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# Manual

## User self-administration (Companies / Federal Authority)

Version 1.9

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## 1. Connections

There is a role-based, central authentication and registration for the access to applications. Main user in a company or an authority can add and manage further users. For the functionality certificates are necessary with all users.

## 2. Setting up other users

Should other users in a company be allowed access to applications, the main user in the company or the authority can create other users. All rights/roles, except the right to create other users, can be assigned to the new user.

The main user accesses user administration, enters his/her user code and password and selects the certificate. Then he clicks on the following page "Add user".

On this screen, some fields are already preset and the main user in a company or an authority enters the details for his/her colleagues. He/she can activate this registration under Status. All authorisations of the main-user can be found in the authorised specialised applications, which he/she can select for the new user. Restrictions can be carried out under responsibility, e.g., for specific preparations of a pharmaceutical company.

	ENR	Medicinal product name
<input checked="" type="checkbox"/>	2104310	ATenativ
<input type="checkbox"/>	2604239	Albunorm 20%
<input type="checkbox"/>	2613611	Albunorm 25%
<input type="checkbox"/>	2613610	Albunorm 40%

Figure 1: Assign applications


Certificates for new users can be uploaded here (but this is not mandatory and can be done later). By clicking "Next" the new user is created.

Simultaneously two emails are sent. The first e-mail informs users about the successful registration by the main user of the company or authority and contains customer number and preliminary password. The user code is notified for safety reasons in the second email to the main user of the company / authority. The main user should forward the usercode to the user.

The new user can login with the the usercode the main user has notified him and the preliminary password he got with the e-mail. In the first login the password must be changed, as with all.

Please note that the registration expires, if within a period of 120 days there is no initial registration.

## 3. User Management

Via the navigation item "Manage users" all users of the main users are displayed. By clicking on the icon write  the data of the user are displayed editable. Here the main user can provide the user with rights and enable, disable and edit all settings.

#### **4. Applying for further applications**

Users have the opportunity to apply via the "Login for more applications" access to other applications. You the main user receive an email with the reference to this application and can access by clicking on the Write icon for processing of data of the user and assign the roles for the requested application in the user management

#### **5. Register representatives**

The by a main user of a company or government agency (orga Admin) applied user can be managed only by this main user. But there is the possibility to register a representative, so as in case of failure of the original main user, the accounts of users continue to be managed.

If you want to specify a different main user of your company / authority / want to know what your role in the user's self-government as a representative, you can do this via "organize representatives" in the navigation.

If a main user or one of his representatives adds a new user, the user will be connected to both, the creating main user as well as with the representative user.

If you are logged in and are representative for several main users of your company / authority, under "user" all users of the main users you represent are displayed.

Via the navigation button "organize representatives" you can modify or withdraw the representation.

#### **6. Transfer of responsibility**

All users of a company or government agency can be managed only by these main users themselves or registered representatives. If an employee retires, the administration of the federal authority can assign users to another main users. In such a case, please contact the responsible the higher federal authorities.