

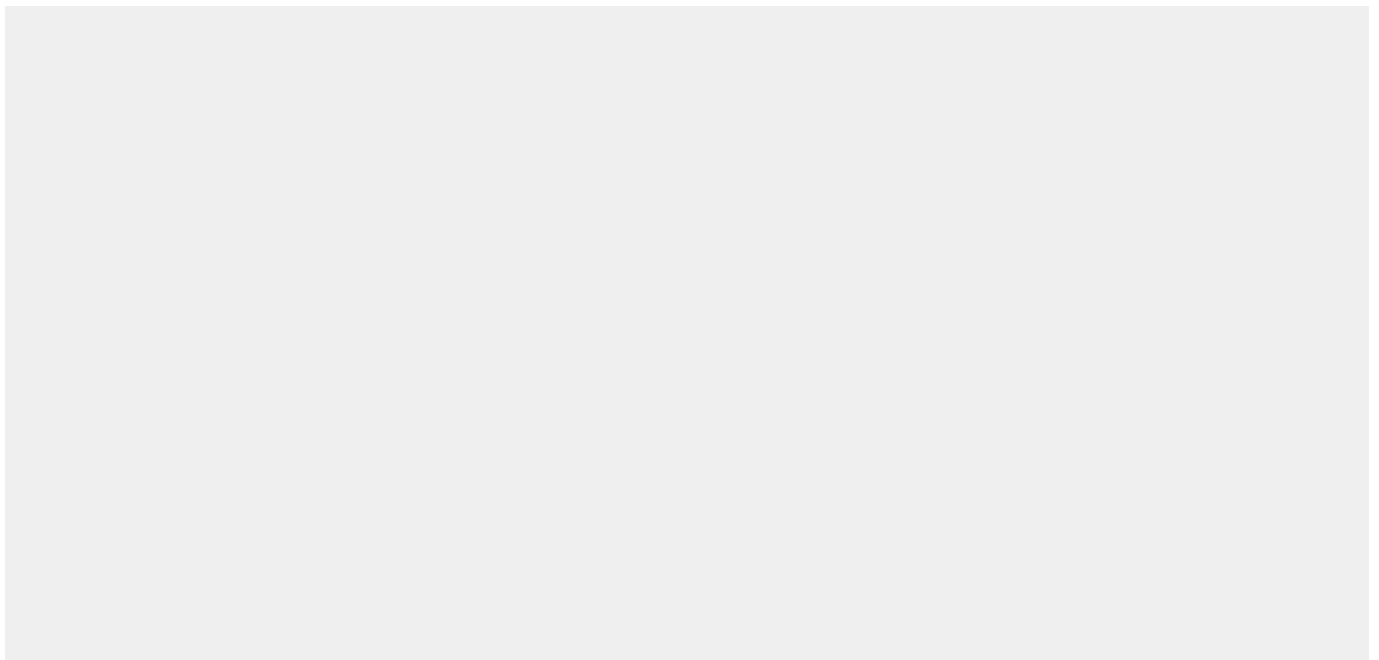
Lab 04: Working with the APTARE IT Analytics Portal


In this lab, you use search to navigate across the APTARE IT Analytics Portal, filter Data in Management Grids, use Advanced Filters and the Inventory Navigator, and create Portal users and groups.

Lab Exercises

This lab includes the following exercises:

- [Exercise A: Using Search to navigate across the APTARE IT Analytics Portal](#)
- [Exercise B: Filtering Data in Management Grids](#)
- [Exercise C: Working with Advanced Filters](#)
- [Exercise D: Selecting Columns on Management Pages](#)
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 It is recommended to use **Google Chrome** to perform the lab exercises. After launching the lab, zoom out the lab browser window to 80% to fit the APTARE Portal interface and view all the tabs within the window.

Exercise A: Using Search to navigate across the APTARE IT Analytics Portal

Search enables you to discover, navigate to, and perform operations on several elements within the Portal. All objects within the Inventory are discoverable by Search. Reports, templates, and dashboards can be found and generated on-demand using Search. Data collectors and their policies can be quickly located, providing immediate access for analysis or updating. Users can also be located using Search.

In this exercise, you use search to navigate across the **APTARE IT Analytics Portal**.

- ☐ 1. Sign in to the  **console** system using the following credentials.


Username:  **EXAMPLE\Administrator**

Password:  **P@ssw0rd**

- ☐ 2. Locate and double-click the **Aptare Portal** shortcut, located on the desktop of the **console.example.com** system, to launch the **APTARE IT Analytics Portal**.
- ☐ 3. When the **APTARE IT Analytics Portal** login page is displayed, login using the following credentials.


Username  **admin@example.com**


Password  **P@ssw0rd**

 If the browser displays a **Save password?** prompt, click **Save** to save your password and then close the prompt.

- ☐ 4. In the **APTARE IT Analytics Portal**, locate **Search ...** and click the search drop-down box to display a list of available search categories.

These search categories can be used to narrow the scope of your search results.

- ☐ 5. Select **Hosts** from the search categories drop-down box.
- ☐ 6. Type **aptesx** in the **Search...** field and click the search button  to start your search.

 As you type, the first 10 potential matches are displayed. These are string matches. You can also click **All Results** in the match list to go directly to the Search Results.

The search results page is displayed and all **Hosts** matching your search string that is **aptesx** are listed.


- ☐ 7. In the **Search...** field, type "**aptesx**" (including quotes) and click the search button to start another search.

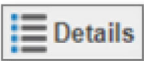
No search results are displayed.

This is because by specifying double quotes we are searching for an exact match and a host with **aptesx** as the name does not exist in the **Inventory**.

- ☐ 8. Select **Reports** from the search categories drop-down box.
- ☐ 9. Type **NetBackup** in the **Search...** field and click the search button to start your search.

The search results page is displayed and all **Reports** that include NetBackup in the name or description are listed.

 Search strings are not case sensitive hence the search results for the strings **netbackup**, **NetBackup**, and **NETBACKUP** are identical.

- ☐ 10. On the search results page, click the **NetBackup Policies** listed under **Templates**.
- ☐ 11. Click the  button located at the top right corner to view a full description of the selected template.
- ☐ 12. Right click **NetBackup Policies** report and select **Run**. The **NetBackup Policies Scope Selector** window is displayed.
- ☐ 13. In the **NetBackup Policies Scope Selector** window, click **Generate** without any changes.

Notice that you are redirected to the Reports page and a list of all **NetBackup policies** is displayed.
- ☐ 14. Select **All** from the search categories drop-down box.
- ☐ 15. Type **File** in the **Search...** field and click the search button to start another search.

The search results page is displayed and all results matching your search are returned, you can refine the results based on **Keywords**, **Product**, **Category**, and **Source**. These options are displayed in the **Navigation Panel**.

- ☐ 16. In the **Navigation Panel**, select **Category > Arrays** to refine your search.

The search results are updated based on the selected **Category**.

- ☐ 17. Remain logged into the **APTARE IT Analytics Portal**. You will return to it in the next exercise.

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Exercise B: Filtering Data in Management Grids

Because the system collects and presents such a large volume of data, views often require additional filtering. On the management grids, filtering at the page-level provides the ability to further refine the list of data presented. Management grids include:

- Inventory list view
- Data Collection - Collection Status and Collector Administration
- Solutions: Storage Optimization and Risk Management
- Users and User Groups

In this exercise, you filter the data in Management Grids.


- ☐ 1. Access the open **APTARE IT Analytics Portal**.
- ☐ 2. If required, login to the portal using the following credentials:


Username

Password

- ☐ 3. In the **APTARE IT Analytics Portal**, click the **Inventory** tab located on the **Menu Bar**.

The available **Inventory Objects** are listed in the **Hierarchy Panel**.

- ☐ 4. In the **Hierarchy Panel**, click the Location icon  to filter objects by location.
- ☐ 5. In the **Hierarchy Panel**, select **New York** and click the **Go to Inventory Reports** tab on the right side pane. The **Location: New York** page is displayed.
- ☐ 6. On the **Location: New York** page, type **ETC** in the **Filter by name ...** field.

 Multiple strings can be specified by Separating them either with a comma or space.

- ☐ 7. Press **Enter** to filter results by name.
- ☐ 8. Click the **Clear Search** link located to the right of the filter to clear the filter.
- ☐ 9. Remain logged into the **APTARE IT Analytics Portal**. You will return to it in the next exercise.

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Exercise C: Working with Advanced Filters

Advanced Filtering is another, more granular level of discovery available on the management grids. This powerful option uses database fields as the criteria along with the use of logical operators to build custom queries.

In this exercise, you build, customize, and save an Advanced Filter.

Building an Advanced Filter


- ☐ 1. Access the open **APTARE IT Analytics Portal**.
- ☐ 2. If required, login to the portal using the following credentials:

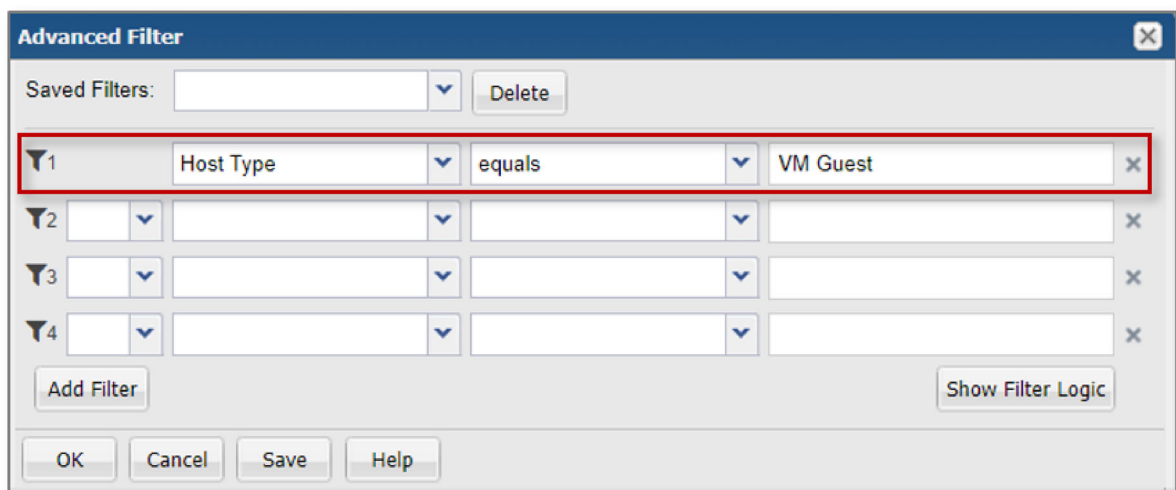
Username

Password

- ☐ 3. In the **APTARE IT Analytics Portal**, click the **Inventory** tab located on the **Menu Bar**.

The available **Inventory Objects** are listed in the **Hierarchy Panel**.

- ☐ 4. In the **Hierarchy Panel**, click the **Default Hierarchy** icon  to filter objects by category.
- ☐ 5. In the **Hierarchy Panel**, select **Hosts**. The **Hosts** page is displayed.
- ☐ 6. On the **Hosts** page, click **Advanced** located to the right of the filter. The **Advanced Filter** dialog box is displayed.
- ☐ 7. In the **Advanced Filter** dialog box, configure the first filter as displayed in the following figure.



Filter ID	Field	Operator	Value
1	Host Type	equals	VM Guest
2			
3			
4			

- ☐ 8. In the **Advanced Filter** dialog box, click **OK** to apply the filter.

The Hosts inventory list now only displays **Hosts** where **Host Type** is **VM Guest**.

- ☐ 9. On the **Hosts** management page, click **Advanced** to re-open the **Advanced Filter** dialog box.
- ☐

10. In **Advanced Filter** dialog box, configure the second and the third filter as displayed in the following figure.

Advanced Filter dialog box configuration:

- Filter 1: Host Type equals VM Guest
- Filter 2: Host Info Operating System contains Linux
- Filter 3: Host Info Operating System contains CentOS
- Filter 4: (Empty)
- Operators: and (between 1 and 2), or (between 2 and 3)
- Buttons: Add Filter, Show Filter Logic, OK, Cancel, Save, Help

- ☐ 11. In the **Advanced Filter** dialog box, click **OK** to apply the filter.

The **Hosts** inventory list now only displays **Hosts** where **Host Type** is **VM Guest** and the Host Info Operating System is either contains **Linux** or **CentOS**.

Customizing the Advanced Filter Logic

- ☐ 12. On the **Hosts** page, click **Advanced** to re-open the **Advanced Filter** dialog box.
- ☐ 13. In the **Advanced Filter** dialog box, click **Show Filter Logic** as illustrated in the following figure.

Advanced Filter dialog box configuration (Show Filter Logic button highlighted):

- Filter 1: Host Type equals VM Guest
- Filter 2: Host Info Operating System contains Linux
- Filter 3: Host Info Operating System contains CentOS
- Filter 4: (Empty)
- Operators: and (between 1 and 2), or (between 2 and 3)
- Buttons: Add Filter, Show Filter Logic, OK, Cancel, Save, Help


The **Advanced Filter** dialog box expands and displays the current filter logic. In this case, **1 AND (2 OR 3)**

After you click the **Show Filter Logic** button the existing operators you set are disabled, and the **Filter Logic** field becomes mandatory.

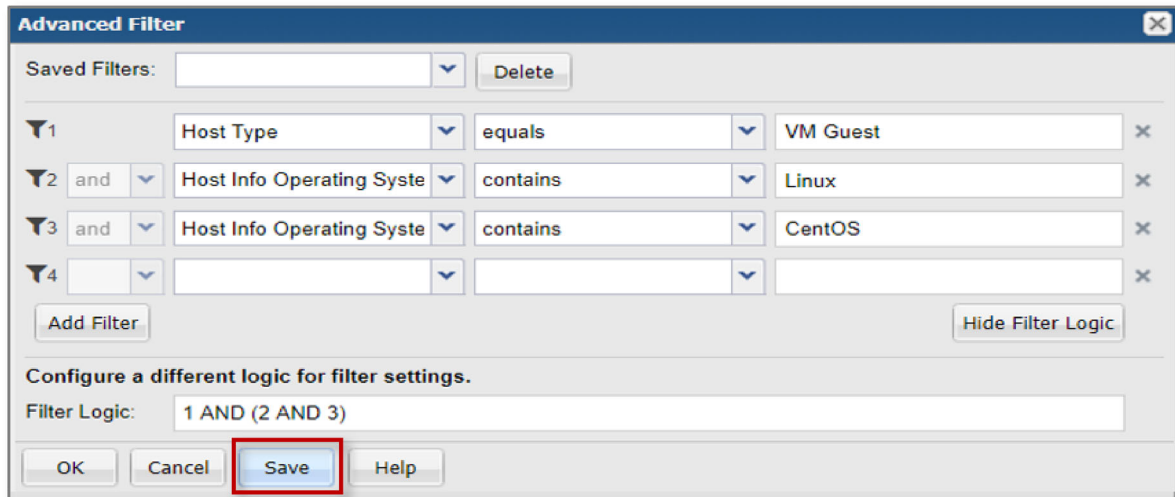
- ☐ 14. Type **1 AND (2 AND 3)** in the Filter Logic field and click **OK** to apply the filter.

The **Hosts** inventory list now only displays **Hosts** where **Host Type** is **VM Guest** and the **Host Info Operating System** contains **Linux** and **CentOS**.

Saving Advanced Filters

 In the **Inventory**, filters are tied to a specific Inventory Object Type. You can save Advanced Filters and access them by selecting the associated object in the Hierarchy panel. For example, if you create a Saved Filter for Hosts, you must select Hosts in the Inventory hierarchy to access the filter again.

- ☐ 15. On the **Hosts** page, click **Advanced** to re-open the **Advanced Filter** dialog box.
- ☐ 16. In the **Advanced Filter** dialog box, click **Save** as illustrated in the following figure.



The screenshot shows the 'Advanced Filter' dialog box. At the top, there's a 'Saved Filters' section with a dropdown and a 'Delete' button. Below that, there are four filter rules (T1, T2, T3, T4) with dropdowns for field names, operators, and values. Rule 1: Host Type equals VM Guest. Rule 2: Host Info Operating System contains Linux. Rule 3: Host Info Operating System contains CentOS. Rule 4 is empty. There are 'Add Filter' and 'Hide Filter Logic' buttons. Below the rules, there's a section 'Configure a different logic for filter settings.' with a 'Filter Logic' dropdown showing '1 AND (2 AND 3)'. At the bottom are 'OK', 'Cancel', 'Save' (highlighted with a red rectangle), and 'Help' buttons.

- ☐ 17. In the **Create Saved Filter** dialog box that is displayed, type T **APT103ADM_Filter_1** in the **Filter Name:** field.
- ☐ 18. Click **OK** to save the filter.

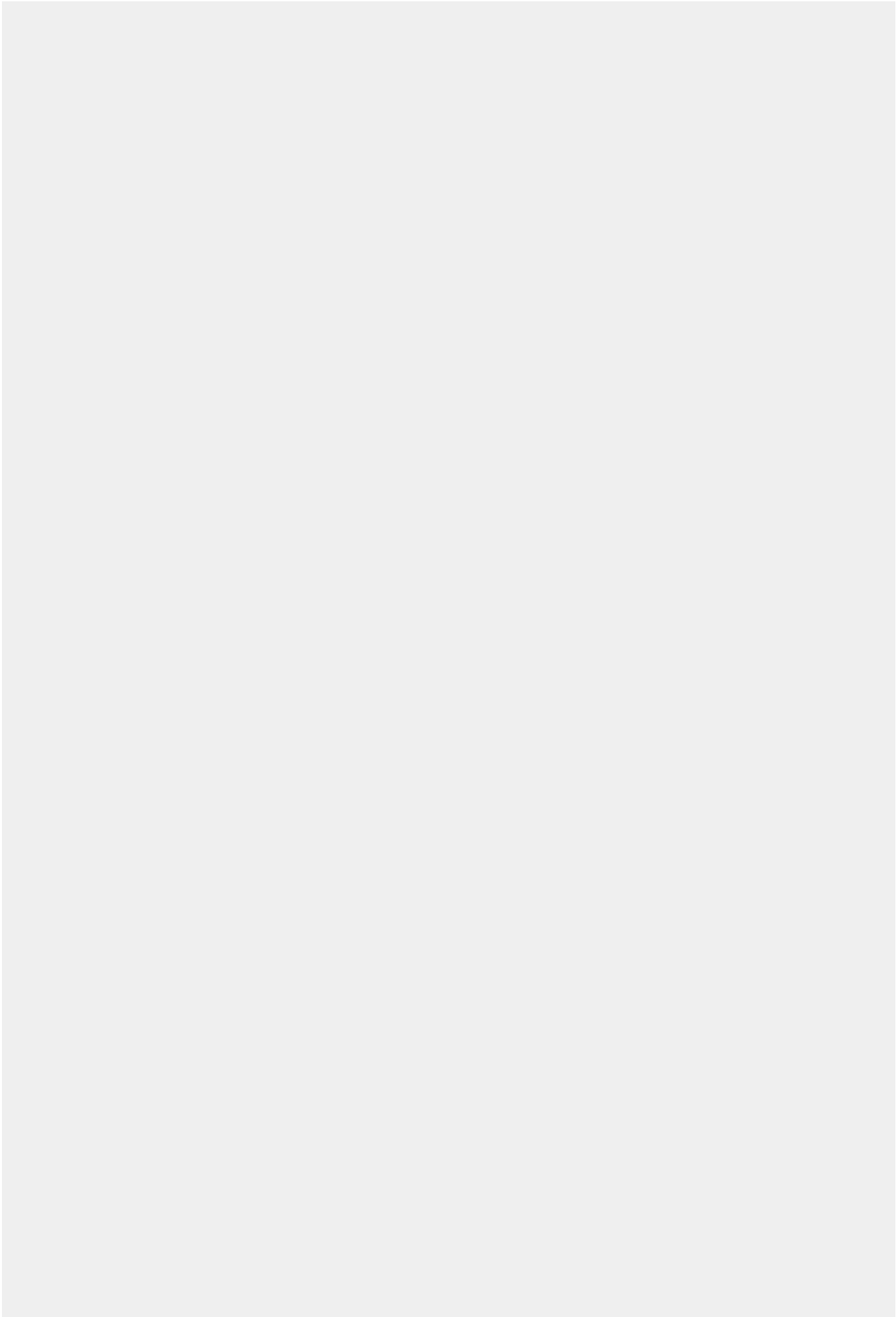
This **Saved Filter** becomes available for selection in the **Advanced Filtering** dialog box for this Inventory Object Type.

- ☐ 19. Click **OK** in the **Advanced Filter** dialog box to close the **Advanced Filter** dialog box.

Deleting Saved Advanced Filters

- ☐ 20. On the **Hosts** page, click **Advanced** to re-open the **Advanced Filter** dialog box.
- ☐ 21. In the **Advanced Filter** dialog box, select **APT103ADM_Filter_1** in the **Saved Filters** drop-down list.
- ☐ 22. Click **Delete** to delete the **Saved Filter**.
- ☐ 23. Click **OK** in the **Advanced Filter** dialog box to close the **Advanced Filter** dialog box.
- ☐ 24. On the **Hosts** page, click the **Clear Search** link located next to the **Advanced** button to clear the current filter.
- ☐ 25. Remain logged into the **APTARE IT Analytics Portal**. You will return to it in the next exercise.

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Exercise D: Selecting Columns on Management Pages

The **Inventory** view allows you to create custom views and choose the columns to display on the pages. The columns available for selection are based on a variety of factors, including your product licenses, collected data within your domain, and pre-built custom attributes. Once selected, sort and move these columns to your preference.

In this exercise, you add, remove, and reorder columns in the view.

Adding columns to the view



- ☐ 1. Access the open **APTARE IT Analytics Portal**.
- ☐ 2. If required, login to the portal using the following credentials:

Username


Password

- ☐ 3. In the **APTARE IT Analytics Portal**, click the **Inventory** tab located on the **Menu Bar**.

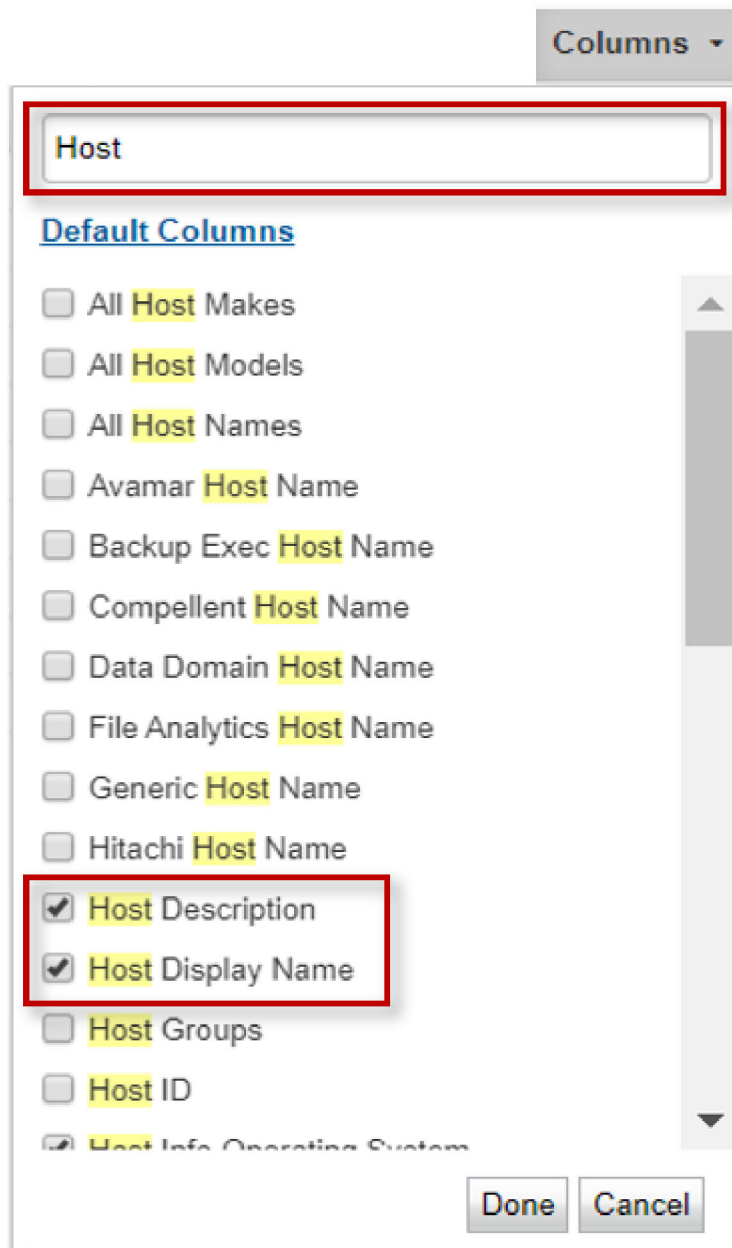
The available **Inventory Objects** are listed in the **Hierarchy Panel**.

- ☐ 4. In the **Hierarchy Panel**, click the **Default Hierarchy** icon  to filter objects by category.
- ☐ 5. In the **Hierarchy Panel**, select **Backup Servers**. The **Backup Servers** page is displayed.
- ☐ 6. On the **Backup Servers** page, click the **Columns** button  to display a list of available columns.

- ☐ 7. Enter **Host** in the search field to search for all the columns that contain the string **Host**.

 The results shown in the drop-down list are listed alphabetically and filtered by keywords as you enter a value. Your entry is highlighted as it is found in the list. You can also scroll and browse through the list without searching.

- ☐ 8. Click the checkbox beside the **Host Description** and the **Host Display Name** columns as illustrated in the following figure.



- ☐ 9. Click **Done** to display the selected columns.

On the **Backup Servers** page, notice that the **Host Description** and the **Host Display Name** columns have been added.

Reordering columns in the view

- ☐ 10. On the **Backup Servers** page, click and hold the **Host Description** column and drop it before the **Business_Unit** column as illustrated in the following figure.


Name	Primary IP	Business_Unit	Data Center Location	Host Description	Host Display Name
APTAPPRECOVERYSERVICES/APTMNS...	127.0.0.1				
APTAREBACKUPSERVICEUS/APTOR...	127.0.0.1				
APTAREBACKUPSERVICEUS/APTTHE...	127.0.0.1				
APTBACKUPTEST1/APTBACKUP	127.0.0.1				

 This custom order is persisted only for your session.

Refer to the above step and move the **Host Display Name** column so that it is displayed before the **Business_Unit** column and after the **Host Description** column.

Removing columns from the view

- ☐ 11. On the **Backup Servers** page, click the **Columns** button to display a list of available columns.
- ☐ 12. Enter **Host** in the search field to search for all the columns that contain the string **Host**.
- ☐ 13. Deselect the checkbox beside the **Host Description** and the **Host Display Name** columns to remove these columns from the **Backup Servers** page.
- ☐ 14. Click **Done** and notice that the **Host Description** and the **Host Display Name** are no longer visible on the **Backup Servers** page.

 After customizing the columns, you can also reset to the default columns by using the **Default Columns** link available when you click on the **Columns** button on a management page.

- ☐ 15. Remain logged into the **APTARE IT Analytics Portal**. You will return to it in the next exercise.

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Exercise E: Using the Inventory Navigator

The Inventory view can be customized by grouping the inventory objects in a way that is the most relevant to your business. Once you've defined the view and the hierarchy structure, the Portal presents only the reports relevant to that structure. This allows you to see the reports and analyze the data faster and more efficiently.

In this exercise, you use the Hierarchy Toolbar, Attributes, and Host Groups to Organize Your Data. You also create Custom Object Lists.

Using Host Groups to Organize Your Data

Organize your data center view by Host Groups. Host groups represent relationships between hosts such as a business unit or a department. Host groups can be nested within host groups, resulting in sub-groups. In addition, a host can appear in multiple host groups. Host Group view is available in two modes - aggregate or non-aggregate.

- ☐ 1. Access the open **APTARE IT Analytics Portal**.
- ☐ 2. If required, login to the portal using the following credentials:

Username

Password


- ☐ 3. In the **APTARE IT Analytics Portal**, click the **Inventory** tab located on the **Menu Bar**.

The available **Inventory Objects** are listed in the **Hierarchy Panel**.

- ☐ 4. In the **Hierarchy Panel**, click the **Host Groups** icon  and then click the **Configure** icon



- ☐ 5. In the **Configure Hierarchy Panel** that is displayed, select the **Cascade to sub groups** option.

 This structure determines how host counts are reported. When you select the **Cascade to sub groups** option, the top-level host group count reflects all hosts assigned to the group and all hosts directly assigned to its sub groups. The counts are rolled up to the top-level host group. When the **Cascade to sub groups** option is not selected (non-aggregate mode), the count for each group only reflects hosts directly assigned to it.

- ☐ 6. In the **Configure Hierarchy Panel**, click **Apply** without making any other changes.


Observe the objects displayed in the **Hierarchy Panel**.



Creating Custom Object Lists

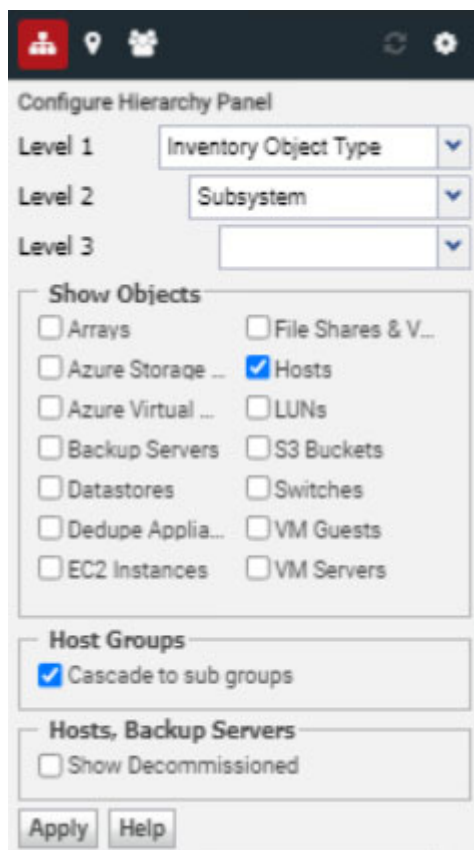
You can create ad hoc custom groupings for homogenous object types and see the reports relevant to that custom set. This temporary list is only available until:

- you log out
- your session expires
- your browser is refreshed

If you are looking for a more permanent grouping, use **Saved Filters** in the **Inventory**.

 Object types must be alike to create a custom group.

- ☐ 7. If required, navigate to the **Inventory**.
- ☐ 8. In the **Hierarchy Panel**, click the **Default Hierarchy** icon  and then click the **Configure** icon .
- ☐ 9. Configure the hierarchy view as illustrated in the following figure:



- ☐ 10. Click **Apply** in the **Configure Hierarchy Panel** window to apply the new view.
- ☐ 11. In the **Hierarchy Panel**, click **Hosts**. The **Hosts** page is displayed.
- ☐ 12. On the **Hosts** page, use the filter and search for **app**.
- ☐ 13. In the search results that are displayed, select **APTEAMQSPAPP01** and **APTEAMQSPAPP02** as illustrated in the following figure.

Hosts				
app				
Advanced Filter by name. Clear Filter				
Add Edit Attributes Delete Export Import Import Host Attributes New List Decommission				
Host Page 1 of 7 Displaying 1 - 10 of 70 2 Hosts are selected. Clear selections				
Name	Primary IP	Host Info	Operating System	Host Name
APTAM-PROXY-APPLIANCE-AZURE-4KXS	127.0.0.1	Linux		APTAM-PROXY-APPLIANCE-AZURE-4KXS
APTAPPRECOVERYSERVICES/APTMINSRVSXAPP	127.0.0.1			APTAPPRECOVERYSERVICES/APTMINSRVSXAPP
APTDYNAMICSRECOVERYVAULT/APTSNSPRSV...	127.0.0.1			APTDYNAMICSRECOVERYVAULT/APTSNSPRSV...
APTEAMDSOGW01.APTCLOUDAPP.APTDEV.NET	127.0.0.1	Windows		APTEAMDSOGW01.APTCLOUDAPP.APTDEV.NET
APTEAMPCM1AP6.APTCLOUDAPP.APT.NET	127.0.0.1	Windows		APTEAMPCM1AP6.APTCLOUDAPP.APT.NET
APTEAMPSOGW01.APTCLOUDAPP.APT.NET	127.0.0.1	Windows		APTEAMPSOGW01.APTCLOUDAPP.APT.NET
APTEAMQSPAPP01	127.0.0.1	Windows		APTEAMQSPAPP01
APTEAMQSPAPP02	127.0.0.1	Windows		APTEAMQSPAPP02
APTEAMQSP5QL01.APTCLOUDAPP.APT.NET	127.0.0.1	Windows		APTEAMQSP5QL01.APTCLOUDAPP.APT.NET
APTKSMDCIRDEV.APTCLOUDAPP.APTDEV.NET	127.0.0.1	Windows		APTKSMDCIRDEV.APTCLOUDAPP.APTDEV.NET

- ☐ 14. After selecting the **Hosts**, right-click the **Hosts** and then select **New List** in the resulting menu.
- ☐ 15. In the **Add New Object List** dialog box that is displayed, type **APT103ADM_Application_Servers** in the name field and click **OK** to save the object list.

The new group is displayed under the **My Object Lists** section on the **Hierarchy panel**.

Using Attributes to Organize Your Data


You can use attributes to organize your inventory data. Once set up, these attributes are available for selection in the **Hierarchy Panel**. Attributes must have values associated with them before they can be used to organize your Inventory view. When viewing the **Hierarchy Panel**, the attribute name is prepended to the attribute value.

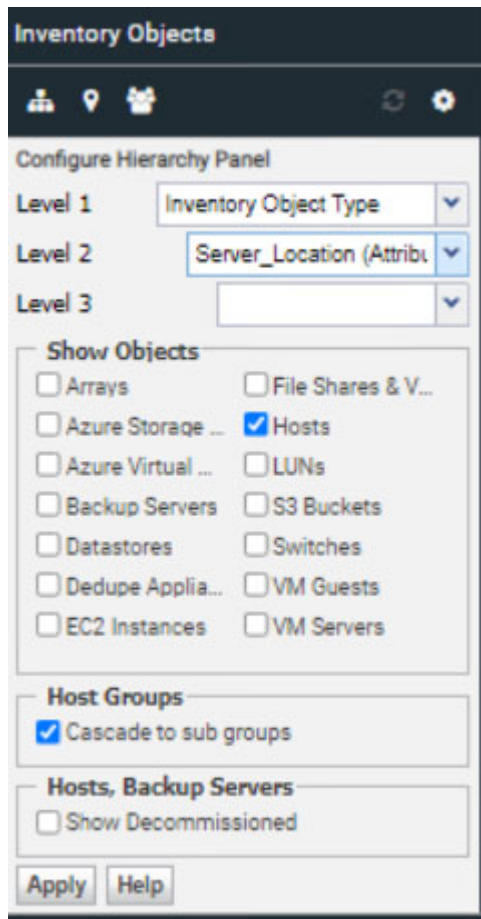
- ☐ 16. In the Portal, navigate to **Admin > Advanced > Attributes**. A list of configured **Attributes** is displayed on the **Attributes** page.
- ☐ 17. On the **Attributes** page, click **Add**. The **Add Attribute** dialog box is displayed.
- ☐ 18. In the **Add Attribute** dialog box, enter the following details

Attribute Name	Server_Location
Attribute Values	US, EMEA, APJ
Allow Inheritance	Selected

- ☐ 19. In the **Add Attribute** dialog box, click **Sort** and then click **Save** to sort and save the new **Attribute**.
- ☐ 20. In the Portal, navigate to **Inventory**.
- ☐ 21. In the **Hierarchy Panel**, select the new object list, **APT103ADM_Application_Servers** displayed under **My Object Lists**
- ☐ 22. On the **Hosts:APT103ADM_Application_Servers** page that is displayed in the right pane, select **APTEAMQSPAPP01** and **APTEAMQSPAPP02**.
- ☐ 23. After selecting the **Hosts**, right-click the Hosts and select **Attributes**.
- ☐ 24. In the **Assign Attribute Values to Objects** dialog box that is displayed, select the **APJ** in the **Server_Location** drop-down as illustrated in the following figure.

Attribute	Value
Owner	
PHI	
Platform	
Primary	
project	
Rack	
Rajesh	
Region	
Server Type	
Server_Location	APJ
Ship	
Site	
State	
State	
Status	
Task_Order	1506
Tech Refresh	

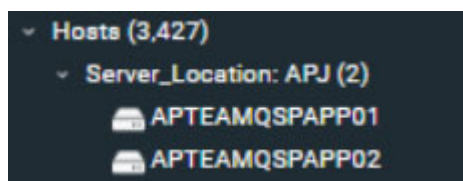
- ☐ 25. Click **OK** to assign the **Server_Location** attribute to hosts **APTEAMQSPAPP01** and **APTEAMQSPAPP02**.
- ☐ 26. In the **Hierarchy Panel**, click the **Configure** icon .
- ☐ 27. Configure the hierarchy view as illustrated in the following figure:



📄 If the **Server_Location** attribute is not available for selection in the **Level 2** drop-down list, then use the **Refresh** button located on the **Hierarchy Panel** to refresh the view.

- ☐ 28. In the **Configure Hierarchy Panel**, click **Apply** without making any other changes.

Observe the objects displayed in the **Hierarchy Panel**.



- ☐ 29. In the **APTARE IT Analytics Portal**, click **System Administrator > Reset Inventory Defaults** to reset the Inventory.

📄 You need to log out and log back on to the **APTARE IT Analytics Portal** to complete the reset.

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Exercise F: Creating Portal User Accounts

In this exercise, you create a new portal user and assign privileges.

Creating a new portal user

- ☐ 1. In the **APTARE IT Analytics Portal**, navigate to **Admin > Users > Users and Privileges**. A list of all **Portal Users** is displayed on the **Users and Privileges** management page.
- ☐ 2. On the **Users and Privileges** management page, click **Add** to add a new portal user.
- ☐ 3. In the **Add User** dialog box that is displayed, enter the following details:

Login	<input type="text" value="T aptare@example.com"/>
Active	<input type="text" value="Yes"/>
Type	<input type="text" value="Administrator"/>
Password	<input type="text" value="T P@ssw0rd"/>
Repeat Password	<input type="text" value="T P@ssw0rd"/>
First name	<input type="text" value="T Aptare"/>
Last name	<input type="text" value="T Administrator"/>
Email	<input type="text" value="T aptare@example.com"/>

- ☐ 4. In the **Pick a host group ...** section, expand **Global** and select the **APTARE** host group as illustrated in the following figure.

Add User

Login* aptare@example.com Active Yes Type Administrator

Password* Repeat password*

First name* Aptare Last name* Administrator Email* aptare@example.com

Work phone Cell phone

Home Host group* /Global/APTARE

Pick a host group from the list below:

- Global
 - APTARE**
 - DataLoader
 - FP2
 - internal
 - Restricted
 - Trash
 - VTSLab

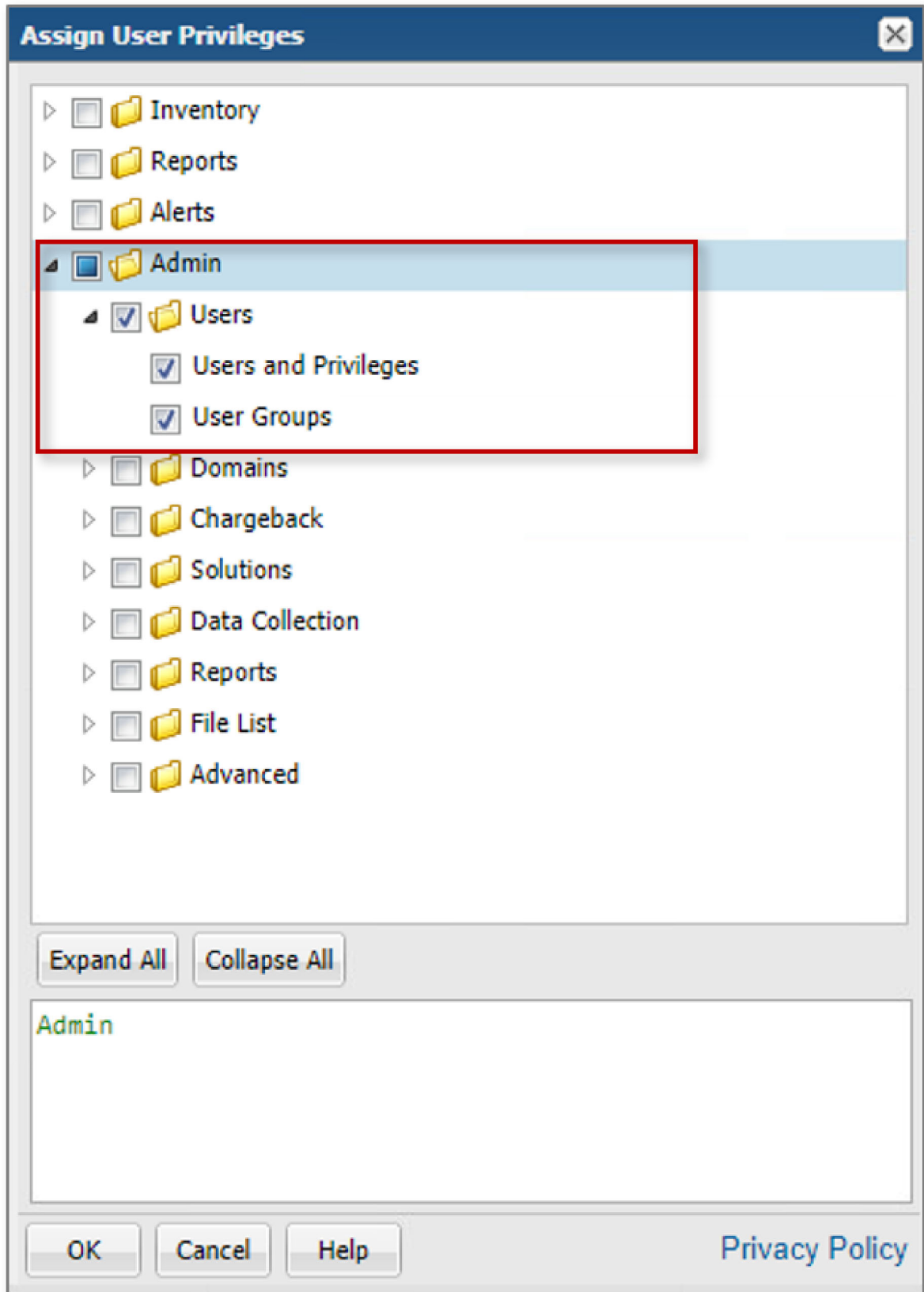
OK Cancel Help Privacy Policy

- ☐ 5. Click **OK** to create the user.

You are returned to the **Users and Privileges** management page and the new user, **aptare@example.com** is now listed as an **Administrator** on the management page.

Assigning privileges to an individual user

- ☐ 6. On the **Users and Privileges** management page, select the **aptare@example.com** user and click **Privileges**. The **Assign User Privileges** dialog box is displayed.
- ☐ 7. In the **Assign User Privileges** dialog box, expand **Admin** and select **Users** as illustrated in the following figure.



- ☐ 8. Click **OK** to assign the selected privileges to the **aptare@example.com** user.

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Exercise G: Working with User Groups

In this exercise, you create a user group and assign an existing user to the new user group.

Creating a new user group

- ☐ 1. In the **APTARE IT Analytics Portal**, navigate to **Admin > Users > User Groups**. A list of all **User Groups** is displayed on the **User Groups** management page.
- ☐ 2. On the **User Groups** management page, click **Add** to add a new user group.
- ☐ 3. In the **Add User Group** dialog box that is displayed, enter the following details:

User group name	<input type="text" value="T Aptare Administrators"/>
Domain	Aptare

- ☐ 4. Click **OK** to create the user group.

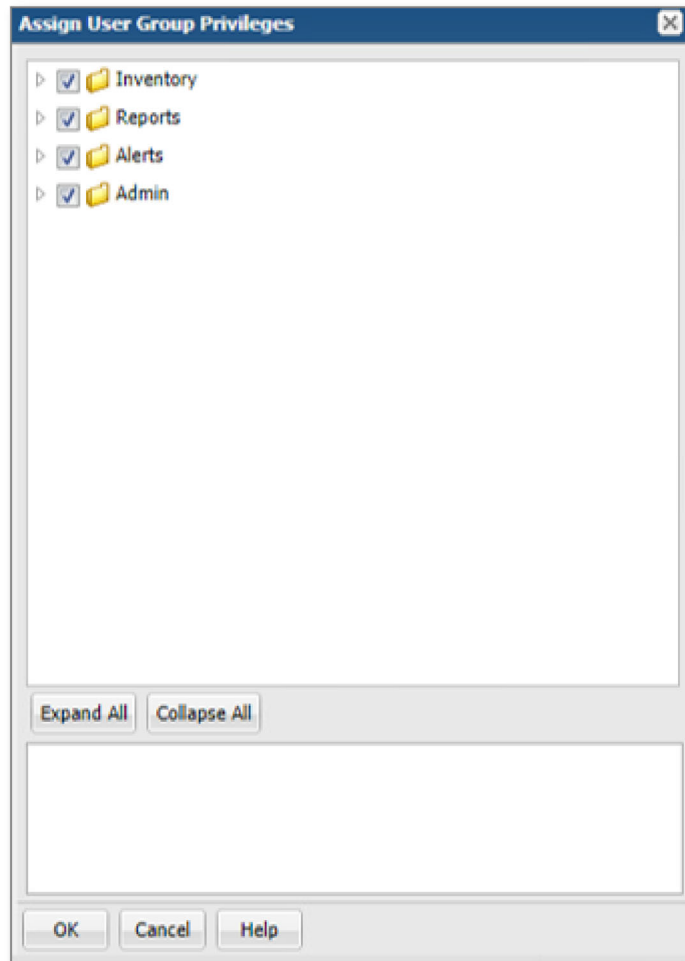
You are returned to the **User Groups** management page and the new user group, **Aptare Administrators** is now listed on the management page.

Assigning Users to User Groups

- ☐ 5. On the **User Groups** management page, select the **Aptare Administrators** user group and click **Members**. The **Select User Group Members** dialog box is displayed.
- ☐ 6. In the **Select User Group Members** dialog box, locate and select the **aptare@example.com** user.
- ☐ 7. Click **OK** to add the **aptare@example.com** user to the **Aptare Administrators** group.

Assigning privileges to a User Group

- ☐ 8. On the **User Groups** management page, select the **Aptare Administrators** user group and click **Privileges**. The **Assign User Group Privileges** dialog box is displayed.
- ☐ 9. In the **Assign User Group Privileges** dialog box select all privileges as illustrated in the following figure.



- ☐ 10. Click **OK** to assign the selected privileges to all users in the **Aptare Administrators** user group.
- ☐ 11. In the **APTARE IT Analytics Portal**, click **System Administrator > Log Out** to Log out of the **APTARE IT Analytics Portal**.
- ☐ 12. Log in to the portal using the following credentials:

Username aptare@example.com

Password P@ssw0rd

The **VERITAS SOFTWARE LICENSE AGREEMENT** is displayed.

- ☐ 13. Click the **I Agree** radio button and then click **Submit**.
If the **Submit** button is greyed out, use the scroll bar in the **Veritas Software License Agreement** window to scroll to the end of the license agreement.
- ☐ 14. Change the password at the first login. Provide the **Current Password**. After that provide the **New password** and **Confirm Password**.
- ☐ 15. Navigate through the Portal and observe the privileges that are assigned to the **aptare@example.com** user.
- ☐ 16. In the **APTARE IT Analytics Portal**, click **Aptare Administrator > Log Out** to Log out of the **APTARE IT Analytics Portal**.

End of Lab