Codonics SLS Centralized User Management

Overview

This document explains how to use centralized Safe Label User Management with Codonics Safe Label System® Administration Tool (AT) and SLS Point of Care Station (PCS) as of 2.5.0 software release.

This feature allows you to create a specific SLS user list and deploy it from the AT to specified, or all, SLS PCSs. Once installed on an SLS PCS, it allows users specified in the user package to manually log into SLS PCS without completing the Make User Badge dialog first. User lists can also be updated to remove users from SLS PCS.

> **NOTE:** SLS Centralized User Management requires a feature key for both the AT and for the SLS PCS. Contact your Codonics Sales Representative to obtain the proper keys.

Configuring SLS User Management

Administration Tool

To add an SLS User Management feature key to the AT:

1. Click on the Advanced link in the upper right corner of the AT.

2. The Advanced dialog box will be displayed.
3. Enter the AT SLS User Management feature key and click on Submit.

4. SLS Centralized User Management will be enabled.

5. Click on Save in the Advanced dialog.

6. The Users tab will be displayed in the AT.

Importing from CSV

Users can be imported from a Comma Separated Value (i.e., CSV) file that supplies columns for User ID, Full Name, and Initials.

1. Create a CSV of Users.

2. The title of the columns should be User ID, Full Name and Initials. Optionally, PIN and User Lists can be included. Lists require that there be more than one list.
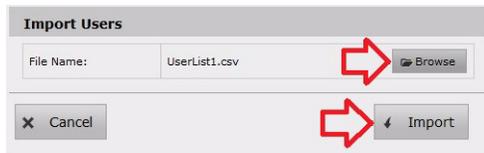
   For example,

   > **NOTE:** If a PIN is not used, SLS PCS will prompt a User for a PIN if the Require PIN configuration setting is enabled.

3. Select Import from the AT Users tab.

4. An Import Users dialog will allow you to Browse to the CSV file. Select Import.
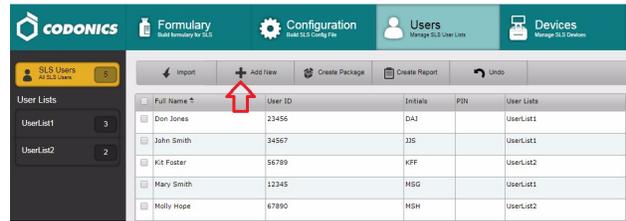

5. Once the import is complete, the User tab will display all the Users from the CSV and look similar to the following:

Manually Adding, Editing, Deleting Users from the AT

1. Select the + Add New

2. A Create New SLS User dialog is displayed. Enter the user's information and select the User List(s) by selecting + Edit.

3. If PINs are being used at a site, there are 3 options for setting a PIN.

- ◆ **Assign on device** means that the AT administrator does not want to manage the user's PIN and the SLS User can set a PIN on the SLS PCS when they go to login. The SLS user will be prompted to set a PIN if it has not yet been created. If a SLS user and their PIN were already installed on an SLS PCS, the PIN will be left unmodified on SLS PCS.

- ◆ **Reset on login** means that the SLS User will need to reset their PIN the next time they login to the SLS PCS. This may be used if sites want to require PIN resets on a regularly scheduled basis or if a user forgot their PIN.

- ◆ **Specify new PIN** means that the AT administrator is setting a new PIN for the SLS user that the user will need to know when they login to the SLS PCS.

4. Select Save.

5. The new user is added to the Users List.

6. To edit a user's information (e.g., change of name or PIN), select the box next to the user's name or the pencil icon in the Actions column. A dialog box to edit the user will be displayed.


7. A dialog box to edit the user will be displayed on the bottom of the AT.

8. Select Edit Selected to change the user's information.
9. To delete a user, select the box next to the user's name and then select the Delete Selected box in the dialog box. Or select the X icon in the Actions column representing the user.

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10. A dialog box to confirm deleting the user will be displayed.
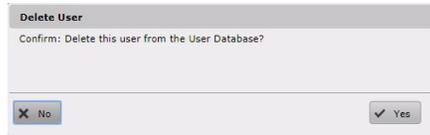
NOTE: If the AT administrator makes a mistake when entering information, there is an Undo button at the top of the AT user interface. It only will undo the last operation.

NOTE: A Create Report button is available to create a report of all users and their information in the AT Users tab.
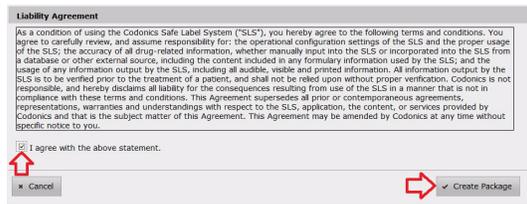
Creating SLS User Package

To create an SLS User Package:

1. Select Create Package in the User tab.
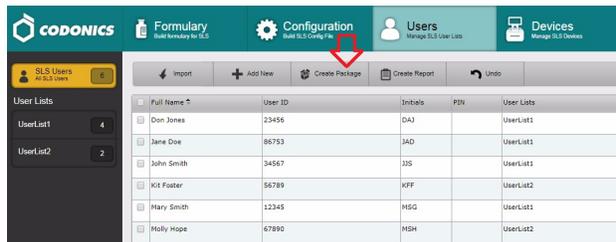
2. A Liability Agreement will be displayed. Check the box accepting the agreement and select Create Package.
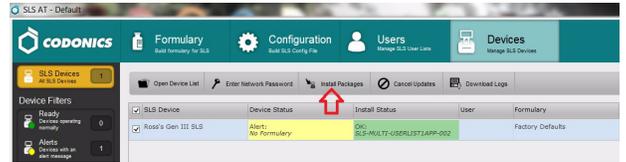

3. The Set Package Profile dialog will be displayed. Enter a Package Profile name and select OK.
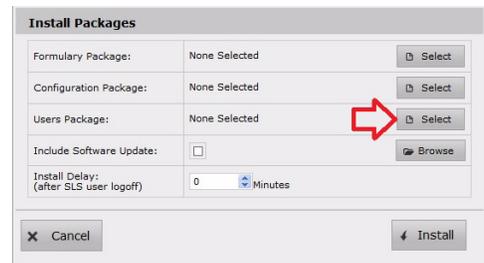

Installing SLS User Package

To install an SLS User Package on SLS PCS:

1. Select the Devices tab in the AT, check the SLS PCSs that you want to deploy a user package to, and then select Install Package.
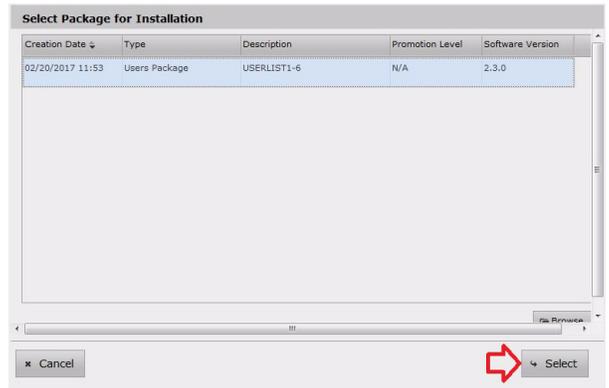

2. An Install Packages dialogue box will be displayed. Click the Select box for Users Package.

3. A Select Package for Installation dialogue will be displayed. Select the User Package to be deployed to SLS PCS.

4. The User Package will be deployed and installed on all SLS PCSs selected.

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5. Users can now manually log into SLS PCS with their User ID and print a User badge by opening the Utilities screen and pressing Print My Badge.

> **NOTE:** SLS User Management requires a feature key for the SLS PCS. The key is installed via the Utilities screen and Manage Features button. Contact your Codonics Sales Representative to obtain the proper key.

> **NOTE:** If a PIN is not used in the User Package, SLS PCS will still prompt a User for a PIN if the Require PIN configuration setting is enabled.


Removing SLS Users

If you want to remove SLS Users from SLS PCS:

1. Manually delete specific users. See section Manually Adding, Editing, Deleting User's from the AT.

2. Alternatively, update the CSV file previously created and delete the specified Users from the list.

3. Follow the instructions for Creating and Installing SLS User Packages.

4. SLS PCSs will be updated and users will be removed.

Allow Badge Logon by Unknown Users

◆ A configuration setting in the Security tab of the AT Configuration tab is Allow Badge Logon by Unknown Users. This setting is enabled by default and will allow a badge made on one SLS to be used to logon another SLS PCS.
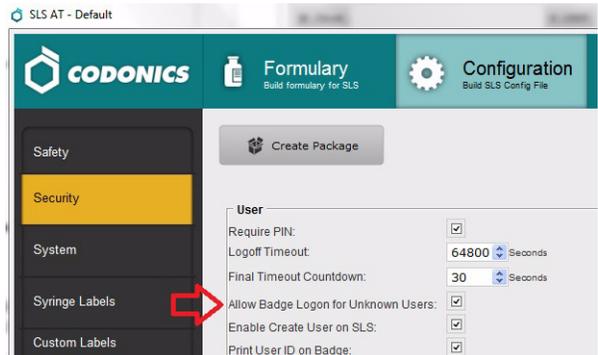
Use Cases:

◆ If a badge is made on SLS PCS 1 without a PIN and is used on SLS PCS 2 that requires a PIN, SLS 2 will require and ask that you create a PIN when you logon.

◆ If a badge is made on SLS PCS 1 without a PIN and is used on SLS 2 that doesn't require a PIN, SLS PCS 2 will automatically logon when the badge is scanned.

◆ If a badge is made on SLS PCS 1 with or without a PIN and is used on SLS PCS 2 with the Allow Badge Logon by Unknown Users disabled, when you scan the badge you will not be logged into SLS PCS 2 and a message will be displayed Your login credentials do not match a user authorized for this system.

◆ If a badge is made on SLS PCS 1 with a PIN and is used on SLS PCS 2 that requires a PIN, SLS PCS 2 will require and ask that you enter the PIN created on SLS PCS 1 when you logon.

◆ If a badge is made on SLS PCS 1 with a PIN and is used on SLS PCS 2 that doesn't require a PIN, SLS PCS 2 will automatically logon when the badge is scanned.

Technical Support

If problems occur while using SLS, contact Codonics Technical Support.

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Get it all with just one call
800.444.1198

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