

'Metrics'

Database User Guide.

'Metrics' Database User Guide

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Pre-requisites

1. Make sure that you have been added to the following group, 6880-PRJ-ITAM-Tm-Me-RW.
2. Also make sure that you have MS Access 2010 Installed on you workstation.
3. Also make sure that the correct skill has been selected to allow access to this database.

Copying the file.

Once the pre-requists have been met then go to the following location;

['Q:\IT AccessMgmt Database'](#)

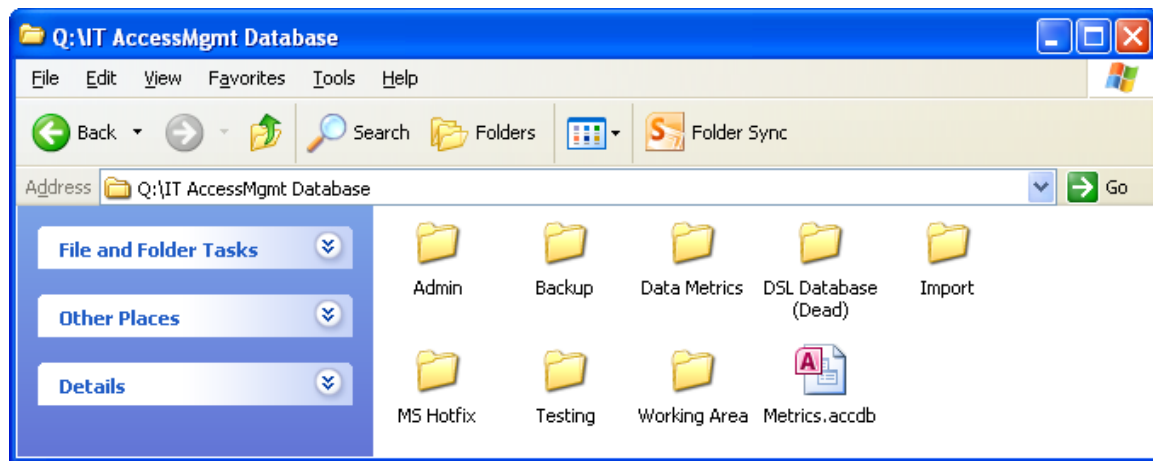


Figure 1 Location of file needed for the database client.

Copy the highlighted file (shown above), 'Metrics.accdb' to your 'My Documents'¹, once copied then open the file by double clicking on it or open with MS Access 2010.

Notes

All names bar mine have also been removed from the screen shots.

¹ There is code in the database to identify its location and the database will notify you if it has been copied to the wrong place, before closing.

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Skills Chart

This is part of the 'Metrics Admin' database please contact one of the Admins to adjust your skill set in the database.

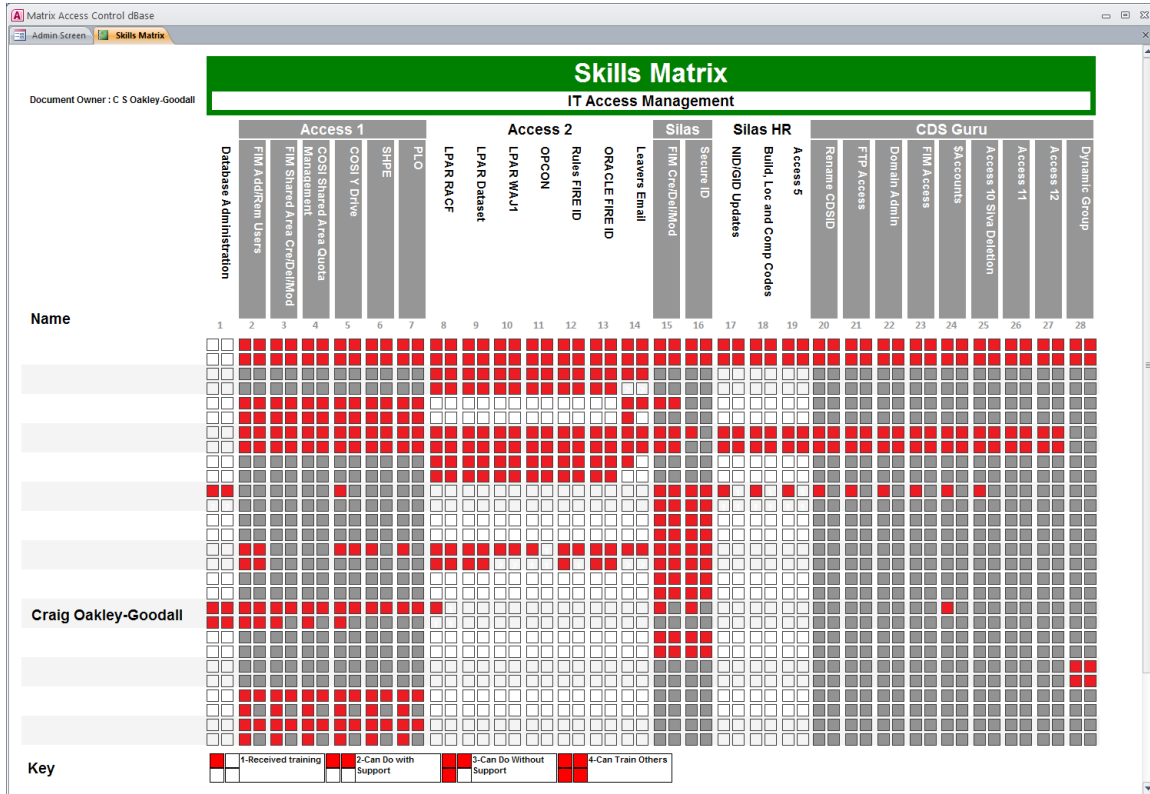


Figure 2 Metrics Admin Skills Matrix.

This is an important part of the database and will allow you to be able to record your entries into the database for the areas that you have been selected to work on. A printout of this is displayed upon the wall please check that you have been give some roles in the database prior to using the database.

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Loading screen.

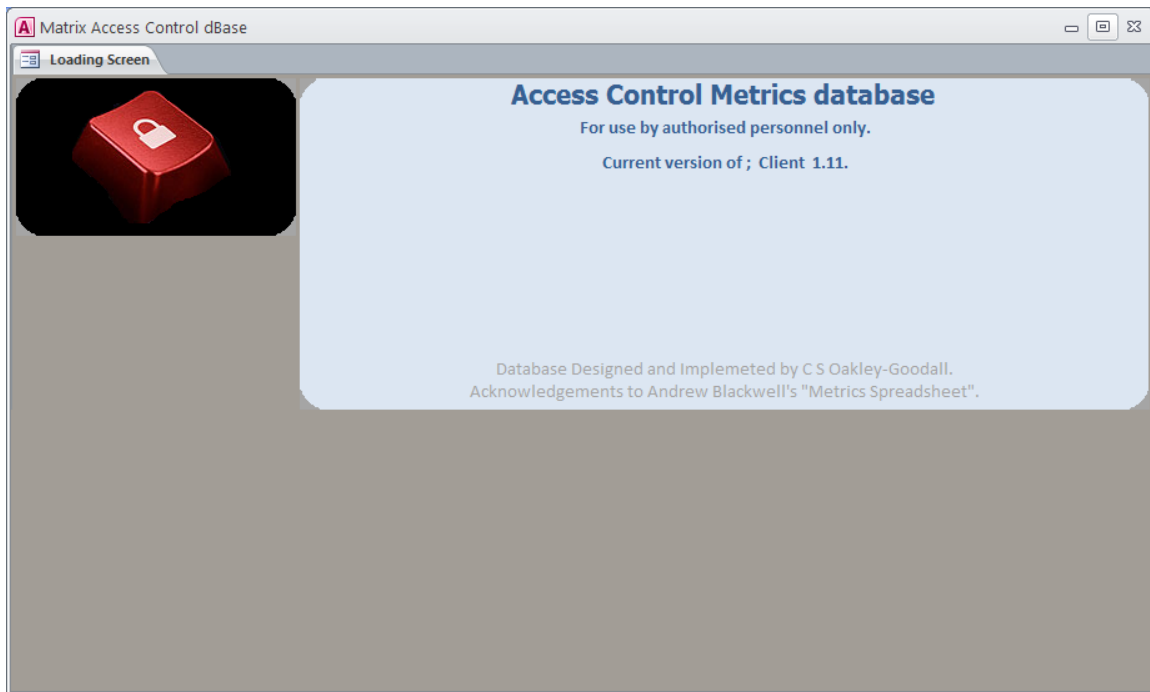


Figure 3 Loading Screen.

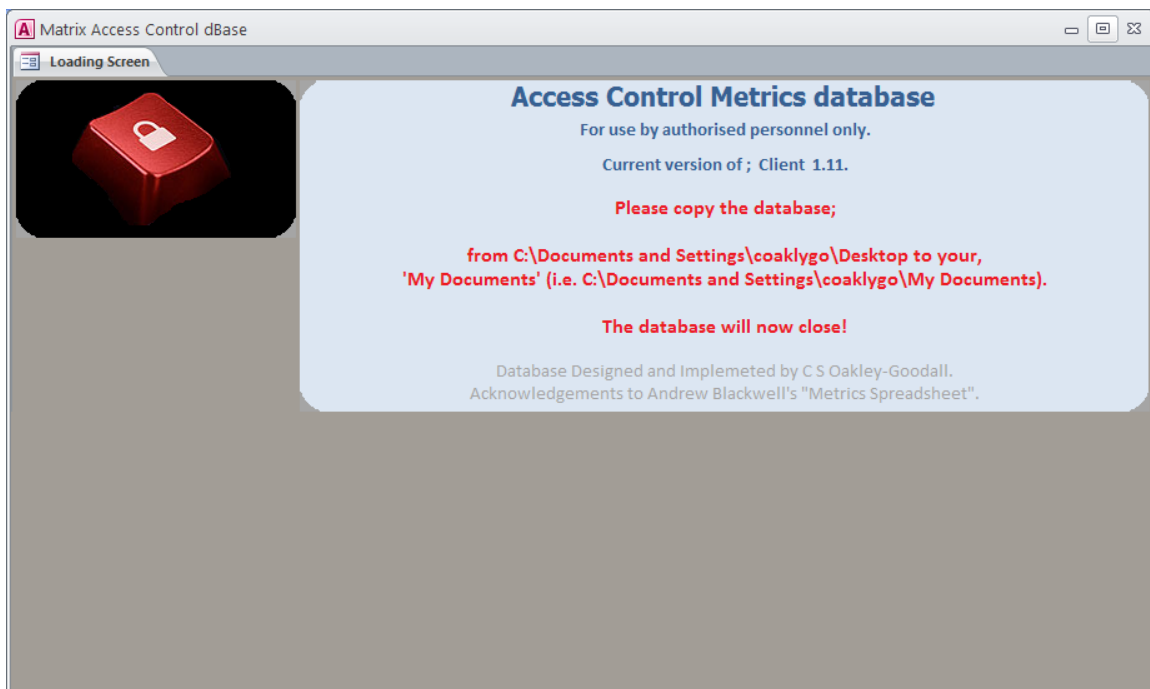


Figure 4 Loading Screen showing one of the messages.

This is the splash screens that if the pre-requisites of the database have been meet it will close and move on to the main screen (timed event); else it will display a message that needs to be followed to allow further access.

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Main Screen

The screenshot shows the 'Matrix Access Control dBase' application window. The title bar includes 'Matrix Data Form' and standard window controls. Below the title bar is a navigation bar with buttons: 'Pending : 0', 'Weekly', 'Monthly', 'All', 'Scratch Pad', and 'Task 2'. The main area is titled 'Access Control's Matrix dBase'. On the left, there are labels 'Assigned User' (with value 'coaklygo') and 'Requester' (with a red input field). On the right, there is a section titled 'Access Control Tools' containing a vertical list of buttons: 'Group Owner Search', 'Member > Groups', 'Group > Members', 'Authoriser Group Search', 'LL6 Mass Search', 'Account Creation Checks', 'User Info Tool', 'Omni AD Check', and 'Open a FIM Window'.

Figure 5 Main Data entry screen shown at the start of a task.

This screenshot shows the same application window as Figure 5, but with additional fields visible. Below the 'Requester' field, there are 'Request Area' and 'Date Received' fields, each with a dropdown menu. A 'Notification Type' dropdown is also present. A large yellow rectangular area is highlighted in the center. Below this area is a button labeled 'Automate Current Task'. At the bottom left, there is a 'Notes' section with a text area and a 'Track Status' dropdown. At the bottom right, there are two buttons: 'Create Email' and 'Next New Task'. The 'Access Control Tools' section on the right remains the same.

Figure 6 Main Data Entry screen shown with all fields displayed.

The form on the previous page controls the flow of tasks performed by the user, the image (fig 6) above shows all the fields, these are shown as you progress through the task. The yellow shaded

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area changes dependent upon the task being performed in the database. From the image above you can see 2 main sets of buttons, 'Navigation' and 'Access Control Tools'.

'Navigation' buttons across the top of the main area;

- X – closes the database.
- 'Pending' : - shows how many pending task you have outstanding if you have any.
- 'Weekly', 'Monthly' and 'All' - display the current users past tasks that they entered into the database.
- Scratch Pad' - opens up an area for current task notes that you may need.
- and basic navigation buttons at the top right hand side.

'Access Control Tools' down the right hand side;

- 'Group Owners Search' – allows for searching of FIM² Imported data for partial group name, folder name and owner.
- 'Member > Groups' – allows the entering of a User ID (CDSID) and it will list all the groups that the user has access to (Data searched from Active Directory).
- 'Group > Members' – allows you to enter a group and it will list the current members.
- 'Authoriser Group Search' – allows the user to check a list of groups and see if the current requestor is an owner of the groups that they are requesting access be granted to.
- 'LL6 Mass Check' – allows you to check a list of CDSIDs for LL6+ approval level
- 'Account Creation Check' – allows you to see settings that are needed when setting up a user account.
- 'User Info Tool' – Database replacement for 'SupaDupa' AD³ Check
- 'Omni AD Check' – allows the checking of any value in AD against any attribute, these values are populated directly from Active Directory as a pull down list.
- 'Open a FIM Window' – opens an MS Access webobject that points to the FIM web server.
- ? – Help Screen

Tasks can also be 're-assigned' to other members of the team and appear in their pending list (indicated by the 'Pending : 3' button which shows I have 3 pending tasks that I need to attend to).

² Microsoft's Forefront Identity Manager.

³ Microsoft's Active Directory.

Quick Run though of a Task/Request.

The screenshot shows a web application window titled "Matrix Access Control dBase". The interface includes a top navigation bar with tabs for "Matrix Data Form", "Pending : 0", "Weekly", "Monthly", "All", "Scratch Pad", and "Task 2". The main content area is titled "Access Control's Matrix dBase". On the left, there are fields for "Assigned User" (coakdygo) and "Requester" (a red input field with a dropdown arrow). On the right, there is a vertical list of "Access Control Tools" buttons: "Group Owner Search", "Member > Groups", "Group > Members", "Authoriser Group Search", "LL6 Mass Search", "Account Creation Checks", "User Info Tool", "Omni AD Check", and "Open a FIM Window".

Figure 7 The Main Task Processing form in its initial state.

Each task entry starts off as above, pre-filling the logged on user and then jumping to the 'Authorised by' pull down box. Here you can enter the requestors User ID. The Data entered here is checked against Active Directory against and a list of 'authoriser managers'.

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Requester	<div>VIP</div>	
Request Area	<div>Access 1</div>	<div>PLO - Pipelines - Delete</div>
Date Received	<div>14/11/2012</div>	<div>Notification Type Email</div>

Requester	<div></div>	
Request Area	<div>Access 1</div>	<div>PLO - Pipelines - Delete</div>
Date Received	<div>14/11/2012</div>	<div>Notification Type Email</div>

Requester	<div></div>	
Request Area	<div>Access 1</div>	<div>PLO - Pipelines - Delete</div>
Date Received	<div>14/11/2012</div>	<div>Notification Type Email</div>

Shown above is the the requester field is the 3 colour states for Authorisation levels;

- Green indicates a 'VIP',
- Amber indicates an 'LL6+' manager who is not a 'VIP',
- Red indicates a user who is not a VIP or an LL6+ approver.

If a requester is not an LL6+ Approver then you will be prompted to override this to carry on. I am now able to select the request area, looking at the 'Skills Chart' Fig 1. You will see that I have access to all of the areas so I am able to select any of the areas that are applicable to me.

Assigned User	coaklygo	
Requester	<div>coaklygo</div>	
Request Area	<div>Access 1</div>	<div>Shared Area - User access - Grant</div>
Date Received	<div>14/11/2012</div>	<div>Notification Type Email</div>

Shared Area Group

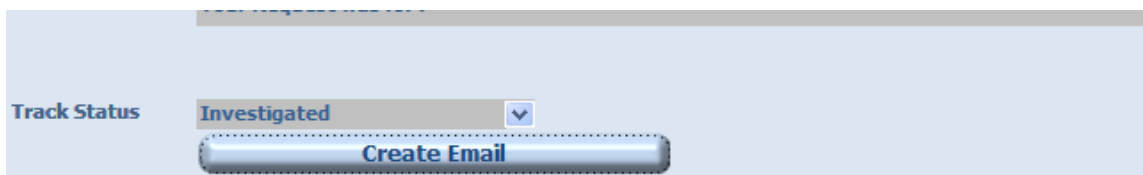
Group Name	<div></div>
CDSID	<div></div>

[View all Owner Groups for 'Requester'](#)

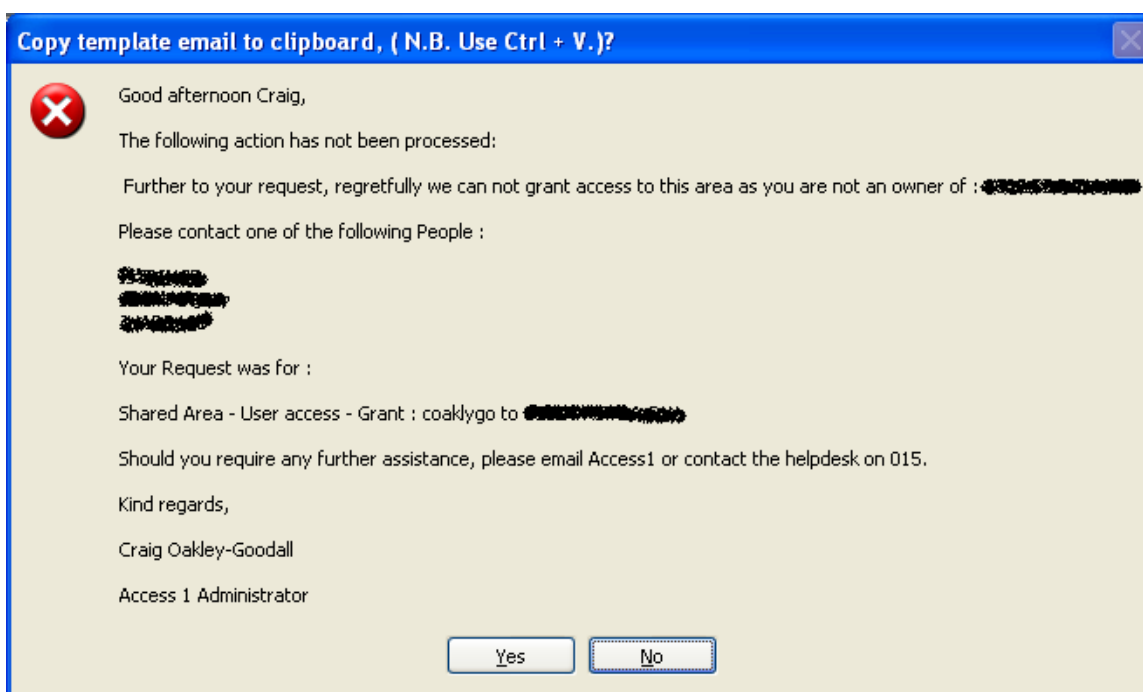
The 'Date Received' field can be changed, but by default it is set to now. 'Notification Type' here you can select how the request was received and enter the reference number if supplied in the box next to it. Above I have selected 'Access 1' and then 'Shared Area – User Access Grant', the yellow area shown in Fig 5 now contains the details I need to fill specific to this task. The 'Group Name' pull down field contains all the shared areas that the requester (me in this case) can grant access to (showing both AD Group names and associated network paths that are listed in FIM). You can also overtype and put in a group that is being queried and it will check the group and if I am not that owner it will give me a list of owners. This is the option that I will take as shown below it automatically gathers the information for the group entered (this information will be combined into the email to be sent).

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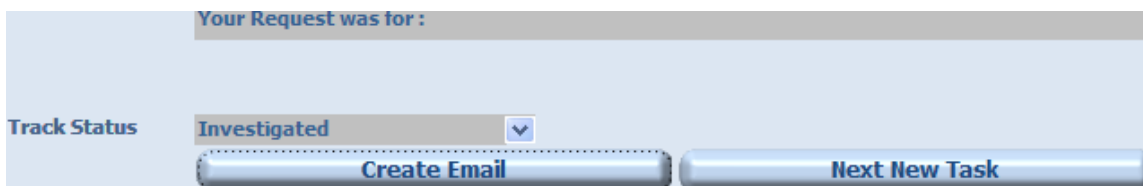
I then click on the 'Automate Current Task' button, at which point it will look at the type of task selected and either perform the action based upon the type of task is needed, in this case if I were a valid authoriser it would open up a FIM window with the group pre-selected and allow me to add the requested user to the specified group. At this point it reveals a 'Track Status' pull down where I can select the appropriate status and then click on the 'Create Email' button, which uses the information entered to create an email from a template for the task selected.



You are then presented with a dialogue box as below. Which will generate the text shown into the clipboard, to allow pasting into the email client (JLR use a web based client).



When you have either clicked on 'yes' or 'no', the current task is updated with your choice and 'Next New Task' button is displayed.



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The Email Broken Down with sources of data highlighted.

Good *afternoon*⁴ *Craig*⁵,

The following action has not been processed:

Further to your request, regretfully we cannot grant access to this area as you are not an owner of : *XXXXXXXXXXXXXX*

Please contact one of the following People :

XXXXXXXXXXXXXXXXXX
XXXXXXXXXXXXXXXXXX
*XXXXXXXXXXXXXXXXXX*⁶

Your Request was for :

*Shared Area - User access - Grant : coaklygo to XXXXXXXXXXXXXXXX*⁷

Should you require any further assistance, please email Access1 or contact the helpdesk on 015.

Kind regards,

*Craig Oakley-Goodall*⁸

*Access 1*⁹ Administrator

There are email templates setup up for all the tasks that the user can select in the database, once the task has been completed or investigated.

⁴ Generated by the local computer time.

⁵ Active Directory lookup on User Forename.

⁶ Generated from DLOOKUP on the group requested.

⁷ Generated from the pull downs and data typed into the form.

⁸ Active Directory look up of Forename and Surname.

⁹ Type of task that I am performing for this request.

Scratch Pad

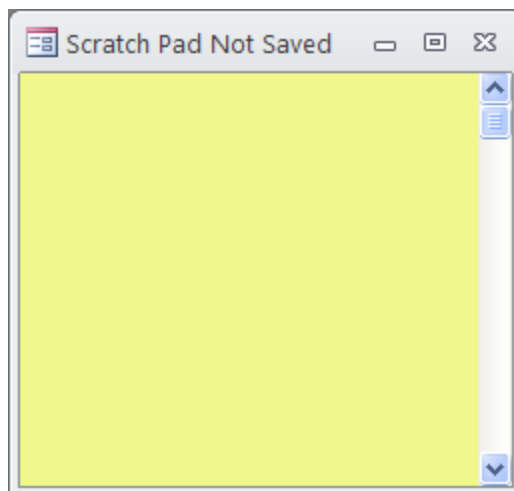
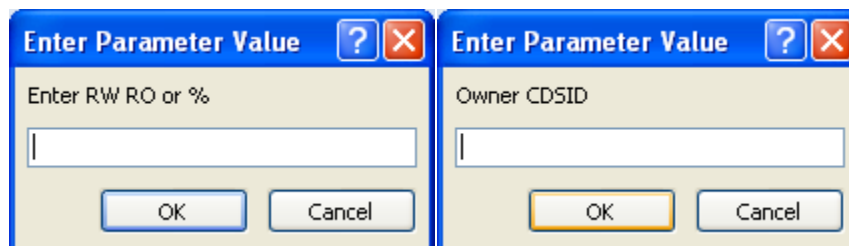


Figure 8 Scratch Pad (pop out and resizable).

This is a temporary area for putting data that is needed for complex tasks it can be used between multiple tasks and allows for reminders in parts of a task that has yet to be completed. The form can be dynamically resized.

Group Owners Search

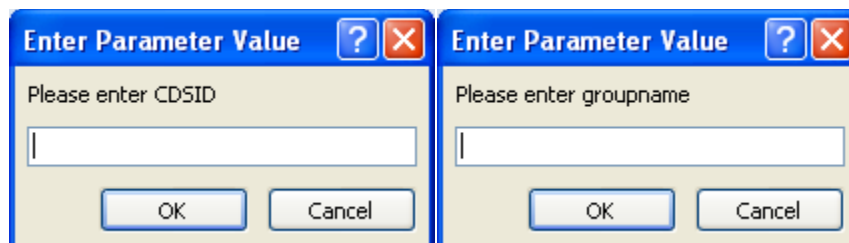
A prompted search that allows the searching of group name or path or owner and will give the results in a datasheet view. Please note that wildcard searches use '%'.



The image shows two side-by-side dialog boxes, both titled "Enter Parameter Value". Each dialog has a question mark icon and a close (X) icon in the top right corner. The left dialog contains the text "Enter RW RO or %" above a single-line text input field. Below the input field are "OK" and "Cancel" buttons. The right dialog contains the text "Owner CDSID" above a single-line text input field. Below the input field are "OK" and "Cancel" buttons.

Member > Groups & Group > Members

'Member > Groups' will list all the groups that the user has access to. 'Group > Members' will list the current members of a chosen group.



The image shows two side-by-side dialog boxes, both titled "Enter Parameter Value". Each dialog has a question mark icon and a close (X) icon in the top right corner. The left dialog contains the text "Please enter CDSID" above a single-line text input field. Below the input field are "OK" and "Cancel" buttons. The right dialog contains the text "Please enter groupname" above a single-line text input field. Below the input field are "OK" and "Cancel" buttons.

These two buttons, prompt for the entry of a single User ID (CDSID) or AD group name and will give you the results of that search in another window (Datasheet view). So that the information when requested can be copied and sent to the requestor.

Authoriser Group Search

Select the 'groups' column and paste the groups into the table that you wish to check, then click on 'Do Search' button below.

CDSID of Authoriser

groups
*

Record: 1 of 1 No Filter Search

Do Group Search

CDSID of Authoriser

Single Group Check

Do Single Search

Figure 9 Authoriser Group Search initial screen

This screen allows the checking of a single or multiple groups (copy and pasted into the top area or by using the pull down and finding the group) against the requester/authoriser, and will show the groups that they own and who is the owner of groups that they don't own. The screen shots below show the 2 differing variants and the layout to expect. Buttons explained, 'Do Group Search' and 'Do Single Search' initiates the search and 'Reset Search' resets the form back to the initial screen shot. Note that in both searches that the owners User ID / CDSID is copied from the main data form.

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Authoriser Group Search

Select the 'groups' column and paste the groups into the table that you wish to check, then click on 'Do Search' button below.

CDSID of Authoriser

groups
*

Record: 1 of 1

Authoriser is Owner of :

Authoriser is Owner

Record: 1 of 1

Authoriser not Owner of :

groups	Group mana	Group Own
*		

Record: 1 of 1

Reset Search

Figure 10 Group Search layout.

Authoriser Group Search

CDSID of Authoriser

GroupName
*

Record: 1 of 1

Authoriser is Owner of :

GroupName

Record: 1 of 1

Authoriser not Owner of :

GroupName	Group manager	Group Ow
*		

Record: 1 of 1

Reset Search

Figure 11 Single Search layout.

LL6 Mass Check

Matrix Access Control dBase

Matrix Data Form LL6 Search

Select the 'CDSID' column and paste the CDSIDs into the table below that you wish to check, then click on 'Search' button.

Search

CDSID
coaklygo
*

Record: 1 of 2 No Filter Search

Figure 12 LL6 Mass Check layout search view

Follow the instructions on the form then click on the 'Search' button.

Matrix Access Control dBase

Matrix Data Form LL6 Search

Select the 'CDSID' column and paste the CDSIDs into the table below that you wish to check, then click on 'Search' button.

Reset

CDSID	LL6 Check	Home Drive	Group Owner
coaklygo	LL6+	Home Drive	0

Record: 1 of 2 No Filter Search

Figure 13 LL6 Mass Check layout reset view

Clicking on the now 'Reset' button, resets the form back to the search state.

Omni AD Check & Account Creation Check

SearchID	ObjectType	SearchAttrik	SearchValue
81	User	cn	coaklygo
*	(New)		

Record: 1 of 1

Attribute

accountExpires

displayName

homeDirectory

memberOf

*

Record: 1 of 4

Do Search

Help On Usage

Code by A Blackwell and C Oakley-Goodall

Figure 14 Omni Search Tool (pop out).

This is the most complexed form that the database has and allows the searching of Microsoft's Active Directory in multiple ways to list all the various combinations here would be beyond this document's scope, but it will allow the searching of all AD objects with all the available attributes to those objects and display the results of those objects, with certain limitations to some attributes. This includes ones that have been added for organisational usage. The 'Account Creation Check' prefills the attributes table with set values.

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Open a FIM Window

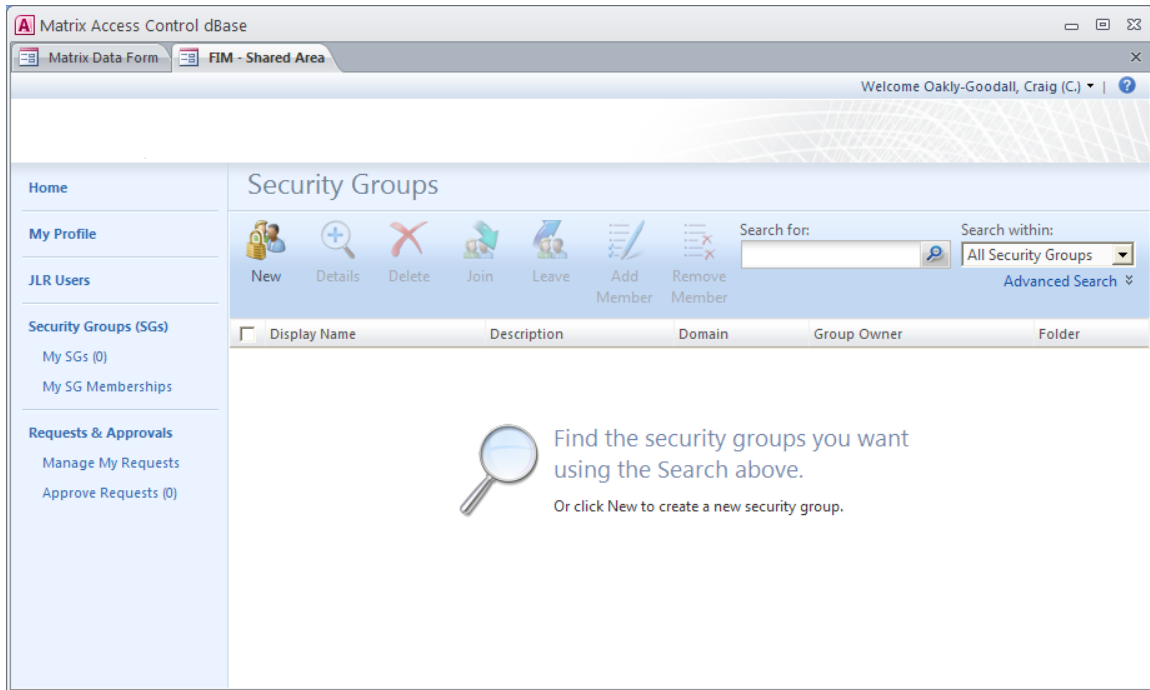


Figure 15 Web Object showing FIM with security groups open (resizable).

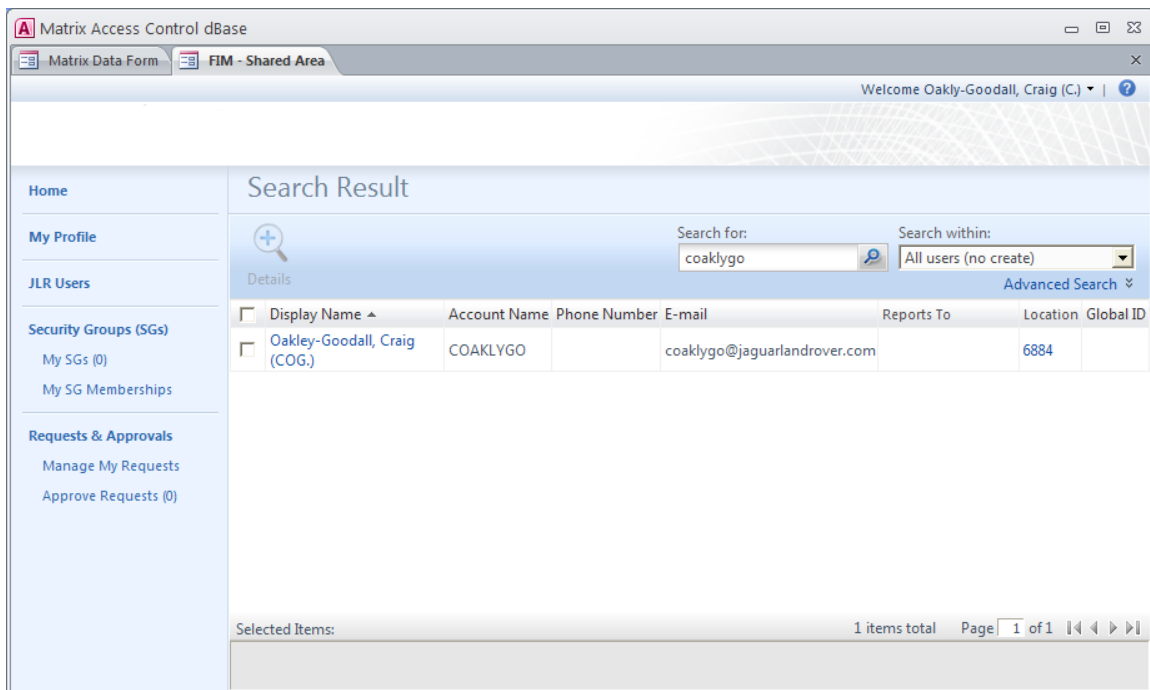


Figure 16 Web Object showing FIM with users open (resizable).

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Help Screen

This is just a help and informational screen that displays various pieces of information and the field types that are used when using this database, with an Easter egg on the '?' page.

