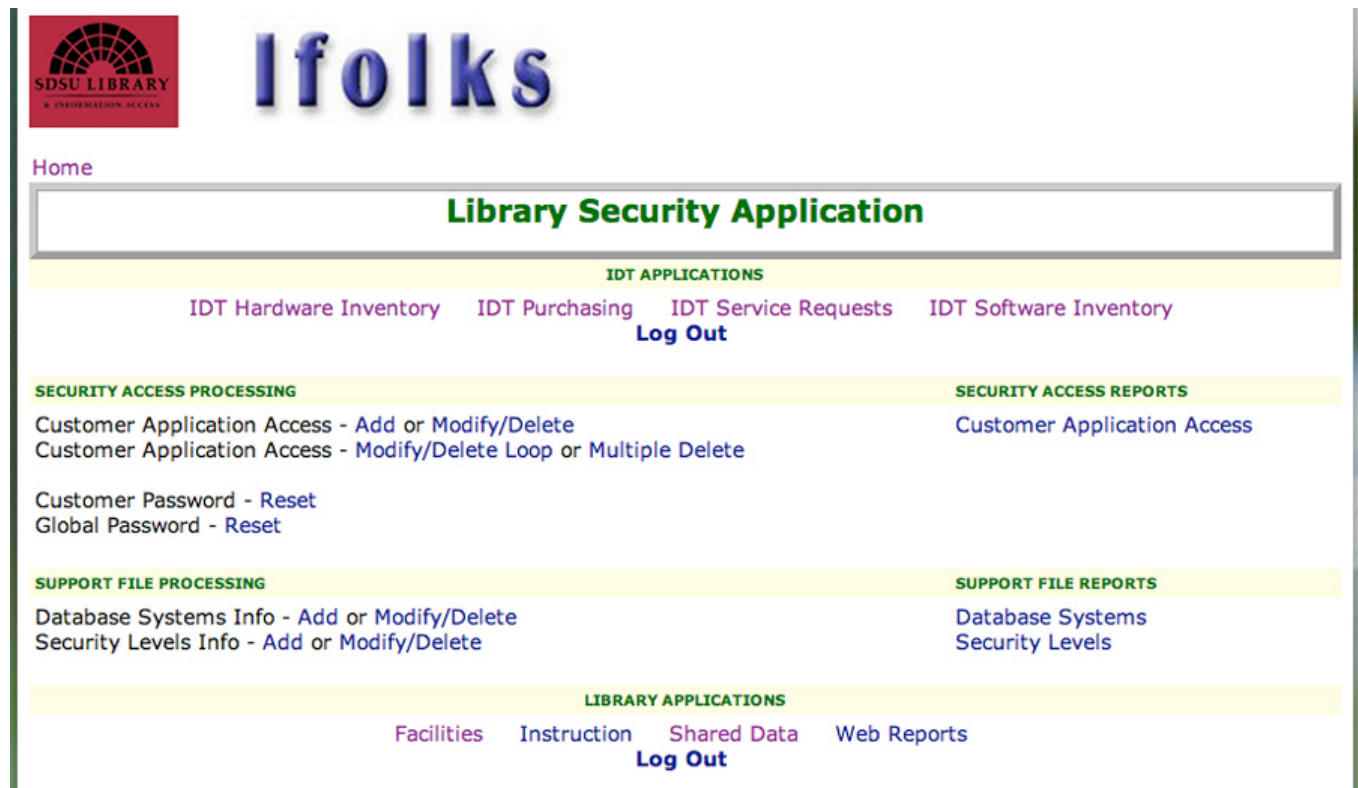


Library Security Application Main Menu

The Library Security Application allows IDT to control access to the Oracle Web Applications via password and security levels. Access is based on user's need for data and authorization from application's administrator. See also **Web Application Security Guidelines** for further information on access to applications. Primary maintainers of the Library Security Application are Carol Phillips and John Pastori (backup).

Tip: You *MUST* delete access to web applications before making a customer inactive (leaving the Library or SDSU or no longer one of our outside customers) in the Shared Data application.



The screenshot shows the main menu of the Library Security Application. At the top left is the SDSU Library & Information Access logo. To its right is the word "folks" in a large, blue, stylized font. Below the logo is a "Home" link. The main title "Library Security Application" is centered in a green box. Below this is a yellow bar labeled "IDT APPLICATIONS" containing links for "IDT Hardware Inventory", "IDT Purchasing", "IDT Service Requests", "IDT Software Inventory", and "Log Out". The next section is "SECURITY ACCESS PROCESSING" with links for "Customer Application Access - Add or Modify/Delete", "Customer Application Access - Modify/Delete Loop or Multiple Delete", "Customer Password - Reset", and "Global Password - Reset". To the right of this is "SECURITY ACCESS REPORTS" with a link for "Customer Application Access". Below that is "SUPPORT FILE PROCESSING" with links for "Database Systems Info - Add or Modify/Delete" and "Security Levels Info - Add or Modify/Delete". To the right is "SUPPORT FILE REPORTS" with links for "Database Systems" and "Security Levels". The final section is "LIBRARY APPLICATIONS" with links for "Facilities", "Instruction", "Shared Data", "Web Reports", and "Log Out".

Tip: Data can be entered in Uppercase or Upper/lowercase, but all displays of Data are in Uppercase. Display exceptions are E-Mail Addresses and Web Addresses.

Tip: Field Labels that are preceded by an asterisk are required fields. Field Labels without asterisks are optional fields.

Tip: To exit from a screen, always use the screen's **Cancel** or **CANCELADD** button. There is only one instance where a browser's **BACK** button can be used to exit a screen in this application. See **Security Access Reports** for its requirements. This was done to prevent the accumulation of empty record containers in the Oracle tables.

Tip: When printing any Library Security Application screen, use landscape orientation and 78% as the minimum options.

Security Access Processing

These links support the creation, modification, and deletion of Customer Application Access in support of the Library Security Application.

Tip: Security Access Processing requires ADMIN level security or above access.

Customer Application Access – Add

Tip: Use the ADD process to do multiple systems for a single customer and select the same level of access for all systems. Then use the MODIFY/DELETE Loop process to correct individual systems that need a different access level for that customer.

This link on the application's Main Menu goes to the *Add Information to Library Security - Customer Application Access* screen and opens an empty record container. The fields are:

Customer	Required. Dropdown of available Customers. Select the customer to be added.
Database System	Required. Dropdown of available Database Systems that will allow optional multiple selections, when all will be receiving the same security access level. Tip: For multiple selections - Hold down the shift key when clicking for a contiguous range of app systems to be chosen. Use control key and left mouse click (PC) or command key when clicking (Mac) on specific systems that are not contiguous to be chosen.
Security Access Level	Required. Dropdown of available Security Access Levels. Select the level needed. If multiple database systems are chosen above, then the access level will be the same for all systems added.
Modified-By	Dropdown of available modifiers; Default to login user.

Date Modified	Display Only. Today's Date in MM/DD/YYYY format.
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Once the data above is entered, click the appropriate button:

1. The **ADD** button will submit the information as a new Customer Application Access record and return you to another new empty record container.

If you do NOT want to add a new Customer Application Access record, clicking the **CANCELADD** button will delete the current empty record container and return you to the Library Security Application Main Menu.

Customer Application Access – Modify/Delete

This link on the application's Main Menu goes to the *Modify/Delete Information to Library Security - Customer Application Access* screen, and allows a selection from a dropdown of the current Customer Application Access (a concatenation of Customer – DB System fields) records. After making a selection, click the **GO** button. This moves to a second screen, where a change or a deletion can be made. The fields are:

Customer	Display Only. Data is chosen Customer.
Database System	Display Only. Data from current Database System record.
Security Access Level	Required. Dropdown of available Security Access Levels; Default to existing level. Select the level needed.
Modified-By	Dropdown of available modifiers; Default to previous modifier.
Date Modified	Display Only. Today's Date in MM/DD/YYYY format.

Once the data is modified, click the **MODIFY** button. This will submit your information as a changed Customer Application Access record and return you to the Lookup screen. You can either chose another record or click the **Cancel** button to return to the Library Security Application Main Menu.

If you want to delete the chosen record instead, clicking the **DELETE** button will delete the record and return you to the Lookup screen. Or clicking the **Cancel** button will also return you to the Lookup screen, if neither is desired.

Customer Application Access - Modify/Delete Loop

This link on the application's Main Menu goes to the *Lookup for Modify/Delete Loop Information Update to Library Security - Customer Application Access* screen, and allows a selection from a dropdown of the current Customer records. After making a selection, click the **GO** button. This moves to the *Modify/Delete Loop*

Information Update to Library Security - Customer Application Access screen, where a change or a deletion can be made one record after another for the chosen Customer. The fields are:

Customer	Display Only. Data is chosen Customer.
Database System	Display Only. Data from current Database System record in loop.
Security Access Level	Required. Dropdown of available Security Access Levels; Defaults to existing level. Select the level needed.
Modified-By	Dropdown of available modifiers; Default to previous modifier.
Date Modified	Display Only. Today's Date in MM/DD/YYYY format.

Once the data is modified, click the **MODIFYLOOP** button. This will submit your information as a changed Customer Application Access record and return you to the next record in the loop, or end the loop if this is the last record and return you to the Lookup screen.

If you are at the next record, you can either modify this record and click the **MODIFYLOOP** button, or click the **NEXTRECORD** button to move to the next record without changing the current record (including the Modified Date field).

If you want to delete the chosen record instead, clicking the **DELETELOOP** button will delete the current record and move to the next record, or end the loop if this is the last record and return you to the Lookup screen.

Or clicking the **Cancel** button will also return you to the Lookup screen, if none of these actions are desired. The **Cancel** button on the Lookup screen will return you to the Library Security Application Main Menu.

Customer Application Access - Multiple Delete

This link on the application's Main Menu goes to the *Lookup for Multiple Record Delete To Library Security - Customer Application Access* screen, and allows a selection from a dropdown of the current Customer records. After making a selection, click the **GO** button. This moves to the *Multiple Record Delete To Library Security - Customer Application Access - Delete Specific Customer Access Assignments* screen, where the multiple deletion can be confirmed. The fields displayed are:

Unit	Display Only. Data is chosen Customer's Unit.
Active Customer	Display Only. Data is chosen Customer's Active Status.
Database System	Display Only. Data is chosen Customer's Database System.

Security Access Level	Display Only. Data is chosen Customer's Security Level for the matching Database System.
Modified-By	Display Only. Data is chosen Customer's modifier.
Date Modified	Display Only. Data is chosen Customer's modified date in MM/DD/YYYY format.

Once the **CONFIRM DELETE** button is clicked, the displayed records are removed from the Library Security Application's data. If the displayed records CANNOT be confirmed, clicking the **Cancel** button will return you to the Lookup screen and another customer record can be chosen. The **Cancel** button on the Lookup screen will return you to the Library Security Application Main Menu.

Customer Password - Reset

Passwords for set for the Library default of **#Lib1234** by the Library Security Application's programming, when a Customer Application Access record is added. When the customer logs into the system for the first time, the programming forces the customer to change it. At that point only the customer knows his/her own password.

***Tip:** All passwords (initially set or reset) are good for 365 days and then must be changed.*

If the customer forgets their password, then notify one of the Primary Maintainers (Carol Phillips or John Pastori) to reset the password to the default setting.

Clicking the *Customer Password – Reset* link on the application's Main Menu goes to the *Look up Customer For Password Change* screen, where a selection from the dropdown list of customers can be made. Click on the **GO** button, after selecting the customer from the dropdown, to execute the programming. The next screen replies with the following information for the customer selected –

"NAME IS TEST TESTING3 FORM SEED KEY IS {a Time Stamp}
FORM NEW PASSWORD ID (an Encrypted Password)

PASSWORDS SUCCESSFULLY UPDATED!

After a few seconds, the programming will return you to the Main Menu. The customer can now login using the Library default password and the programming will force the customer to change it to something he/she will know.

Global Password - Reset

This link on the application's Main Menu will reset the password for all customer/database systems to the Library default of **#Lib1234** by the Library Security Application's programming, when this link is clicked. **DO NOT DO THIS without a very good reason.**

The programming will execute and display the next screen with similar information as it does for the Customer Password – Reset above. After a few seconds, the programming will return you to the Main Menu. Now all customers can login using the Library default password and the programming will force each customer to change it to something only he/she will know.

Security Access Reports

These reports are used for verification of necessary dropdown lists in the Library Security Application.

Tip: Security Access Reports require ADMIN level security or above access.

Tip: Any report with multiple criteria/report options will allow the browser's **BACK** button to be used between the actual report and the previous lookup screen to preserve the criteria/report used. This way minor changes in the criteria can be made without starting from scratch or a second report can be chosen using the same criteria. This is the only instance where a browser's **BACK** button can be used.

Customer Application Access

This link on the application's Main Menu goes to the *Select Data for Library Security - Customer Application Access Report* screen, where a selection of one of 4 reports can be made.

REPORT 1: Select All, Active or Inactive Customer Application Access Records	Default report selection and requires a dropdown selection of either Active or Inactive records.
REPORT 2: Specific Customer Access Assignments	Requires a dropdown selection of Customer records.
REPORT 3: Specific Application Database System	Requires a dropdown selection of System Name records. Optional selection of Active Customer's Yes/No flag.
REPORT 4: Specific Security Level	Requires a dropdown selection of Security Level records. Optional selection of Active Customer's Yes/No flag.

Once the criteria are selected, click the radio button on the report you want to run. Only one report can be run at a time. Then click the **Select Options** button to complete the search and display of the chosen report. Clicking the **Cancel** button will return you to the Library Security Application Main Menu.

Support File Processing

These links support the creation, modification, and deletion of the information in the necessary dropdown lists in support of the Library Security Application.

Tip: Support File Processing requires ADMIN Level security or above access.

Database Systems Info – Add

This link on the application's Main Menu goes to the *Add Information to Library Security - Database Systems* screen and opens an empty record container. The fields are:

Database System Number	Required. Text field; Enter the 1-4 digit number that matches the Database System's programs.
Database System	Required. Text field; Enter name of application.

Once the data above is entered, click the appropriate button:

2. The **ADD** button will submit the information as a new Database Systems record and return you to another new empty record container.

If you do NOT want to add a new Database Systems record, clicking the **CANCELADD** button will delete the current empty record container and return you to the Library Security Application Main Menu.

Database Systems Info – Modify/Delete

This link on the application's Main Menu goes to the *Modify/Delete Information to Library Security - Database Systems* screen, and allows a selection from a dropdown of the current Database Systems records. After making a selection, click the **GO** button. This moves to a second screen, where a change or a deletion can be made. The fields are:

Database System Number	Required. Text field; Enter the 1-4 digit number that matches the Database System's programs.
Database System	Required. Text field; Enter name of application.

Once the data is modified, click the **MODIFY** button. This will submit your information as a changed Database Systems record and return you to the Lookup screen. You can either chose another record or click the **Cancel** button to return to the Library Security Application Main Menu.

If you want to delete the chosen record instead, clicking the **DELETE** button will delete the record and return you to the Lookup screen. Or clicking the **Cancel** button will also return you to the Lookup screen, if neither is desired.

Security Levels Info – Add

This link on the application's Main Menu goes to the *Add Information to Library Security – Security Levels* screen and opens an empty record container. The fields are:

Security Level Number	Required. Text field; Enter the 1-2 digit number that represents the matching Security Level.
Security Level	Required. Text field; Enter the name of the Security Level.

Once the data above is entered, click the appropriate button:

3. The **ADD** button will submit the information as a new Security Levels record and return you to another new empty record container.

If you do NOT want to add a new Security Levels record, clicking the **CANCELADD** button will delete the current empty record container and return you to the Library Security Application Main Menu.

Security Levels Info – Modify/Delete

This link on the application's Main Menu goes to the *Modify/Delete Information to Library Security – Security Levels* screen, and allows a selection from a dropdown of the current Security Levels records. After making a selection, click the **GO** button. This moves to a second screen, where a change or a deletion can be made. The fields are:

Security Level Number	Required. Text field; Enter the 1-2 digit number that represents the matching Security Level.
Security Level	Required. Text field; Enter the name of the Security Level.

Once the data is modified, click the **MODIFY** button. This will submit your information as a changed Security Levels record and return you to the Lookup screen. You can either chose another record or click the **Cancel** button to return to the Library Security Application Main Menu.

If you want to delete the chosen record instead, clicking the **DELETE** button will delete the record and return you to the Lookup screen. Or clicking the **Cancel** button will also return you to the Lookup screen, if neither is desired.

Support File Reports

These reports are used for verification of necessary dropdown lists in the Library Security Application.

Tip: *Support File Reports require ADMIN level security or above access.*

Database Systems

This link on the application's Main Menu goes straight to *Library Security - Database Systems Report* (a list of the Database System Numbers and Names) and lists the total number of Database Systems records. Currently, the systems are:

Database System Number	Database System
100	FACILITIES
50	INITIAL LOGIN
1000	INSTRUCTION
300	IDT HARDWARE INVENTORY
400	IDT PURCHASING
500	IDT SERVICE REQUESTS
900	IDT SOFTWARE INVENTORY
1100	LIBQUAL
600	LIBRARY WEB APP SECURITY
700	SHARED DATA
800	SPECIAL COLLECTIONS
200	WEB REPORTS

Security Levels

This link on the application's Main Menu goes straight to *Library Security - Security Levels Report* (a list of the Security Level Numbers and Names) and lists the total number of Security Levels records. Currently, the levels are:

Security Level Number	Security Level
5	AA ONLY
40	ADMIN
50	DBADMIN
36	MAINT
30	MAINTLESS
20	USER
10	WEB ONLY