern="/public/descriptor/" security="none" />
```

The Store will only synchronize with OWF servers linked to that Store. The Store will not synchronize with unspecified OWF systems or offline OWF systems. Synchronize OWF servers with the Store through the Store Administration Configuration pages. For more information, see the OZONE Store Administrator's Guide.

To use this feature:

1. From the drop-down User Menu, click Configuration Pages.
2. Links to reference data will appear, click Application Configuration.
3. In the left-panel, click Additional Configurations. To synchronize with an OWF instance, add its URL in the OWF Sync Servers section: *Note: To connect to multiple OWFs, uses commas to separate their URLs.*



The screenshot shows a configuration window titled "OWF Sync". It contains a section labeled "OWF Sync Servers" with a descriptive text: "A list of URLs of the Ozone Widget Framework servers with which this store will synchronize." To the right of this text is a text input field containing the URL "https://www.mydomain.com/owf".

Figure 48: OWF Sync Field

1. Listings that meet the OWF criteria described in section [Configuring Listings to Appear in OWF](#) will appear in the Store in OWF (if listing approval is enabled in OWF) or directly in the administrator's App Component Manager in OWF if auto-approved is enabled.

### 13.2.1 Universal Name

When OWF sends listings to the Store, an issue may occur with Universal Name. OWF App Components include a Universal Name field. This is not a mandatory field. However, if OWF sends an App Component to the Store without a Universal Name, the Store changes the Universal Name to "null." If someone then adds a Universal Name to the OWF App Component and resends it to the Store, the Store considers that App Component a new listing, not an updated one.

If the App Component's Universal Name field is identical in OWF and the Store, the App Component in the Store will update when an administrator pushes changes to the Store from OWF.