



# ***International Postal System***

## ***IPS.POST and IPS Cloud Installation and Con- figuration Guide***

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# About this document

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## *Intended audience*

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This manual is intended for use by system administrators who are responsible for installing IPS Cloud applications (IPS.POST and IPS Cloud).

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## *How to use this manual*

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This manual applies to any IPS applications that run in a Cloud environment, i.e. IPS.POST and IPS Cloud. Any references to IPS Cloud applications can be understood as meaning both IPS.POST and IPS Cloud.

Before you install and configure your IPS Cloud application, you must have a basic understanding of how a Cloud environment works.

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# Installing IPS Cloud applications

## Overview

The IPS Cloud applications (IPS.POST and IPS Cloud) are hosted in a Cloud environment, which can be accessed using VMware Horizon Client. To use the IPS Cloud applications, the administrator needs to first install VMware Horizon Client on the client workstation. The administrator needs sufficient permissions on the workstation to install an application.

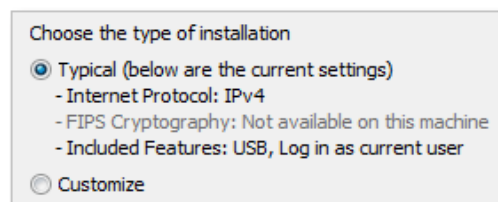
## Installation

Before you begin, check the [IPS.POST](#) and [IPS Cloud Hardware & Software Requirements](#) to make sure your system is compatible.

 **Note:** The steps below may differ slightly depending on the version of VMWare Horizon Client you download.

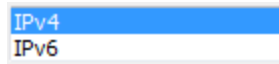
### Procedure

1. Download and install the latest version of VMware Horizon Client from the following website: [http://my.vmware.com/web/vmware/info/slug/desktop\\_end\\_user\\_computing/vmware\\_horizon\\_clients/4\\_0](http://my.vmware.com/web/vmware/info/slug/desktop_end_user_computing/vmware_horizon_clients/4_0).
2. Depending on the version you install, you can first choose between a **Typical** or **Customize** type of installation. If you choose **Typical**, you can skip steps 3 and 4.



3. If you chose a **Customize** type of installation in the previous step, or your version does not give you the choice, set the following values:

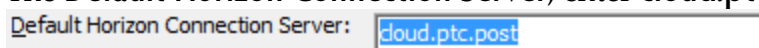
- a. The **IP protocol version**, choose IPv4.



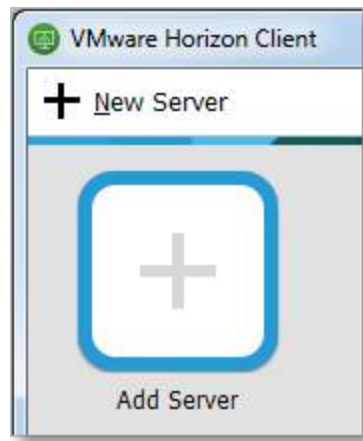
- b. The components to be installed, choose only **USB Redirection**.



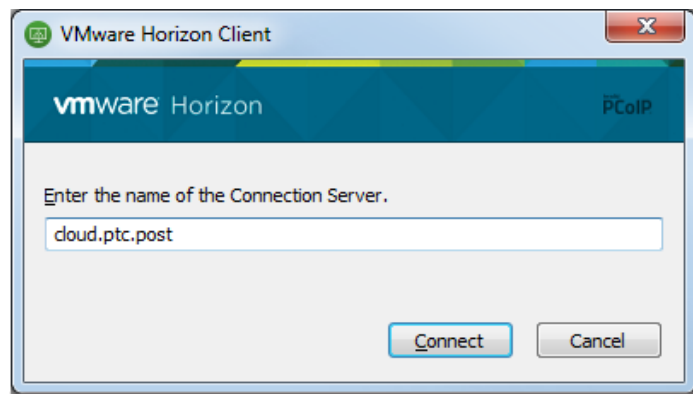
- c. The **Default Horizon Connection Server**, enter **cloud.ptc.post**.



4. Complete the installation with your personal preferences.
5. Depending on your version and/or installation type, when you run the VMware Horizon Client application, if you did not specify the connection server name in step 3, click **Add Server**:



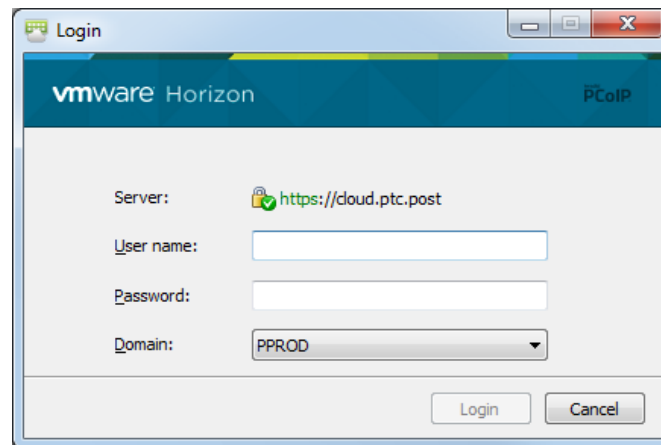
then specify the server name:



6. Double-click the server icon.



7. The application asks you to authenticate. Enter the credentials below:
  - Username: XXX-**Admin** (where XXX is your [operator code](#))
  - Password: your existing IPS.POST or IPS Cloud password
  - Domain: **PPROD** for the test environment, **PTC-PROD** for the production environment



8. Double-click the new IPS.POST/IPS Cloud icon.



 **Note:** You can replace steps 3c to 8. by:



- either, distributing the following links by email or over your intranet
  - IPS.POST
    - [vmware-view://cloud.ptc.post/IPS.POST?domainName=PPROD&connectUSBOnStartup=true](https://cloud.ptc.post/IPS.POST?domainName=PPROD&connectUSBOnStartup=true)
    - [vmware-view://cloud.ptc.post/IPS.POST?domainName=PTC-PROD&connectUSBOnStartup=true](https://cloud.ptc.post/IPS.POST?domainName=PTC-PROD&connectUSBOnStartup=true)
  - User Manager
    - [vmware-view://cloud.ptc.post/IPS.POST%20User%20Manager?domainName=PPROD&connectUSBOnStartup=true](https://cloud.ptc.post/IPS.POST%20User%20Manager?domainName=PPROD&connectUSBOnStartup=true)
    - [vmware-view://cloud.ptc.post/IPS%20User%20Manager?domainName=PTC-PROD&connectUSBOnStartup=true](https://cloud.ptc.post/IPS%20User%20Manager?domainName=PTC-PROD&connectUSBOnStartup=true)
- or, going to <http://cloud.ptc.post> and following the links provided by the PTC

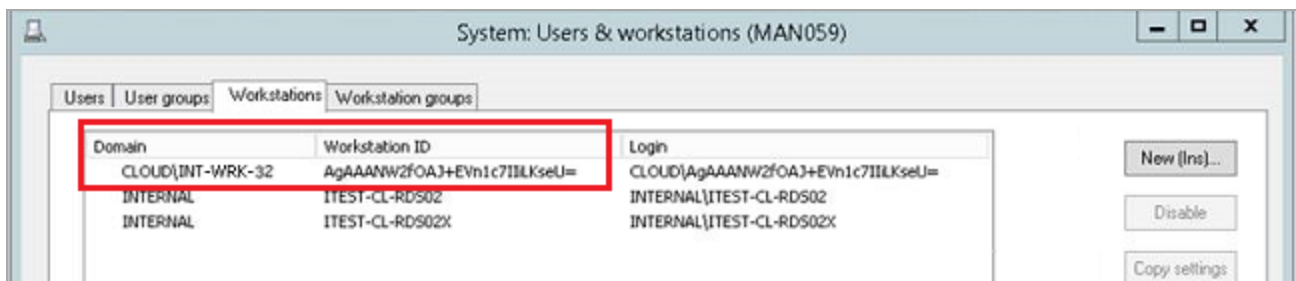


## Identifying workstations connected to IPS Cloud applications

You can identify each workstation connected to an IPS Cloud application using the following procedure.

### Procedure

1. Open window  **Local management** >  **System** >  **Users & workstations**.
2. Click the **Workstations** tab.



The **Domain** column shows the windows domain and workstation name which helps to identify the machine. The **Workstation ID** column shows the unique client identifier of the workstation in the Cloud.



# Managing IPS.POST users


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## Procedure

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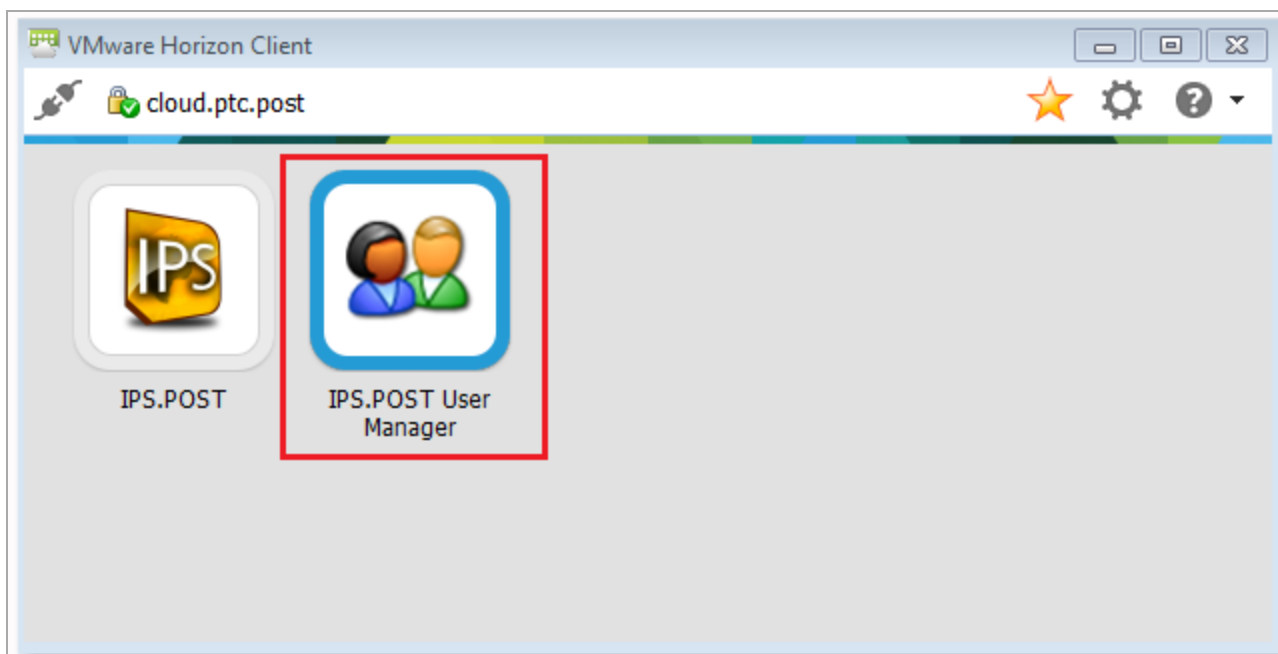
An IPS.POST administrator can use the **IPS.POST User Manager** tool to add a user, edit details of an existing user, change a user's password and enable/disable a user.

The procedures below apply only to IPS.POST.

 **Important:** Once created, a user cannot be deleted from the **IPS.POST User Manager**.

### To add a user

1. Launch your **VMware Horizon Client** and double-click the **IPS.POST User Manager** icon.




The **IPS.POST User Manager** window appears.



The following information is displayed, plus details of any existing users that are defined.

Field	Description
<b>Number of enabled users</b>	The number of users in your organization that have been enabled for accessing IPS.POST.
<b>Maximum allowed number of enabled users</b>	The maximum allowed number of enabled users included in the license paid for by your organization is 20. However, if your organization has more than 20 IPS.POST users, you can purchase additional subscriptions by contacting the PTC at <a href="mailto:ptc.support@upu.int">ptc.support@upu.int</a> .
<b>Show disabled</b>	Check this if you want IPS.POST users that are disabled to be shown in the <b>IPS.POST User Manager</b> window. By default, this is checked.
<b>Show enabled</b>	Check this if you want IPS.POST users that are enabled are to be shown in the <b>IPS.POST User Manager</b> window. By default, this is checked.

- Click **Add User**. The **Add User** window appears.

 **Note:** When adding a new user or enabling a disabled user, the system displays a message if the maximum number of enabled users has been reached and you cannot continue. You can either disable some of the existing users or request an increase in the number of allowed users.

- Provide the following user information.

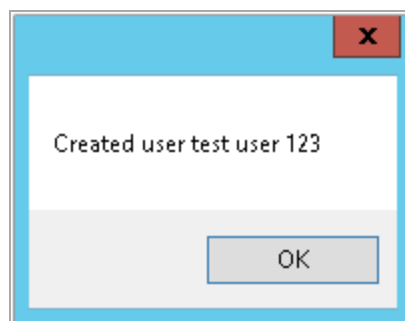
Field	Description
<b>First name</b>	The first name of the user or the name of your organization's department or team. This field is required.
<b>Family name</b>	<p>The family name of the user or the name of your organization's department or team. This field is required.</p> <p> <b>Note:</b> If you have entered the department's name in the <b>First name</b> field, you can enter your team's name here or vice versa. The idea is to create a user ID that helps to identify and distinguish the user easily.</p>
<b>Account name</b>	<p>This field automatically takes the value you entered in the <b>Family name</b> field and the first character entered in the <b>First name</b> field preceded by the three letter unique code of the administrator creating the user ID, for example, "UYA-InboundP", where "UYA" is the administrator code, "Inbound" is the value entered in the <b>Last name</b> field, and "P" is the first character entered in the <b>First name</b> field.</p> <p> <b>Note:</b> Once the user is saved and added, the <b>Account</b></p>

Field	Description
	<p><b>name</b> is set. Regardless of the number of times you update the user's first name or last name at a later time, the <b>Account name</b> remains the same.</p> <p>In the example above, the <b>Account name</b> field displays the value "InboundP", but the user must login with "UYA-InboundP" (case insensitive).</p>
<b>Display name</b>	The user name to be displayed. This field is required.
<b>Email</b>	The email address of the user.

4. To automatically generate a password for the user, click **Generate password**. IPS.POST generates a password and displays it in the **Password** field, as in the example below.

The screenshot shows a form with a 'Password\*' label, a text box containing 'wLIS98@w', and a 'Generate password' button. Below the text box are 'Add' and 'Cancel' buttons.

5. Click **Add**. The system displays a confirmation message.



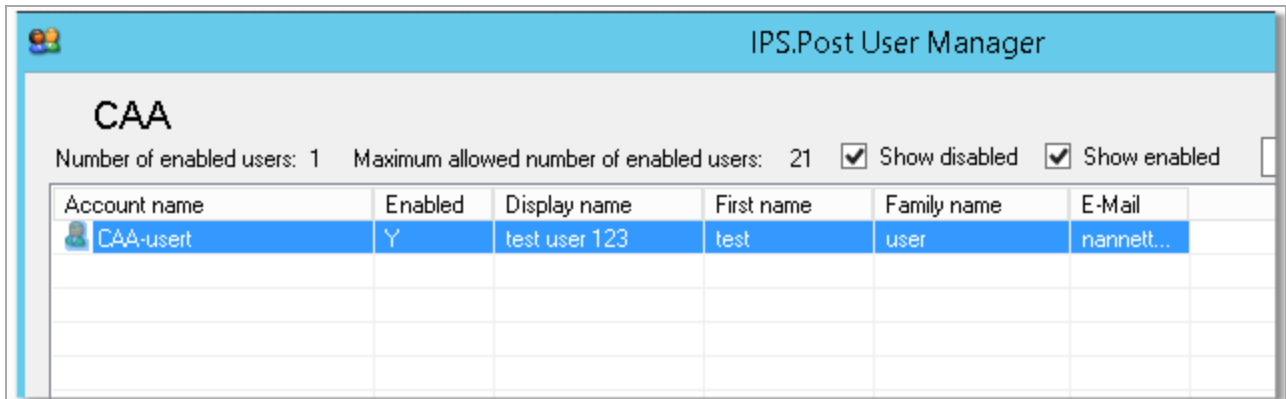
6. Click **OK** to close the pop-up. IPS.POST adds the user you have just created to the **IPS.POST User Manager** window.

The screenshot shows the 'IPS.Post User Manager' window. It has a title bar with a Windows icon and the text 'IPS.Post User Manager'. Below the title bar is a section labeled 'CAA'. Under 'CAA', there are two labels: 'Number of enabled users: 1' and 'Maximum allowed number of enabled users: 21'. To the right of these labels are two checkboxes: 'Show disabled' (checked) and 'Show enabled' (checked). Below this is a table with the following columns: 'Account name', 'Enabled', 'Display name', 'First name', 'Family name', and 'E-Mail'.

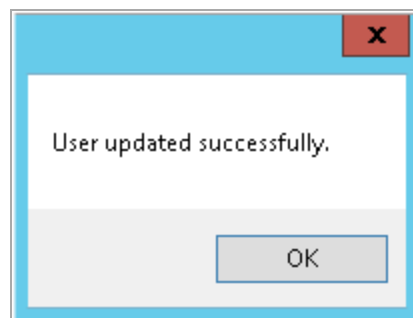
Account name	Enabled	Display name	First name	Family name	E-Mail
CAA-user1	Y	test user 123	test	user	nannett...

## To edit a user's details

1. Open the **IPS.POST User Manager** window and select the user whose details you want to change. If the user is not displayed, search for the user using any of the following attributes: account name, display name, first name, family name and email address.



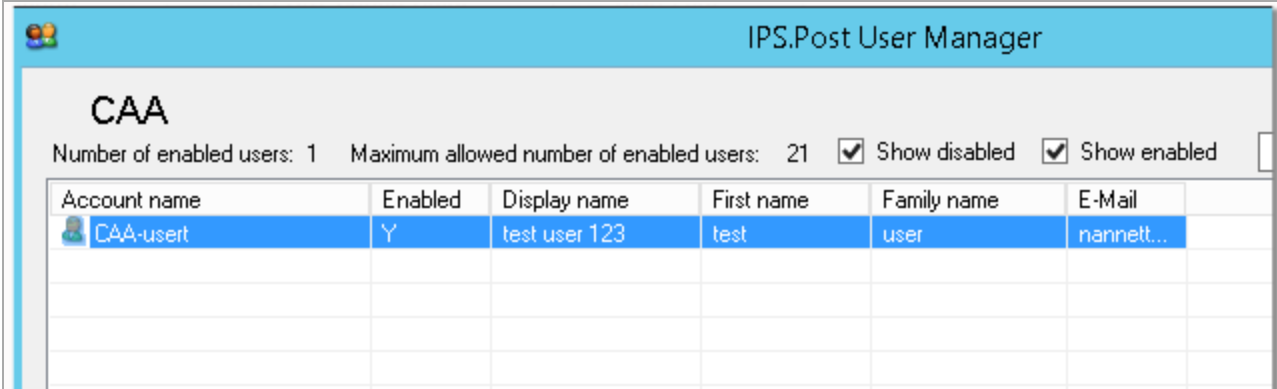
2. Click **Edit user**. The **Update User** window appears.
3. Enter the necessary changes to the user's first name, family name, display name and email address. If you want to generate a new password for the user, click the **Generate password** button. Note that the **Account name** field is disabled and cannot be changed.
4. Click **Update**. IPS.POST displays a confirmation message.



5. Click **OK** to close the pop-up window.

## To change a user's password

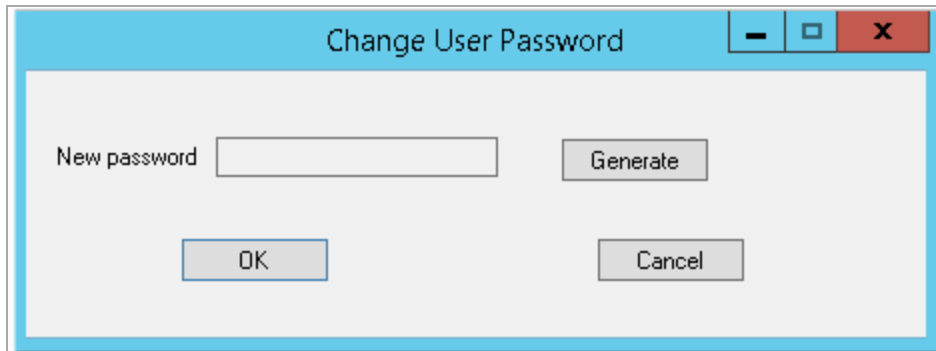
1. Display the **IPS.POST User Manager** window and select the user whose password you want to change. If the user is not displayed, search for the user using any of the following attributes: account name, display name, first name, family name and email address.



The screenshot shows the 'IPS.Post User Manager' window. At the top, it says 'CAA'. Below that, it displays 'Number of enabled users: 1' and 'Maximum allowed number of enabled users: 21'. There are two checkboxes: 'Show disabled' (checked) and 'Show enabled' (checked). Below this is a table with the following columns: Account name, Enabled, Display name, First name, Family name, and E-Mail. The first row of the table is highlighted in blue and contains the following data: Account name: CAA-user1, Enabled: Y, Display name: test user 123, First name: test, Family name: user, E-Mail: nannett...

Account name	Enabled	Display name	First name	Family name	E-Mail
CAA-user1	Y	test user 123	test	user	nannett...

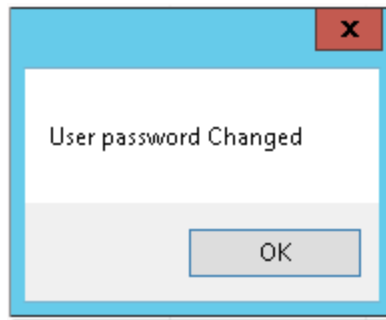
2. Click **Change Password**. The **Change User Password** window appears.



The screenshot shows the 'Change User Password' window. It has a title bar with standard window controls. The main area contains a 'New password' label next to a text input field. To the right of the input field is a 'Generate' button. At the bottom of the window, there are two buttons: 'OK' and 'Cancel'.

3. Click **Generate**. IPS.POST generates a new user password and displays it in the **New password** field.

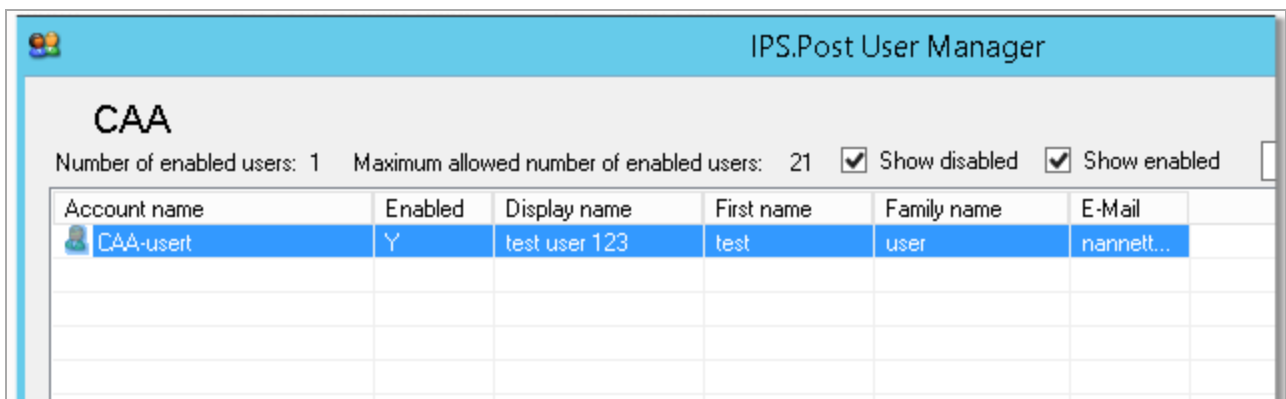
- Click **OK**. IPS.POST displays a message that the user's password has been updated.



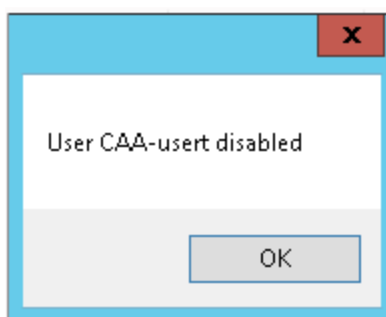
- Click **OK** to close the pop-up window.

### To disable a user

- Open the **IPS.POST User Manager** window and select the user you want to disable. If the user is not displayed, search for the user using any of the following attributes: account name, display name, first name, family name and email address.



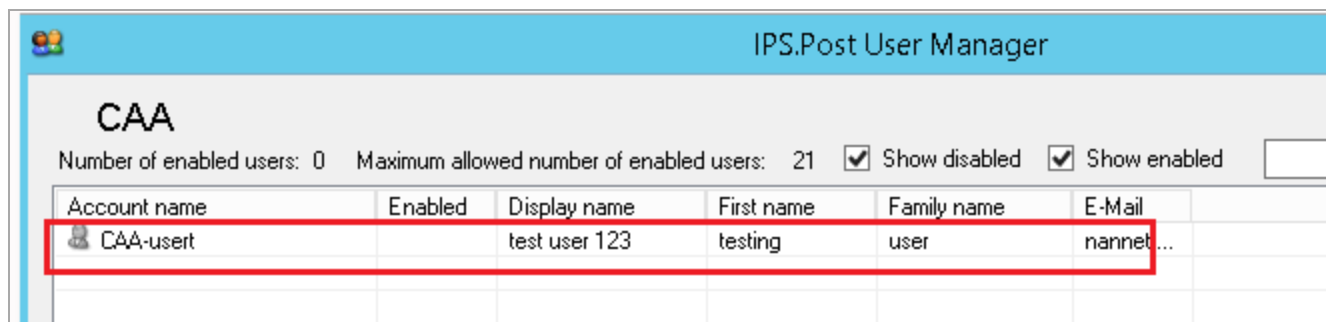
- Click **Disable User**. IPS.POST displays a message that the selected user has been disabled.



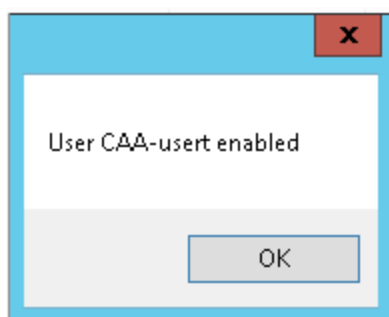
- Click **OK** to close the pop-up window.

## To enable a user

1. Open the **IPS.POST User Manager** window and select the user you want to enable. Disabled users are grayed out. If the user is not displayed, search for the user using any of the following attributes: account name, display name, first name, family name and email address.



2. Click **Enable User**. IPS.POST displays a message that the selected user has been enabled.



3. Click **OK** to close the pop-up window.