



Configuration and administration

ELO Administration Console



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ELO Administration Console

Introduction

Copyright notices

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Please note

We have made every effort to supply product documentation that is as accurate as possible. However, as we are continuously developing the ELO Administration Console, the status of the program changes very quickly. For this reason, there may be minor discrepancies between the descriptions and images in the manual and in the program. We ask for your understanding if this occurs.

Basics

This chapter explains some of the basics in the ELO Administration Console.

System requirements

You will find more information related to the system requirements in the *ELO system requirements* documentation.

Please note

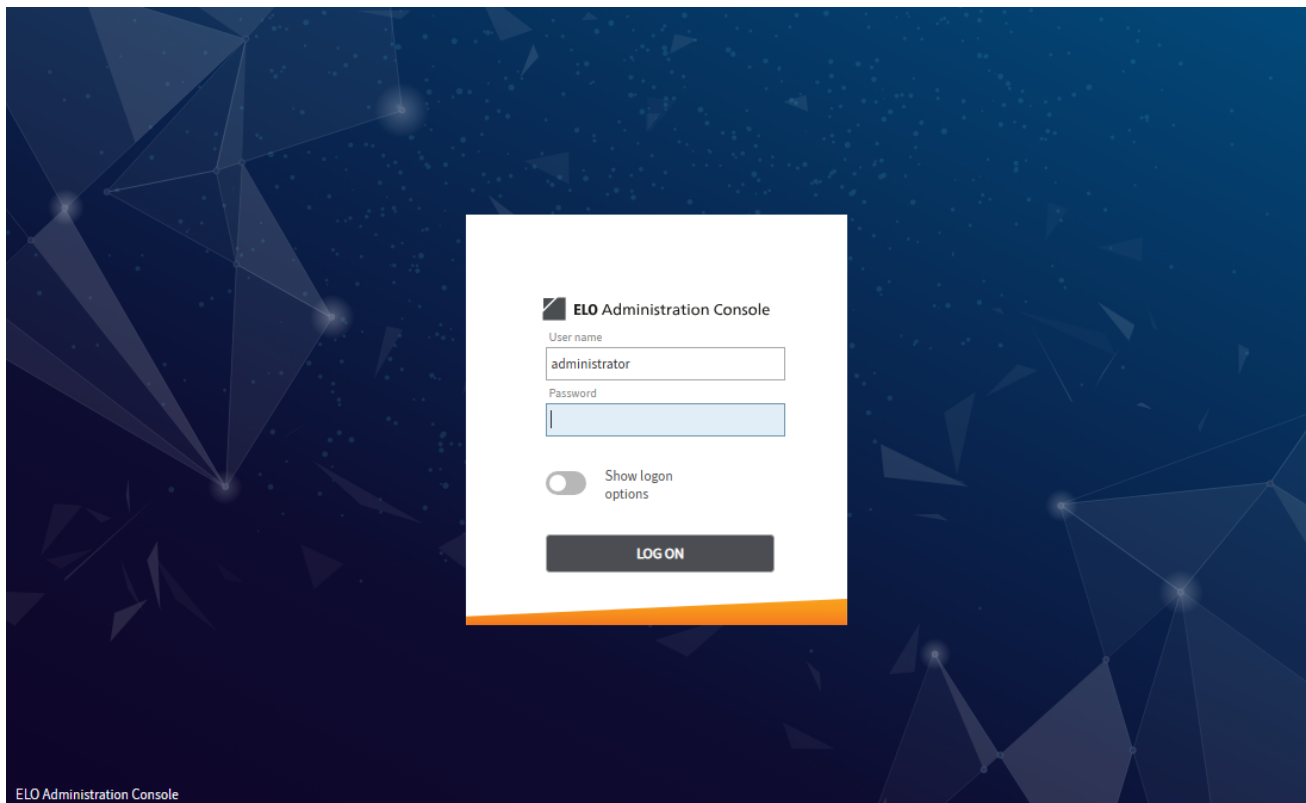
The version of the ELO Administration Console must be compatible with the corresponding ELO Indexserver. Note the information in the ELO Server Setup.

Installation

You can install the ELO Administration Console via the ELO server setup program.

Refer to the the *ELO Server* manual for more information.

Start and logon



To start the ELO Administration Console, enter the URL in the browser as follows:

`http://<ELO server with installed ELOac>:<Port>/AdminConsole/`

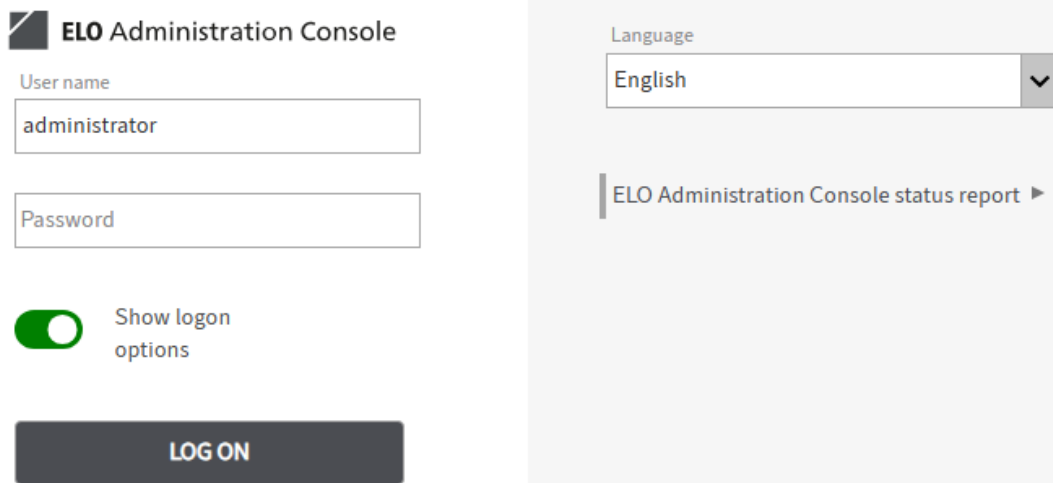
Example

`http://eloserver:9080/AdminConsole/`

Enter your user data to open the ELO Administration Console.

User name: Enter your user name here.

Password: Enter your user password here.



The screenshot shows the ELO Administration Console login page. On the left, there is a login form with the title "ELO Administration Console" and a logo. It includes a "User name" field with the text "administrator", a "Password" field, a "Show logon options" toggle switch (which is turned on), and a "LOG ON" button. On the right, there is a "Language" dropdown menu set to "English" and a link for "ELO Administration Console status report" with a right-pointing arrow. An orange decorative bar is at the bottom left of the page.

Show logon options: If the *Show logon options* button is enabled, you will see additional logon options.

The ELO Administration Console remembers whether the logon options were enabled or disabled and loads the corresponding state the next time you start the program.

Language: Select the language of the program interface here.

ELO Administration Console status report: View the ELO Administration Console status report.

Log on: Sign in with *Log on*.

The menu area

The home screen of the ELO Administration Console consists of the menu area.



The upper section of the menu area, the menu bar, contains the following menu items:

- ELO Administration Console <repository name>: Click this to open the settings for the system, maintenance, server modules, system information, and the clients.
- Browse: Searches the settings and options in the ELO Administration Console.
- Configuration: You can edit the configuration here.
- Information about the repository and the ELO Administration Console: This is where you can edit the settings for the current repository and the program.
- Help: Open the help page.
- Log off: Log off from the program.

The menu items *Configuration*, *Information about the repository and the ELO Administration Console*, and *Log off* are explained in more detail in the following sections of this chapter.



Below the header, you see the different areas of the ELO Administration Console, which are organized into the following groups:

- Packages
- Proxy
- Servers
- System settings
- Maintenance
- Server modules
- System information
- Other menu items

You can find more information about the different areas of the ELO Administration Console in the following chapters.

Configuration

In the *Configuration* section, you can define basic settings as well as the layout and behavior of the ELO Administration Console.

Change setting

1. Select the respective setting to make changes.

▼ ELO Administration Console home screen options

Menu item display settings

Title and description ▼

✓
✗

Title and description

Title only

Behavior when menu title is clicked

Open page in the same window

Behavior when menu icon is clicked

Open page in the same window

Specify whether you want to display a description next to the menu items or just the title.

Specify whether you want the page to open in the same or in a new window when you click the menu title.

Specify whether you want the page to open in the same or in a new window when you click the menu icon.

▼ ELOas configuration

GUID of ELOas Base folder

(F6C173D7-3F71-4559-91E5-4886139B12CF)

The ELOas Base folder is defined as the default. This folder is also used if the field remains empty. You can enter an alternative GUID if you want to use a different folder for your ELOas rules.

Save rules as

Text file

Save ELOas rules created with the ELO Administration Console as extra text to an empty entry or as a text file in ELO.

Temporary directory for text files

E:\ELO\EN\temp\ELO-EN-2

Enter the directory path you want to save text files in when checking out. This is only relevant if you save ELOas rules as text files.

> Visibility of menu items on the home screen

> Manage profiles

The setting switches to edit mode.

2. Open the drop-down menu.
3. Select the required setting.
4. Click *Save* (green check mark) to confirm your changes.

The new setting is applied.

ELO Administration Console home screen options

▼ ELO Administration Console home screen options

Menu item display settings

Title and description

Specify whether you want to display a description next to the menu items or just the title.

Behavior when menu title is clicked

Open page in the same window

Specify whether you want the page to open in the same or in a new window when you click the menu title.

Behavior when menu icon is clicked

Open page in the same window

Specify whether you want the page to open in the same or in a new window when you click the menu icon.

Menu item display settings: Specify whether you want to display a description next to the menu items or just the title.

Behavior when a menu title is clicked: Specify whether you want the page to open in the same or in a new window when you select the menu title.

Behavior when a menu icon is clicked: Specify whether you want the page to open in the same or in a new window when you select the menu icon.

ELOas configuration

▼ ELOas configuration

GUID of ELOas Base folder	(F6C173D7-3F71-4559-91E5-4886139B12CF)	The ELOas Base folder is defined as the default. This folder is also used if the field remains empty. You can enter an alternative GUID if you want to use a different folder for your ELOas rules.
Save rules as	Text file	Save ELOas rules created with the ELO Administration Console as extra text to an empty entry or as a text file in ELO.
Temporary directory for text files	E:\ELO\EN\temp\ELO-EN-2	Enter the directory path you want to save text files in when checking out. This is only relevant if you save ELOas rules as text files.

GUID of ELOas Base folder: The ELOas Base folder is defined as the default. This folder is also used if the field is left blank. You can enter an alternative GUID if you want to use a different folder for your ELOas rules.

Save rules as: Save ELOas rules created with the ELO Administration Console as extra text to an empty entry or as a text file in ELO.

Temporary directory for text files: Enter the directory path you want to save text files in when checking out. This is only relevant if you save ELOas rules as text files.

Visibility of menu items on the home screen

▼ Visibility of menu items on the home screen






Menu item	Visible
Packages	
Package administration	<input checked="" type="checkbox"/>
Proxy	
ELO Flows configuration	<input checked="" type="checkbox"/>
ELO App Manager	<input checked="" type="checkbox"/>
ELO form designer	<input checked="" type="checkbox"/>
ELO Web Client configuration	<input checked="" type="checkbox"/>

Under *Visibility of menu items on the start page*, you determine which menu items are available in the ELO Administration Console. Enable or disable the various options by selecting the check boxes.

Save menu as XML file (diskette icon): Select the diskette icon to create the XML file *menu.xml*, which is stored on the server in the directory `...\config\AdminConsole\<name of instance>\`. ELO stores the settings for the menu items of the ELO Administration Console in the *menu.xml* file. The file can be edited manually and is loaded when you restart the ELO Administration Console.

Manage profiles

▼ Manage profiles

	Profile name	Indexserver URL	Version number
▶	Repository 	http://  :8090/ix-Repository/ix	23. 
▶	Repository	https://  :8093/ix-Repository/ix	23. 
2 known Indexservers			

You can edit the settings for the current profile here.

1. Select the entry for the current profile in the list of profiles.

The program switches to edit mode. You can change the settings for the profile and the ELO Indexserver in the input fields.

Profile name: Edit the name of the profile in the *Profile name* field.

Indexserver URL: Edit the Indexserver URL of the profile in the *Indexserver URL* field.

Hide during logon: To hide the profile when logging on to the ELO Administration Console, enable the *Hide during logon* option.

Proxy redirect logic: If you access the ELO Administration Console from the Apache Tomcat Manager page, you can use the redirect logic to select which ELO Indexserver you want to connect to. You can change the default behavior with the *Proxy redirect logic* field.

The following values apply:

- -1 = Redirect is not allowed.
- 0 = Redirect is allowed (default).
- 1 and higher = Redirect is allowed. The higher the number, the lower the redirect priority.

Repository GUID: The *Repository GUID* field contains the GUID of the repository. This is also the GUID of the top level in the repository.

2. Save the changes.

Alternative: Select *Delete* to delete a profile.

Information

The *Delete* button does not delete the repository. It only deletes the profile in the ELO Administration Console.

Information about the repository and the ELO Administration Console

The *Information about the repository and the ELO Administration Console* button ("i" icon) takes you to the *Information about the current user and repository* page. This page contains menu items with information about the current user and the active repository.

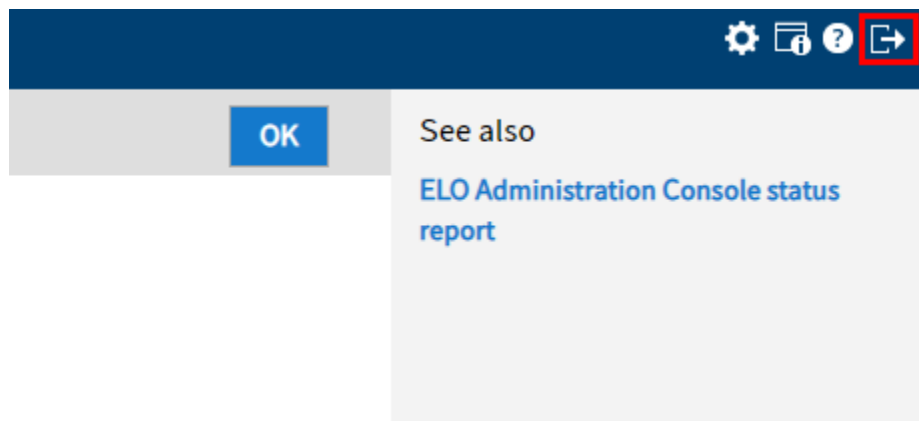


The information includes the *user name*, the *Indexserver URL*, the *version number* of the ELO Indexserver, the *language*, the *session ID*, and the ELO Administration Console *version*.

Logon activity in the ELO Administration Console: The *Logon activity in the ELO Administration Console* area contains information about which users have logged on to the ELO Administration Console and at which time.

Click *OK* to leave the page and return to the menu.

Log off





- Click *Logout* (door icon) to log out of the ELO Administration Console.


The dialog to log on to the ELO Administration Console appears again.


ELO packages


Packages allow you to create and edit related configurations.


 Packages


**Package administration**
Create, export, import, and delete packages.

**Accounting**
Accounting metadata forms and aspects

**ELOcore**

**ELOrecruiting**

**LIBRARY**
Eine Demo Bibliotheksverwaltung als
Beispiel für den Second Generation
Space am ELO Partnertag 2023

**Metadata form**

ELO packages can contain configurations for the following areas:

- Metadata forms, aspects, and fields (gen. 2)
- Forms (gen. 2)
- Groups
- ELO Teamspace
- ELO Workspaces
- ELO Flows
- Translations
- Font colors

For more information, refer to the *ELO packages* documentation.

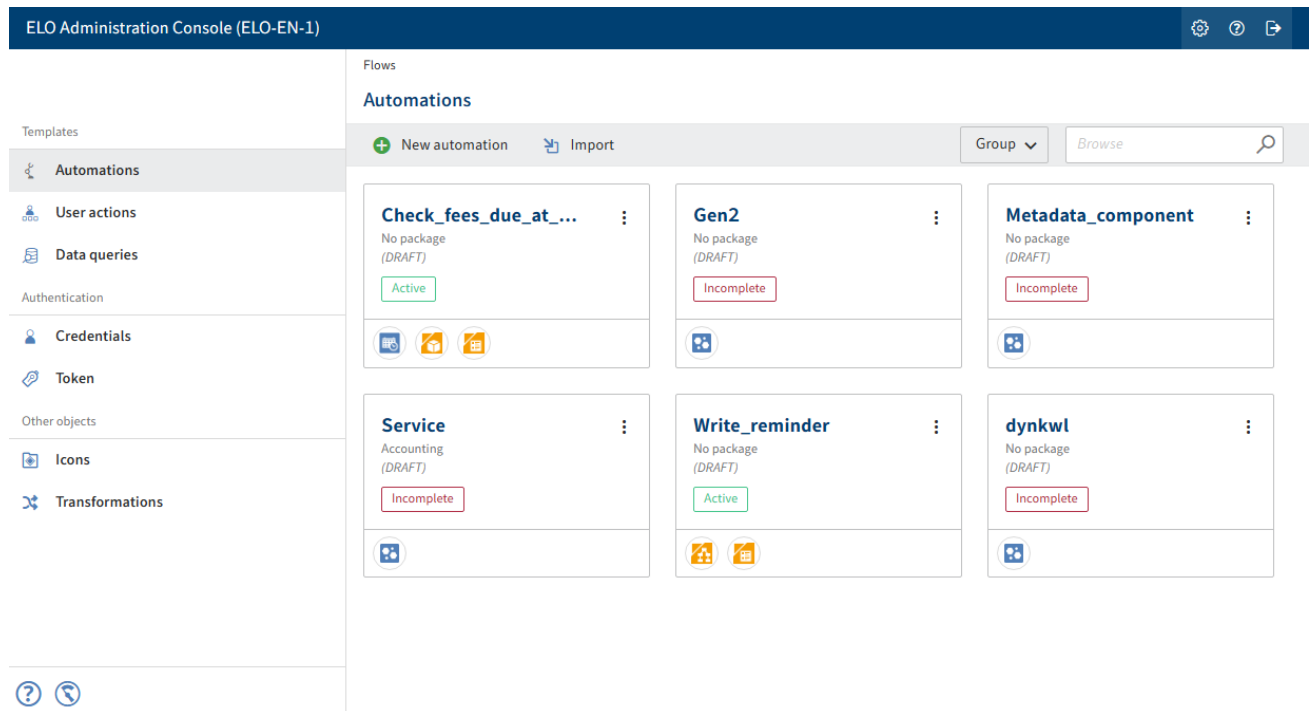
Proxy

In the *Proxy* area, you can open the *ELO Flows configuration*, the *ELO App Manager*, the *ELO form designer*, the *ELO Web Client configuration*, and *ELO Smart Input*.

ELO Flows configuration

In the *ELO Flows configuration* area, you can create, edit, and manage flows.

ELO Flows is an ELO module for easily implementing automation and integration tasks.



For more information, refer to the *ELO Flows* documentation.

ELO App Manager

The screenshot shows the ELO App Manager interface. At the top, there's a header with 'ELO App Manager' and a 'Log off' button. Below the header, there are several buttons: 'Refresh', 'Add app', 'Add module', 'Add Client Info', and 'Restore original repository state'. The main area is divided into tabs: 'Apps', 'Client Info', 'Modules', and 'Templates'. The 'Apps' tab is selected, showing a table of applications. The table has columns for 'Favo...', 'App name', 'Test', 'Vers...', 'Build', 'App status', 'Default la...', and 'Flags'. The table lists several apps, mostly with 'Installed' status, and one with 'In development' status. On the right side, there's a 'Help' button and a 'Close all' button. Below the 'Help' button, there's a section titled 'ELO App Manager' with a description: 'This is where you can create and manage ELO apps, module, and Client Info objects.' and a link to 'Learn more about the functions of the ELO App Manager in our ELO App Manager Guide.'

Favo...	App name	Test	Vers...	Build	App status	Default la...	Flags
<input type="checkbox"/>	com.elo.flows.A...	DEBUG PROD	1.3.0	104	Installed	en	session noangular
<input type="checkbox"/>	com.elo.forms.E...	DEBUG PROD	99.0....	1	Installed	de	session noangular
<input type="checkbox"/>	com.elo.forms.F...	DEBUG PROD	23.00...	1	Installed	en	session noangular
<input type="checkbox"/>	com.elo.spaces....	DEBUG PROD	23.00...	1	Installed	en	session noangular
<input type="checkbox"/>	com.elo.spaces....	DEBUG PROD	23.00...	1	Installed	en	session noangular
<input type="checkbox"/>	com.elo.spaces....	DEBUG PROD	23.00...	1	Installed	en	session noangular
<input type="checkbox"/>	elo.integration.C...	DEBUG PROD	21.01...	3	Installed	en	session angular
<input type="checkbox"/>	elo.teamroom.Cl...	DEBUG PROD	21.01...	3	Installed	en	session angular
<input type="checkbox"/>	elo.webapps.Ap...	DEBUG PROD	2	2	Installed	en	session noangular
<input type="checkbox"/>	elo.webapps.Login	DEBUG PROD	2	2	Installed	en	nosession noangular
<input type="checkbox"/>	elo.webapps.Wo...	DEBUG PROD	21.01...	2	Installed	en	session angular
<input type="checkbox"/>	teamroom.Team...	DEBUG PROD		1	In development	en	session angular

In the *ELO App Manager* area, you can manage the ELO Apps from ELO Solutions and ELO integrations, for example.







































































































































You also have the ability to develop and control your own apps.

For more information, refer to the *ELO Apps API Documentation* (only available in English). This documentation must be downloaded and installed separately. You can find the *ELOWf API Doc* ZIP package on the ELO SupportWeb under *<Version> > ELO Web Forms Services (ELOWf) > Downloads*. You can find an installation guide in the ZIP package in the *Readme.txt* file.

You can find an overview of the URLs to access the documentation in the *ELO workflow* documentation under *Advanced functions > Events and global functions*.

Form designer

In the *Form designer* area, you can create, edit, and manage forms and templates for the form-based workflow.

ELO Administration Console Repository			   																																											
 Form New	 Template  Table Insert	 Tab group	 Refresh  Assignment System	 Close																																										
Forms <ul style="list-style-type: none"> basic_claim freeentry invoice multitab offline_scriptexamples order other scriptexamples test tst 	Components for order <table border="1"> <tbody> <tr><td> approval</td><td></td><td></td></tr> <tr><td> article</td><td></td><td></td></tr> <tr><td> article_protection</td><td></td><td></td></tr> <tr><td> articles</td><td></td><td></td></tr> <tr><td> basic</td><td></td><td></td></tr> <tr><td> extra</td><td></td><td></td></tr> <tr><td> fruits</td><td></td><td></td></tr> <tr><td> item</td><td></td><td></td></tr> <tr><td> item_protection</td><td></td><td></td></tr> <tr><td> order</td><td></td><td></td></tr> <tr><td> purchaser</td><td></td><td></td></tr> <tr><td> tab1</td><td></td><td></td></tr> <tr><td> tabs</td><td></td><td></td></tr> <tr><td>Edit form header scripts</td><td></td><td></td></tr> </tbody> </table>				 approval			 article			 article_protection			 articles			 basic			 extra			 fruits			 item			 item_protection			 order			 purchaser			 tab1			 tabs			Edit form header scripts		
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Edit form header scripts																																														

You will find more information on how to use forms under *Form workflow > The form designer* in the *ELO workflow* documentation.

ELO Web Client configuration

From here, you automatically switch to the configuration section of the ELO Web Client.

ELO Administration Console (ELO-EN-1)

← ELO Configuration

Configuration for: Byte Apply ribbon settings Select user Reset my view data

CATEGORIES

- Display
- Dialog boxes
- Metadata
- Document preview
- Favorites
- Keyboard shortcuts
- Functions
- Administration
- Configuration sets

Search

General

Maximum number of entries in the folder 100

☒ Improved list functions (infinite scrolling and server-side sorting)

☐ Open supported documents with Office Online

☐ Show preview documents with the web preview

☒ Show preview in background

Appearance

Color scheme Dark navy

☒ Enable ribbon

☒ Use simple ribbon

☐ Show document date in the tree view

Condition: The ELO Web Client must be installed and functioning correctly for this option to be available.

You will find more information on the ELO Web Client and its configuration in the *ELO Web Client* and *ELO Web Client administration* documentation.

ELO Smart Input

In the *ELO Smart Input* area, you perform the settings for the server module *ELO Smart Input*. You may need to log on to ELO Smart Input.

Information

The *ELO Smart Input* area is only displayed if you have installed the module.

The screenshot shows the 'Incoming Invoice' configuration page in the ELO administration interface. The left sidebar lists various configuration options, with 'Incoming Invoice' selected. The main area contains fields for 'Filing path', 'Template short name', and 'Trigger workflow', each with a help icon. Below these is a table with columns 'Label', 'Field template', and 'Content'. At the bottom of the table are buttons for 'Create all form fields' and '+ Add'.

ELO Smart Input analyzes the full text of a document and extracts data from it, such as addresses, sums, or e-mail addresses. Users receive suggestions for automatically detected data, which they can apply to the metadata.

ELO Smart Input is based on an incoming and target folder principle.

1. The incoming folder is where you save documents that have not yet been assigned metadata.
2. Use ELO Smart Input to enter the metadata.
3. The documents tagged with metadata are moved to a specified target folder or a folder created dynamically via the metadata form.

ELO Smart Input recognizes the following patterns by default:

- Amounts (net, VAT, gross)
- Addresses
- IBAN
- Date
- E-mail addresses
- Telephone numbers
- VAT ID
- Custom regular expressions

For more information, refer to the *ELO Smart Input* documentation.

Servers

In the *Servers* area, you can open the settings for *ELO Azure Administration*.

Information

This area is only available if ELO Azure Administration was installed using the ELO Server Setup.

ELO Azure Administration

ELO Azure Administration is a service for managing app registrations for Microsoft Azure.

The screenshot displays the 'ELO Administration Console (ELO-DESKTOP-8LUHTIV-1)' interface. On the left, under 'Microsoft Azure services', there is a 'Sign in to Microsoft Azure' section with user details (Name: Admin ELO DOKU, User name: administrator@elodocumentation.onmicrosoft.com, Tenant ID: a1656576-c91f-4204-8389-13aec52af44b) and a 'Sign out' button. Below this is a 'Services' list showing 'ELOauth' with 'Azure app ID: 829e0e0e-caa2-44' and a 'Registered' status. The main panel on the right is titled 'ELOauth' and contains 'Data for registration in Microsoft Azure'. It includes buttons for 'R...', 'Synchr...', 'Admin consent for ...', and 'Remove service'. The configuration fields are: 'Azure application name' (ELOauth), 'Azure app ID' (829e0e0e-caa), 'Redirect URIs' (Add URI), 'Zertifikat' (Browse), 'Required permissions' (Azure resource ID, Name), and 'Roles' (Add role).

The following ELO apps can currently be registered via ELO Azure Administration:

- ELO Bot for Microsoft Teams
- ELOauth

For more information, refer to the ELO Azure Administration documentation:

System settings

This chapter describes the settings for the *Group manager*, *User manager*, *Organizational units*, *Metadata forms and fields*, *Field templates*, *Keyword lists*, *Entry types*, *Document paths*, *Default document paths*, *Encryption keys*, *Manage URLs*, *Stamps*, *Repository properties*, and *Font colors*.

Group manager

ELO Administration Console (ELO-EN-1)

Group: **Everyone**

Basic settings | Group membership | User rights

+ New group | 37 groups | Copy group | Delete group

Name	Additional information
ACCOUNTING.GRP_BASE_PAC	
ACCOUNTING.GRP_BUCH_PAC	
Administrators	
DEMO.SORD_FIELDS	
ELO_PowerUsers	
ELO_StandardUsers	
ELO_ViewUsers	
Everyone	
GRP_ADMIN	
GRP_POST	
GRP_SALES	
GRP_SECR	
GRP_STANDARD	
HR Department	

Group information

Name *

E-mail address

Administrator

Supervisor

Usage

- ☒ Visible in user lists
- ☐ Option group
- ☐ Substitution allowed
- ☐ Functional role

Properties

1 property

2 property

3 property

The *Group manager* section is where you can manage users. The rights for groups are defined here.

You will find more under *Groups* in the *User management* documentation.

You will find more information on groups in ELO packages under *Users and groups* in the *ELO packages* documentation.

User manager

ELO Administration Console (ELO-EN-1)

Users

New user

14 users

Name	Windows users	E-mail address	Additional information
Administrator			
Anderson	Anderson Andrea	andrea.anderson@mail.local	
Byte	Brent Byte	brent.byte@mail.local	
Cole	Conrad Cole	cole@mail.local	
Edwards	Emily Edwards	edwards@mail.local	
ELO Service	eloservice		
Farrell	Frances Farrell	farrell@mail.local	
Gerd Baum		baum@elo.com	
Jan Eichner		eichner@elo.com	
Jupiter	Juanita Jupiter	juanita.jupiter@mail.local	
Lind	Louis Lind	louis.lind@mail.local	
Rorschach		rorschach@mail.local	
Santini		cantini@mail.local	

User

Cole

Basic settings

Group membership

User rights

Copy user

Delete user

User information

Name *

Cole

E-mail address

cole@mail.local

Password *

.....

Windows user

Conrad Cole

Administrator

Administrator

Supervisor

Administrator

Usage

☐ Lock account

☒ Visible in user lists

☒ Interactive logon allowed

Properties

The *User manager* section is where you can manage users. The rights for users are defined here.

You will find more under *Users* in the *User management* documentation.

Organizational units

The screenshot shows a 'New organizational unit' form. On the left, there is a sidebar with a 'Name' field and a 'No data' message. The main form area has a title bar with 'New organizational unit', 'Save', and 'Cancel' buttons. Below the title bar is an information box stating: 'If users belong to an organizational unit, they see the members of that organizational unit in the user lists.' The form contains the following fields:

- Name: New organizational unit
- Description: (empty text area)
- Property 1: (empty text field)
- Property 2: (empty text field)
- Property 3: (empty text field)
- Property 4: (empty text field)

Below these fields is a 'Members' section with a dropdown arrow and the text 'Members'. Underneath is an 'Add members' button and a table with the following structure:

Members
No data

In this menu item, you can manage organizational units.

Organizational units provide a way to classify users.

You will find more under *Organizational units* in the *User management* documentation.

Metadata forms and fields (gen. 1)

Description: You can create and manage metadata forms (gen. 1) in the *Metadata forms and fields* area.

Information

You need to create the field templates required for the metadata forms before you create the metadata form. You can use field templates in different metadata forms.

For more information, refer to the *Metadata forms and fields* documentation.

You will find information on metadata forms and aspects (gen. 2) under *ELO packages* in the *Metadata* documentation.

Field templates (gen. 1)

You can define templates for fields (gen. 1) in the *Field templates* area. These templates can be used to create metadata forms in the *Metadata forms and fields* area.

You will find more information under *Field templates* in the *Metadata forms and fields* documentation.

You will find information on metadata forms and aspects (gen. 2) under *ELO packages* in the *Metadata* documentation.

Keyword lists

Create new keyword lists and edit existing keyword lists in the *Keyword lists* area.

Keyword lists help you enter and standardize metadata.

You will find more information under *Keyword lists* in the *Metadata forms and fields* documentation.

You will find more information under *ELO packages > Keyword lists* in the *Metadata* documentation.

Entry types



By assigning entry types, you can see what type of entry you are dealing with at a glance. The icons that are used for this purpose can be customized.

Entry types















Save

Cancel

+ Download icon set as ZIP file

 Upload icon set as ZIP file 

▼ Icons and definitions for folders

ID	Icon	Definitions	16 px	32 px	64 px	128 px	
9999		<input type="text" value="Repository"/>	✓	✓	✓	✓	✗
1		<input type="text" value="Cabinet"/>	✓	✓	✓	✓	✗
2		<input type="text" value="Folder"/>	✓	✓	✓	✓	✗
3		<input type="text" value="Tab"/>	✓	✓	✓	✓	✗
4		<input type="text" value="Level 4"/>	✓	✓	✓	✓	✗
5		<input type="text" value="Level 5"/>	✓	✓	✓	✓	✗
6		<input type="text" value="Level 6"/>	✓	✓	✓	✓	✗
7		<input type="text" value="Red folder"/>	✓	✓	✓	✓	✗
8		<input type="text" value="Yellow folder"/>	✓	✓	✓	✓	✗
9		<input type="text" value="Green folder"/>	✓	✓	✓	✓	✗
10		<input type="text" value="Blue folder"/>	✓	✓	✓	✓	✗
11		<input type="text" value="Red tab"/>	✓	✓	✓	✓	✗
12		<input type="text" value="Yellow tab"/>	✓	✓	✓	✓	✗
13		<input type="text" value="Green tab"/>	✓	✓	✓	✓	✗

For more information, refer to the *Entry types* section of the *System administration* documentation.

Document paths

ELO manages storage media (physical storage) using document paths. In the *Document paths* area of the ELO Administration Console, you can set up new media, make moved media accessible again, or check the free storage space on a medium. The document path specifies where the documents are stored physically.

Name

basis
elosys

+
Save
Cancel

basis

Name

Path

Preview path

Full text path

Structure

☐ Use as backup path
☐ Do not restore from backup path
☐ Read-only
☐ WORM path

i Internal ID 1

Created on 09.04.2021 08:18

Default path ☒

Last changed on 21.07.2021 13:44

You will find more information under *ELO Server > Document paths* in the *Repository & documents* documentation.

Default document paths

In the *Default document paths* area, you specify which paths to use as document paths or restore paths.

Default document paths
Save
Cancel

Default document paths

Default filing method

☐ Parallel
☒ Sequential

Restore path

You will find more information under *ELO Server > Default document paths* in the *Repository & documents* documentation.

Encryption keys

The encryption keys used in ELO are managed in the *Encryption keys* area. Documents encrypted with these keys are encrypted and assigned a password.

ACCT		Save	Cancel
Name	ACCT		
Old password			
New password			
Confirm new password			
System user	Search for		
Old password			
New password			
Confirm new password			

You will find more information under *Encryption keys* in the *System administration* documentation.

Manage URLs

In the *Manage URLs* area, you enter the URLs for different ELO modules.

Manage URLs		Save	Cancel
ELO Analytics URL	ELO Analytics URL		
External ELO Analytics URL	External ELO Analytics URL		
ELO online help URL	https://docs.elo.com/		

You will find more information under *ELO Server > Manage URLs* in the *Repository & documents* documentation.

Stamps

You can use stamps on documents in ELO just as you would on paper documents. In the *Stamps* area, you can create new stamps, or edit and delete existing stamps.

The stamps are available to users in the viewer pane in the ELO Java Client.

You will find more information under *Stamps* in the *System administration* documentation.

Repository properties

In the *Repository properties* area, you can change the display name for the repository.

The display name is used in different places. For example, as the name of the top repository level. Similarly, it is used as the name of the main tile for the *Repository* work area in the clients.

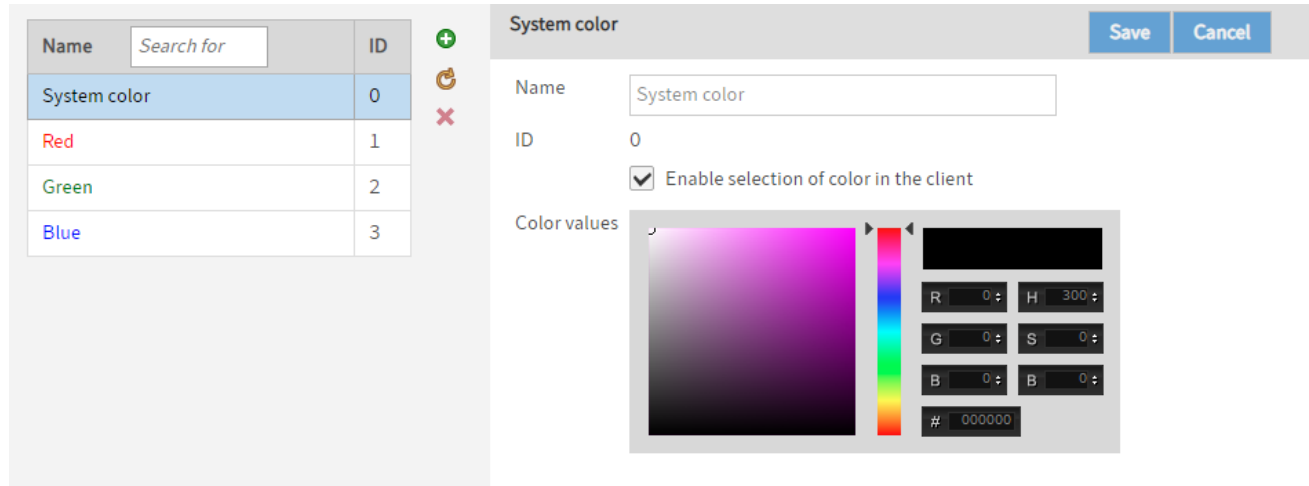
Please note

Altering the display name does not change the actual name of the repository.

You will find more information under *Repository properties* in the *System administration* documentation.

Font colors

The colors used to display entries are defined in the *Font colors* area. You can assign a separate color for each document and folder type.



Name	ID
System color	0
Red	1
Green	2
Blue	3


System color

Name:

ID: 0

☒ Enable selection of color in the client

Color values



R: G: B:

H: S: B:

#

You will find more information under *Font colors* in the *System administration* documentation.

You will find information about font colors in ELO under *ELO packages > Font colors* in the *Other topics* documentation.


Maintenance


This chapter provides descriptions and explanations of the settings for the *Administration mode*, *Report options*, *Delete and remove*, *Backup tasks*, *Password rules*, and *Move document files*.

Administration mode

Administration mode can be used to restrict client access to ELO, e.g. during system maintenance.

Administration mode is currently disabled.

 **Enable administration mode**

 When administration mode is enabled, users without main administrator rights will not be able to log on to the repository.
Administration mode is active for all repositories that are accessed by the same ELO Access Manager.

Information

Only administrators can access the ELO clients! Administration mode is active for all repositories that are accessed by the same ELO Access Manager.

Report options

In the *Report options*, administrators can define the settings for log files and logged activities in ELO.

Report options

Save

Cancel

See also

[Delete report entries](#)

Report mode

- ☐ No report
☐ Short report
☐ Extended report
☒ Full report

Name	<input type="text" value="Search for"/>	Settings for the short report	Settings for the extended report
Open ELO		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Close ELO		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
User data changed		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Font color changed		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Form definition changed		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Path definition changed		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Key data changed		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Document created		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>

Information

You create a report in the ELO Java Client with the standard configuration via *Organize > Properties > Report for entry*.

You will find more information under *ELO Server > Report options* in the *Maintenance and monitoring* documentation.

Delete report entries

The *Delete report entries* function enables you to delete report entries up to a specific date.

Delete report entries

Delete

- ☒ Delete up to the following date

- ☐ Delete all report entries

You will find more information under *ELO Server > Delete report entries* in the *Maintenance and monitoring* documentation.

Delete and remove

The *Delete and remove* area contains the settings for deleting and removing documents from the repository.

Delete and remove

▼ Delete permanently

- ☐ Remove deleted entries
- ☐ Remove deleted document versions and attachment versions

Deletion date until

Delete permanently

i Depending on the settings, all entries/versions that were deleted before the date specified will be permanently removed from ELO. These entries cannot be restored afterwards.
This process runs in the background and may take a long time depending on the size of the repository.

▼ Delete entries whose retention period has expired

- ☒ Documents only
- ☐ Documents and folders

Delete entries whose retention period has expired

i The entries will be marked as deleted. They can be restored or deleted permanently with the corresponding functions.

You will find more information under *Delete and remove* in the *System administration* documentation.

Backup tasks



In the *Backup tasks* area, you define the settings for backups.

Backup tasks		See also
Backup profiles:	<input type="button" value="Start"/>	Document paths Backup profiles
Backup and purge:	<input type="button" value="Start"/>	
<div> <div>Automatically purge old documents</div> <div> <input type="button" value="Save"/> <input type="button" value="Reset"/> </div> </div>		
Minimum age in days	<input type="text" value="1000"/>	
Compare mode	Compare size <input type="button" value="v"/>	
Document path	All document paths <input type="button" value="v"/>	
Start hour	20 <input type="button" value="v"/>	

You will find more information under *ELO Server > Backup* in the *Repository & documents* documentation.

Password rules

In the *Password rules* area, you define the password security settings.

Type	Option group	Search for
	Global	
	OPT_GRP_STANDARD	

Global

Days valid
Min. length
☐ At least one letter
☐ At least one special character
☐ At least one uppercase and one lowercase letter
☐ At least one number

You will find more under *Password rules* in the *User management* documentation.

Move document files

In the *Move document files* area, you can move files, file versions, attachments, and/or attachment versions to a different document path. The repository structure remains the same.

Move document files

Restore default settings

See also
[Document paths](#)

Source path

All paths

▼

Target path

▼

Filing date range

from

to

Count

Move

You will find more information under *ELO Server > Move document files* in the *Repository & documents* documentation.

Server modules

The *Server modules* area contains the areas *ELO Automation Services*, *Backup profiles*, *Create password*, and *ELO Transport*.

ELO Automation Services

ELO Automation Services are used to automate tasks within ELO. This area of the ELO Administration Console is where you enter rulesets for ELO Automation Services.

The screenshot displays the 'ELOas Base' configuration window. On the left, a list of modules includes 'ELOxcMoveAsync'. The main configuration area contains the following fields and sections:

- Name:** ELOxcMoveAsync
- ID:** (2532033C-D501-33DB-4071-A5632C935739)
- Search form:** E-mail (dropdown)
- Index search:** DIRECT (dropdown)
- Search term:** ""
- Search max.:** 1 (spinner)
- Advanced search:** (expandable section)
- Target forms for rules selection:** (expandable section)
- Interval control:** (expandable section)
- Includes:** (expandable section)
- Rules:** (expandable section)

For more information, refer to the *ELO Automation Services* documentation.

Backup profiles

In the *Backup profiles* area, you enter the settings for the backup profiles.

Please note

Before you can create a backup profile, you must have defined a document path. Once you have done so, the document path will be available in the backup profiles.

Name

No data

New backup profile Save Cancel

Profile name

SQL Select

999 Letters remaining

Packet size

Document path

backup ▼

Slot number

1 ▼

Save

☐ Include metadata

You will find more information under *ELO Server > Backup service* in the *Repository & documents* documentation.

Create password

In the *Create password* area, you can create encrypted/encoded passwords for ELO.

Password

Input	<div style="border: 1px solid #ccc; height: 25px;"></div>	
Encrypted ELO password	<div style="border: 1px solid #ccc; height: 40px;"></div>	<div style="border: 1px solid #ccc; width: 20px; height: 20px; margin: 0 auto;"></div>
Encrypted ELOas database password	<div style="border: 1px solid #ccc; height: 40px;"></div>	<div style="border: 1px solid #ccc; width: 20px; height: 20px; margin: 0 auto;"></div>
Coded Base64 password	<div style="border: 1px solid #ccc; height: 40px;"></div>	<div style="border: 1px solid #ccc; width: 20px; height: 20px; margin: 0 auto;"></div>

You will find more information under *ELO Server > Passwords* in the *Repository & documents* documentation.

ELO Transport

The *ELO Transport* area is used to create transport files. A transport file can contain information about ELO users, font colors, keyword lists, metadata forms, folders, and documents. The information is stored in a file that can be imported into an ELO repository.

The screenshot displays the 'New transport file' dialog in the ELO Transport interface. On the left, there is a search bar with the placeholder text 'Search for' and a 'Name' label. Below the search bar, it says 'No data'. To the right of the search bar are four icons: a green plus sign, a document icon, a red X icon, and a circular arrow icon. The main area of the dialog is titled 'New transport file' and has 'Save' and 'Cancel' buttons. Below the title bar, there is a 'Name' field with the text 'New transport file'. To the right of the 'Name' field is a list of expandable sections, each with a right-pointing chevron and a blue link text:

- > [Font colors \(markers\)](#)
- > [Users](#)
- > [Workflow templates \(wftemplate\)](#)
- > [Individual keyword lists \(keywords\)](#)
- > [Metadata forms \(masks\)](#)
- > [Folders and documents \(sords\)](#)

You will find more information under *ELO Server > ELO Transport* in the *Update and migration* documentation.

System information

These functions help you manage users and the system. This chapter provides information about the *Server information*, *Users in system*, *Statistics*, *License overview*, *License report*, and *Test checksum* areas.

Server information

The *Server information* area contains an overview of the server settings.

Server information

Server information	
Name	Value
Version number	23. <div></div>
Repository ID	
Database system	MSSQL
Server name	ELO-EN-1
missing key: SERVERTIME	Mon Jul 03 10:04:04 CEST 2023
missing key: SERVERSTREAMVERSION	23. <div></div>
missing key: POSTBOXDISABLED	false

Additional Indexservers assigned to ELO Access Manager

Repository name	URL
Repository	http:// <div></div> :8093/ix-Repository/ix

See also

[License overview](#)

[Users in system](#)

[Statistics](#)

[License report](#)

Users in system

Under the *Users in system* menu item, you will find an overview of the users currently logged on to the system.

Users in system

[Reset filter](#)

No.	User	<input type="text" value="Search for"/>	System	<input type="text" value="Search for"/>	Application	Version	Valid until	Ticket
1	Administrator		IX		ELO Administration Console	23.	27.06.2023 13:44	508A1F1730B1A78D.
2	Anderson				ELO Java Client	21.	27.06.2023 13:44	CAFC0E30383A465E.
3	Cole				ELO Desktop Client	23.	27.06.2023 13:43	0A4CBEDAC0AA45A3.
4	Administrator				ELO Workflow Services	23.	27.06.2023 13:43	97E9C3F03FD1606E.
5	Santini				ELO Web Client	23.	27.06.2023 13:43	0EDA2B8C8E3A7694.
6	Edwards		IX		ELO Administration Console	23.	27.06.2023 13:43	5D440D7658101FCA.
7	Administrator		IX		ConfigEditor	0.0.0	27.06.2023 13:41	A3CE67AFBDAA74BA.
8	ELO Service [ELO Service]		IX		ELO FT Plugin	23.	27.06.2023 13:41	64005FD5009C63B7.
9	Edwards		IX		ELO Administration Console	23.	27.06.2023 13:41	8C591DF9823C862E.
10	ELO Service		ELO Workflow Services		ELO Workflow Services	23.	27.06.2023 13:40	C5F982E3A61EDA24.
11	Byte		IX		ELO Workflow Services	23.	27.06.2023 13:40	5AE28925E0F01863.

Information

User accounts for various services and modules are shown here.

Statistics

Description: This contains an overview of the IDs assigned in the repository.

Statistics

Name	Highest ID currently assigned
Entry ID	2798
Document ID	2877

License overview

The *License overview* area provides an overview of the license usage.

License overview

Name	Value
Customer name	presentation license EU (838) - ELO Digital Office GmbH
Other name	Not for resale
Valid until	31.03.2024
Product	23e
Number of full clients	20
(reserved)	20
Page volume ERP Data Transfer module	100
Number of ELO Workflow Client for SAP® ERP licenses	20
(reserved)	0
Number of Indexserver licenses	20
Number of Web Client licenses	20
Number of ELOxc licenses	20
Number of external Teamroom Client licenses	20

See also

[Users in system](#)[Server information](#)[Statistics](#)[License report](#)

You will find more information under *ELO Server > License information* in the *Maintenance and monitoring* documentation.

License report

The *License report* page provides you with a report about access and used licenses in ELO as well as information about the users who have performed write actions via the full clients and via the Indexserver.


License report

Refresh

See also

[License overview](#)[Users in system](#)[Server information](#)[Administration folder](#)[Statistics](#)

Licenses and access	Number
Total number of licenses for access via the full client	20
Total number of licenses for access via the Indexserver	20
Total number of licenses for access via the Web Client	20
Active users with full client access	2
Active users with Indexserver access	1
Active users with Web Client access	0
Currently locked users with access within the licensing period	1
Comparison	Number
Available licenses minus write actions in the full client	18
Available licenses minus write actions on the Indexserver	19
Available licenses minus write actions in the Web Client	20
Users and groups	Number
Existing groups	19
Existing users	13
Locked users	0
Existing users and groups	32

 Download report

You will find more information under *ELO Server > License information* in the *Maintenance and monitoring* documentation.

Test checksums

In the *Test checksums* area, you can test the integrity of one or more documents.

Test checksums

Document IDs to check

1

2877

☒ Full report

Last document ID checked 0

Number of incorrect checksums 0

Number of correct checksums 0

Number of failed access requests 0

Check

Cancel

See also

[License overview](#)[Users in system](#)[Server information](#)[Administration folder](#)[Statistics](#)[License report](#)


You will find more information under *ELO Server > Test checksum* in the *Maintenance and monitoring* documentation.

Other menu items

This page provides a summary of the *Clients*, *Others*, *LDAP*, and *ClientInfos* areas.

Clients/ELO for Mobile Devices

In the *ELO for Mobile Devices* area, you can modify the available functions in the *ELO app (Android)* and *ELO app (iOS)*. You can grant or restrict specific users or groups access to work areas and functions.

Settings for:  Everyone (global)
Select user

ELO for Mobile Devices
Save
Cancel

Set by:		Hide work areas
Everyone (global)		<input type="checkbox"/> Clipboard
Everyone (global)		<input type="checkbox"/> Data sets
Everyone (global)		<input type="checkbox"/> Intraday (iOS only)
Everyone (global)		<input type="checkbox"/> Offline
Everyone (global)		<input type="checkbox"/> QR code (iOS only)
Everyone (global)		<input type="checkbox"/> Repository
Everyone (global)		<input type="checkbox"/> Search
Everyone (global)		<input type="checkbox"/> Tasks

Set by:		Hide functions
Everyone (global)		<input type="checkbox"/> Accept workflow
Everyone (global)		<input type="checkbox"/> Copy to Clipboard

Settings for: You can see who the settings apply for next to *Settings for*.

Select user: Select *Select user* to open the *Select user or group* dialog box. In the *Select user or group* dialog box, you can select the user or option group that you want to edit the settings for.

Information

To edit the settings for all users (global), select the *Everyone* group.

Work areas: In the *Work areas* table, you can enable or disable work areas for the selected user/group.

Functions: In the *Functions* table, you can enable or disable functions for the selected user/group.

Set by: In the *Set by* column, you can see whether a setting has been assigned to an individual user or through an option group.

For more information, refer to the *ELO mobile apps* documentation.

Others/Block access



A form titled "Block access" with a "Save" button and a "Cancel" button. Below the title is a label "Access for group" followed by a text input field containing "GRP_SALES" and an information icon.

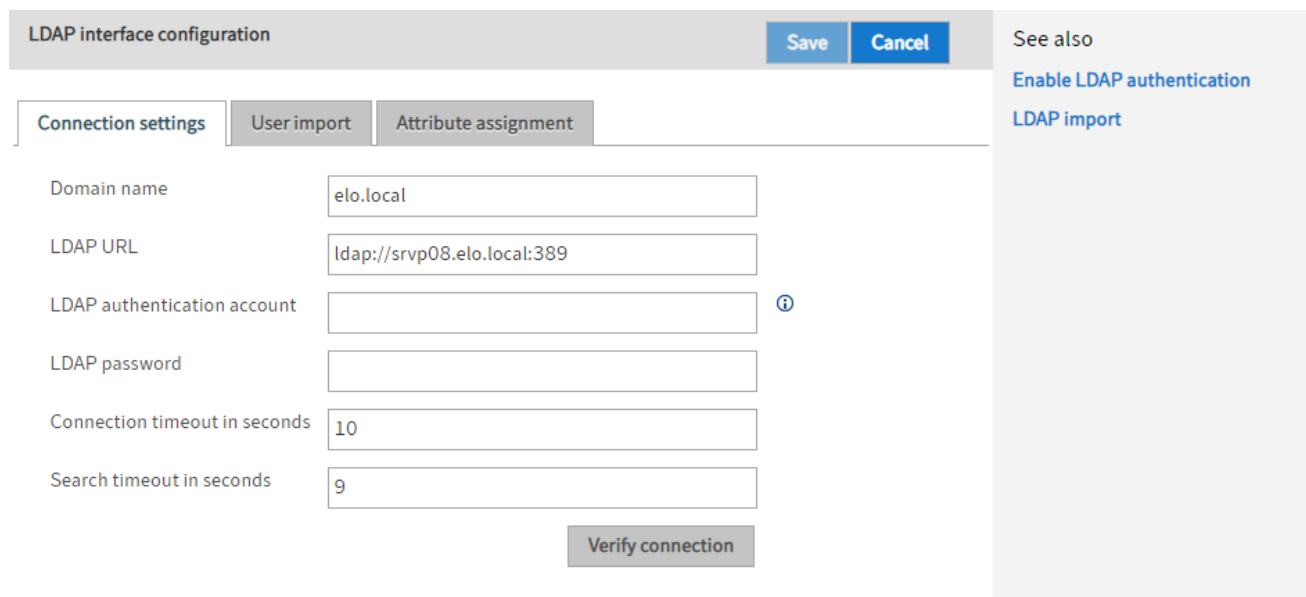
Under *Block access*, you can restrict access to ELO based on membership of a selected group.

You will find more under *Block access* in the *User management* documentation.

LDAP

The following menu items are available in the *LDAP* area:

- LDAP import
- LDAP interface configuration
- Enable LDAP authentication



A form titled "LDAP interface configuration" with "Save" and "Cancel" buttons. It has three tabs: "Connection settings" (selected), "User import", and "Attribute assignment". The "Connection settings" tab contains the following fields:

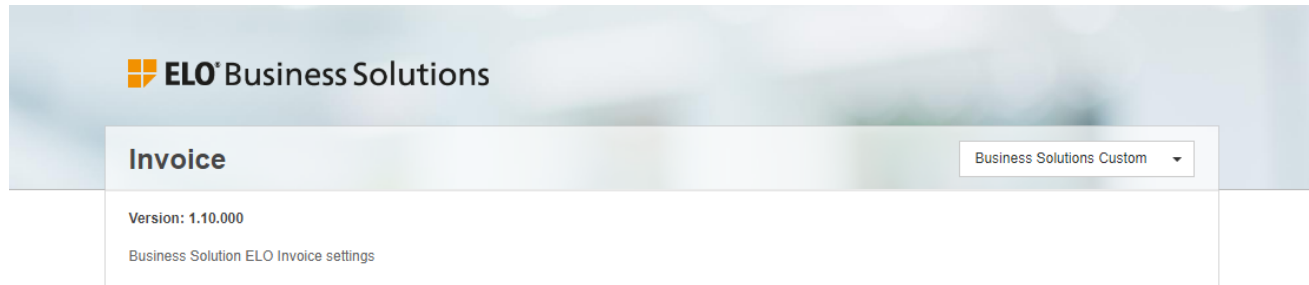
- Domain name: elo.local
- LDAP URL: ldap://srvp08.elo.local:389
- LDAP authentication account: (empty) with an information icon
- LDAP password: (empty)
- Connection timeout in seconds: 10
- Search timeout in seconds: 9

At the bottom right of the form is a "Verify connection" button. To the right of the form, under the heading "See also", are two links: "Enable LDAP authentication" and "LDAP import".

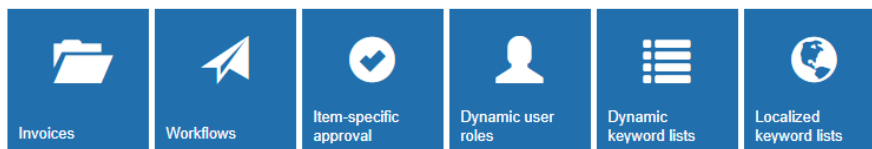
You will find more under *LDAP* in the *User management* documentation.

ClientInfos

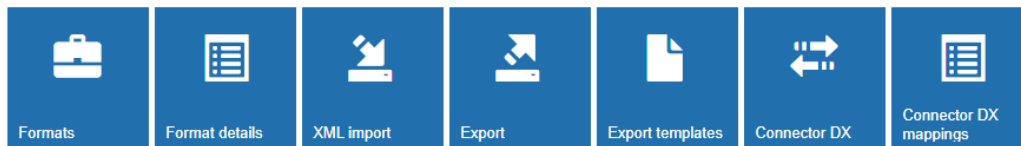
The *ClientInfos* menu area is visible if you have installed ELO Business Solutions.



Configuration



Data exchange



Depending on what you select, you will see options for the respective ELO Business Solution.

For detailed information, refer to the documentation for the respective ELO Business Solution.