

BEXIS 2.12.0

System Administration Module

User Guide

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Content

- 1. Overview..... 3
- 2. Registration 3
 - 2.1. Login 3
- 3. Users 4
 - 3.1. Create a user 4
 - 3.2. Edit a user 5
- 4. Groups 6
 - 4.1. Create a group 6
 - 4.2. Edit a group 7
- 5. Permissions..... 8
 - 5.1. Features 8
 - 5.2. Entities..... 9
- 6. Manage Datasets..... 10

1. Overview

By default, only a few components of BEXIS2 are accessible for anonymous users. Any further access to the application is available for authorized users, only. Therefore, Administration module provides the possibility of user registration which is controlled by administrators. After a successful registration, the user is able to logon to BEXIS2 using its account credentials for authentication.

Features. The set of features is fixed and corresponds (mostly) to the different hierarchical items of the menu bar.

Permissions. Within the system, it is possible to add, remove or modify existing permissions on features, datasets or/and other entities.

2. Registration

Registration is accessible through the menu bar. All fields are mandatory and system needs accept of the Terms and Conditions. To complete successfully the registration process you need to react to a confirmation Email.



The screenshot shows the registration page of the BEXIS2 system. At the top, there is a navigation bar with links for 'Dashboard', 'Collect', 'Search', and 'Plan'. On the right side of the navigation bar, there are links for 'Register', 'Login', and 'Help'. Below the navigation bar, the page title is 'Create a new account.' The registration form consists of four input fields: 'User Name', 'Email', 'Password', and 'Confirm password'. Below the input fields, there are two checkboxes: 'I accept Terms and Conditions.' and 'I accept Privacy Policy.'. A blue 'Register' button is located below the checkboxes. At the bottom of the page, there is a footer with the text 'Powered by BEXIS' and links for 'Privacy Policy', 'Contact Us', and 'Imprint'.

2.1. Login

First, press **Login** button. The system redirects you to the login form and you have to enter your account credentials (user name and password). If the login is successful, you will see Dashboard. Otherwise, the system will notify you about the status and reason why the logon was not successful.

Dashboard Collect Search Plan Register Login Help

Log in

Use your local account to login

User Name

Password

Remember me

[Forgot your password?](#)
[Register as a new user](#)

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3. Users

Caution! This part of the system is secured. You may not have access to it.

BEXIS 2 provides different features for managing users. These are typically available to system administrators only. Each of them is described in more detail in one of the following subsections.

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Manage Users

Id	User Name	Email	
32769	azuregos	azuregos@infinite-trajectory.de	  
163840	dblaa	david.blaa@googlemail.com	  
196608	dschöne	dblaa@bgc-jena.mpg.de	  
98304	fabn	fabn29@gmail.com	  
65536	rafiseh	navabpourn@gmail.com	  
32770	orome	orome@infinite-trajectory.de	  
131072	rog	roman.gertach@uni-jena.de	  
32768	sventhiel	m6thsv2@googlemail.com	  

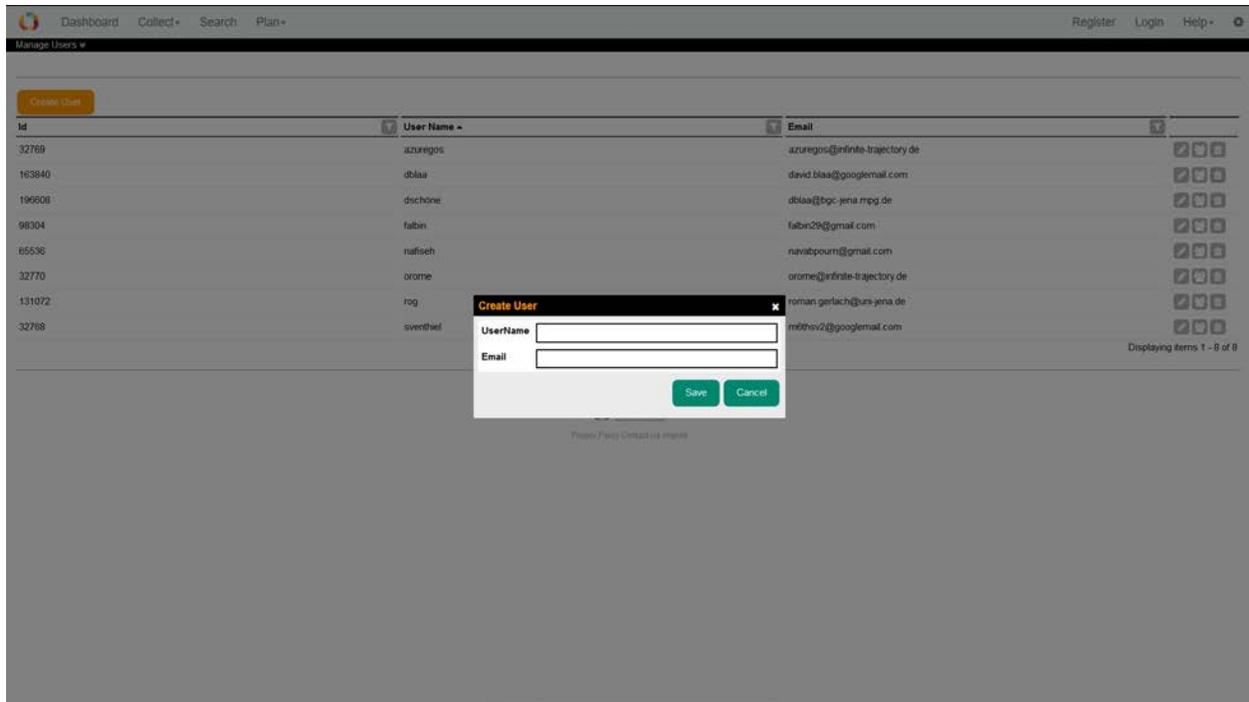
Displaying items 1 - 8 of 8

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3.1. Create a user

In addition to the self-registration procedure, an administrator may also create user accounts. This feature is available from **Setup > Manage Users**. Please press the **Create** button. A modal window will pop up that contains the user creation form. Similar to the self-registration, the system supports you with validation on all information entered.

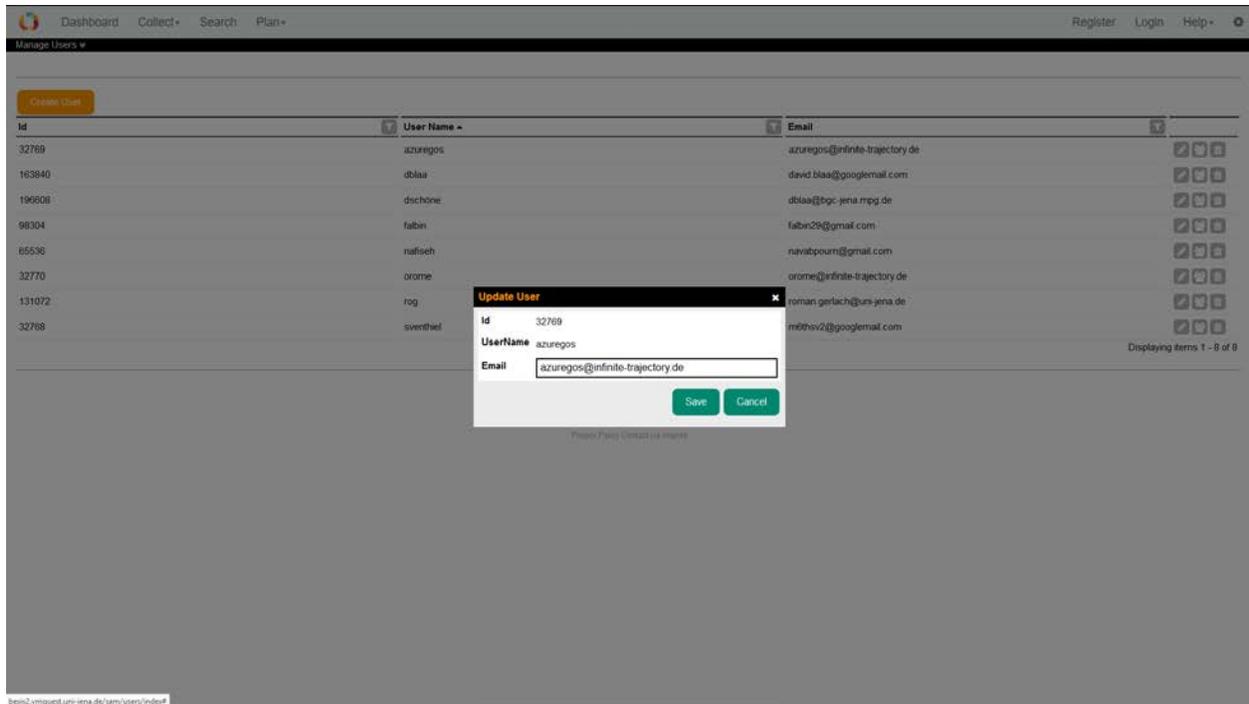


3.2. Edit a user

Within BEXIS 2 you are able to display and modify user information. For security and usability reasons, the system allows modification only for certain parts of the user information. Please go to **Setup > Manage Users** and press the Edit button of the respective user. You are now able to alter the user information. Changes are committed to the system when you press the **Save** button.

For any given user memberships to certain groups need to be specified via the tab **Membership**.

You can change the status easily by (un)select the corresponding checkbox.



4. Groups

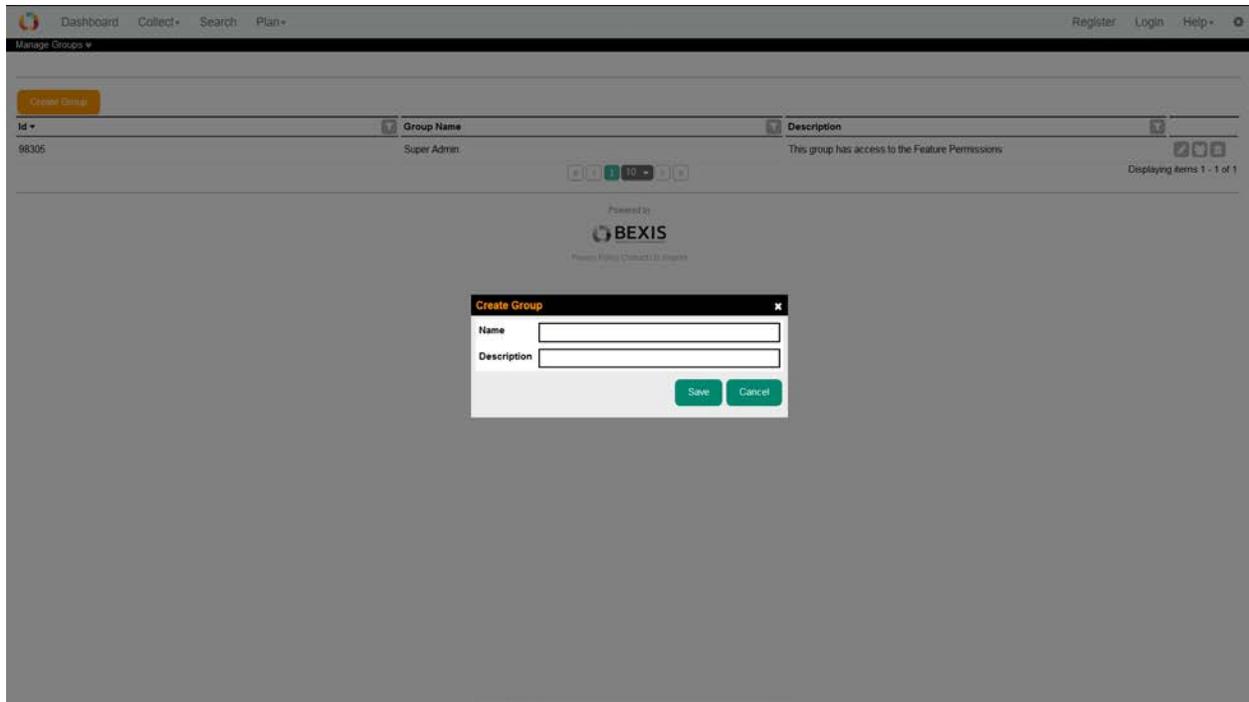
Caution! This part of the system is secured. You may not have access to it.

BEXIS 2 provides different features for the managing groups. They are typically available to system administrators only. Each of them is described in more detail in the following subsections.



4.1. Create a group

This feature is available from **Setup > Manage Groups**. Please press the **Create** button. A modal window will pop up that contains the group creation form. The system supports you with validation on all information entered.

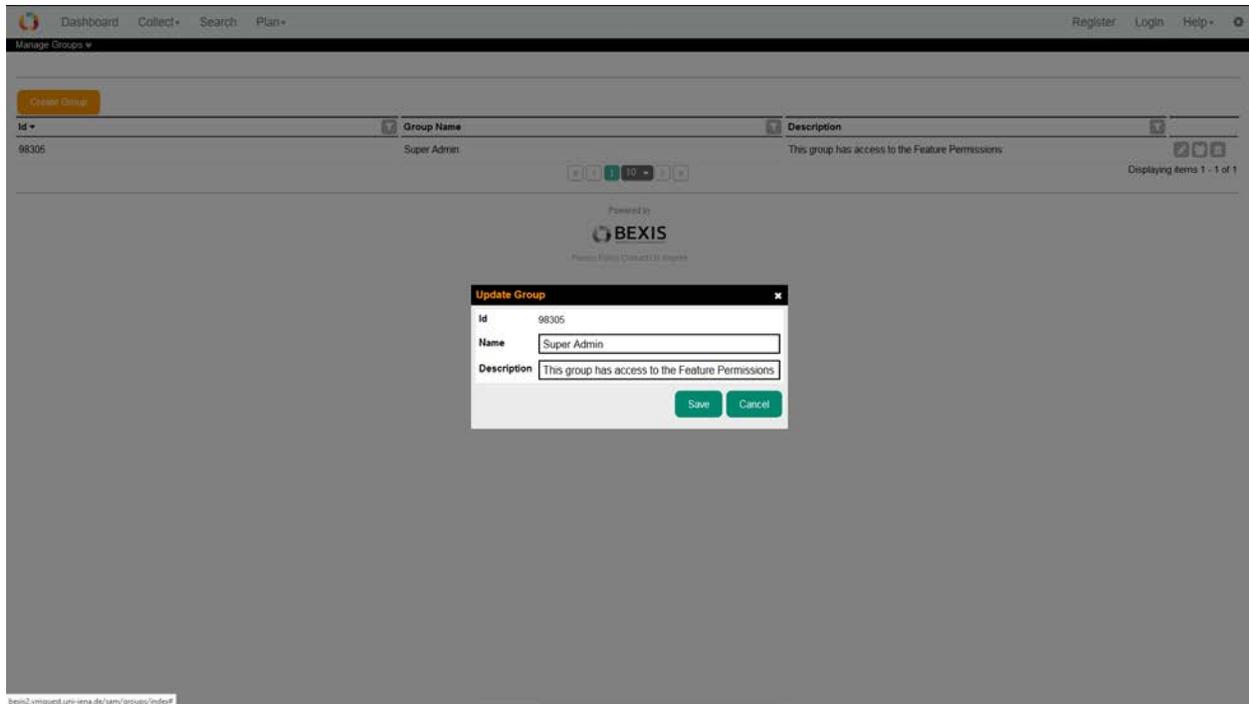


4.2. Edit a group

Within BEXIS 2 you are able to display and modify group information. Please go to **Setup > Manage Groups** and press the Edit button of the respective group. You are now able to alter the group information. Changes are committed to the system once you pressed the **Save** button.

For any given user memberships to certain group need to be specified via the tab **Membership**.

You can change the status easily by (un)select the corresponding checkbox.



5. Permissions

Caution! This part of the system is secured. You may not have access to it.

Permission is a rule that contains certain security regulations. In general, it is possible to set a rule on both, users and groups.

The security system of BEXIS 2 distinguishes between two types of permissions. On the one hand, there are feature permissions, which allow or prohibit the access to well-defined and delimited areas of the application. This type of permissions is working on functional objects (e.g. actions that should be performed) – so called *Features*. On the other hand, data permissions provide the ability to protect real data (e.g. datasets, research plans and so on).

5.1. Features

To be able to modify features, Please go to **Setup > Manage Features**. This will bring up a page with a tree on the left side.

Selecting a checkbox in the navigation tree (e.g. Search) will make that feature accessible without authentication (public access). Please use with care!

By clicking a feature name (a node in the tree), the system will show a table on the right side (see below). This table contains all subjects (users and groups) and their feature permission status. You may grant or

deny permissions for individual users or groups using the radio buttons. If a permission is not explicitly set (i.e None) permissions are inherited from up level features. Inherited permissions are shown in the first column as effective permissions.

The screenshot shows the 'Manage Features' interface in BEXIS 2.12. On the left, there is a tree view of features under 'BEXIS', including Administration, Data Discovery, Data Collection, Data Planning, and Data Dissemination. The main area displays a table with the following columns: Effective, Grant, None, Deny, Subject Id, Subject Name, and Subject Type. The 'Effective' column contains checkmarks, 'Grant' contains radio buttons, and 'None' and 'Deny' contain radio buttons. The table lists 9 subjects, including users and a group.

Effective	Grant	None	Deny	Subject Id	Subject Name	Subject Type
<input checked="" type="checkbox"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	32789	azuregos	User
<input checked="" type="checkbox"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	163840	dblaa	User
<input checked="" type="checkbox"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	196608	dschone	User
<input checked="" type="checkbox"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	96304	fabin	User
<input checked="" type="checkbox"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	65536	nafoseh	User
<input checked="" type="checkbox"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	32770	orome	User
<input checked="" type="checkbox"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	131072	rog	User
<input checked="" type="checkbox"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	98305	Super Admin	Group
<input checked="" type="checkbox"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	32768	sventhief	User

5.2. Entities

The security system of BEXIS 2 is working on both, functional (features) and non-functional (entities) items. Please go to **Setup > Manage Entity Permissions** if you like to manage access to entities.

By selecting a dataset (i.e. a row in the table), the system will show a second table underneath the first one, which contains all subjects (users and groups) and their different data permission statuses regarding the selected dataset. On this page, you are also able to alter the different kinds of data permissions for a selected dataset.

Selecting the checkbox in the first column (i.e. IsPublic) will allow public access to that dataset without any authentication.

Dashboard Collect Search Plan Register Login Help

BEXIS 2.12 - Manage Entity Permissions

IsPublic	Id	Title	Subject Id	Subject Name	Subject Type	Read	Download	Write	Delete	Grant
<input type="checkbox"/>	22	Cover TestDataset	32789	azuregos	User	<input type="checkbox"/>				
<input type="checkbox"/>	21	test	163840	dblaa	User	<input checked="" type="checkbox"/>				
<input type="checkbox"/>	20	test	196608	dschöne	User	<input type="checkbox"/>				
<input type="checkbox"/>	19	37_lidar5vxdsm	98304	falbin	User	<input type="checkbox"/>				
<input type="checkbox"/>	17	Testing dataset1	65536	nafiseh	User	<input type="checkbox"/>				
<input checked="" type="checkbox"/>	16	Unstructured Test	32770	orome	User	<input type="checkbox"/>				
<input type="checkbox"/>	15	Test Demo	131072	rog	User	<input type="checkbox"/>				
<input checked="" type="checkbox"/>	14	flower visitor interactions 2007 Schwäbisc...	98305	Super Admin	Group	<input type="checkbox"/>				
<input checked="" type="checkbox"/>	11	Zagros Mountain	32768	sverthiel	User	<input type="checkbox"/>				
<input checked="" type="checkbox"/>	10	Focal Mechanism				<input type="checkbox"/>				
<input checked="" type="checkbox"/>	9	Bird Images				<input type="checkbox"/>				
<input checked="" type="checkbox"/>	8	Breeding bird survey				<input type="checkbox"/>				
<input checked="" type="checkbox"/>	7	Plant Coverage 2016 - III				<input type="checkbox"/>				
<input checked="" type="checkbox"/>	6	Plant Coverage 2016 - I				<input type="checkbox"/>				
<input checked="" type="checkbox"/>	5	Aerial Photography Campaign 2016				<input type="checkbox"/>				
<input checked="" type="checkbox"/>	4	Bird Observations in Jena 2018 - II				<input type="checkbox"/>				
<input checked="" type="checkbox"/>	3	BM_Species_062018				<input type="checkbox"/>				
<input checked="" type="checkbox"/>	2	Jena Experiment Plot Management Overvi...				<input type="checkbox"/>				
<input checked="" type="checkbox"/>	1	Bird Observations in Jena 2018 - III				<input type="checkbox"/>				

Displaying items 1 - 9 of 9

In general, the system works on six different data permission types:

- **Create:** allow/deny creating a dataset
- **View:** allow/deny view access to primary data
- **Update:** allow/deny manipulation (upload and update) of primary data
- **Delete:** allow/deny deletion of the whole dataset
- **Download:** allow/deny downloading primary data
- **Grant:** allow/deny to give permission to other users or groups

6. Manage Datasets

In this part, you are able to see list of Datasets.

You can find this list via menu in **Setup > Manage Datasets**. In this list, you can see the status of each dataset and some useful actions for the maintenance of a dataset.

Dashboard Collect Search Plan Register Login Help

BEXIS 2.12 - Main Data Datasets

The dataset management functions accessible from here may have unrecoverable effects! Use them with care.

Datasets

Sync All

ID	Status	Rows	Variables	Actions
1	CheckedIn	0	0	Sync Versions Delete Purge Count
2	CheckedIn	0	0	Sync Versions Delete Purge Count
3	CheckedIn	0	3	Sync Versions Delete Purge Count
4	CheckedIn	0	3	Sync Versions Delete Purge Count
5	CheckedIn	0	0	Sync Versions Delete Purge Count
6	CheckedIn	0	3	Sync Versions Delete Purge Count
7	CheckedIn	0	3	Sync Versions Delete Purge Count
8	CheckedIn	0	6	Sync Versions Delete Purge Count
9	CheckedIn	0	0	Sync Versions Delete Purge Count
10	CheckedIn	0	6	Sync Versions Delete Purge Count
11	CheckedIn	0	0	Sync Versions Delete Purge Count
12	Deleted	0	0	Sync Versions Purge Count
13	Deleted	0	0	Sync Versions Purge Count
14	CheckedIn	0	11	Sync Versions Delete Purge Count
15	CheckedIn	0	7	Sync Versions Delete Purge Count
16	CheckedIn	0	0	Sync Versions Delete Purge Count
17	CheckedIn	0	0	Sync Versions Delete Purge Count
19	CheckedIn	0	5	Sync Versions Delete Purge Count
20	CheckedIn	0	0	Sync Versions Delete Purge Count
21	CheckedIn	0	0	Sync Versions Delete Purge Count
22	CheckedIn	0	3	Sync Versions Delete Purge Count

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There are two ways to delete a dataset:

Delete: this function tags a dataset to exclude it from nearly all features of the system (e.g. search). However, the dataset itself will stay inside the database. So later on, you are able to recover the dataset – if needed.

Purge: the dataset will be removed from the system at all (incl. removal of data permissions, metadata and primary data). There is no way to rollback that action.

Note that if you purge a dataset, you cannot recover it at all.