

SIEMENS

COMOS

Platform
Rights

Operating Manual

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Legal information

Warning notice system

This manual contains notices you have to observe in order to ensure your personal safety, as well as to prevent damage to property. The notices referring to your personal safety are highlighted in the manual by a safety alert symbol, notices referring only to property damage have no safety alert symbol. These notices shown below are graded according to the degree of danger.

⚠ DANGER
indicates that death or severe personal injury will result if proper precautions are not taken.
⚠ WARNING
indicates that death or severe personal injury may result if proper precautions are not taken.
⚠ CAUTION
indicates that minor personal injury can result if proper precautions are not taken.
NOTICE
indicates that property damage can result if proper precautions are not taken.

If more than one degree of danger is present, the warning notice representing the highest degree of danger will be used. A notice warning of injury to persons with a safety alert symbol may also include a warning relating to property damage.

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We have reviewed the contents of this publication to ensure consistency with the hardware and software described. Since variance cannot be precluded entirely, we cannot guarantee full consistency. However, the information in this publication is reviewed regularly and any necessary corrections are included in subsequent editions.

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Trademarks

Trademarks

Registered trademark: COMOS®

Rights: definitions and delineation

2.1 General mechanisms of rights

Project-oriented rights assignment

Apart from the meta-rights, which are not related to a specific project, rights always only take effect within a project. It does not matter if this concerns an object right, a function right or the assignment of working areas; the assigned rights are valid for a specific project only.

This applies in particular to new projects: users have no rights there, except administrators. This means that users cannot yet see new projects in the project management, because they need read rights even for that.

Cross-project activities

There are a number of functions in which a planning project actively accesses the base project, for example:

- Creating manufacturer devices for product data
- Properties of a report, "Report Template" ...
- PipeEasy, creating symbols at the base object
- Creating or modifying the symbol bars of reports
- Apply profiles in "@System > @Profiles"
- Query settings from the menu

Note

For such activities you should ensure that the user also has all necessary rights in the base project.

Inheriting rights

Object rights (but only these) are inherited.

Addition and subtraction of rights

All user rights are based on the individual rights as well as the rights of those groups of which the user is a member of. Both the individual rights and the rights of the group can derive from the user management as well as from the object management.

See also chapter General information on object rights (Page 13).

Interaction of groups and roles

Groups in the user management can be labeled as roles. When roles are used, the following applies:

- Do not mix up groups and roles. When a group is labeled as a role, the properties of the group remain in their basic state. Roles are edited only in the "Authorizations" plugin.
- Observe the maximum recommended number. See chapter Create groups (Page 37) and chapter Creating a role (Page 38).

2.2 Database access

Databases have an own access management.

See also section Rights management for database access (Page 52).

2.3 Meta rights

In Comos there are rights that go beyond the standard rights management.

2.3.1 Administrator

Administrator definition

An administrator is a user who has all rights. No matter which other rights a user has: if the administrator right has been allocated to the user, the user may manipulate all data in all

possible ways. An administrator also automatically has the "project management" right. The following tasks and tools are only available to administrators:

- Menu "Administrator > System" in Comos. This specifically includes:
 - "Data maintenance"
 - "User management"

User management covers the options for creating and editing users and user groups. In addition to user management, you also have the option to assign rights via the object management in Comos. Within object management there is a "grant rights" right for this very purpose. In other words: rights can be partially assigned without going through user management; this procedure is limited to a specific object for which you have permission to do that.

- "Rights"
- "Database adjustment"
- "Synchronize document folder"
- Tools in the Bin directory:
 - "DBSync.exe"
 - "ExportDB.exe"
 - "ImportDB.exe"
 - "SyChange.exe"
- Restoring Comos objects

Further effects of the administrator status

- Administrators are permitted to delete objects even in case of warning messages.
- DVM: Administrators can revert the check out for other users.
- Named user: When you log in a second time, an admin license is assigned in addition (not a personalized license).
- Administrators are permitted to modify locked objects.
- As an administrator you see more Navigator text than other users.
- You see the following Navigator text as administrator:
 - SystemFullName
 - FullLabel
 - Description
- You will see the following Navigator text as a user without administrator rights:
 - FullLabel
 - Description

2.3.2 Project management

From a content point of view the "Project management" right looks like a function right. For technical reasons this was created as a meta-right.

In principle, you get the option to create, move and manipulate projects with this right. However, you are only permitted to perform these tasks for those projects for which you have the necessary object rights.

It should be noted that the "Project management" right is not a genuine meta-right, because there are interactions with other rights. The following table describes which functions require additional rights:

Function	Additional rights that are required
"New"	no additional rights required
"Copy"	"Read"
"Paste"	"Read"
"Delete"	<ul style="list-style-type: none">• "Read"• "Delete"
"Export"	"Read"

2.3.3 Combined rights

Copying across projects: ExtentedCopyRightForCurrentUser

The user need the following rights in the target project:

- "Read"
- "Write"
- "Delete"
- "Create"

Object rights

3.1 General information on object rights

Object rights definition

In concrete terms the object rights relate to individual records and allow users to read data within Comos or to manipulate it in a particular way.

Because the options to change data are limited from a technical point of view, individual rights are basically preset as well.

Note

Please note that in the object-oriented world of Comos a project itself is also an object. You can also allocate object rights to projects. The effect of object rights may be different for certain projects.

An object right is inherited until it is explicitly blocked or revoked.

If you have the "read completely" right at a much higher level of the tree structure, you can then view and open all objects lying underneath this object.

If this right is then turned off again in one of the subordinate objects, then you cannot view or open this sub-branch even though you can still do so with all parallel sub-branches.

- Rights from individual and group right definitions only add up cumulatively if both definitions were created for the same object.
- If a copying action is carried out, copied objects lose the user rights of previous owners and inherit those of the new owners.

3.2 Read completely

The "Read completely" object right has the following meaning:

- At the project level:
You see this project in the project selection window and can open or change it with the relevant rights.
- At the object level:
You see the object in the Navigator and you can open its properties.

All further windows, dialogs and tools function independently of this right. In other words: if you do not have this right, it does not mean that you may not view or read an object at all. It simply means that you may not view or read this object at specific locations.

This procedure is ultimately based on the basic principle that certain documents must always be correct. This document-oriented principle is explained in the following paragraph.

Example

A user has no read right for an object. This means that the user would not have permission to see this object in drawings, parts lists or other documents. A parts list or other documents would only be complete and correct in cases where the user of this document has all read rights for all listed objects.

But since the situation always arises within complex CAE systems that the read rights of the users are not completely up to date, incorrect documents are often produced.

This cannot be allowed. Documents must always be correct, or to put it in another way: either you get no document at all or you get a correct document. But it cannot be allowed that incorrect documents are output. For that reason the read right is not evaluated in the case of documents. If the user has the right to open this document, then it does not matter if the user also has read rights for all objects within the document.

Default

With the exception of the project, all objects initially have the "Read completely" right switched on for each user. Effect: Users can in particular read all base objects (and thus use them) without the administrator having to explicitly give users read rights for base objects.

3.3 Write

The "Write" object right has the following meaning:

- At the project level:
You may change the "General" tab and all from the project base object inherited tabs. All other project properties are controlled via the "Project options" function right. You may switch over the entry for "Current user" on the "Languages" tab within the project properties without having the write right for the project.
- At the object level:
You may modify the object.

3.4 Delete

The "Delete" object right has the following meaning:

- At the project level:
This right only takes effect within the project if you also have the "Project management" right. If you have both rights, you are permitted to delete the project in the project selection window.
- At the object level:
You may delete the object.

3.5 Create

All objects

You may create new objects underneath this object.

You need the "Write" right to change these empty, new objects.

All actions that do not involve the creation of any new Comos objects are unaffected by this. Thus you can draw circles and lines on a report or move objects, etc.

3.6 Create revision

In the case of documents and document groups

You may execute the first revision step at the object.

The last revision step has the following name and description: "<Lowest number> / <Description>".

All other objects

This right has no effect with all other objects, since revisions are created exclusively for documents and document groups.

3.7 Check revision

In the case of documents and document groups

You may execute all revision steps apart from the first and last steps at the object.

3.8 Release revision

In the case of documents and document groups

You may execute the last revision step at the object.

The last revision step has the following name and description:

"99 / <Description>"

3.9 Set user rights

All objects

You may set up, alter and delete the rights of other users (object rights and function rights) for this object.

Function rights

4.1 General information on function rights

Definition of function rights

Function rights manage access to specific tools and working techniques in Comos. Function rights are thus rights that have been specifically tailored to the Comos software and that do not need to exist in that form in other software tools.

4.2 The Base data function right

The "Base data" function right is by far the most comprehensive of the function rights. The right represents an intermediate level between the administrator and the normal user.

Note

You can assign the function right base data even in an engineering project. It will then have an effect on the engineering project only. When the term "base object" is used in the following, it includes all action objects.

The right has the following effects:

- Navigator display
 - All objects are visible on the "Base objects" tab in the Navigator. All system branches are grayed out without this right.
 - All text components are visible. All texts that have a name starting with "@" are grayed out without this right.
- "New" Navigator context menu
 - The "New" menu command is available for the base objects of this project. In other words: if you are within an engineering project, then the "New" menu is not available in the case of objects that are displayed from the base project. Use this right to create local base objects within an engineering project.
 - "New > New query in engineering project"
 - "New > New standard import in engineering project"
- "Delete" Navigator context menu
 - Use this right to create local base objects within an engineering project.
- "Navigate" Navigator context menu
 - For engineering objects: "Navigate > Object in base project"
 - "Navigate > Inheritance sources"

4.3 The Product data function right

- "Report template" Navigator context menu
 - Neither the "Report template properties" command nor the "Open report template" command are available in the original document.
- "Navigate" Report context menu
 - "Navigate > Base object in base project"
 - "Navigate > Template in base project"
- Comos menu bar
 - "Administrator > Base data"
 - "Extra > Report designer"
 - "Extra > Bulk processing > Bulk processing for base objects"
 - "Extra > Bulk processing > Bulk processing for attributes"
 - "Extra > Check > Edit instances"
 - "Extra > Check > Edit product data"
- Double-click the engineering objects to open the properties of attributes or attribute tabs
- Properties tab of the base object
 - "System" tab: Change
 - "System settings" tab: Change
 - "Attributes" tab: Switch in Design mode.
Without the right, the menu behaves as on the engineering side.
 - "Elements" tab: "New"
 - "Connectors" tab: "New"
 - "Script" tab: Change script
- CDI window: Script
- Edit script errors
 - The "Administrator > Script error handling" menu command is still available, but when the script error is displayed, you may not change this without the "base data" function right.

4.3 The Product data function right

The function right "Product data" has the following meaning for engineering objects, if these engineering objects have been prepared for product data:

- Toolbar: Create base object product data
- Allocate base object product data ("device selection")

You can also edit attributes without this function right.

4.4 The Object debugger function right

The "Object debugger" function right gives users access to the "Extra > Object debugger" menu.



4.5 The Project options function right

The "Project options" function right controls all changes to the project options, including the project properties, that are loaded from the base object of the project.

The only exception is the "Current" column in the "Languages" tab. You can also change the language in the "Current" column without this right.

4.6 The Lock object function right

The following buttons are available in the toolbar in the properties window of engineering objects:

- : Lock object
- : Release object

The "lock object" function right controls who may use this switch and thus who is permitted to lock engineering objects, document objects or document groups. The following functions are blocked in a locked object:

- Editing of the properties including changes to the pointers (base object, unit pointer, location pointer, implementation...)
- Creation of elements
- Delete
Exception: Administrators are permitted to delete, but get an administrator warning.
- Move
- Cut
- Revision of the object
- Set status

Note

You can still check the status.

The following actions are not blocked:

- You can still edit connectors and already created elements.
- You can still copy locked objects. The copy is likewise blocked.
- A locked document object also blocks the report from being changed.

Object queries have their own lock functions.

You can already block some properties in the base object:

4.8 Checking out the documents function right

- Name
- Label
- Description

4.7 Checking in the documents function right

If you assign the "Check in documents" function right, the user may check in documents in the Comos PQM module.

4.8 Checking out the documents function right

If you assign the "Checking out documents" function right, the user may check out documents in the Comos PQM module.

Working areas

5.1 Definition and application area

Working areas structure the data from a technical point of view, hence in data that is used in process engineering, electrical engineering, etc. A number of such working areas has already been predefined in Comos. Which working areas are actually required can differ from customer to customer.

That is the reason why you can define working areas yourself. You assign the rights for these self-defined working areas.

Note**Layer**

From a technical point of view working areas are also called layers. However, for historical reasons, the term "Layer" is also used for the graphic levels in reports.

If we speak of a "Layer", you should be aware whether the term is used for "Working area" or "Layer".

You find more information on this topic in the "Reports - Basic Operation" manual, keyword "Layer".

Working areas (layers) are a freely configurable allocation of base data. In this way this allocation can be broken down to the level of tabs and even of attributes. The selected working areas determine for whom the base object (the tab, the attribute) is visible and thus usable.

Technical working areas have been set up (P&ID, EE, Mechanical, etc.) in the ComosDB. This sub-division is purely given as an example and can be changed at any time.

Example

Set up a working area for an allocation of personnel or for a planning workflow.

The base objects (tabs, attributes) are always allocated to at least one working area.

Working areas are not identical to the levels in interactive reports, which are likewise often referred to as "layers" (see "@System > @Data > @GRAPHICS > @LAYERS" on the Navigator tab).

5.2 Creating working areas in the base data

For working areas to be available for all users, you have to create these in the base data.

Procedure

To create working areas, proceed as follows:

1. Open the base project.
2. Click on the "Base objects" Navigator tab.
3. Create additional objects under "@System > @Data > @Layer".

Result

You will see new objects underneath "@Layer" that have a letter from A to Z as name. The base object properties, for example, offer all created working areas for selection on the "System" tab under "Miscellaneous" in the "Working area" window. In other words: You have the option to assign the defined working areas to the open base object in this window.

5.3 Allocate base data to the working areas

You have the option to assign working areas to the following base data:

- Base objects
- Tabs
- Attributes

The working area is also evaluated for the base objects of documents! The document is invisible in the Navigator if it belongs to an external working area.

See also section Assigning working areas to base objects (Page 22).

See also section Assigning working areas to tabs (Page 23).

See also section Assigning working areas to attributes (Page 24).

5.4 Assigning working areas to base objects

Procedure

To assign working areas to a base object, proceed as follows:

1. Open the properties of the basic object to which you want to assign a working area.
2. Click the "..." button in the "Other" section on the "System" tab.
The working areas are listed in the "Select working areas" window.

Note

Sorting

You have the option to sort the list with the working areas by clicking on the column headers.

3. Select the desired working area.

Note**Multiple selection**

You have the option to select several working areas simultaneously by pressing the <Ctrl> or <Shift> button and selecting several working areas.

4. Right-click on the selected working area.
5. Select one of the following options:
 - Click "Off" to deactivate a working area.
 - Click "On" to activate a working area.

The "Working area without restriction" option is switched off automatically as soon as at least one working area is set to "Off".

Note**Activating all working areas**

Click on the "Working area without restriction" option to reactivate all working areas. Through this the user also gets all rights for working areas that are created in the future.

6. Click "OK".

Result

The selected working areas are now assigned to the base object.

5.5 Assigning working areas to tabs

Procedure

To assign working areas to a tab, proceed as follows:

1. Open the properties of the required tab.
2. Click "..." on the "General" tab in the "Working areas" window.
3. In the window "Define attribute working areas:" define the required working areas.
4. Right-click the selected working areas.
5. Select one of the following options:
 - Click "Off" to deactivate the working areas.
 - Click "On" to activate the working areas.
6. Click "OK".

Result

The working areas are now assigned to the tab.

5.6 Assigning working areas to attributes

Procedure

To assign working areas to an attribute, proceed as follows:

1. Open the properties of the desired attribute.
2. Click "..." on the "General" tab in the "Working areas" window.
3. Select the required working areas in the "Define attribute working areas" window.
4. Right-click the selected working areas.
5. Select one of the following options:
 - Click "Off" to deactivate the working areas.
 - Click "On" to activate the working areas.
6. Click "OK".

Result

The selected working areas have been assigned to the attribute.

5.7 Local working areas

You create local working areas differently than working areas.

You create a local working area by entering a letter in the "Working area" window that is not yet included in the list.



This local working area is then included in the list of working areas when you click on the "..." button.

Working area without restriction

Status	ID Code	Area
Off	A	General
Off	D	3D engineering
Off	E	Electrical engineering
Off	F	Operation and Maintenance
Off	I	Instrumentation
Off	M	Construction
Off	O	Regulation management
Off	P	Process engineering
Off	R	P&I
On	K	

As soon as you switch off the local working area in the list, the local working area disappears again from the list and from the window.

Note

The local working areas will be deleted for technical reasons when you enable the "Working area without restriction" option. If you disable this option again, you will have to enter the local working areas manually once again.

5.8 Restrict working areas

Procedure

To restrict working areas, proceed as follows:

1. Click the "Extra > Restrict working areas" menu.
2. Select the required working areas in the "Restrict working area for current Comos session" window.
3. Click "OK".

Result

The effect in this dialog window is the same as if you would assign fewer working areas to the user account. You can thus quickly check how the data will be displayed for a user with fewer rights regarding the working areas.

5.9 Allocate working areas to users

Working areas are assigned via the user management.

See also section The "Working areas" tab (Page 35).

5.10 Assigning working areas to connections

The "Type" field is located in the properties window of connectors. In the base data you specify to which working areas the connector type should belong to.

Procedure

To assign working areas to connectors, proceed as follows:

1. Open the base project.
2. Create a base object with the fixed name "@Connector" on the "Base objects" Navigator tab under "@System > @Data > @Layer" underneath the respective base object of a working area.
3. Create a base object underneath "@Connector" for each allocated connector type; the name must be identical to the Comos constant for the connector type.

Result

The Comos constant is determined by the text selection in the properties of the connection in the "Type" field. You will then find the Comos constant in the superordinate object on the "Connectors" tab in the "Type" column.

Using and Validating Rights

6.1 Overview

You always have two options for permitting a user action:

- You can grant permission for a user or user group to perform certain actions. See also chapter User management (Page 29).
User management supports two different procedures:
 - Assignment of rights with persons and groups
See chapter Create groups (Page 37).
 - Assignment of rights with roles, predefined permissions, and the USERS project
See chapter Creating a role (Page 38).

Note the recommended maximum number of groups and roles in the relevant chapters.

- You may specify for data or components who may process them. See also chapter Managing object rights (Page 49).

6.2 "USERS" project

6.2.1 Application of the "USERS" project

Types of users

You have the option to open the "USERS" project when you work with the ComosDB. You distinguish between two types of users or persons in this project:

- Persons with contact information who do not log on to work with Comos. These persons will not show up in the user management.
- Users who log on and work with Comos. These users will be shown in the user management.

You have the option to turn persons who do not log on to work with Comos into users who are working with Comos. The information stored in Comos will simply be taken over in this step.

Display of the "USERS" project in the Navigator

You have to activate the respective setting in the project properties for the "USERS" project to be displayed in the Navigator.

You find more information on this topic in the "Comos Administration" manual, keyword "User / Rights".

6.2.2 Creating a person in the "USERS" project

Requirement

You create persons in the "USERS" project on the "Units" tab in the Navigator underneath the following structure: "Group > Business/company > Location > Department".

Procedure

To create a new person, proceed as follows:

1. Open the "USERS" project.
2. Right-click on a department on the "Units" tab in the Navigator.
3. Click on "New > Person" in the context menu.
4. Open the properties of the new person.
5. Enter the required information on the "Personal data" tab.
6. Click "OK".

Result

The new person was created in the "USERS" project. The new person will be displayed on the "Units" tab, in the Navigator, with the entered initials as well as first and last name.

6.2.3 Fields of the "Personal data" tab

Fields

The following table describes the fields on the "Personal data" tab:

Field	Description
"Personnel no."	Shows the personnel number of the person.
"Form of address"	Shows the form of address for the person (e.g. "Mr.").
"Title"	Shows the title of the person (e.g. "MD").
"First name"	Shows the first name of the person.
"Name"	Shows the last name of the person.
"Initials / Login"	Shows the initials the user uses to log into Comos.
"Phone number"	Shows the phone number of the person.
"Cell phone number"	Shows the cell phone number of the person.
"Fax number"	Shows the fax number of the person.
"Function"	Shows the function of the person.
"e-mail"	Shows the e-mail address of the person.
"Password"	Shows if the person has a password.

Field	Description
"Inactive"	This option is enabled if you have set the person to "inactive". You cannot change any personnel data if this person is inactive.
"Comment"	Shows comments on this person.

6.2.4 Changing user status

Procedure

Proceed as follows to change persons from users who do not log on to Comos to users who log on to Comos:

1. Open the "USERS" project.
2. Open the properties of the person whose status you would like to change. The for this person already stored data are displayed on the "Personal data" tab.

Note

You will see a note on the "Personal data" tab that indicates whether this person who loga in to Coms is already a user or not:

- "The specified user has already been set up correctly as a Comos user."
- "The specified user has not yet been set up correctly as a Comos user."

3. Click the "Create user" button on the "Personal data" tab.

Result

The user is set up as a user who logs in to Comos. The user is displayed in the user management. This new user does not have any rights yet.

6.3 User management

Overview

New users do not have any rights initially. The user management is available to administrators only.

User management consists of three tabs:

Tab	Description
"User"	Contains all users.
"Groups"	Contains all groups and roles.
"Predefined rights"	Contains predefined rights for specific groups and roles.

6.3 User management

All lists that are available in the user management are mini-queries you can sort, filter, etc. You find more information on this topic in the "Basic" quickstart.

See also section The "User" tab (Page 30).

See also section The "Groups" tab (Page 37).

See also section The "Predefined rights" tab (Page 42).

6.3.1 Open user management

Procedure

Proceed as follows to open the user management:

1. Open any project.
2. Click the "Administrator > System > User management" menu.

Result

The user management opens.

6.3.2 The "User" tab

Automatic entries in the user list

When logging into the database, each user is automatically created as a user in the user management with his system login name. In other words: All employees who have tried at least once before to log into the Comos database (and who have not been deleted in the meantime) are listed on the "User" tab.



A user profile has no rights until an administrator grants it rights.



Manually created users

You will also see manually created users in the user list.

Symbols on the User tab

On the "User" tab, symbols are displayed in the "Name" column in front of the respective user name. The symbols have the following meaning:

Symbol	Description
	Indicates the user you are currently logged in as.
	Indicates users that were manually created.

Symbol	Description
	Indicates administrators.
	Indicates inactive users.

6.3.3 Delete user

Procedure

To delete a user, proceed as follows:

1. Open the user management.
2. Right-click on the user you want to delete on the "User" tab.
3. Click the "Delete" command in the context menu.
A window opens. You will be prompted to select a user who will receive all timestamps of the selected users.

Note

Timestamp

Deleting a user has an effect on the database. In Comos all objects have a timestamp. Such a timestamp includes the relevant date details and a user name. Once you delete a user, all timestamps that include this name will no longer be necessary. If you confirm with "Yes", the name of a different user will be entered for all objects that were assigned to the user you are deleting.

You should repost the user under all circumstances.

4. Click "Yes".
5. Select the requested user in the "Delete user" window.
6. Click "Repost timestamp".

Result

The user will be deleted and no longer be displayed on the "User" tab. The timestamp will be reposted to the previously selected user.

Note

If you repost the timestamp to another user, there will be no guarantee that the objects that were assigned to a user were actually created or processed by this user. If you make use of a QA system, we recommend that you set up a user profile especially for reposted timestamps so that the user profiles of the employees remain consistent.

6.3.4 Users that cannot be deleted

Deleting users

You cannot delete the following users:

- "@SETUP"
- "COMOSSYSTEMUSER"
- The user with which you are currently logged in.
If you were able to delete the user with whom you are logged in, there would be severe inconsistencies.

Note

You can withdraw rights for the users "@SETUP" and "COMOSSYSTEMUSER".

6.3.5 Editing user profiles

Procedure

To edit a user profile, proceed as follows:

1. Open the user management.
2. Right-click on the user you would like to edit on the "User" tab.
3. Select one of the following options:
 - Click "Edit" if you want to edit names, initials or the description.
 - Click "Properties" if you want to change other properties of the profile.

Note

Double-click the respective cell on the "User" tab to change the name, initials and the description; then directly enter the required change.

4. Make the required changes.
5. Click the "Apply" button.

Result

The user profile will be modified as requested.

6.3.6 Deactivating users

You can deactivate users you do not want to delete but who should not be able to log in to Comos.

Procedure

To deactivate a user, proceed as follows:

1. Open the properties of the required user.
2. Disable the "Active" option.
3. Click "OK".

Result

The user is not active and can no longer log in to Comos. The user will be displayed as an inactive user in the user management, if the "Hide inactive users" option is disabled.

6.3.7 The properties of a user profile**6.3.7.1 Opening the properties of a user profile****Procedure**

To call the properties of a user profile, proceed as follows:

1. Open the user management.
2. Select a user on the "Users" tab and right-click on this user.
3. Click "Properties" in the context menu.

Result

The properties of the user profile will be displayed.

6.3.7.2 User profile tabs**Tabs**

When you open the profile of a user you will see different tabs. The following table describes the tabs:

Tab	Description
"Memberships"	This tab consists of two fields: <ul style="list-style-type: none"> • "Member of": All control groups of which the user is already a member of are listed here. • "No member of": You will see all remaining control groups of which the user is not a member.
"Rights"	The "Rights" tab is universally valid. For additional information see below.
"Contact data"	This tab contains all phone and contact information for the user.

Tab	Description
"Working areas"	This tab contains two areas: <ul style="list-style-type: none">• "Own working areas"• "Current working areas" For additional information see below.
"Miscellaneous"	This tab displays comments regarding the currently open user profile.

See also section The "Rights" tab (Page 41).

See also section Working areas (Page 21).

6.3.7.3 Assigning users to a group

Procedure

To assign a user to a control group, proceed as follows:

1. Open the properties of the required user profile.
2. Select the required control group on the "Memberships" tab in the "Not a member of" field.
3. Click the "<- Add" button.
The control group will now be displayed in the "Member of" field.
4. Click "OK".

Result

The user is now a member of the selected control group and gets all properties of this control group.

6.3.7.4 Terminating the assignment of a user to a group

Procedure

In order to terminate the assignment of a user to a control group, proceed as follows:

1. Open the properties of the required user profile.
2. Select the required control group on the "Memberships" tab in the "Member of" field.
3. Click "Remove ->".
The control group will now be displayed in the "No member of" field.
4. Click "OK".

Result

The user is no longer a member of this control group. The user will no longer have the properties of the control group.

6.3.7.5 The "Working areas" tab

Fields

The following table provides an overview of the fields on the "Working areas" tab:

Field	Description
"Working areas"	The working areas that the respective user may edit are displayed here.
"Read only"	The working areas that the respective user may read but may not edit are displayed here.

See also section Working areas (Page 21).

6.3.7.6 Adding working areas

Procedure

To add new working areas for a user, proceed as follows:

1. Open the properties of the required user profile.
2. Click the "Working areas" tab.
3. Click the "..." button.

Note

If you know the letter of the working area, you can enter it directly in the fields.

4. In the "Define working areas" window you select the required working areas.

Note**Selecting several working areas**

If you want to select several working areas simultaneously, select these and keep the "Ctrl" or "Shift" keys pressed.

5. Right-click the selected working areas.
6. Select "On", "Off" or "Read only".
The "Working area without restriction" option is switched off automatically if one working area has been set to "Off" or "Read only".

Note**Activating all working areas**

Click the "Working area without restriction" option to reactivate all working areas.

7. Click "OK".

Result

The selected working areas will be added to the opened user profile. The added working areas will be displayed on the "Working areas" tab.

6.3.7.7 Local working areas

Available working areas

The list of working areas that you can select for the user are limited to those areas that have also been created in the base data.

Define user working layer:

No working areas

Working area without restriction

Status	ID Code	Area
On	A	General
On	D	3D engineering
Read only	E	Electrical engineering
Read only	F	Operation and Maintenance

Note

Creating local working areas

You can create local working areas by simply inserting one or more unassigned letters into one of the "Working areas" or "Read only" edit fields on the "Working areas" tab.

You have the option to enter letters of the local working areas in the working areas of base objects, tabs or attributes. You have to keep in mind which letter you use as local working areas, since the windows of the working areas only show the working areas that were created in the base data.

See also section Local working areas (Page 24).

6.3.8 The "Groups" tab

Lists

The "Groups" tab consists of two lists:

- All groups are shown in the list above.
- The list below shows the members that are part of the selected group.

You are always working in the upper list.

6.3.8.1 Create groups

Procedure

To create a new group, proceed as follows:

1. Open the user management.
2. Click on the "Groups" tab.
3. Right-click below the group list on the tab.
4. Click on "New > Group" in the context menu.
A window opens.
5. Enter the required information.
6. Click "OK".

For performance reasons, Siemens recommends that you create a maximum of 100 groups per database.

Result

The newly created group is included in the upper list on the "Groups" tab.

6.3.8.2 Delete groups

Procedure

To delete a group, proceed as follows:

1. Open the user management.
2. Click on the "Groups" tab.
3. Select the group you want to delete from the upper list.
4. Right-click the selected group.
5. Click "Delete" in the context menu.

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Result

The selected group will be deleted. It will no longer be displayed in the upper list on the "Groups" tab.

6.3.8.3 Edit groups

Procedure

To edit a group, proceed as follows:

1. Open the user management.
2. Click on the "Groups" tab.
3. Right-click on the group you want to edit.
4. Select one of the following options:
 - Click the "Edit" entry in the context menu if you want to edit the name or the description.
 - Click "Properties" in the context menu if you want to change other properties of the group.

Note

Double-click the respective cell in the upper list and enter the required change in order to change the name, the description or the "Role" option.

5. See "Creating a role (Page 38)" for the "Role" option.
6. Make the required changes.
7. Click the "Apply" button.

Result

The changes will be applied for the group.

6.3.8.4 Creating a role

Procedure

To create a role, proceed as follows:

1. Open the user management.
2. Click on the "Groups" tab.
3. Right-click on the group you want to edit.

- Click "Edit" in the context menu.

Note

Double-click the respective cell in the upper list and enter the required change in order to change the name, the description or the "Role" option.

- Activate the "Role" option.

- Click the "Apply" button.

For performance reasons, Siemens recommends that you create a maximum of 25 roles per project.

Result

The changes will be applied for the group.

6.3.8.5 Opening the properties of a group**Procedure**

Proceed as follows to open the properties of a group:

- Open the user management.
- Click on the "Groups" tab.
- Right-click in the upper list on the group whose properties you want to open.
- Click on the "Properties" entry in the context menu.

Result

The properties of the selected group will be displayed.

6.3.8.6 The properties of a group**Tabs**

You see the following tabs after calling the properties of a group:

Tab	Description
"Members"	Shows the members of the group. Use this tab to add or remove members from a group.
"Rights"	Shows the rights the group contains and which therefore all members of the group have. For additional information see below.
"Working areas"	Shows the working areas the group contains and to which all members of this group have access.

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"Role" option

The enabled "Role" option indicates that the group is a role. The "Members" tab is not available for roles.

See also

The "Rights" tab (Page 41)

6.3.8.7 Adding members to a group

Requirement

You can only add members to a group. The "Members" tab is not available for roles. You have the option to assign any number of roles to a user via the "Rights" tab.

Procedure

To add members to a group, proceed as follows:

1. Open the user management.
2. Click on the "Groups" tab.
3. Open the properties of the respective group.
4. Click the "Add" button on the "Members" tab.
5. Select the user you would like to add to the group in the "Add user" window.

Note

Inactive users

If you disable the "Hide inactive users" option, the user list will also display inactive users. If you enable the option once again, only active users will be displayed.

6. Click "OK".

Result

The added user will be displayed in the properties of the group on the "Members" tab. The user now has all rights of the group.

See also section Assigning roles to users (Page 46).

6.3.8.8 Removing members

Procedure

To remove members from a group, proceed as follows:

1. Open the user management.
2. Click on the "Groups" tab.
3. Select the desired group in the upper list.
4. Open the properties of the group.
5. In the "Members" tab, select the user you want to remove from the group.
6. Click the "Remove" button.
The user will no longer be displayed on the "Members" tab.
7. Click "OK".

Result

Your changes will be saved. The removed user will no longer have the rights of this group.

6.3.9 The "Rights" tab

Control elements

There will be slight differences in appearance, depending on whether you open the "Rights" tab for users or for groups.

- When you open the "Rights" tab for users, the "Administrator rights" option will be displayed.
- When you open the "Rights" tab for groups, the "Administrator rights" option will not be displayed.

The following table describes the control elements of the "Rights" tab:

Control element	Description
"Administrator rights"	If you enable this option, the user may change all data in all possible ways. If you activate the "Administrator" right, the "Project management" option will be enabled permanently since a user with administrator rights has all rights anyway. For additional information see below.
"Project management"	If you enable this option, the user can create, move, etc. projects. However, users can only perform these tasks for those projects for which they also have the necessary additional project rights. For additional information see below.

Control element	Description
"Display of object rights / function rights"	With these options you specify what is to be displayed in the rights list. A column appears for each object right and each function right, and a "+" appears in the column if this right exists. These options are only available within the object management when you call the management for the project. For additional information see below.
"Show rights for current project / All projects"	With these options you specify what is to be displayed in the rights list.
List with rights	This list is dynamic and the content depends on the location from which you call the "Rights" tab. You have two options to assign rights, from a user point of view or from an object point of view: <ul style="list-style-type: none">• If you open the "Rights" tab from within the user management, you should ask yourself what a user (or a group) is to do with which objects. This means that you are looking at a specific user / a specific group. The list includes all objects for which the user / the group has rights.• If you open the "Rights" tab in the object management, you should ask yourself who is allowed to do what with this object. You are looking at a specific object. The users who have rights for this object appear in the rights list.

Note

Effective rights

The entries in the rights list are not complete, because the effective rights of a user derive from a combination of individual rights and the rights of the user groups to which the user belongs.

See also section Administrator (Page 10).

See also section Project management (Page 12).

See also section Overview (Page 27).

6.3.10 The "Predefined rights" tab

Overview

You can predefine standard rights for groups and roles on the "Predefined rights" tab. The rights will become effective as soon as you assign the group or role to a project or an object, such as a unit.

The following rights refer to objects:

- "Read completely"
- "Write"
- "Create"
- "Delete"

The following rights apply to individual projects:

- "Create revision"
- "Check revision"
- "Release revision"
- "Set user rights"
- "Base data"
- "Product data"
- "Object debugger"
- "Check out documents"
- "Check in documents"

The following rights apply to all projects:

- "Project management"
- "Working areas"
- "Working areas: Read only"

6.3.10.1 Creating predefinitions

Procedure

To predefine the rights for a group or role, proceed as follows:

1. Open the user management.
2. Click on the "Predefined rights" tab.
3. Right-click under the list with groups and roles.
4. Click on "New > Predefinition" in the context menu.
5. Select the required group or role.
6. Click "OK".
The selected group or role will be displayed on the "Predefined rights" tab.
7. Enable the required option (for example, "Write" option).
8. Click the "Apply" button.

Result

The rights for the selected group or role have been predefined.

See also section Object rights (Page 13).

6.4 Rights

Overview

"Rights" enable you to work in working layers. This means that when assigning rights, you must always first open the project or working layer for which the rights are to be effective.

The "Rights" tab consists of the following tabs:

Tab	Description
"Object mapping"	On this tab you have the option to assign roles and groups to projects and objects.
"User assignment"	<ul style="list-style-type: none">• "Roles" tab: On this tab you have the option to assign any number of roles to a user.• "Global" tab: This tab shows an overview of all users.

On the "Rights" tab, you work with predefinitions.

Changes are saved immediately.

Note

If you define certain object rights for a user, these rights will be taken over once the user creates a new working layer.

See also section Assigning roles and groups to an object (Page 45).

See also section Assigning roles to users (Page 46).

6.4.1 Opening rights

Procedure

To open the "Permissions" tab, proceed as follows:

1. Click the "Administrator > System > Permissions" menu.

Result

The "Permissions" tab opens.

6.4.2 Assigning roles and groups to an object

You have the option to assign rights for a certain object (for example, a subunit) of the currently open project.

Procedure

To assign roles or groups to an object, proceed as follows:

1. Open the "Permissions" tab.
2. Drag&drop the required object to the object list of the "Object mapping" tab.
A new row is created on the "Object mapping" tab. All groups that you created in the user management are shown here as individual columns.
3. Enable the option in the column of the required group.

Result

The respective group is activated for the selected object. The predefined rights apply to the object.

6.4.3 Colors in object mapping

Colors

Some cells on the "Object mapping" tab are highlighted yellow or red.

The colors have the following meaning:

Color	Description
White	A predefinition of rights exists for each respective role or group. If you enable this option, all users of the group will receive the rights according to the predefinition.
Yellow	A predefinition of rights has not been created yet for the respective role or group. If you try to save the group for an object, you will automatically receive the following note. Inconsistencies in the assignment of rights will also be highlighted in yellow. Example: The assigned rights contradict each other in different working layers.
Red	The predefinitions of the group have been changed since the last time. You now have to decide if the users of the group should keep the rights that existed when you assigned them to the object. As long as the cell is red, users will retain the rights according to the old definition. If you disable the option and then enable it again, the changes of the predefinition will be adopted and the cell turns white.

6.4 Rights

Example

- You have created a role in the user management and have assigned the "Write", "Create" and "Delete" rights to this role.
- A couple of days later you deselect the "Delete" right. As long as the cell is red, users of the role retain the "Delete" right.
- When you disable the option and enable it once again, the users that have the role cannot be deleted anymore. The corresponding row turns white.

6.4.4 Assigning roles to users

Requirement

To assign roles to users, the "USERS" tree must be displayed in the currently open project.

Procedure

To assign one or more roles to a previously in the user management created user, proceed as follows:

1. Open the "Permissions" tab.
2. Click on the "User assignment" tab.
3. Open the "USERS" node in the Navigator.
4. Drag&drop the required user to the "Roles" tab.
A new row is displayed in the list on the "Roles" tab. The columns in the list show the roles you have created in the user management.
5. Enable the option of the required role.

Result

The user is now assigned to this role. The user receives all rights of the role.

Note

Any memberships of users to roles are only valid for a project or a working layer. Unlike groups, they cannot be assigned across projects.

See also section Displaying user nodes in Navigator (Page 47).

6.4.5 Displaying user nodes in Navigator

Procedure

To display the user node in the Navigator, proceed as follows:

1. Open the properties of the project.
2. Click on the "Options" tab.
3. Enable the "Activate user project" option under "User / Rights".
4. Click "OK".

Result

The "USERS" node will be displayed in the Navigator.

6.4.6 Creating a requirement for the assignment of roles for the entire project

If you want role assignments to apply for all working layers in the project, you must make the appropriate setting in the project properties.

Procedure

To make the settings, proceed as follows:

1. Open the properties of the project.
2. Click on the "Options > Standard" tab.
3. Under "User / Rights" on the "Validity of the user role assignment" list, select the "For entire project" entry.
4. Click "OK".

Result

User role assignments are valid for all working layers throughout the project.

6.4.7 Creating a requirement for the assignment of roles for each working layer

To define role associations for different working layers differently, you will have to make the respective settings in the project properties.

6.4 Rights

Procedure

To make the settings, proceed as follows:

1. Open the properties of the project.
2. Click on the "Options > Standard" tab.
3. In the "User / Rights" area on the "Validity of the user role assignment" list, select the "For working layer" entry.
4. Click "OK".

Result

The additional "Working layer" column is displayed in the "Rights" on the "User assignment > Roles" tab.

Note

Changing the project option in a running operation

If you change the "Validity of user role assignment" project option while the Comos is running there may be problems with the display of the user mapping of roles. If you define rights on the level of the working layer, for example, and then change the setting "For the entire project", the rights will no longer be valid for the working layer.

6.4.8 Evaluating assignments on the "Rights" tab

You have the option to evaluate the assignments of different projects, for example, on the "Permissions" tab.

Procedure

To evaluate the assignments, proceed as follows:

1. Open the "Permissions" tab.
2. Open the "Open project" tab.
3. Move the "Open project" tab next to the "Rights" tab in such a way that you can work on both tabs.
4. Use drag&drop to move the required projects from the "Open project" tab to the "Projects" edit field on the "Rights > Object mapping" tab.
5. Click the "Refresh" button.

Result

The mappings for the selected projects will be listed.

6.5 Managing object rights

Overview

You have the option to assign rights on the object level in Comos. This means you can set user rights for individual objects. In practice, you will assign user rights for individual objects that are near the top of the structure tree.

Note

Note that there are general rules regarding object rights. See also section General information on object rights (Page 13).

6.5.1 Opening object management

Procedure

Proceed as follows to open object management:

1. Mark the required object in the Navigator.
2. Press <Ctrl+A>.

Result

Object management opens in a window.

6.5.2 "General" tab

See also section Evaluate rights (Page 50).

6.5.3 "Rights" tab

The "Rights" tab is universally valid.

See also section The "Rights" tab (Page 41).

6.5.4 Evaluating rights

In the object management you have the option to evaluate which right a user has.

Procedure

To evaluate the rights, proceed as follows:

1. Open the object management.
2. Click the "..." button in the "Current object rights for" section on the "General" tab.
3. Select the user whose rights you would like to evaluate in the "Select user" window.
4. Click "OK".

Result

The "General" tab shows the rights the selected user has.

6.5.5 Evaluate rights

Fields

The following information is displayed in the fields of the "General" tab once you have evaluated the user rights:

Field	Description
"Name"	Name of the selected object.
"Project"	The project in which the selected object is located.
"Working layer"	The working layer in which the selected object is located.
"Create"	Date on which the object was created and the user who created the object.
"Last change"	Date on which the object was last changed and the user who last changed the object.
"Current object rights for"	User for whom the selected rights are displayed and the object rights this user actually has. An enabled option means that the user has the respective right. A disabled option means that the user does not have the respective right.
"Read only because"	Enabled options indicate why a user cannot edit an object: <ul style="list-style-type: none">• No write right: The user does not have the "Write" right.• Locked: The object is locked.• Only read working areas: The user has only read rights for the working area.• Inherited: This is often the case with attributes. Users cannot edit inherited properties.• Not in current project: Base objects may be shown in the engineering project, but they belong to the base project.• Viewing mode: Comos was started with the Viewing license.• Working layer locked: The working layer is locked.• Delete (soft deleted): The object was deleted in the working layer.• Soft deleted filter disabled (working layer display): The object is displayed as deleted in the working layer display.

Field	Description
"Status"	<ul style="list-style-type: none"> • Object changed: This option is enabled if the object has been changed since the last save. • Object saved: This option is enabled if the object has not been changed since the last save. • Object can be saved: This option is enabled if the object cannot be saved, e.g., because the name is not unique.
"Inheritance source"	Indicates the object from which the object you are evaluating the rights for inherits the rights for the user.

6.6 Evaluating rights by means of an object query

The list of the evaluated rights in the object management is not a list of effective object rights. You can create a complete overview of the effective rights with the help of an object query.

Procedure

To evaluate the rights by means of an object query, proceed as follows:

1. Click the "Extra > Query > Queries for engineering objects > Query: Engineering objects" menu.
2. Use drag&drop to move the object for which you want to create the query to the "Start object(s)" edit field.
3. Add another column in the result display of the query.
4. You may want to add the following script for the new column:

```
ColumnValue = cstr((RefColObject.GetObjectRights and 2) = 2)
```

 The "2" is a constant here and stands for the "write" object right.

Result

The column will show "True", if the evaluated rights for this object exists. The column shows "False", if the user does not have the right.

6.7 Granting rights for the status management

Status management

The status management is a control instrument in Comos. It is used to classify objects (and hence data). For example, you can specify which data you still want to edit and which data you have already completed. You find more information on this topic in the "Properties" manual, keyword "Status management".

The status management is based on the following base objects:

"@System > @D Data > @Status"

6.9 Settings for the access management of working layers

A base object of its own is created underneath this object for each status. One layer deeper are the elements that determine the status values.

Comos users who want to set and edit the status, require the following rights:

- Write rights for the current object for which they want to set the status.
- Write rights for the associated base object of the status management, which means for the base object underneath "@Status" or generally for "@Status".

See also section Managing object rights (Page 49).

6.8 Rights management for database access

You will have to control the network rights to use Comos in a network.

You find more information on this topic in the Comos commissioning documentation "DB Administration", keyword "Rights administration" or "Network security", keyword "Network login".

6.9 Settings for the access management of working layers

Options

The "Base data" tab includes settings for access management of working layers under "@System > @D > @WOLevels" in the properties of the "Attributes" tab.

The following table describes the option in the "Access management" section:

Control element	Description
"Layer is locked" option	The rights may have been prepared at the level, but nobody can work in this level. Example: You prepare all rights of the employees in the original data stock (the released data stock). These rights inherit themselves to the working layers. After that you lock the original data stock. There are no restrictions for releasing this layer, nor for releasing it into this layer.
"Layer is locked in own project" option	The enabled option means that the level is only locked in the current project if you make this setting at a local object. If you enable this object in the base project, then this level is only locked in the base project and not in the engineering projects that use the base project.
"Can be managed with project management right only" option	The enabled option means that users also needs the project management right to manage working layers.

Control element	Description
"Show layer in working layer selection" option	If there is only one permitted working layer in addition to the released area, then no list is displayed but instead this working layer is offered directly.
"Settings for role definition in working overlays" list	Possible values: <ul style="list-style-type: none"><li data-bbox="783 477 1479 566">• "Set role definition for current user (default)" Only the rights of the current user are copied to a new working layer.<li data-bbox="783 566 1479 656">• "Set role definition for all users" All the rights from this working layer are copied to a new working layer.

