

### Vizion Platform® Administrator Training

Copyright 2003-2023 OneVizion, Inc All Rights Reserved



# **Agenda**

- User Credential Management
  - Create New Users
  - Disable/Reinstate User Accounts
  - Importing Users
  - Assign Security Roles
  - SSO
  - Default User Settings
  - Configure Mobile App Access
  - Multi-Factor Authentication Setup
  - User Training for OneVizion Platform and Mobile App



# **Agenda**

- User Coaching
  - Views and Filters
  - Row Editor
- User Communication
  - Login Page
  - Splash Page
  - Tip of the Day
  - Notifications of Planned Outages
  - Notifications of Platform Updates/Upgrades
- User Experience Management
  - System Parameters
  - Program Parameters
  - Announcements



# **Agenda**

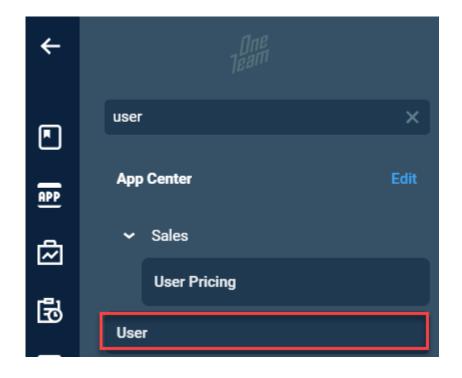
- User Support
  - Support Tickets
- Online Documentation
  - Training Decks
  - "How To" Videos
- Imports and Exports
- Admin Processes
- VizionHub (Previously Integration Hub)
- Weekly App Health Report
- Google Maps Key



### **User Credential Management**

Administrators should use the Users Trackor® Browser page to maintain system Users which are individuals with Username/password access to OneVizion®.

Note: Do not use the System Users page to Administer Users.



To view the online documentation for Adding, Disabling and Reinstating a User please refer to the <u>User Browser</u> documentation.



## **Creating a New User**

To add a User, click the Add Icon, Add .

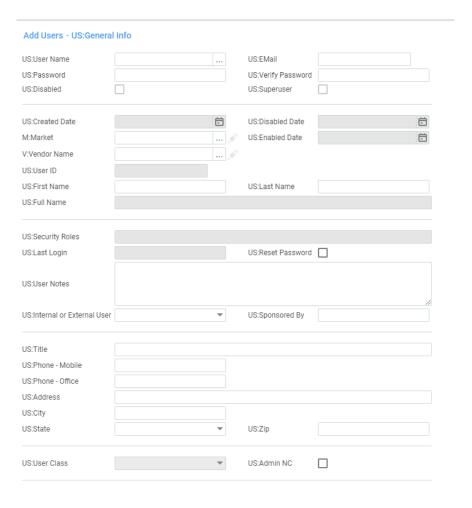
This will open the Add Users Applet to the General Info Tab. When the tab is completed, click Apply and additional Tabs will appear.

Superuser - Indicates whether the user can create new Users, change User privileges, and login as another user. By default, User privileges are restricted unless the user is designated as a Superuser.

To Disable a User, Select the U:Disabled Checkbox.

This will not remove the User from the system. It is not recommended to "Delete" Users.

To Reinstate a User simply uncheck the "Disabled" checkbox.





### **User Import Template**

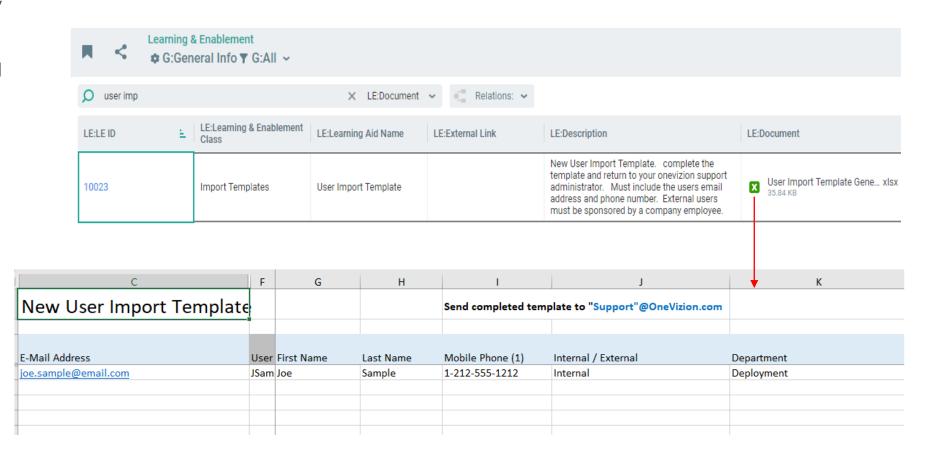
Administrators may import users by using the User Import Template.

This template is in the Learning and Enablement trackor.

Complete the template and return to your OneVizion support administrator.

Must include the users email address and phone number.

External users must be sponsored by a company employee.



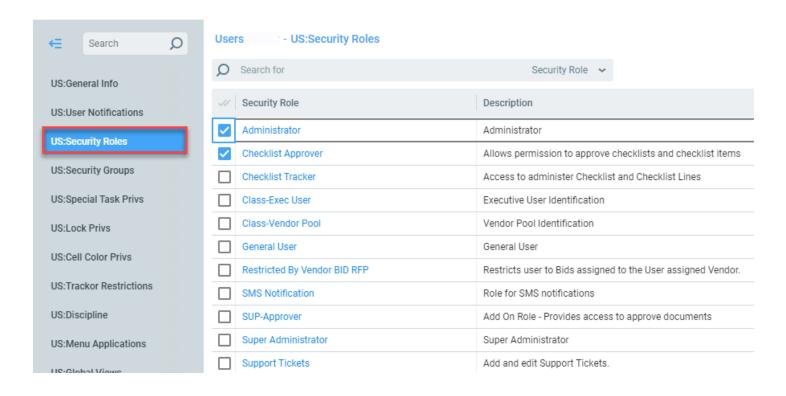


## **Security Roles**

Security Roles are used to assign privileges to a user. Different Security Roles allow the administrator to determine a user's access to view and modify data in the OneVizion® system.

For example, administrators may choose to set up a Security Role for a group within the organization. The members of the group may require access to fields/tabs that most other users would not require.

To view the online documentation for Security Roles please refer to the <u>Security Roles</u> documentation.



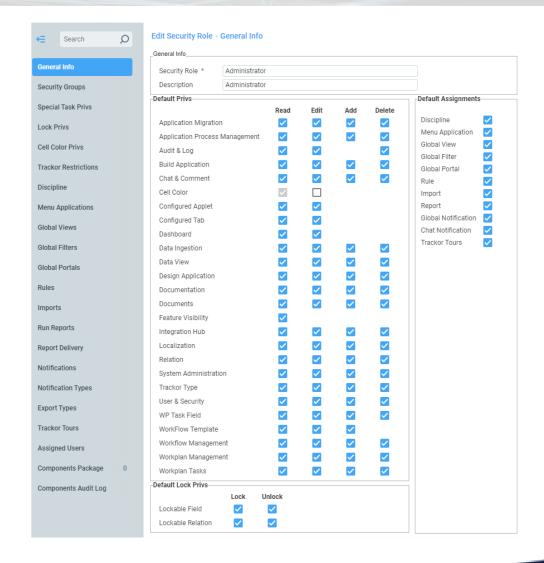


## **Assigning Security Roles**

The General Info Tab contains the general information about the Security Role such as the name and description as well as the default privileges and assignments. Privileges and assignments are granted whenever a new component is created.

An administrator would need access to every component as it is created.

A general user role (e.g., vendor/subcontractor) would not have full default privileges, instead, the administrator would grant to their role as needed. For example, all roles that have Applet Read will automatically be able to read any new applet.





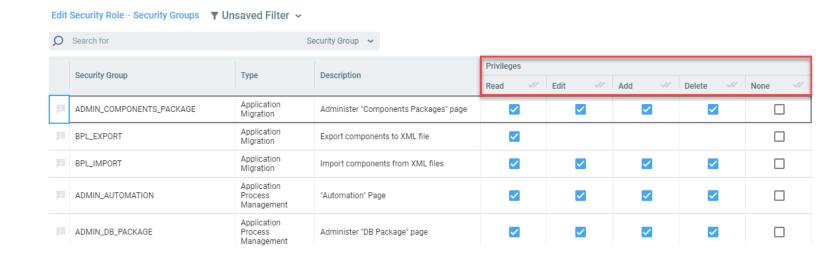
### **Assigning Security Groups**

Of the 5 Security Privileges (Read, Add, Edit, Delete & None), the first 4 are additive and "None" is subtractive.

Assigning any of the first 4 to a Security Role gives a user with that security role those privileges on the relevant Tab, Trackor, etc.

However, the "None" subtractive privilege overrides the other privileges - if a security role has the "None" privilege, then all users assigned to that role will not be able to access or manipulate an object regardless of if they have privileges from another Security Role.

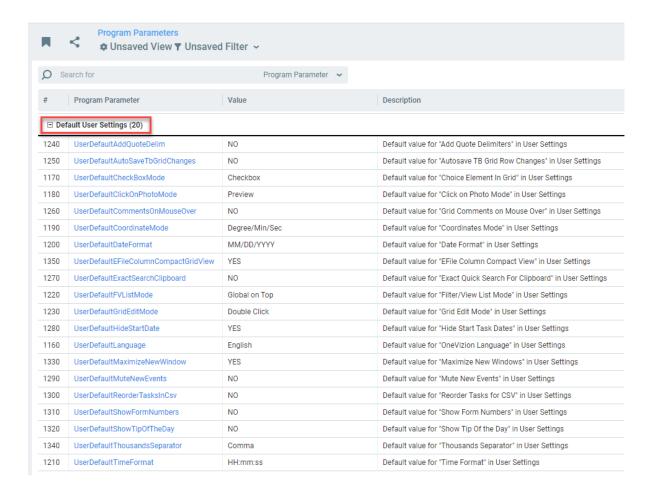
To view the online documentation for Security Groups please refer to <u>Security Groups</u> documentation.





### **Default User Settings**

Administrators may manage the Program Parameters that define default user settings for new users.



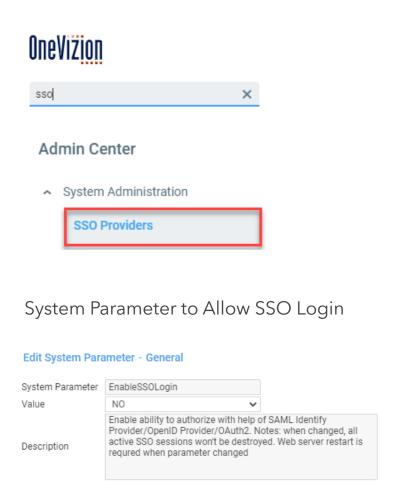


# Single Sign On (SSO)

OneVizion® supports web browser Single Sign-On utilizing Security Assertion Markup Language (SAML), OpenID and OAuth2.

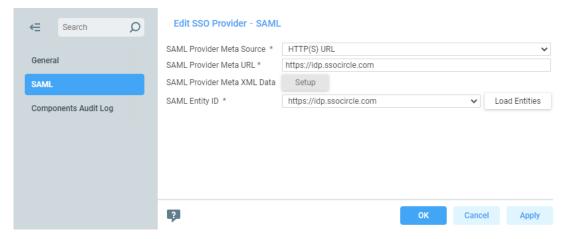
SAML holds the dominant position in terms of industry acceptance for federated identity deployments. With this property, a user logs in with a single user ID and password combination to gain access to a connected system or systems without using different usernames or passwords, or in some configurations, seamlessly sign on at each system.

To view the online documentation for Adding, Disabling and Reinstating a User please refer to the <u>Single Sign On</u> documentation.





# Single Sign On (SSO) SAML Tab



SAML Provider Meta Source	Source for SAML Metadata.		
	Available Options: HTTP (URL) or XML Data		
SAML Provider Meta URL	It contains the URL of SAML Metadata when <b>HTTP(S) URL</b> option selected at <b>SAML Provider Meta Source</b> .		
SAML Provider Meta XML Data	It contains XML text with SAML Metadata when <b>XML Data</b> option selected at <b>SAML Provider Meta Source</b> . You need to click the <b>Setup</b> button to open a window where you can paste this text into the textbox.		
SAML Entity ID	Before you select it you need to click the <b>Load entities</b> button. The server will attempt to parse SAML Metadata which present as URL or entered text and give you a list of available SAML entities. This action is needed because XML can contain more than one Identity Providers. You should select only one of the list.		
Load Entities	"Load Entities", which will populate metadata XML		

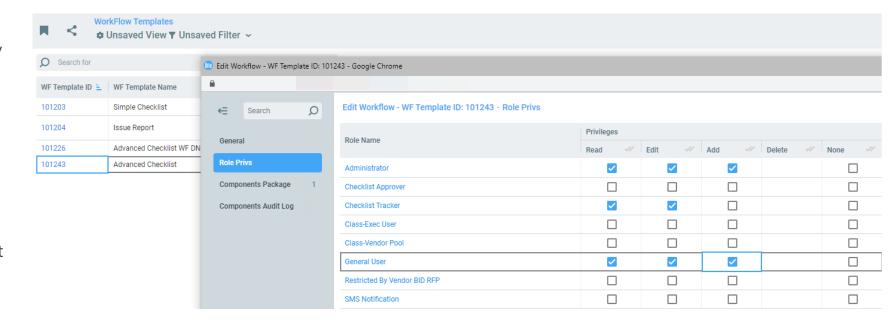


# **Configure Mobile App Access**

The mobile app is openly available on the Play Store, only users with existing security credentials will be able to make use of the app.

Users will need to be assigned to the WorkFlow via the Role Privs tab.

A user in the mobile app will not have access to any places within the system that they are not already granted.



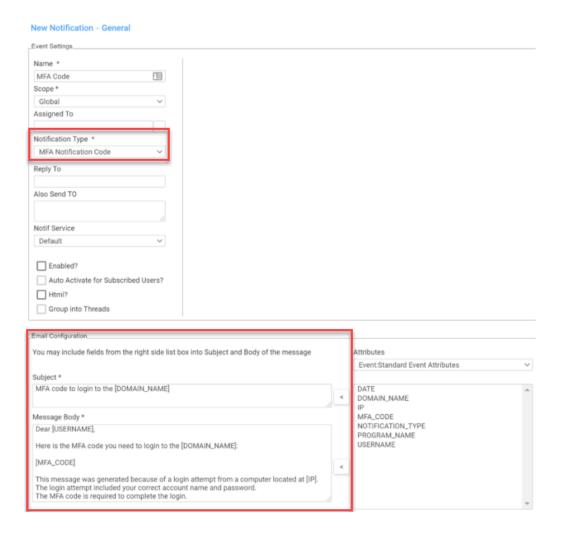


#### **Multi Factor Authentication**

To set up MFA for users the Admin will need to create a Notification via the Admin Notification page.

When the user logs into the platform an email will be sent with the following message:

"An authentication code has been sent. Please enter this authentication code to complete your login"

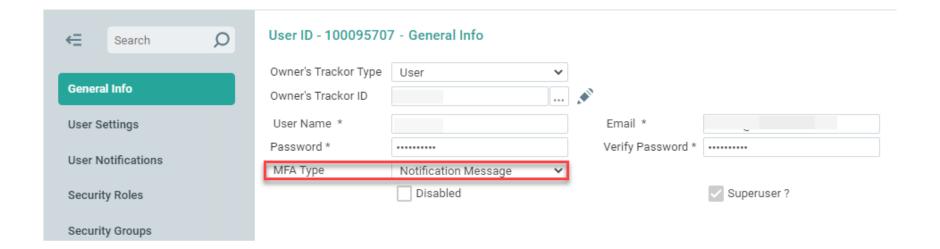




#### **Multi Factor Authentication**

To set up MFA for users the Admin will need to assign the user to a Notification via the System Users page.

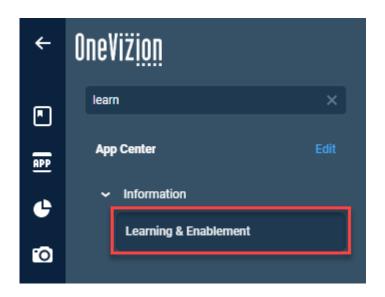
To view the online documentation for Multi Factor Authentication please refer to the Multi Factor Authentication documentation.

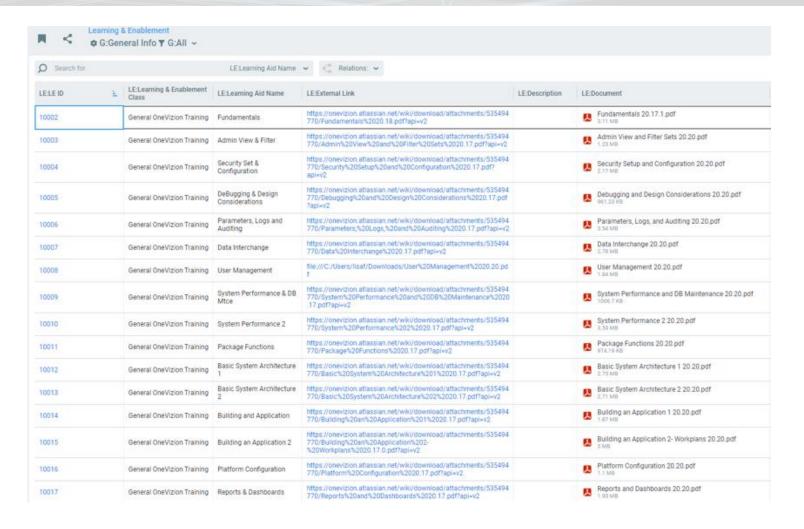




### **User Training within the OneVizion Platform**

These topics may all be found in the Learning & Enablement Trackor Browser as PDFs which may also be downloaded and saved to a local file.





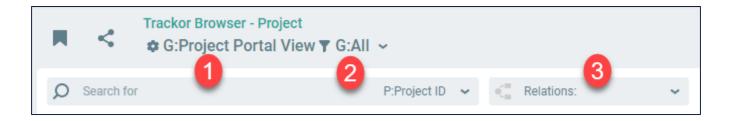


### Views, Filters and Relations

At the top of the Trackor Browser Grid is the following action bar:

- 1. View Options
- 2. Filters
- 3. Relations Allows users to quickly navigate to the Trackor Browser page of a child or parent Trackor Type by selecting from the drop-down. Users can navigate one level up or down the Trackor Tree at a time.

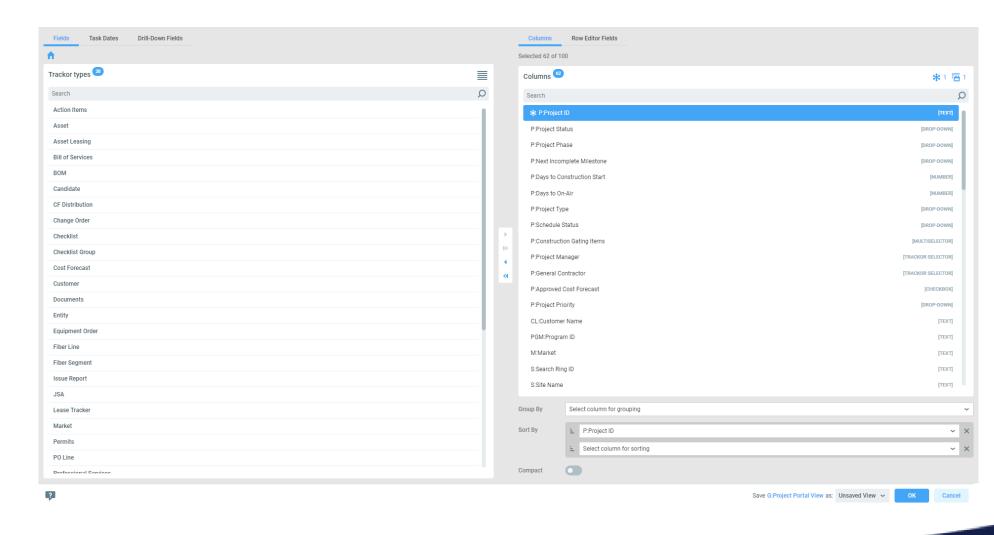
Note: Administrators may choose from the "Menu" to Hide Parents/Children Selector and Hide View/Filter controls.





Views control the Fields a user will see for a given Trackor Type in the Trackor Browser Grid.

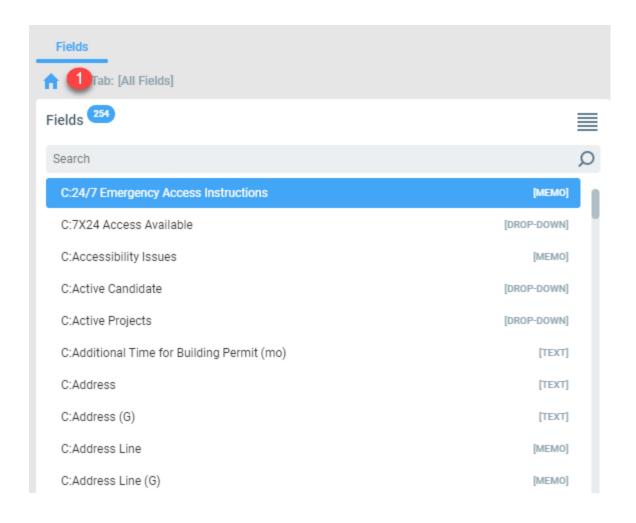
Views are accessed through the View Options Icon located in the Header.





The house icon (1) will collapse all the fields into the respective Trackor Types that are related to the Project based on the Trackor Tree

Each level for selected Trackor Type will break down by Applet then Tab and then display the Fields for that Tab

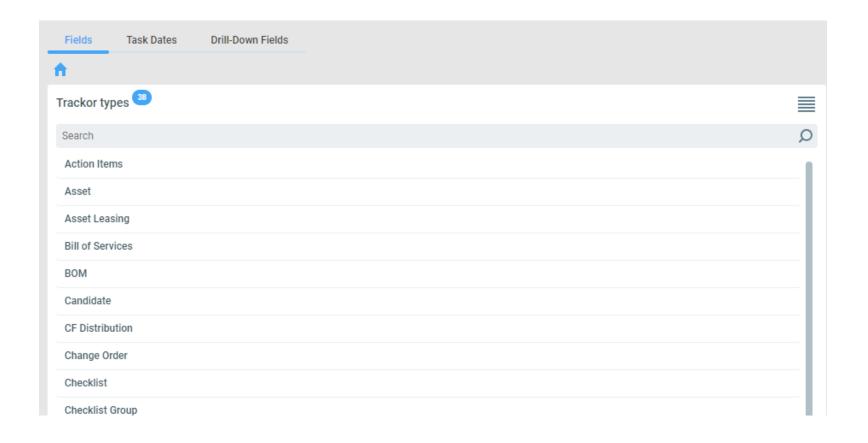




Fields, Task Dates and Drill-Down Fields can be added to the View columns on the right (either by dragging or clicking the arrows in the middle)

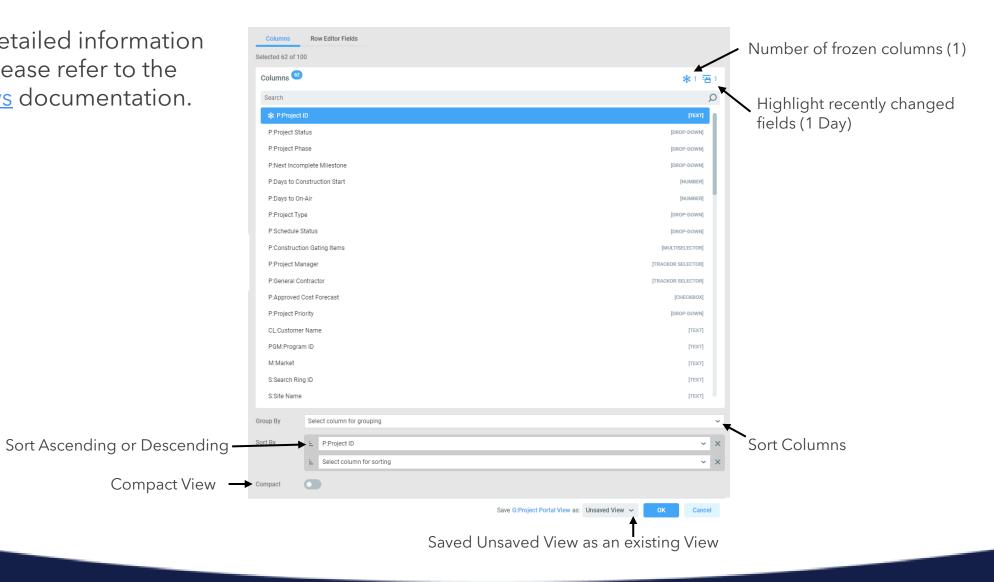
If Tasks or Drill-Down Fields are not configured for this Trackor Type, the button disappears.

If the list of fields is greater than 3000, then it will ask for the user to choose Trackor Type first.





For more detailed information on Views please refer to the online Views documentation.



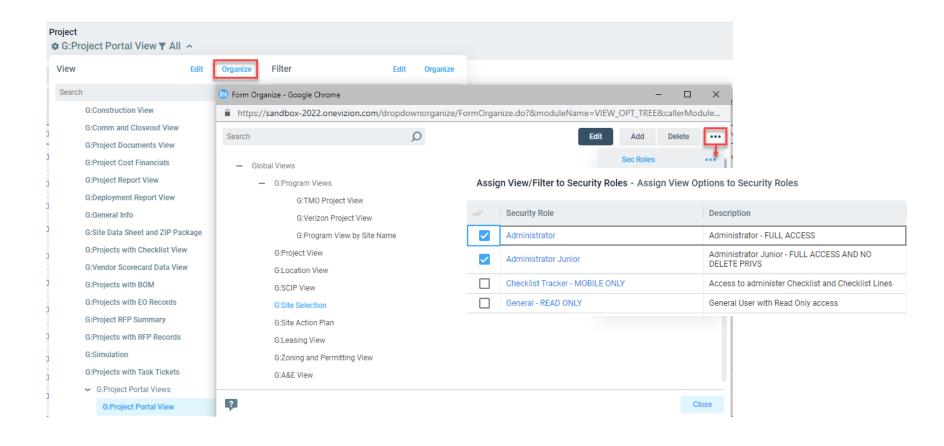


# Views Assigning a Security Role

When a new global view is created, the system automatically assigns the security role based on the default assignments set up for each security role. Users who are assigned to the same security role will be able to access the global view.

However, the administrator can also assign additional security roles (in addition to the default role) to a global view directly from the application page.

For example, create a global view from the Trackor® Browser page, then assign a security role without having to leave the application page.

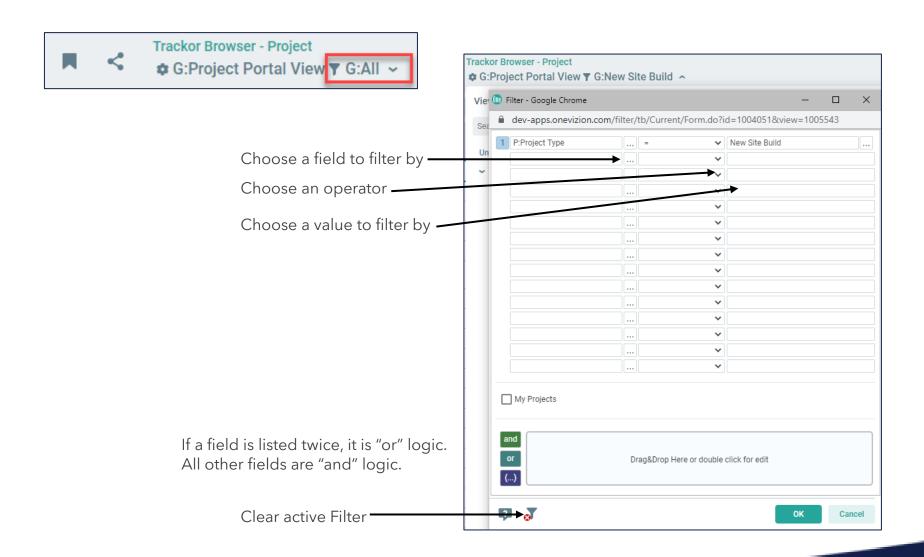




#### **Filters**

Filters are used to restrict the Trackors returned in the Trackor Browser Grid.
Filters can be accessed by clicking the Filter Icon located on the Header.

Users may lookup fields in Filter Options. An example would be, typing 'status' and hitting enter in Filter fields, will bring up all fields (up to 100 fields) that contain 'status' in its name. If the search brings mores than 100 fields, none of them will be shown. Users can use this approach to save time and clicks. Users can still click on the ellipsis and lookup the specific field.





#### Relations

Relations allow for quickly accessing related Trackors at the level immediately above or below the given Trackor Type

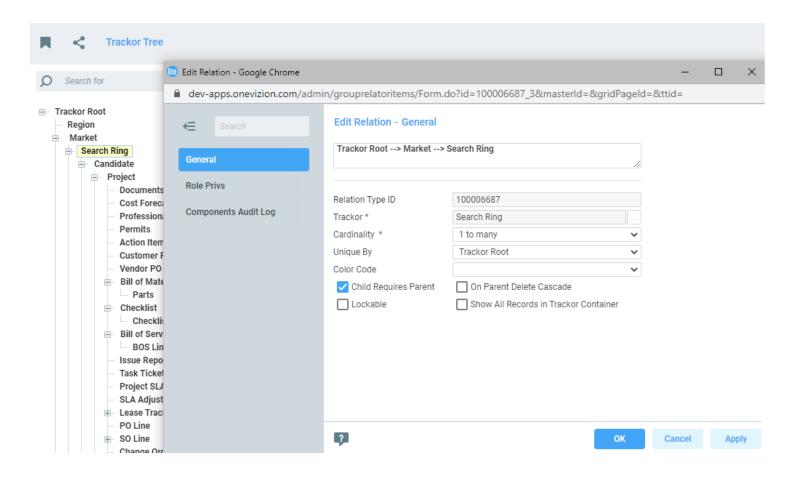
1 to Many: Easy to add parent fields into view without affecting record count.

Parent "Site"

Adding child fields into view will affect record count since there will be a row per child.

Children "Doc1", "Doc2", etc.

Many to Many: Adding parent or child fields into view will affect record count dramatically.



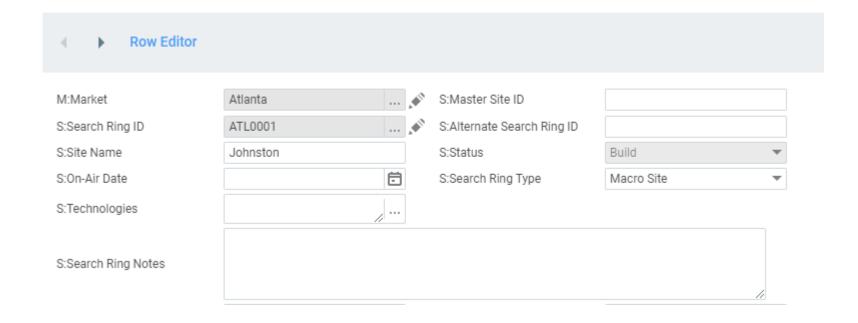
Many to many cardinality complicate any future relations in which this Trackor Type will be involved. Only select this if you have detailed knowledge of entity relationships in databases.



### **Row Editor**

The Row Editor allows users to quickly modify records by entering data into Fields. Eligible fields are specified by the current View.

Users can use the Row Editor by highlighting the row in the application grid that users want to start editing and clicking the Row Editor button.





### **Logging Into OneVizion**

The Supported Browsers are: Firefox Google Chrome Microsoft Edge

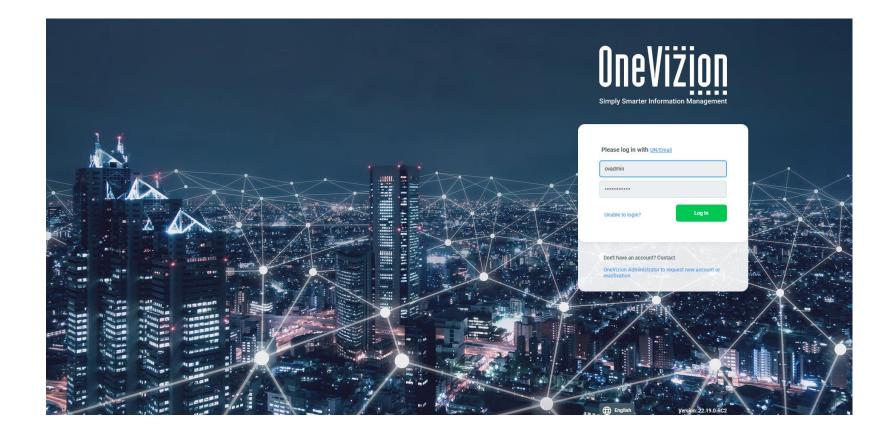
Please use one of the following browsers







In order to use OneVizion, users must be set up with a username and password by their system administrator. To log in to the system, enter the username and password assigned by the administrator into their respective text boxes and click the "Log In" button.



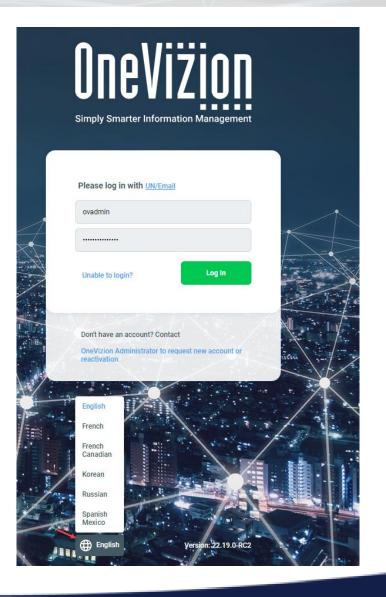


## Language Choice

The Login Page provides an option for the user to select the Language option (listed options will be in 'Localization->Languages') for the Login page. User's selection will be stored in browser cookies.

Subsequently, the Login page will be set to the option stored in the cookie. If there is no 'LangID' in the browser cookie, then the value stored in System Parameter "DefaultLoginPageLanguage" will be used.

After logging in, the language selection in the Login Page will be saved to 'User Settings->OneVizion Language'. Any changes made to 'User Settings->OneVizion Language' will also get saved to the browser cookie.



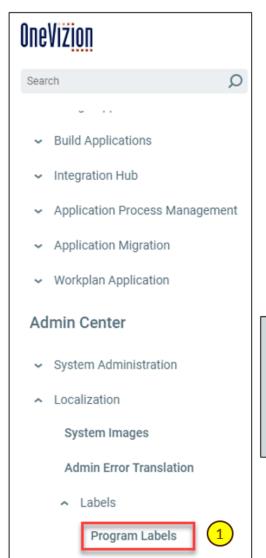


# **Changing the Welcome Page**

#### Update the Welcome page:

- 1. Navigate to Program Labels
- 2. Search for -7934 Label ID or 'welcome' under the English field
- 3. Once open, click and drag the bottom left corner to expand the memo field
- Update the text or copy & paste a new label block, click OK when complete

Open the website in a new browser tab to confirm your changes display correctly



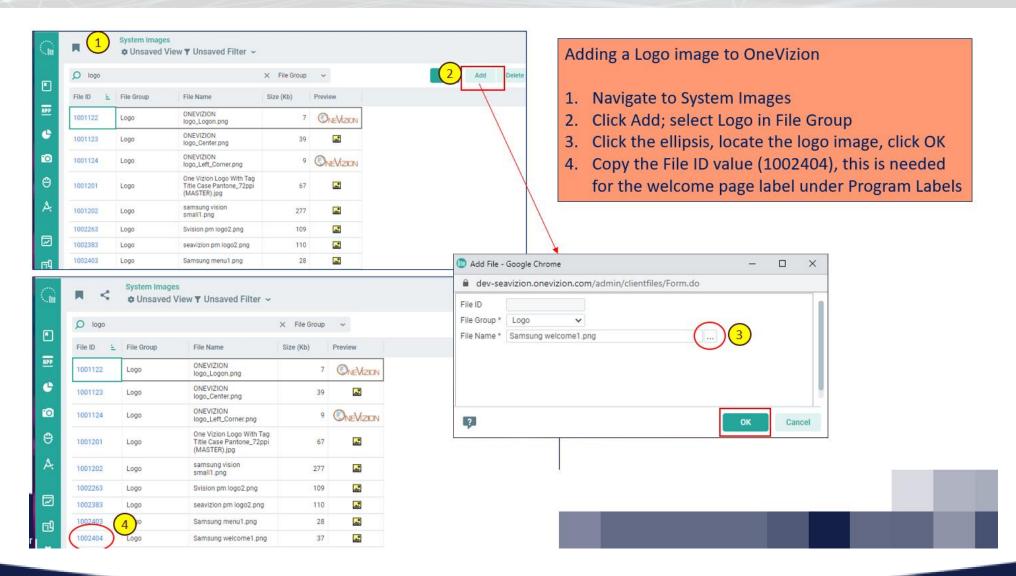








# **Changing the Welcome Page**





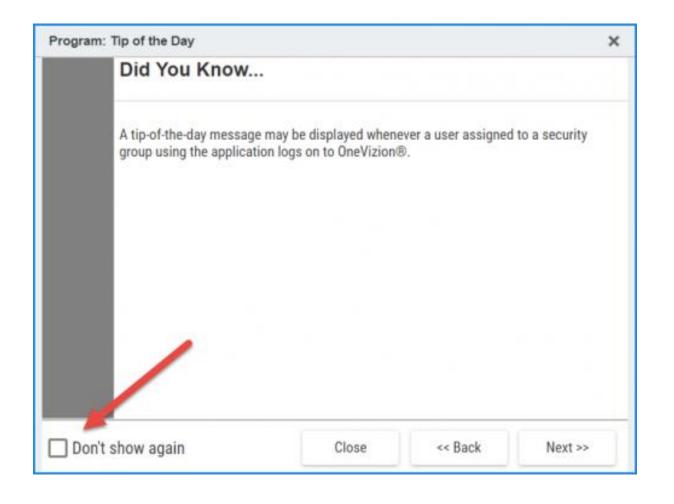
# Tip of the Day

OneVizion supports a "Tip of the Day" message that can be displayed for a given to a user upon login.

Users may check "Don't show again" at the Tip Of The Day window and Tip Of The Day window will no longer display.

To enable "Tip Of The Day" users can go to "User settings" and select checkbox "Show Tip Of the Day".

Tip of the Day messages can be assigned using the System Label application. The Label ID's for "Tip of the Day" are 8001 through 8031, ie. 8001 = 1st day of the month and 8031 = 31st day of the month



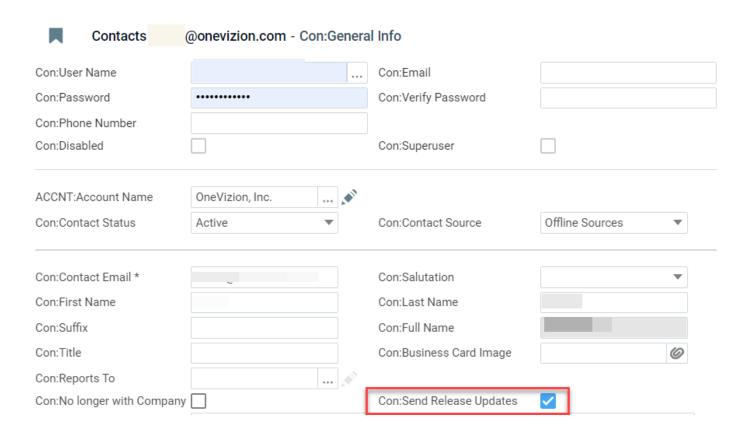


# **Upcoming Platform Updates/Upgrades**

Users listed as contacts for the Account will be notified via email when new Versions are being released into DEV/UAT and PROD environments.

The OneVizion CSM will ensure that the contact has been added to the Account/Contact and that the 'Send Release Notes' check box is checked.

UAT/DEV releases are upgraded 1 week prior to the PROD release in order to allow the Administrator to 'test' the upcoming PROD release.





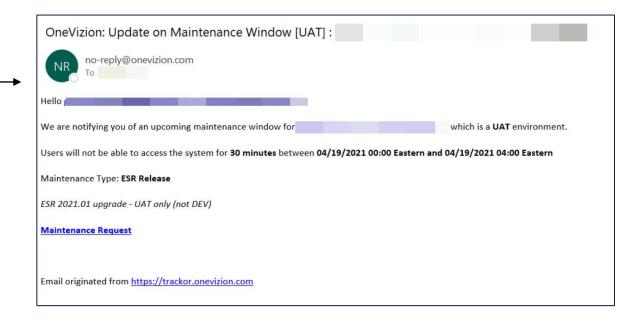
#### **User Communication**

#### **Planned Outages**

Any scheduled outages caused by hardware, software or platform updates will be handled by CSM or OneVizion DevOPS in email

#### **Release Updates**

Updates on upcoming releases (OneVizion Release - Major Features Update), known issues (in releases, hot patch updates) will be sent by email to list of registered Contacts by OneVizion Documentation Specialist



#### Hello,

This is to notify you of some new capabilities in the upcoming version. Customers on the Current Release Cycle will get this version deployed to PROD this coming Monday. Customers on the Enterprise Release Cycle (ESR version) will get the new features released when the ESR version is deployed to their environments but will get the ESR – Patch Release Cycle version in their environments on Monday. Please refer to the version details below.

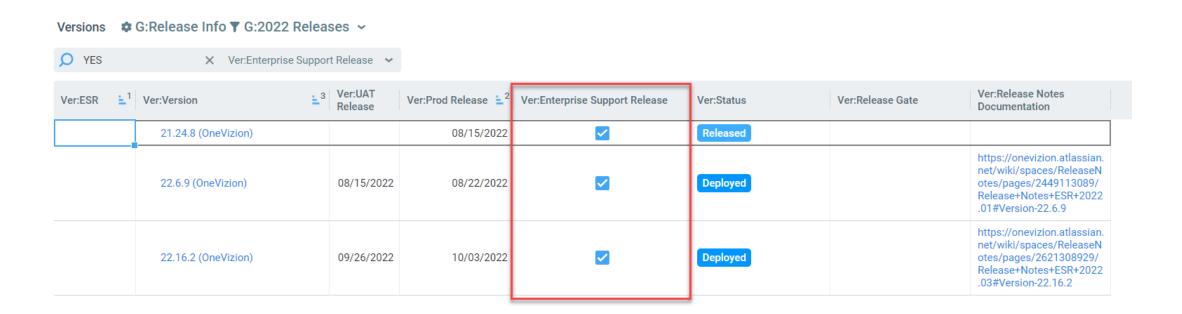
Product	<b>ESR Version</b>	Release Type	Version	UAT/DEV Release	PROD Release
OneVizion	ESR 2022.03	Current Release Cycle	22.19.0	9/26/2022	10/3/2022
OneVizion	ESR 2022.03	ESR- Patch Release Cycle	22.16.2	9/26/2022	10/3/2022
FieldVizion		iOS	22.12.0	9/26/2022	10/3/2022



### **Enterprise Support Releases (ESR)**

ESR's are release quarterly. These releases include New features and Improvements.

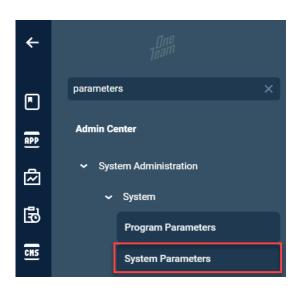
Just like other releases these are Automatically Deployed



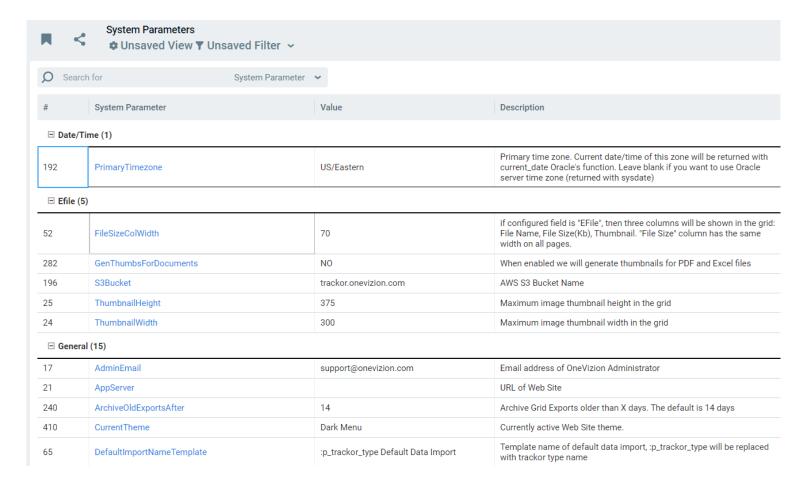


### **System Parameters**

System Parameters are configurations that span the whole system.



To view the online documentation for System Parameters please refer to the <a href="System Parameter">System Parameter</a> documentation.





# System Parameters (examples)

Examples of System Parameters:

PrimaryTimeZone - Primary time zone. Current date/time of this zone will be returned with current date Oracle's function. Leave blank if you want to use Oracle server time zone (returned with sysdate)

NotifMaxAttachmentSize - Maximum attachment size for notification in bytes. If set, exception will be thrown when system will try to create notification with larger attachment size. 0 means no limits.

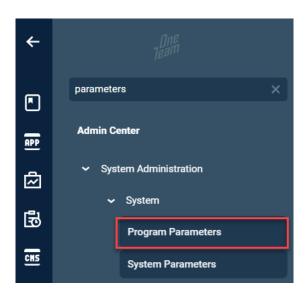
PasswordRecoveryTokenExpirationPeriod- Password recovery token expiration period (hours).

MaxGridStatsRows- Grid Stats availability limit - when grid exceeds the number of rows set here, Grid Stats will not be available. A message will be displayed to the users.

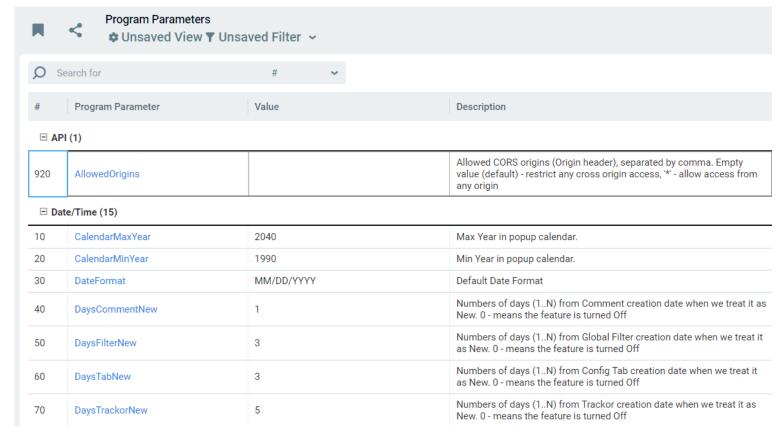


## **Program Parameters**

Program Parameters are configurations that are system-wide.



To view the online documentation for Program Parameters please refer to the <u>Program Parameter</u> documentation.





## **Program Parameters (examples)**

Examples of "max" Program Parameters:

DefaultGridMaxRows - Default Max number of grid rows for OneVizion pages.

CalendarMaxYear - Max Year for popup calendar and date fields

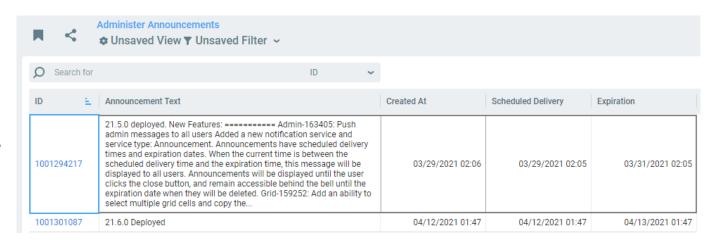
MaxDownloadFilesCnt- How many files we allow users to download at once.

MaxExportGridCells- Max allowed number of grid cells for csv/excel export. 0 - No limit.



### **Announcements**

Announcements have scheduled delivery times and expiration dates. When the current time is between the scheduled delivery time and the expiration time, this message will be displayed to all users. Announcements will be displayed until the user clicks the close button and remain accessible behind the bell until the expiration date when they will be deleted.



Administrators/Users will need the following Security Group to READ Announcements.



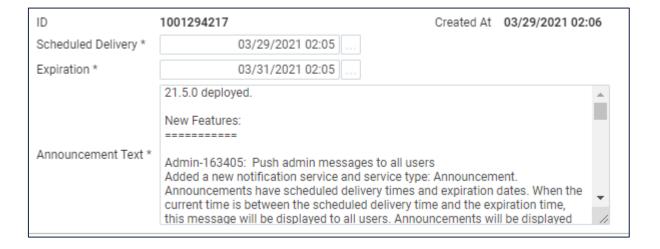


### **Announcements**

Administrators can push a message to all users - users who are already logged in should be able to see the message and other users should be able to see the message when they log in.

The message must have "Expiration Date", after this date it will not appear for users who did see the announcement during that time.

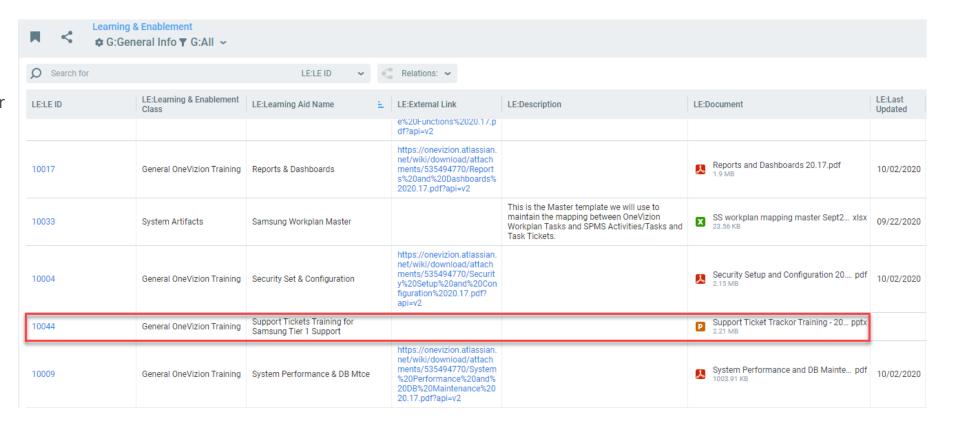
However, the announcement will still be available under the notification bell.





## **Support Tickets**

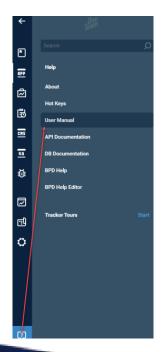
User Support/Support
Tickets topics may all be
found in the Learning &
Enablement Trackor Browser
in the Support Tickets PDF
which may also be
downloaded and saved to a
local file.

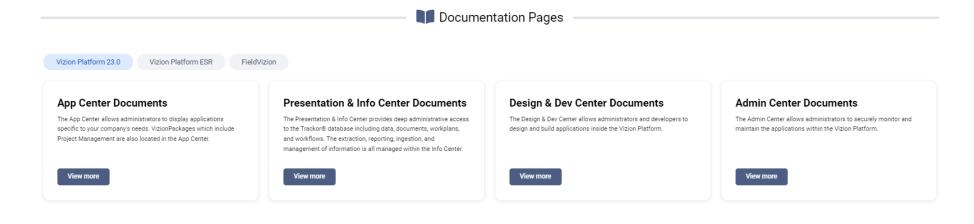




## **Online Documentation**

The OneVizion online documentation can be found by using the 'Help' feature within the application or by using the URL wiki.onevizion.com







# **Training Decks**

The online documentation also include Training Decks sets. These may be downloaded and saved for Admins/Users to share.

#### **OneVizion Training Decks**



Created by Lisa Foster
Last updated: May 20, 2021 • 1 min read • 🗠 24 people viewed

This page contains PDF Tutorials for beginning your experience using OneVizion. These may be downloaded and saved for Admins/Users to share. For more detailed information on each subject please refer to the online documentation.

Click here for tutorials with information related to the Legacy GUI.

>\_ App Center Training Decks

> Info Center Training Decks

Use the arrow to expand the set of training decks

> Admin Center Training Decks

> Dev Center Training Decks



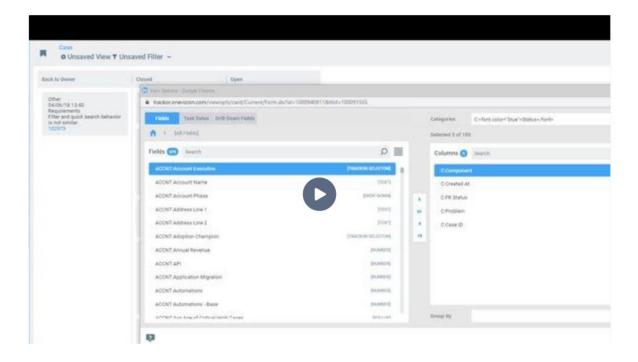
### **How to Videos**

New Feature videos may be viewed in the New Feature and Improvement online documentation, These may be downloaded and saved for Admins/Users to share.

New Features 20.17

Grid-154619 CardView - Read Mode

Card View is a Data View page that allows records to be shown in a Card format. This is similar to accessing a Trackor type in a Trackor Browser/Grid View where the records will be shown in a grid format. In Card View, Rows and Columns can be grouped and selected fields can be [No Title] a card layout.

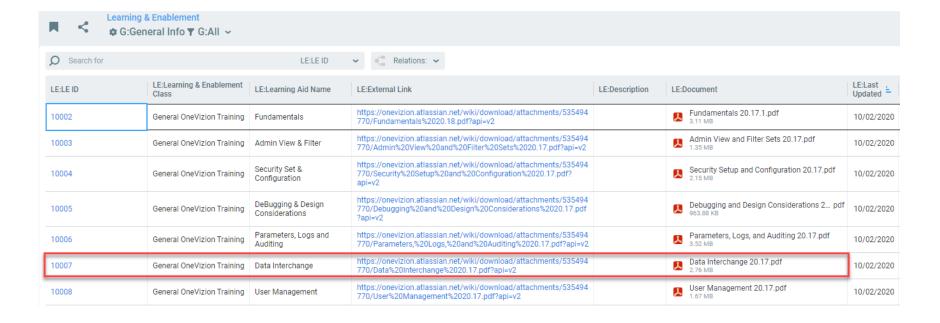




## **Imports and Exports**

The Administer Imports process allows for the creation of Imports so that certain datasets can be entered into the OneVizion database.

The Selector Components
Package contains two types of items: Components
Exports and Components
Packages. When Components
Export is selected users may export any set of available
Components. When Components
Package is selected users will see a list of Components assigned to the package and users may not modify these assignments or export whole components.





### **Admin Processes**

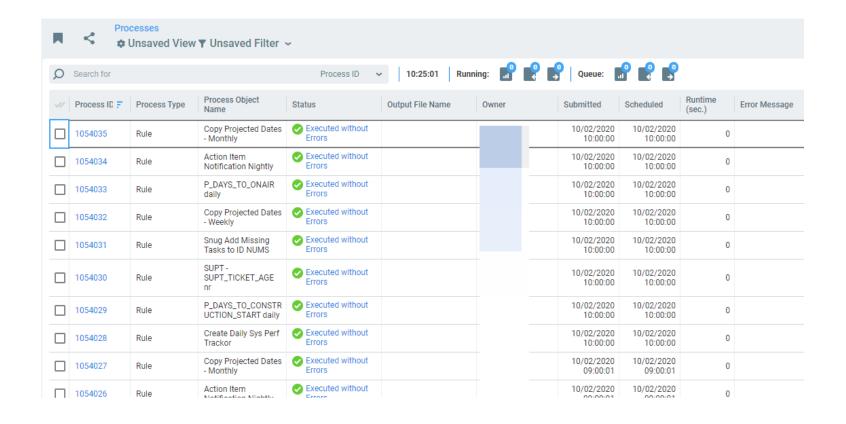
The administrator can access all information relating to processes in OneVizion® for all users.

Viewing Processes

Click on the Process ID to view a process that has been run in OneVizion. Then click on the Excel/CSV link

File Name Header: FieldVizion Report

Output File: FieldVizion Report\_202109160815\_22429.xlsx (485.4 KB)





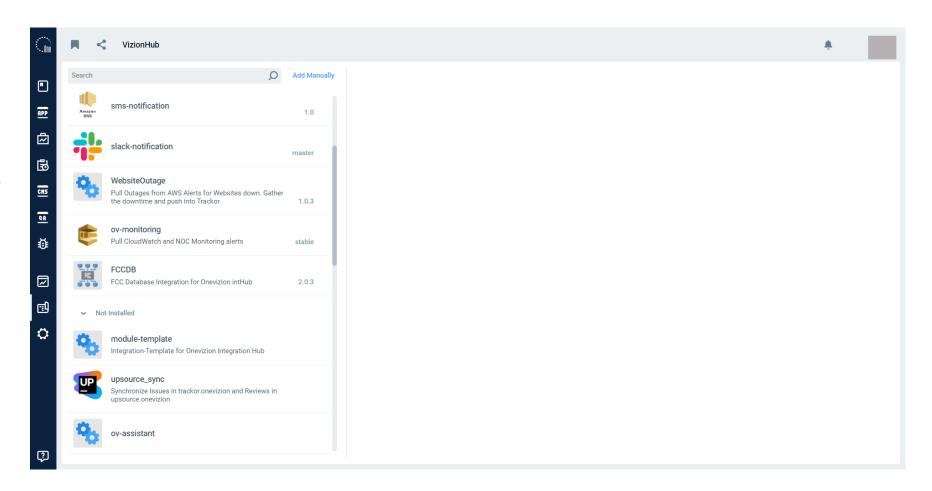
## **Vizion Hub**

VizionHub allows Administrators to manage (configure and deploy) modules deployed on the OneVizion® platform.

A code module that is deployed on the OneVizion platform via Modules Library.

Examples can be a code module that can send SMS Notifications via Amazon SNS service or a code module that synchronizes records between your OneVizion platform and your system of choice.

The module itself will be managed in a Git-compatible repository.





## **Vizion Hub**

Administrators will need to set the following System Parameters and have the following Security Groups.

#### **System Parameters**

#	System Parameter	Value	Description	
□ Log Pu	irge (2)			
1001964	ModuleLogHistoryPurgePeriod	2	MODULE_LOG table stores logging records for module. Number of months to keep log data, 0 - keep forever	
001963	ModuleRunHistoryPurgePeriod	2	MODULE_RUN table stores information about run module. Number of months to keep log data, 0 - keep forever	
⊟ Module	es Library (2)			
430	ModulesLibraryRepositoryAccount	ov-integrations	GitHub organization or user account	
140	ModulesLibraryToken	******	GitHub Access Token	

#### Security Groups

Security Group	Туре	Description
ADMIN_MODULE	Modules Library	Modules Library
ADMIN_MODULE_LOG	Modules Library	Module Log
ADMIN_MODULE_RUN	Modules Library	Module Run

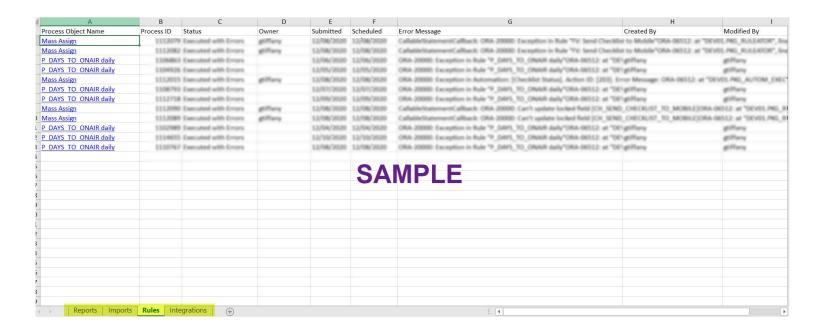


# Weekly Health App Report

'Weekly App Health Report' is a weekly report that will run in Production environment(s) to report errors in:
Reports
Imports
Rules
Integrations

This report will be sent to OneVizion Monitoring Team.

Upon reviewing the weekly report, OneVizion Monitoring Team will create Cases for Project Team to review the errors



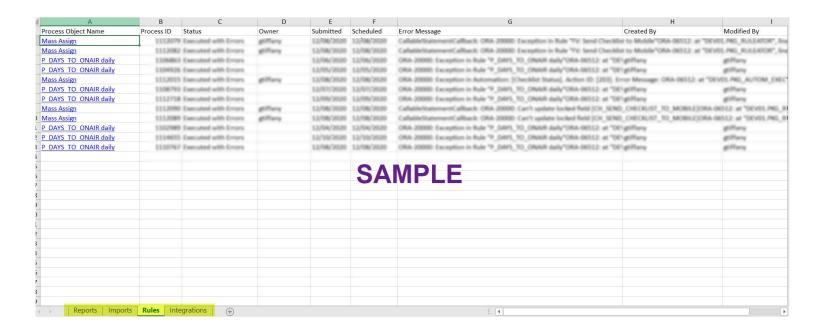


# Weekly Health App Report

'Weekly App Health Report' is a weekly report that will run in Production environment(s) to report errors in:
Reports
Imports
Rules
Integrations

This report will be sent to OneVizion Monitoring Team.

Upon reviewing the weekly report, OneVizion Monitoring Team will create Cases for Project Team to review the errors





# **Updating the API Key in OneVizion**

Once an API Key has been created in the Google Cloud Console, it can be added it to the OneVizion website in just a couple of steps. Make sure you working with the API key that directly corresponds to the OneVizion website. If there are any HTTP restrictions set during key creation, the key will only work if the website URL matches what was put in the key restrictions.

#### OneVizion website

Once logged in to the OneVizion website, click the OneVizion logo at the top left to bring up the search field to get the System Parameters. In the field just search Parameters (Typing "par" will be enough to get what you need).

Once in System Parameters, scroll down to find the GoogleMapsAPIKey Delete the current key from the field labeled "value" and paste the new key in that same value field.

Once this is done, click apply followed by OK to close the GoogleMapAPIKey window.

