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User manual BUSINESS OBJECTS SUPERVISOR 6.5
User guide BUSINESS OBJECTS SUPERVISOR 6.5
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Supervisor's Guide: Using Supervisor over the Web

Supervisor 6.5
Windows and UNIX



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Manual abstract:

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Maximizing Your Information Resources Supervisor's Guide: Using Supervisor over the Web 7 Information resources Whatever your Business Objects profile, we can help you quickly access the documentation and other information you need. Where do I start? Below are a few suggested starting points; there is a summary of useful web addresses on page 10. ! Documentation Roadmap The Documentation Roadmap references all Business Objects guides and multimedia, and lets you see at a glance what information is available, from where, and in what format. View or download the Business Objects Documentation Roadmap at www.businessobjects.com/services/documentation.htm ! Documentation from the products You can access electronic documentation at any time from the product you are using. Online help, multimedia, and guides in Adobe PDF format are available from the product Help menus. ! Documentation on the web The full electronic documentation set is available to customers with a valid maintenance agreement on the Online Customer Support (OCS) website at www.businessobjects.com/services/support.htm ! Buy printed documentation You can order printed documentation through your local sales office, or from the online Business Objects Documentation Supply Store at www.businessobjects.com/services/documentation.htm ! Search the Documentation CD Search across the entire documentation set on the Business Objects Documentation CD shipped with our products.

This CD brings together the full set of documentation, plus tips, tricks, multimedia tutorials, and demo materials. Order the Documentation CD online, from the Business Objects Documentation Supply Store, or from your local sales office. Information resources 8 Supervisor's Guide: Using Supervisor over the Web ! Multimedia Are you new to Business Objects? Are you upgrading from a previous release or expanding, for example, from our desktop to our web solution? Try one of our multimedia quick tours or Getting Started tutorials. All are available via the Online Customer Support (OCS) website or on the Documentation CD. How can I get the most recent documentation? You can get our most up-to-date documentation via the web. Regularly check the sites listed below for the latest documentation, samples, and tips. ! Tips & Tricks Open to everyone, this is a regularly updated source of creative solutions to any number of business questions. You can even contribute by sending us your own tips. www.businessobjects.com/forms/tipsandtricks_login.asp ! Product documentation We regularly update and expand our documentation and multimedia offerings. With a valid maintenance agreement, you can get the latest documentation in seven languages on the Online Customer Support (OCS) website.

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com NOTE If your issue concerns a Business Objects product and not the documentation, please contact our Customer Support experts. For information about Customer Support visit: www.businessobjects.com/services/support.htm Maximizing Your Information Resources Supervisor's Guide: Using Supervisor over the Web 9 Services A global network of Business Objects technology experts provides customer support, education, and consulting to ensure maximum business intelligence benefit to your business.

How we can support you? Business Objects offers customer support plans to best suit the size and requirements of your deployment. We operate three global customer support centers: · Americas: San Jose, California and Atlanta, Georgia · Europe: Maidenhead, United Kingdom · Asia: Tokyo, Japan and Sydney, Australia ! Online Customer Support Our Customer Support website is open to all direct customers with a current maintenance agreement, and provides the most up-to-date Business Objects product and technical information. You can log, update, and track cases from this site using the Business Objects Knowledge Base. Having an issue with the product? Have you exhausted the troubleshooting resources at your disposal and still not found a solution to a specific issue? For support in deploying Business Objects products, contact Worldwide Customer Support at: www.businessobjects.com/services/support.htm Looking for the best deployment solution for your company? Business Objects consultants can accompany you from the initial analysis stage to the delivery of your deployment project. Expertise is available in relational and multidimensional databases, in connectivities, database design tools, customized embedding technology, and more. For more information, contact your local sales office, or contact us at: www.businessobjects.com.

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Ping Supervisor over the Web What you cannot do with Supervisor over the Web You cannot do the following with Supervisor over the Web: · create repositories · manage resources, categories, Broadcast Agents, and security commands · perform scan, compact, and repair operations · import or export users or groups You must use Supervisor to perform these operations. Who can use Supervisor over the Web? Any user authorized to access Supervisor can access Supervisor over the Web. This includes users with the following profiles: · General supervisor · Supervisor · Supervisor-designer · Versatile with supervisor rights Security commands for Supervisor over the Web Security commands control the actions performed using Supervisor and Supervisor over the Web. A general supervisor can allow supervisors to perform some tasks but not others, for example, a supervisor that can create users but not delete them. You need to use Supervisor to manage security command settings, as they are not available via Supervisor over the Web. To use Supervisor over the Web, users must have certain Supervisor security commands enabled. These commands are described below. ! Security command family: configuration I want the supervisor to...

I enable Security Command... Change a existing user's profile or assigning Change Profile the profile of a new user Getting Started Supervisor's Guide: Using Supervisor over the Web 17 ! Security command family: tools I want the supervisor to..

. I enable Security Command... Change his or her own password, and those Change Password of the users managed ! Security command family: user and group I want the supervisor to.

.. I enable Security Command(s)... Add an instance of a user to a group Add to Group Create a new group Create a new user Delete a group Delete a user Disable or enable a user Create Group Create User Delete Group Delete User Disable/Enable User Edit the properties of a user or group Edit User/Group Properties Remove user instances from groups Remove User from Group Rename a user or group Move a group Rename User/Group Add to Group and Remove User from Group NOTE These security commands are enabled for general supervisors by default. For more information about security commands, refer to the Supervisor's Guide. What is Supervisor over the Web? 18 Supervisor's Guide: Using Supervisor over the Web Installing and configuring Supervisor over the Web You need to have a licence for Supervisor to be able to install and run Supervisor over the Web. Supervisor over the Web is supported in a JSP environment and requires an application server and a Business Objects server. NOTE You should have the following guides close by for reference: · Installation and Configuration for UNIX or · · · · Installation and Configuration for Windows Supervisor's Guide the installation and configuration documentation for the application server the readme for Business Objects product suite for deployment information, see, depending on your platform, Setting Up Your Business Objects Deployment under UNIX or Setting Up Your 3-tier Business Objects Deployment under Windows.



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To install and configure the Supervisor over the Web files you need to complete the following steps: 1. Install the application and web servers. You can find an up-to-date list of the application and web server versions supported by Business Objects in the Products Availability Report (PAR) at www.techsupport.businessobjects.com. To install the servers refer to the installation documentation that accompanies them. 2. Install Supervisor over the Web with the Business Objects product suite. Refer to the Installation and Configuration Guide for UNIX or the Installation and Configuration Guide for Windows, depending on your platform, for instructions.

3. Using Supervisor, create the Business Objects repository, if this has not already been done. You must use Supervisor because you cannot create a repository using Supervisor over the Web. Getting Started Supervisor's Guide: Using Supervisor over the Web 19 4. Configure the application and web servers for Supervisor over the Web using the Configuration Tool.

5. Set the virtual directory that allows you to access Supervisor over the Web through a browser. For example, if you keep the default virtual directory proposed by the Configuration Tool (wsupervisor), you'll access the Supervisor over the Web through the URL:

<http://<hostname>:<portnumber>/wsupervisor> or <https://<hostname>:<portnumber>/wsupervisor> (only if you use an SSL web server) When configuration is complete, this link provides access to Supervisor over the Web. For complete configuration instructions, see the Installation and Configuration Guide for UNIX or the Installation and Configuration Guide for Windows, depending on your platform. Installing and configuring Supervisor over the Web 20 Supervisor's Guide: Using Supervisor over the Web Running Supervisor over the Web Once you have installed and configured Supervisor over the Web, you need to do the following to access Supervisor over the Web 1.

Start the application and web servers. For information on configuring and starting the application server, see the Installation and Configuration Guide for UNIX or the Installation and Configuration Guide for Windows, depending on your platform. 2. Start the Business Objects server. 3. If this is the first time you are running Supervisor over the Web, use the Business Objects Administration Console to enable the following modules in your cluster: - Administration Server - Login Server 4. In a browser, go to the Supervisor over the Web virtual directory created using the Configuration Tool. It should have the following format: <http://<hostname>:<portnumber>/wsupervisor> The login page for Supervisor over the Web appears. Getting Started Supervisor's Guide: Using Supervisor over the Web 21 5. Click Log In.

6. Enter your user name and password. If you have the supervisor profile, only the groups to which you belong as a supervisor, and their subgroups, appear in the subgroup tree. General supervisors belong to the repository root group and can therefore see all groups and users. NOTE If your login fails, remember that: · If the Change password at first login option is activated in your user properties, you need to go first to another tool, for example BusinessObjects or Supervisor, to change your password. · If a timestamp is applied to you or your group, you cannot log in to Supervisor over the Web outside the timestamp period(s). · If the amount of your incorrect password entries exceeds the maximum tries authorized, your password is disabled. You need to contact another general supervisor to get your password enabled. For information on starting the Business Objects server or enabling modules, refer to the System Administrator's Guide for UNIX or System Administrator's Guide for Windows, depending on your platform. Running Supervisor over the Web 22 Supervisor's Guide: Using Supervisor over the Web Logging out of Supervisor over the Web When you have finished using Supervisor over the Web, log out of the product instead of just closing your browser.

This enables the Login Server to be refreshed with the changes that you performed. You log out of Supervisor over the Web by clicking the Logout button in the Supervisor over the Web toolbar. If you leave Supervisor over the Web inactive longer than the maximum time period defined by the Administration Server's Client Session Timeout parameter, your session is closed automatically, and you must log in again. This parameter can only be modified in the Administrative Console. To log out: 1.

Click Logout in the Supervisor over the Web toolbar. A confirmation window appears. 2. Click Logout. The Login page appears.

You have logged out. If you decide not to log out, click Cancel. Getting Started Supervisor's Guide: Using Supervisor over the Web 23 Using the online help The Supervisor over the Web online help provides you with a description of Supervisor over the Web and complete instructions for using the product. To access the Supervisor over the Web online help, click Help on the Supervisor over the Web toolbar. The Supervisor over the Web Online Help page appears.

The navigation frame is resizable, and consists of: · an expandable and collapsible table of contents · a multi-level index with keyword search · a search facility Click individual help topics in the navigation frame to display their contents. Where relevant, it also contains links to related help topics and to online guides in PDF format. Using the online help 24 Supervisor's Guide: Using Supervisor over the Web Getting Started Managing Groups 2 chapter 26

Supervisor's Guide: Using Supervisor over the Web Overview Supervisor over the Web allows you to manage groups by: · Using the Group Management pane · Adding a user · Creating a new group · Renaming a group · Moving a group · Deleting a group Managing Groups Supervisor's Guide: Using Supervisor over the Web 27 Using the Group Management pane When you log in to Supervisor over the Web, the Group Management pane's subgroup tree shows the groups to which you belong as a supervisor and their subgroups. If you are a general supervisor, it shows the repository root group as the current group.

When you select a subgroup, that group appears as the current group.

current group level up icon current group section users in group section search options link list sort bar subgroup tree The Group Management pane contains the following: · up icon - takes you to the parent of the current group · subgroup tree - contains links to the groups within the current group to which you have access · current group level - indicates the complete path of the current group in the group hierarchy · current group section - contains the actions that you can perform on the current group · users in group section - contains the actions that you can perform on one or more users in the current group and its subgroups, the search options, and the list of users in the group and its subgroups with a list sort bar.



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For more information on the user profiles go to *Understanding user profiles on page 41*. · search options link - allows you to show the search options. · list sort bar - allows you to sort the users by user name, group name, user profile, and select or unselect all users. Using the Group Management pane 28 Supervisor's Guide: Using Supervisor over the Web NOTE You are not allowed to perform actions on: · your own user instances. When your user instance appears in a user list, the check box is not displayed. · a general supervisor instance if you are not logged in as a general supervisor. · a link that is inactive for one of the following reasons: - the security commands that allow this action are disabled for your profile - this action is not possible by design Navigating in the subgroup tree You can navigate in the subgroup tree by doing the following: · To display a subgroup in the Group Management Pane, click its name. It then becomes the current group. · To return to the root group, click the root group name in the current group level.

· To display the parent group of the current group, click the up icon. Sorting users in the group management pane To sort the list of users in the Users in group section of the Group Management pane use the list sort bar. sort by user profile sort by user sort by user name group list sort bar current sort arrow Managing Groups Supervisor's Guide: Using Supervisor over the Web 29 ! Sorting user list by profile For information on profiles, refer to Understanding user profiles on page 41. To sort users by profile: 1. Click the profile icon in the list sort bar.

A small, blue arrow appears next to the profile icon. This indicates that the list of users is now sorted by user profile. The arrow points downward to indicate that the sort order is descending. The profile column is sorted in the following order: - General supervisor - Supervisor - Designer - Supervisor-designer - User - Versatile Within each profile the list is sorted by user name, then group. 2.

To sort the list in ascending order, click the arrow. The list reappears with the arrow pointing upward to indicate that the sort order is ascending. ! Sorting user list by name To sort users by user name: 1. Click Users in the list sort bar. The list is sorted in descending order. A small, blue arrow appears next to Users. This indicates that the user list is now sorted by user name. The arrow points downwards to indicate that the sort order is descending. If a user has more than one user instance, they are sorted according to profile, then group. 2.

To sort the list in ascending order, click the blue arrow. The list reappears with the arrow pointing upwards to indicate that the sort order is ascending. Using the Group Management pane 30 Supervisor's Guide: Using Supervisor over the Web ! Sorting user list by group To sort users by group name: 1. Click Groups in the list sort bar. The list is sorted in descending order. A small, blue arrow appears next to Groups. This indicates that the user list is now sorted by group name. The arrow points downwards to indicate that the sort order is descending. Within each group, the list is sorted by profile, then user name. 2.

To sort the list in ascending order, click the blue arrow. The list reappears with the arrow pointing upwards to indicate that the sort order is ascending. Managing Groups Supervisor's Guide: Using Supervisor over the Web 31 Adding a user A user can belong to more than one group. Each occurrence of the same user in different groups is an "instance." Using Supervisor over the Web, you can add an instance of an existing user to a group.

A user added to a group inherits the rights of that group. To add an existing user to a group: 1. In the Current group section click Add user. The Add user in group "<group name>" pane appears. 2.

In the Enter user name box, type the name of an existing user that you want to add to the group. 3. Select a profile from the Select profile list. The profile selected for this user does not affect the user's profile in other groups. 4. Click OK to confirm, or Close to cancel the operation and return to the Group Management pane. 5. To add more users the group, repeat steps 2 through 4. 6. To return to the Group Management pane after adding the new user(s), click Close.

NOTE You cannot: · select the General Supervisor profile using the Add user function · add users from groups to which you do not have Supervisor rights · if the Set Profile security command is disabled for your profile, select other than the User profile Adding a user 32 Supervisor's Guide: Using Supervisor over the Web Creating a new group The root group, which is created in the repository, represents your organization. All other groups you create are subgroups of the root group. To create a new group in a selected group: 1. In the Current group section click New group. The Create new group in group "<group name>" pane appears. 2. In the Enter new group name box, type a name for the new group. Group names are unique within a repository. No two groups may have the same name. 3.

Click OK to confirm, or Close to cancel the operation and return to the Group Management pane. 4. To create more new groups, repeat steps 2 and 3. 5. To return to the Group Management pane click Close.

Managing Groups Supervisor's Guide: Using Supervisor over the Web 33 Renaming a group To rename the current group: 1. In the Current group section click Rename. The Rename group "<group name>" pane appears. 2. In the Enter new group name box, type the new name of the group. Group names are unique within a repository. No two groups may have the same name. 3. Click OK to confirm and return to the Group Management pane, or Close to cancel the operation and return to the Group Management pane. Renaming a group 34 Supervisor's Guide: Using Supervisor over the Web Moving a group Using Supervisor over the Web, you can move a group if: · it is not the root group · you are a General Supervisor or the group is within your scope To move a selected group: 1. In the Current group section click Move. The Move group "<group name>" pane appears. 2. From the Select a new parent group list select the group to which you want to move the current group. 3.

Click OK to confirm and return to the Group Management pane, or Close to cancel the operation and return to the Group Management pane. Managing Groups Supervisor's Guide: Using Supervisor over the Web 35 Deleting a group Using Supervisor over the Web, you can delete a group if: · it is not the root group · you are a General Supervisor or the group is within your scope · the group does not have a Broadcast Agent assigned to it Broadcast Agents are assigned to groups as part of group properties, which can only be managed with Supervisor, not Supervisor over the Web.



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Use Supervisor to remove a Broadcast Agent from a group before deleting the group. To delete the current group: 1. In the Current group section click Delete. 2. The profiles are described below. ! A general supervisor has all permissions in its security domain. 3. The User Management pane for that instance opens. Creating a new user 44 Supervisor's Guide: Using Supervisor over the Web To create a new user: 1.

Using the subgroup tree, navigate to the group in which you want to create a user. For information about the Group Management pane, refer to Using the Group Management pane on page 27. 2. Click New user in the Current group section. The Create new user in group "<group name>" pane appears. 3. In the Enter user name box, type the name of the new user. User names are unique within the repository. No two users may have the same name. If you type the name of an existing user, an error message appears.

In this case, enter a different name for the user and click OK. If you meant to add an existing user with this name to the group, you can use Add user in the Group Management pane or Add to group in the User Management pane. 4. Select a profile from the Select profile list. You cannot assign the general supervisor profile unless: - you are logged in as a general supervisor - the new user is created in the repository root group 5. Click OK to create the new user, or Close to return to the Group Management pane. 6. To create other users, repeat steps 2 through 4, or click Close to return to the Group Management pane. Managing Users Supervisor's Guide: Using Supervisor over the Web 45 Adding to a group Using Supervisor over the Web, you can use Add to group to add a user to a group if: - the group or user is within your scope - the instance is not your own - you are trying to add a user that is not a General Supervisor For information on adding more than one user from a group at a time, refer to Adding multiple users to a group on page 63. To add a user to a group: 1.

In the User Management pane for the current user, click Add to group. The Add user "<user name>" to group pane appears. 2. From the Select a group list, select the group to which you want to add the user. 3. Select a profile from the Select profile list. The General Supervisor profile is not available for this action. This profile can only be assigned to a user who has only one instance and is at the repository root level. 4. Click OK to add the user to the group and return to the User Management pane, or Close to cancel the operation and return to the User Management pane.

Adding to a group 46 Supervisor's Guide: Using Supervisor over the Web Editing user properties Using Supervisor over the Web you can perform the following actions on user properties: - Changing a user profile - Changing login properties - Setting the object security level - Setting the identification strategy - Changing password settings NOTE You cannot change: - properties for your own instance. - the following parameters for general supervisor instances: - Disable Login (you can only set it to Off) - Enable Offline Login - Enable Password Modification - Object Security Level Managing Users Supervisor's Guide: Using Supervisor over the Web 47 Changing a user profile To change the profile of a user: 1. Select the user instance in the Group Management pane. The User Management pane appears for that user. 2.

In the Groups section, select the profile that you want to assign to that user instance in the correct group. You cannot assign the general supervisor profile unless: - you are logged in as a general supervisor - the user has only one instance and this instance is located in the repository root group 3. Click OK to confirm. The Group Management pane reappears. NOTE When you set a profile to general supervisor, the following parameters are automatically changed: - Disable Login is set to Off - Enable Offline Login is set to On - Enable Password Modification is set to On - Object Security Level is set to Private Editing user properties 48 Supervisor's Guide: Using Supervisor over the Web Changing login properties The Disable login and Enable offline login options are in the Password & Security section of the User Management pane.

! Enabling and disabling login The Disable login property grants or denies permission to a user to log in. 1. Select the user instance in the Group Management pane. The User Management pane appears for that user. 2. In the Password & Security section, click On or Off for Disable login. 3. Click OK to confirm. If you disabled the login, user's profile icon in the Group Management pane appears with a red X. If you enabled the user's profile icon, the red X disappears.

! Enabling and disabling offline login The Enable offline login property grants or denies permission to a user to log in without a connection to the repository. 1. Select the user instance in the Group Management pane. The User Management pane appears for that user. 2. In the Password & Security section, click On or Off for Enable offline login. 3. Click OK to confirm. Managing Users Supervisor's Guide: Using Supervisor over the Web 49 Setting the object security level Objects are components in Business Objects universes that make data accessible to users. Their security level is defined by the designers who create them.

By default, their security level is Public, meaning any user can work with them. If they are given a higher security level, only users granted the corresponding Object Security level have access to them. The levels are, from highest to lowest: - private - confidential - restricted - controlled - public For more information on object security levels, refer to the Designer's Guide. To set the object security level for a user: 1. Select the user instance in the Group Management pane.

The User Management pane appears for that user. 2. In the Password & Security section, select a level from the Object security level list. 3. Click OK to confirm.

Changing password settings Supervisor over the Web allows you to edit the password settings for a user. ! Allowing users to modify their password To allow users to modify their password: 1. Select the user instance in the Group Management pane. The User Management pane appears for that user. 2. In the Password & Security section, click On or Off for Enable password modification. 3. Click OK to confirm. Editing user properties 50 Supervisor's Guide: Using Supervisor over the Web ! Forcing users to change their password at the first login To force users to change their password at their first login: 1. Select the user instance in the Group Management pane.

The User Management pane appears for that user.



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2. In the Password & Security section, click On or Off for Change password at first login. 3. Click OK to confirm. ! Forcing users to change their password at set periods If you want to force users to change their password after a specified number of days has elapsed: 1. Select the user instance in the Group Management pane. The User Management pane appears for that user. 2. In the Password & Security section, click On for Password validity. The Password validity box and the Periodic action options appear. 3. In the Password validity box, type the desired number of days. The password becomes invalid after the number of days has elapsed. 4.

To activate Periodic action, click On. With this option selected, the password validity period you entered is applicable each time the user changes the password. When Password validity is On and Periodic action is Off, the password validity period only applies once. 5. Click OK to confirm.

Managing Users Supervisor's Guide: Using Supervisor over the Web 51 Setting the identification strategy Supervisor over the Web allows you to set the identification, or password checking, strategy for a user. To control the password checking strategy associated with a user: 1. Select the user instance in the Group Management pane. The User Management pane appears for that user. 2. In the Password & Security section, select an option from the Identification Strategy list. Option Full Checking No Password Checking Description The default option. The Business Objects repository always checks the validity of the user password. Removes all password controls for this user as long as the option is selected. 3.

Click OK to confirm. Editing user properties 52 Supervisor's Guide: Using Supervisor over the Web Changing a password To change a password: 1. Select the user instance in the Group Management pane. The User Management pane appears for that user. 2. Click Change password. The Change password for user "<user name>" pane appears. 3. In the Enter new password box, type the new password. 4.

In the Confirm new password box, type the new password again. 5. Click OK to confirm and return to the User Management pane, or Close to cancel the operation and return to the User Management pane. Managing Users Supervisor's Guide: Using Supervisor over the Web 53 Renaming a user To rename a user: 1. Select the user instance in the Group Management pane.

The User Management pane appears for that user. 1. Click Rename. The Rename user "<user name>" pane appears. 2.

In the Enter new user name box, type a new name for the user. This name must not already exist in the repository. 3. Click OK to confirm and return to the User Management pane, or Close to cancel the operation and return to the User Management pane. NOTE You cannot rename your own instances. Renaming a user 54 Supervisor's Guide: Using Supervisor over the Web Deleting a user You can delete the user permanently from the repository, which removes all instances of the user in all groups, and also deletes from the repository any documents that have been sent only to that user. For information on deleting more than one user at a time, refer to Deleting multiple users on page 65. To delete all instances of a user: 1. In the User Management pane for the user you want to delete, click Delete. The Delete user "<user name>" pane appears indicating the number of instances of the user that will be deleted.

2. Click OK to confirm and return to the Group Management pane, or Close to cancel the operation and return to the User Management pane. NOTE You cannot delete your own instances. Managing Users Supervisor's Guide: Using Supervisor over the Web 55 Removing a user from a group When a user belongs to more than one group, the instance of the user in any one group can be removed without permanently deleting the user from the repository. You cannot remove the last instance of a user using Remove. You need to delete the user using the process Deleting a user on page 54. For information on removing more than one user from a group at a time, refer to Removing multiple users from a group on page 64. To remove a user from a group: 1. In the Group Maintenance pane for the group from which the user is to be removed, click on the user instance. The User Management pane for the user appears. NOTE It is important to access users through the group from which they need to be removed. The Remove action is tied to the location of the user instance. 2.

Click Remove. The Remove user "<user name>" from group "<group name>" pane appears.

3. Click OK to confirm and return to the Group Management pane, or Close to cancel the operation and return to the User Management pane. NOTE You cannot remove your own instance from a group. Removing a user from a group 56 Supervisor's Guide: Using Supervisor over the Web Managing Users Managing Multiple Users 4 chapter 58 Supervisor's Guide: Using Supervisor over the Web Overview Supervisor over the Web allows you to change the settings for more than one user in a group at a time. The actions you can perform on multiple users in a group include: · Selecting users · Editing multiple user properties · Adding multiple users to a group · Removing multiple users from a group · Deleting multiple users · Using the search options Managing Multiple Users Supervisor's Guide: Using Supervisor over the Web 59 Selecting users The Users in group section in the Group Management pane displays the user instances in the current group and its subgroup.

To perform actions on users, you need to select their instances. Click the checkbox next to the instances in the Users in group section. To select or unselect all instances, click the checkbox in the list sort bar. TIP · · To narrow the list of users within a large group and its subgroup(s) in the Users in group section of the Group Management pane, use the search options. For example, you may want to find all disabled users within a group and its subgroups. To do a search, refer to Using the search options on page 66. To organize a list to find specific users whose properties you want to edit, for example all of the users with a Supervisor profile within a group, you can use the list sort option on the profiles column. For information on the list sort options, refer to Sorting users in the group management pane on page 28. Once you have selected the users, you can perform any of the operations described in the following sections. Selecting users 60 Supervisor's Guide: Using Supervisor over the Web NOTE You cannot: · select your own instance.

· select a general supervisor instance if you are not logged in as a general supervisor. · perform an action if the security commands that allow this action are disabled for your profile.



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Managing Multiple Users Supervisor's Guide: Using Supervisor over the Web 61 Editing multiple user properties After selecting multiple users in the Users in group section of the Group Management pane, you can edit their properties. 1. In the Users in group section of the Group Management pane, select the users whose properties you want to edit. For information on selecting users, see *Selecting users* on page 59. 2. Click Edit. The Edit selected users pane appears with a list of the selected users at the top. By default, the settings are set to <Unchanged>.

Descriptions of the Password & Security settings are available in *Editing user properties* on page 46. You need to leave the status as <Unchanged> for any parameters that you do not want to change. 3. Select the actions that you want to perform on the selected users: - To change the profile, select a profile that will be applied to the selected users in the current group from the Profile list. @@You cannot assign the General Supervisor profile unless you are logged in as a General Supervisor and the users are in the repository root group.

Editing multiple user properties 62 Supervisor's Guide: Using Supervisor over the Web - To disable login, select On from the Disable login list. To enable the login, select Off from the list. - To enable offline mode, select On from the Enable offline login list. To disable this option, select Off from the list. - To enable password modification, select On from the Enable password modification list.

To disable this option, select Off from the list. - To set the object security level, select a level from the Object security level list. For information on object security levels, see Setting the object security level on page 49. - To force the selected users to change their passwords at the first login, select On from the Change password at first login list. To disable this option, select Off from the list. - To activate the password validity option that forces the selected users to change their passwords at least once, select On from the Password validity list. To disable this option, select Off from the list. - If you activated the password validity option, you must set the period of time that must pass before the selected users are required to change their passwords. In the Password validity box type a number of days. - To require a password change each time the password validity period recurs, select On from the Periodic action list.

*To disable this option, select Off from the list. - To change the identification strategy, select an option from the Identification strategy list. 4. Click OK to confirm and return to the Group Management pane, or Close to cancel the operation and return to the Group Management pane. Managing Multiple Users Supervisor's Guide: Using Supervisor over the Web 63 Adding multiple users to a group To add multiple users to a group: 1. In the Users in group section of the Group Management pane, select the users that you want to add to a group. For information on selecting users, see *Selecting users* on page 59. 2. Click Add to group. @@Select a group from the Select a group list.*

4. @@@@5. @@Navigate to the group that contains the user instances you want to remove. 2. In the Users in group section of the Group Management pane, select the user instances to be removed.

*For information on selecting users, see *Selecting users* on page 59. 3. Click Remove. The Remove selected users from group pane appears with a list of selected instances that you want to remove. 4.*

*Click OK to confirm and return to the Group Management pane, or Close to cancel the operation and return to the Group Management pane. Managing Multiple Users Supervisor's Guide: Using Supervisor over the Web 65 Deleting multiple users This operation deletes ALL instances of the selected users in the repository. If you are unsure of the affiliations of any of the users, remove them from the current group instead. See *Removing a user from a group* on page 55. To delete more than one user: 1. In the Users in group section of the Group Management pane, select the users you want to delete. For information on selecting users, see *Selecting users* on page 59. 2. Click Delete. The Delete selected users pane appears with a list of the selected users.*

3. Click OK to confirm and return to the Group Management pane, or Close to cancel the operation and return to the Group Management pane. *Deleting multiple users 66 Supervisor's Guide: Using Supervisor over the Web Using the search options* By default, the Group Management pane displays users in the current group. Use the search options to narrow this list or search for a user in the current group and its subgroups. To use these options, click Show search options in the Users in group section of the Group Management pane. Search options are displayed and the Show search options link toggles to Hide search options. To hide the search options, click Hide search options. *Searching by name or wildcard* To search for users by name or wildcard: 1. In the box next to the Search button do one of the following: - to search by name, type the name - to use a wildcard, use the following formats: To search for..

. Any name that contains a letter or list of letters in the current group Any name that begins with a letter or list of letters in the current group Any name that ends with a letter or list of letters in the current group All names in the current group Use... * <letter or list of letters> * <letter or list of letters> * * <letter or list of letters> * 2.

Click Search. The list is refreshed to display only those users that match the criteria of your search. Managing Multiple Users Supervisor's Guide: Using Supervisor over the Web 67 Searching by subgroup To search for users in the parent group as well as the subgroups: 1. In the search options, select Include subgroups. 2.

*In the box next to the Search button, type a name or wildcard. For more information about this type of search refer to *Searching by name or wildcard* on page 66 3. Click Search. The list is refreshed to display users in the current group and its subgroups. Searching for disabled users* To search for disabled users in the parent group: 1. In the search options, select Disabled only. 2. In the box next to the Search button, type a name or wildcard. For more information about this type of search refer to *Searching by name or wildcard* on page 66 3. Click Search.

The list is refreshed to display only disabled users. NOTE You can combine search options. For example, you can search for disabled users across subgroups, or for disabled users with a user name beginning with C. Using the search options 68 Supervisor's Guide: Using Supervisor over the Web Managing Multiple

Users Supervisor's Guide: Using Supervisor over the Web 69 Index A adding a user to a group 31, 45 B Business Objects consulting services 9, 11 documentation 8 Documentation Supply Store 7 support services 9 training services 9, 11 documentation CD 7 feedback on 8 on the web 7 printed, ordering 7 roadmap 7 search 7 Documentation Supply Store 7 E editing login properties 48 password settings 49 user properties 46 education see training enabling login 48 offline login mode 48 C changing password 52 configuring supervisor over the web 18 consultants Business Objects 9 creating group 32 user 43 customer support 9 F feedback on documentation 8 D deleting group 35 multiple users 65 user 54 demo materials 7 designer profile 41 Developer Suite 8, 10 disabled users searching for 67 disabling login 48 offline login mode 48 G general supervisor profile 41 group adding a user to 31 adding multiple users 63 creating 32 deleting 35 moving 34 removing a user 55 removing multiple users 64 renaming 33 Index 70 Supervisor's Guide: Using Supervisor over the Web group management pane description 27 using the list sort bar 28 O object level security 49 offline login mode disabling 48 enabling 48 Online Customer Support 9 H help online 23 P I identification strategy 51 index online 23 installing supervisor over the web 18 password changing 52 settings 49 periodic action 50 periodic validity 50 properties editing for multiple users 61 login 48 user 46 K Knowledge Base 10 L logging in 20 logging out 22 login disabling 48 enabling 48 login properties changing 48 R removing multiple users 64 renaming groups 33 users 53 running Supervisor over the Web 20 M moving a group 34 multimedia quick tours 8 multiple users adding to a group 63 deleting 65 editing properties 61 removing from a group 64 selecting 59 S search documentation 7 search options 66 searching by name 66 by subgroup 67 by wildcard 66 for disabled users 67 security commands required 16 setting identification strategy 51 object level security 49 sorting using the list sort bar 28 subgroup searching by 67 Index Supervisor's Guide: Using Supervisor over the Web 71 supervisor description 15 profile 41 restrictions 41 supervisor over the web configuring 18 installing 18 supervisor-designer profile 42 support

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