Exercise: Create Users and Assign User Privileges

Purpose Learn how to create new user groups, define their rights and assign users to the groups using the **User Administration** program.

NOTE: To do this exercise, we want to use the IGSS demo configuration. Therefore, you must go into the **System Configuration** program and make the demo configuration the active configuration.

Duration Max. 25 minutes.

We want to create three user groups, and to simplify understanding how things work, we will only create one user for each user group. Here's a matrix of what we want as our result in this exercise.

User Administration Setup

User group name =	**Admin**	**OpDay**	**OpNight**
Global rights =	√ Can define √ Can administer √ Can use system commands √ Can use portal √ Can define WinPager settings	√ Can use system commands	- - - - -
Protect object rights =	Protect - 4	Protect - 2	Protect - 1
Default diagrams =	Area = **Overview** Diagrams in area = **Objects**	Area = **Plants** Diagrams in area = **Manufacturing**	Area = **Global** Diagrams in area = **Welcome**
User name & password =	name: Bob p/w: Bob	name: Jim p/w: Jim	name: Pat p/w: Pat

Task 1: Create user groups

Our first task is to create the user groups to be used with the IGSS configuration that we made as the active configuration by opening it in the System Configuration program.

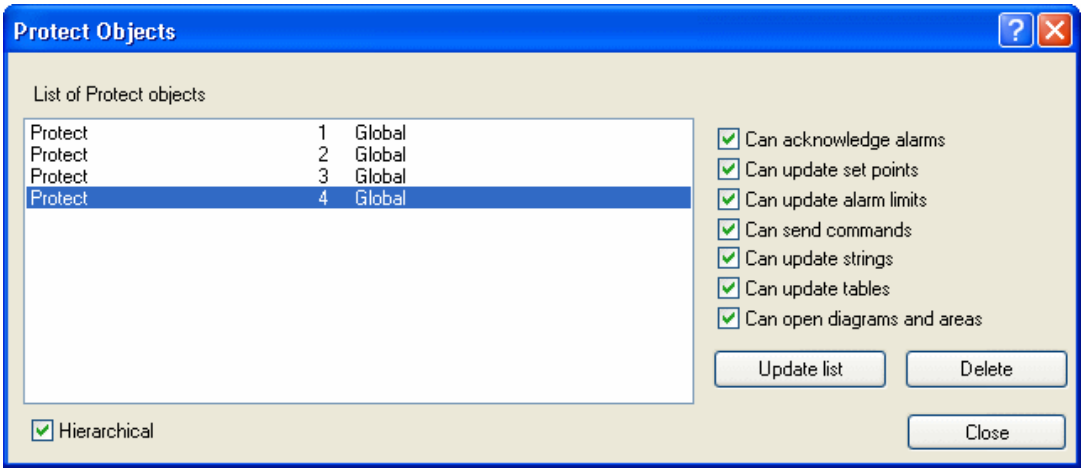
Step	Action
1.	Open the **User Administration** program and select **File → User Group**.
2.	Create the three user groups with the same names as shown in the table above: • Admin • OpDay • OpNight
3.	Select the **Admin** name in the **All defined groups** box and then give this group the **Global Rights** as shown in the table above.
4.	Now select the **Area** and **Diagrams in area** for this group as shown in the table above.
5.	Repeat steps **1.** to **4.** for the two other groups as shown in the table above.
6.	To complete the last part of setting up in the **Protect objects rights** area, go to the task below and complete it.

Task 2: Setting up the Protect object rights

Now we must set up the various Protect object levels to be used on individual objects in our project or configuration.

Step	Action
1.	On the **File** menu in **User Administration**, select **Protect Objects**.
2.	Click on the **Update list** button if the window is blank to load the **Protect 1** to **4** levels.

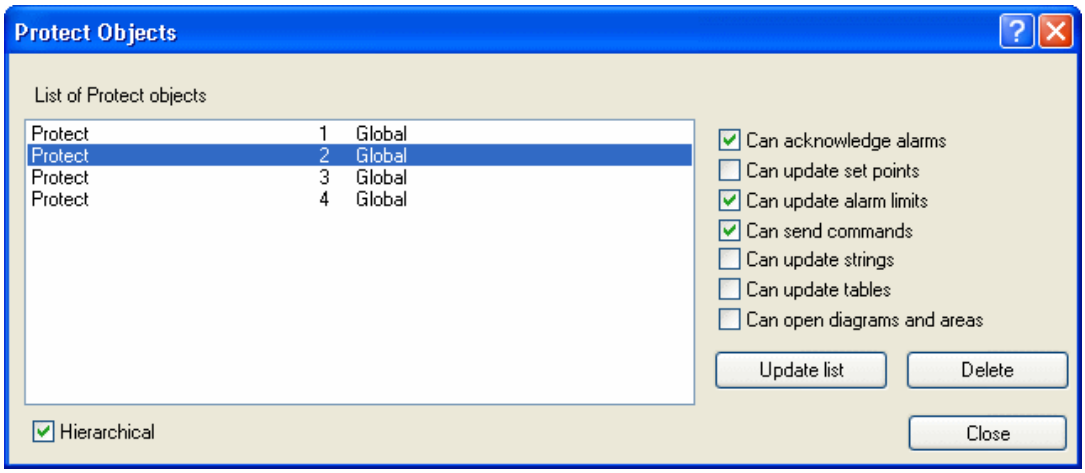
3. Click on **Protect 4 Global** and select all the rights in the list at the right.



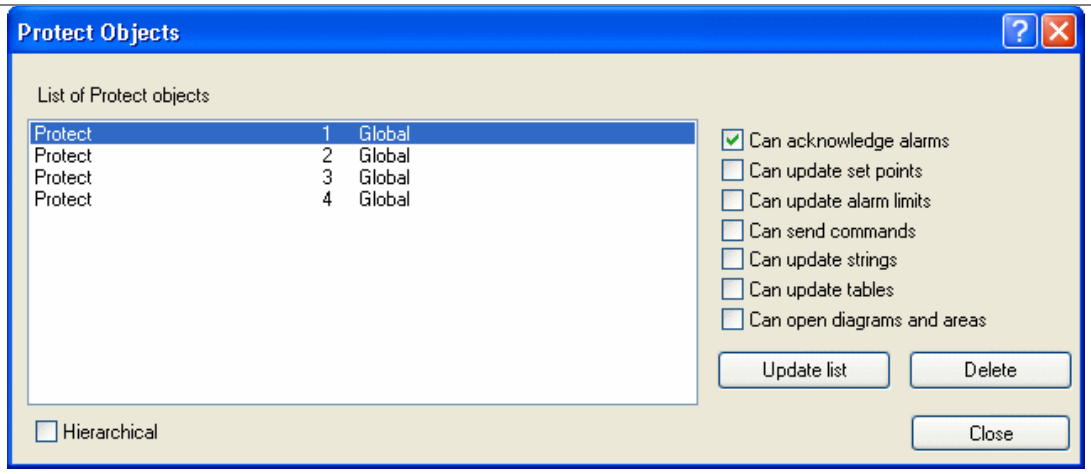
4. At the bottom, select the setting **Hierarchical** to have some of these these rights become available for other Protect levels.

5. Click on **Protect 3 Global** and select the **Hierarchical** check box and nothing else.

6. Click on **Protect 2 Global** and select the rights as shown below.

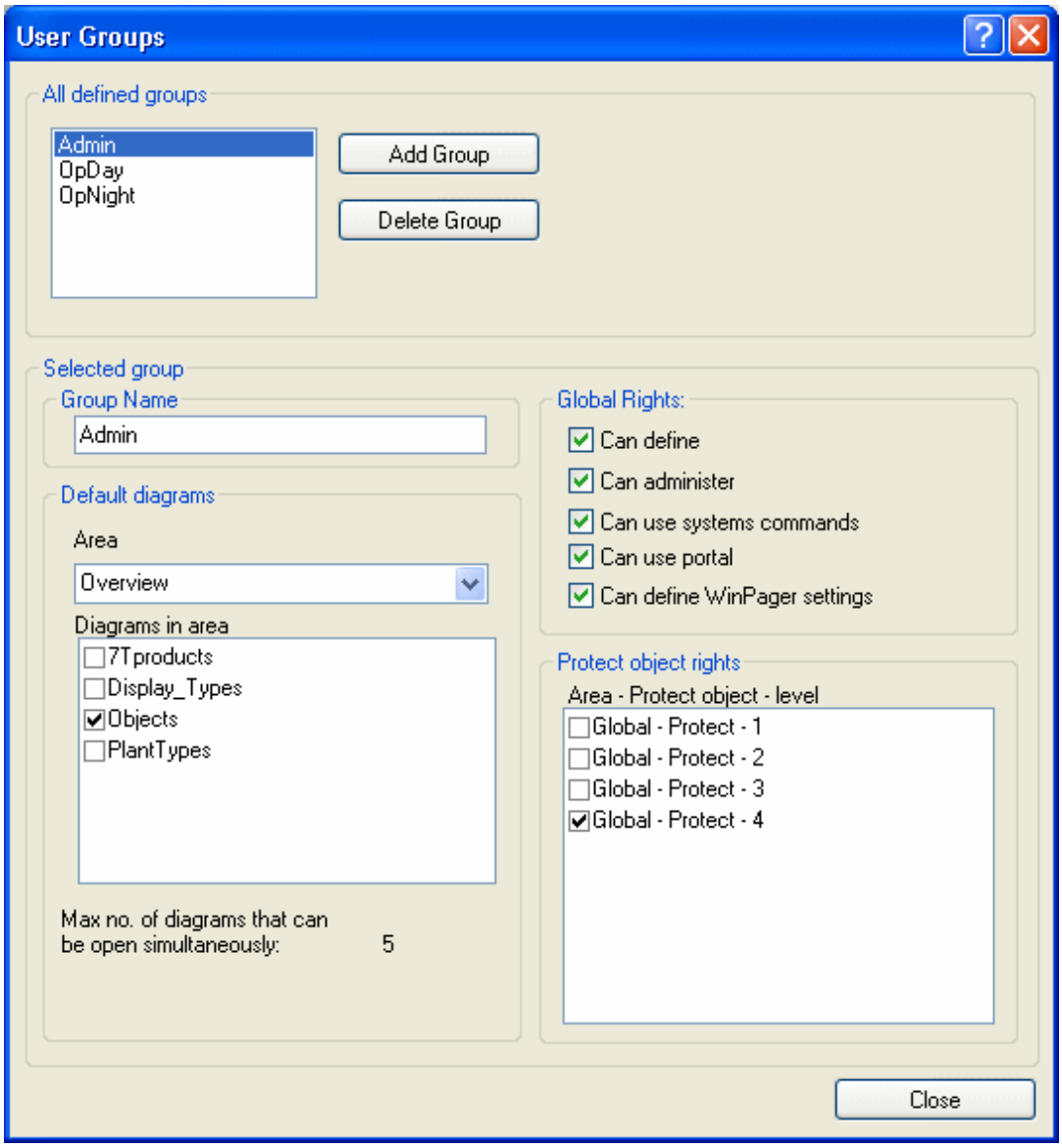


7. Finally, click on **Protect 1 Global** and select the single right as shown below, i.e. **Can acknowledge alarms**.



8. Click on the **Close** button when finished.

9. Now go back to the **File** → **User Groups** menu and make sure that each user group has been given the correct Protect objects rights level as described in the **User Administration Setup** table on page 62. Below we see the completed setup for the first group we created, the **Admin** group, and we see under **Protect object rights** that this group has been given **Global – Protect – 4**.

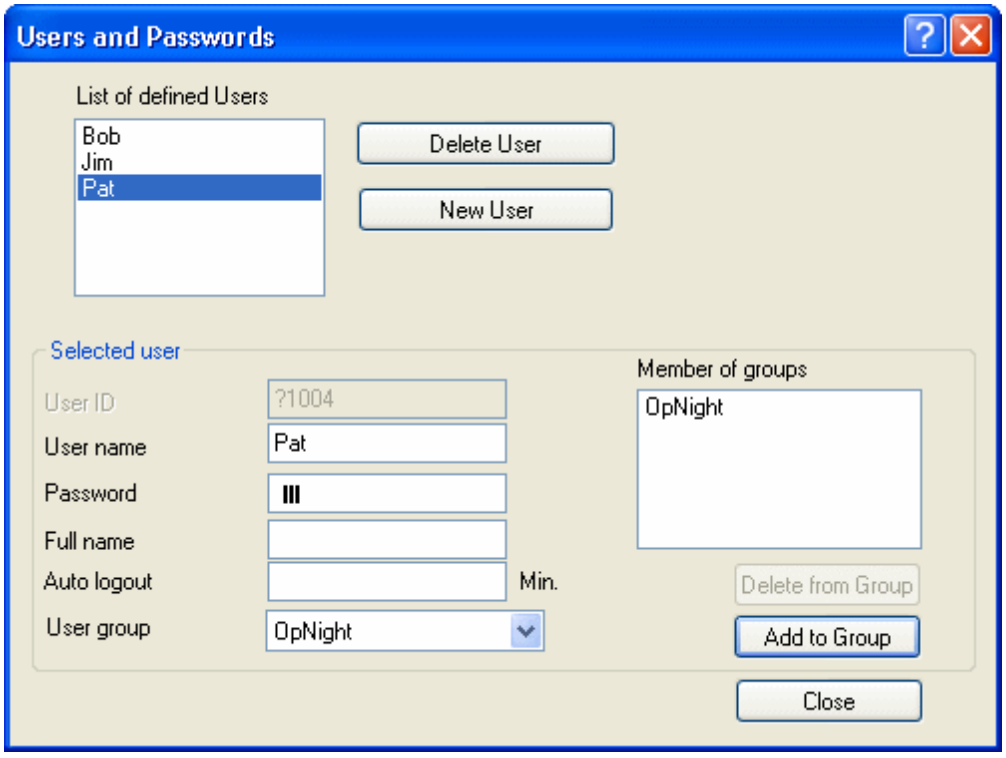


10. Notice above that under **Default diagrams**, the **Area** called **Overview** and the **Diagrams in area** called **Objects** have been selected as required by the **User Administration Setup** table on page 62. Make sure that the two other user groups have their correct settings selected for these parameters.

Task 3:
Assign users to user groups

Now we must create our users and their passwords and assign them to user groups created in **Task 1** above.

Step	Action
1.	On the **File** menu, select **Users and Passwords**.
2.	Click on **New User** and create **Bob** as a user, key in his name as his password and assign him to the **Admin** group by first selecting this group in the drop down box next to **User group** and finally by clicking on the **Add Group** button on the right..
3.	Create the user **Jim**, key in his name as his password and assign him to the **OpDay** group following the same procedure as you did for **Bob**.
4.	Lastly, create the user **Pat**, key in his name as his password and assign him to user group **OpNight** following the same procedure as you did for **Bob**.

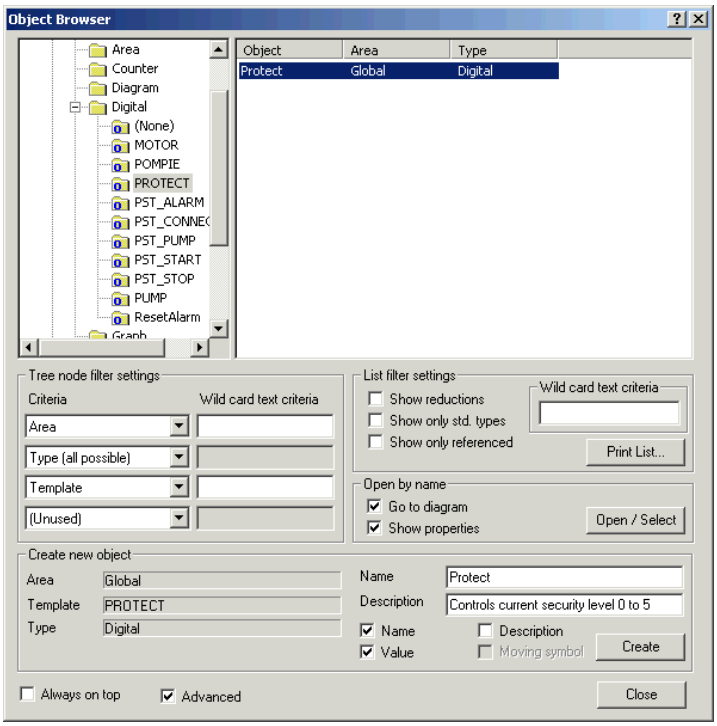


5	Click on **Close** when completed
6.	Click on **File → Exit** to exit the **User Administration** program.

Task 4:
Set the Protect object to security level 4

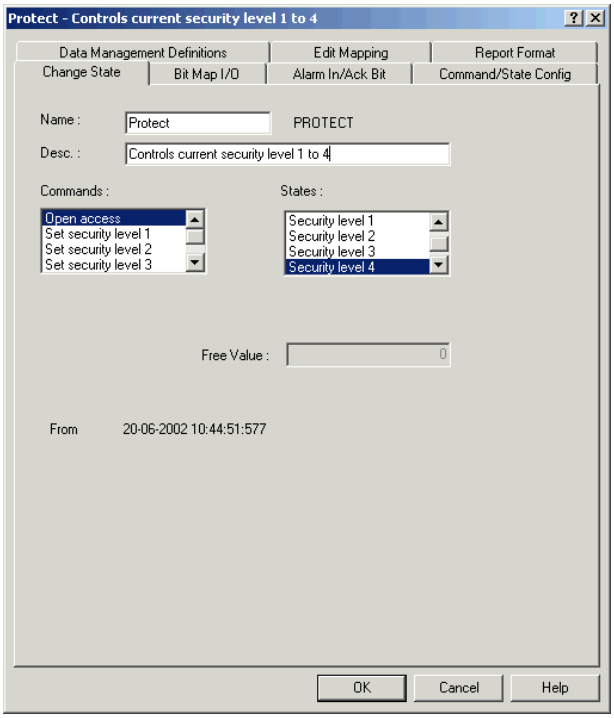
Our next task is to set up the "security lock" which we can apply to individual objects in the configuration. It's called the **Protect** object and is always found in an IGSS configuration.

Step	Action
1.	Open the **Definition** program. On the **Edit** menu, select **Open by Name**.
2	In the **Object Browser** dialogue, click the **+** sign beside **Global**, then the **+** sign beside **Digital**.
3.	*TIP:* Select the **PROTECT** template (spelled with ALL CAPS). The object named **Protect** appears in the list to the right. Select it.
4.	Under **Open by name**, select the **Show properties** check box and click the **Open / Select** button.



5.	**Change State** should be the tab that's active. If not, click on it to activate it.

6. *NOTE:* Under **States:** use the scroll bar to come down to **Security level 4** and select it.

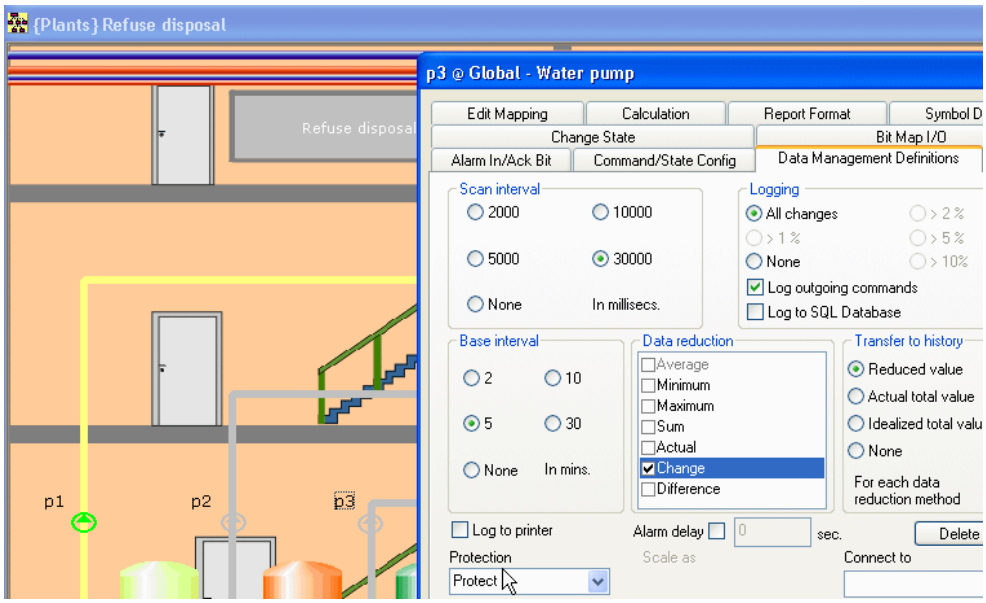


7. Click the **OK** button to save changes**.**

Task 5: Connect the Protect object to objects needing extra security

Our task now is to make sure that the special Protect object is actually connected to the objects in the configuration for which we need extra security.

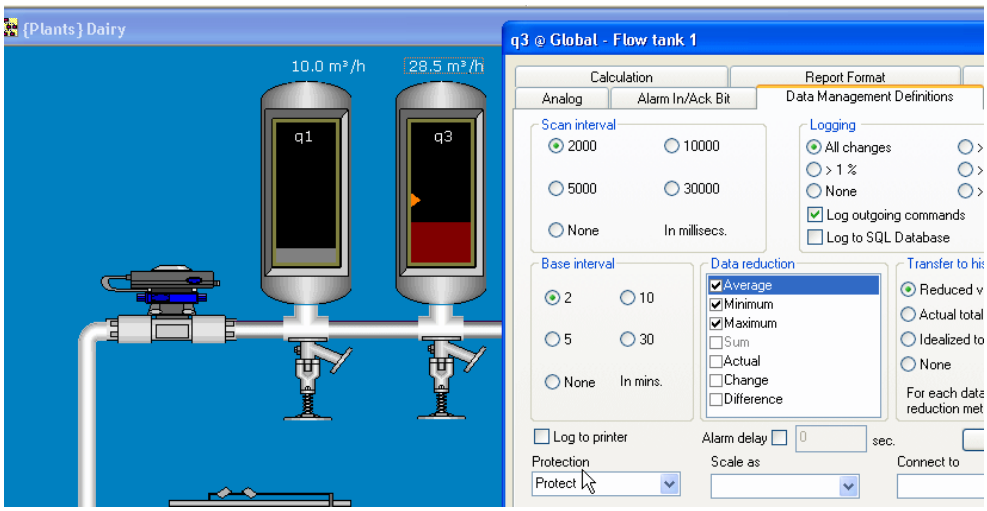
Step	Action
1.	Go to the **Refuse disposal** diagram under the **Plants** area, find the **p3** pump and right click on it and choose **Properties**.
2	Click the tab **Data Management Definitions** and in the bottom left hand corner of the dialog box under **Protection**, select **Protect** in the drop down box. (See illustration below.)



4 Click **OK** to save and exit.

5. Now go to the **Dairy** diagram also under the **Plants** area and right click on the **q3** flow valve and choose **Properties**.

6. Click the tab **Data Management Definitions** and in the bottom left hand corner of the dialog box under **Protection**, select **Protect** in the drop down box. (See illustration below.)



7. Click **OK** to save and exit.

Task 6: Enable User Administration

Now we must make sure that all these settings take effect, and we do this by telling the system to activate the User Administration program when the configuration is started.

Step	Action
1.	Open the **System Configuration** module and go to the **Access Control** tab.
2.	At the top, clear the check box called **Disable access control**.
3.	Put a check mark in **Allow permanent user login** and **Save latest user logged in**.
4.	Go to the **Supervise & Language** tab and select the check box called **Show active user in title bar.**
5.	Go to the **Startup** tab and under the **Startup** group select the radio button called **Manual**.
6.	Close the module and click **Yes** to the **Save possible changes** dialog box.

Task 7: Test with User Administration enabled

Now we want to test the results of our work with setting up **User Administration**.

Step	Action
1.	Click the **IGSS Starter** and the starter bar comes up and the **Temporary Login** dialog box appears.
2	First try to log in by using **Pat** as user. What happens?
3.	Now try to log in by using **Jim** as user. What happens? Click on the **Supervise** button.
4.	Go **File** → **Logout** and then **File** → **Login** and key in **Jim** again as user (and password). What happens?
5.	Go to the **Refuse disposal** diagram and try to control the pump **p3**, **START** or **STOP**. What happens? Who has the right to control the pump?
6.	Go to the **Dairy** diagram and right click the object **q3** and select **HA** (High Alarm). Try to change the **HA** limit to 85. What happens?
7.	Log on as **Pat** and notice which diagram you're taken to. Go to the **Dairy** diagram and if there's an alarm on **q3**, try to acknowledge it. What happens?

YOU HAVE SUCCESSFULLY COMPLETED THE EXERCISE