

User creation in ECMS

As of 12/03/2024

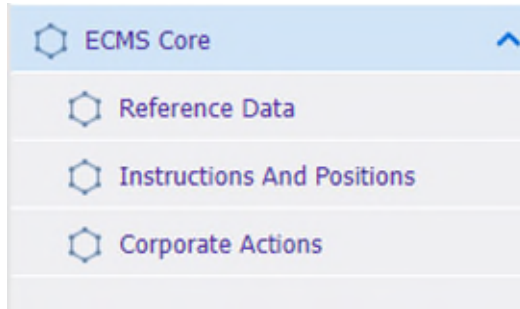
General information on user creation in ECMS

This document shall provide guidance on how to create 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.

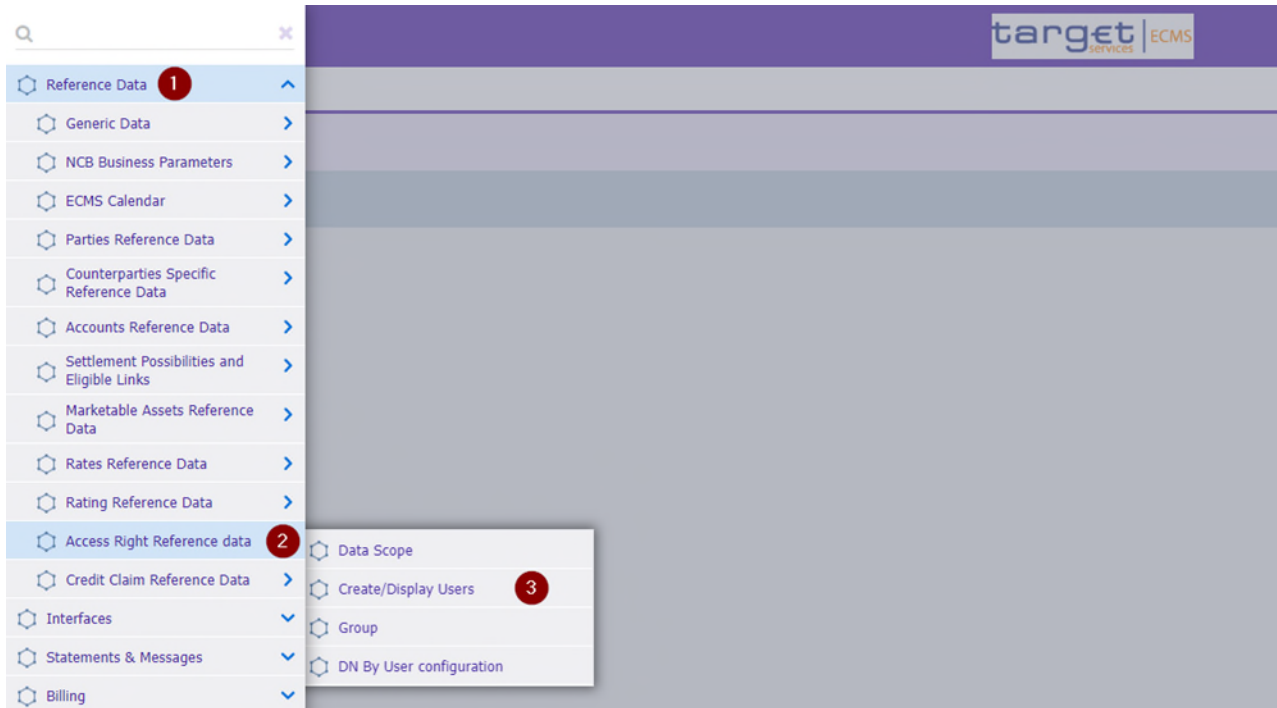
Creation of an U2A/A2A-User

Step 1: Navigate to the modul „Reference Data“



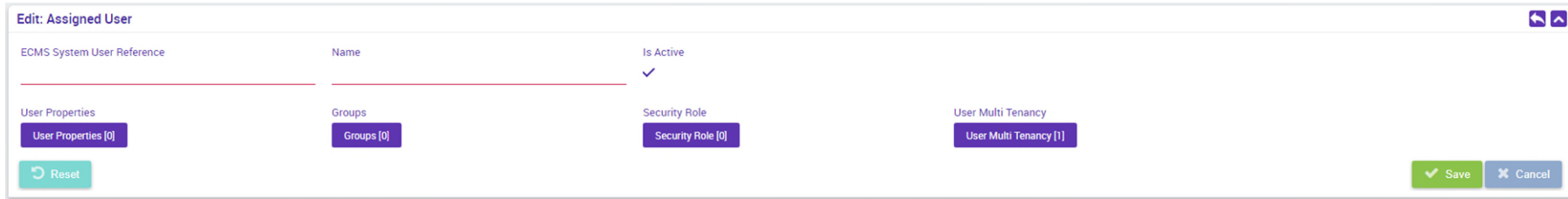
Creation of an U2A/A2A-User

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



Creation of an U2A/A2A-User

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



ECMS System User Reference

Name

Is Active ✓

User Properties

User Properties [0]

Groups

Groups [0]

Security Role

Security Role [0]

User Multi Tenancy

User Multi Tenancy [1]

Reset

Save Cancel

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 \(bundesbank.de\)](#)

Creation of an U2A/A2A-User

Step 4: Creation of the data scope

Edit: Assigned User

ECMS System User Reference Name Is Active ✓

User Properties Groups Security Role User Multi Tenancy

User Properties [1] Groups [0] Security Role [0] User Multi Tenancy [1]

Reset Save Cancel

List: Properties

10 Search 0

Property	User Property Value	Update Date	Updater User Id
No results were found for the search criteria specified			

2 Create

Edit: Group

Property User Property Value

Data Scope [3]

Reset Cancel

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


Creation of an U2A/A2A-User

Step 5: Assigning of roles and groups

The screenshot shows a web form titled "Edit: Assigned User". At the top left, there is a label "ECMS System User Reference" and a "Name" field. To the right, there is a "Is Active" checkbox with a checkmark. Below these are four main sections, each with a button: "User Properties" with a button labeled "User Properties [0]", "Groups" with a button labeled "Groups 1", "Security Role" with a button labeled "Security Role 2", and "User Multi Tenancy" with a button labeled "User Multi Tenancy [1]". At the bottom left is a "Reset" button, and at the bottom right 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.

Creation of an U2A/A2A-User

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

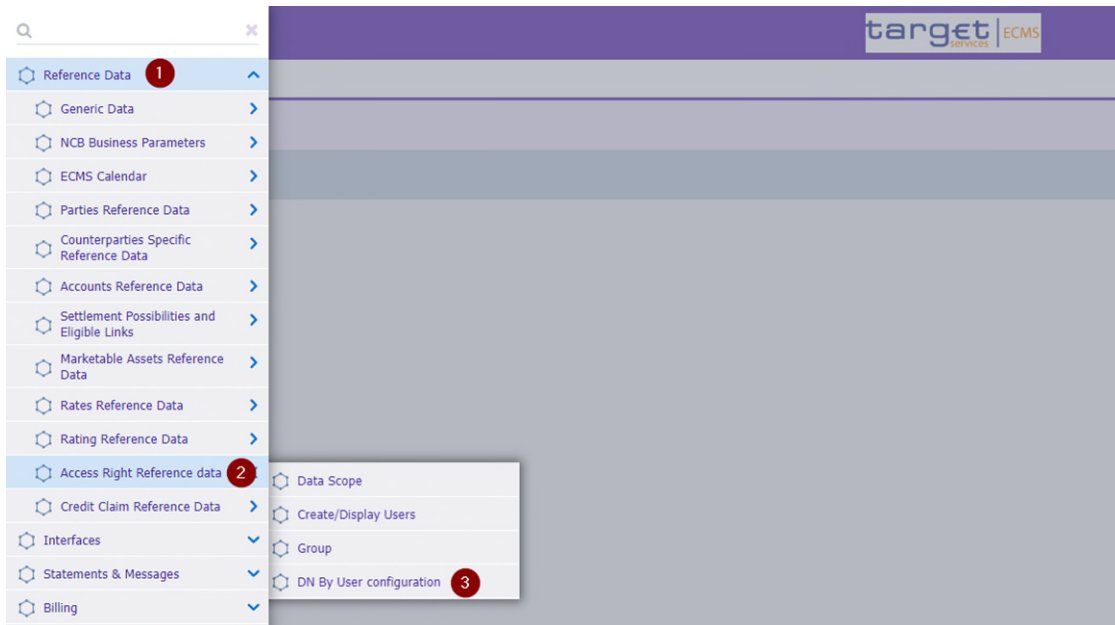
The screenshot shows a web interface for editing a user. The title is "Edit: Assigned User". The form contains the following elements:

- ECMS System User Reference: [Empty text field]
- Name: [Empty text field]
- Is Active:
- User Properties: [User Properties [0]]
- Groups: [Groups [0]]
- Security Role: [Security Role [0]]
- User Multi Tenancy: [User Multi Tenancy [1]]
- Buttons: [Reset] (green), [Save] (green with a red notification icon), [Cancel] (blue)


After creation of the user, an additional allocation to a DN (Distinguished Name) is required. Without this completion step the user cannot be used in ECMS.

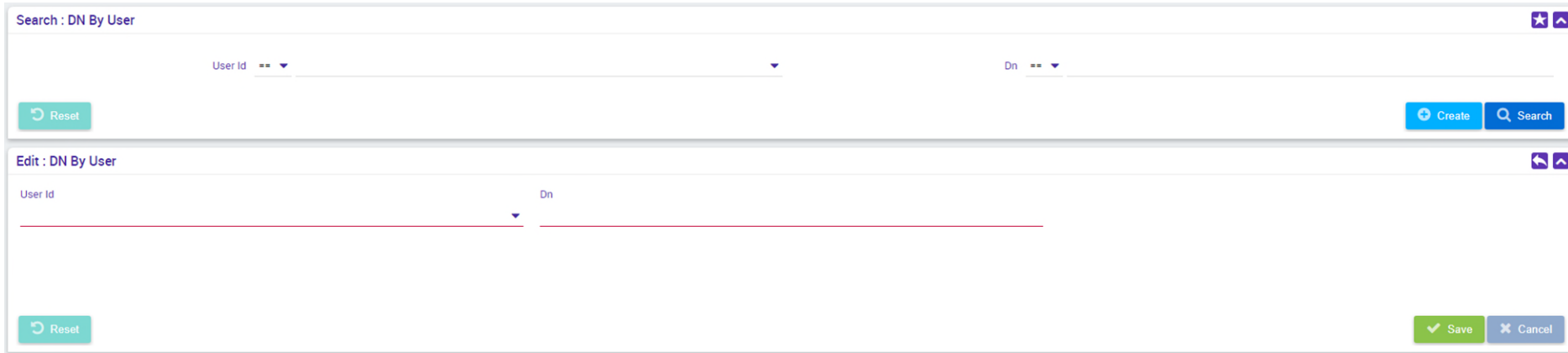
Allocation of a DN to an ECMS user

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



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 two dropdown menus labeled "User Id" and "Dn", each with a double equals sign and a downward arrow. Below the "User Id" dropdown is a "Reset" button. To the right of the "Dn" dropdown are "Create" and "Search" buttons. The bottom screenshot is titled "Edit : DN By User" and shows the same "User Id" and "Dn" dropdowns. Below the "User Id" dropdown is a "Reset" button. To the right of the "Dn" dropdown are "Save" and "Cancel" buttons.

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 terminally allocate the user to a DN.

Allocation of a DN to an ECMS user

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