

# Workshop on Census Data Processing

## Implementing Security



# Security

## Purpose

The purpose of this lab is to become more familiar with the security enhancements in TeleForm V10. In this lab you will learn how to implement these new security features, and when they are best suited for use.

## Objectives

- Fully understand what the security enhancements in TeleForm V10
- Understand how to implement security in TeleForm
- Understand how to use the new security features in V10 to lock down a TeleForm system

## Instruction Type

Presentation  
Hands on Exercise

## Lab Exercise

The following section will walk you through the steps necessary to complete this exercise.

### ***Step 1 – Enabling Security***

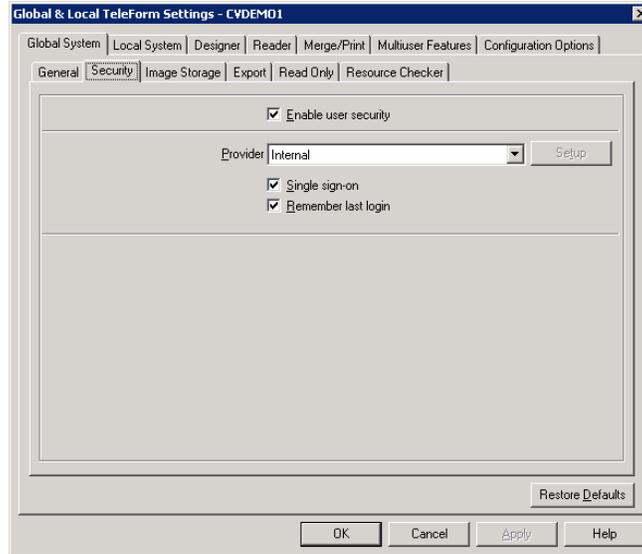
Before we can take advantage of any security features, we must first enable security in TeleForm. The following section will walk you through the necessary steps in enabling security in TeleForm.

1. Open TeleForm Designer.
2. From the Utilities menu, select configuration.
3. Select the Global System, Security tab.
4. Check the Enable User Security check box.

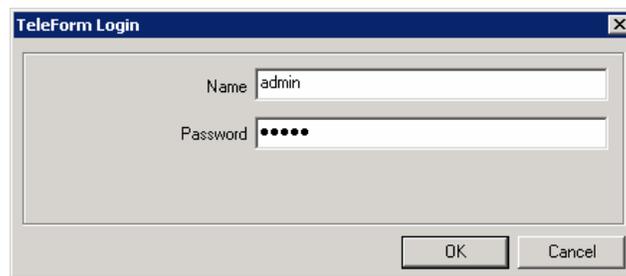
Note – In TeleForm Enterprise, we could choose to link the TeleForm security system with an Active Directory system, however for the purposes of this lab internal security will be used.

5. Check the Single Sign-on and Remember last login check boxes.

# Security



6. Click Apply.
7. When the settings are applied, you will be asked to login. Login with the default Admin account. The username is admin and the password is admin.



8. Click Ok to close the Configuration dialog.

Note - The logged in username will always be displayed on the task bar of all TeleForm applications.

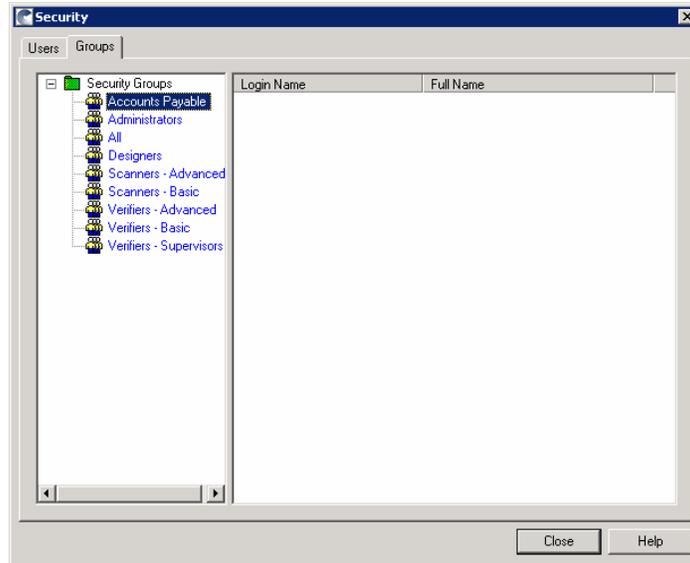
## **Step 2 – Creation of Users and Groups**

In order to make use of TeleForm user security, we must create users and groups. Normally you would create users for each TeleForm user and groups based on logic units or uses of TeleForm. For the purposes of this exercise we will create several “test” users and groups so we can observe what effects various security settings have.

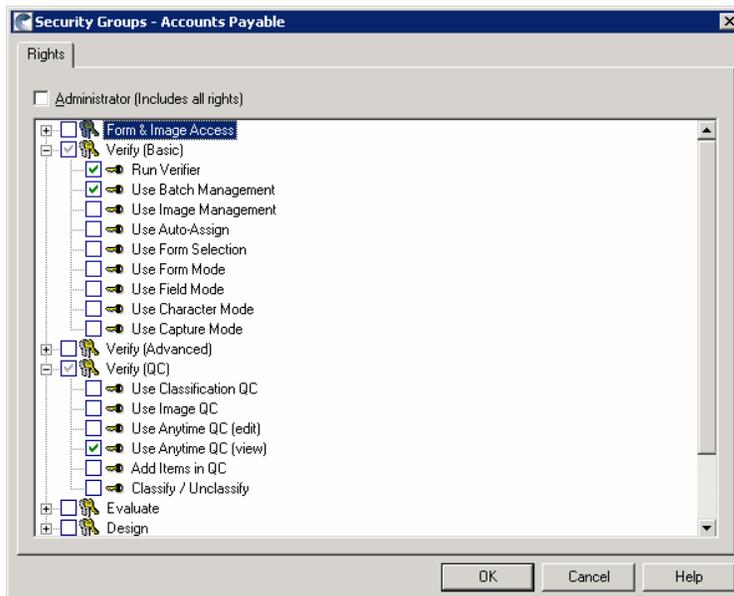
1. Open TeleForm Designer and login as admin.
2. From the Utilities menu, select Security.
3. In the security dialog, select the groups tab.
4. Notice that by default TeleForm has 8 basic groups based on standard TeleForm functionality. We will create additional groups for specialized use with in our system.

# Security

5. Right click on the Security Groups folder, choose New Group.
6. Name the group “Accounts Payable”.



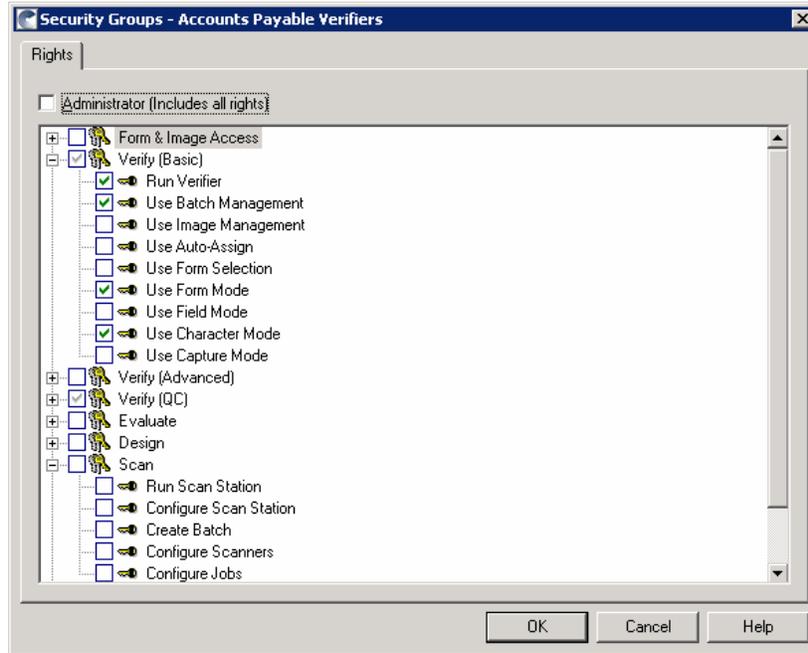
7. Create another group; name it “Accounts Payable Verifiers”.
8. Right click on Accounts Payable, choose properties.
9. Under the Verify (Basic) check Run Verifier and Use Batch Management.
10. Under Verify (QC), check Use Anytime QC (view).
11. Under Scan check Run Scan Station, Create Batch, and Configure Scanners.



12. Click Ok to save the rights assignments.
13. Right click the Accounts Payable Verifiers group, choose properties.
14. Under the Verify (Basic) check Run Verifier, Use Batch Management use Form Mode Correction, and Use Capture Mode Correction.

# Security

15. Under Verify (QC), check Use Anytime QC (edit).



16. Click Ok to save the rights assignments.

17. Select the Users tab.

18. Right click the admin user, choose properties.

19. Under the memberships tab, check Accounts Payable and Accounts payable Verifiers groups.

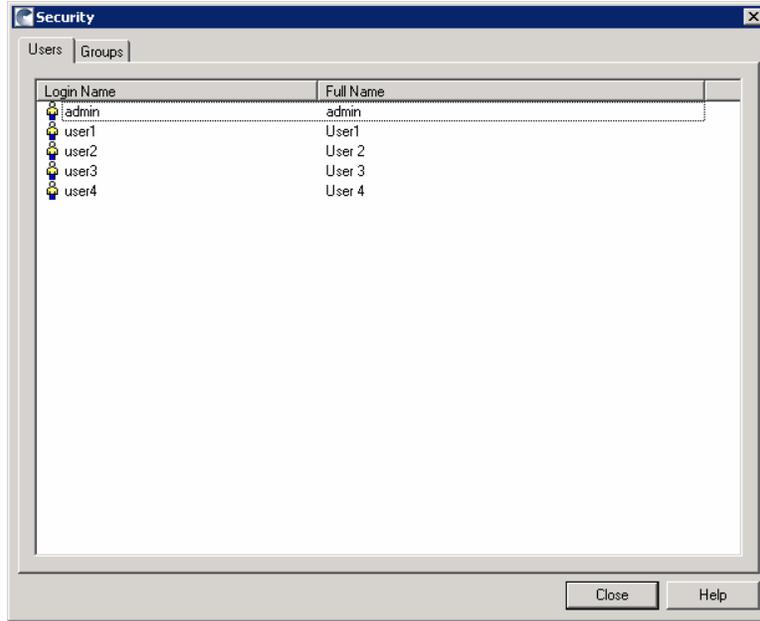
20. Click Ok to save these settings.

21. Right click and choose New User.

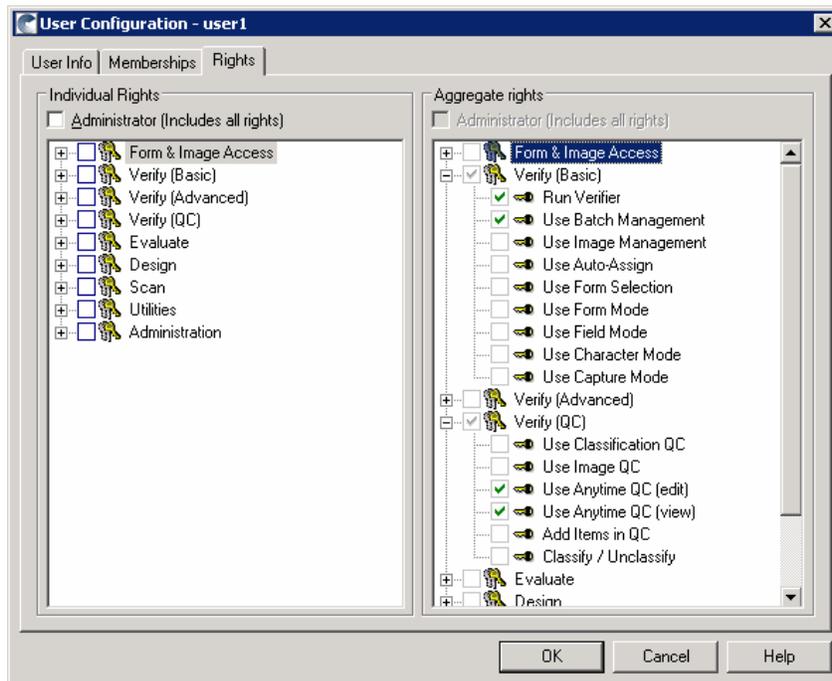
22. Create 5 new users based on the information below.

User name	Display name	Password	Group Memberships
user1	User 1	user1	Accounts Payable, Accounts Payable Verifiers
user2	User 2	user2	Accounts Payable, Accounts Payable Verifiers
user3	User 3	user3	Accounts Payable
user4	User 4	user4	Accounts Payable
user5	User 5	user5	Verifiers Basic, Verifiers – Advanced

# Security



23. Because some of our users are members of multiple groups, determining what rights they truly have could be difficult to do manually. Right click on User 1, choose properties.
24. Select the Rights Tab. This tab will allow you to assign rights beyond (or below) group rights as well as allow you to see the user's true rights in the system.
25. Expand all check items in the Aggregate Rights section of the dialog. Notice that this shows you all rights the user has received from all group memberships as well as individual rights assignments.

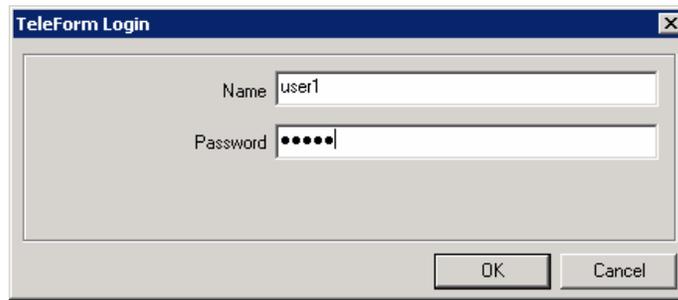


# Security

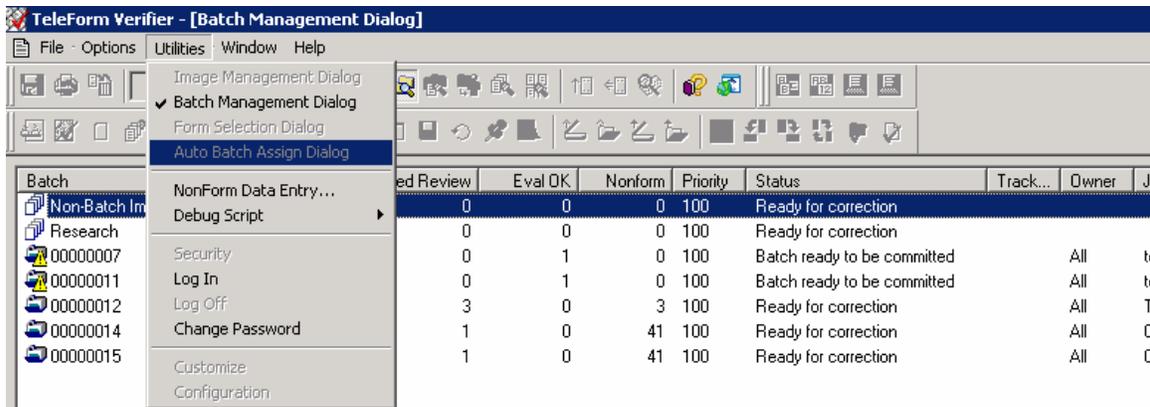
26. Click Ok to close the dialog. Click Close to close the security dialog.

## Step 3 - Observing the results

1. Close all TeleForm applications that you may have open.
2. Open TeleForm Designer.
3. When prompted to login, login as any of the users we just created (user1 – user5).



4. Because we have not given this user rights to the Designer Application, they will not be allowed past the login screen.
5. Open TeleForm Verifier.
6. When prompted to login, login as user1.
7. Because we have given this user rights to the application, they are allowed to login.
8. Select the utilities menu.
9. Notice that Image Management, Form Selection, and Auto Batch Assign dialogs are disabled. This is because we have restricted this user from using those interfaces.



## Step 4 – Configuring batches for Batch Security

Now that we have configured some basic application access, we can begin to assign batches to certain groups of users in the system. Please note this portion of the

# Security

exercise makes use of the Classification Exercises so you must complete these exercises before continuing.

1. Open Scan Station.
2. Login as admin.
3. From the File menu, choose Job Configuration.
4. Open the Standard Classification job.
5. Under the Owner group field on the General tab, select Accounts Payable.

The screenshot shows a dialog box titled "Job Properties - Standard Classification". It has several tabs: "General", "Review/Export", "Preprocessing", "Form ID/Capture", "Custom Fields", and "Blank Page Removal". The "General" tab is selected. The fields are as follows:

- Job name: Standard Classification
- Tracking ID: (empty)
- Date: (empty)
- Operator: (empty)
- Owner group: Accounts Payable (dropdown menu)
- Batch Subdirectory: (empty) with a browse button (...)
- Priority: 100 (dropdown menu) with a note "0 High, 255 Low, 100 Normal"
- Forms: 0 (dropdown menu) with a note "0 = Don't care"
- Total pages in batch: 0
- Error handling: Prompt for rejecting or accepting (dropdown menu)
- Event logging:
- Comment: (empty text area)
- Include in Web Capture:

Buttons at the bottom: OK, Cancel, Help.

Note – because we now have an owner group for this job, only members of this group will be allowed to use this job for creating batches and access batches created with the job. This is a great method of segmenting the batches for users.

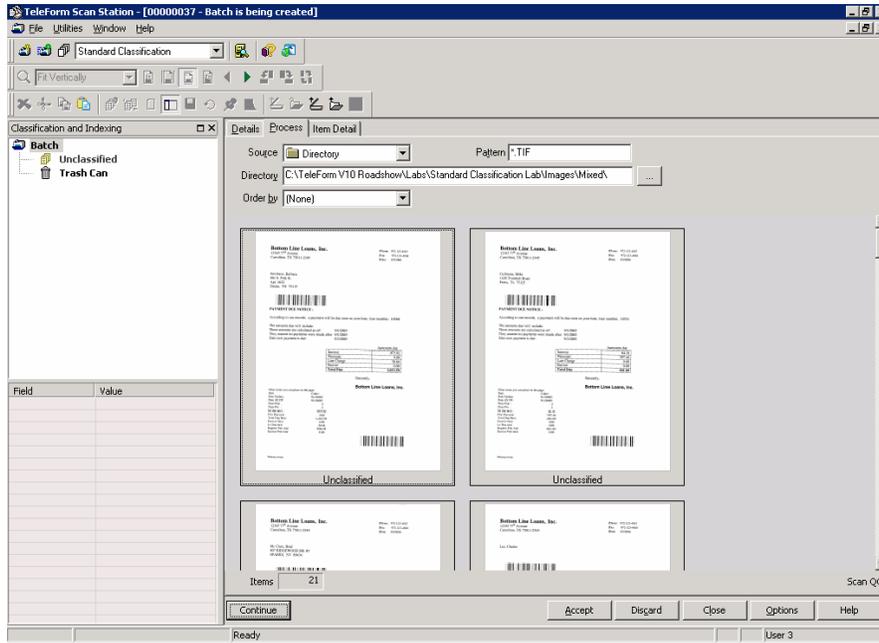
6. Click Ok to save the job.

## **Step 5 – Observing the results**

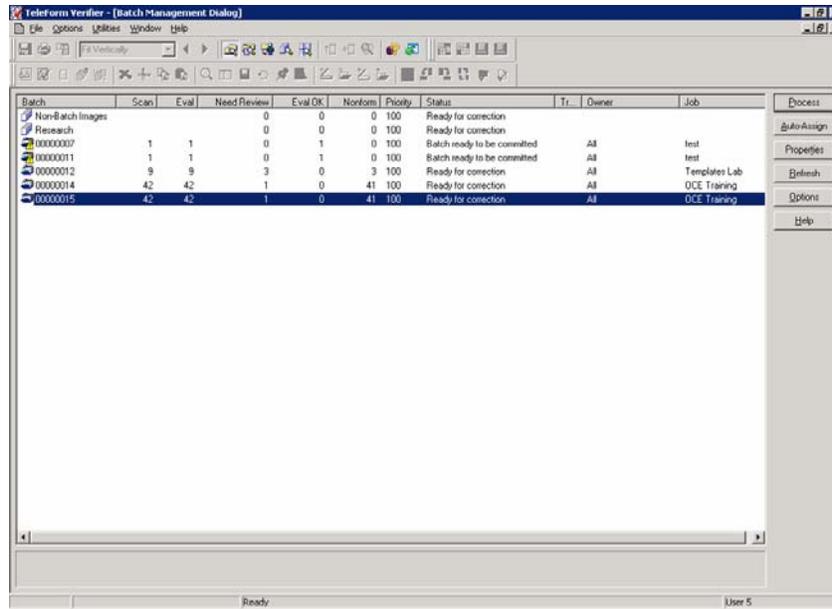
1. Open TeleForm Reader, Scan Station, and Verifier.
2. When prompted, login as user3.
3. In Scan Station, from the file menu, choose New Batch.
4. In the Details tab of the batch, set the job to be Standard Classification.
5. Select the Process tab.

# Security

6. Set the source to be Directory, the Pattern to be \*.TIF, and the directory to to “Standard Classification Lab\Images\Mixed\”.
7. Click Start to import the images.

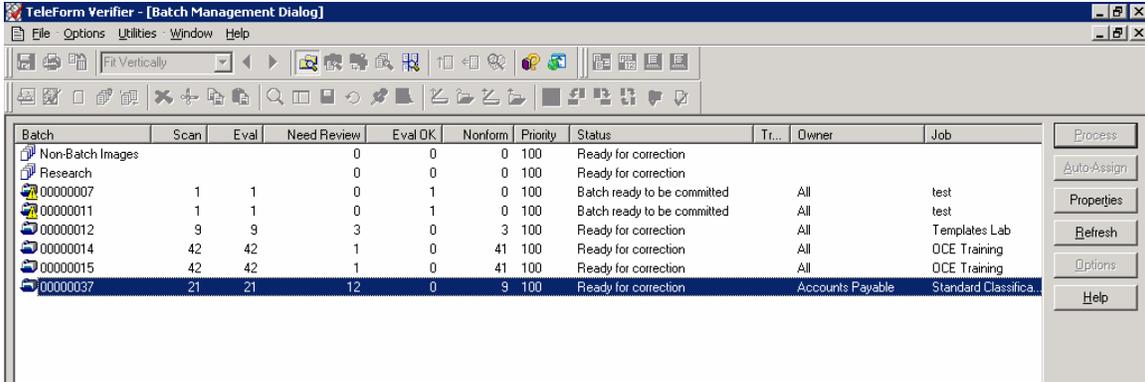


8. Click Accept to release the batch for processing.
9. In TeleForm Verifier, login as User 5.
10. Notice that you cannot even see the batch we have just created. This is because although this user has Verifier rights, they are not a member of the batches owner group (Accounts Payable).

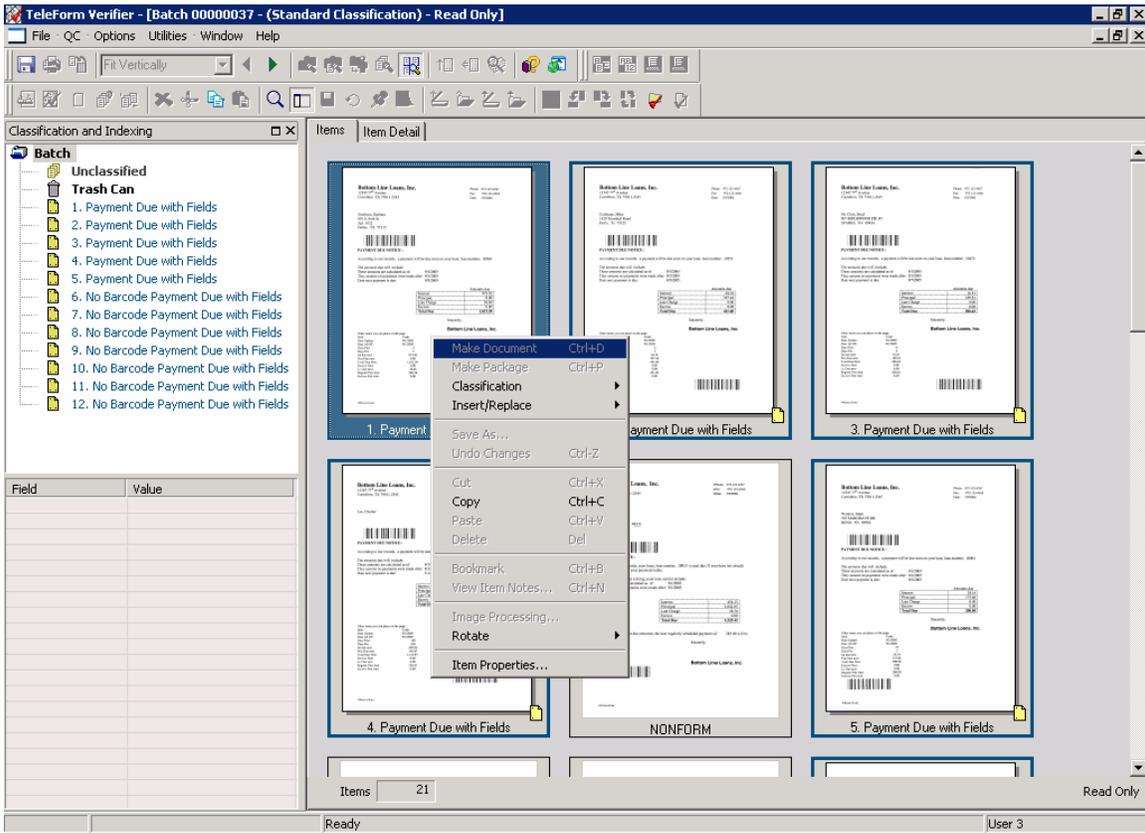


# Security

11. In TeleForm Verifier, login as User 3.
12. Locate the batch we just created in the Batch Management Dialog.
13. When the status of the batch becomes “Ready for Correction” right click the batch and choose QC.



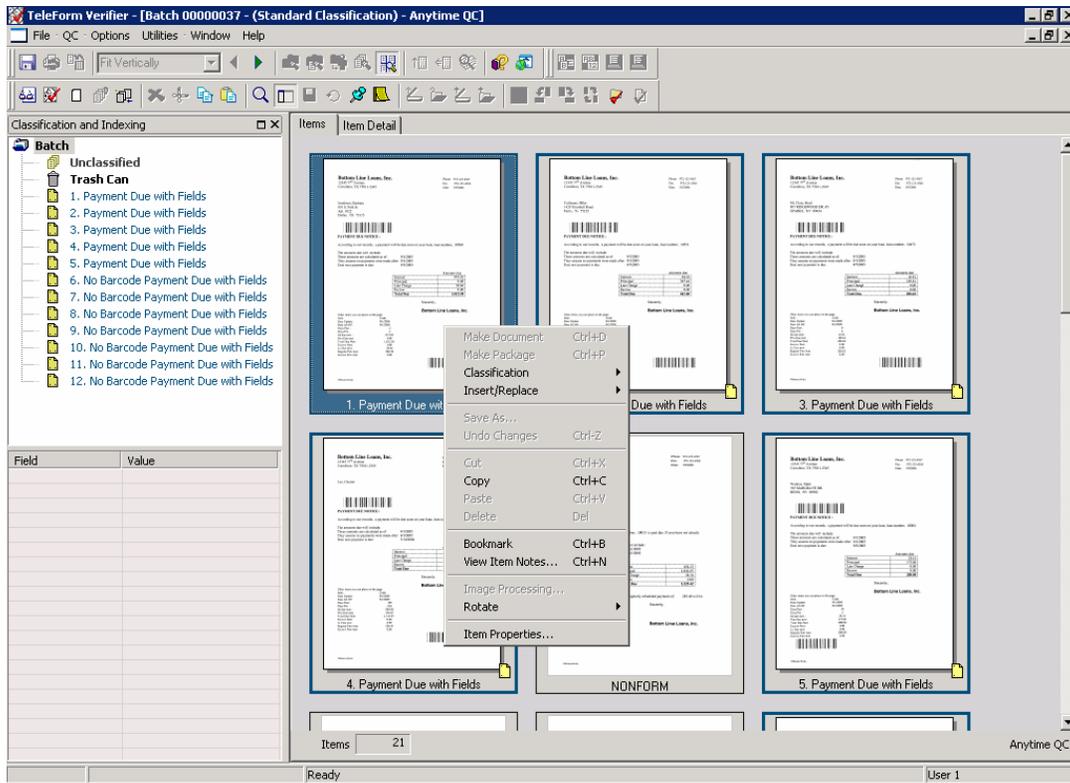
14. Right click on any image in the batch. Notice that most features are disabled for this user (Classification, insert/replace, delete, etc) as well as feature like bookmaking, etc. This is because although this user is a member of the Accounts Payable group, that group only has view (read-only) rights in anytime QC.



15. Close the Anytime QC interface.

# Security

16. From the Utilities menu, choose Login.
17. Login as user1.
18. Right click our batch and choose QC.
19. When the Anytime QC interface loads, right click and image in the batch. Notice this user can make changes to the batch (features that were previously disabled for user3 are enabled). This is because user1 is a member of Accounts Payable which grants them rights to see and access the batch as well as Accounts Payable Verifiers which gives them Anytime QC edit rights.

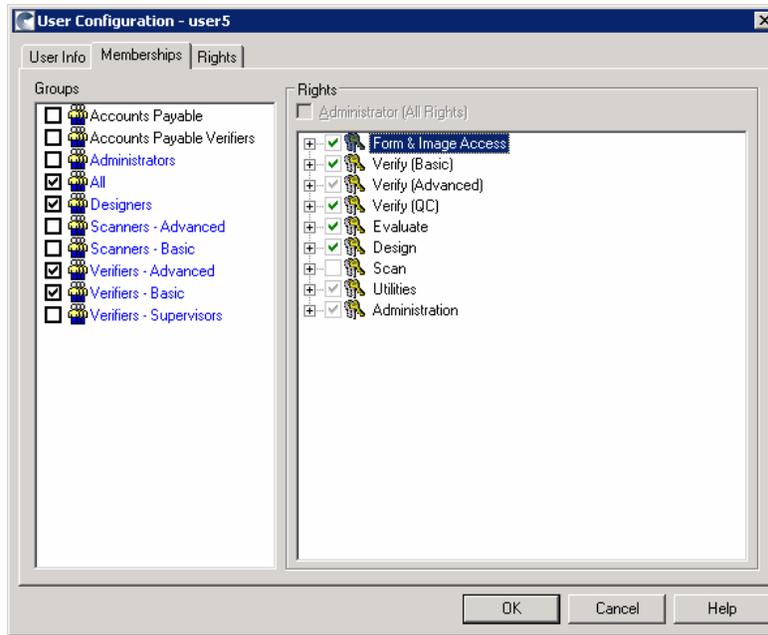


20. Do not make any changes on the batch as we will use this batch through out the lab. Close the Anytime QC interface, and if prompted to save changes, choose No.

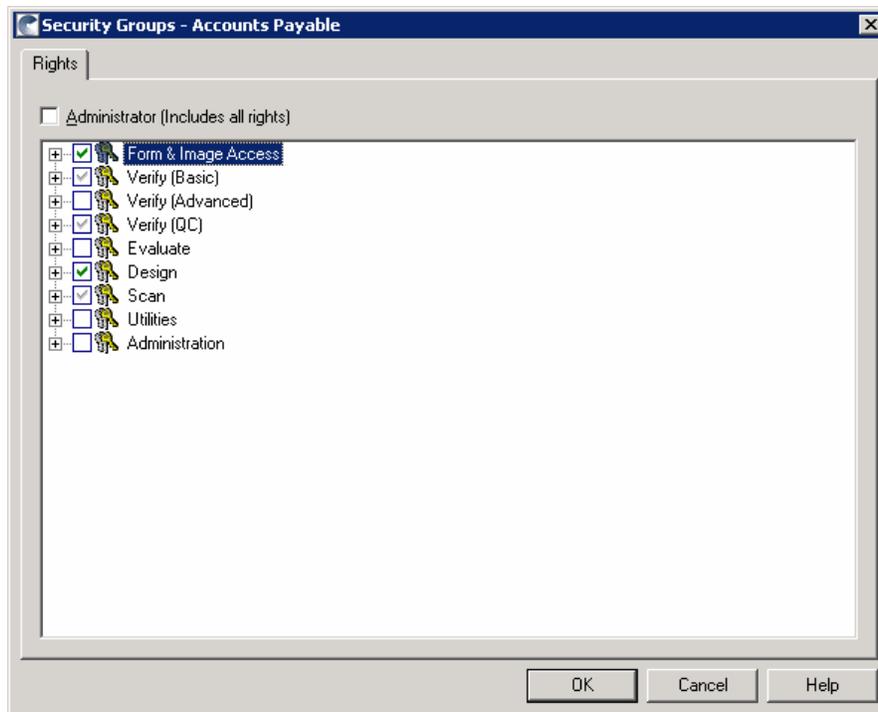
## Step 6 – Configuring Form Security

1. Close all running TeleForm applications.
2. Open TeleForm Designer. Login as Admin.
3. In order to better demonstrate the Form Security Capabilities, we will first extend the rights of our current users and groups.
4. From the Utilities menu, choose Security.
5. Right click the User 5 and choose properties.
6. In the Memberships tab, check Designers to make the user a member of the Designers group.

# Security



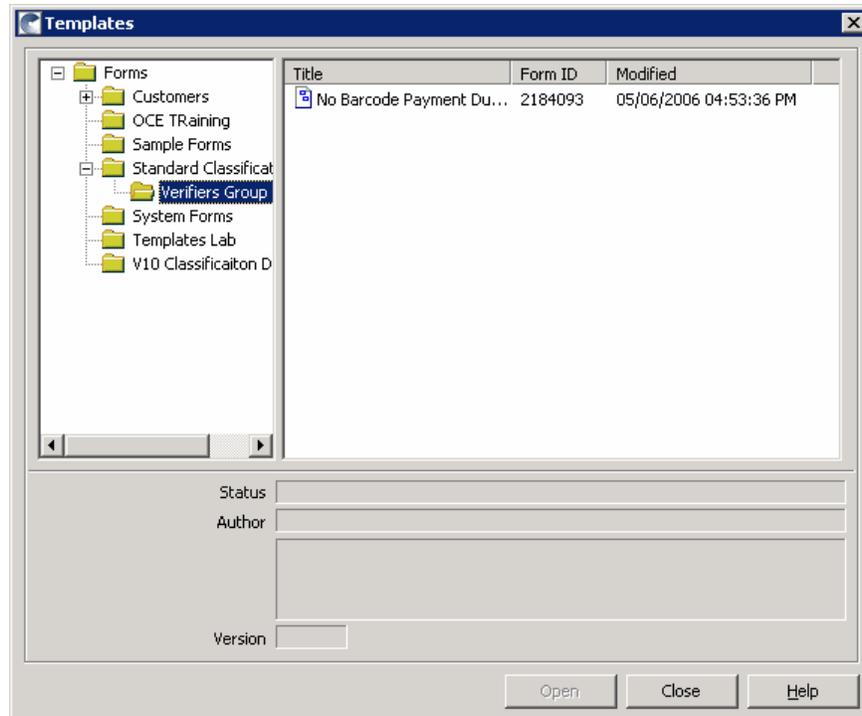
7. Click ok to save the changes.
8. Select the groups tab.
9. Right click the Accounts Payable group and choose properties.
10. Under Verify (basic) check Use Image Management.
11. Check the Form & Image Access and Design rights.



12. Click Ok to save the changes.
13. Close the security Dialog.

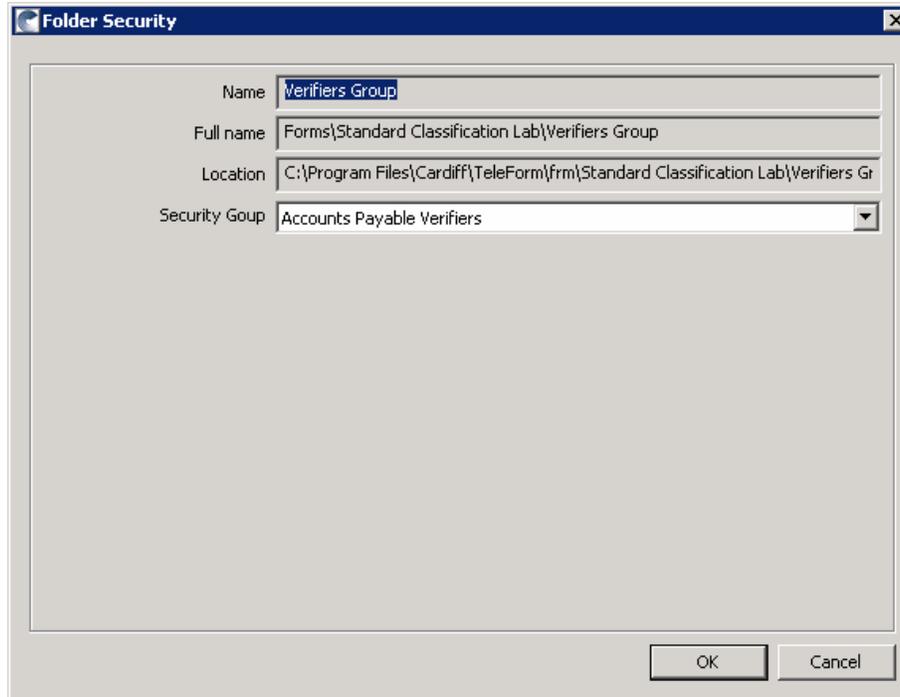
# Security

14. From the File menu, choose Templates.
15. Under the Standard Classification folder in the Templates dialog, create a new folder. Name the folder Verifiers Group.
16. Drag the “No Barcode Payment Due with Fields” form into this folder.



17. Right click on the Verifiers Group folder and choose Security Settings.
18. Under the Security Group list, choose Accounts Payable Verifiers.

# Security



19. Click Ok to save this setting.
20. Close the templates dialog.

## **Step 7 – Observing the results**

1. In TeleForm Designer, Login as user3 (remember user3 is a member of Accounts Payable but not Accounts Payable Verifiers).
2. Attempt to open the “No Barcode Payment Due with Fields” form.
3. Notice when you try to open the form, you receive a message that you do not have access to the form.



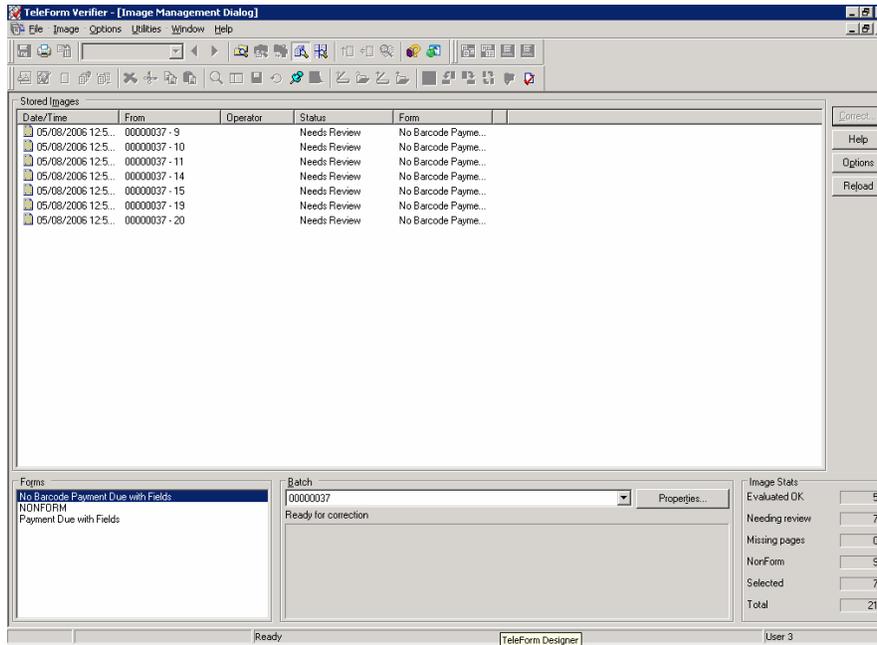
4. Login as user1 (remember, user1 is a member of the Accounts Payable Verifiers group and now also have Design rights).
5. Notice this user is able to open the form.

Note – Designer Form Access is just one piece of the Form level security rights. As we will see, these rights also effect what the user can access in Verifier.

6. Open TeleForm Verifier.

# Security

7. Login as user3
8. From the Utilities menu, choose Image Management Dialog.
9. In the Batch drop list, select the batch we have been working with in this exercise.
10. Note that as user3 you can see what is in that batch in the forms section of the dialog (all form type and nonforms).



11. Attempt to open one of the “No Barcode Payment Due with Fields” for correction.
12. Notice you will receive a message that you do not have rights to this object.



Note – If doing correction, the Verifier will simply skip over forms the user does not have access to, however if the user explicitly tries to open a form that they don't have access to, they will receive a notification as shown above.

13. Under the Utilities menu, choose Batch Management Dialog.
14. Double click on our batch to begin correction on the batch.
15. Perform all verifications as needed on the forms until you are returned to the Batch Management Dialog.
16. Notice that when performing the corrections that you only saw the forms you have access to. Although here are more forms in the batch that need correction,

# Security

this user does not have access to them so they will not be allowed to access them via the correction interfaces.

17. Under Utilities, choose Login.
18. Login as user1.
19. Double click on our batch to process the remaining forms.
20. Perform all verifications as needed.

TeleForm Verifier - [No Barcode Payment Due with Fields (2184093) [00000037-9/21] ]

File Correction View Options Utilities Window Help

62%

Carrollton, TX 75011-2345 Date: 5/5/2006

Field	Value
Remote User	
Time Stamp	05/08/2006...
Suspense File	C:\Program...
Remote_Lid	-1
Remote_Fax	6AFWD600...
Remote_Bid	0
Remote_Cmp	
Remote_Phn	
CSID	00000037 - 9
Verify_Wks	
Form_Id	2184093
BatchNo	00000037
BatchDir	C:\Program...
BatchPgNo	8
BatchPgCnt	21
BatchRDate	05/08/2006
BatchSCopr	user3
BatchTrack	
Route_To	
Image_Seq	0
BatchPgDta	NonBarcod...
Form_Notes	
Form_Pri	100
OrigPgSeq	8
BatchCust1	
BatchCust2	
BatchCust3	
BatchCust4	
BatchCust5	
Orig_File	C:\Program...
OCR_AccountNu...	
AccountInforma...	
AccountNumber	10161
FirstName	
LastName	
StreetAddress	
City	
State	
ZipCode	

Brown, Garry  
P.O. BOX 38  
GREAT EAGLE, CA 96103

**PAYMENT DUE NOTICE :**

According to our records, a payment will be due soon on your loan, loan number, 10161

The amounts due will include:  
These amounts are calculated as of: 9/1/2005  
They assume no payments were made after: 9/1/2005  
Date next payment is due: 9/3/2005

Amounts due	
Interest:	42.71
Principal:	233.79
Late Charge	0.00
Escrow	0.00

Loan Info

Loan Number  
10161

Garry Brown

P.O. Box 38

Great Eagle Ca 96103

7 Remaining AccountInformation Ready User 1

Note - Notice that because user1 is a member of the group that has access to this form, they were allowed to access the form for correction. This can become very handy when you not only need to send batches to certain groups, but need to segment the batch even further so that only specified users can access certain items within the batch.

## Exercise Questions

1. Can functionality exposed through Anytime QC be filtered or restricted without enabling user security in TeleForm?
2. What rights can I apply to a users or group of users to allow them to use Anytime QC, but prevent them from modifying the batch?

# Security

3. What feature can be used to restrict access to certain forms (both for design and correction) to specific users?
4. What feature can be used to restrict access to certain batch types to a specific set of users?