Arco

Doma 6

Application administrator manual

14. Security and action profiles

A new era in document management.

Doma 6

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14. Security and action profiles

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Manual Modification Follow-Up

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135964	19/12/2011	Kris Steenackers	Added chapter ***Interesting combinations of security settings***
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Contents

1 DocRoom Security

1.1 Introduction

Security ensures that data stored in DocRoom and Routing cannot be read or compromised by any individuals without authorization.

Just like Routing security, DocRoom security is based on the user's login and password and the groups and roles a user makes part of. Both DocRoom and Routing use the same user list.

DocRoom security is defined in separate actions. All of these actions are gathered in an *Action Profile*.
This Action Profile is linked to users, groups or roles on document, worklfow or on folder level.

When using folder security, all items that are added to the folder, will inherit the security settings of the folder. (Except for items with security settings that deviate from the folder security of the folder where they are located)

When setting security on document or workflow level, you will change (*override*) the inherited folder security into an 'own security' of the document or workflow.
When such a document or workflow is moved to another folder, it keeps its 'own' security settings.

1.2 Main rules

The default way of working is to put security on folder level.

Items that are added to the folder, will inherit the security settings of the folder.

Mind!

Also when you change the security settings of a folder in a later stadium, all sub-items will inherit the new security settings.

By **overriding** the security of a folder item, you can create security settings that deviate from the folder security of the folder where they are located.

When an override has been done, you have changed the inherited folder security into an 'own security' of the folder or the document.
When such an item is moved to another folder, it keeps its 'own' security settings.

It is possible to block security settings so that it becomes impossible to change these settings on lower folder levels.

1.2.1 Users for which we can define folder, document and workflow security

DocRoom security can be assigned to:

- One or more named users (synchronized or database user)
- User _OWNER (the owner = creator of the object)
- User _WORKEXECUTOR (the user who has Routing work on the object)
- Groups (synchronized from the network
- Roles (administered in DocRoom)
- Assignee
- Everyone

Or a combination of the items mentioned above.

1.3 Action profiles

Security is defined in separate actions. All of these actions are gathered in an *Action Profile*.

Action profiles are defined for users, roles and/or groups on folder, document, workflow or dossier level.

More than one profile can be linked to one user, role or group. In that case all actions gathered in the different action profiles are available for the user, role or group.

1.3.1 Overview of all actions

Add Comments	Add comments to a document, folder,workflow or dossier.
Add File when document is checked out	Add a file to a document is possible after document check-out.
Add File when document is in creation	Add a file to a document is possible when document has the status *in creation*.
Add File when document is not checked out	Add a file to a document when the document is not checked-out.
Admin case data	User has access to the admin tab of the case where he/she is allowed to change the case metadata of any case on this object.
Admin case status fields	User has access to the admin tab of the case where he/she is allowed to change the case status (step, deadline, ...) of any case on this object.
Admin Comments	User can add/delete comments.
Browse	User can browse the DocRoom tree structure.
Can move from folder	User is allowed to move an object from the folder where he/she has these rights.
Check-In other users documents	Check-in documents that are checked-out by other users: Make documents that are reserved for editing by another user available again for edition to all users.

Configure Application
The user has application administrator rights, he can:

- Create Action Profiles
- Create Action Profiles.
- View, execute and enable/disable batch jobs.
- Manage the file extensions list.
- Manage the file servers list.
- Manage the Ifilters list.
- Organize the toolbar.
- Execute a batch update of documents.
- Use the Doma Admin module.

Remark: *Configure Application* rights are only checked on the root level of the DocRoom tree.

Copy
User can copy items in DocRoom.

Create Document
Add a new document to the current folder.

Create Mail
User can add a new mail item to DocRoom.

Create new document version
Allow the user to check-out a document and create a new version of the document.

Create new file version when the document is not checked out
Check-out a file when the document is not checked-out.

Create object link
User can create a shortcut to a DocRoom item.

Create Public Property expansion
User can create a property expansion that will be available for all DocRoom users.

Create Shortcut
Create a shortcut in the folder where the user has these rights.

Create Subfolder
Create a subfolder in the current folder.

Delete Comments
Delete comments (added by your user only).

Delete Document
Delete the selected document.

Delete File when the document is checked out
Delete a file from a document is possible after document check-out.

Delete File when the document is not checked out
Delete a file from a document is possible when document is **not** checked-out.

Delete Folder
Delete the selected folder.

Delete Mail
User can delete mail items in DocRoom.

Delete Shortcut
User can delete shortcuts in DocRoom.

Execute custom actions: all
User can execute all custom actions.

Execute User Event: all
User can execute all user events.

Execute User Event: Global [Name of the event]
User can execute the mentioned global user event.

Execute User Event: [Name of the event]
User is allowed to execute the mentioned user event. If the user doesn’t have rights to execute this user event, he will not see it.

Full Control
Do all actions mentioned in this list.

Manage public saved queries
User is allowed to create/edit/delete public saved queries.

Modify ACL Case
Change the DocRoom security settings of a workflow.

Modify ACL Document
Change the security settings of a document.

Modify ACL Folder
Change the security settings of a folder.

Modify Checked out files
Edit files that are checked out. After changes, the user can save the edited file as a new version of the old one. If not selected, the user cannot modify checked out files.

Modify Comments
Change comments (added by your user only).

Modify Files
Edit files without version management (the option Edit appears and allows you to change the file immediately without check-out. The old file will be overwritten by the new one. The new file will get a new revision number (x.x.1will become x.x.2). The old file cannot be viewed anymore.

Modify Meta Data Checked Out Document
Edit the search criteria of the checked-out document. After changes, the user can save the edited document as a new version of the old one.
If not selected, the user cannot modify meta data of a checked-out document.

Modify Meta Data Document
Edit document search criteria without version management (the option Edit appears and allows you to change the document meta data immediately without check-out. The old information will be overwritten by the new one. The new information will get a new revision number (x.x.1will become x.x.2).

Modify Meta Data Folder
User is allowed to change folder meta data.

Remove Object Link
User can delete shortcuts.

Start Worklfow
User is allowed to create a workflow from the DocRoom tree.

Unlock Other users Documents
Make documents, that are locked for editing by another user, available again for edition to all users.

View ACL Case
View the DocRoom security settings of the workflow.

View ACL Document
View the security settings of the document.

View ACL Folder
View the security settings of the folder.

View Comments
View the comments of the document/folder.

View Document History
View the actions made on the document.

View File History
View the actions made on the file linked to a document.

View Files
View files that are linked to a document.

View Meta Data Document
View the meta data of a document.

View Meta Data Folder
View the search keys of a folder.

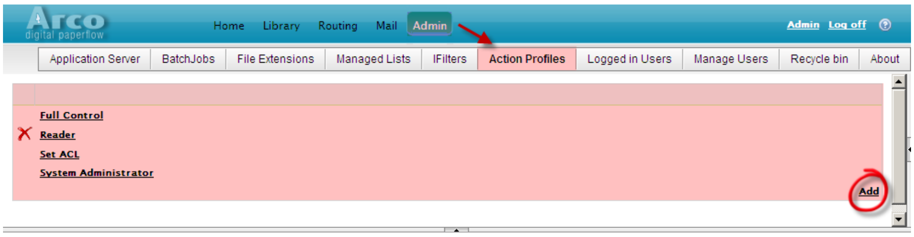
View previous document versions
View earlier versions of the document.

View previous file versions
View earlier versions of a file linked to a document.

1.3.2 How to create an action profile?

A new *Action Profile* can be created from the ***Admin***-menu in the web interface:

1. Open the ***Admin***-menu.
2. Choose the option ***Action Profiles***. A new screen will appear.
   In this screen you can see a list of all existing *Action Profiles*:

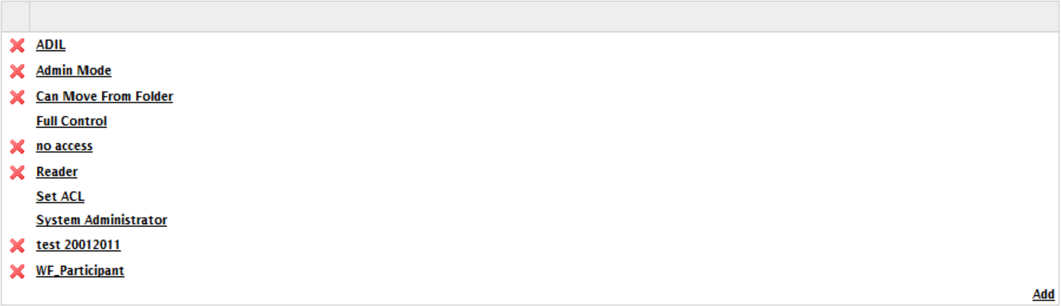


3. Click on ***New*** to create a new *Action Profile*.
4. Fill in a name for the *Action Profile* in the next screen.
5. Click on ***Save*** to go to the next screen.
6. Determine which actions a user with this *Action Profile* can do.
   Click on the ✗ icon to allow the user with this *Action Profile* to do this action.
   Click on the ✓ icon to remove this action from the allowed actions.
7. Click on ***Save*** to save the new *Action Profile*.
8. The new profile will appear in the list of *Action Profiles*.

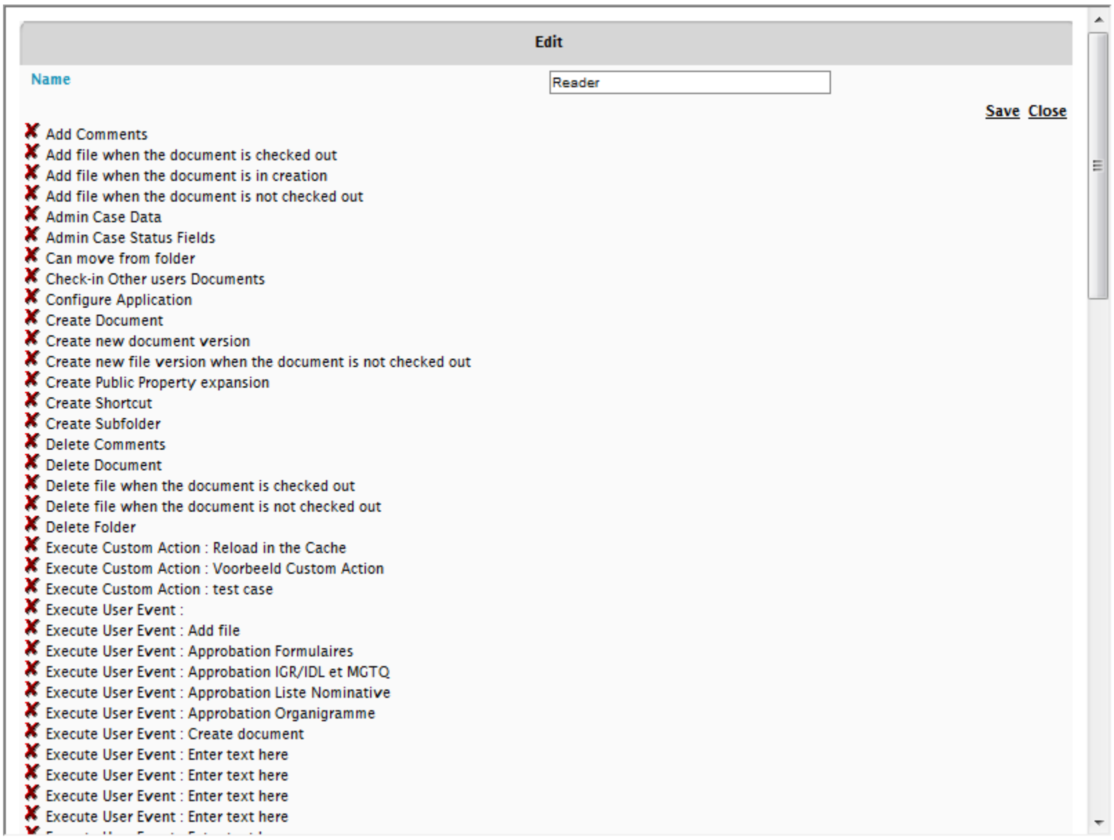
1.3.3 How to edit an action profile?

Existing *Action Profiles* can be edited from the ***Admin***-menu in the web interface:

1. Open the ***Admin***-menu.
2. Choose the option ***Action Profiles***.
   The list of *Action Profiles* will be visible.



3. Click on the *Action Profile* you want to edit. The settings of the *Action Profile* will appear.



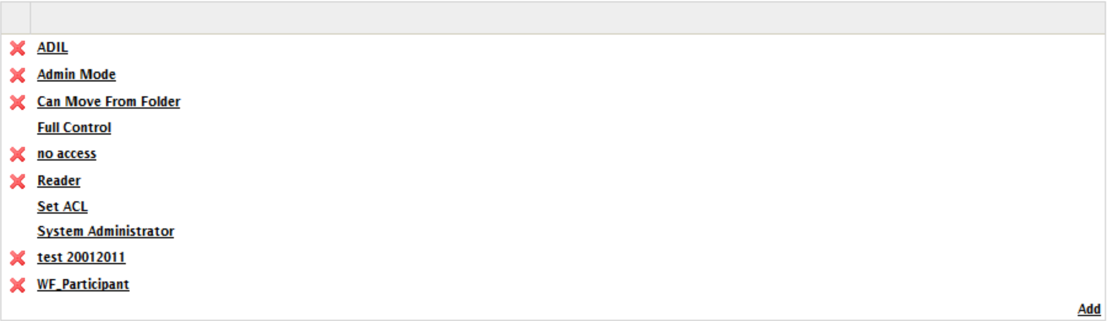
Name: Reader

✗ Add Comments
✗ Add file when the document is checked out
✗ Add file when the document is in creation
✗ Add file when the document is not checked out
✗ Admin Case Data
✗ Admin Case Status Fields
✗ Can move from folder
✗ Check-in Other users Documents
✗ Configure Application
✗ Create Document
✗ Create new document version
✗ Create new file version when the document is not checked out
✗ Create Public Property expansion
✗ Create Shortcut
✗ Create Subfolder
✗ Delete Comments
✗ Delete Document
✗ Delete file when the document is checked out
✗ Delete file when the document is not checked out
✗ Delete Folder
✗ Execute Custom Action : Reload in the Cache
✗ Execute Custom Action : Voorbeeld Custom Action
✗ Execute Custom Action : test case
✗ Execute User Event :
✗ Execute User Event : Add file
✗ Execute User Event : Approbation Formulaires
✗ Execute User Event : Approbation IGR/IDL et MGTQ
✗ Execute User Event : Approbation Liste Nominative
✗ Execute User Event : Approbation Organigramme
✗ Execute User Event : Create document
✗ Execute User Event : Enter text here
✗ Execute User Event : Enter text here
✗ Execute User Event : Enter text here
✗ Execute User Event : Enter text here

4. Click on the ✗ and ✓ icons to change the *Action Profile*.
5. Click on ***Save*** to save the changes.

1.3.4 How to delete an action profile?

1. Open the ***Admin***-menu.
2. Choose the option ***Action Profiles***. A new screen will appear.
   In this screen you can see a list of all existing *Action Profiles*:



✗ ADIL
✗ Admin Mode
✗ Can Move From Folder
Full Control
✗ no access
✗ Reader
Set ACL
System Administrator
✗ test 20012011
✗ WF_Participant

3. Click on the ✗ icon next to the *Action Profile* you want to delete. The *Action Profiles* you cannot delete are fixed *Action Profiles*.

4. The chosen *Action Profile* will be deleted.

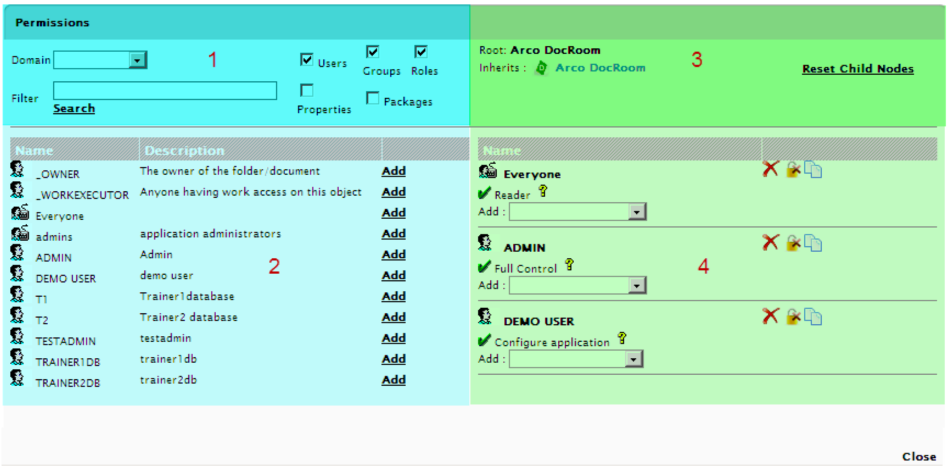
Nice to know

- **If the user is not selected in the ACL list, the user will get *No Access*: he/she will not see the objects.**
- **If no Action Profile is defined for a user, the user will browse rights: the user will see the items in the list, but cannot view any of the details of it.**
- **When more than one Action Profile is assigned to the same user, the user will gain all security rights mentioned in the different Action Profiles.**
- **If a user has access to a subfolder of a folder where he/she has no access, both folders will be shown in the Tree Structure. The content of the folder of which the user has no access will not be shown. (If default security is used.)**
- **When a document is moved to another folder, it will inherit the security of the target folder, except if the document had 'own' security settings, i.e. when the document security settings are different from the security settings of the folder where it is located.**
- **Document security settings override folder security settings (inherited on document level) when document security is set after the document has been located in the folder.**

1.4 Folder security

Folder security defines what a user can do with the selected folder.
By default, folder security is inherited by all folder items, e.g. subfolders, documents, workflows and dossiers.

1.4.1 Description of the ACL (Access Control List) window of a folder



Permissions

Domain

Filter

☑ Users ☑ Groups ☑ Roles

☐ Properties ☐ Packages

Name	Description	
_OWNER	The owner of the folder/document	Add
_WORKEXECUTOR	Anyone having work access on this object	Add
Everyone		Add
admins	application administrators	Add
ADMIN	Admin	Add
DEMO USER	demo user	Add
T1	Trainer1database	Add
T2	Trainer2 database	Add
TESTADMIN	testadmin	Add
TRAINER1DB	trainer1db	Add
TRAINER2DB	trainer2db	Add

Root: Arco DocRoom
Inherits : Arco DocRoom

Name
Everyone ✓ Reader Add :
ADMIN ✓ Full Control Add :
DEMO USER ✓ Configure application Add :

The ACL window of a folder has 4 parts:

1	Filter on the list of available users, groups, roles, properties and packages.	*Allows you to filter the list of available users, groups, roles, properties and packages.*
2	List of available users, groups, roles, properties and packages.	*Here you can select items to add them to the ACL list of the folder.*
3	Name of selected folder and name of the folder where it inherits it security from. Not always available: *Override* *Reset Child Nodes* *Take Parent ACL*	
4	ACL list for this folder.	*Actual security settings of the selected folder.*

1.4.2 Filter

Domain Only show members of the selected domain in the list below (**2**). Database users can be filtered by selecting _DATABASE in the list.

Filter Enter (a part of) the name of an item to limit the list to items with that (part in the) name.

☑ users
☑ If selected, users are shown in the list below (**2**).
☐ If not selected, users are not shown in the list below (**2**).

☑ Groups
☑ If selected, groups are shown in the list below (**2**).
☐ If not selected, groups are not shown in the list below (**2**).

☑ Roles ☑ If selected, roles are shown in the list below (**2**).
☐ If not selected, roles are not shown in the list below (**2**).

☑ Properties ☑ If selected, properties are shown in the list below (**2**).
☐ If not selected, properties are not shown in the list below (**2**).

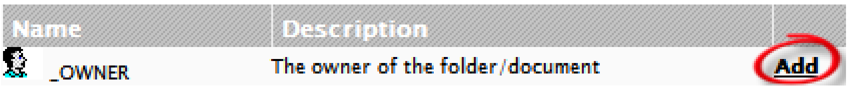
☑ Packages ☑ If selected, packages are shown in the list below (**2**).
☐ If not selected, packages are not shown in the list below (**2**).

Search Click here to activate the selected filter settings.

1.4.3 List of available users, groups, roles, properties and packages

By default shown in read-only, except for the root folder.

To show the list in edit mode, click on the **Override** option in the upper right corner of the window. The ACL list is then shown in edit mode. As a result, items from the list of available users, groups, roles, properties and packages can be added to the ACL list by clicking on the option **Add** next to the list item.



Name	Description	
_OWNER	The owner of the folder/document	Add

1.4.4 Name of selected folder and name of the parent folder + options

Folder Current folder.

Inherits Name of the folder where the current folder inherits its security from.
By default the parent folder.
When the parent security folder is overridden, it will inherit from itself.

Override Appears when security settings of the folder are inherited from the parent folder. Click here to change the inherited security settings.

Take parent ACL Appears when the security is no longer inherited from the parent folder. Click here to make custom security of the folder undone, so that the security of the folder is again inherited from its parent folder.

Reset Child nodes Appears after clicking on the option Override when child nodes (subfolder, documents, workflows, dossiers) are in the folder. Click here to override the security of the child nodes with the security of the folder.*

* *This option always appears on the root folder, allowing you to override all security with the security settings of the root folder. Think twice before clicking on this option: you will replace all security configurations on lower levels with the security settings of the root folder. This action cannot be undone!*

1.4.5 ACL list of the folder

1.4.5.1 Default security: folder inherits its security from parent folder

All items of the ACL list are shown in bold.

1.4.5.2 Override security

All security settings of the folder are in italic: The inherited security of the folder is overridden. When items are added in the parent folder ACL list, they will not be added to ACL list of this folder.

When the inherited security of the folder is overridden, each item can now be overridden individually. As long as nothing has been changed to the initial settings, the inherited security settings will remain inherited: this means that, when changes are made to those items on parent folder level, these changes will also be applied to the items in this folder.

Add a user to the list: click on the **Add** option next to the user in the list of available users, groups, roles, properties and packages to show the user in the ACL list. Then select an action profile for the user.

Override individual rights: Click on the **Override** icon ✏ to override the security of an individual item in the list. The item will now appear in bold and does not inherit its security anymore from the parent folder. You can now add other action profiles to the rights.

- Click on the **remove** icon ✔ in front of an action profile to delete an action profile for a user.
- Click on the **question mark** ? next to an action profile to see which actions are active in the selected action profile.

Remove a user from the list: Click on the **Remove** icon ✘ to delete an item from the ACL list.

Copy to children: Click on the **Copy** icon 📄 to copy the security settings of a user to the child nodes of the selected folder.

Lock a security configuration: Click on the **lock** icon 🔓 to lock the security setting of a user. When locked, the icon changes into 🔒. When locked, this setting cannot be edited on subfolder level. It assures that administrators of lower folder levels cannot undo your security settings on higher level.

1.4.6 Root folder security

The security of the root folder defines is by default inherited by the subfolders.
Next to this, administrator rights are defined on this folder: if the action full control or configure application is selected on root level, the user is granted administrator rights on the whole application.

Users with application administrator rights can

- See the button **Admin** in the navigation bar* of the Doma WebInterface. This allows them to
  - View the application server settings and refresh cashes.
  - Follow-up and batch jobs and start them manually.
  - View and administer the list of file extensions allowed in DocRoom.
  - View, create, edit and delete managed lists.
  - View the used IFilters.
  - View, create, edit and delete action profiles.
  - View the logged in users.
  - View groups and view create, edit and delete users and roles.
  - View the content of the recycle bin and delete / restore recycle bin items.
  - View the current version number of Doma.
- Open the Doma admin client, which allows the administrator to do lots of configurations for the Doma application.

* *It is possible that the view on the button Admin in the navigation bar of the Doma WebInterface is restricted to a pre-defined role. In that case it is possible that users who have full control or configure application rights on the root folder still don't see the button Admin because they are not a member of the role.*

1.4.7 How to set security on folder level

When creating a new folder, the folder will inherit the security settings of the parent folder.
All documents that are added to this folder, will inherit the folder security settings.

These settings can be changed by changing the ACL (= *Access Control List*) settings.

1. Select the folder where you want to change the security settings.
2. Click on the right mouse button.
3. A menu appears: select the option ACL.
4. The ACL window of the selected folder appears.
5. The security settings of the folder appear in the right column of the ACL window.
6. Click on the option ***Override*** in the right upper corner of the ACL window.
7. The ACL window now appears in *Edit mode.*
8. From this screen you can set the security.

    - Click on ***Take parent ACL*** to inherit the security settings of the parent folder.

    - You can also define a different security.
        - Select a user/group/role in the left column of the screen by clicking on the ***Add*** button. The user/group/role will appear on the right side of the screen.
        - Click on the ***Remove***-button next to the user/group/role to remove it from the right column. In the right column you can select an *Action Profile* for each user/group/role in the dropdown list. Click on the ? icon to view the settings of the ***Action Profile***.

9. Click the option ***Close*** in the right lower corner of the ACL window to close the window and save the settings.

1.4.8 How to view folder security settings

Folder security settings can be viewed from the Tree Structure in the Web Interface.

1. Select the folder of which you want to view the security settings.

2. Click on the right mouse button.

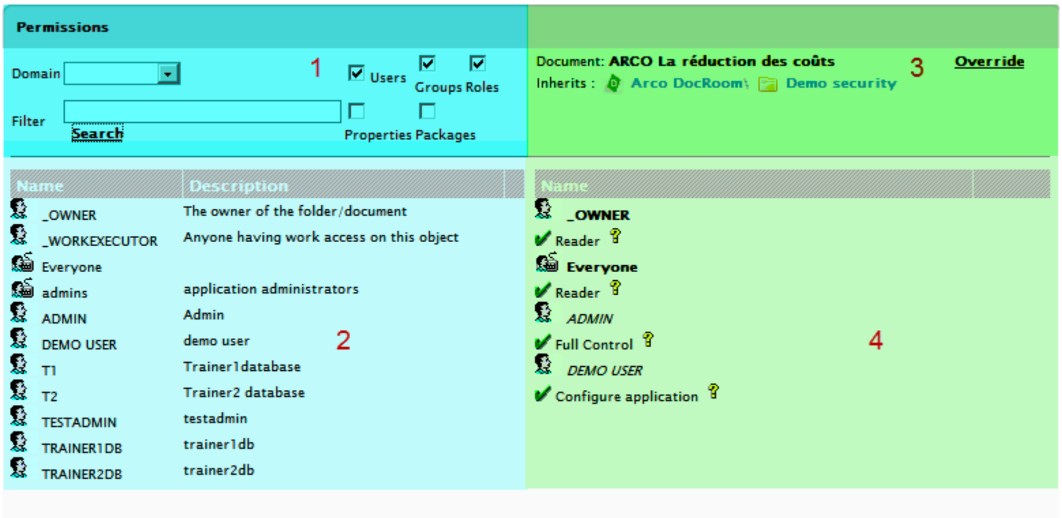
3. A menu appears: select the option *ACL Management*.

4. The ACL window of the selected folder appears in read-only.

1.5 Document security

Document security defines what a user can do with the selected document.
By default, documents inherit the security of the folder where they are located.
However, when you change the document security, it no longer inherits the security of the folder where it is located.

1.5.1 Description of the ACL (Access Control List) window of a document



Permissions

Domain
Filter
Search

1 ☑ Users ☑ Groups ☑ Roles
□ Properties □ Packages

Document: **ARCO La réduction des coûts** 3 Override
Inherits : Arco DocRoom\ Demo security

Name	Description
_OWNER	The owner of the folder/document
_WORKEXECUTOR	Anyone having work access on this object
Everyone	
admins	application administrators
ADMIN	Admin
DEMO USER	demo user
T1	Trainer1database
T2	Trainer2 database
TESTADMIN	testadmin
TRAINER1DB	trainer1db
TRAINER2DB	trainer2db

2

Name
_OWNER
✓ Reader
Everyone
✓ Reader
ADMIN
✓ Full Control
DEMO USER
✓ Configure application

4

The ACL window of a document has 4 parts:

1	Filter on the list of available users, groups, roles, properties and packages.	*Allows you to filter the list of available users, groups, roles, properties and packages.*
2	List of available users, groups, roles, properties and packages.	*Here you can select items to add them to the ACL list of the item.*
3	Name of selected and name of the item where it inherits it security from. Not always available: *Override* *Take Parent ACL*	
4	ACL list for this document.	*Actual security settings of the selected document.*

1.5.2 Filter

Domain Only show members of the selected domain in the list below (**2**). Database users can be filtered by selecting _DATABASE in the list.

Filter Enter (a part of) the name of an item to limit the list to items with that (part in the) name.

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☑ If selected, users are shown in the list below (**2**).
☐ If not selected, users are not shown in the list below (**2**).

☑ Groups
☑ If selected, groups are shown in the list below (**2**).
☐ If not selected, groups are not shown in the list below (**2**).

☑ Roles ☑ If selected, roles are shown in the list below (**2**).
☐ If not selected, roles are not shown in the list below (**2**).

☑ Properties ☑ If selected, properties are shown in the list below (**2**).
☐ If not selected, properties are not shown in the list below (**2**).

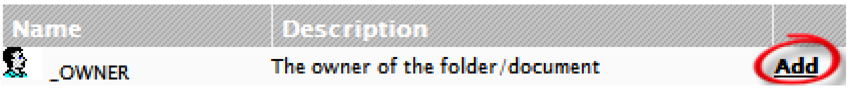
☑ Packages ☑ If selected, packages are shown in the list below (**2**).
☐ If not selected, packages are not shown in the list below (**2**).

Search Click here to activate the selected filter settings.

1.5.3 List of available users, groups, roles, properties and packages

By default shown in read-only.

To show the list in edit mode, click on the **Override** option in the upper right corner of the window. The ACL list is then shown in edit mode. As a result, items from the list of available users, groups, roles, properties and packages can be added to the ACL list by clicking on the option **Add** next to the list item.



Name	Description	
_OWNER	The owner of the folder/document	Add

1.5.4 Name of selected document and name of the item where it inherits it security from + options

Document Current document.

Inherits Name of the item where the current document inherits its security from.
By default the parent folder.
When the parent security folder is overridden, it will inherit from itself.

Override Appears when security settings of the item are inherited from the parent folder. Click here to change the inherited security settings.

Take parent ACL Appears when the security is no longer inherited from the parent folder. Click here to make custom security of the document undone, so that the security is again inherited from its parent folder.

1.5.5 How to set security on document level

By default, when creating a new document, the document will inherit the security settings of the folder where it is located.

These settings can be changed by changing the ACL settings. ACL settings can be viewed from the document detail in the Web Interface:

1. Browse to the document of which you want to change the security settings.
2. Double click on the document title in the document bar to open a pop-up window that contains the document metadata on the left and a preview of the document on the right.
3. Click on the button *ACL Management* ( ) to open the ACL window of the selected document.
4. The ACL window of the selected document appears:
5. The security settings of the document appear in the right column of the ACL window.

6. Click on the option ***Override*** in the right upper corner of the ACL window.
7. The ACL window now appears in *Edit mode*.
8. From this screen you can set the security.

    - Click on ***Take parent ACL*** to inherit the security settings of the folder.

    - You can also define a different security.
        - Select a user/group/role in the left column of the screen by clicking on the ***Add*** button. The user/group/role will appear on the right side of the screen.
        - Click on the ***Remove***-button next to the user/group/role to remove it from the right column.
        - In the right column you can select an *Action Profile* for each user/group/role in the dropdown list. Click on the icon to view the settings of the selected *Action Profile*.

9. Click on the option ***Close*** in the right lower corner of the ACL window to close the window and save the settings.

1.5.6 How to view document security settings

Document security settings can be viewed from the result list in the Web Interface.

1. Select the document of which you want to view the security settings.
2. Click on the right mouse button.
3. A menu appears: select the option *ACL Management*.
4. The ACL window of the selected document appears in read-only.

1.5.7 Property *Assignee* and document and folder security

We can use a property of the type *Assignee* to allow users to influence the document security, though they don’t have the right to set ACL rights on the document.

We have configured a document category with the name document. One of the properties of this category is an assignee field with the name “Reviewers”.

When a user adds a document, he/she can select one or more users in the assignee field “Reviewers”. All users who are selected in this field, will automatically get edit rights on the document. Other users only have read rights by default.

When working this way, we allow users who don’t have the right to change the document security, to select the users who are allowed to edit the document. Thus we allow “normal” users to influence the default document security.

To enable this way of working, we have to do the next configuration:

In the Doma admin module:

- Create a pool property of the type assignee that is searchable. (e.g. reviewers)
- Link this property to a folder category.
- Link the pool property of the type *assignee* also to a document category.

In the DocRoom WebInterface:

- Create a folder of the category where the assignee property is linked to.
- Link an action profile (e.g. edit) to the pool property (reviewers) on folder ACL level.
- Create a new document of this category in the folder where you linked an action profile to the pool property of the type assignee.
- During document insert, you can select the users of the pool property of the type assignee (reviewers). All of these users will get edit rights on the document.

An example:
A user has ***Read*** rights to all documents of the folder *Training*.
The document *Manual DocRoom* is located in this folder, so this user can only view the document.
One of the document properties is the property *Reviewer* (of the property type *Assignee*)
On folder security level, I have granted ***Edit*** rights to this assignee *Reviewer*.
When I select the user name in the property *Reviewer*, he will automatically get the ***Edit*** rights instead of the normal ***View*** rights.

1.6 DocRoom Workflow security

1.6.1 Introduction

Since a workflow is the result of the creation of a WorkFlow category, it is influenced by the Routing WorkFlow procedure security settings and by the DocRoom security.

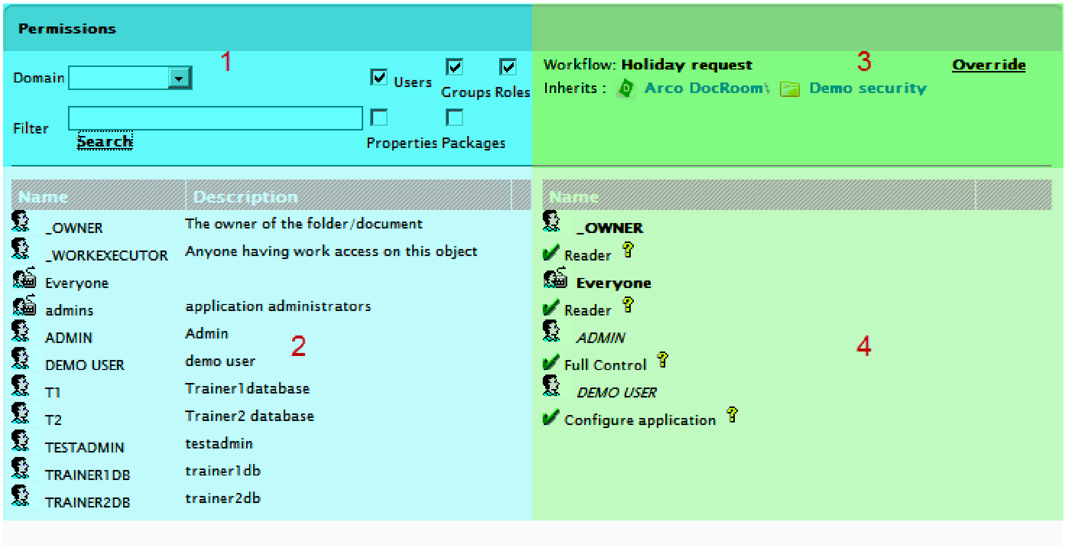
When the procedure of a workflow is still active, it can always be found in the Routing result lists. Here, the normal Routing WorkFlow security counts.

When a workflow is approached from the DocRoom Library interface (via the tree structure or via a search), the DocRoom security is active.
This means:

- If you have no access to the workflow, you will not see it.
- When you have no access to the workflow, but you have work on the actual step of it, you will see it if a special user “work executor” is added to the workflow security.

In this part, we will discuss the DocRoom security.

1.6.2 Description of the ACL (Access Control List) window of a workflow



Permissions

Domain
Filter
Search

☑ Users ☑ Groups ☑ Roles
□ Properties □ Packages

Name	Description
_OWNER	The owner of the folder/document
_WORKEXECUTOR	Anyone having work access on this object
Everyone	
admins	application administrators
ADMIN	Admin
DEMO USER	demo user
T1	Trainer1database
T2	Trainer2 database
TESTADMIN	testadmin
TRAINER1DB	trainer1db
TRAINER2DB	trainer2db

Workflow: **Holiday request**
Inherits : Arco DocRoom Demo security
Override

Name
_OWNER
✓ Reader
Everyone
✓ Reader
ADMIN
✓ Full Control
DEMO USER
✓ Configure application

The ACL window of a workflow has 4 parts:

1	Filter on the list of available users, groups, roles, properties and packages.	*Allows you to filter the list of available users, groups, roles, properties and packages.*
2	List of available users, groups, roles, properties and packages.	*Here you can select items to add them to the ACL list of the item.*
3	Name of selected workflow and name of the item where it inherits it security from. Not always available: *Override* *Take Parent ACL*	
4	ACL list for this workflow.	*Actual security settings of the selected workflow.*

1.6.3 Filter

Domain Only show members of the selected domain in the list below (**2**). Database users can be filtered by selecting _DATABASE in the list.

Filter Enter (a part of) the name of an item to limit the list to items with that (part in the) name.

☑ users ☑ If selected, users are shown in the list below (**2**).
☐ If not selected, users are not shown in the list below (**2**).

☑ Groups ☑ If selected, groups are shown in the list below (**2**).
☐ If not selected, groups are not shown in the list below (**2**).

☑ Roles ☑ If selected, roles are shown in the list below (**2**).
☐ If not selected, roles are not shown in the list below (**2**).

☑ Properties ☑ If selected, properties are shown in the list below (**2**).
☐ If not selected, properties are not shown in the list below (**2**).

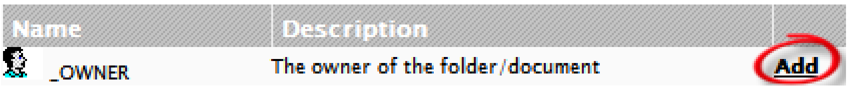
☑ Packages ☑ If selected, packages are shown in the list below (**2**).
☐ If not selected, packages are not shown in the list below (**2**).

Search Click here to activate the selected filter settings.

1.6.4 List of available users, groups, roles, properties and packages

By default shown in read-only.

To show the list in edit mode, click on the **Override** option in the upper right corner of the window. The ACL list is then shown in edit mode. As a result, items from the list of available users, groups, roles, properties and packages can be added to the ACL list by clicking on the option **Add** next to the list item.



Name	Description	
_OWNER	The owner of the folder/document	Add

1.6.5 Name of selected workflow and name of the item where it inherits it security from + options

Workflow Current workflow.

Inherits Name of the item where the current workflow inherits its security from.
By default the parent folder.
When the parent security folder is overridden, it will inherit from itself.

Override Appears when security settings of the item are inherited from the parent folder. Click here to change the inherited security settings.

Take parent ACL Appears when the security is no longer inherited from the parent folder. Click here to make custom security of the workflow undone, so that the security is again inherited from its parent folder.

1.6.6 How to set security on a workflow

By default, when starting a new workflow from the DocRoom tree structure, it will inherit the security settings of the folder where it is located.

These settings can be changed by changing the ACL settings. ACL settings can be viewed from the workflow detail in the Web Interface:

1. Browse to the workflow of which you want to change the security settings.
2. Double click on the workflow title in the result list to open a pop-up window that contains the workflow metadata on the left and a preview of the workflow on the right.
3. Click on the button *ACL Management* (👥) to open the ACL window of the selected workflow.
4. The ACL window of the selected workflow appears. The security settings of the workflow appear in the right column of the ACL window.
5. Click on the option ***Override*** in the right upper corner of the ACL window.
6. The ACL window now appears in *Edit mode*.
7. From this screen you can set the security.
    - Click on ***Take parent ACL*** to inherit the security settings of the folder.
    - You can also define a different security.
        - Select a user/group/role in the left column of the screen by clicking on the ***Add*** button. The user/group/role will appear on the right side of the screen.
        - Click on the ***Remove***-button next to the user/group/role to remove it from the right column.
        - In the right column you can select an *Action Profile* for each user/group/role in the dropdown list. Click on the ? icon to view the settings of the selected *Action Profile*.
8. Click on the option ***Close*** in the right lower corner of the ACL window to close the window and save the settings.

1.6.7 How to view workflow security settings

Workflow security can be viewed from the result list in the Web Interface.

1. Browse to the workflow of which you want to view the security settings.

2. Double click on the workflow title in the result list to open a pop-up window that contains the workflow metadata on the left and a preview of the workflow on the right.

3. Click on the button ***ACL Management*** in the toolbar (👥) to open the ACL window of the selected workflow.

4. The ACL window of the selected workflow appears.

1.7 Dossier security

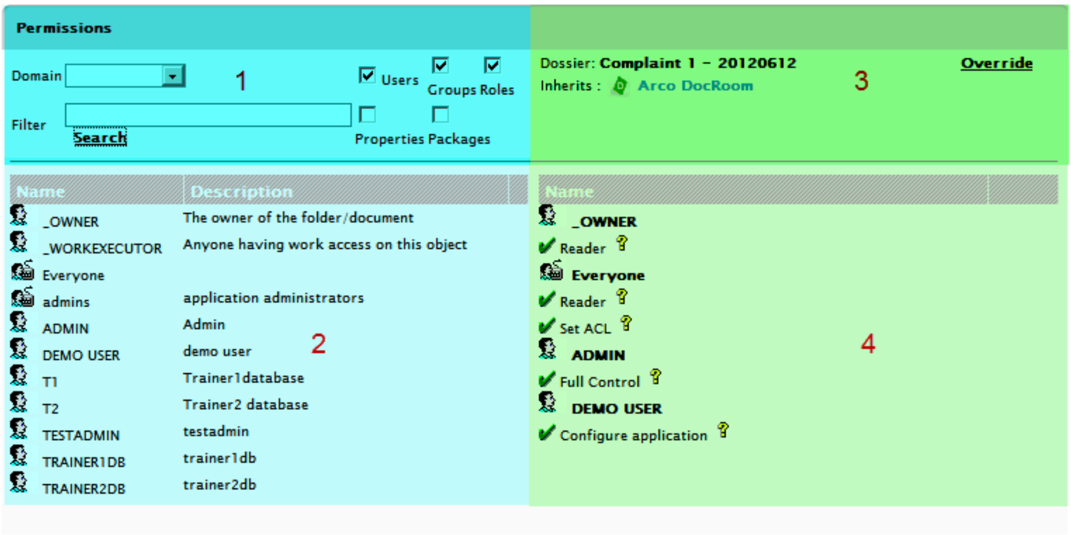
1.7.1 Introduction

Dossiers are designed to allow users to create a dynamic bundle of documents, folders and workflows. All the items that are bundled by a dossier are physically located elsewhere in the DocRoom structure.

In order to allow users to view/edit the items in a dossier, we work with packages and package security on dossier level.

*Please refer to the chapter **Package security** for more information about package security.*

1.7.2 Description of the ACL (Access Control List) window of a dossier



Permissions

Domain

☑ Users ☑ Groups ☑ Roles

Filter

Search

□ Properties □ Packages

Dossier: **Complaint 1 - 20120612**
Inherits : Arco DocRoom

Override

Name	Description
_OWNER	The owner of the folder/document
_WORKEXECUTOR	Anyone having work access on this object
Everyone	
admins	application administrators
ADMIN	Admin
DEMO USER	demo user
T1	Trainer1database
T2	Trainer2 database
TESTADMIN	testadmin
TRAINER1DB	trainer1db
TRAINER2DB	trainer2db

Name
_OWNER
✓ Reader
Everyone
✓ Reader
✓ Set ACL
ADMIN
✓ Full Control
DEMO USER
✓ Configure application

The ACL window of a dossier has 4 parts:

1 Filter on the list of available users, groups, roles, properties and packages. — *Allows you to filter the list of available users, groups, roles, properties and packages.*

2 List of available users, groups, roles, properties and packages. — *Here you can select items to add them to the ACL list of the item.*

3 Name of selected dossier and name of the item where it inherits it security from.
Not always available:
Override
Take Parent ACL

4 ACL list for this dossier. — *Actual security settings of the selected dossier.*

1.7.3 Filter

Domain Only show members of the selected domain in the list below (**2**). Database users can be filtered by selecting _DATABASE in the list.

Filter Enter (a part of) the name of an item to limit the list to items with that (part in the) name.

☑ users ☑ If selected, users are shown in the list below (**2**).
☐ If not selected, users are not shown in the list below (**2**).

☑ Groups ☑ If selected, groups are shown in the list below (**2**).
☐ If not selected, groups are not shown in the list below (**2**).

☑ Roles ☑ If selected, roles are shown in the list below (**2**).
☐ If not selected, roles are not shown in the list below (**2**).

☑ Properties ☑ If selected, properties are shown in the list below (**2**).
☐ If not selected, properties are not shown in the list below (**2**).

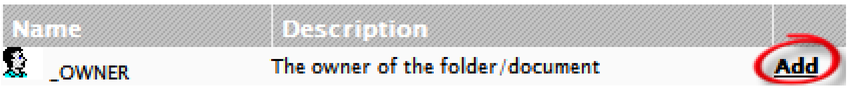
☑ Packages ☑ If selected, packages are shown in the list below (**2**).
☐ If not selected, packages are not shown in the list below (**2**).

Search Click here to activate the selected filter settings.

1.7.4 List of available users, groups, roles, properties and packages

By default shown in read-only.

To show the list in edit mode, click on the **Override** option in the upper right corner of the window. The ACL list is then shown in edit mode. As a result, items from the list of available users, groups, roles, properties and packages can be added to the ACL list by clicking on the option **Add** next to the list item.



Name	Description	
_OWNER	The owner of the folder/document	Add

1.7.5 Name of selected dossier and name of the item where it inherits it security from + options

Dossier Current dossier.

Inherits Name of the item where the current dossier inherits its security from.
By default the parent folder.
When the parent security folder is overridden, it will inherit from itself.

Override Appears when security settings of the item are inherited from the parent folder. Click here to change the inherited security settings.

Take parent ACL Appears when the security is no longer inherited from the parent folder. Click here to make custom security of the dossier undone, so that the security is again inherited from its parent folder.

1.7.6 How to set security on a dossier

By default, when starting a new dossier from the DocRoom tree structure, it will inherit the security settings of the folder where it is located.

These settings can be changed by changing the ACL settings. ACL settings can be viewed from the dossier detail in the Web Interface:

1. Browse to the dossier of which you want to change the security settings.
2. Double click on the dossier title in the result list to open a pop-up window that contains the dossier metadata on the left and a preview of the workflow on the right.
3. Click on the button *ACL Management* (👥) to open the ACL window of the selected dossier.
4. The ACL window of the selected dossier appears. The security settings of the dossier appear in the right column of the ACL window.
5. Click on the option ***Override*** in the right upper corner of the ACL window.
6. The ACL window now appears in *Edit mode*.
7. From this screen you can set the security.
    - Click on ***Take parent ACL*** to inherit the security settings of the folder.
    - You can also define a different security.
        - Select a user/group/role in the left column of the screen by clicking on the ***Add*** button. The user/group/role will appear on the right side of the screen.
        - Click on the ***Remove***-button next to the user/group/role to remove it from the right column.
        - In the right column you can select an *Action Profile* for each user/group/role in the dropdown list. Click on the ❓ icon to view the settings of the selected *Action Profile*.
8. Click on the option ***Close*** in the right lower corner of the ACL window to close the window and save the settings.

1.7.7 How to view dossier security settings

Dossier security can be viewed from the result list in the Web Interface.

1. Browse to the dossier of which you want to view the security settings.
2. Double click on the dossier title in the result list to open a pop-up window that contains the dossier metadata on the left and a preview of the dossier on the right.
3. Click on the button ***ACL Management*** in the toolbar (👥) to open the ACL window of the selected dossier.
4. The ACL window of the selected dossier appears.

2 Routing security

Security ensures that data stored in DocRoom and Routing cannot be read or compromised by any individuals without authorization.

2.1 Introduction

Just like DocRoom security, Routing security is based on the user's login and password and the groups and roles a user makes part of. Both DocRoom and Routing use the same user list.

Routing Security is defined on procedure level.
Here we configure what users can do in the web-interface: can they only do their part of the procedure, can they also follow up the dossier when they don’t have to do the actual work or do they even have administrator rights so they can administer the dossier?
If they have enough rights, users are also allowed to edit the flow of the procedure by using the Doma admin module.

Next to the security on procedure level, steps of the procedure are assigned to certain users or a group of users. These users execute a step, therefore we refer to them as *step executors*. (called step security in Routing v.4.)

2.2 Procedure security

2.2.1 Procedure security levels

Routing has 7 pre-defined security levels:

1. No Access
2. Start
3. View
4. Edit
5. Own
6. Administer
7. Full control

The first 2 levels can be combined with trail view access rights on step level. Trail view rights enlarge the standard user rights from the moment (step) that the user is involved in the procedure.

Each of the mentioned security rights will be explained below.

2.2.1.1 User levels No Access, Start and View

The first 3 security levels are levels used for end users. They influence the behavior of the Routing dossiers in the web interface. They do not grant access to the procedure in administrator tools such as the Doma admin module.

Web Interface rights

			Security level				
	Action	**Dossier is**	**No Access**	**No Access + Trail View rights**	**Start**	**Start + Trail View rights**	**View**
My Work	See dossier	assigned to the user and started by him	X	X	X	X	X
		assigned to the user and **not** started by him	X	X	X	X	X
		not assigned to the user and started by him	O	O	O	O	O
		not assigned to the user and **not** started by him	O	O	O	O	O
	Open dossier in edit mode	assigned to the user and not locked	X	X	X	X	X
		assigned to the user but locked by another user	O	O	O	O	O
	Open dossier in read only	assigned to the user but locked by another user	X	X	X	X	X
		not assigned to the user and started by him	O	O	O	O	O
		not assigned to him and not started by him	O	O	O	O	O
My Dossiers	See dossier	assigned to the user and started by him	NA	NA	X	X	X
		assigned to the user and **not** started by him	O	O	O	O	O
		not assigned to the user and started by him	NA	NA	X	X	X
		not assigned to the user and **not** started by him	O	O	O	O	O
	Open dossier in edit mode	assigned to the user, started by him and not locked	NA	NA	O	O	O
		assigned to the user, started by him but locked by another user	NA	NA	X	X	X
	Open dossier in read only	assigned to the user, started by him and not locked	NA	NA	O	O	O
		assigned to the user, started by him, but locked by another user	NA	NA	X	X	X
		not assigned to the user and started by him	NA	NA	O	X	X
		not assigned to the user and not started by him	O	O	O	O	X
Open Dossiers	See dossier	assigned to the user and started by him	NA	X	X	X	X
		assigned to the user and **not** started by him	X	X	X	X	X
		not assigned to the user and started by him	NA	TV	O	TV	X
		not assigned to the user and **not** started by him	O	TV	O	TV	X
	Open dossier in edit mode	assigned to the user and not locked	X	X	X	X	X
		assigned to the user but locked by another user	O	O	O	O	O
	Open dossier in read only	assigned to the user but locked by another user	O	X	X	X	X
		not assigned to the user and started by him	NA	NA	O	TV	X
		not assigned to the user and not started by him	O	O	O	TV	X
Archive	See dossier	Started by the user	NA	NA	O	TV	X
		User was step executor during the procedure	O	TV	TV	TV	X

NA = Not Applicable *TV = yes, if Trail View is active for the user*

2.2.1.2 Edit

From this level on, also access to the Doma admin tool is allowed. The rights on webinterface level are the same as view rights.

- Web Interface
  - *Same rights as view rights*

- Doma Admin
  - *The procedure on which the user has Edit rights will be listed in the Doma Admin module.*
  - *The user can edit these procedures.*
  - *The user cannot delete these procedures*
  - *User can give No Access, Start or View rights to other users rights.*
  - *User can export the procedure.*
  - *User can create a new version of the procedure.*

- Routing Users Manager
  - No Access

2.2.1.3 Own

- Web Interface
  - *Same rights as view rights*

- Doma Admin
  - *The procedure on which the user has Own rights rights will be listed in the Doma Admin module.*
  - *The user can edit these procedures.*
  - *The user can create procedures.*
  - *The user can delete procedures*
  - *User can give No Access, Start, View or Edit rights to other users rights.*
  - *User can export the procedure.*
  - *User can create a new version of the procedure.*

- Routing Users Manager
  - No Access

2.2.1.4 Administer and Full Control

The highest levels also have access to administrator tools in the web interface, next to access to the administrator client tools such as the Doma admin module and the Routing User Manager.

Currently, there is no functional difference between the levels Administer and Full Control.

- Web Interface
  - *Same rights as view rights*
  - *User can administer the dossier from the web interface:*
    - *Edit dossier*
    - *Unlock dossier*
    - *Finish dossier*
    - *Delete dossier*
    - *Move work to another step*
    - *Assign work to another user*

- Doma Admin
  - *The procedure on which the user has Own rights rights will be listed in the Doma Admin module.*
  - *The user can edit these procedures.*
  - *The user can create procedures.*
  - *The user can delete procedures*
  - *User can give No Access, Start, View, Edit or Own rights to other users rights.*
  - *User can export the procedure.*
  - *User can create a new version of the procedure.*

- Routing Users Manager *(Not used anymore for Doma v 6.1.6)*
  - *User can synchronize Routing security with network users and groups*
  - *User can manage roles*
  - *User can manage role relationships*

2.2.2 How to set procedure security

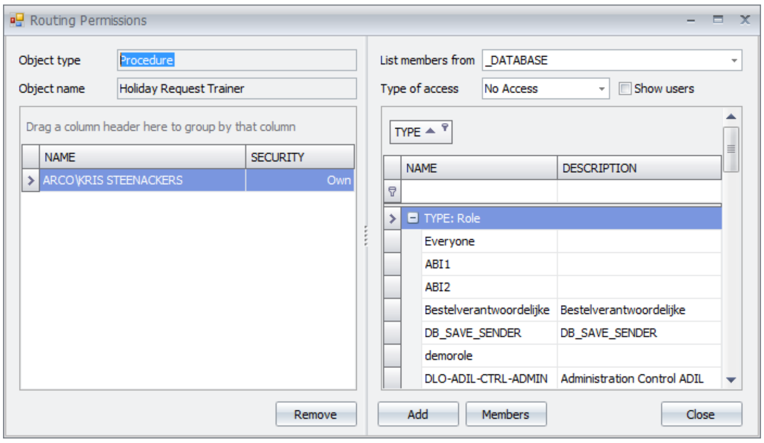
1. Open the Doma admin module.

2. Make sure that the tab *Procedure* is selected.

3. Click on the button Security in the toolbar.

4. The routing permissions window appears:

The right part of the screen shows all configuration items.
The left part of the screen shows the actual security settings.



Object type: Procedure
Object name: Holiday Request Trainer

Drag a column header here to group by that column

NAME	SECURITY
ARCO\KRIS STEENACKERS	Own

List members from: _DATABASE
Type of access: No Access
□ Show users

TYPE

NAME	DESCRIPTION
TYPE: Role	
Everyone	
ABI1	
ABI2	
Bestelverantwoordelijke	Bestelverantwoordelijke
DB_SAVE_SENDER	DB_SAVE_SENDER
demorole	
DLO-ADIL-CTRL-ADMIN	Administration Control ADIL

5. Do the next steps to configure the security:

    1. **List members from**: Select the synchronized domain or _DATABASE: this is a filter that shows domain users or database users.
    2. **Type of access**: select here which of the 7 Routing security levels will be assigned to the selected user(s).
    3. **Show users**: check this option to show users in the list. If this is not selected, only groups and roles are shown.
    4. In the list below this fields, select the user (s) (by scrolling or by using the filter) to whom you want to assign the selected security level.
    5. **Add**: Click here to add the selected user(s) and the assigned security level to the Routing permissions list at the left.

6. Close the window after configuration.

2.2.3 How to edit procedure security

1. Open the Doma admin module.
2. Make sure that the tab *Procedure* is selected.
3. Click on the button Security in the toolbar.
4. The routing permissions window appears:
    a. The right part of the screen shows all configuration items.
    b. The left part of the screen shows the actual security settings.
5. Edit the procedure security.

2.3 Step executors

2.3.1 Introduction

On step level, you have to define the step executor(s). When a user is a member of the step executor list, he will see the dossier of this step in the list *My Work*.

If a step has more than one step executor, each of these users will see the dossier in the list *My Work*.

When the step is assigned to more than one user, and one of the users opens the step detail, the step will be locked by this user. Other users will still see the dossier, but they can only open it in read-only.

2.3.2 Default step executors

Users on object level

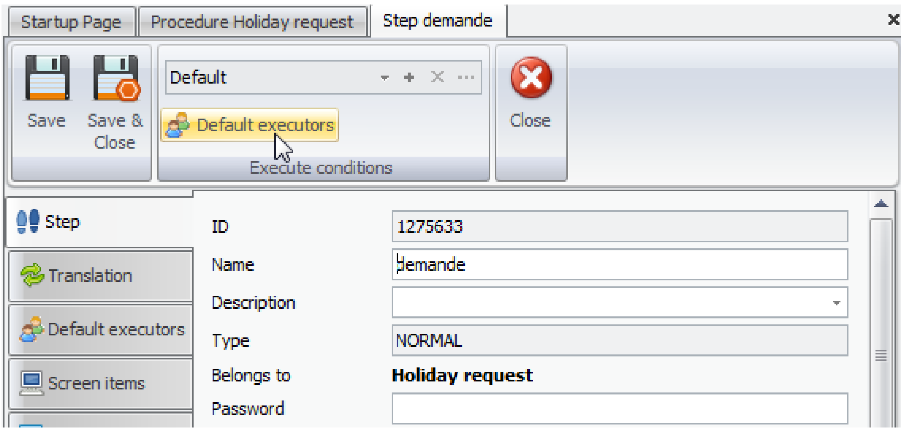
_OWNER	The owner (creator) of a folder or a document
_WORK EXECUTOR	Anyone having work access on this object

Users on workflow step executor level

Named user
_CASE CREATOR
_STEP_EXECUTOR
Everyone
Assignee
group
Role
_CHILD_ROLE(S)
_PARENT_ROLE(S)
_STRUCTURE_ROLE

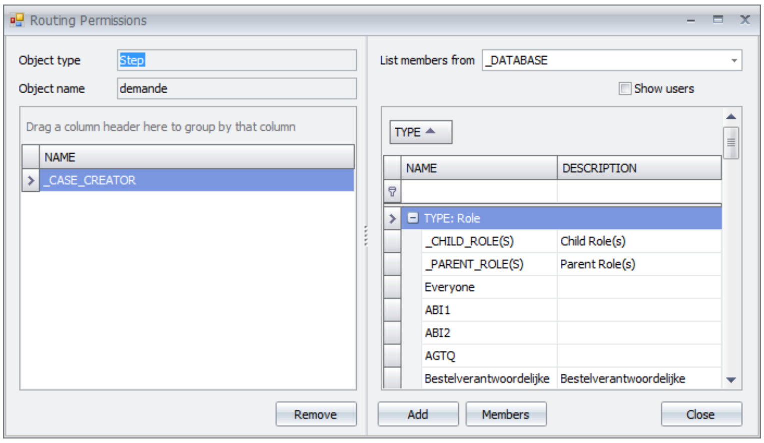
2.3.2.1 How to set step executors

1. Open the Doma administrator module.
2. Open the procedure detail.
3. Open the step detail by selecting the tab Steps; then double click on the step in the procedure overview to open the step detail in a new tab.
4. The step detail appears in a new tab. When the tab Step is selected, the button Default executors will be visible in the toolbar:



ID	1275633
Name	demande
Description	
Type	NORMAL
Belongs to	**Holiday request**
Password	

5. Click on the button ***Default executors*** to define the default executors of the selected step.
6. The Routing Permissions window appears in a pop-up window:



Object type: Step
Object name: demande
List members from: _DATABASE
□ Show users

NAME
_CASE_CREATOR

NAME	DESCRIPTION
TYPE: Role	
_CHILD_ROLE(S)	Child Role(s)
_PARENT_ROLE(S)	Parent Role(s)
Everyone	
ABI1	
ABI2	
AGTQ	
Bestelverantwoordelijke	Bestelverantwoordelijke

7. Select one or more users in the right frame, then click on the ***Add*** button to copy them to the Routing Permissions overview at the left side.
8. Close the Routing Permissions window.

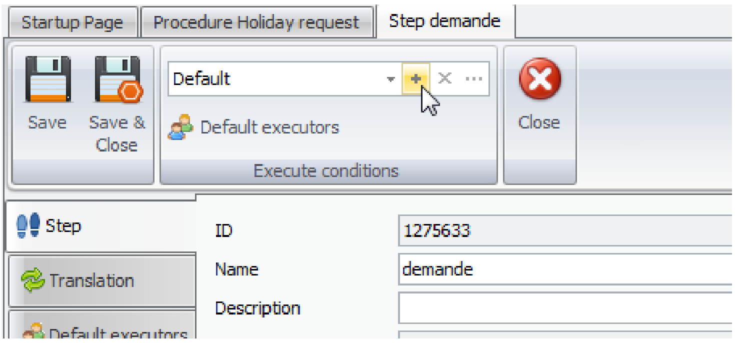
2.3.3 Conditional step executors

It is also possible to define conditional step executors.
This allows us to assign steps to different users, based upon a condition.

E.g. in an invoice approval procedure,
In this case, you can assign the step to other step executors. The step will be assigned to these other step executors if the condition where they are linked to has been reached. The condition is always based on property values.
When you define conditional security, the system will first check if the condition has been reached. If this is the case, the step will be assigned to the step executors who are linked to the conditional security.
When the condition has not been reached, the system will check the next condition. If there is no condition left, the default security of the step will be used.

2.3.3.1 How to configure a condition on step executor level

1. Open the Doma administrator module.
2. Open the procedure detail.
3. Open the step detail by selecting the tab Steps; then double click on the step in the procedure overview to open the step detail in a new tab.
4. The step detail appears in a new tab. When the tab Step is selected, the button Default executors will be visible in the toolbar. Above this toolbar, a dropdown list with the value *Default* is shown.
5. Click on the + button next to the list:



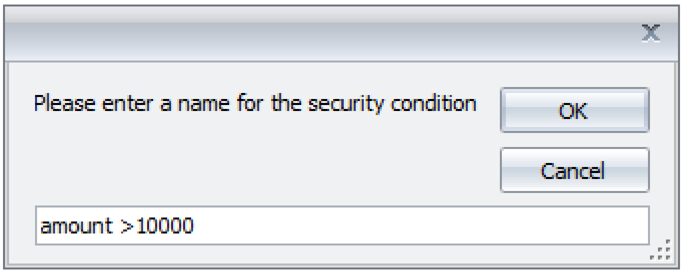
Default

ID 1275633

Name demande

Description

6. The next window appears:

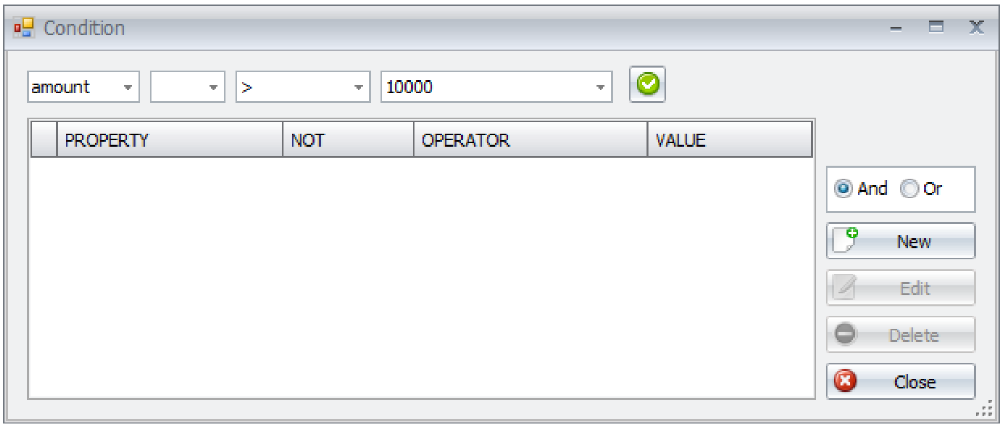


Please enter a name for the security condition

amount >10000

Enter a name for this condition. Then click in the OK button.

7. The condition definition window appears as a pop-up window: define your condition:



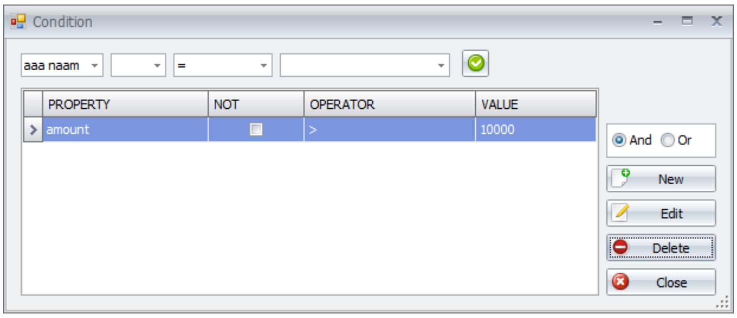
amount | | > | 10000

PROPERTY	NOT	OPERATOR	VALUE

● And ○ Or

a. Select the property on which the condition is based in the left upper dropdown list.
b. Complete your condition.

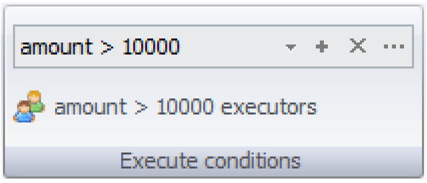
c. Click on the Save condition button ✓ to save the condition to the condition overview window:



PROPERTY	NOT	OPERATOR	VALUE
amount	□	>	10000

d. Add another condition if necessary or click on the Close button to save your condition.

e. The conditional security is now shown in the dropdown list in the security part of the toolbar:



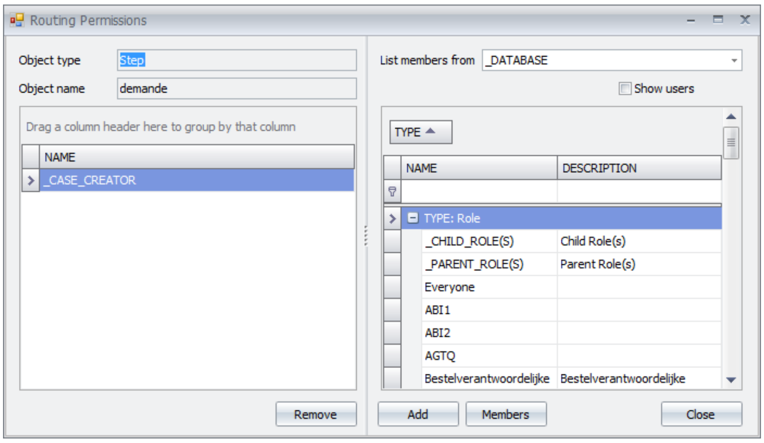
amount > 10000

amount > 10000 executors

2.3.3.2 How to set conditional step executors

1. Click on the button with the reference to the condition (in the example ***amount > 10000***) to define the conditional executors of the selected step.

2. The Routing Permissions window appears in a pop-up window:



Object type: Step
Object name: demande
List members from: _DATABASE
□ Show users

NAME
_CASE_CREATOR

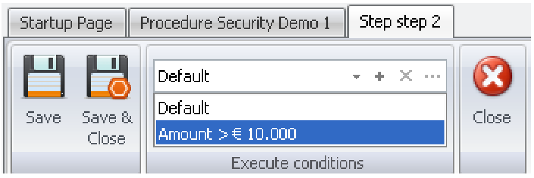
NAME	DESCRIPTION
⊟ TYPE: Role	
_CHILD_ROLE(S)	Child Role(s)
_PARENT_ROLE(S)	Parent Role(s)
Everyone	
ABI1	
ABI2	
AGTQ	
Bestelverantwoordelijke	Bestelverantwoordelijke

3. Select one or more users in the right frame, then click on the ***Add*** button to copy them to the Routing Permissions overview at the left side.

4. Close the Routing Permissions window.

2.3.3.3 How to edit a condition on step executor level

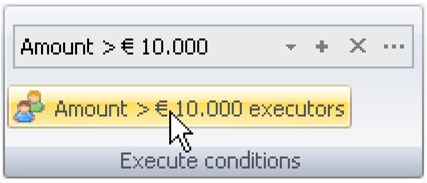
1. Open the Doma administrator module.
2. Open the procedure detail.
3. Open the step detail by selecting the tab Steps; then double click on the step in the procedure overview to open the step detail in a new tab.
4. The step detail appears in a new tab. When the tab Step is selected, the button Default executors will be visible in the toolbar. Above this toolbar, a dropdown list with the value *Default* is shown.
5. Open this list by clicking on the reversed triangle button ▾ at the right of this field. You will see all conditional security definitions in the list:



Startup Page | Procedure Security Demo 1 | Step step 2

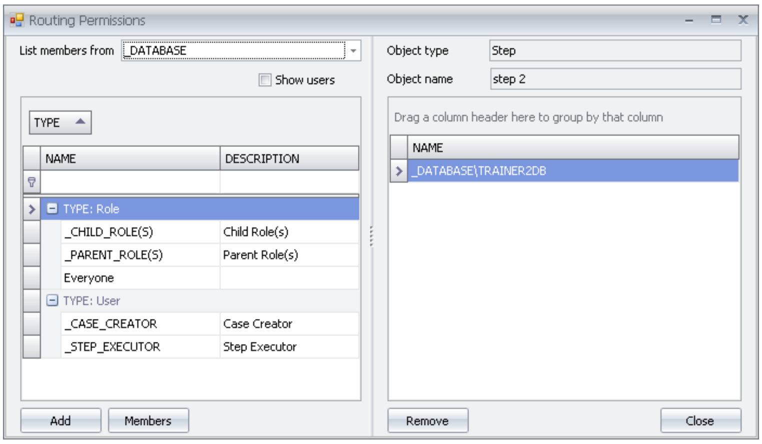
Default
Default
Amount > € 10.000

6. Select the conditional security definition that you want to edit in the list. It now appears in the rectangle under the list. Click on this button to open the configuration details.



Amount > € 10.000

7. The Routing Permissions window appears. Here you can change the security settings that are linked to the condition.



Routing Permissions

List members from: _DATABASE

□ Show users

Object type: Step
Object name: step 2

NAME	DESCRIPTION
TYPE: Role	
_CHILD_ROLE(S)	Child Role(s)
_PARENT_ROLE(S)	Parent Role(s)
Everyone	
TYPE: User	
_CASE_CREATOR	Case Creator
_STEP_EXECUTOR	Step Executor

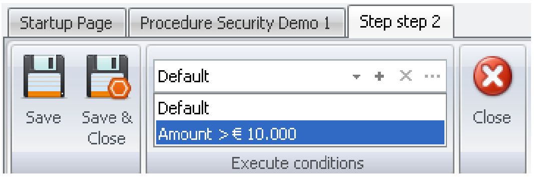
Drag a column header here to group by that column

NAME
_DATABASE\TRAINER2DB

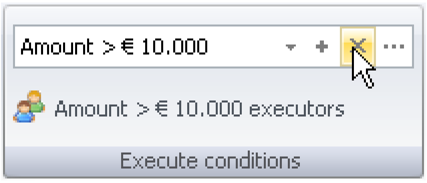
Close the window after changes.

2.3.3.4 How to delete a condition on step executor level

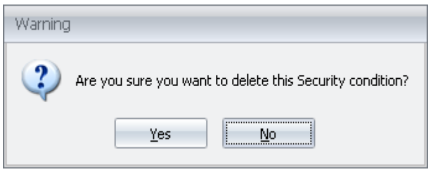
1. Open the Doma administrator module.
2. Open the procedure detail.
3. Open the step detail by selecting the tab Steps; then double click on the step in the procedure overview to open the step detail in a new tab.
4. The step detail appears in a new tab. When the tab Step is selected, the button Default executors will be visible in the toolbar. Above this toolbar, a dropdown list with the value *Default* is shown.
5. Open this list by clicking on the reversed triangle at the right of this field. You will see all conditional security definitions in the list:



6. Select the conditional security definition that you want to delete in the list. It now appears in the rectangle under the list. Click on the delete button ✕ at the right of the list.



7. A warning message appears:


Warning

Are you sure you want to delete this Security condition?

Click Yes to delete – the condition will be immediately removed from the list.

Click No to cancel.

2.4 Delegate(d) work

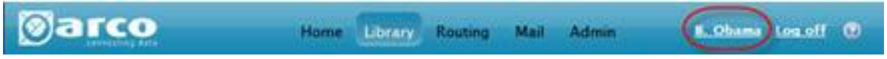
2.4.1 Introduction

Users can delegate their work list to other users: they can allow other users to treat work that was initially assigned to themselves.
When a user delegates his/her work to someone else, this work will also appear in the work list of the user to whom they have delegated the work.

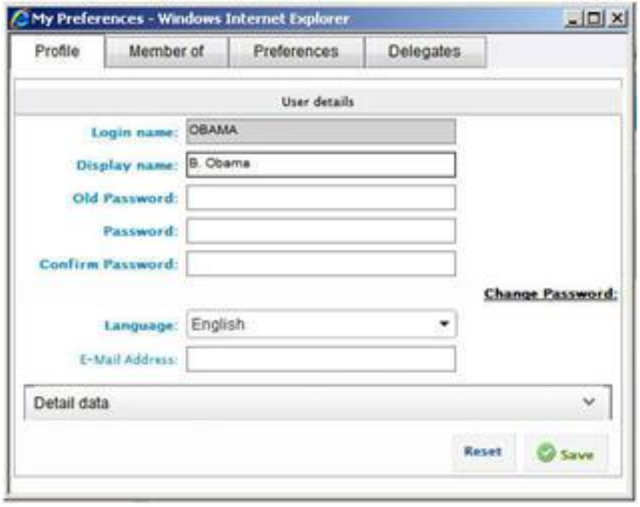
2.4.2 How to delegate work

How to delegate your Routing work list to another user

- Click on your user name in the navigation bar to open the *My Preferences* window.



- The *My preferences* window appears:



My Preferences - Windows Internet Explorer

Profile | Member of | Preferences | Delegates

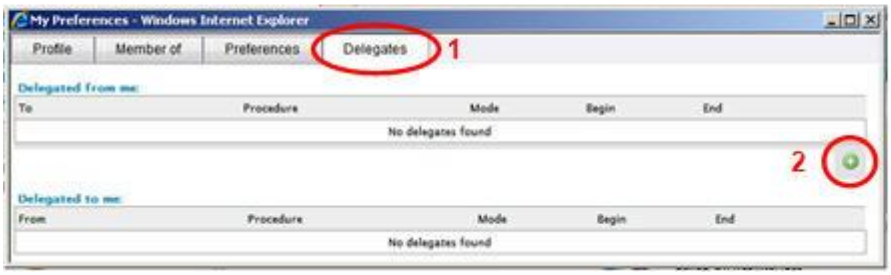
User details

Login name: OBAMA
Display name: B. Obama
Old Password:
Password:
Confirm Password:
Change Password:
Language: English
E-Mail Address:

Detail data

Reset | Save

- Select the tab ***Delegates*** (**1**), then click on the add icon (**2**) in the list Delegated from me



My Preferences - Windows Internet Explorer

Profile | Member of | Preferences | Delegates

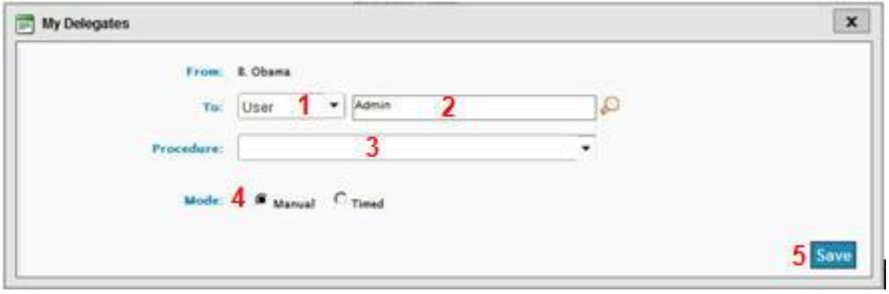
Delegated from me:

To	Procedure	Mode	Begin	End
No delegates found				

Delegated to me:

From	Procedure	Mode	Begin	End
No delegates found				

- A new window appears.



My Delegates

From: B. Obama
To: User ▾ Admin
Procedure: ▾
Mode: ● Manual ○ Timed

Save

- Select whether you want to assign your work list to a user, a role or a group in the dropdown list ***To*** (**1**).

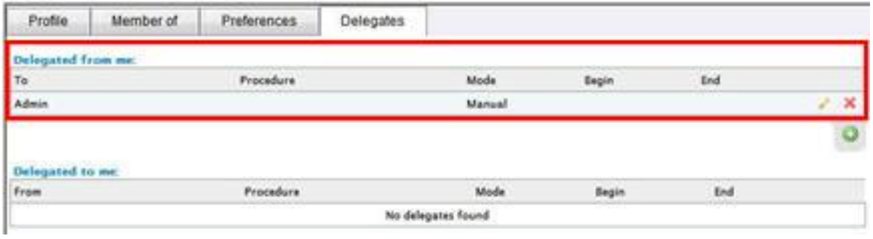
- Then select the user, group or role in the field next to it. Enter the (a part of the) name of the user (group, role) and click on the magnifying glass next to the field. If only one item is found, it is immediately copied to the field, if there are more possibilities, a selection field appears.(**2**).

- If you want to limit the delegation to a certain procedure, then select this procedure in the field ***procedure*** (**3**). If this field is left empty, all your work is delegated to the user(s) in the *To* field.

- By default, the *manual* mode is selected in the field ***Mode*** (**4**). This means that the delegation starts on save and ends when you delete it. Select *Timed* to enter a start and end date. The delegation then starts and ends on the dates defined in the delegation.

- Click on the ***Save*** button (**5**) to save your settings.

- The delegation is now shown in the overview in the list ***Delegated from me***.



Delegated from me:

To	Procedure	Mode	Begin	End
Admin		Manual		

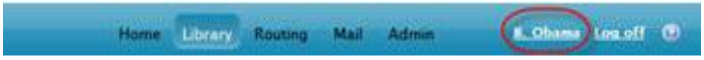
Delegated to me:

From	Procedure	Mode	Begin	End
No delegates found				

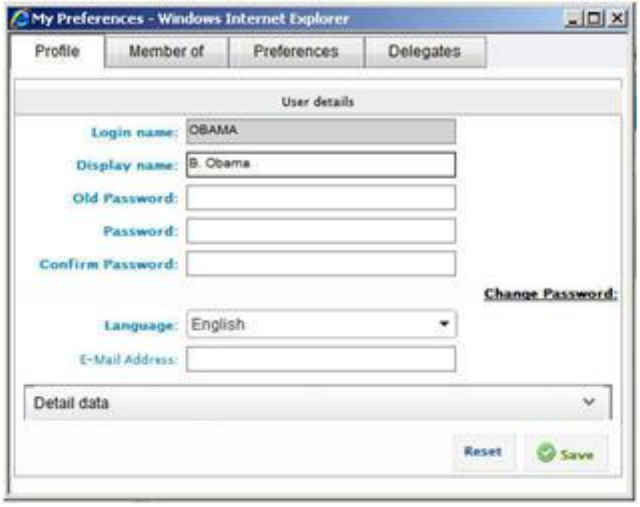
2.4.3 How to edit a delegation

How to edit delegations.

- Click on your user name in the navigation bar to open the *My Preferences* window.

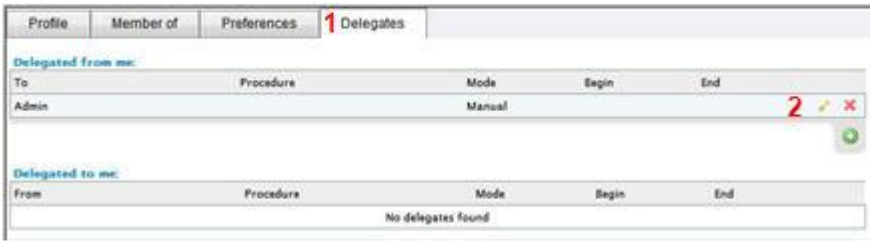


- The***My preferences*** window appears:



Login name: OBAMA
Display name: B. Obama
Old Password:
Password:
Confirm Password:
Language: English
E-Mail Address:

- Select the tab ***Delegates*** (**1**), then click on the ***edit icon*** ✎ next to the delegation you want to change(**2**) in the list *Delegated from me*.



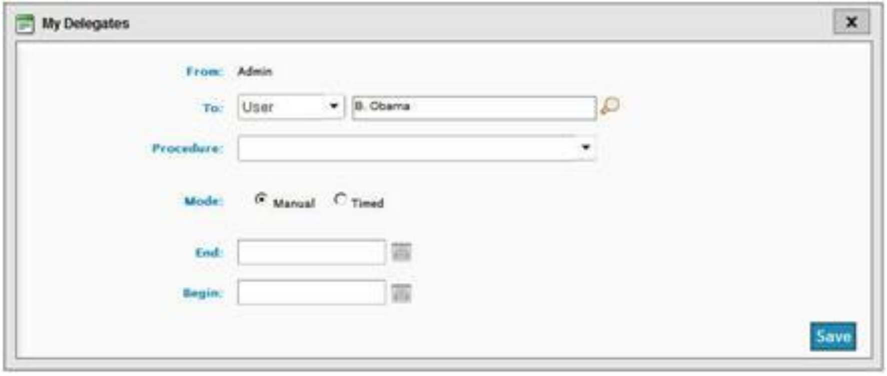
Delegated from me:

To	Procedure	Mode	Begin	End
Admin		Manual		

Delegated to me:

From	Procedure	Mode	Begin	End
No delegates found				

- The delegation details appear. Make your changes and save.



From: Admin

To: User B. Obama

Procedure:

Mode: ● Manual ○ Timed

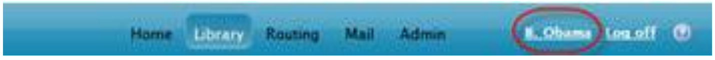
End:

Begin:

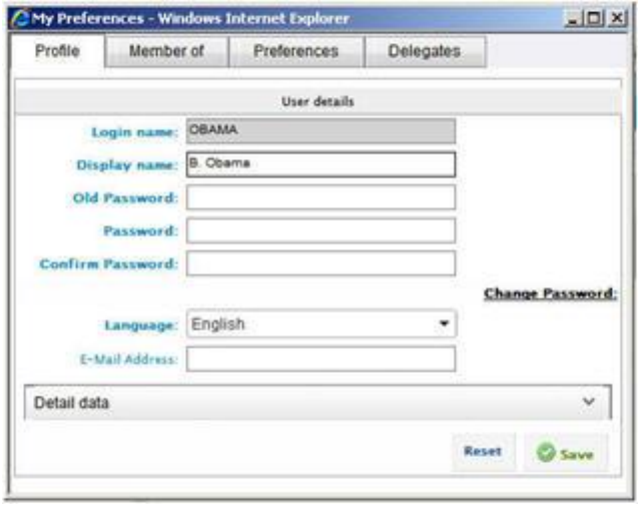
2.4.4 How to remove a user from my delegated work list

How to remove a user from the list "My delegates".

- Click on your user name in the navigation bar to open the *My Preferences* window.



- The***My preferences*** window appears:



User details

Login name: OBAMA

Display name: B. Obama

Old Password:

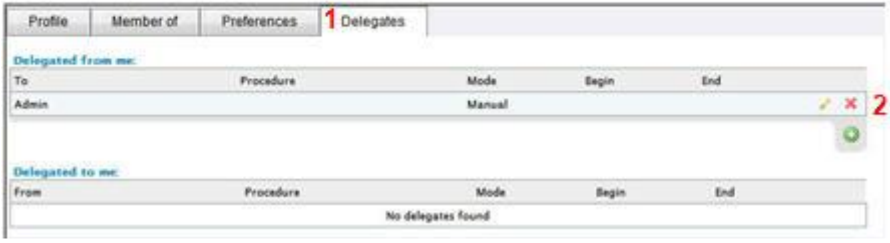
Password:

Confirm Password:

Language: English

E-Mail Address:

- Select the tab ***Delegates*** (1), then click on the ***delete icon*** ✖next to the delegation you want to delete (2) in the list *Delegated from me*.



Delegated from me:

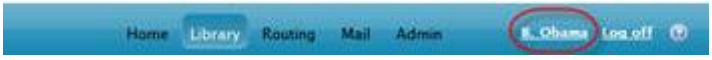
To	Procedure	Mode	Begin	End
Admin		Manual		

Delegated to me:

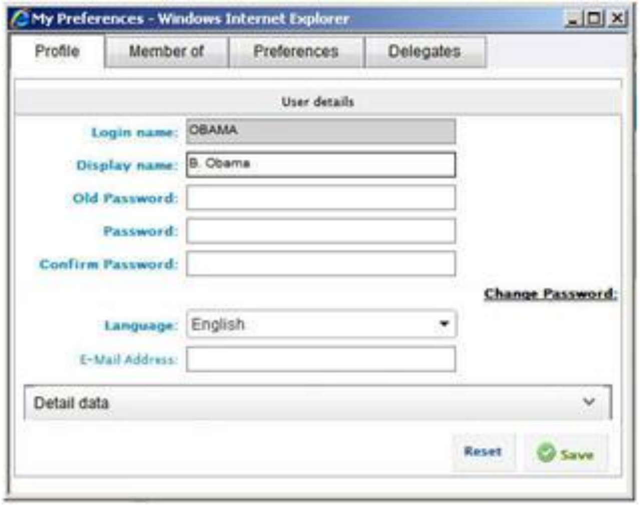
From	Procedure	Mode	Begin	End
No delegates found				

2.4.5 How to see which users have delegated work to me?

- Click on your user name in the navigation bar to open the *My Preferences* window.



- The ***My preferences*** window appears:



User details

Login name: OBAMA
Display name: B. Obama
Old Password:
Password:
Confirm Password:
Language: English
E-Mail Address:

- Select the tab ***Delegates***, there you see which users have delegated their work to you in the list ***delegated to me.***

2.4.6 How to view work delegated to you

All delegated work also appears in your work list.

If you want to make a distinction between work that is originally assigned to you and delegated work, you can visualize the column ***Work List***.
This column will show to which user the work is assigned under the header ***Assigned to***.

With the filter of this column, you can filter your work.

In your profile, you can see which users have delegated their work list to you.

3 Other security settings

Next to the DocRoom security settings of folders and documents and the Routing procedure security settings, also other settings can be configured.
Below you see an overview of other security settings in DocRoom and Routing.

3.1 Package security

3.1.1 Introduction

Package security is defined on 2 levels: on package level in the Doma admin module and on folder/document/workflow/dossier level in the DocRoom tree structure.

In the Doma admin module, you define what users can do with the package itself: whether or not you can see the package and whether or not you can add item to and remove items from the package. It does not define the security of the items that are put in the package.

In the DocRoom tree structure, you can define what users can do with the items that are selected in the package: are the users allowed to see/edit those items.

3.1.2 Package security definition in the Doma admin module

In the Doma admin module, you define what users can do with the package itself. It does not define the security of the items that are put in the package.

The package security defined on Doma admin level is limited to 3 levels:

No access Users who are not mentioned in the package security have no access to the package. The package will not be shown to these users.

View Users who have view rights on the package can see the package and can view the details of all items in the package, even if they don’t have sufficient DocRoom rights on the items themselves.

Edit Users who have edit rights on the package can see the package and can add item to or remove items from the package.

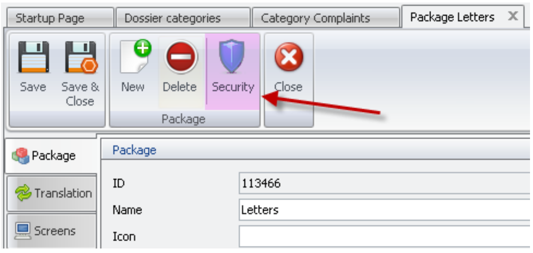
Remark:

Having edit rights on package level is not enough to be able to edit. Users who want to edit the package must also have edit rights on the object where the package is linked to.

3.1.2.1 Package security configuration in the Doma admin module

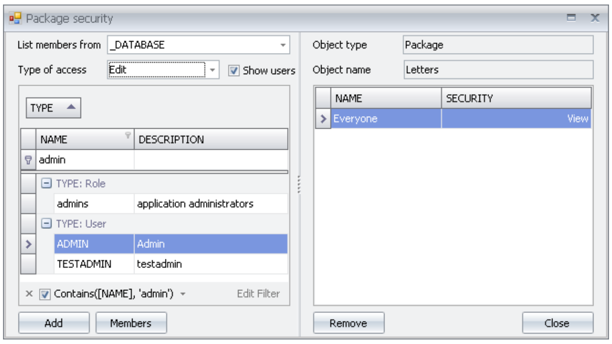
3.1.2.1.1 View package security

Package security can be viewed by clicking on the Security icon in the ribbon of the configuration tab of the package in the Doma admin module:



ID	113466
Name	Letters
Icon	

The ***package security window*** will pop-up:



List members from: _DATABASE
Type of access: Edit
☑ Show users
Object type: Package
Object name: Letters

TYPE

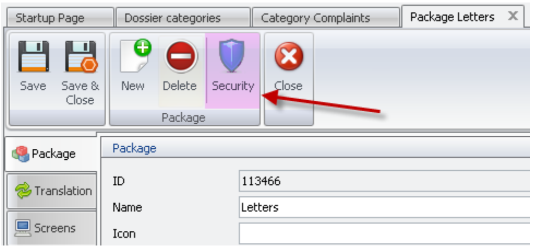
NAME	DESCRIPTION
admin	
TYPE: Role	
admins	application administrators
TYPE: User	
ADMIN	Admin
TESTADMIN	testadmin

☑ Contains([NAME], 'admin')

NAME	SECURITY
Everyone	View

3.1.2.1.2 Edit package security

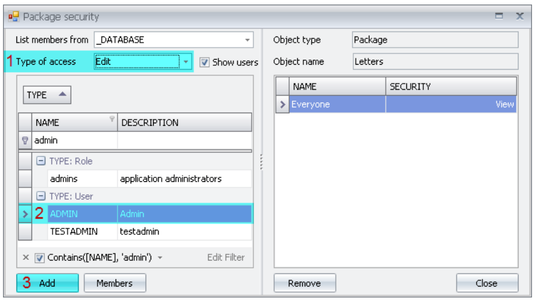
Package security can be defined by clicking on the Security icon in the ribbon of the configuration tab of the package in the Doma admin module:



ID	113466
Name	Letters
Icon	

The ***package security window*** will pop-up:

- Select the type of access you want to grant (1).
- Select the user, group or role you want to grant the security level to (2).
- Click on the **Add** button (3).



List members from: _DATABASE
Type of access: Edit
☑ Show users
Object type: Package
Object name: Letters

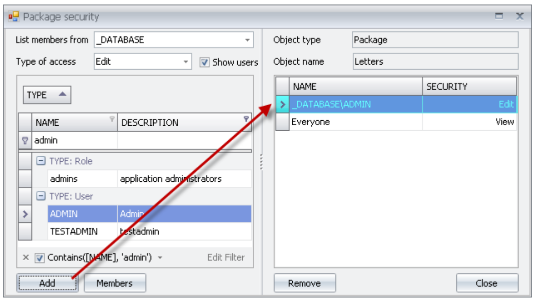
TYPE

NAME	DESCRIPTION
admin	
TYPE: Role	
admins	application administrators
TYPE: User	
ADMIN	Admin
TESTADMIN	testadmin

☑ Contains([NAME], 'admin')

NAME	SECURITY
Everyone	View

As a result, the selected user and his security level is shown in the package security list in the right part of the window.



List members from: _DATABASE
Type of access: Edit
☑ Show users
Object type: Package
Object name: Letters

TYPE

NAME	DESCRIPTION
admin	
TYPE: Role	
admins	application administrators
TYPE: User	
ADMIN	Admin
TESTADMIN	testadmin

☑ Contains([NAME], 'admin')

NAME	SECURITY
_DATABASE\ADMIN	Edit
Everyone	View

3.1.3 Package security configuration in the DocRoom WebInterface

Before definition in the tree structure of the DocRoom WebInterface, we have defined our package and set its security in the Doma admin module.

Package security can be defined in the ACL screen of Doma objects, i.e. on documents, folders, workflows and dossiers, allowing us to overrule the normal DocRoom security.

The ACL screen contains all packages that were defined in the Doma admin module, each in 2 versions: read and edit.

When we select a certain folder, we can grant a certain action profile, let’s say read, to a package on this folder.

When the package is used by another object somewhere in the tree structure, the user who opens the object is allowed to see the objects in the package that are located in the folder where we granted the read rights to the package, without him having access rights to that folder.

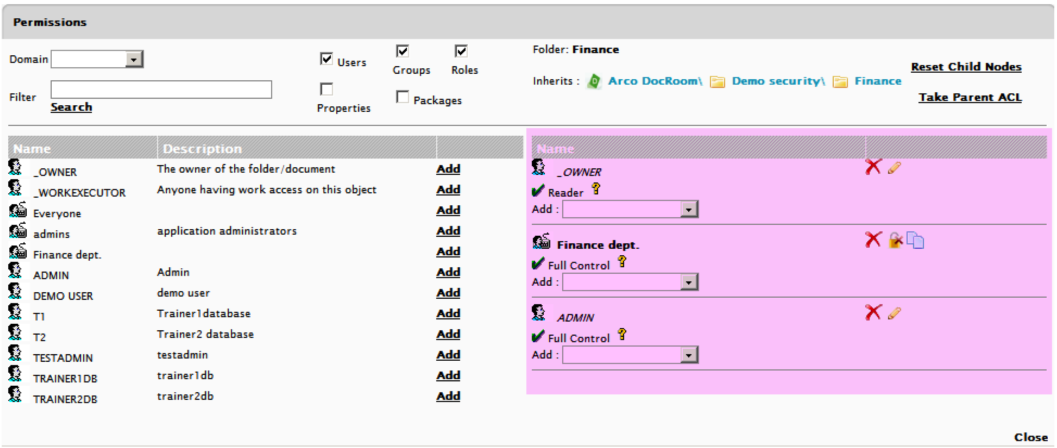
3.1.3.1 Package security configuration in the tree structure of the DocRoom WebInterface

Before this configuration in the WebInterface, we have already created a dossier category ***Complaints*** with the packages ***Letters***, ***Credit Notes*** and ***Invoices*** in the Doma admin module.

The packages ***Credit Notes*** and ***Invoices*** are granted ***View rights*** for ***everyone*** and ***Edit*** rights for the ***role Finance dept.*** in the Doma admin module configuration.

The package ***Letters*** is granted ***View rights*** for ***everyone*** and ***Edit*** rights for the ***role Customer service.***

In the DocRoom tree structure, the folder ***Finance*** contains 2 subfolders: ***Credit Notes*** and ***Invoices***. ACL rights here are very restricted: only the role ***finance dept.*** and the user ***admin*** have full control:



Folder: **Finance**

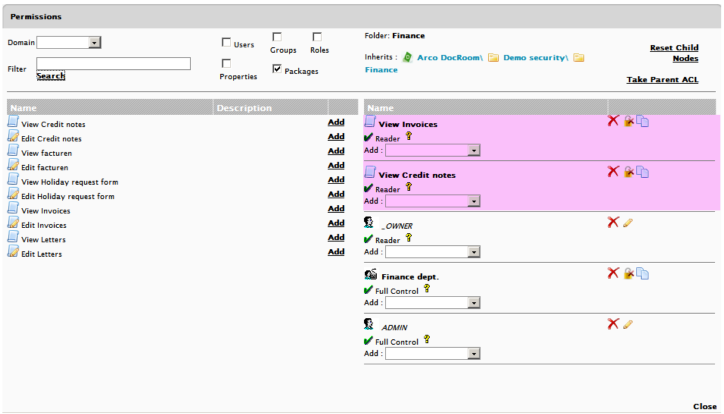
Inherits : Arco DocRoom\ Demo security\ Finance

Name	Description	
_OWNER	The owner of the folder/document	Add
_WORKEXECUTOR	Anyone having work access on this object	Add
Everyone		Add
admins	application administrators	Add
Finance dept.		Add
ADMIN	Admin	Add
DEMO USER	demo user	Add
T1	Trainer1database	Add
T2	Trainer2 database	Add
TESTADMIN	testadmin	Add
TRAINER1DB	trainer1db	Add
TRAINER2DB	trainer2db	Add

Name
_OWNER ✓ Reader Add :
Finance dept. ✓ Full Control Add :
ADMIN ✓ Full Control Add :

Here we will define the rights for the packages ***View Credit Notes*** and ***View Invoices***:

- Visualize the packages in the list at the left, using the filter above the list.
- Click on the option Add next to the package you want to add to the ACL list at the right.
- The item appears in the ACL list at the right.
- Select the action profile ***Reader*** in the dropdown list of the package in the ACL list.



Permissions

Domain:
Filter:
Search

□ Users □ Groups □ Roles
□ Properties ☑ Packages

Folder: **Finance**
Inherits : Arco DocRoom\ Demo security\ Finance

Reset Child Nodes
Take Parent ACL

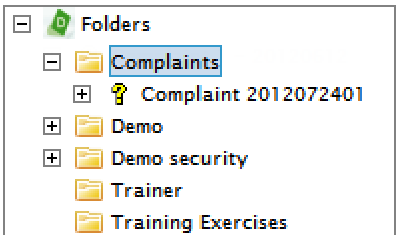
Name	Description	
View Credit notes		Add
Edit Credit notes		Add
View facturen		Add
Edit facturen		Add
View Holiday request form		Add
Edit Holiday request form		Add
View Invoices		Add
Edit Invoices		Add
View Letters		Add
Edit Letters		Add

Name
View Invoices ✓ Reader Add :
View Credit notes ✓ Reader Add :
_OWNER ✓ Reader Add :
Finance dept. ✓ Full Control Add :
ADMIN ✓ Full Control Add :

Close

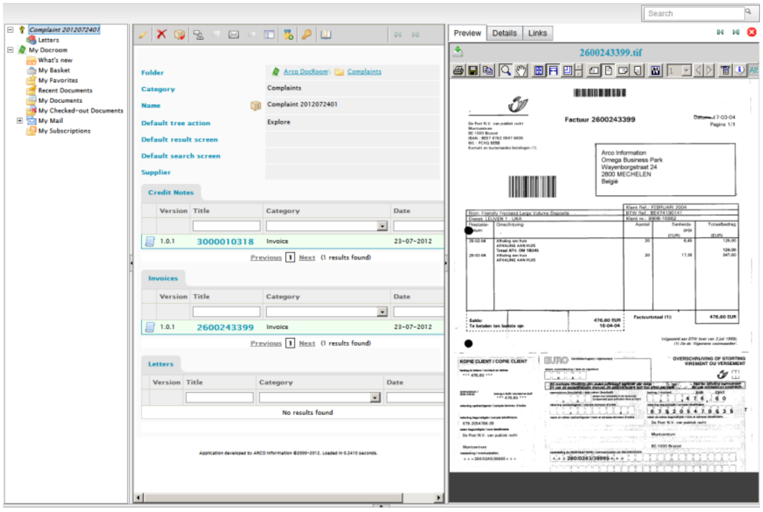
By doing this, we granted ***Reader*** rights on the content of the folder to the packages ***View Credit Notes*** and ***View Invoices***.

Somewhere else in the tree structure, there is a folder ***Complaints***, containing all dossiers about complaints. The members of the role ***Customer service*** have access to this folder but they don't have access to the folder ***Finance*** and its subfolders.
They can create new dossiers in the folder ***Complaints***.



After creation of a new dossier, they can request the members of the ***Finance Dept.*** to link invoices/credit notes to the packages ***Credit Notes*** and/or ***Invoices***.

When this is done, the members of the customer service will be able to see the details of the invoices and/or packages linked to the dossier.



Folder	Arco DocRoom\ Complaints
Category	Complaints
Name	Complaint 2012072401
Default tree action	Explore
Default result screen	
Default search screen	
Supplier	

Credit Notes

	Version	Title	Category	Date
	1.0.1	3000010318	Invoice	23-07-2012

Previous 1 Next (1 results found)

Invoices

	Version	Title	Category	Date
	1.0.1	2600243399	Invoice	23-07-2012

Previous 1 Next (1 results found)

Letters

	Version	Title	Category	Date
	No results found			

Application developed by ARCO Information ©2000-2012. Loaded in 0.2410 seconds.

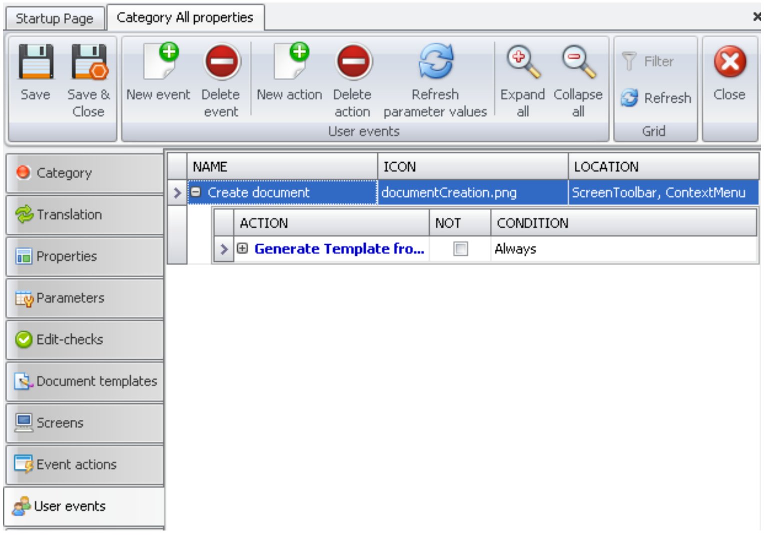
3.2 Security on user events

A user event is an action that can be triggered by the user: he/she can click on a toolbar button or a menu-item to start the action.

During the configuration of a user event, it is possible to link security settings to it. This way, you can define which users are allowed to use this user event.

3.2.1 How to set security on a user event

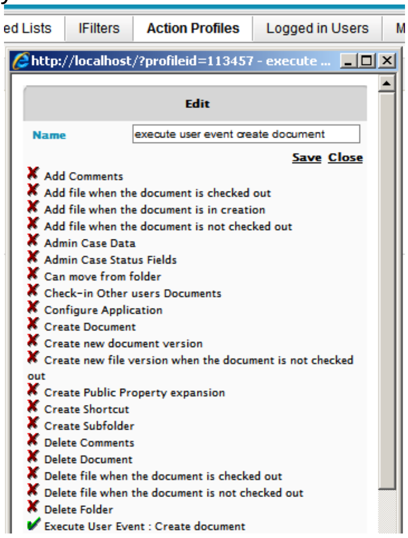
1. First create your user event on object level: open the object detail in the Doma admin module, select the tab *User events* and create a new user event.



NAME	ICON	LOCATION
Create document	documentCreation.png	ScreenToolbar, ContextMenu

ACTION	NOT	CONDITION
Generate Template fro...	□	Always

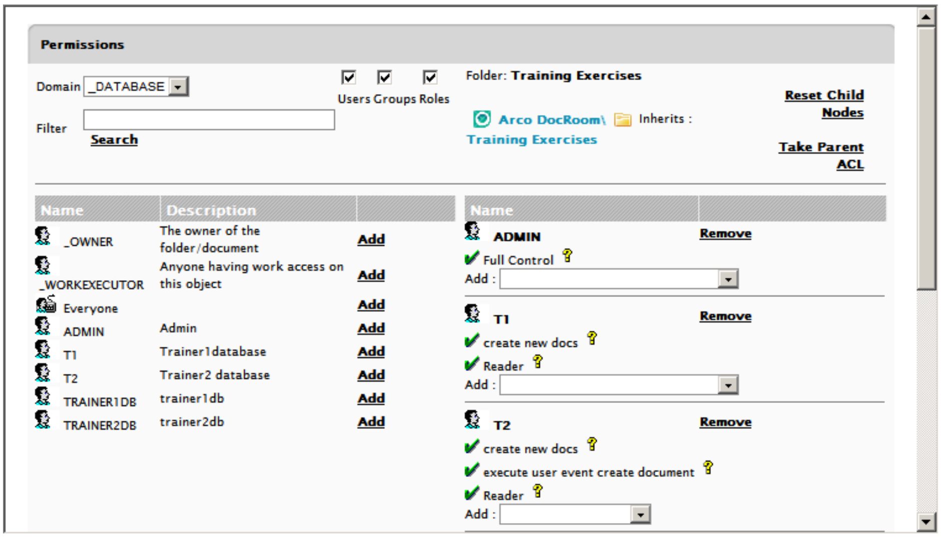
2. Create a new action profile (or adapt an existing one) that allows a user to activate your user event.



Name: execute user event create document

- ✘ Add Comments
- ✘ Add file when the document is checked out
- ✘ Add file when the document is in creation
- ✘ Add file when the document is not checked out
- ✘ Admin Case Data
- ✘ Admin Case Status Fields
- ✘ Can move from folder
- ✘ Check-in Other users Documents
- ✘ Configure Application
- ✘ Create Document
- ✘ Create new document version
- ✘ Create new file version when the document is not checked out
- ✘ Create Public Property expansion
- ✘ Create Shortcut
- ✘ Create Subfolder
- ✘ Delete Comments
- ✘ Delete Document
- ✘ Delete file when the document is checked out
- ✘ Delete file when the document is not checked out
- ✘ Delete Folder
- ✓ Execute User Event : Create document

3. Assign this action profile in the DocRoom webinterface:
   a. On the folder levels where you want the user event to be available when a document is created in this folder.
   b. To the users who you want to allow to execute this user event. (Users who don't have this profile won't see the option).



Permissions

Domain _DATABASE

☑ Users ☑ Groups ☑ Roles

Filter

Search

Folder: **Training Exercises**

Arco DocRoom\ Inherits : Training Exercises

Reset Child Nodes

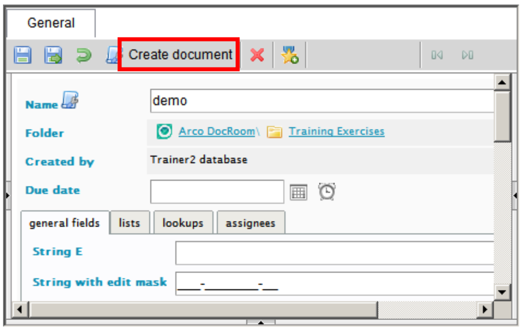
Take Parent ACL

Name	Description	
_OWNER	The owner of the folder/document	Add
_WORKEXECUTOR	Anyone having work access on this object	Add
Everyone		Add
ADMIN	Admin	Add
T1	Trainer1database	Add
T2	Trainer2 database	Add
TRAINER1DB	trainer1db	Add
TRAINER2DB	trainer2db	Add

Name	
ADMIN ✓ Full Control Add :	Remove
T1 ✓ create new docs ✓ Reader Add :	Remove
T2 ✓ create new docs ✓ execute user event create document ✓ Reader Add :	Remove

As a result, certain users will see the user action, others won't:

User T2 sees the user action:



General

Create document

Name: demo

Folder: Arco DocRoom\ Training Exercises

Created by: Trainer2 database

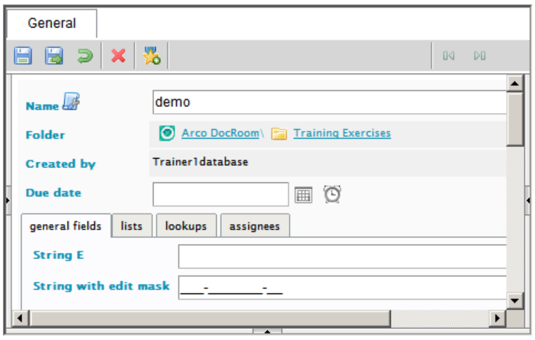
Due date:

general fields | lists | lookups | assignees

String E:

String with edit mask: ___-_______-__

User T1 doesn't see the user action:



General

Name: demo

Folder: Arco DocRoom\ Training Exercises

Created by: Trainer1database

Due date:

general fields | lists | lookups | assignees

String E:

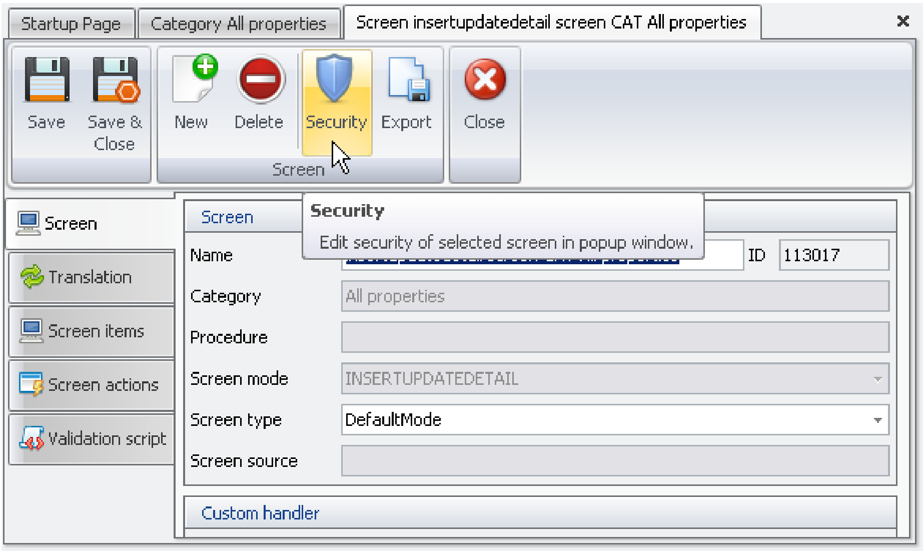
String with edit mask: ___-_______-__

3.3 Security on custom screens

DocRoom allows application administrators to create custom screens. It is possible to link security to a custom screen, so that only those users will see the custom screen. When a user has no view rights on a custom screen, he will automatically view the default result list instead. Next to view rights, also edit rights can be granted to users.

3.3.1 How to set security on a custom screen

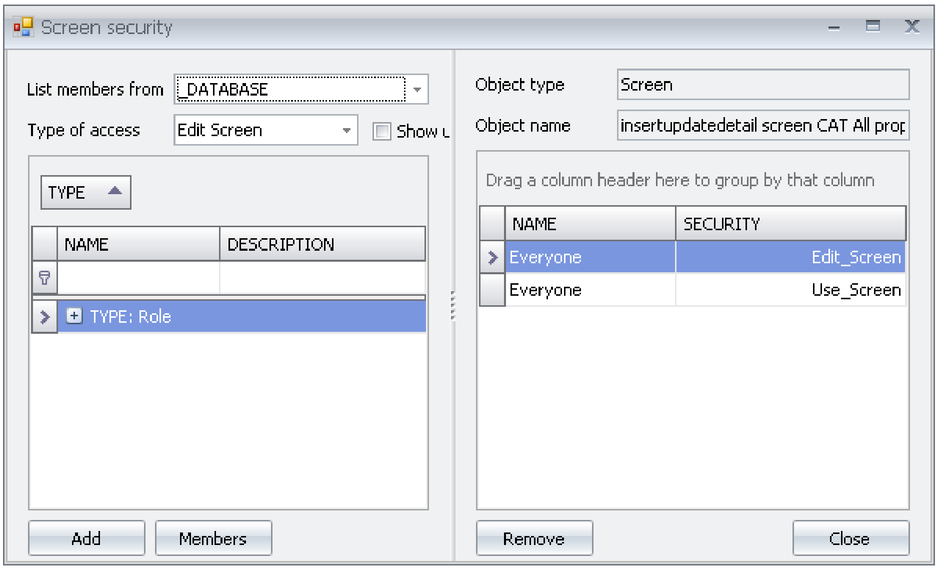
1. Open the detail of a custom screen in the Doma admin module. In the toolbar, you will see a Secuity button. Click on this button to open the security configuration window of this custom screen.



Security
Edit security of selected screen in popup window.

Name	
ID	113017
Category	All properties
Procedure	
Screen mode	INSERTUPDATEDETAIL
Screen type	DefaultMode
Screen source	

2. The security configuration window opens in a pop-up screen.
   a. The left part of the screen shows the list of available users.
   b. The right part of the screen shows the actual security configuration.



List members from: _DATABASE
Type of access: Edit Screen
Object type: Screen
Object name: insertupdatedetail screen CAT All prop

NAME	SECURITY
Everyone	Edit_Screen
Everyone	Use_Screen

3. Define the security settings:
   a. Select whether you list members from the database or from a synchronized network
   b. Select the type of access:

   i. Edit screen: the user is allowed to edit the screen in the Doma admin module
   ii. Use screen: the user is allowed to use the screen in the Doma WebInterface. If the user isn't allowed to use the screen, he/she will be redirected to another custom screen that he/she is allowed to see or to the default screen.

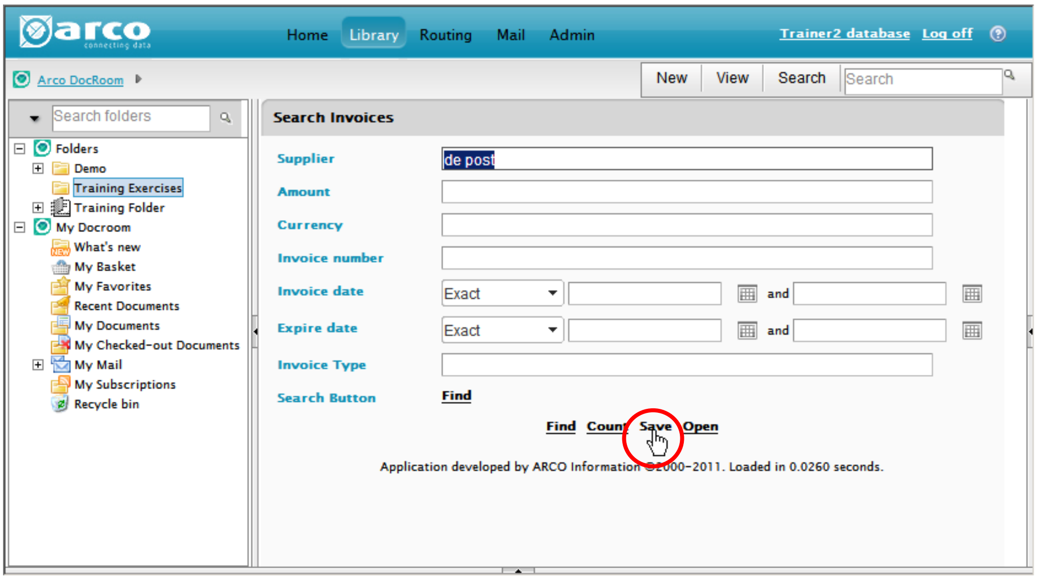
c. Select a user/group/role from the list.
d. Click on the button Add.
e. The selected user/group/role and the selected security level now appear in the actual security configuration overview at the right.

3.4 Security on saved queries

Saved queries can be registered as *public*, *private* or *secured*. If a query is secured, the creator of the query can define which users are allowed to execute the query.

3.4.1 How to create a secured query and set security on it

1. Define a query in the DocRoom WebInterface and click on the *Save* option.



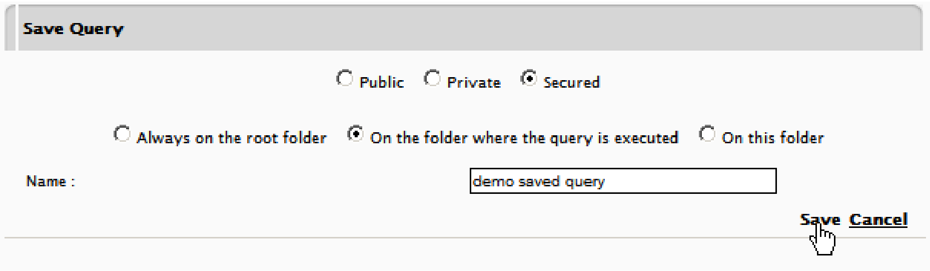
Search Invoices

Supplier	de post
Amount	
Currency	
Invoice number	
Invoice date	Exact ▾ and
Expire date	Exact ▾ and
Invoice Type	
Search Button	Find

Find Count Save Open

Application developed by ARCO Information ©2000-2011. Loaded in 0.0260 seconds.

2. A new screen appears:
   a. select the option *Secured.*
   b. define where the saved query will be executed (on the folder where the query is executed in this example).
   c. enter a clear name for the query.
   d. click on the *Save* option to save the query.



Save Query

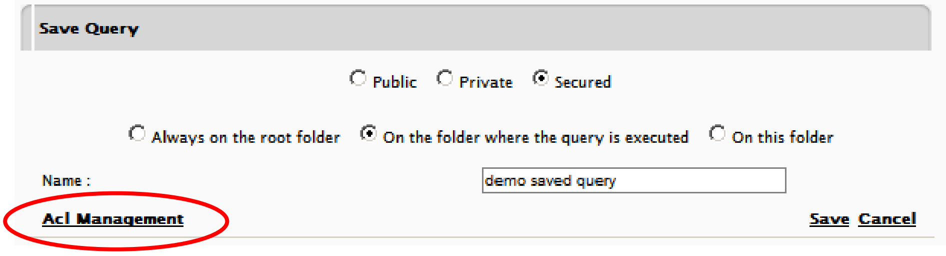
○ Public ○ Private ● Secured

○ Always on the root folder ● On the folder where the query is executed ○ On this folder

Name : demo saved query

Save Cancel

3. The link ACL Management now appears in the left lower corner – click on it to open the security configuration screen of the saved query:



Save Query

○ Public ○ Private ● Secured

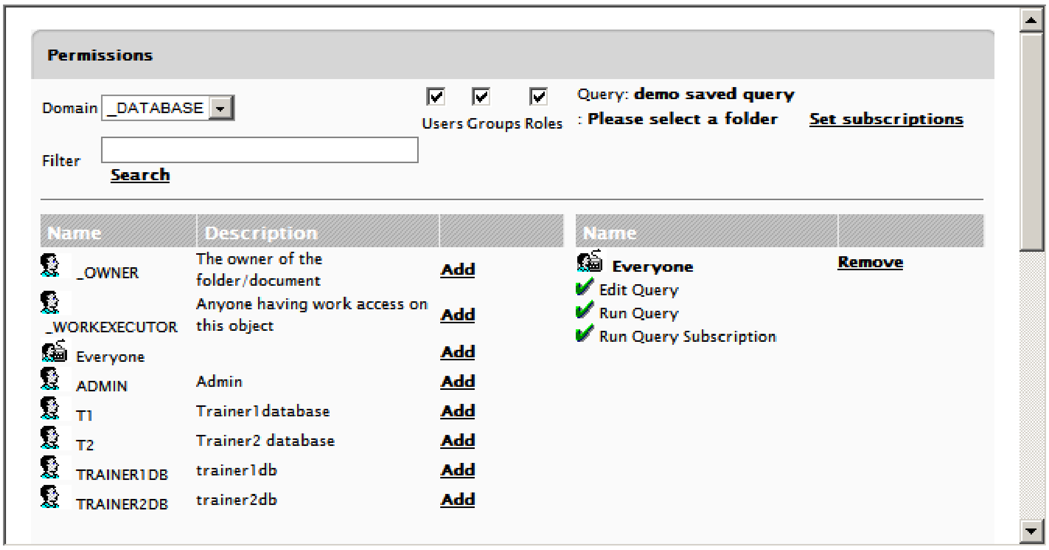
○ Always on the root folder ● On the folder where the query is executed ○ On this folder

Name : demo saved query

Acl Management Save Cancel

4. The security configuration screen of the saved query appears.

a. The left part of the screen shows the list of available users.
b. The right part of the screen shows the actual security configuration.



Permissions

Domain _DATABASE ▾ ☑ Users ☑ Groups ☑ Roles

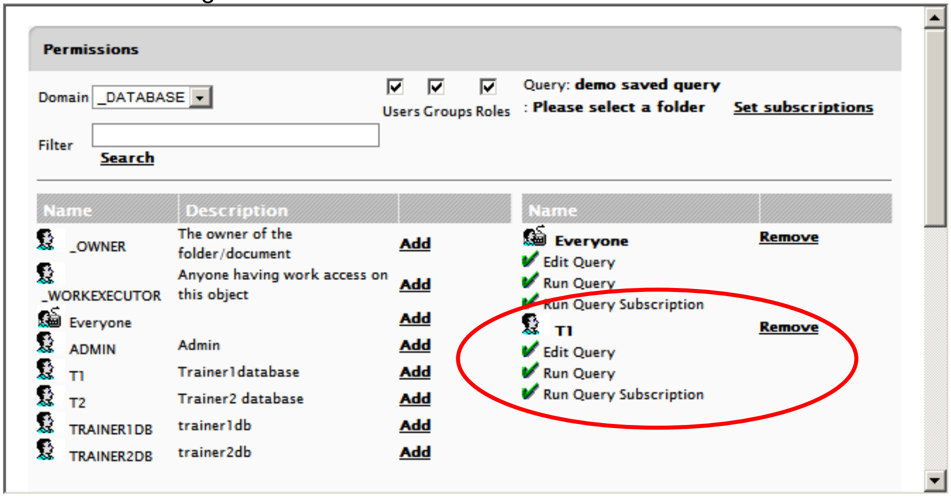
Query: **demo saved query**
: **Please select a folder** **Set subscriptions**

Filter
Search

Name	Description	
_OWNER	The owner of the folder/document	**Add**
_WORKEXECUTOR	Anyone having work access on this object	**Add**
Everyone		**Add**
ADMIN	Admin	**Add**
T1	Trainer1database	**Add**
T2	Trainer2 database	**Add**
TRAINER1DB	trainer1db	**Add**
TRAINER2DB	trainer2db	**Add**

Name	
Everyone	**Remove**
✓ Edit Query	
✓ Run Query	
✓ Run Query Subscription	

5. Define the security settings:
   a. Select whether you list members from the database or from a synchronized network
   b. Select a user/group/role by clicking on the option ***Add*** next to it.
   c. The selected user/group/role is copied to the actual security configuration overview at the right:



Permissions

Domain _DATABASE ▾ ☑ Users ☑ Groups ☑ Roles

Query: **demo saved query**
: **Please select a folder** **Set subscriptions**

Filter
Search

Name	Description	
_OWNER	The owner of the folder/document	**Add**
_WORKEXECUTOR	Anyone having work access on this object	**Add**
Everyone		**Add**
ADMIN	Admin	**Add**
T1	Trainer1database	**Add**
T2	Trainer2 database	**Add**
TRAINER1DB	trainer1db	**Add**
TRAINER2DB	trainer2db	**Add**

Name	
Everyone	**Remove**
✓ Edit Query	
✓ Run Query	
✓ Run Query Subscription	
T1	**Remove**
✓ Edit Query	
✓ Run Query	
✓ Run Query Subscription	

   d. By default, this user has the next rights:
      i. Edit query: the user is allowed to edit the query in the Doma WebInterface and can save the changes.
      ii. Run query: the user can execute the query (the query is shown to the user in the list of saved queries .)
      iii. Run query subscription: the user can subscribe to the query, so he/she will automatically receives a mail when new result are found by the query.
      iv. Click on the icon ✓ next to the right to disable one of the rights. When disabled, the icon ✗ appears in front of it.
6. Close the window.
7. Save the query.

4 Interesting combinations of security settings

How can I configure the system to …

4.1 Allow a user to select another user in the WebInterface and give the selected user pre-defined rights on the concerned document or folder

1. Create a pool property of the type assignee in the Doma admin module.
2. Link this pool property to the category where you want to allow this kind of access.
3. Define the access rights for this assignee in the document security.

When a user selects another user in the assignee property of the document, the user will get the access rights that are linked to this assignee.

4.2 Allow edit without check-in / check-out

1. Open the Admin-menu.
2. Choose the option Action Profiles.
3. The list of Action Profiles will be visible.
4. Click on the Action Profile you want to edit. The settings of the Action Profile will appear.
5. Make sure that the next settings are set in your action profile:

- ✓ Create New Document Version
- ✓ Modify Checked Out Files
- ✓ Modify Meta Data Checked Out Folder
- ✓ View Files
- ✓ View Meta Data Document
- ✓ View Meta Data Folder
- ✓ View Previous Document Versions
- ✓ View Previous File Versions

4.3 Allow edit of document only after check-in / check-out

1. Open the Admin-menu.
2. Choose the option Action Profiles.
3. The list of Action Profiles will be visible.
4. Click on the Action Profile you want to edit. The settings of the Action Profile will appear.
5. Make sure that the next settings are set in your action profile:

- ✓ Modify Files
- ✓ Modify Meta Data Document
- ✓ Modify Meta Data Folder
- ✓ View Files
- ✓ View Meta Data Document
- ✓ View Meta Data Folder