Administration Tool User Management

Overview

◆ Version 2.4.0 and newer software for Codonics Safe Label System® (SLS) Administration Tool (AT) includes support for AT User Management.

◆ The first release provides Single Sign-On capability which allows Active Directory user access to the AT. In 2.3.0 and earlier software, the AT only provided one user and one role (i.e., Administrator). If you wanted to change the password, you had to log into the AT and change the default password.

◆ Now with 2.4.0, customers who use Microsoft Active Directory, can utilize their Active Directory server to manage and control users on the AT. Users can then log into the AT with their personal Windows user name and password anywhere on their hospital network.

Prerequisites for Single Sign-On:
AT is installed on a computer that has access to the Microsoft Active Directory server.

Microsoft Active Directory (Windows Server 2003 or newer).

Active Directory URL (e.g., 10.1.3.9) and port number (e.g., 389).

Terminology

◆ **Microsoft Active Directory (AD)**: is a directory service that Microsoft developed for Windows domain networks. It is included in most Windows Server operating systems as a set of processes and services. AD uses LDAP versions 2 and 3.

AT Active Directory Support

◆ The AT will support and utilize Microsoft Active Directory (Windows Server 2003 or greater) for user management. Adding AT support for Microsoft Active Directory will provide the following:

  ◆ Support for more AT users.

  ◆ Basic User Management tasks (reset passwords, add/remove users from security groups) can be performed on the Active Directory server by a network administrator.

  ◆ AT roles can be predefined based off of specific security groups assigned on the Active Directory.

AT User Roles

There are two different AT user roles:

1. **Administrator** has full access to and operability of the AT including editing the Active Directory settings.

2. **Super User** has access to and operability of the AT except editing of the Active Directory settings.
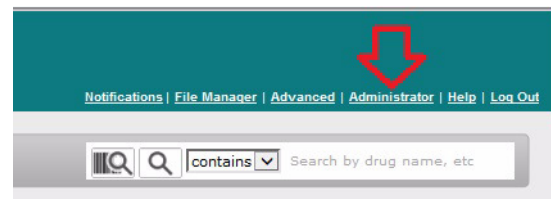
Configuring Active Directory Settings in the AT

1. Contact your IT organization for Active Directory Server information and configuration settings (see Step 7 for all required fields).

   NOTE: Sites should create a new security group (i.e., AT Administrator Group) for AT usage so the network administrators can easily move users in and out of groups.

   Sites should setup a Super User Group for the group of AT users who need to access and manage the AT.

   HTTPS is recommended when using AT User Management to properly encrypt Active Directory credentials.

2. Install the Administration Tool and log into the AT using the standard Codonics Administrator Username and Password.

3. Select the Administrator link.

4. The Administration Options dialog will display. Check the box for Allow users to log in via Active Directory.
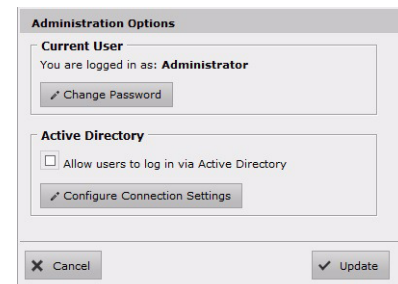
5. Select Configure Connection Settings.

6. The Configure Active Directory Settings dialog will display.

7. Enter the Server Address of the Active Directory, Port (389 is the default), Authentication Method (UPN or SAM), Domain, Search Base, Group Search Base, AT Admininstrator Group and Super User Group. Every field is required.

> **NOTE:** The AT and the Active Directory server need to be on the same network.

8. Test the set up by selecting Test Connection, filling in your Active Directory Username and Password and selecting Test.

9. Once you complete a successful test, click the Save button on the Configure Active Directory Settings dialog shown in Step 7.

10. Check Enable Local Administrator to allow the Administrator user name and password to continue to be active for logging into the AT.

> **NOTE:** A network user with Administrator privileges can disable the Local Administrator account by unchecking Enable Local Administrator.

11. Log out of the AT.

Logging into the AT

◆ Now that the AT is configured for Single Sign-On, approved users can log into the AT with their personal Windows login name and password.

◆ If an unapproved user tries to log into the AT or they use an incorrect password, they will be notified on the AT Log In screen.

Forced Logout

◆ Only one user can be logged into the AT at a time.

◆ If an approved user (e.g., person B) logs into the AT while a different user (e.g., person A) is logged in, a warning message will be displayed on the AT user interface indicating to person B that person A is currently logged into the AT.

◆ If person B proceeds, person A will be automatically logged out and will be notified that person B logged into the AT.

AT Event Logging

◆ Enhanced logging has been added to the AT including the user that was logged into the AT at the time AT events occurred.

◆ Some examples of events logged per user include importing, adding, editing and deleting drugs in the MDD or Formulary, changing Configuration settings, importing SLS user package, and installing packages to SLSs from the AT Device Manager.

Technical Support

If problems occur during operation, contact Codonics Technical Support at any time.

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Get it all with just one call
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