

Indra

SISTRA - ADMINISTRATION

Code: SISTRA-ADMIN



**Govern
de les Illes Balears**



Unión Europea

Fondo Europeo de
Desarrollo Regional

SISTRA - ADMINISTRACIÓN

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Customers only

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1. Introduction

This document describes administration options of modules composing telematic processing platform.

These options are summarized as:

- SISTRA module: import/export of processes and domain configuration. Access permission administration for processes.
- FORMS module: mask, pattern and profile definition and import/export of forms. Access permission administration for forms.
- REDOSE module: document module definition
- BANTEl module: process definition and processing configuration
- MOBTRATEl module: shipping account definition.

NOTE:

It is important to note that screens shown in this document may vary from those shown in application. This paper aims to present main administration options and not latest version of screens.

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2. Telematics Platform Administration

As result of process development, **Developer** will deliver a **Load Log** to **Administrator** for process deployment. In this load log it is indicated **what steps** must be followed for process installation in corresponding environment. It is detailed **how to perform these steps**. SISTRA-CUADERNOCARGA document proposes a model for specifying these installation instructions.

2.1. SISTRA - SISTRAADMIN, SISTRABACK

Administrator can perform next tasks from SISTRABACK module:

- Import/export processes
- Domain configuration

Administrator can assign access permission to processes from SISTRAADMIN module

2.1.1. Add Responsible Authority

Here are steps to take for creation/modification of a **Responsible Authority** within **Telematic Processing System**:

- 1) **SISTRABACK** module relevant to specific environment where you want to act (Development, Pre-production, Production) must be accessed through web browser. For example, following URL: <http://caibCD:8080/sistraback/> would be used to enter to test environment.

It is necessary to identify a user who has permissions (role STR_ADMIN) to initiate a session in **SISTRABACK**.

- 2) Once user access to environment is validated, **SISTRABACK** environment main window is displayed in browser window with following items (Figure 1.-):

- SISTRABACK management menu located on the left side of browser window.

It allows to perform different actions on documents contained in **Processing System**:

- o Display **Responsible Authorities** list defined in **Processing System** (Figure 1.-). In this list you can:
 - Define a new **Responsible Authority** within **Processing System**
 - Select a **Responsible Authority** for edition and/or modification.
 - Delete an existing **Responsible Authority** in **Processing System**.
 - Display processes associated to a particular **Responsible Authority**.
- o Display list of **Domains** defined in **Processing System** (See section [3.1.9 Domain configuration](#)).

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To define a new **Responsible Authority** just press **New Record** button of Figure 1.- .

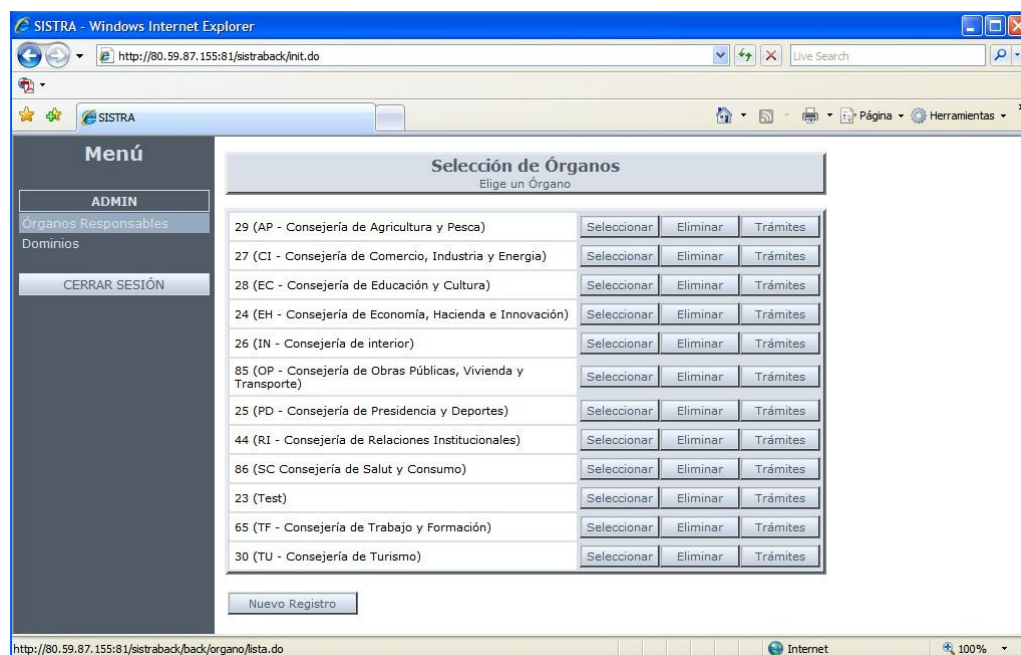


Figure 1.- Main window of SISTRABACK module - Responsible Authorities Management.

- 3) Once inside of a new **Responsible Authority** add window in **SISTRABACK** (Figure Figure 1), Administrator user must fill following data:
- **Description:** it allows to briefly indicate what type of **Responsible Authority** it is (usually a Ministry).

To register new **Responsible Authority** just press **Insertar** button located at the bottom left of the window.



Figure 1.- Responsible Authority add window in SISTRABACK.

Once **Responsible Authority** is added, add window is updated to modification one (Figure 2), in which **Insertar** button becomes **Modificar**.

To discard any changes simply press **Cancelar** button which returns the user to the window with **Responsible Authorities** shown in Figure Figure 1.

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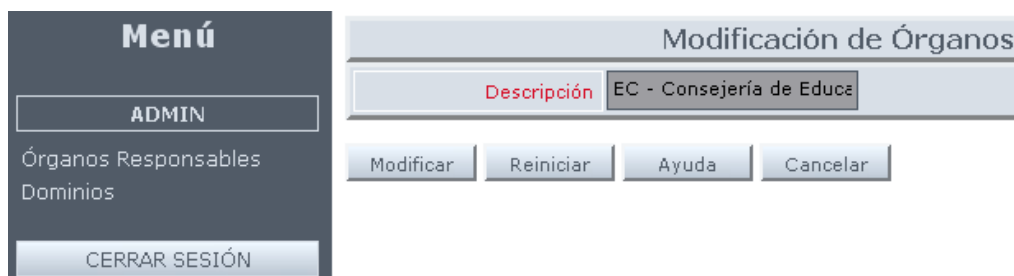


Figure 2.- Responsible Authority modification window in SISTRABACK.

Once done, **SISTRABACK** main window updates its **Responsible Authorities** list (Figure 1.-), including just defined one by user.

2.1.2. Process Add

Steps to add a process in **Telematic Processing System**:

- 1) Accessing to window showing **Responsible Authorities** list in **SISTRABACK** (Figure 1.-), it's necessary to select **Responsible Authority** to which process belongs and press **Tramites** button to access to list of processes associated with this **Responsible Authority**.

Management window structure for processes associated with **Responsible Authorities** is split into two zones (Figure Figure 3):

- **Upper zone**: it displays the set of processes associated with selected **Responsible Authority**. It's presented as a component tree defining each existing process.
- **Lower zone**: it shows definition screens and/or edition of selected items in the tree of **Upper zone**.



Figure 3.- Window of Process Browser and Definition inside SISTRABACK.

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New process definition window is accessed clicking on identified tree branch as **Process Add (Alta de Trámite)**. Its appearance is shown in Figure Figure 3.

Data to fill to define a new process in **SISTRABACK** associated with our **Responsible Authority** is next:

- **Process Identifier (Identificador Trámite):** Brief description (10 characters) identifying easily the process to define.

A concrete structure of naming processes was established in Digital Administration project, following nomenclature schema defined by CAIB.

- **Description (Descripción):** Free text for identifying the type of process to create.

NOTE: A **Help (Ayuda)** button is available in all Web module screens from **SISTRABACK**. When pressed, it gives detailed information of each field for each particular window where user is working (see Figure 4).

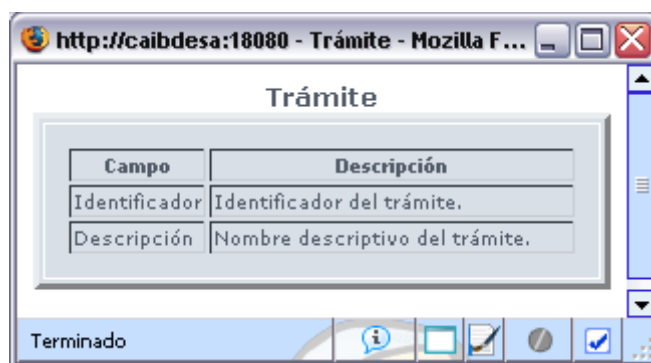


Figure 4.- Help for process definition in SISTRABACK.

- 2) Once new process data was entered, it will be added in the Platform after clicking on **Insert (Insertar)** button and Figure 4 window updates its content to that shown in Figure Figure 5:

- Process edition window (bottom area of the screen) updates its buttons and it displays content entered by user.
- Component tree updates its content with a new branch corresponding to defined process showing three options:
 - o Change process **definition**.
 - o **Import** a new process version from an external XML file.
 - o Define a **new version** of process (In Figure Figure 5, it doesn't exist any version yet).

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Figure 5.- Repository tree update for Responsible Authority processes in SISTRABACK, once a new process is defined.

2.1.3. Deleting a process

Steps for removing a process in **Telematics Processing System**:

- 1) Accessing window showing **Responsible Authorities** list in **SISTRABACK** (Figure 1.-), **Responsible Authority** should be selected to which process belongs and press **Processes (Trámites)** button to access process list associated with this **Responsible Authority**.

Management window structure for processes associated with **Responsible Authorities** is split into two zones:

- **Upper zone**: it displays the set of processes associated with selected **Responsible Authority**. It's presented as a component tree defining each existing process.
 - **Lower zone**: it shows definition screens and/or edition of selected items in the tree of **Upper zone**.
- 2) Pressing on tree branch identified with process name for which you want to import a new version, three options are deployed whose appearance is shown at the top of Figure Figure 5.
 - 3) If you click on **Process Definition (Definición Trámite)**, bottom of Figure Figure 6 will be displayed.
 - 4) It's necessary to press **Delete (Eliminar)** button in Figure Figure 6 and a popup warning window of delete confirmation is displayed.
 - 5) If you click on **Accept (Aceptar)**, process is removed from Platform and confirmation message related with this operation is displayed (Figure Figure 7).

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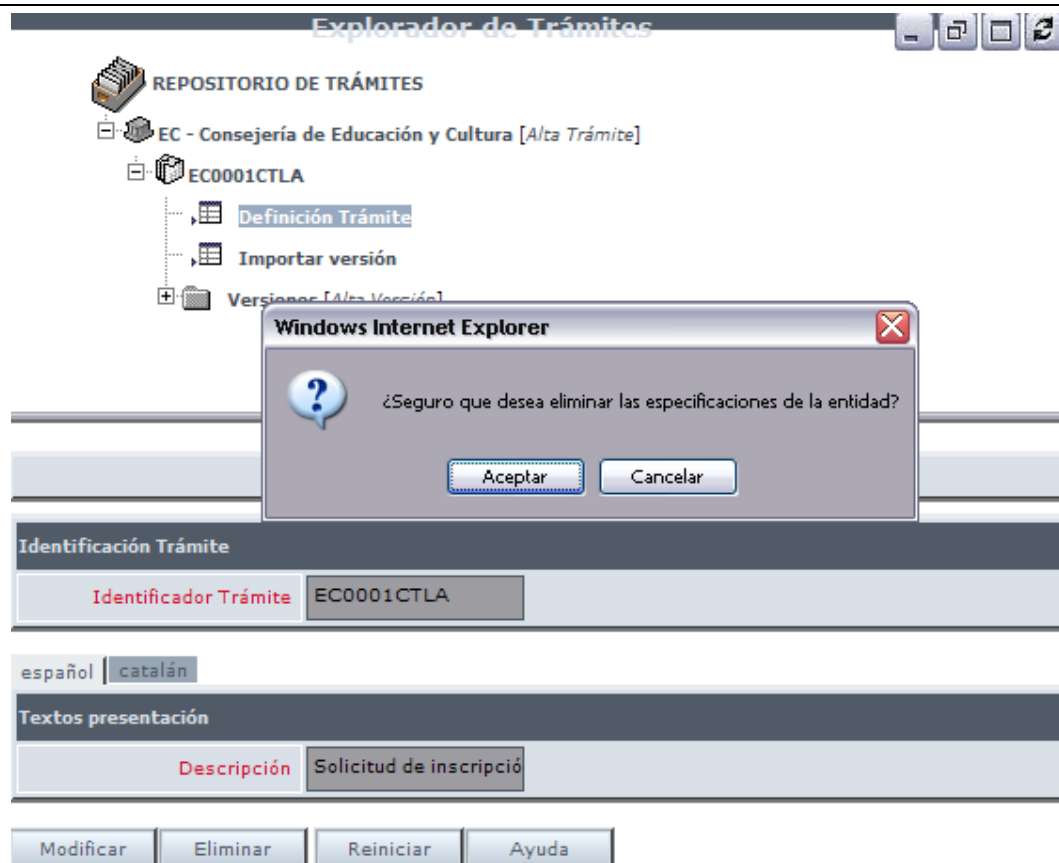


Figure 6.- Detail of process delete in SISTRABACK.

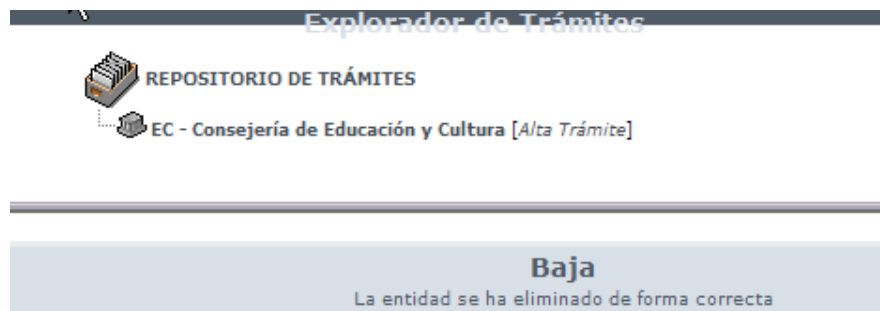


Figure 7.- Confirmation message of process delete in SISTRABACK.

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2.1.4. Process import (Importación de trámites)

Steps for importing a **new process version** in **Telematic Processing System**:

- 1) Accessing window showing **Responsible Authorities** list in **SISTRABACK** (Figure 1.-), **Responsible Authority** should be selected to which process belongs and press **Processes (Trámites)** button to access process list associated with this **Responsible Authority**.

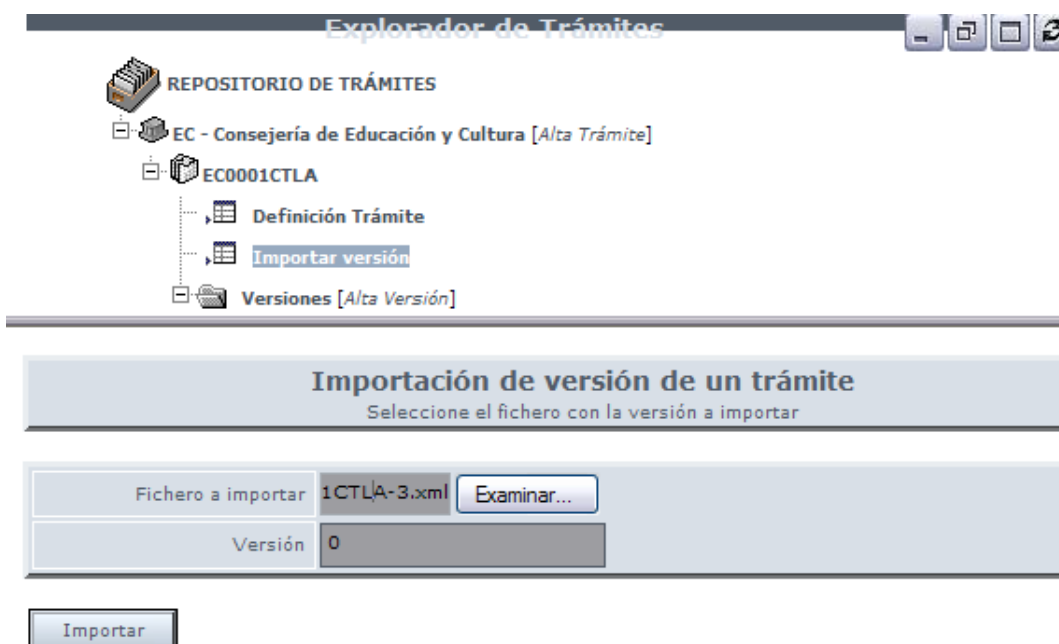
Management window structure for processes associated with **Responsible Authorities** is split into two zones:

- **Upper zone:** it displays the set of processes associated with selected **Responsible Authority**. It's presented as a component tree defining each existing process.
 - **Lower zone:** it shows definition screens and/or edition of selected items in the tree of **Upper zone**.
- 2) Pressing on tree branch identified with process name for which you want to import a new version, three options are deployed whose appearance is shown at the top of Figure 9.
 - 3) If you click on **Import version (Importar versión)** option, bottom of Figure Figure 8 is displayed.

Where it's sufficient fulfilling next input data:

File to import: local path where xml file containing process definition is located. This file was exported previously through export application (see [3.1.8 Process export](#)).

- **Version:** Number to identify process version to create. Maximum 3 digits.



Explorador de Trámites

REPOSITORIO DE TRÁMITES

- EC - Consejería de Educación y Cultura [Alta Trámite]
 - EC0001CTLA
 - Definición Trámite
 - Importar versión

Versiónes [Alta Versión]

Importación de versión de un trámite
 Seleccione el fichero con la versión a importar

Fichero a importar: 1CTLA-3.xml

Versión: 0

Figure 8.- Screen to import a new version of a process in SISTRABACK.

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After clicking on **Import (Importar)** button, new process version will be in the Platform. The bottom of the screen will display something similar to Figure 9 where component tree of new imported process version can be seen with new branches.

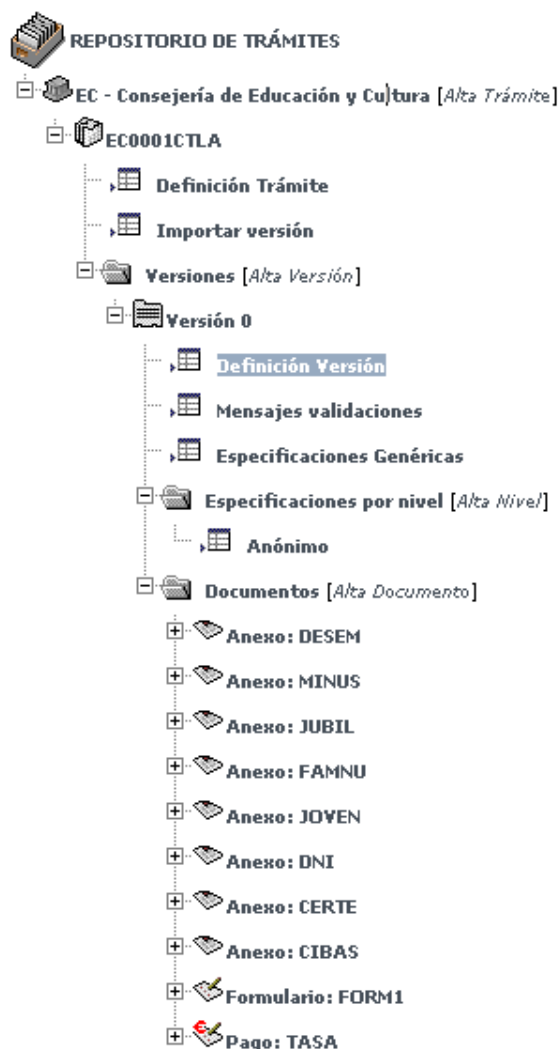


Figure 9.- Component tree update for a process in SISTRABACK, once imported a new process version

As a curiosity you can click on **Version Definition (Definición Versión)** and version definition detail of imported process can be seen at the bottom of the screen (Figure Figure 10).

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Modificación de versión del trámite	
Información versión	
Versión	0
Motivo	Tercera versión del Trámite
Parámetros versión	
Plazo presentación	Inicio 5/10/2006 00:00:00 Fin 30/11/2006 00:00:00
Idiomas soportados	es <input checked="" type="checkbox"/> ca <input checked="" type="checkbox"/>
Debe firmarse	Si <input type="radio"/> No <input checked="" type="radio"/>
Circuito reducido	Si <input type="radio"/> No <input checked="" type="radio"/>
Destino trámite	
Destino del trámite	Registro <input type="radio"/> Bandeja <input checked="" type="radio"/> Consulta <input type="radio"/>
Organo destino	1355 -D.G. POL.LINGÜI
Unidad administrativa	7 - CONSELLERIA D'EDUCACIÓ I CULTURA
Oficina Registro	13 -CULTURA
Tipo Asunto	
Parámetros destino consulta	
EJB de Consulta	
Localización EJB	Local <input checked="" type="radio"/> Remoto <input type="radio"/>
Url acceso	
Autenticación explícita	No <input checked="" type="radio"/> Estándar <input type="radio"/> Caib <input type="radio"/>
Usuario	
Password	
<div> <div>Exportar</div> <div>Bloquear</div> <div>Reiniciar</div> <div>Ayuda</div> </div>	

Figure 10.- Version definition detail of an imported process in SISTRABACK.

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2.1.5. Locking / Unlocking of a process version

It's mandatory to **block** process version for modification (**remove a process version**, perform a **modification** in any field of Figure 11 or in other fields belonging to process version definition). A new button appears at the bottom of version edition window (Figure Figure 10) to set this blockade:

- **Block (Bloquear):** It allows user to reserve modification right on process version definition, so it cannot be changed by any other **SISTRABACK** user until first user unlocks it.

This functionality is very important when two users try to modify the same process simultaneously.

After pressing aforementioned button, this version will be blocked for the second user and the same version definition window will appear for him but with a different button bar at the bottom of the screen.

To restore previous version status, it's necessary to press on **Unlock (Desbloquear)** button and button bar of Figure 11 will reappear allowing to block this version by another user.

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Modificación de versión del trámite	
Información versión	
Versión	0
Motivo	Prueba para FORMACIÓN: Obtenido de tramite-EC0001CTLA-3.xml (actual en PRODUCCIÓN)
Bloqueado por	admin
Parámetros versión	
Plazo presentación	Inicio 15/10/2006 00:00:0 Fin 30/11/2007 00:00:0
Idiomas soportados	es <input checked="" type="checkbox"/> ca <input checked="" type="checkbox"/>
Debe firmarse	Si <input type="radio"/> No <input checked="" type="radio"/>
Circuito reducido	Si <input type="radio"/> No <input checked="" type="radio"/>
Destino trámite	
Destino del trámite	Registro <input type="radio"/> Bandeja <input checked="" type="radio"/> Consulta <input type="radio"/>
Organo destino	1355 -D.G. POL.LINGÜI
Unidad administrativa	7 - CONSELLERIA D'EDUCACIÓ I CULTURA
Oficina Registro	13 -CULTURA
Tipo Asunto	
Parámetros destino consulta	
EJB de Consulta	
Localización EJB	Local <input checked="" type="radio"/> Remoto <input type="radio"/>
Url acceso	
Autenticación explícita	No <input checked="" type="radio"/> Estándar <input type="radio"/> Caib <input type="radio"/>
Usuario	
Password	
<input type="button" value="Modificar"/> <input type="button" value="Eliminar"/> <input type="button" value="Exportar"/> <input type="button" value="Desbloquear"/> <input type="button" value="Reiniciar"/> <input type="button" value="Ayuda"/>	

Figure 11.- Version definition detail of a process locked by a SISTRABACK user.

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2.1.6. Presentation period modification

Steps to modify presentation period of a process **version** in **Telematic Processing System**:

- 1) Block process version to remove ([Locking / Unlocking a version of a process](#) section).
- 2) Different features of process version can be edited. However, only two fields use to be changed at Administration level, those related with **Presentation Period (Plazo Presentación)** which indicate dates (in format *dd/MM/yyyy HH:mm:ss*) between which process version is valid. When no value appears in these fields, it indicates that there are no time limitations.
- 3) It's necessary to press on **Modify (Modificar)** button for taking effect new values entered into these fields.
- 4) Unlock process version to remove ([Locking / Unlocking a version of a process](#) section).

NOTE: It's important to remember that field values only can be modified if process version was previously blocked by user who wants to perform this change.

Similarly, it is important to [unlock](#) process version once necessary changes were performed on it.

2.1.7. Elimination of a process version

Steps to remove a process **version** in **Telematic Processing System**:

- 1) Block process version to remove ([Locking / Unlocking a version of a process](#) section).

Press

Figure 11.- Version definition detail of a process locked by a SISTRABACK user.

- 2) **Remove (Eliminar)** button and a warning popup window is displayed for delete confirmation (**Figure 12**).
- 3) If **Accept (Aceptar)** button is clicked, version is removed from Platform and confirmation message of version delete will be showed (**Figure 13**).
- 4) Unlock process version to remove ([Locking / Unlocking a version of a process](#) section).

NOTE: It's important to remember that field values only can be modified if process version was previously blocked by user who wants to perform this action.

Similarly, it is important to [unlock](#) process version once necessary changes were performed on it.

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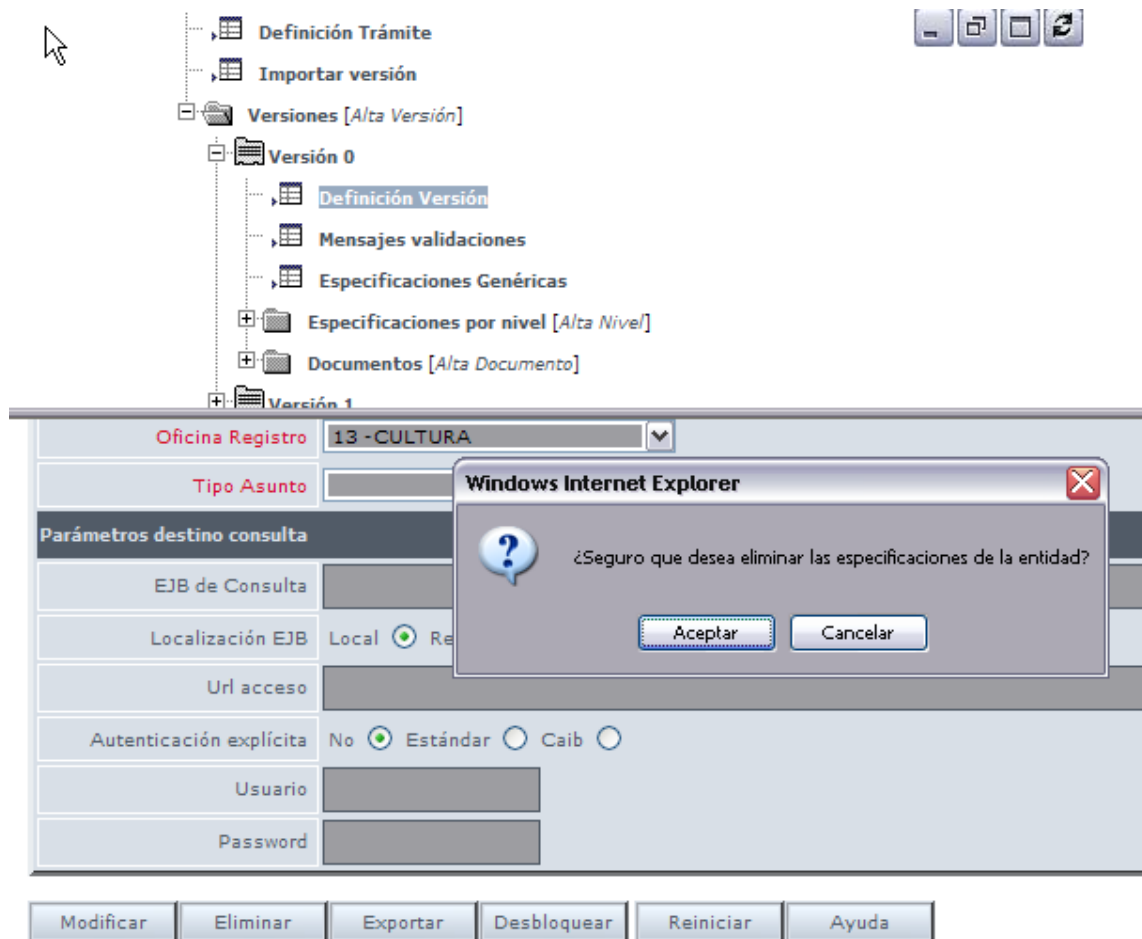


Figure 12.- Process version removing detail in SISTRABACK.

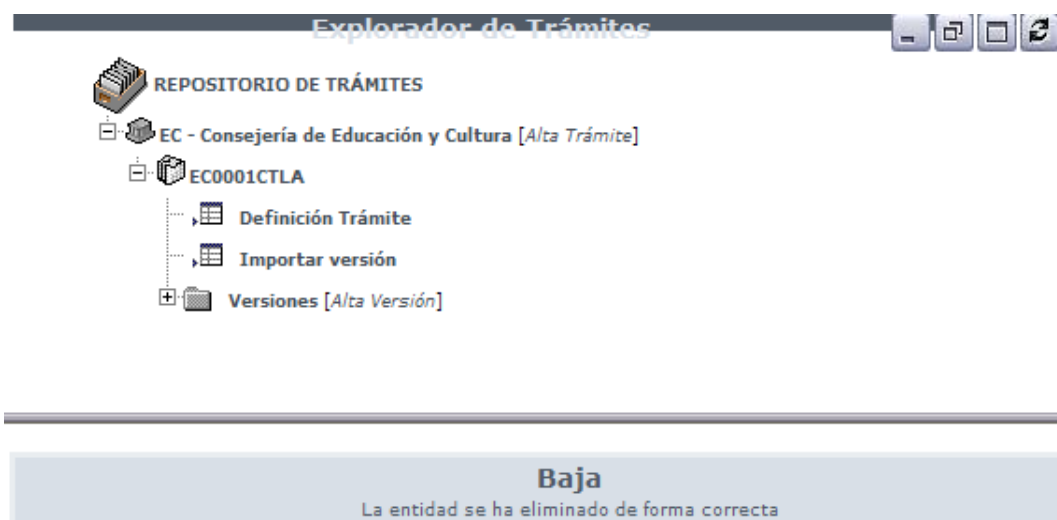


Figure 13.- Message confirming process version deletion in SISTRABACK.

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2.1.8. Process export

Steps to export a process **version** in **Telematic Processing System**:

- 1) Accessing window showing Responsible Authorities list in SISTRABACK (Figure 1), Responsible Authority should be selected to which process belongs and press Processes (Trámites) button to access process list associated with this Responsible Authority.

Management window structure for processes associated with Responsible Authorities is split into two zones:

- **Upper zone:** it displays the set of processes associated with selected Responsible Authority. It's presented as a component tree defining each existing process.
 - **Lower:** it shows definition screens and/or edition of selected items in the tree of **Upper zone**.
- 2) Pressing on tree branch identified with process name for which a version will be exported, three options deployed whose appearance is shown at the top of **Figure 14**.

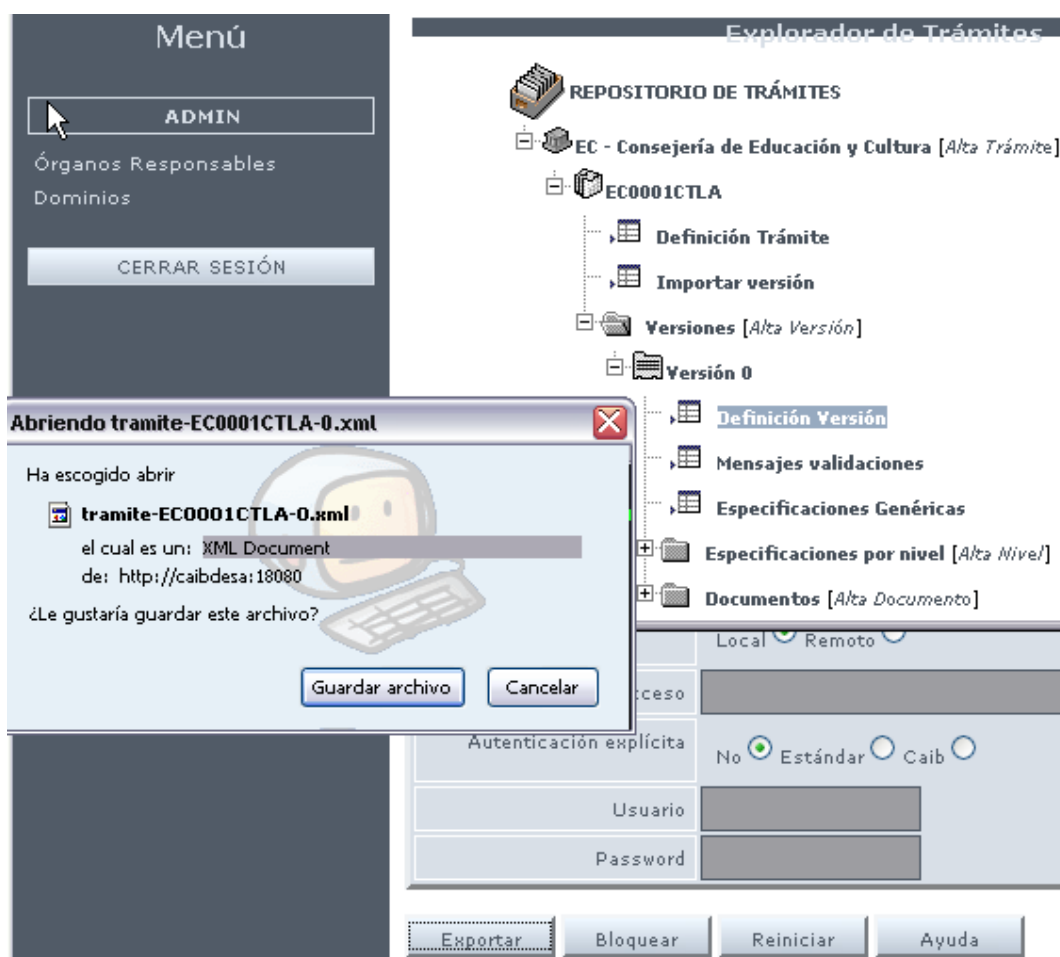


Figure 14.- Export detail for a process version in SISTRABACK.

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- 3) All existing versions for this process are displayed deploying **Version** [*Add Version*] component.
- 4) Version definition detail for process to export can be seen deploying appropriate version and pressing on **Version Definition (Definición Versión)** at the bottom of the screen.
- 5) A button appears at the bottom of version edition window to perform export (**Figure 14**):
 - Export: it allows user to export process definition to a file with XML extension.

2.1.9. Domain configuration

Steps to configure a **Domain** (queries and validations to DB or other management systems) in **Telematic Processing System**:

1) and 2) (see [3.1.1 Add Responsible Authority](#) section steps)

3) Once domain management main window is accessed (**Figure 15**), defined domain list in Processing System will be displayed. In this list you can:

- Select a **Domain** for its query and/or modification. Pressing on **Select (Seleccionar)** button.
- Delete an existing **Domain** in **Processing System**. Pressing on **Delete (Eliminar)** button.
- Define a new **Domain** in **Processing System**. Pressing on **New record (Nuevo registro)** button (**Figure 16**).

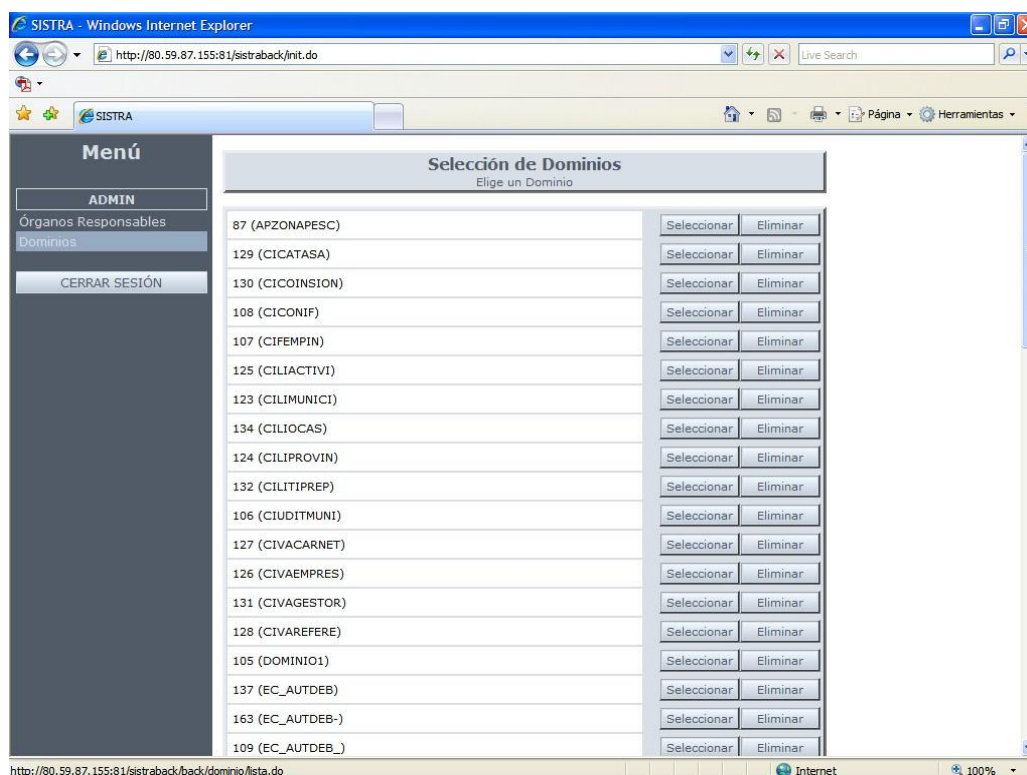
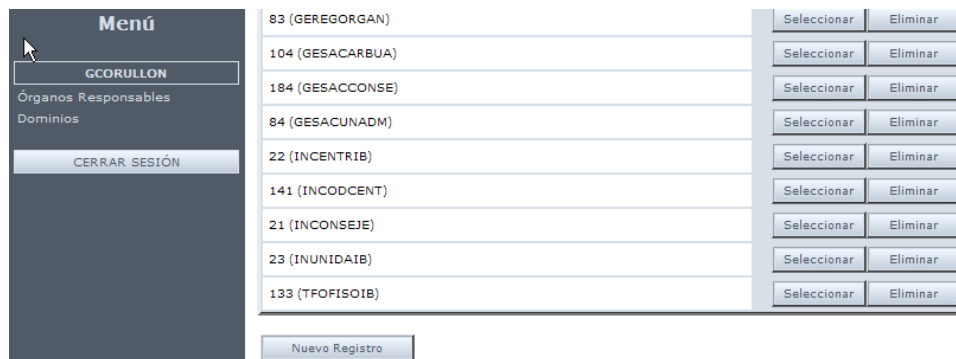


Figure 15.- Main window of SISTRABACK module - Domain Management.

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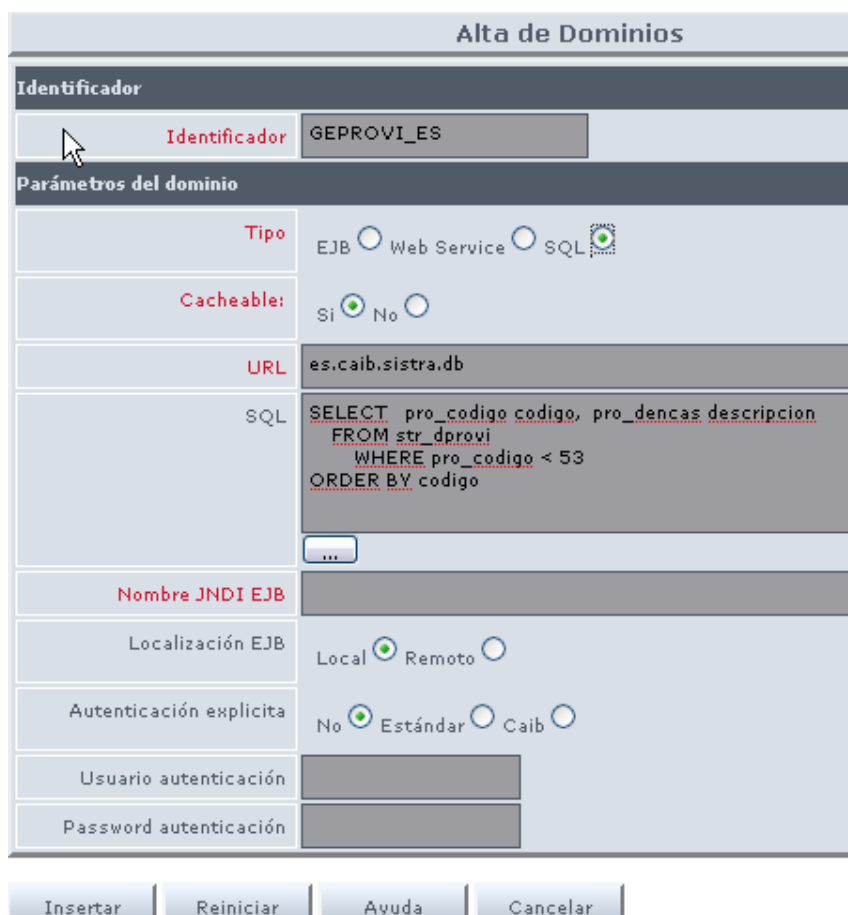
Identificador	Nombre	Seleccionar	Eliminar
83	(GEREGORGAN)	Seleccionar	Eliminar
104	(GESACARBUA)	Seleccionar	Eliminar
184	(GESACONSE)	Seleccionar	Eliminar
84	(GESACUNADM)	Seleccionar	Eliminar
22	(INCENTRIB)	Seleccionar	Eliminar
141	(INCOCENT)	Seleccionar	Eliminar
21	(INCONSEJE)	Seleccionar	Eliminar
23	(INUNIDAIB)	Seleccionar	Eliminar
133	(TFOFISOIB)	Seleccionar	Eliminar

Nuevo Registro

Figure 16.- Main window of SISTRABACK module - Domain Management.

2.1.9.1. Domain Add

Figure 18 is displayed after pressing **New registration (Nuevo registro)** button where fields defining a new domain will be set.



Alta de Dominios

Identificador

Identificador: GEPROVI_ES

Parámetros del dominio

Tipo: ☐ EJB ☐ Web Service ☒ SQL

Cacheable: ☒ Si ☐ No

URL: es.caib.sistra.db

SQL: `SELECT pro_codigo codigo, pro_dencas descripcion
FROM str_dprovi
WHERE pro_codigo < 53
ORDER BY codigo`

Nombre JNDI EJB:

Localización EJB: ☒ Local ☐ Remoto

Autenticación explícita: ☒ No ☐ Estándar ☐ Caib

Usuario autenticación:

Password autenticación:

Insertar Reiniciar Ayuda Cancelar

Figure 17.- Domain add detail in SISTRABACK

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Figure 18 where each field is detailed appears after clicking **Help (Ayuda)** button.

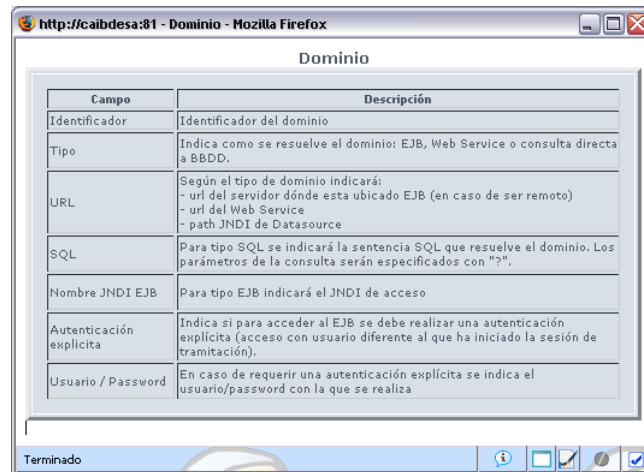
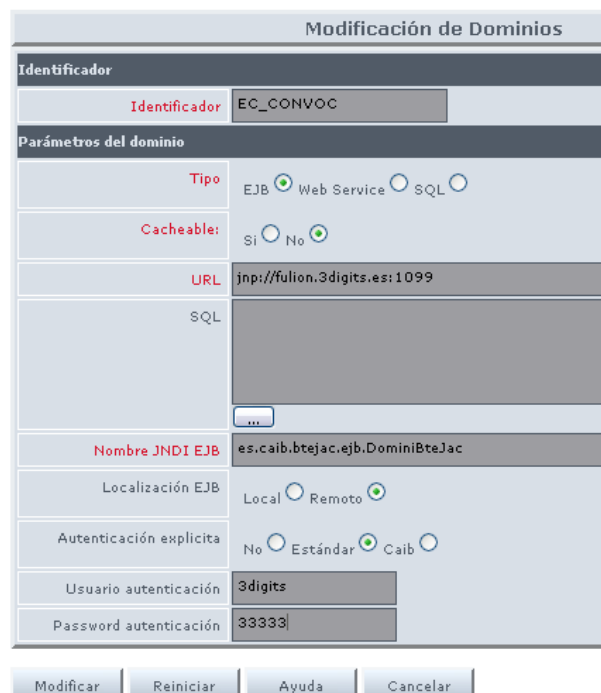


Figure 18.- Help about domain add in SISTRABACK

2.1.9.2. Domain Query / Modification

Figure 19 is displayed after pressing **Select (Seleccionar)** button of an existing domain. It's possible to query and edit fields defining a domain.

If you want to change existing field values, just press **Modify (Modificar)** button.



Modificación de Dominios	
Identificador	Identificador: EC_CONVOC
Parámetros del dominio	
Tipo	EJB <input checked="" type="radio"/> Web Service <input type="radio"/> SQL <input type="radio"/>
Cacheable:	Si <input type="radio"/> No <input checked="" type="radio"/>
URL	jnp://fulion.3digits.es:1099
SQL	
Nombre JNDI EJB	es.caib.btejac.ejb.DominiBteJac
Localización EJB	Local <input type="radio"/> Remoto <input checked="" type="radio"/>
Autenticación explícita	No <input type="radio"/> Estándar <input checked="" type="radio"/> Caib <input type="radio"/>
Usuario autenticación	3digits
Password autenticación	33333
<input type="button" value="Modificar"/> <input type="button" value="Reiniciar"/> <input type="button" value="Ayuda"/> <input type="button" value="Cancelar"/>	

Figure 19.- Domain Query / Modification detail in SISTRABACK

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2.1.10. Access permission to processes

Administrator can give process access permission to developers from SISTRAADMIN module. Permission control over sistra module must be enabled in order to achieve that previous permissions are effective (see this module configuration in installation document).

Access permissions to process can be applied to:

- Users
- User groups

User groups can be created and users can be assigned to them from this module.

Process creator is automatically enabled to access the process when he creates it.

2.2. FORMS - Formadmin, Formback

From these two modules FORMS Web application, Administrator can perform next management tasks from both web modules of FORMS application:

- FORMS configuration (from Formadmin)
- Import / export of forms (from Formback)

2.2.1. FORMS configuration - FORMADMIN

To read details of available operations with FORMS application in its FORMADMIN module, there is a manual prepared by IBIT: [TOL Project - Backoffice - Manual.doc](#).

Here we merely indicate FORMS features used in **Digital Administration** project, others were not used: *Signature validators, Output points,...*

2.2.1.1. MASKS

Figure 20 lists all existing masks in production systems of Digital Administration project currently.



The screenshot shows the FORMADMIN module interface. On the left is a dark sidebar menu with the title 'Menú' and a 'FORMADMIN' section containing various options like 'Mascaras: Crear', 'Patrones: Crear', 'Perfiles Usuario: Crear', 'Paletas de componentes: Crear', 'Validadores de firma: Crear', and 'Puntos Salida: Crear'. At the bottom of the sidebar is a 'CERRAR SESIÓN' button. The main area is titled 'Selección de validaciones' with the subtitle 'Elige una validación'. It contains a table with 10 rows of validation types and two columns of buttons: 'Seleccionar' and 'Eliminar'.

Selección de validaciones		
Elige una validación		
integer	Seleccionar	Eliminar
float	Seleccionar	Eliminar
maxlength	Seleccionar	Eliminar
intRange	Seleccionar	Eliminar
floatRange	Seleccionar	Eliminar
date	Seleccionar	Eliminar
required	Seleccionar	Eliminar
email	Seleccionar	Eliminar
mask	Seleccionar	Eliminar
minlength	Seleccionar	Eliminar

Below the table is a 'Nuevo Registro' button.

Figure 20.- List of Masks in FORMADMIN module.

SISTRA - ADMINISTRACIÓN

2.2.1.2. PATTERNS

Figure 21 lists all existing patterns in production systems of Digital Administration project currently.



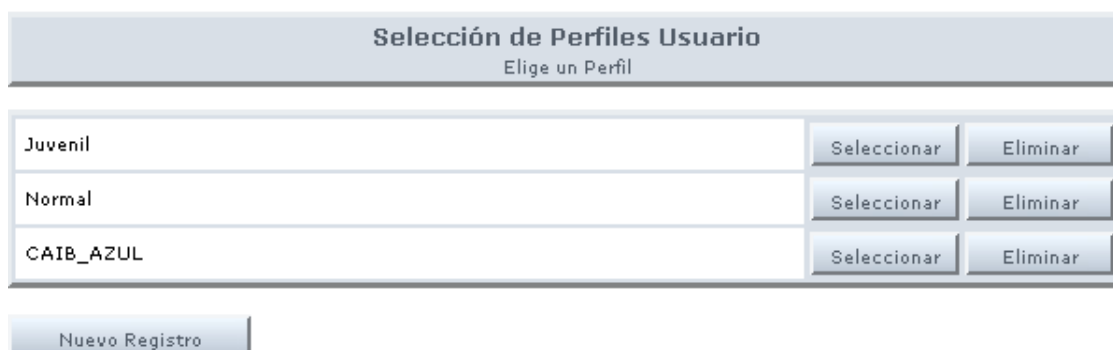
Selección de Patrones	
Elige un Patrón	
Tanto por ciento	Seleccionar Eliminar
Moneda, euros	Seleccionar Eliminar
TLE	Seleccionar Eliminar
DNI	Seleccionar Eliminar
NIF	Seleccionar Eliminar
NumTarjetaSanitaria	Seleccionar Eliminar
CP	Seleccionar Eliminar

Nuevo Registro

Figure 21.- List of Patterns in FORMADMIN module.

2.2.1.3. PROFILES

Figure 22 lists all existing profiles in production systems of Digital Administration project currently.



Selección de Perfiles Usuario	
Elige un Perfil	
Juvenil	Seleccionar Eliminar
Normal	Seleccionar Eliminar
CAIB_AZUL	Seleccionar Eliminar

Nuevo Registro

Figure 22.- List of Profiles in FORMADMIN module.

2.2.2. Import / export of forms - FORMBACK

There are two usual operations in FORMBACK module for Administrators:

- Importing forms
- Exportin forms

To read details of available operations with FORMS application in its FORMBACK module, there is a manual prepared by IBIT ([FORM_ManualBackOffice_ROL.odt](#)) that can be found in doc directory of sourceforge project.

SISTRA - ADMINISTRACIÓN

2.2.2.1. Forms import

This operation is detailed in **Section 12** of [FORM_ManualBackOffice_ROL.odt](#) manual.

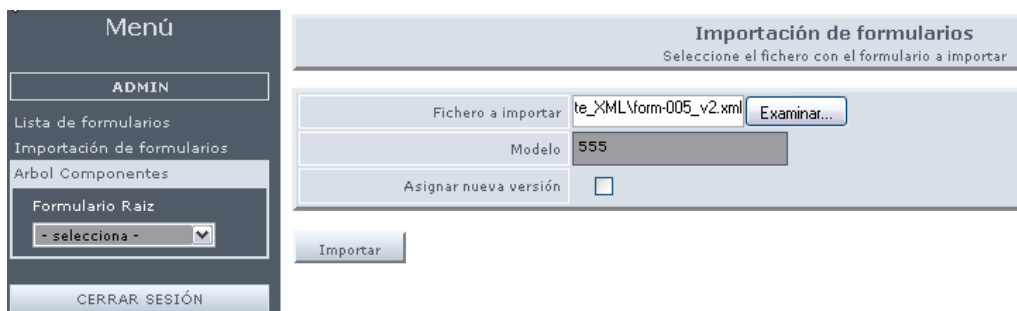


Figure 23.- Form import detail in Formback.

2.2.2.2. Forms export

This operation is detailed in **Section 7.3** of [FORM_ManualBackOffice_ROL.odt](#) manual.

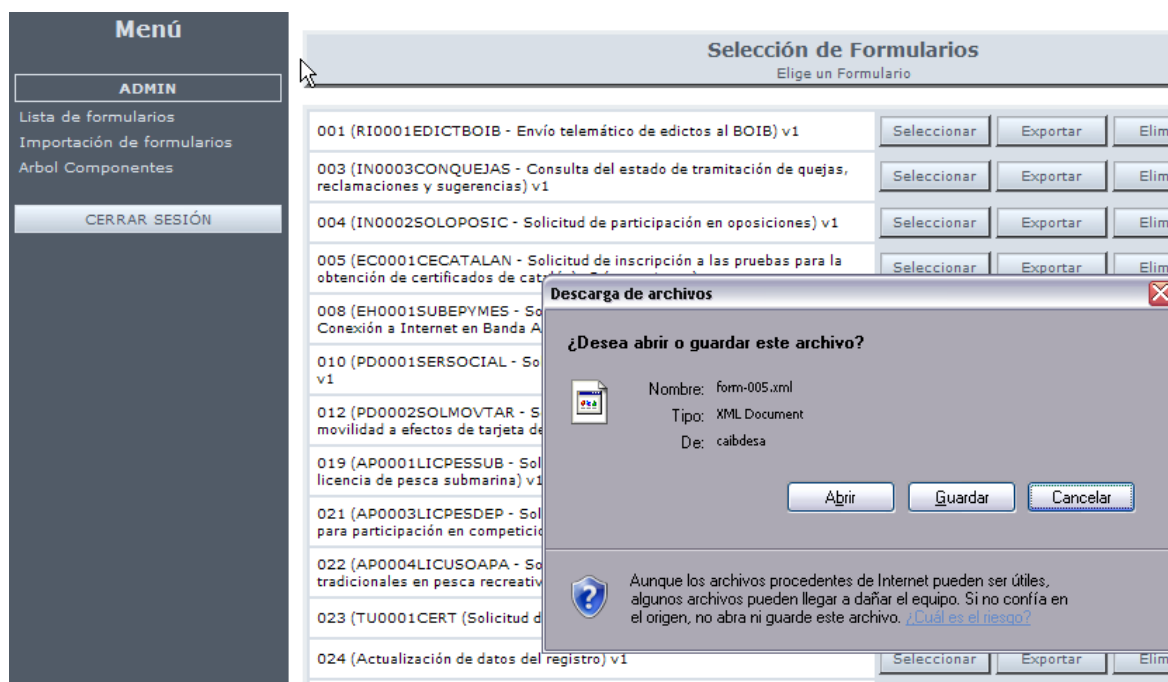


Figure 24.- Form export detail in Formback.

SISTRA - ADMINISTRACIÓN

2.2.3. Access permissions to forms

Administrator can give forms access permission to developers from FORMADMIN module. Permission control over Forms module must be enabled in order to achieve that previous permissions are effective (see this module configuration in installation document).

Access permissions to process can be applied to:

- Users
- User groups

User groups can be created and users can be assigned to them from this module.

Form creator is automatically enabled to access the form when he creates it.

SISTRA - ADMINISTRACIÓN

2.3. REDOSE - REDOSEBACK

Administrator can perform next task from this Web module:

- Definition of document models.

2.3.1. Definition of document models

Different types of documents (forms, annexes, payments) are associated with a process when it's defined through Telematic Processing Platform. Each of these documents must have an associated model in RDS.

Administrator uses **REDOSEBACK** module to define models in RDS:

- For each **Model**, one or several **Versions** should be set,
- For each Version, one or more **Templates** should be established.
- For each Template, a **File** should be established for each **language** included in the process.

In following points relationship **MODELS -> VERSIONS -> TEMPLATES -> FILES** can be seen following creation of each one step by step.

2.3.1.1. Model add

Steps to create a **document model** in **Telematic Processing System**:

- 1) **REDOSEBACK** module relevant to specific environment where you want to act (Development, Pre-production, Production) must be accessed through web browser. For example, following URL: <http://caibCD:8080/redoseback/>.
It is necessary to identify a user who has permissions (role RDS_ADMIN) to initiate a session in **REDOSEBACK**.

- 2) Once user access to environment is validated, **REDOSEBACK** environment main window is displayed in browser window with following items (Figure 25):
 - REDOSEBACK management menu located on the left side of browser window.

It allows performing different actions on **RDS**:

- It displays **Model** list defined in **RDS** (Figure 25). It's possible to:
 - Define a new **Model** in RDS.
 - Select a **Model** for edition and/or modification.
 - Delete an existing **Model** in RDS.
- Display **Locations** list defined in RDS (it *doesn't apply to this course*).
- History **operations**: log of actions performed in RDS.
- **Generic Models** set existing actually in Production environment is listed on the right side of Figure 25. They are essential to provide features functionalities as Proof of Delivery, Payment of fees, registration note generation,...

SISTRA - ADMINISTRACIÓN



Figure 25.- Main window of REDOSEBACK module - Model Management.

To create a new document **Model** in RDS, it's necessary to press on **New Record (Nuevo Registro)** button of Figure 25. Then screen showed at Figure 26 is displayed.

- 3) Once inside **Model** addition window in **REDOSEBACK**, Administrator user must fulfill next data:

- **Model:** Brief description (10 characters) for easily identifying model to define.
A specific structure of Model naming was established in Digital Administration project following naming scheme defined by CAIB.
- **Name:** Free text for identifying model to create.
- **Description:** Free text to detail the model to create.
- **Structured:** Check indicating if document associated to a model and defined in **SISTRABACK** by process developer is **Structured** (Platform treats it as a XML data structure, it's marked as structured because its structure is known, also which fields compose it, etc.) or **Unstructured** (any binary file). If model is selected as structured (XML), then it makes sense to associate visualization templates (render to PDF) otherwise it wouldn't proceed to associate templates.

STRUCTURED:

- GE0002ASIENTO (Registration note), GE0003DATPROP (Own data), GE0001JUSTIF (Proof), GE0006PAGO (Payment data (In person and Telematic)) and suitable from process forms.

UNSTRUCTURED:

- GE0004DOCID (Identity document), GE0005ANEXGEN (Generic annex).

SISTRA - ADMINISTRACIÓN

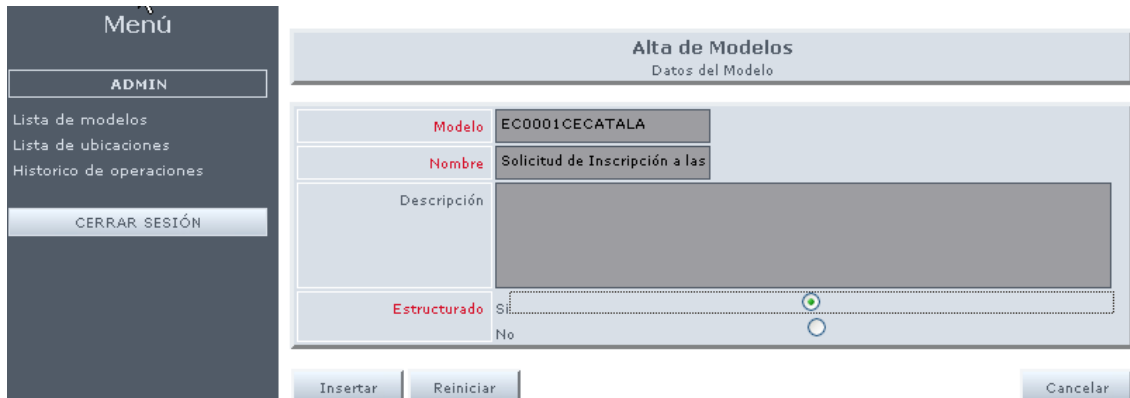


Figure 26.- Model addition detail in REDOSEBACK associated to FORMS form for a SISTRA process.

Screen of Figure 27 is presented after clicking **Insert (Insertar)** button where new model creation is confirmed and some entered field content can be changed clicking on **Modify (Modificar)**.

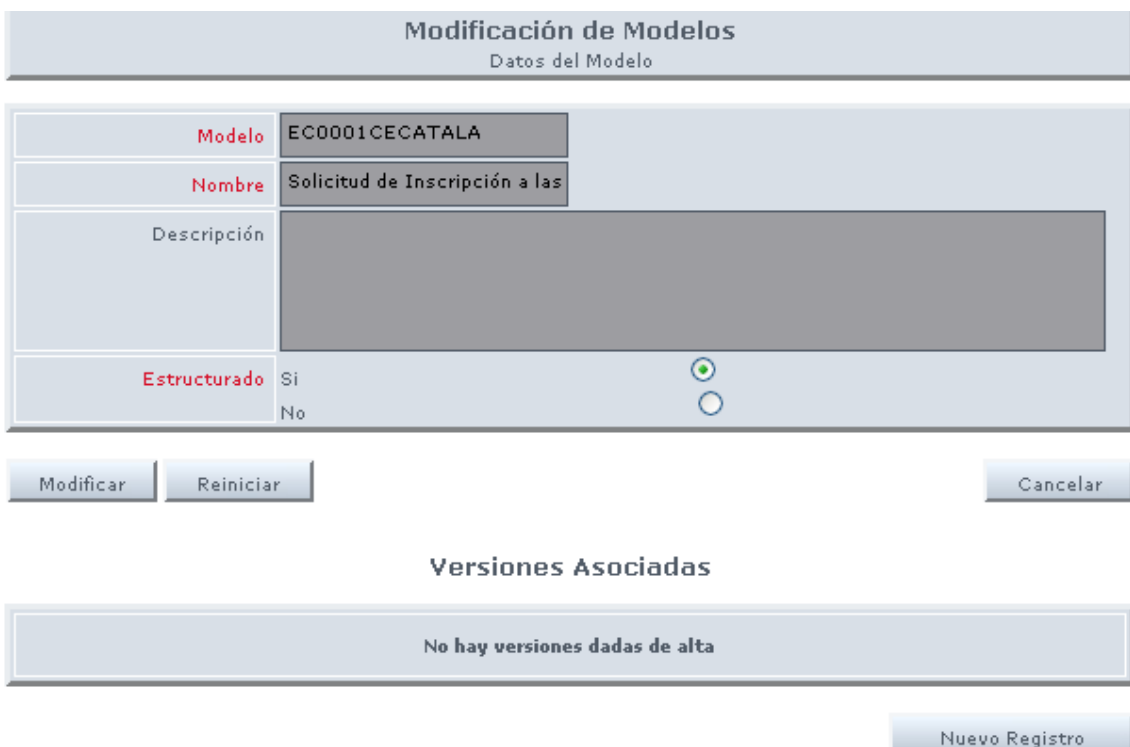


Figure 27.- Model Addition/Modification confirmation in REDOSEBACK.

SISTRA - ADMINISTRACIÓN

2.3.1.2. Version add

To create a new version associated with model created in previous step, it's necessary to click on **New Record (Nuevo Registro)** button of Figure 27. Then a screen similar to Figure 28 one is displayed.

Data to fulfill for defining a new version in **REDOSEBACK** are next:

- **No. de versión:** number to identify model version to create. Maximum 3 digits.
- **Description:** Free text to detail version to create.



Figure 28.- Version add detail associated to a model in REDOSEBACK.

Figure 29 appears after clicking **Insert (Insertar)** button where new version creation is confirmed screen will be presented where the creation of the new version is confirmed and some entered field content can be changed clicking on **Modify (Modificar)**.



Figure 29.- Version Addition/Modification confirmation associated to a model in REDOSEBACK.

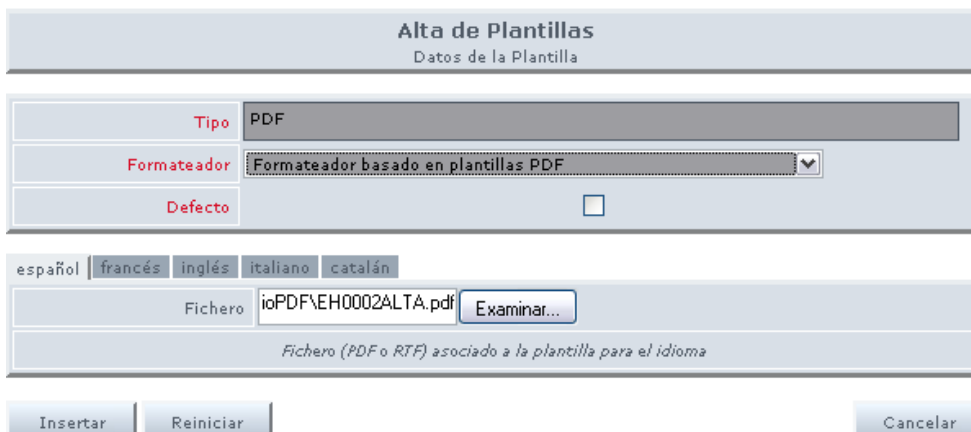
SISTRA - ADMINISTRACIÓN

2.3.1.3. Template add

To create a new template associated to version created in previous step, it's necessary to press on **New Record (Nuevo Registro)** button of Figure 29. Then screen appearing in Figure 30 is displayed.

Data to fill for defining template in **REDOSEBACK** is next:

- **Tipo:** Text to identify template type to create. Maximum 3 characters. It uses to be *PDF*.
- **Formateador:** Drop-down list where an existing formatters should be selected (see Figure 31).
- **Defecto:** Check that indicates if this template will be used as default for version to which it is associated. A version can have multiple templates.
- **Fichero:** Text field to enter local path where PDF or RTF files associated with template are located. One of them must be established for each language in which associated process is defined in **SISTRABACK**.



Alta de Plantillas
Datos de la Plantilla

Tipo: PDF

Formateador: Formateador basado en plantillas PDF

Defecto: ☐

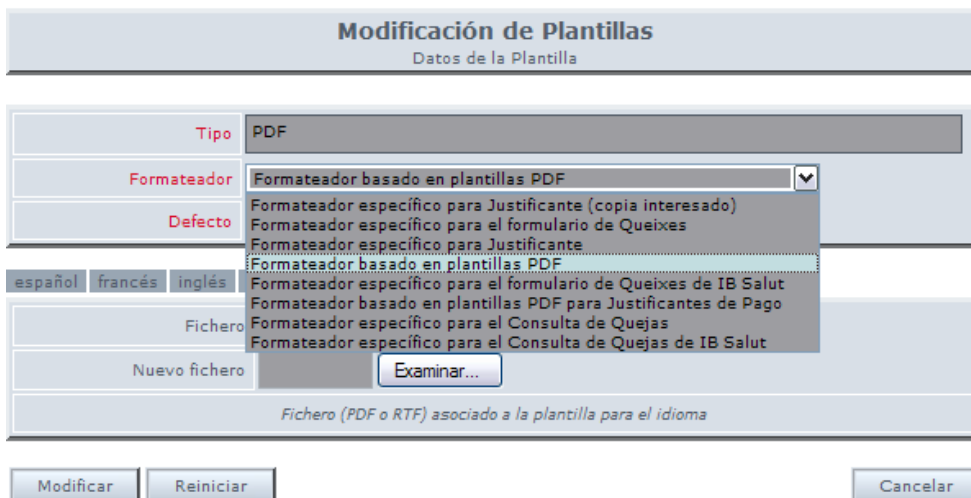
español | francés | inglés | italiano | catalán

Fichero: ioPDF\EH0002ALTA.pdf Examinar...

Fichero (PDF o RTF) asociado a la plantilla para el idioma

Insertar Reiniciar Cancelar

Figure 30.- Template add detail associated to a model version in REDOSEBACK.



Modificación de Plantillas
Datos de la Plantilla

Tipo: PDF

Formateador: Formateador basado en plantillas PDF

Defecto: ☐

español | francés | inglés | italiano | catalán

Fichero: ioPDF\EH0002ALTA.pdf Examinar...

Fichero (PDF o RTF) asociado a la plantilla para el idioma

Modificar Reiniciar Cancelar

Figure 31.- Existing formatter detail for a template associated to a version.

SISTRA - ADMINISTRACIÓN

Figure 32 appears after clicking **Insert (Insertar)** button where new template creation is confirmed and some entered field content can be changed clicking on **Modify (Modificar)**.

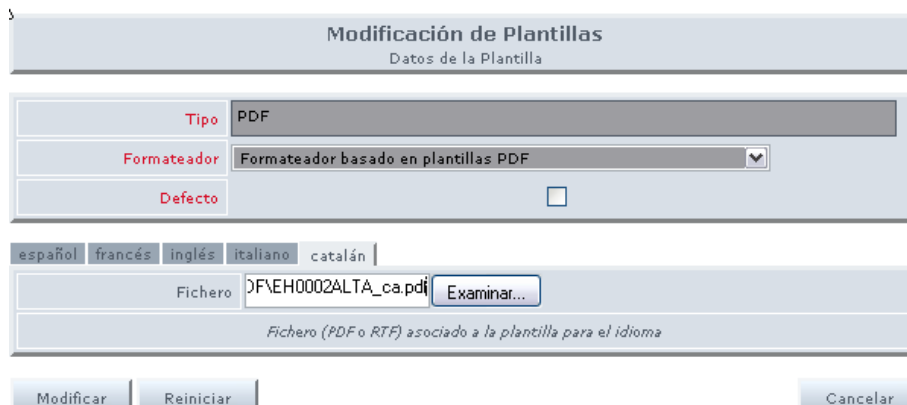


Figure 32 Confirmation .- High / Modifying a template associated with a version of a model in REDOSEBACK.

2.3.1.4. Model query

This point simply shows screens that would appear if a query is executed against model created according previous steps with its associated versions and templates.

In this case queried model from **REDOSEBACK** has 2 associated Versions (Figure 33).



Figure 33.- Model modification detail in REDOSEBACK with its associated versions.

SISTRA - ADMINISTRACIÓN

Modificación de Versiones
Datos de la Version

Nº de versión	2
Descripción	Formulario Nueva Version

ModificarReiniciar

Cancelar

Plantillas Asociadas

PDF	SeleccionarEliminar
-----	---------------------

Nuevo Registro

Figure 34.- Model version modification detail in REDOSEBACK with its associated templates

Modificación de Plantillas
Datos de la Plantilla

Tipo	PDF
Formateador	Formateador basado en plantillas PDF
Defecto	<input checked="" type="checkbox"/>

españolfrancésinglésitalianocatalán

Fichero	EC0001CECATALAN_ca_v2.pdf	Borrar
Nuevo fichero		Examinar...

Fichero (PDF o RTF) asociado a la plantilla para el idioma

ModificarReiniciar

Cancelar

Figure 35.- Model version template modification detail in REDOSEBACK with its associated files

SISTRA - ADMINISTRACIÓN

2.4. BANTEL - BANTELBACK

Administrator can perform next tasks from web module:

- Process definition and processing configuration.
- Manager definition and access to processes

Before specifying different administration tasks lets comment how **automatic warning process** works with management applications. This automatic procedure is specified for each process and it has sense to enable it only when management application (or BackOffice) is integrated with Telematic Box. If not integrated, Managers can use visual interface of Box (**BantelFront**) to manually collect inputs.

As a result of Telematic Processing, forms and documents provided by citizens are left in Telematic Input Box. BackOffice should access Telematic Input Box to collect new inputs to be processed.

Figure 36 shows different calls between BackOffice and Telematic Box:

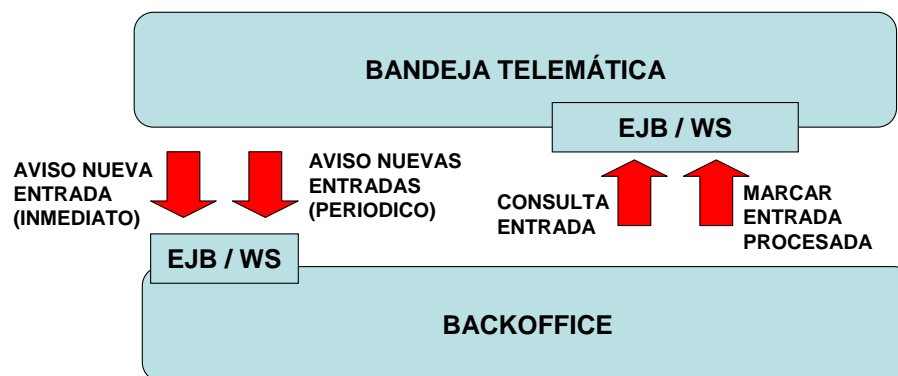


Figure 36.- Scheme of calls between BackOffice and Telematic Input Box.

- **New inputs warning:** it can be set in Telematic Box (by process) that Box warns BackOffice about new arriving inputs (inputs marked as non processed in the Box). There are two types of warnings:

- **Immediate:** Just input arrives, BackOffice is warned indicating input number.
- **Periodic:** BackOffice is warned about new inputs every certain period of time.

An EJB or Webservice should be implemented in BackOffice to collect these warnings.

- **Input query:** once warning is received, BackOffice can query input data through an EJB or Webservice found in Telematic Box. This data contains forms and documents sent by citizen.
- **Mark processed input:** once input is processed by BackOffice, this entry should be marked as processed in Telematic Box, otherwise this input would be included another time in next warning about new inputs.

SISTRA - ADMINISTRACIÓN

2.4.1. Process definition and processing configuration

Steps to define a **Reference to a Process** in Telematic Box Backoffice:

- **BANTELBACK** module relevant to specific environment where you want to act (Development, Pre-production, Production) must be accessed through web browser. For example, following URL: <http://caibCD:8080/bantelback/> would be used to enter to test environment.

It is necessary to identify a user with sufficient level of access (BTE_ADMIN role) to launch corresponding session in **BANTELBACK**.

- Once user access to the environment is validated, main window of **BANTELBACK** environment is shown through browser where next items appear (Figure 37):

BANTELBACK management menu is located on the left side of browser window.

It allows performing different actions on **BTE**:

- It shows **References to defined Process** list in BTE (Figure 37). In this list, it's possible:
 - Select a reference to a **Process** for query and/or modification. Pressing on **Select (Seleccionar)** button.
 - Remove a reference to an existing **Process**. Pressing **Eliminar (Delete)** button.
 - Define a new reference to a **Process**. Pressing **New registration (Nuevo Registro)** (Figure 38).
- Display **Manager** list defined in BTE (see [3.4.2 Manager definition and access to processes](#) section).

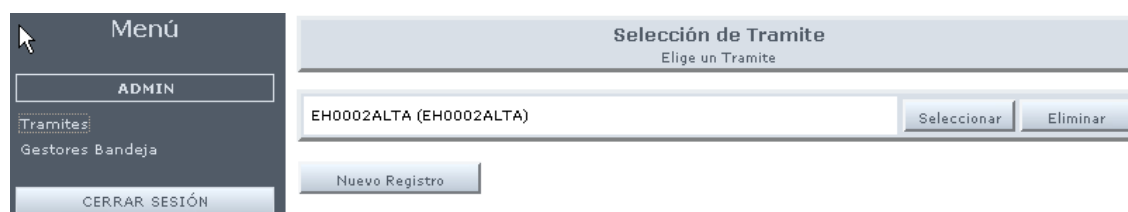


Figure 37.- BANTELBACK main window, list of references to existing processes.

SISTRA - ADMINISTRACIÓN

2.4.1.1. Add of a reference to a process

To create a new reference to a process, it's necessary to click on **New Record (Nuevo Registro)** button and a screen similar to Figure 38 appears.

Data to fill for defining a new reference to a process in **BANTELBACK**:

- **Identifier (Identificador):** Process identifier. It must match with name given in Process Add from **SISTRABACK** (See [Process Add](#)).
- **Description (Descripción):** Free text to identify reference to the process to create.
- **Warning interval (minutes) / Intervalo avisos (minutes):** Number of minutes to pass before platform sends automatically a new warning to BackOffice with new inputs occurred from Processing Assistant for process in question. It warns about all **pending to process** regardless they were already included in a previous warning.
- **Immediate warning (Aviso inmediato):** Check to indicate if warning should be produced immediately or it has to wait for next automatic warning interval.
- **BackOffice access (Acceso a BackOffice):** Way of access BackOffice for performing warnings. Can be EJB, Webservice or without value
(This field only makes sense if a value is set in **Warning interval** field).
- **URL:** Depending on **BackOffice access** type:
 - Server URL where EJB is located.
 - Web Service URL.This field only makes sense if a value is set in **Warning interval** field).
- **JNDI Ejb:** For EJB **BackOffice access** type, it indicates JNDI access.
This field only makes sense if EJB value is set in **BackOffice access** field).
- **Location (Localización):** Check to indicate if **BackOffice access** through *EJB* is *Local* or *Remote*.
This field only makes sense if EJB value is set in **BackOffice access** field.
- **Authentication type (Tipo autenticación):** Check to indicate if access to *EJB* should be performed by explicit authentication (access with a user other than who initiated processing session) or not, and if it must be standard or from CAIB.
This field only makes sense if EJB value is set in **BackOffice access** field
- **User / Password:** Username/password used in authentication against BackOffice.
This field only makes sense if EJB value is set in **BackOffice access** field and **Authentication type** field is set to *Standard*).
- **Role Access (Rol de acceso):** This field is not being used. It's under revision to decide if it is removed. It indicates role for Backoffice user to access telematic box for processing. Currently BTE_GESTOR role is enough.

SISTRA - ADMINISTRACIÓN

Alta de Tramites
 Datos del Trámite

Definición	
Identificador	EC0001CTLA
Descripción	Solicitud de inscripción a las pruebas para la obtención de certificados de catalán
Aviso entradas a BackOffice	
Intervalo avisos (minutos)	<input type="text"/> (Para avisar al BackOffice debe ser positivo)
Aviso inmediato	<input type="radio"/> Si <input checked="" type="radio"/> No
Acceso a BackOffice	<input type="radio"/> EJB <input type="radio"/> Webservice
Url	<input type="text"/>
Parámetros acceso mediante EJB	
JNDI Ejb	<input type="text"/>
Localización	<input checked="" type="radio"/> Local <input type="radio"/> Remoto
Tipo autenticación	<input checked="" type="radio"/> No <input type="radio"/> Estándar <input type="radio"/> Caib
User	<input type="text"/>
Password	<input type="text"/>
Acceso desde Backoffice	
Rol de acceso	<input type="text"/>

Insertar
Reiniciar
Cancelar

Figure 38.- Detail of reference add to a process in BANTELBACK. When management application (or BackOffice) isn't integrated with Telematic Box

SISTRA - ADMINISTRACIÓN

2.4.1.2. Query/Modification of a reference to a process with warnings to BackOffice

Figure 39 shows detail of a reference to a process when management application (or BackOffice) is **integrated** with Telematic Box. It's achieved specifying values for corresponding fields. In this case, **Warning** to BackOffice is performed every *2 minutes* and *immediately* when a new entry of this process is created in Telematic Box. Access type is via EJB, so URL and JNDI of this EJB should be specified (in this case Ejb is located in a different server than platform one, so **Location** field has *Remote* value).

Modificación de Tramites	
Datos del Trámite	
Definición	
Identificador	CI0001SGEN
Descripción	CI0001SGEN
Aviso entradas a BackOffice	
Intervalo avisos (minutos)	2 (Para avisar al BackOffice debe ser positivo)
Aviso inmediato	Si <input checked="" type="radio"/> No <input type="radio"/>
Acceso a BackOffice	EJB <input checked="" type="radio"/> Webservice <input type="radio"/>
Url	jnp://JBE:1099
Parámetros acceso mediante EJB	
JNDI Ejb	es.caib.udit.AvisadorBT
Localización	Local <input type="radio"/> Remoto <input checked="" type="radio"/>
Tipo autenticación	No <input checked="" type="radio"/> Estándar <input type="radio"/> Caib <input type="radio"/>
User	<input type="text"/>
Password	<input type="text"/>
Acceso desde Backoffice	
Rol de acceso	<input type="text"/>
<input type="button" value="Modificar"/> <input type="button" value="Reiniciar"/> <input type="button" value="Cancelar"/>	

Figure 39.- Detail of a reference to a process in BANTELBACK when management application (or BackOffice) is integrated with Telematic Box.

SISTRA - ADMINISTRACIÓN

2.4.2. Manager definition and access to processes

Once Administrator is authenticated in **BANTELBACK** web module ([3.4.1 Process definition and processing configuration](#) section), screen of Figure 37 will appear. **Box Managers (Gestores Bandeja)** option is chosen and existing manager list for Telematic Box (Figure 40) appears. In this list, it's possible to:

- Select a **Manager** for query and/or modification. Pressing on **Select (Seleccionar)** button.
- Delete an existing **Manager**. Pressing on **Delete (Eliminar)** button.
- Define a new **Manager**. Clicking **New registration (Nuevo Registro)** button.

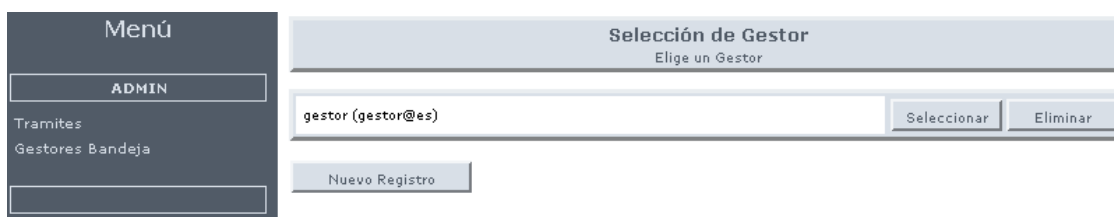


Figure 40.- List of existing managers in BANTELBACK.

2.4.2.1. Manager add

To create a new Telematic Box Manager, it's necessary to click on **New Record (Nuevo Registro)** button on Figure 40 and screen of Figure 41 is displayed.

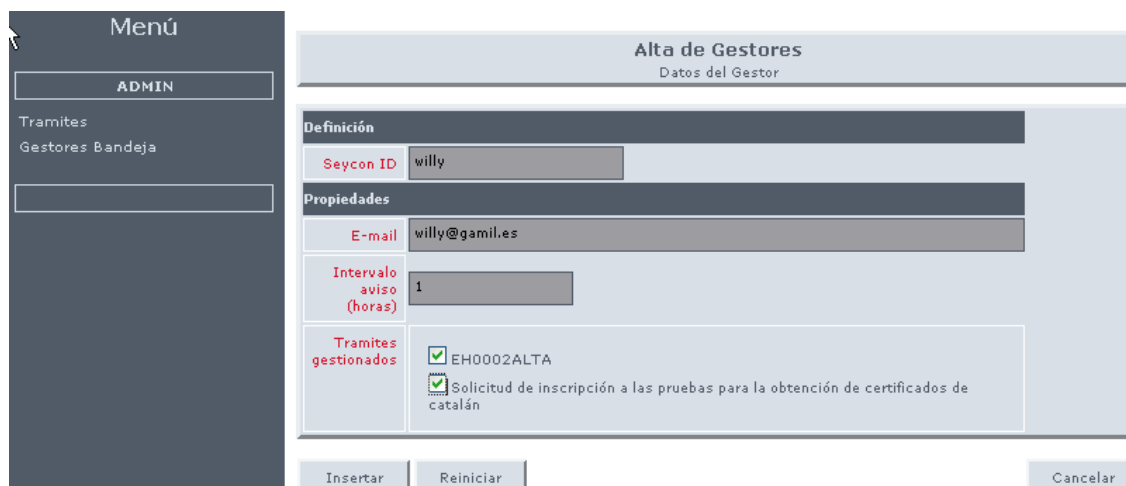


Figure 41- Manager add detail in BANTELBACK.

Data to fill for defining a new manager in **BANTELBACK** are next:

- **Seycon ID::** User identifier that exists in seycon to be added as telematic box manager.
- **E-mail:** Free text to enter Manager email address.

SISTRA - ADMINISTRACIÓN

- **Warning interval (hours) / Intervalo avisos (horas):** Number of hours to pass before platform sends a new email to Manager **E-mail** address informing about new inputs occurred from Processing Assistant, and only for processes managed by this Manager since last warning
- **Managed processes (Trámites gestionados):** Listing of all references to processes added in **BANTELBACK**, allowing select/deselect those references considered as appropriate.

Clicking on **Insert (Insertar)** button, new manager is created in BTE with process list to which he will have access from BTE FrontOffice.

SISTRA - ADMINISTRACIÓN

2.5. MOBTRATEL - MOBTRATELBACK

Administrator can perform next tasks from this web module:

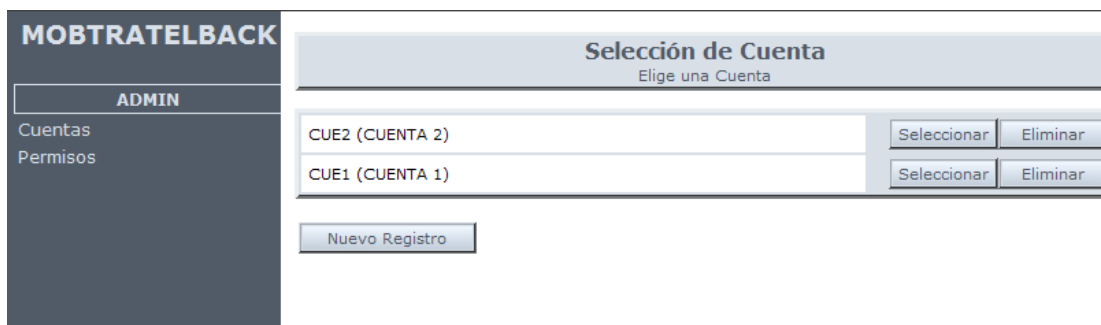
- Shipment account definition
- Permission assignment to managers for shipment accounts

2.5.1. Shipping account definition

To define a shipping account, it's necessary to specify if he can send by email and/or sms.

If he can send by email, it will necessary to set the JNDI reference of mail datasource including email account configuration used for shipments.

If he can send SMS, it must specify account identifier to be transferred to shipment sms plug-in when shipment is performed.



The screenshot shows the MOBTRATELBACK interface. On the left is a sidebar with the title 'MOBTRATELBACK' and a menu with 'ADMIN', 'Cuentas', and 'Permisos'. The main area is titled 'Selección de Cuenta' with the subtitle 'Elige una Cuenta'. It contains a table with two rows: 'CUE2 (CUENTA 2)' and 'CUE1 (CUENTA 1)'. Each row has 'Seleccionar' and 'Eliminar' buttons. Below the table is a 'Nuevo Registro' button.

Figure 42.- Account list in MOBTRATELBACK



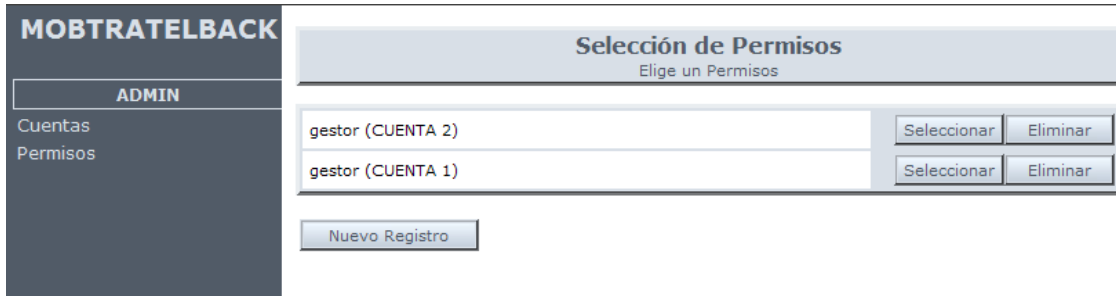
The screenshot shows the MOBTRATELBACK interface for editing an account. The sidebar is the same as in Figure 42. The main area is titled 'Modificación de Cuentas' with the subtitle 'Datos de la Cuenta'. It contains a form with the following fields: 'Código' (CUE1), 'Nombre' (CUENTA 1), 'Email: JNDI MailService' (MAILSERVICE), 'SMS: Id cuenta' (APLIPROV), and 'Cuenta Defecto' (radio buttons for Si and No, with No selected). At the bottom are 'Modificar', 'Reiniciar', and 'Cancelar' buttons.

Figure 43.- An account record in MOBTRATELBACK

SISTRA - ADMINISTRACIÓN

2.5.2. Permission assignment

A manager will be able to perform shipments through an account when he has corresponding permissions.



Selección de Permisos	
Elige un Permisos	
gestor (CUENTA 2)	<button>Seleccionar</button> <button>Eliminar</button>
gestor (CUENTA 1)	<button>Seleccionar</button> <button>Eliminar</button>
<button>Nuevo Registro</button>	

Figure 44.-Permission list in MOBTRATELBACK



Modificación de Permisos	
Datos del Permiso	
Definición	
Usuario SEYCON	<input type="text" value="gestor"/>
Propiedades	
Email	Si <input checked="" type="radio"/> No <input type="radio"/>
SMS	Si <input checked="" type="radio"/> No <input type="radio"/>
Cuenta	<input type="text" value="CUENTA 1"/>
<button>Modificar</button> <button>Reiniciar</button> <button>Cancelar</button>	

Figure 45.- Permission configuration for manager over an account in MOBTRATELBACK

SISTRA - ADMINISTRACIÓN

3. Automatic processes

List of automatic processes running periodically to keep in mind its programming avoiding to interfere with other system processes (system shutdown, security copies, etc.)

These processes are configured in properties file associated with module they belong.

MODULE	PROCESS	DESCRIPTION	PROGRAMMING
REDOSE	Deletion of documents without uses	Check documents without uses and it marks them as deleted	5 a.m.
	Definitive purge of documents without uses	Documents marked for deletion are permanently removed after a configured period of time	5 a.m.
	Deletion of documents in custody	If documental custody plug-in is activated, it deletes old in custody versions.	5 a.m.
	Document manager consolidation	If document manager plug-in is enabled, it consolidates pending documents to consolidate	Every 10 min.
BANTEL	Warning to backoffices	It checks if warning period to any backoffice is accomplished. If yes, it warns backoffice about pending entries.	Every minute
	Warning to managers	It checks if warning period to any manager is accomplished. If yes, it warns manager about input processing status	Hourly
ZONAPER	Deletion of expired processes	It checks expired processes and it pass them to delete area.	4 a.m.
	Definitive deletion of expired processes	Process marked as deleted are permanently removed after a configurable period of time	4 a.m.
	Record review	It verifies that registrations communicated to registry were really done. This revision mechanism allows non transactional communication with registry.	Hourly
MOBTRATEL	Scheduled shipments	It checks if warning period for a scheduled shipment is accomplished. If yes, it is sent.	Hourly
	Immediate shipments	It checks if immediate warnings pending to send exists.	Every minute
AUDITA	Statistics generation	It is responsible for statistics generation.	1 a.m.