



EUROPEAN COMMISSION
DIRECTORATE-GENERAL
INFORMATICS
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Technical solutions and office systems



e-TrustEx Party Administration Tutorial

Date:	21/04/2015
Version:	1.1
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Document History

Version	Date	Comment	Modified Pages
1.0	31/01/2014	Document created by Armen Cholakian	
1.1	21/04/2015	- All screenshots updated to reflect new ECAS screen and user interface changes. - Added instructions to edit a user. - Added new SG support email address	all

Administering e-TrustEx Users (for local Party Administrators)

In your institution you need a local Party Administrator to administer users on behalf of your organisation.

The first local Party Administrator of your organisation is set-up by the Commission at the set-up of the e-TrustEx data flow. Once this person has been granted access, your organisation can administer users independently from the services of the Commission.

When adding users you have to assign them a "role". The role will define what usage rights they will have in the application. There are two types of role available:

Operator – this role allows you view the messages of your party (or parties) in the e-TrustEx application.

Party Administrator – this role allows you view the messages of your party (or parties) in the e-TrustEx application and also have the ability to grant Operator and Party Administrator roles to other users for your party (or parties) in the e-TrustEx application.

- To access the Party Administration screen click on the following link:

<https://webgate.ec.europa.eu/e-trustex>

- Log into e-TrustEx using your ECAS username and password.

European Commission Authentication Service (ECAS)

IntraComm > Authentication Service > Login

Authenticates your identity on European Commission websites

European Commission

Is the selected domain correct?

CHANGE IT

e-TrustEx requires you to authenticate

Username or e-mail address

cholaar

Password

.....

☐ Remember my username

☐ Warn me each time an application asks for my identity

☐ View my ECAS account details after logging me in

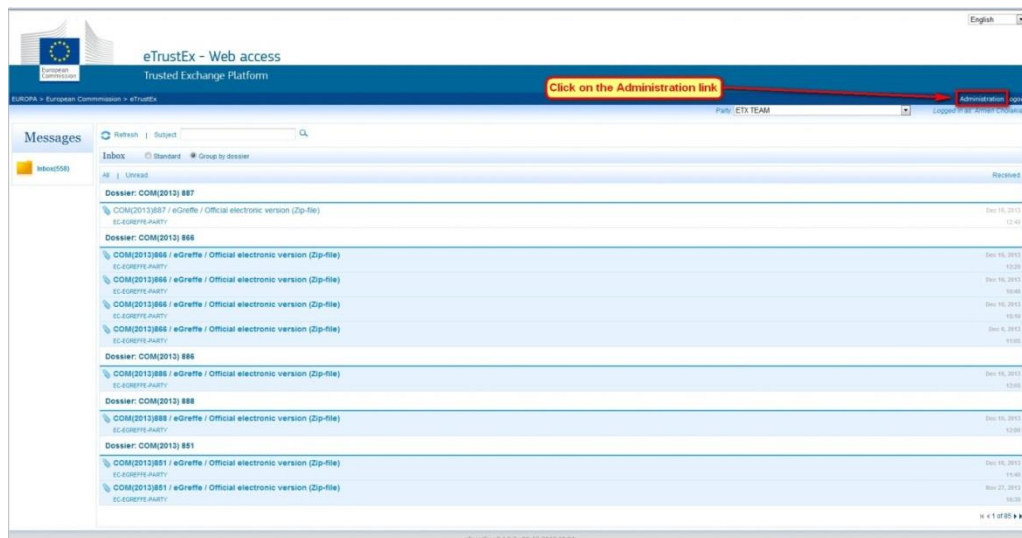
LOGIN!

[Lost your password?](#) | [Help](#)

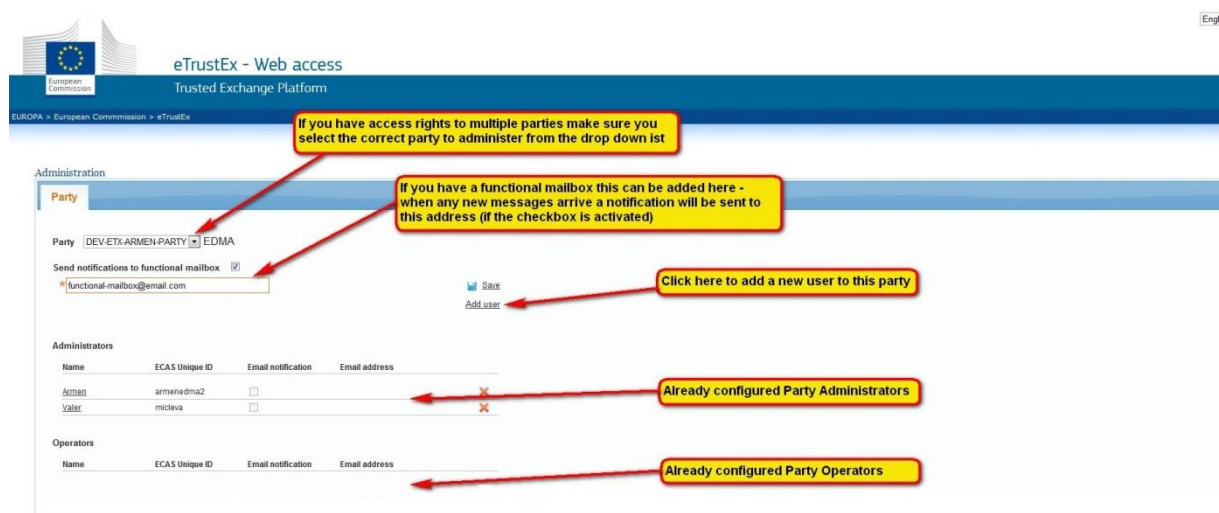
Enter your username and password

If you are an external user then click on "Change it" and select "External", otherwise select your EU institution from the list

- After successfully logging in you will be directed to the Message Inbox of your e-TrustEx party.
- Click on the Administration link as shown below:



- You will be directed to the Administration page as shown below.
- In this example we will add a new Operator to the party called "DEV-ETX-ARMEN-PARTY". It is possible for a Party Administrator to have access to multiple parties – if this is the case for your user, you will see the party name in the form of a drop down list, otherwise you will only see your single party already displayed.
- Select the correct party you wish to Administer via the drop down list.



- **Add user** - Click "Add user" – a popup window will appear.
- Enter the full name of the user and the "Unique identifier at the Commission (uid)" as provided by the user. **Important** – the user must provide you the uid and not their login username (see the tutorial for creating an ECAS account for more information).
- Optionally you can also enter an email address – only if the user wishes to receive an email every time a new message arrives for their party. If yes, select the "Email notification" checkbox to activate the email feature. Finally click on "Add user" to confirm the new user action.
- Enter a role for the new user:
 - Operator – this role will allow you to view messages for the selected party
 - Administrator – this role will allow you to view messages for the selected party and administer the users of the selected party

The screenshot shows the eTrustEx Web access interface. The main page is titled 'Administration' and shows the 'Party' section for 'DEV-ETX-ARMEN-PARTY'. There is a table of administrators with columns: Name, ECAS Unique ID, Email notification, and Email address. The 'Add User' popup window is open, showing fields for Name, ECAS Unique ID, Email notification (checkbox), Email address, and Role. Red arrows point from yellow callout boxes to these fields with instructions:

- Full name of user (points to Name)
- Unique identifier at the European Commission (uid) (points to ECAS Unique ID)
- Optional email address - to activate, select the checkbox "Email notification" (points to Email notification checkbox)
- Role: Operator - Can view messages; Administrator - Can view messages and administer the party (points to Role dropdown)

- After submission, the screen will be refreshed and the new user is added to the list of Operators. Note – any changes to the roles will be activated at the next login for that user.

EUROPA > European Commission > eTrustEx

English

eTrustEx - Web access
Trusted Exchange Platform

Administration

Party

Party: DEV-ETX-ARMEN-PARTY [x] EDMA

Send notifications to functional mailbox ☒

functional-mailbox@email.com

Save Add user

Administrators

Name	ECAS Unique ID	Email notification	Email address
Armen	armenedma2	<input type="checkbox"/>	
Valer	mideva	<input type="checkbox"/>	

Operators

Name	ECAS Unique ID	Email notification	Email address
Test user	cholar	<input checked="" type="checkbox"/>	email_address@email.com

New Operator added for the party DEV-ETX-ARMEN-PARTY

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- **Edit user** – you can also modify some of the details of an existing user – for example you can change the name, change the role and also edit, activate or deactivate the email notifications for that user.

EUROPA > European Commission > eTrustEx

English

eTrustEx - Web access
Trusted Exchange Platform

Administration

Party

Party: DEV-ETX-ARMEN-PARTY [x] EDMA

Send notifications to functional mailbox ☒

functional-mailbox@email.com

Save Add user

Administrators

Name	ECAS Unique ID	Email notification	Email address
Armen	armenedma2	<input type="checkbox"/>	
Valer	mideva	<input type="checkbox"/>	

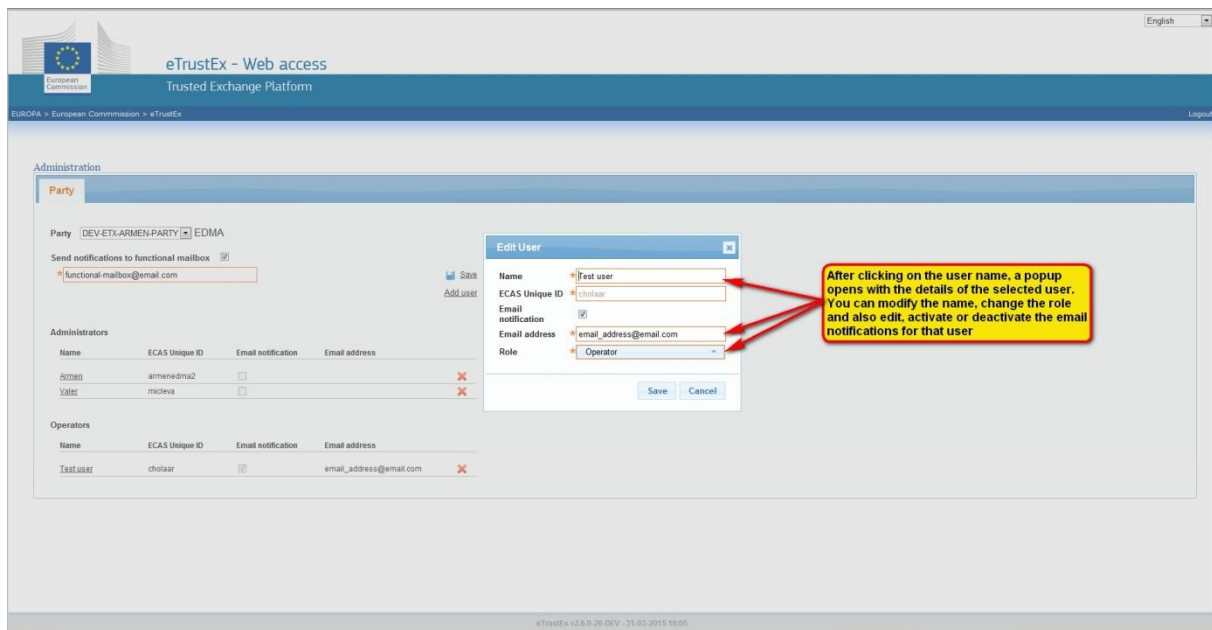
Operators

Name	ECAS Unique ID	Email notification	Email address
Test user	cholar	<input checked="" type="checkbox"/>	email_address@email.com

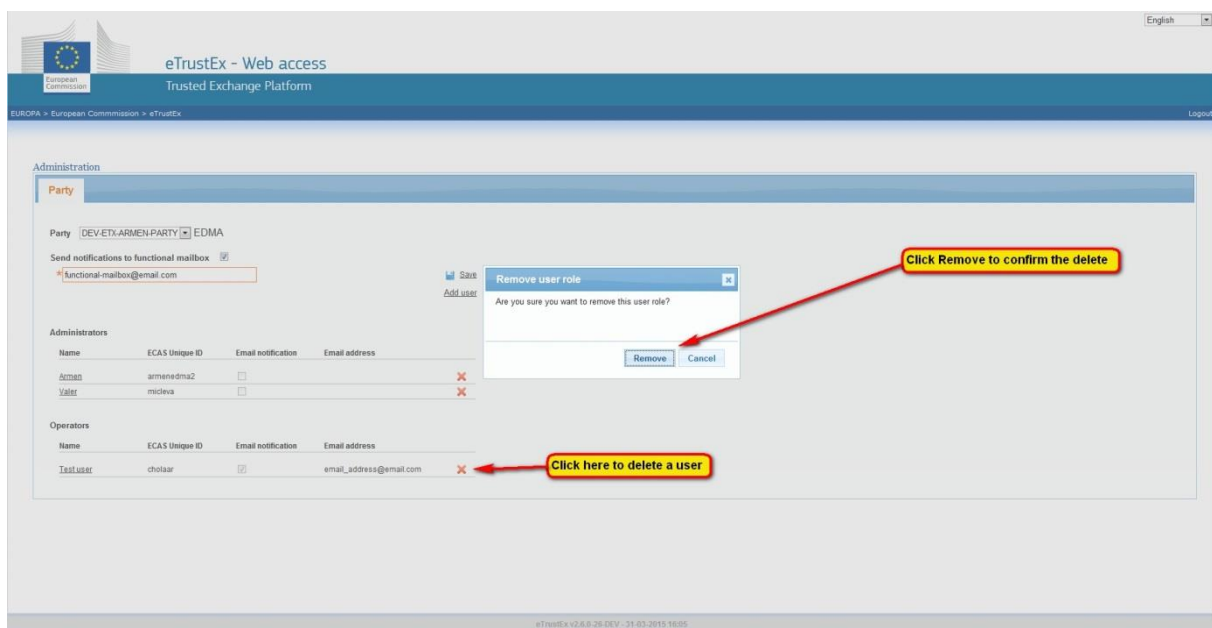
To edit a user, click on the name of the user

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- To edit a user click on the Name of the user on the Administration screen. A popup will open and from here you can modify the values of the selected user.



- **Delete user** - To delete a user click on the red cross icon to the right of the user. A pop up window appears to confirm the delete. Click on the "Remove" button to confirm the delete.



- After deletion the user is removed from the Administration screen.
- To return to the e-TrustEx Message Inbox click on the "eTrustEx" link as shown below.



eTrustEx - Web access

Trusted Exchange Platform

English

EUROPA > European Commission > eTrustEx

Logout

Administration

Party

Party EDMA

Send notifications to functional mailbox ☒

[Save](#)

[Add user](#)

Administrators

Name	ECAS Unique ID	Email notification	Email address
Admin	armenedma2	<input type="checkbox"/>	✗
Valer	medeva	<input type="checkbox"/>	✗

Operators

Name	ECAS Unique ID	Email notification	Email address

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For any further information or technical assistance please contact us via the e-TrustEx support email address: SG-DECIDE-DECISION@ec.europa.eu