

User creation and administration in ECMS

Version 1.1

Version control

Version	Date	Description of changes	
1.0	12.03.2024	Initial version	
1.1	11.07.2024	1	effectiveness of role changes
		2	screens for 4 Eyes principle
		3	User administration

Content

1. General information
2. User creation (2/4 eyes principle)
 - 2.1 Allocation of DNs
3. User administration

1. General information on user creation in ECMS

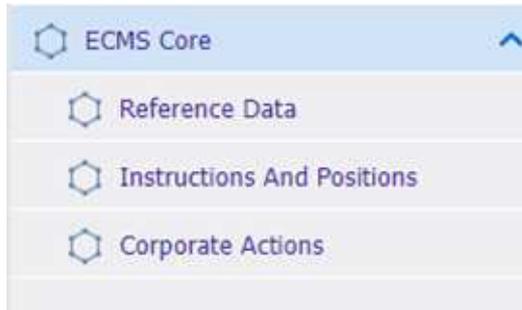
This document shall provide guidance on how to create and edit a user in ECMS.

Please keep in mind that there is no same-day availability for newly created users on ECMS. Usually one day after the user creation, the processing of the request will be completed and ECMS will be available for that particular user.

For the allocation of roles please note, that single roles are effective immediately after the restart of ECMS. Role groups or changes within the role group might take a day to be in effect.

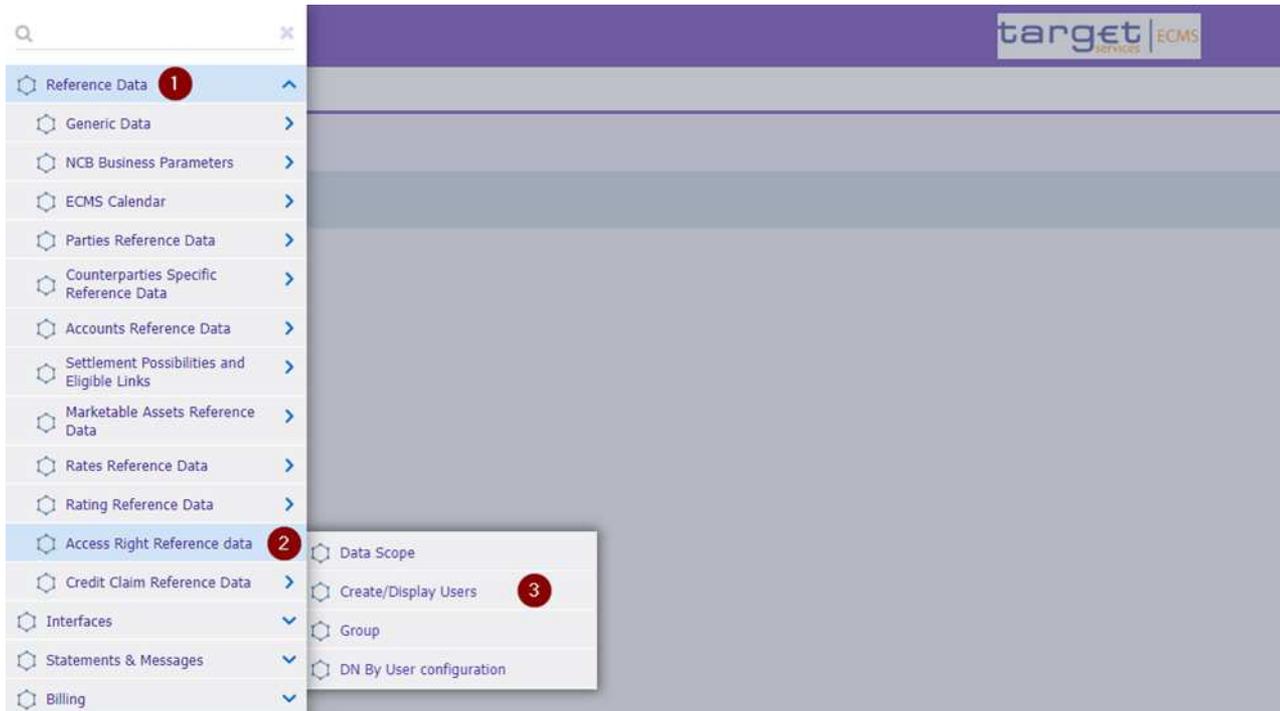
2. Creation of an U2A/A2A-User

Step 1: Navigate to the modul „Reference Data“



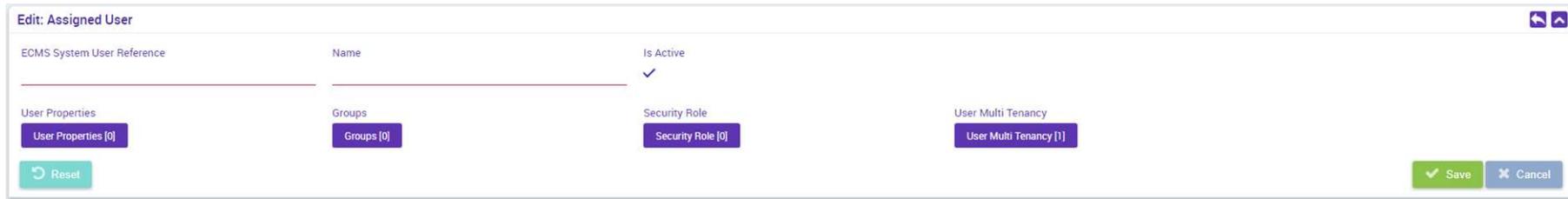
2. Creation of an U2A/A2A-User

Step 2: Navigate to the screen „Create/Display Users“



2. Creation of an U2A/A2A-User

Step 3: After clicking on **Create** a new window will appear, where the new user can be allocated with an „ECMS System User Reference“ and a name.



The screenshot shows a web form titled "Edit: Assigned User". The form is divided into several sections:

- ECMS System User Reference**: A text input field.
- Name**: A text input field.
- Is Active**: A checkbox that is checked, indicated by a blue checkmark.
- User Properties**: A section with a purple button labeled "User Properties [0]".
- Groups**: A section with a purple button labeled "Groups [0]".
- Security Role**: A section with a purple button labeled "Security Role [0]".
- User Multi Tenancy**: A section with a purple button labeled "User Multi Tenancy [1]".

At the bottom left of the form is a green "Reset" button. At the bottom right are a green "Save" button and a blue "Cancel" button. There are also small navigation icons in the top right corner.

Please adhere to the Deutsche Bundesbank naming conventions, which are available under the following link:

[Form guide and information sheet for the ECMS production environment \(bundesbank.de\)](#)

2. Creation of an U2A/A2A-User

Step 4: Creation of the data scope

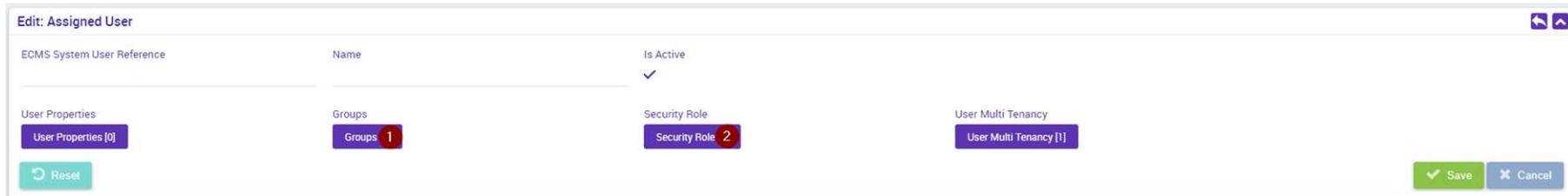
The screenshot displays a three-step process for creating a data scope for a user:

- Edit: Assigned User:** This form includes fields for 'ECMS System User Reference', 'Name', and 'Is Active' (checked). It also features four summary buttons: 'User Properties [1]', 'Groups [0]', 'Security Role [0]', and 'User Multi Tenancy [1]'. A 'Reset' button is on the left, and 'Save' and 'Cancel' buttons are on the right.
- List: Properties:** A table with columns: 'Property', 'User Property Value', 'Update Date', and 'Updater User Id'. The table is currently empty, with a message: 'No results were found for the search criteria specified'. A 'Create' button with a red '2' is at the bottom right.
- Edit: Group:** This form has a 'Property' field and a 'Data Scope' dropdown menu. The 'User Property Value' field is visible on the right. A 'Reset' button is on the left, and a 'Cancel' button is on the right. A red '3' is next to the 'Data Scope' dropdown.

Please enter the RIAD-code of your institute and save your input via the  Button

2. Creation of an U2A/A2A-User

Step 5: Assigning of roles and groups



The screenshot shows a web interface for editing a user. The title is "Edit: Assigned User". Below the title, there are several sections:

- ECMS System User Reference**: A field for the user's reference.
- Name**: A field for the user's name.
- Is Active**: A checkbox that is currently checked.
- User Properties**: A section with a button labeled "User Properties [0]".
- Groups**: A section with a button labeled "Groups 1".
- Security Role**: A section with a button labeled "Security Role 2".
- User Multi Tenancy**: A section with a button labeled "User Multi Tenancy [1]".

At the bottom left, there is a "Reset" button. At the bottom right, there are "Save" and "Cancel" buttons.

Via the button „Groups“ the user can be allocated to an existing group with all roles that were assigned within that group.

The button „Security Role“ allows to assign roles individually.

After choosing the dedicated groups and roles for the user, the input can be saved via the  Button.

2. Creation of an U2A/A2A-User

Step 6: Creation of the user via clicking „Save“

The screenshot shows a web form titled "Edit: Assigned User". It has several input fields and buttons. The "Is Active" field is checked. The "User Multi Tenancy" field has a value of 1. The "Save" button is highlighted in green, indicating it is the active action.

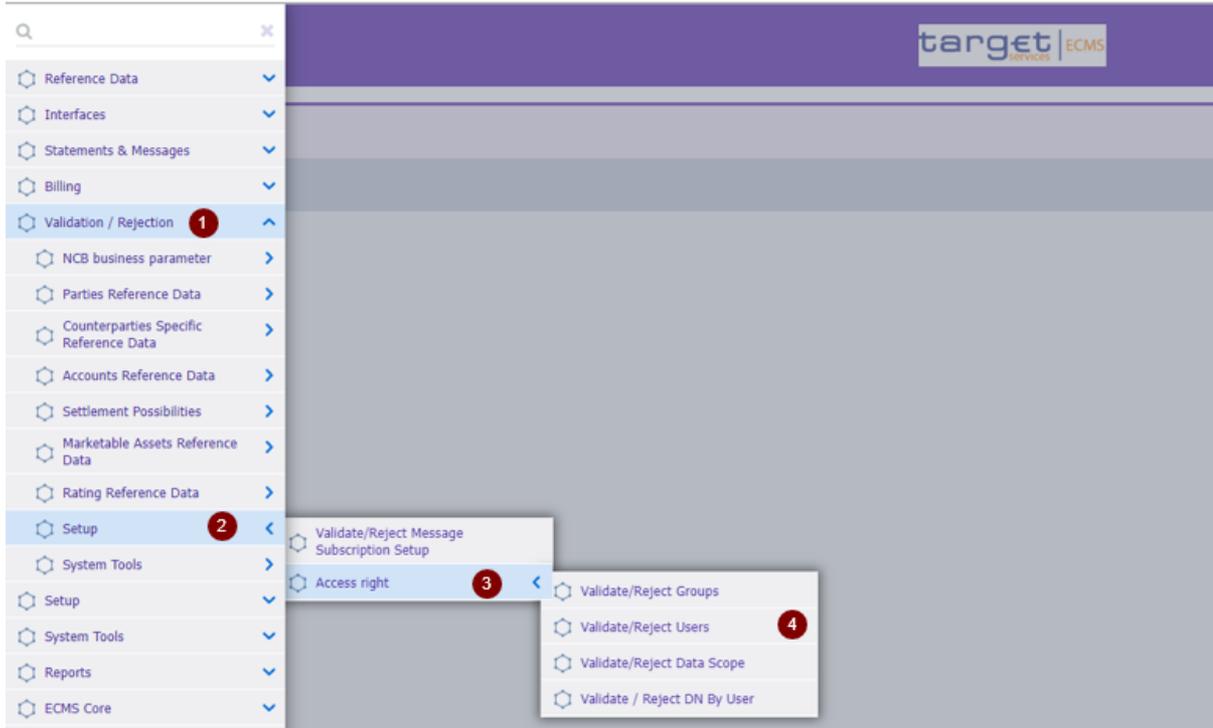
In 2 eyes mode the user creation is completed after clicking „save“. If the 4 eyes principle is used, then the new user is up for validation by a second user.

After creation of the user, the allocation of at least one DN (Distinguished Name) to the user is required (see page 13 f.). Without a linked DN the user cannot be used in ECMS.

2. Creation of an U2A/A2A-User

4 eyes principle: validate/reject

If the 4 eyes principle is being applied, a new user must be validated by a second user:



2. Creation of an U2A/A2A-User

4 eyes principle: validate/reject

After clicking on „search“ all instructions waiting for validation will be listed:



The screenshot shows a search result table with the following data:

ECMS System User Reference	Name	Is Active	Rejected	Action To Validate
DECPY-DE50091-WENZEL-4EP	Michelle Wenzel 4 EP	Yes	No	creation

Below the table, there are four buttons: Reject, Edit, Validate, and View.

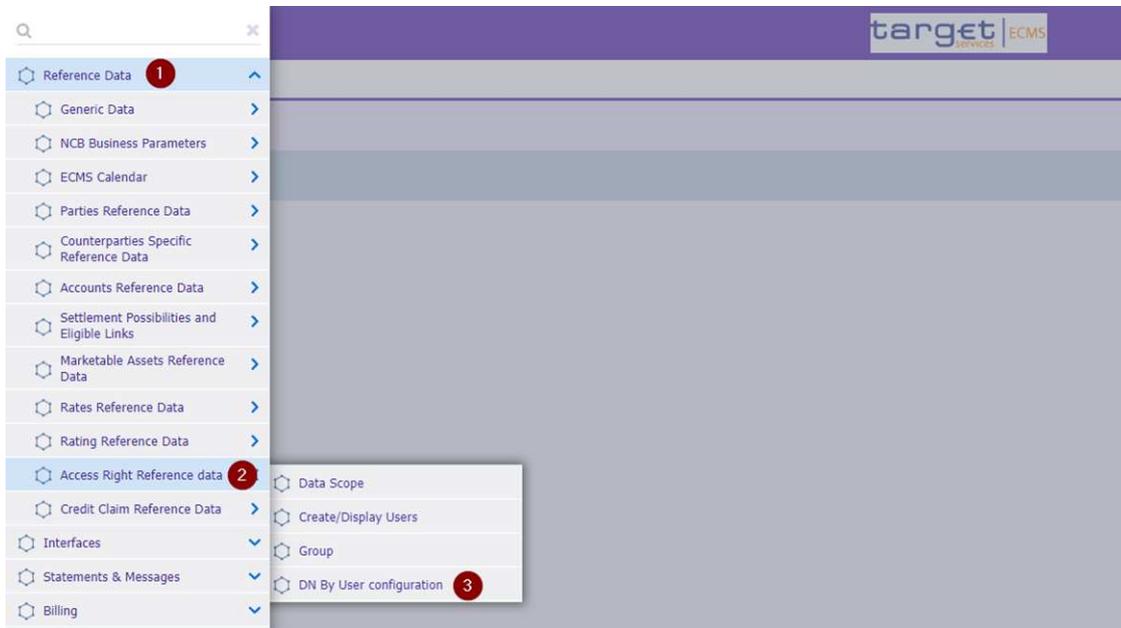
After clicking on an instruction, the following buttons appear...

- ... View: instruction opens in view-mode so that the instruction data can be checked
- ... Validate: release/validate the instruction
- ... Reject: reject the instruction
- ... Edit: instruction opens in edit-mode. An edited instruction will be put up for validation by a second user again.

2. Creation of an U2A/A2A-User

2.1 Allocation of a DN to an ECMS user

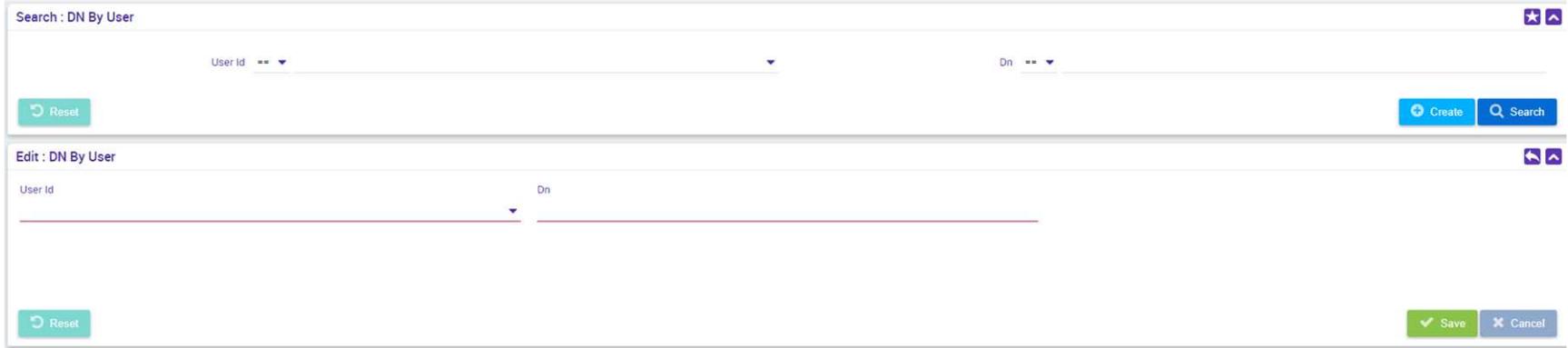
To allocate an existing user in ECMS to one or multiple DNs, the screen „DN By User configuration“ has to be opened.



2. Creation of an U2A/A2A-User

2.1 Allocation of a DN to an ECMS user

Via clicking  a new window will open.



The image shows two screenshots of a web application interface. The top screenshot is titled "Search : DN By User" and features a search bar with "User Id" and "Dn" dropdown menus. It includes a "Reset" button on the left and "Create" and "Search" buttons on the right. The bottom screenshot is titled "Edit : DN By User" and shows the same "User Id" and "Dn" dropdown menus. It includes a "Reset" button on the left and "Save" and "Cancel" buttons on the right.

Input the „ECMS System User Reference“ of the particular user in the entry „User Id“ or chose from the Dropdown menu.

Input the DN of the user under „DN“.

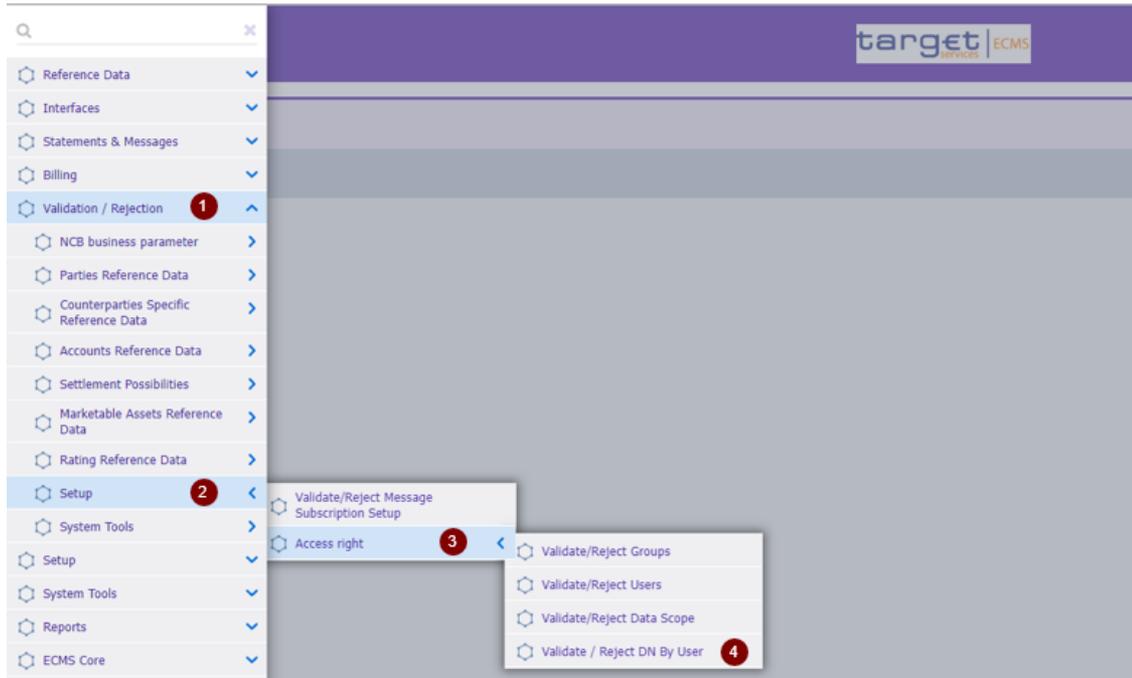
Save your inputs to allocate the user to a DN. If 4 eyes principle is used, a validation by a second user is needed.

If the user has to be allocated to multiple DNs, the steps can be replicated as described before.

2. Creation of an U2A/A2A-User

2.1 Allocation of a DN to an ECMS user - 4 eyes principle

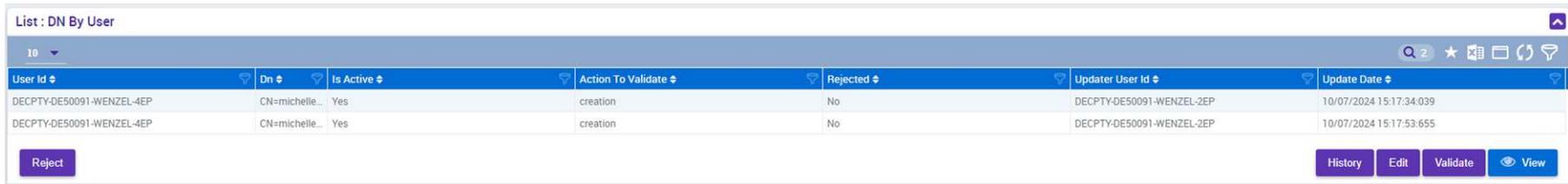
If the 4 eyes principle is being applied, a new user must be validated by a second user:



2. Creation of an U2A/A2A-User

2.1 Allocation of a DN to an ECMS user - 4 eyes principle

After clicking on „search“ all instructions waiting for validation will be listed:



User Id	Dn	Is Active	Action To Validate	Rejected	Updater User Id	Update Date
DECPTY-DE50091-WENZEL-4EP	CN=estelle...	Yes	creation	No	DECPTY-DE50091-WENZEL-2EP	10/07/2024 15:17:34.039
DECPTY-DE50091-WENZEL-4EP	CN=estelle...	Yes	creation	No	DECPTY-DE50091-WENZEL-2EP	10/07/2024 15:17:53.655

Buttons: Reject, History, Edit, Validate, View

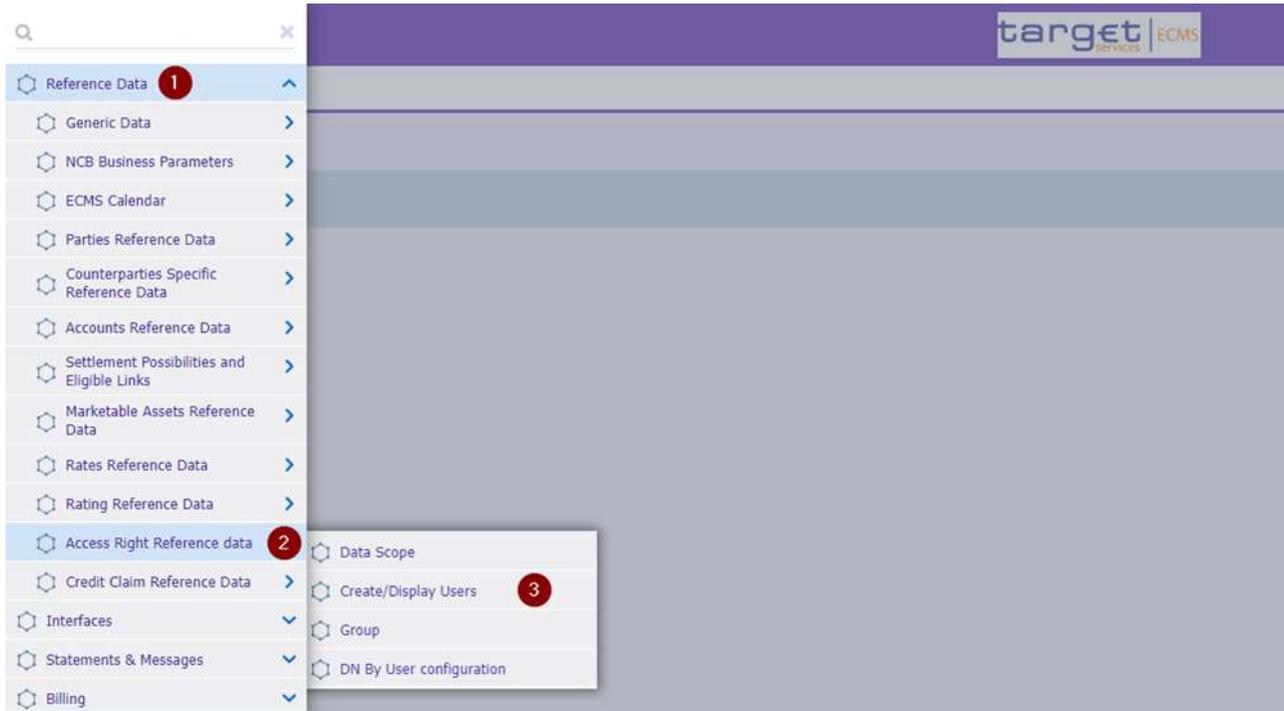
After clicking on an instruction, the following buttons appear...

- ... View: instruction opens in view-mode so that the instruction data can be checked
- ... Validate: release/validate the instruction
- ... Reject: reject the instruction
- ... Edit: instruction opens in edit-mode. An edited instruction will be put up for validation by a second user again.

3. User administration

Editing an existing user

Navigate to the screen „Create/Display Users“



3. User administration

Editing an existing user

After clicking on „Search“ all existing user will be displayed in the list screen. After choosing a user click on „edit“.

The screenshot displays a user administration interface. At the top, there is a search form titled "Create / Display : User". The form includes several input fields: "ECMS System User Reference" (with a dropdown arrow), "Name" (with a dropdown arrow), "Is Active" (with a dropdown arrow), "Update Date" (with a dropdown arrow and a calendar icon), and "User Property Value" (with a dropdown arrow). Below the form are two buttons: "Reset" (green) and "Create Search" (blue). Below the search form is a section titled "Search Result : Users". It features a table with the following columns: "ECMS System User Reference", "Name", "Is Active", "Update Date", and "Updater User Id". The table contains one row of data. Below the table are four buttons: "History", "Edit", "Delete", and "View".

ECMS System User Reference	Name	Is Active	Update Date	Updater User Id
DECPY-DE50090-WENZEL-2EP	Michelle Wenzel	Yes	27/06/2024 09:53:57:014	DECB-UP16222

Only the name and roles/role groups can be edited (steps described on page 9).

3. User administration

Administration of DNs linked to an user

DNs linked to an user can only be deleted or newly created. Please do not use the edit button.

Search : DN By User

User Id ** ▾ Dn ** ▾

Reset Create Search

List : DN By User

User Id	Dn	Is Active	Action To Validate	Rejected	Updater User Id	Update Date
DECPY-DE50091-WENZEL-2EP	CN=michelle-w...	Yes		No	FR-OT-JS	30/06/2024 11:24:30:692
DECPY-DE50091-WENZEL-2EP	CN=michelle-w...	Yes		No	FR-OT-JS	30/06/2024 11:24:44:530

Delete History Edit View

After a DN is deleted, the ECMS Access right will be stripped from it in CRDM.

For linking new DNs to an user - please follow the steps described on page 13/14.