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Select an item to view the correct page

4 Resources

The RESOURCES screens allow Resource-based administration of your WAM!NET service environment. Depending on your permission level, you may be able to perform the following functions:

- View, search and select from a list of Resources displayed in the Resources List section.
- View User and Resource details displayed in the Managed Selected Resources section.
- Edit User and Resource details displayed in the Managed Selected Resources section.
- Create and configure Managed and Submission Option Resources.

Note: The RESOURCES screens will only be displayed if you have sufficient permission to edit at least one Resource.

Resource List (0 Selected)

Actions:

Resources 1 to 10. Total: 718. Previous « 1 » Next

Resource Name	ID	Type	Host Name	Status	<input type="checkbox"/>
0 API Archive Testzz	44330	Managed (M)	limao	Active	<input type="checkbox"/>
0 API Archive Testzz	32601	Managed (M)	vooodoo	Active	<input type="checkbox"/>
0 Az	56030	Submission Option (S)	Rabbit IG Host	Active	<input type="checkbox"/>
0 ig icon 2	26330	Submission Option (S)	Rabbit IG Host	Active	<input type="checkbox"/>
0 ig iconfig	26230	Submission Option (S)	Rabbit IG Host	Active	<input type="checkbox"/>
0 internet icon	26130	Submission Option (S)	bost	Active	<input type="checkbox"/>
00 Perm Test	35130	Managed (M)	limao	Active	<input type="checkbox"/>
000 res	101230	Managed (M)	DIRECT HOST	Active	<input type="checkbox"/>
0000 upd createigz2	362101	Internet Gateway (I)	Rabbit IG Host	Active	<input type="checkbox"/>
000addws ig acctxz	360301	Internet Gateway (I)	Rabbit IG Host	Active	<input type="checkbox"/>

Create Resource Select Checked Resource(s)

Resource Management Admin Mode

Choose between Admin Mode and Wizard Mode.

Admin Mode allows you to quickly make targeted changes to your Resources.



Wizard Mode helps you Create a New Resource or Edit Existing Resources with a series of step-by-step instructions.

▪ [Switch to Wizard Mode](#)

4.1 Resources List

The Resources List section is at the top of the screen, immediately below the second menu bar. It can be expanded or collapsed as necessary (using the section title) allowing you to make best use of the available screen space.



On the left hand side of the Resources List section is a list of your Resources. It will display at most ten Resources at a time with a default sort of “Resource Name” in ascending order. You may switch the sort column and direction by selecting the column title. If more than ten Resources are available then you may also filter the list and jump to subsequent pages using the following methods:

- Filter the list using the text inputs and dropdowns displayed in the column title. The keyboard “Enter” key will activate your filter criteria. Clicking the magnifying glass icon will present the Search and Display Options feature.
- Jump to a different page using the links displayed at the top right of the listing. You may move forward or back through the available pages in blocks of ten at a time.
- The Resources List columns are as follows:
- **Resource Name.** The name for the individual Resource.
- **ID.** The ID for the individual Resource.
- **Type.** The type for the individual Resource (including abbreviation).
-   Use the checkboxes with the “Select Checked Resources” button at the bottom of the Resources List to add Resources to the Selected Resources List. Resources already shown in the Selected Resources List will not display a checkbox. The icons in the column header perform “Uncheck All” and “Check All” actions.
- **Host Name.** The CPOP that hosts this Resource.
- **Status.** Indicates the status of the individual Resource. This column is not available for sorting the list.

4.1.1 Selected Resources List

The Selected Resources List will display to the right of the [Resources List](#) only when at least one Resource has been selected using the checkboxes and confirming your choice with the “Select Checked Resources” button in the Resources List. A “Clear Selection” link is displayed that allows you to quickly reset your Selected Resources.

By default only the first ten Selected Resources are displayed. If there are more than ten Selected Resources then they may all be displayed with the “Display All” link at the top of the list. The link will change to “Display First Ten” when all Selected Resources are displayed and allows you to make best use of the available screen space.

- The Selected Resources List columns are as follows:
- Resource. A combination of the Resource Name, ID and Type for the individual Resource.
-   Use the checkboxes with the “Clear Checked Resource(s)” button at the bottom of the Selected Resources List to remove Resources from the Selected Resources List. The icons in the column header perform “Uncheck All” and “Check All” actions.
- Selecting a single Resource allows the [Manage Selected Resources](#) section to control all aspects of the individual WAM!NET Resource. Selecting more than one Resource allows the Manage Selected Resources section to work in “batch mode”: a very powerful tool that can be used to control many aspects of the WAM!NET service environment for **all** the Selected Resources.

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- If you wish to remove a Resource from the Selected Resources List, check the box to the right of the Resource and click on the Clear Checked Resource(s) button. If you would like to clear the entire list, you can click on the checked box in the column header to select the whole column and then click on the Clear Checked Resource(s) button.

4.2 Manage Selected Resources

The Manage Selected Resources section is below the [Resources List](#) if you have any resources in the Selected Resources List. It can be expanded or collapsed as necessary (using the section title) allowing you to make best use of the available screen space.

- Manage Selected Resources allows you switch between the following possible modes using the links on the right side of the section title bar:
- Resource. Manage the attributes of the selected resource (available only when a single resource has been selected).
- User Access. View, edit, and add the Users who can access the Selected Resources.
- Address Book. View, edit, and add resources to the Selected resources address book.
- Submission Icons. View, edit, and add Submission Icons for the selected resource(s).

Note: The modes available are dependent on the number of Selected Resources and the types of resources.

4.2.1 Resource

The Resource mode allows you to view and edit several attributes about the selected Resource. The available attributes will be dependent on what type of Resource you have selected. In general, all resource types will have a General Attributes section, an E-Mail Notifications section, and a HTTP Notifications section. Managed and Submission Option type resources will also have a section specific to those types of resources.

Note: The Resource section is not accessible if you have more than one Selected Resource.

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Manage 1 Selected Resources » Resource Manage: Resource | User Access | Address Book

Items in **bold** and marked with * are required. ▶ Show Tips

General Attributes

Resource ID: 44330

Resource Type: Managed (M)

*Resource Name:

Status:

General Publish:

Receive All:

Address 1:

Address 2:

Address 3:

City:

State:

Postal Code:

Country:

Phone:

Managed Resource Options

SDK Enabled:

Enable Send Dock Caching:

*Auto Purge Received Packages: after Days

*Auto Purge Collected Packages: after Days

4.2.2 User Access

The User Access mode allows you to view and edit the permissions for the Users authorized to access the Selected Resource(s), or to add additional users to access the Selected Resource(s).

USERS ▶ RESOURCES

Resource List (1 Selected)

Manage 1 Selected Resources » User Access Manage: Resource | User Access | Address Book

Actions:

Authorized Users 11 to 20. Total: 40. [Show Available Users](#) Previous « 2 » Next

User	Last Name	First Name	E-Mail Address	Service Permission	IC Permission
copyuserwizard23	l	f	wamnet.user@savvis.net	No Access	Administrator
copyuserwizard25	l	f	wamnet.user@savvis.net	No Access	Administrator
copyuserwizard27	l	f	wamnet.user@savvis.net	No Access	Administrator
copyuserwizard28	l	f	wamnet.user@savvis.net	No Access	Administrator
copyuserwizard29	l	f	wamnet.user@savvis.net	No Access	Administrator
createuserwizard	l	f	wamnet.user@savvis.net	Administrator	Administrator
createuserwizard0	l	f	wamnet.user@savvis.net	User	Administrator
createuserwizard1	l	f	wamnet.user@savvis.net	User	Administrator
createuserwizard2	l	f	wamnet.user@savvis.net	User	No Access
createuserwizard3	l	f	wamnet.user@savvis.net	User	Administrator

Reset Update

4.2.2.1 User Access

The Resource Access List is displayed in the [Managed Selected Resources](#) section when it is in Resource Access mode. Directly below the second menu bar, you will notice two icons indicating helpful features of this screen. The magnifying glass represents an Advanced User Search feature and the down-arrow icon allows you to export relevant information and generate reports.

The User Access screen will display with a default sort of “User” in ascending order. You may switch the sort column and direction by selecting the column title. If more than ten Users are available then you may also filter the list and jump to subsequent pages using the following methods:

- Filter the list using the text inputs and dropdowns displayed in the column title. The keyboard “Enter” key will activate your filter criteria.
- Jump to a different page using the links displayed at the top right of the listing. You may move forward or back through the available pages in blocks of ten at a time.
- When only one Resource has been selected the page will default to the Authorized Users and an option will be provided “Show Available Users” which allows you to add new users to your selected Resource. When more than one Resource has been selected, only the Available Users will be available.
- The User Access List columns are as follows:
- **User.** The user name (or login name) for the individual User.
Note: Third Party Users will be indicated by (3P) after the user name.
- **Last Name & First Name.** The real name for the individual User.
- **Email Address.** The email address for the individual User. This is also a link allowing you to send an email using your local email application.
- **Service Permission.** The current Service Permission for the individual User to the Selected Resource. You may change or remove the current permission using the dropdown selection list and the “Update” button. The possible Service Permission values change with each type of Resource and are not available for WAM!NET® Internet GatewaySM or WAM!NET® Content StudioSM Resources.
Note: A Service Permission dropdown selection list may not be editable if you have insufficient permissions to change its value.
- **IC Permission.** The current Info Center Permission for the individual User to the Selected Resource. You may change or remove the current permission using the dropdown selection list and the “Update” button. The possible IC Permission values change with each type of Resource.
Note: An IC Permission dropdown selection list may not be editable if you have insufficient permissions to change its value.
- The “Show 3rd Party Users” button when showing Available Users, switches the Available Users List into a mode where it shows Users from companies other than your own.

4.2.2.2 Available Users List (3rd Party Users mode)

When the Available Users List is in “3rd Party Mode” it will display Users from companies other than your own who choose to be publicly visible in addition to Users from your own company. An additional column will be shown between the Email Address and the Service Permission columns:

- **Customer Name.** The (WAM!NET) Customer Name and ID to which the individual User is associated.

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The “Hide 3rd Party Users” button switches the Available Users List into a mode where it only shows Users from your own company.

Note: The ability to authorize Resource access to a Third Party User is only available for certain Resource types.

Manage 1 Selected Resources » User Access Manage: Resource | User Access | Address Book

Actions:

Available Users 1 to 10. Total: 4190. [Show Authorized Users](#) Previous « 1 » Next

User	Last Name	First Name	E-Mail Address	Customer Name (ID)	Service Permission	IC Permission
000000a4steakaazsrich	a	rich was here	email@savvis.net	Hanson Company cust. (1005801)	No Change	No Change
000000a5steak	l	r	email@savvis.net	Hanson Company cust. (1005801)	No Change	No Change
000000a6steak	l	f	email@savvis.net	Hanson Company cust. (1005801)	No Change	No Change
000000a7steak	l	f	email@savvis.net	Hanson Company cust. (1005801)	No Change	No Change
000000a8steakupdme	l	f	email@savvis.net	Hanson Company cust. (1005801)	No Change	No Change
000010	l	f	email@savvis.net	Hanson Company cust. (1005801)	No Change	No Change
000email	kkjk	000email	email@savvis.net	Hanson Company cust. (1005801)	No Change	No Change
000noemail1	new	new	email@savvis.net	Hanson Company cust. (1005801)	No Change	No Change
00jaen1	l	f	email@savvis.net	Hanson Company cust. (1005801)	No Change	No Change
00jaen1copy1	l	f	email@savvis.net	Hanson Company cust. (1005801)	No Change	No Change



4.2.3 Address Book

The Address Book Mode allows you to view and edit Address Book Entries for your Selected Resource allowing you to Manage which other of your resources the selected resource may send to and receive from.

Note: The Address Book Mode is only available when a single resource is in the Selected Resources List.

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Manage 1 Selected Resources » Address Book Manage: Resource | User Access | Address Book

Actions:  

Authorized Address Book Entries 1 to 10. Total: 45. [Show Available Addresses](#) Previous < 1 > Next

Resource Name	ID	Resource Type	Customer Name	Customer ID	Send To	Receive From
0 az	56030	Submission Option (S)	Hanson Company cust.	1005801	Approved	Approved
000 res	101230	Managed (M)	Hanson Company cust.	1005801	Approved	Approved
0000 upd createigz2	362101	Internet Gateway (I)	Hanson Company cust.	1005801	Approved	Approved
01234ff	43530	Managed (M)	Hanson Company cust.	1005801	Approved	Approved
changelog3za	75530	Submission Option (S)	Hanson Company cust.	1005801	Not Established	Approved
checkchanged	81030	Submission Option (S)	Hanson Company cust.	1005801	Not Established	Approved
combowitzest1	62930	Submission Option (S)	Hanson Company cust.	1005801	Not Established	Approved
createtest3	76830	Submission Option (S)	Hanson Company cust.	1005801	Not Established	Approved
csicon3	80030	Submission Option (S)	Hanson Company cust.	1005801	Not Established	Approved
ffddhj	92130	Submission Option (S)	Hanson Company cust.	1005801	Not Established	Approved

The Address Book List is displayed on the left hand side of the Manage Selected Users section when it is in Address Book mode. It will display with a default sort of “Resource Name” in ascending order. You may switch the sort column and direction by selecting the column title.

Filter the list using the text inputs and dropdowns displayed in the column title. The keyboard “Enter” key will activate your filter criteria. Clicking the magnifying glass icon will present the Advanced Search and Display Options feature.

Jump to a different page using the links displayed at the top right of the listing. You may move forward or back through the available pages.

The Address Book List columns are as follows:

Resource Name. The name of the individual Resource.

ID. The ID for the individual Resource.

Resource Type. The type for the individual Resource (including abbreviation).

Customer Name. The name of the customer that the Resource belongs to.

Customer ID. The ID for the Resource’s Customer.

Send To. The current Send To value which determines if the Selected Resource may send content to the listed Resource.

Note: The Send To column will only be editable if both the selected and the listed resources belong to the same customer. Additionally, the Send To column will be read only if the listed resource is a Submission Option resource.

Receive From. The current Receive From value which determines if the selected Resource may receive content from the listed Resource.

Note: The Receive From column will only be editable if both the selected and the listed resources belong to the same customer. Additionally, the Receive From column will not be displayed if the Selected Resource is a Submission Option resource.

4.2.4 Submission Icons

The Submission Icon Mode allows you to view, create, edit and download Submission Icons belonging to Submission Option Resources in the Selected Resource List.

Note: The Submission Icon Mode is only available when one or more Submission Option Resources have been added to the Selected Resources List.

Manage 3 Selected Resources » Submission Icons							Manage: User Access Address Book Submission Icons
Submission Icons 1 to 10. Total: 19.							Previous « 1 » Next
Submission Icon Name	ID	Expiration Date	Description	Status	Controlling Resource	Actions	
anony	24330			Active	0 ig iconafig (26230) S	Edit Delete Download	
auto0	26330			Active	0 ig icon 2 (26330) S	Edit Delete Download	
autothreez	26230			Active	0 ig icon 2 (26330) S	Edit Delete Download	
autotwo	26130			Active	0 ig icon 2 (26330) S	Edit Delete Download	
azingo	22030			Active	0 ig icon 2 (26330) S	Edit Delete Download	
b	23230			Active	0 ig icon 2 (26330) S	Edit Delete Download	
d	22330			Active	0 ig icon 2 (26330) S	Edit Delete Download	
e	22430			Active	0 ig icon 2 (26330) S	Edit Delete Download	
f	22530			Active	0 ig icon 2 (26330) S	Edit Delete Download	
ffq	25830	29 May 2011 21:15		Active	0 Az (56030) S	Edit Delete Download	

4.2.4.1 Submission Icon List

The Submission Icon List is displayed on the left hand side of the Manage Selected Resources section when it is in Submission Icon mode. It will display with a default sort of “Submission Icon Name” in ascending order. You may switch the sort column and direction by selecting the column title.

Filter the list using the text inputs and dropdowns displayed in the column title. The keyboard “Enter” key will activate your filter criteria. Clicking the magnifying glass icon will present the Advanced Search and Display Options feature.

Jump to a different page using the links displayed at the top right of the listing. You may move forward or back through the available pages.

The Submission Icon List columns are as follows:

Submission Icon Name. The name of the individual Submission Icon.

ID. The ID of the individual Submission Icon

Expiration Date. The Date/Time the Submission Icon will expire and no longer be usable.

Description. The User entered description for the Submission Icon.

Status. The status of the individual Submission Icon.

Controlling Resource. The Submission Option Resource that controls this Submission Icon.

Actions. Click the Edit link to view or edit the individual Submission Icon. Click Delete if you wish to Delete the Submission Icon. Use the Download link if you wish to download the individual Submission Icon PC or Mac Installer.

4.2.4.2 Create Submission Icon

When only one Resource has been selected, the Create Submission Icon button will be available in the lower left of the Submission Icon List table.

Items in **bold** and marked with * are required.

Enter your basic submission icon details: ▶ Show Tips

Controlling Resource: 0 ig icon 2 (26330)

Type: Authenticated

***Name:**

Enable Delivery Notification for Submitter: Yes ▾

Expiration Date: [Use Calendar](#)

Expiration Time: :

Status: Active ▾

Description:

Enter your distribution details:

Previously Distributed To:

Available Users: richa
a222x_
copyuserwizard23
copyuserwizard25

Distribute To:

***Reply To:**

Subject:

Notes:

Distribution Language: English ▾

Customize your Submission Icon:

Desktop Icon:

4.3 Create Resource

The User and Resource Management system will switch to Create mode when either “Create Resource” is selected from the RESOURCES menu dropdown or “Create Resource” is selected from the bottom of the Resources List. Both cases are only possible if there are currently no Selected Resources.

The Create Resource function will guide you through creating a Resource and when complete will add that Resource to the Selected Resources List allowing you to make further changes if you wish.

Unlike the Create User function, you will only be allowed to create a single resource. If you wish to create another, you must first clear the Selected Resources List.

At any point during the Create Resource function, you may cancel the Create Resource by using the “Cancel” button.

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Manage 0 Selected Resources » Create Resource

Items in **bold** and marked with * are required.

Setup Information ▶ Show Tips

Resource Type: ▼

Select the type of resource you wish to create. Select Submission Option to create a send only resource or Managed to create a resource that may send and receive. Click the Next button after selecting the Resource Type.

Manage 0 Selected Resources » Create Resource

Items in **bold** and marked with * are required.

Setup Information ▶ Show Tips

Resource Type: ▼

Host Name	Access DNS/IP	Location	Address	City	State	Postal Code	Phone	
Rabbit IG Host	internetgateway.dev-msp.it.savvis.net	Old Cray Building	Peter's Office	Eagan	MN	55121		<input type="radio"/>
bost	bb	mylocy	asdf	asdf	asdf	32323		<input type="radio"/>

Select the Host for this Resource. You will have different options depending on the type of Resource you are creating and the WAM!NET Host's available for your customer. To select, use the radio button to the right and click Next.

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Manage 0 Selected Resources » Create Resource

Items in **bold** and marked with * are required.

[Show Tips](#)

Setup Information

Resource Type:

Host:

General Attributes

Resource ID:

Resource Type:

*Resource Name:

Status:

General Publish:

Address 1:

Address 2:

Address 3:

City:

State:

Postal Code:

Country:

Phone:

Submission Option Attributes

Submission Option Type:

Default Job Ticket:

PIN Number:

Access with Icon:

Access with Web:

Access with FTP:

Portal URL:

Java Upload Enabled:

Enter the General Attributes, the Resource Specific Attributes, and the E-Mail and HTTP Notification Attributes. When finished, click the Create Resource button to create the resource and add it to the Selected Resources List. Your user will also be automatically granted IC Administrator Access for the Resource.

After this Resource has been added to the Selected Resources List, you may add additional users to access this Resource, manage the Resource's Address Book, and for Submission Option Resources, you may also add Submission Icons.