

Ozone Platform Administrator's Guide

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1 Introduction

1.1 Objectives

This guide covers topics relevant to administration tasks for the Ozone Platform Marketplace, Webtop, and HUD components.

1.2 Document Scope

This guide is intended for users with elevated privileges to the Ozone Platform application. It covers the administration tasks in the Center, Webtop and HUD components.

1.3 Related Documents

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2 Workflows

2.1 Manage Custom Field Types

2.1.1 Prerequisites

1. Logged into OZP Center as an Administrator (AML Steward or Org Steward)
2. Browser is open to the OZP Center Administration page located at http://OZP_API_URL/admin/ozpcenter/

2.1.2 Steps

1. Click the **Custom field types** link in the OZP Center section

2.2 Create a Custom Field Type

Overview

The Custom Field Types determine how the Custom Fields are rendered in the OZP Center application...

The OZP Center front-end source code must be updated to properly render any new Custom Field Types.

The implementation of new Custom Field Types in the front-end is beyond the scope of this document. For example implementations, see the default Custom Fields component file in `/ozp-center/app/js/components/createEdit/form/CustomFieldInput.jsx`

2.2.1 Prerequisites

1. Logged into OZP Center as an Administrator (AML Steward or Org Steward)
2. Browser is open to the OZP Center Administration page located at http://OZP_API_URL/admin/ozpcenter/

2.2.2 Steps

1. Click the **Custom field types** link in the OZP Center section
2. Click the **Add custom field type** button in the top right of the page
3. Fill out the **Add custom field type** form:
 - a. **Name** – the unique name (example: `text`)
Developer note:
The name field is intended for use by the front-end to determine how to handle the Custom Field.
For example, the name may be used to select which custom component should be used to render the Custom Field.
 - b. **Display name** – the display name (example: `Text Box`)
 - c. **Media type** – the MIME media type (example: `text/plain`);
Developer note:
The media type field is intended for use by the front-end to determine how to handle the Custom Field.
For example, it may be used as a fallback to select which custom component should be used to render the Custom Field, if the name field does not match a preset value.

- d. **Options** (optional) – any custom options as a JSON string (example:
`{"maxLength": 100}`)

4. Click the **Save** button

2.3 Manage Custom Fields

2.3.1 Prerequisites

1. Logged into OZP Center as an Administrator (AML Steward or Org Steward)
2. Browser is open to the OZP Center Administration page located at `http://OZP_API_URL/admin/`

2.3.2 Steps

1. Click the **Custom fields** link in the OZP Center section

2.4 Create a Custom Field

2.4.1 Prerequisites

1. Logged into OZP Center as an Administrator (AML Steward or Org Steward)
2. Browser is open to the OZP Center Administration page located at `http://OZP_API_URL/admin/ozpcenter/`

2.4.2 Steps

1. Click the **Custom fields** link in the OZP Center section
2. Click the **Add custom field** button in the top right of the page
3. Fill out the **Add custom field** form:
 - a. **Type** – the Custom Field Type (example: `Text`).
 - b. **Section** – the section of the Listing details where this Custom Field should be displayed (example: `default`)
Developer note:
The section field is intended for use by the front-end to determine the grouping and layout of the Custom Fields.
For example, a custom section may be used to indicate that the Custom Field value should be displayed in the Listing Quickview popup.
 - c. **Display name** – a user-friendly display name (example: `My Custom Text Field`)
 - d. **Label** – a user-friendly label (example: `My Custom Text Field`)
 - e. **Description** – a user-friendly description of the purpose or usage of the Custom Field (example: `A custom field for any text value`)
 - f. **Tooltip** – a user-friendly help tooltip with additional usage information (example: `A free-form field which may contain any custom value`)
 - g. **Is required** – whether a value for this Custom Field must be provided when creating or editing a Listing
 - h. **Admin only** – whether this Custom Field should only be displayed to Administrators

- i. **Properties** (optional) – any custom options as a JSON string (example:
`{"maxLength": 100}`)
 - j. **All listing types** – whether this Custom Field should be included in Listings of any Listing Type
 - k. **Listing Types** – which Listing Types that should include this Custom Field
4. Click the **Save** button

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3 Workflows

3.1 Manage Affiliated Stores

3.1.1 Prerequisites

1. Logged into OZP Center as an Administrator (AML Steward or Org Steward)
2. Browser is open to the OZP Center Administration page located at `http://OZP_API_URL/admin/ozpcenter/`

3.1.2 Steps

1. Click the **Affiliated stores** link in the OZP Center section

3.2 Create an Affiliated Store

3.2.1 Prerequisites

1. Logged into OZP Center as an Administrator (AML Steward or Org Steward)
2. Browser is open to the OZP Center Administration page located at `http://OZP_API_URL/admin/ozpcenter/`

3.2.2 Steps

1. Click the **Affiliated stores** link in the OZP Center section
2. Click the **Add affiliated store** button in the top right of the page
3. Fill out the **Add affiliated store** form:
 - a. **Title** – the title to be displayed (example: XYZ Store)
 - b. **Server url** – the URL to the new Affiliated Store (example: `http://www.xyzstore.com/`)
 - c. **Icon** – the image to display as an icon for the new Affiliated Store
 - d. **Is enabled** – whether the Listings from the Affiliated Store are visible in the Center
4. Click the **Save** button

3.3 Create an Import Task

3.3.1 Prerequisites

1. Assure that celery beat is started (Assuming docker configuration)
 - a. `docker-compose exec ozp_api celery -A ozp.celery worker -B -l info --scheduler django_celery_beat.schedulers:DatabaseScheduler`
2. Logged into OZP Center as an Administrator (AML Steward or Org Steward)
3. Browser is open to the OZP Center Administration page located at `http://OZP_API_URL/admin/ozpcenter/`

3.3.2 Steps

1. Click the **Import tasks** link in the OZP Center section
2. Click the **Add import task** button in the top right of the page
3. Fill out the **Add import task** form:
 - a. **Affiliated store** – the Affiliated Store associated with this Import Task (example: XYZ Store)
 - b. **Name** – A user-friendly display name (example: XYZ Bi-daily Import)
 - c. **Exec interval** – the amount of time between scheduled imports
 - i. Click the plus "+" icon to edit the interval
 - ii. **Every** – number of period units (example: 12)
 - iii. **Period** – period unit (example: Hours)
 - iv. Click the Save button
 - d. **Url** – the URL of the Affiliated Store export endpoint (example: <http://www.xyzstore.com/api/export/>)
 - e. **Extra url params** – any additional parameters to include at the end of the URL
 - f. **Enabled** – whether this Import Task is enabled to run at the set interval
4. Click the **Save** button

3.4 Run an Import Task (Manual)

3.4.1 Prerequisites

1. Assure that celery beat is started (Assuming docker configuration)
 - a. `docker-compose exec ozp_api celery -A ozp.celery worker -B -l info --scheduler django_celery_beat.schedulers:DatabaseScheduler`
2. Logged into OZP Center as an Administrator (AML Steward or Org Steward)
3. Browser is open to the OZP Center Administration page located at http://OZP_API_URL/admin/ozpcenter/

3.4.2 Steps

1. Click the **Import tasks** link in the OZP Center section
2. In the Import Tasks list, click the **Run Import** button for the desired Import Task.

3.5 View the Import Task Results

3.5.1 Prerequisites

1. Logged into OZP Center as an Administrator (AML Steward or Org Steward)
2. Browser is open to the OZP Center Administration page located at http://OZP_API_URL/admin/ozpcenter/

3.5.2 Steps

1. Click the **Import task results** link in the OZP Center section

2. Click the desired **Import task result**

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