

WAM!NET® User & Resource Management

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1 Introduction

The WAM!NET® Info CenterSM User and Resource Management system provides the interface to administer Users and Resources.

User Management capabilities include the viewing, creating and editing of Users as well as allowing and editing access to subscribed services; WAM!NET® Direct! Services, WAM!NET® Internet GatewaySM, and WAM!NET® Content StudioSM. It is also possible to create and edit Internet Gateway Accounts for Users.

Resource Management capabilities include the viewing of Resources, the ability to edit certain attributes, allowing and editing user access and trading permissions, as well as the creation of certain resource types; Managed and Submission Options.

User and Resource Management features are based on permission level. Individuals with Administrator permissions are allowed access to certain functionality not provided to those with User permissions. The differences between the features based on permission level are detailed further in this document.

1.1 Access

In order to access the User and Resource Management system, you must first log into Info Center and then select the “User and Resource Management” link located in the left hand menu bar. This link will open a new window and load the User and Resource Management system.

1.2 Frequently Asked Questions

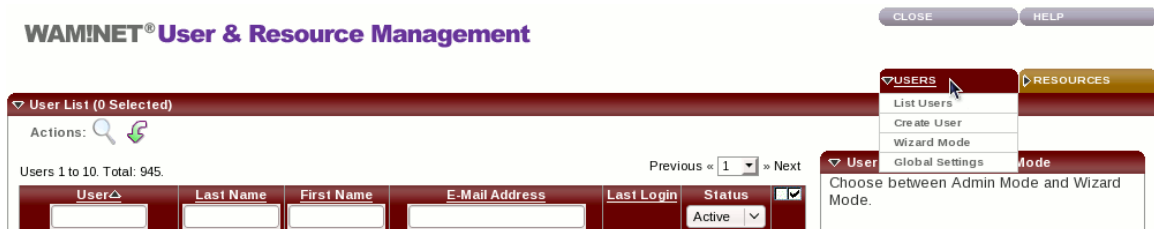
Q. What is the minimum screen resolution I can use with User and Resource Management?

A. Info Center User and Resource Management requires a higher screen resolution than some other WAM!NET services (such as Internet Gateway). To avoid horizontal scroll bars your browser window should be a minimum of 980 pixels wide.

1.3 Known Issues

A list of known issues, latest information and complete documentation is available at: http://serviceportal.wamnet.com/support/latest/list/Info_Center. Users must be logged into the WAM!NET® Service PortalSM to view this information.

1.4 Interface Orientation



WAM!NET® User & Resource Management

The Info Center User and Resource Management interface begins with one of the USERS screens, depending on your permissions. The same header and footer are displayed on all screens. The header contains two navigation menu bars:

The first menu bar will take you to places outside of the Info Center User and Resource Management system. The possible menu items are:

- **CLOSE.** This button will close the User and Resource Management window and return you to Info Center.
- **HELP.** This dropdown allows access to help information.

The second menu bar in the header is for navigating within the Info Center User and Resource Management system. Depending on your User permissions, the possible menu items are:

- **USERS.** There are three possible choices:
- **List Users** allows you to view, search and select Users. Once an individual User or group of Users is selected you may manage all aspects of their WAM!NET service environment.
- **Create User** allows you to create new Users, either individually or in groups, assign them Resource permissions and create new WAM!NET services for them to use.
- **Wizard Mode** allows you to switch to Wizard Mode which will guide you step by step through creating, copying, or editing users.
- **Global Settings** allows you to apply rules regarding password policies that apply to all Users associated with your organization.

Note: The List Users, Create User Wizard Mode and Global Settings menu items will only be displayed if you have Customer Administrator permission.

- **RESOURCES.** There are three possible choices:
- **List Resources** allows you to view, search and select Resources. Once a Resource or group of Resources is selected you may manage their attributes; User access, Address Book and Submission Icons (if available).
- **Create Resource** allows you to create new Resources.
- **Wizard Mode** allows you to switch to Wizard Mode which will guide you step by step through creating and editing resources.

Note: RESOURCES will only be displayed if you have Customer or Resource Administrator permission.

Both the USERS and RESOURCES pages allow access to manage similar details of a WAM!NET service environment. The first is a User-based tool whereas the second is a Resource-based tool. The tool you choose to use in any situation will depend on the task you wish to accomplish, your permission level, and to some extent the way you think about your WAM!NET services.

The footer of the user interface displays Info Center connection information, accessible navigation links and copyright information.

Your Connection Details:

User: Beanie Admin

Customer: Beanie Fez Conglomerate
(22010)

[Close](#) | [Help](#) | [Technical Support](#) | [Privacy Policy](#)

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The navigation links on the right are:

- **Close and Help.** These options mirror the header links detailed above.
- **Technical Support.** This link displays the latest information and technical support contact details.

Privacy Policy. This link displays the SAVVIS Privacy Policy.