



## USER GUIDE

# Instruction on How to Use eCMR Index Registry Administration Console

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Manual Version 1.02



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## Links

*Note: all user links will expire 31.12.2020.*

### User management for country admins

- **ESTONIA.** <https://admin.ee.playground.ecmr4.eu>
- **LATVIA.** <https://admin.lv.playground.ecmr4.eu>
- **LITHUANIA.** <https://admin.lt.playground.ecmr4.eu>
- **POLAND.** <https://admin.pl.playground.ecmr4.eu>

### Account registration for users (EDI providers, police, tax inspection, etc.)

- **ESTONIA.** <https://account.ee.playground.ecmr4.eu>
- **LATVIA.** <https://account.lv.playground.ecmr4.eu>
- **LITHUANIA.** <https://account.lt.playground.ecmr4.eu>
- **POLAND.** <https://account.pl.playground.ecmr4.eu>

**NOTE!** All user can also login account registration URL address and change temporary password.

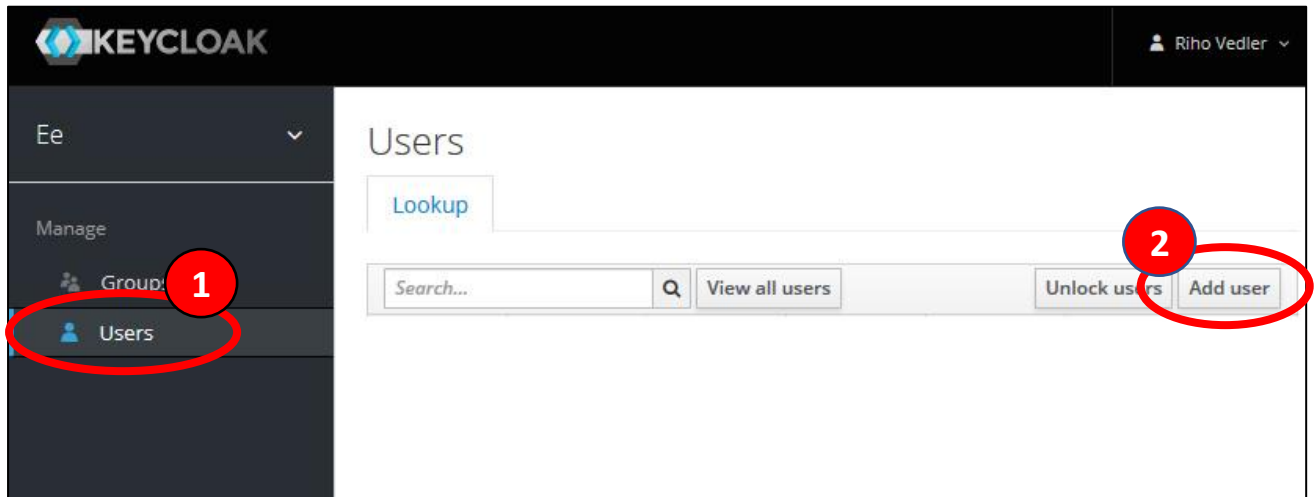
## Login screen

The screenshot shows a login interface with a dark grey background and a white central box. The title 'Log In' is centered at the top. Below it are two yellow input fields for 'Email' and 'Password'. A 'Remember me' checkbox is located below the password field, and a 'Forgot Password?' link is to its right. A blue 'Log In' button is positioned below the input fields. At the bottom, there is a link for 'New user? Register'.



## Create a new user

If you want create new user, then click to group “Users” (1) and to button “Add user” (2)



Fill required fields (3) and click to button “Save” (4).

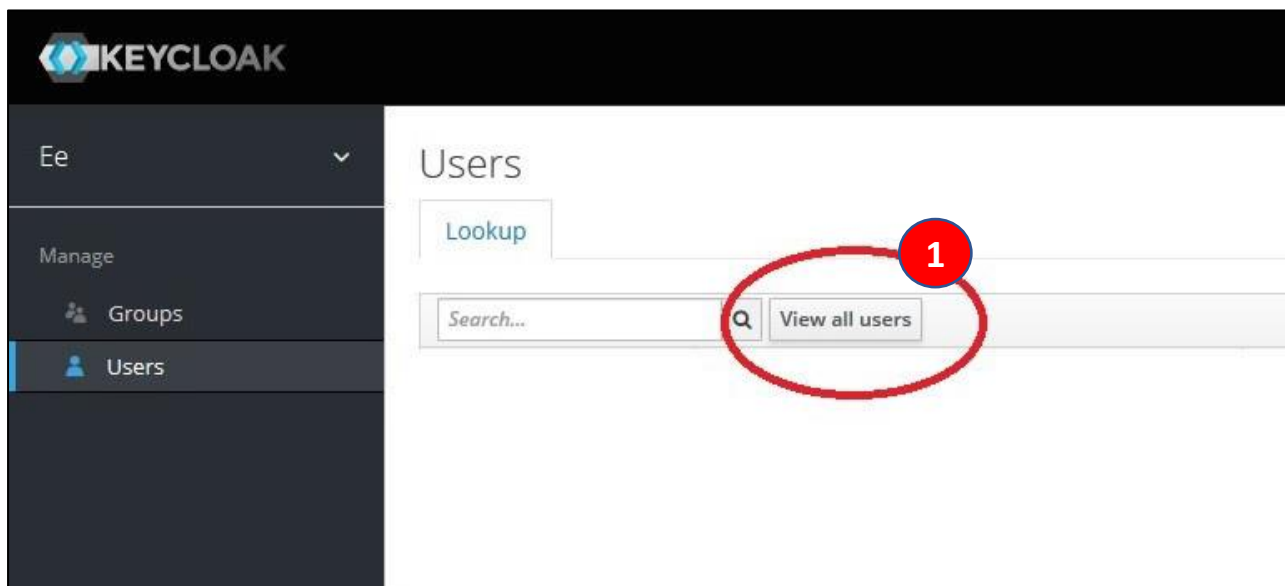


Set under tab “Credentials” (5) temporary password (6) for new user, otherwise he will not be able to login.

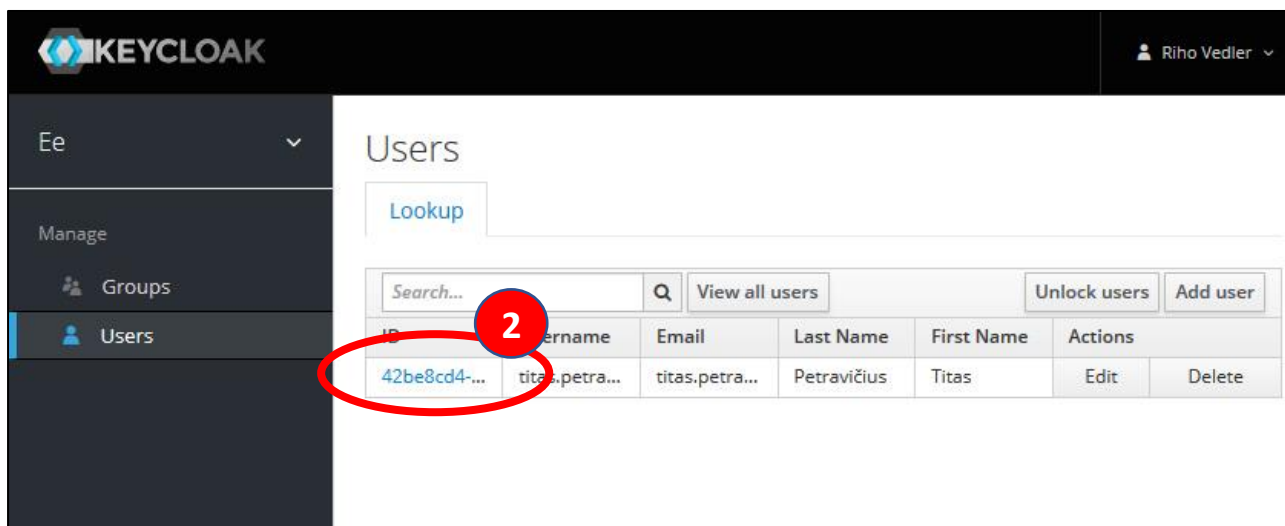
The screenshot shows the Keycloak user management interface. On the left is a dark sidebar with a 'Manage' section containing 'Groups' and 'Users' (selected). The main content area shows the user 'Titas.petravicius@gmail.com'. The 'Credentials' tab is selected and circled in red, with a red circle containing the number '5' next to it. Below the tabs is a 'Manage Credentials' section with a table header: 'Position', 'Type', 'User Label', and 'Data'. Underneath is a 'Set Password' form, which is also circled in red. The form includes two password input fields labeled 'Password' and 'Password Confirmation', each with a toggle icon. Below these is a 'Temporary' checkbox that is currently 'ON'. At the bottom of the form is a 'Set Password' button. A red circle containing the number '6' is placed next to the 'Set Password' button.

## View specific user

By default, the system does not show all users. So in order to see users that are registered for country, you must click on “View all users” button (1).



In order to view info about a user, you must click on its ID (2).





You will be able to view and manage user info (3).

The screenshot displays the Keycloak user management interface. On the left is a dark sidebar with the 'KEYCLOAK' logo and navigation options: 'Ee', 'Manage', 'Groups', and 'Users' (which is selected). The main content area shows the user 'Titas.petravicius@gmail.com' with a trash icon. Below the user name are several tabs: 'Details' (active), 'Attributes', 'Credentials', 'Role Mappings', 'Groups', 'Consents', and 'Sessions'. The 'Details' tab contains the following fields and controls:

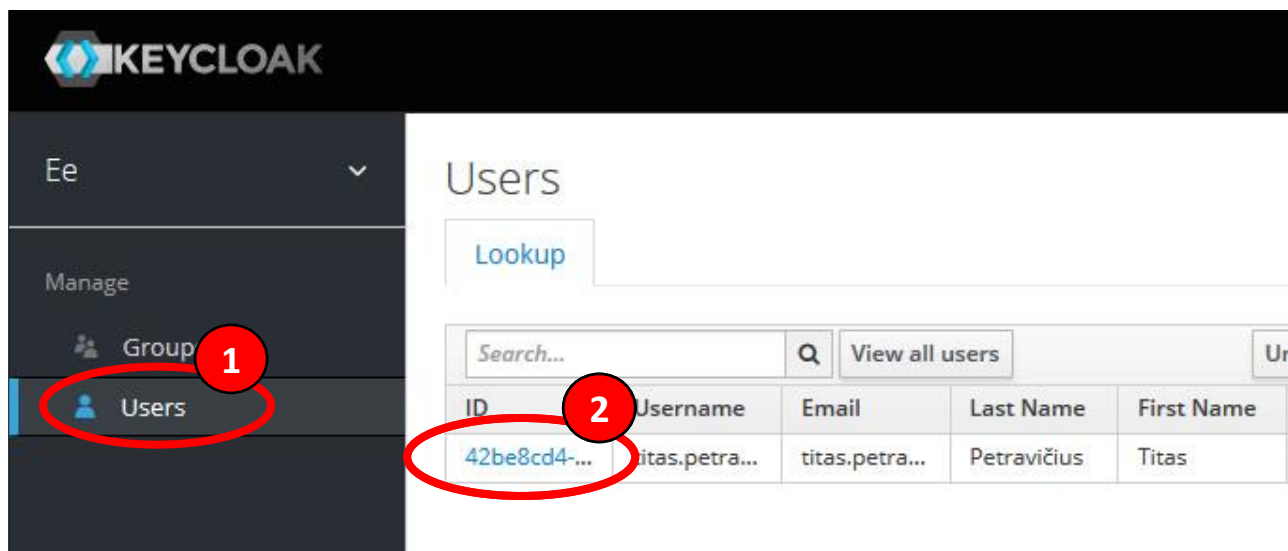
- ID**: 42be8cd4-ecb9-4189-a6a0-dba552d6eba9
- Created At**: 6/30/20 11:35:33 AM
- Username**: titas.petravicius@gmail.com
- Email**: titas.petravicius@gmail.com (highlighted with a red circle and the number 3)
- First Name**: Titas
- Last Name**: Petravičius
- User Enabled**: ON (toggle)
- Email Verified**: ON (toggle)
- Required User Actions**: Select an action... (dropdown)

At the bottom of the form are 'Save' and 'Cancel' buttons.

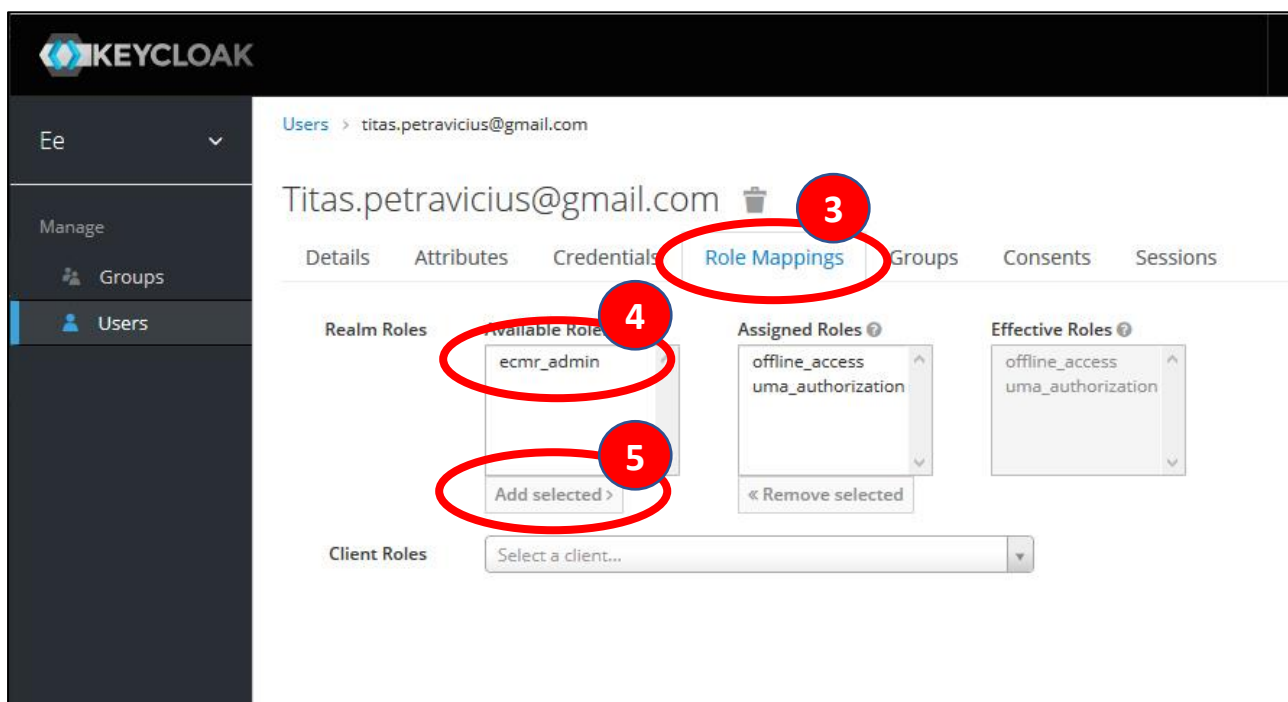
## Set user as country administrator

In order for user to use this console, you must add a “ecmr\_admin” role for that user.

Open “Users” tab in left menu (1), click to the user ID (2).



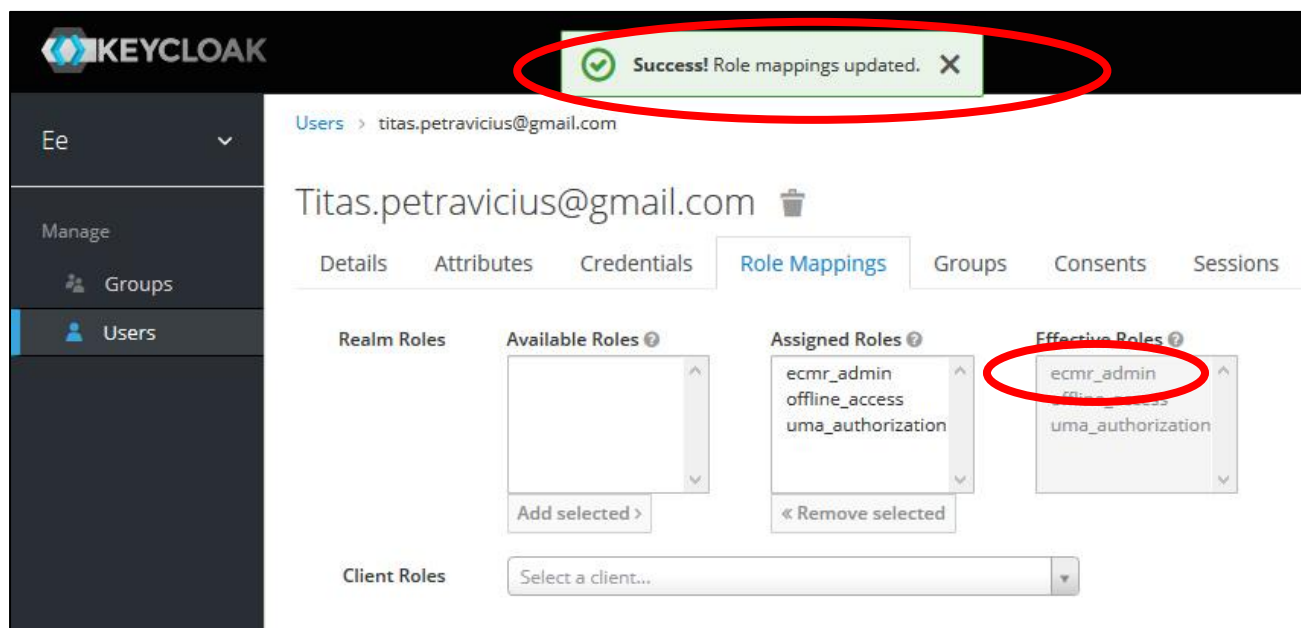
Go to “Role Mappings” tab (3), click on “ecmr\_admin” role (4) and click “Add selected” button (5).







If everything went successfully, then you should see on the screen next information:

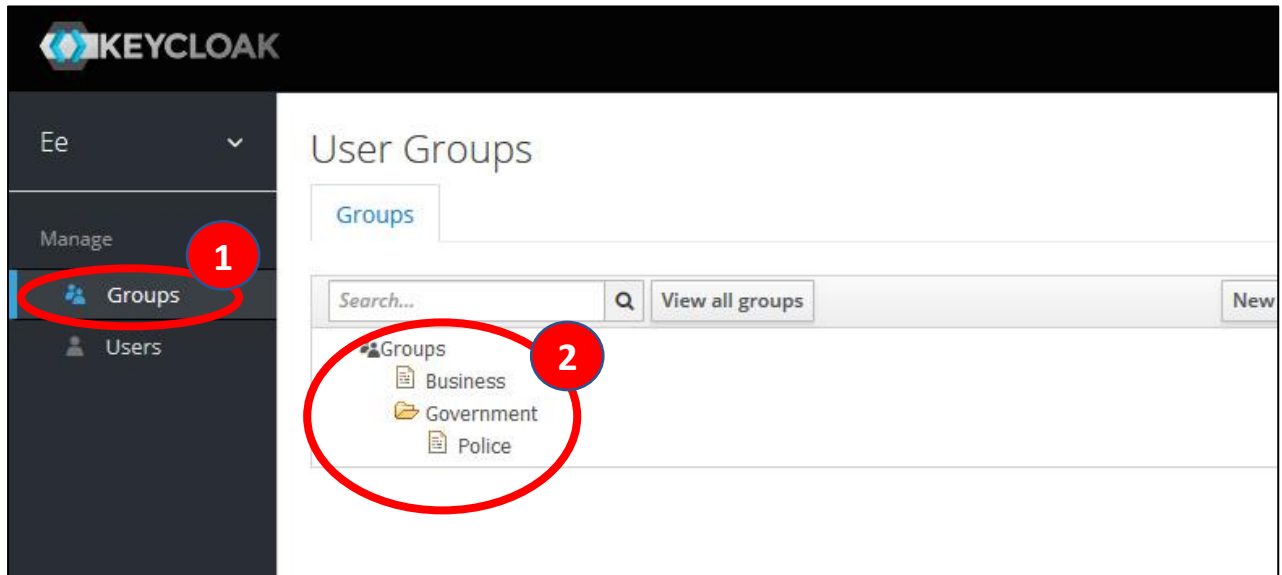


Now this user is able to view this user management console of certain country (this example is EE country, so this user with added role would be able to open this user management console).

## Groups

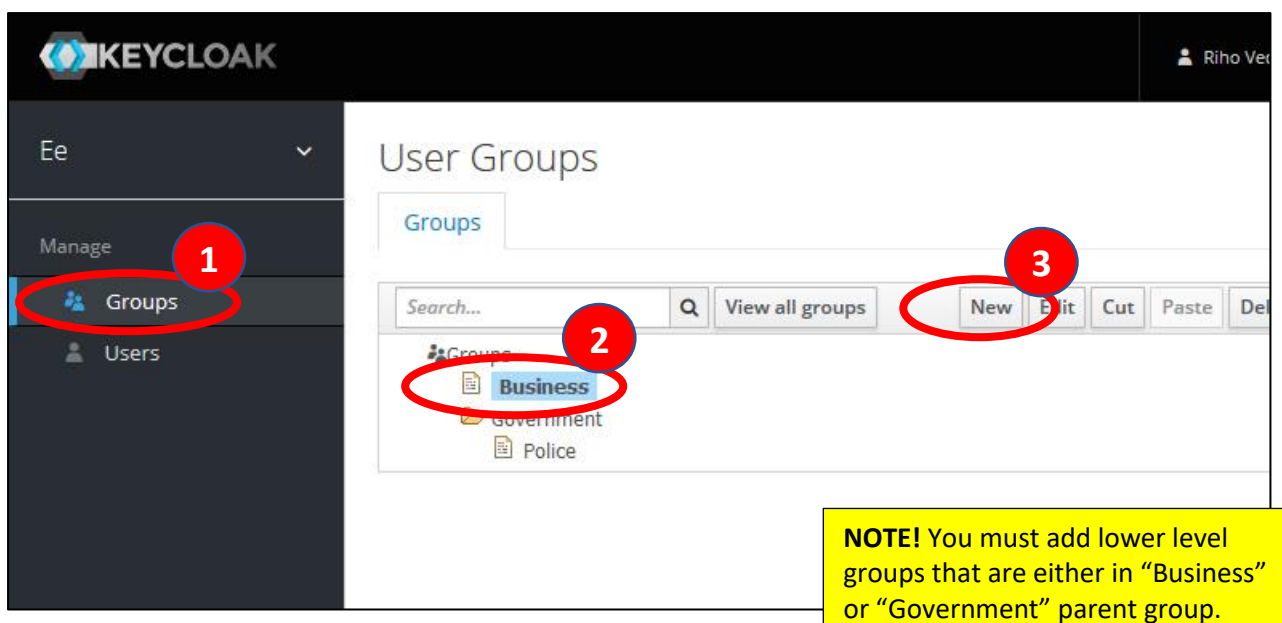
### General overview

As an example, there are few “sample” groups:

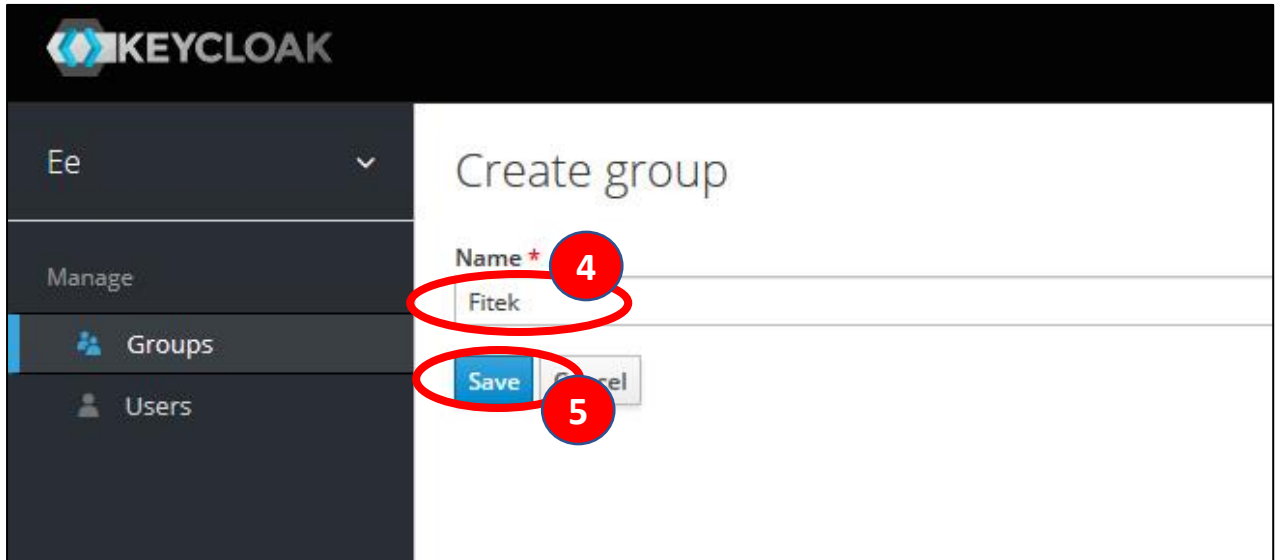


### How to create a new group

Go to “Groups” tab (1). Select either “Business” or “Government” parent group (2) and click “New” button (3).

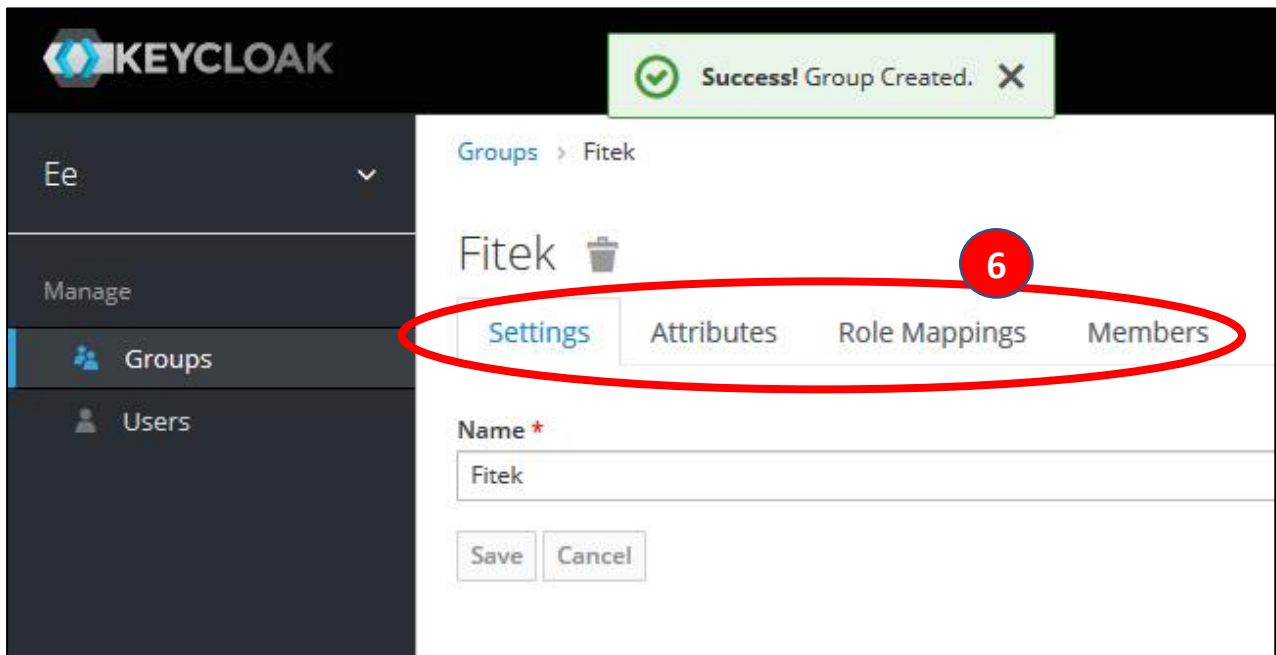


Write group display name (4) and click “Save” (5).



The screenshot shows the Keycloak 'Create group' form. On the left is a dark sidebar with the 'Groups' menu item highlighted. The main area has a header 'Create group'. Below it is a 'Name' field with a red asterisk, containing the text 'Fitek'. A red circle with the number '4' is around the text. Below the field are 'Save' and 'Cancel' buttons. A red circle with the number '5' is around the 'Save' button.

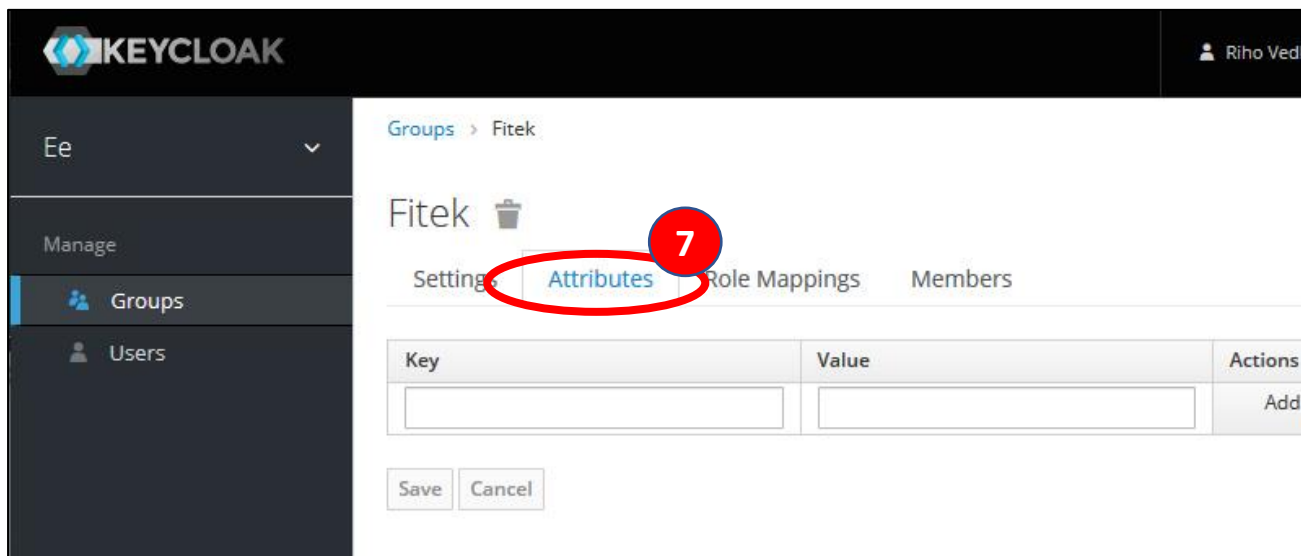
After clicking “Save” new tabs appears for the group (6).



The screenshot shows the Keycloak group management page for the 'Fitek' group. A green success message 'Success! Group Created.' is at the top. The breadcrumb 'Groups > Fitek' is shown. The group name 'Fitek' is at the top with a trash icon. Below it are four tabs: 'Settings', 'Attributes', 'Role Mappings', and 'Members'. A red circle with the number '6' is around the 'Settings' tab. Below the tabs is a 'Name' field with 'Fitek' and 'Save' and 'Cancel' buttons.



Click to attributes tab (7).



As you see, there are not attributes about this group.

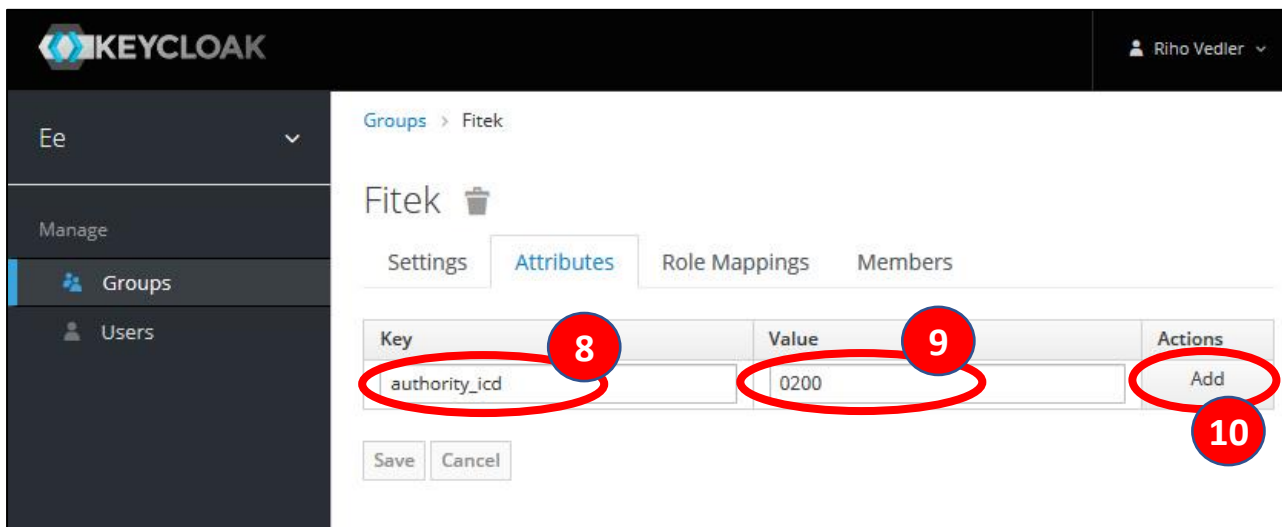
**NOTE:** You must add at least 4 *attributes*. Otherwise, users with this group will not be able to add/update/view index via API.

attributes	example	description
authority_icd	0200	ISO 6523 ICD
organization_name	Fitek EDI, UAB	Participant business name
authority_id	iso6523-actorid-upis	Participant Identifier
organization_id	125677598	Participant business registration number

Look also example: <https://www.ecmr4.eu/prototype/?view=api>

**IMPORTANT:** These attributes are used for certificate generation, so information must be correct.

Add required attributes: add **key** (8), **value** (9) and click **“Add”** (10).



Keycloak Groups > Fitek

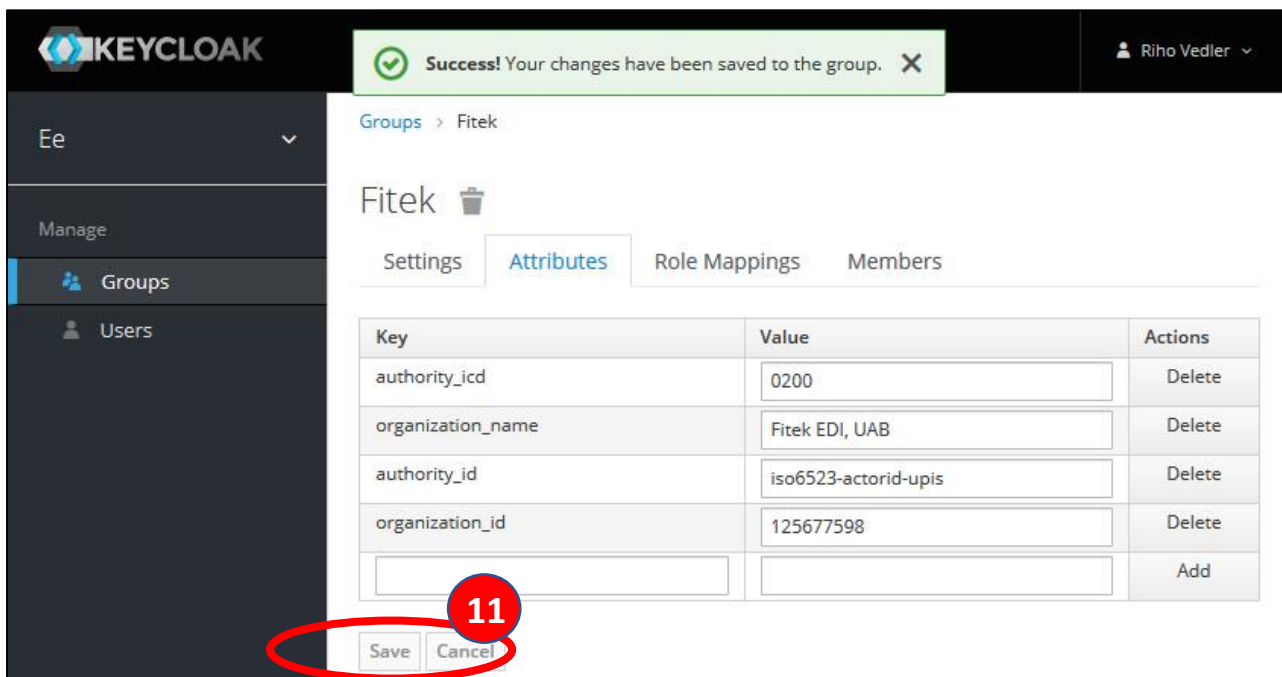
Fitek

Settings Attributes Role Mappings Members

Key	Value	Actions
authority_icd	0200	Add

Save Cancel

After adding all required attributes, you must click “save” button (11). Then this group can be assigned.



Keycloak Groups > Fitek

Success! Your changes have been saved to the group.

Fitek

Settings Attributes Role Mappings Members

Key	Value	Actions
authority_icd	0200	Delete
organization_name	Fitek EDI, UAB	Delete
authority_id	iso6523-actorid-upis	Delete
organization_id	125677598	Delete
		Add

Save Cancel

Base groups such as **“Business”** and **“Government”** has specific attributes that relates to DLT layer information.

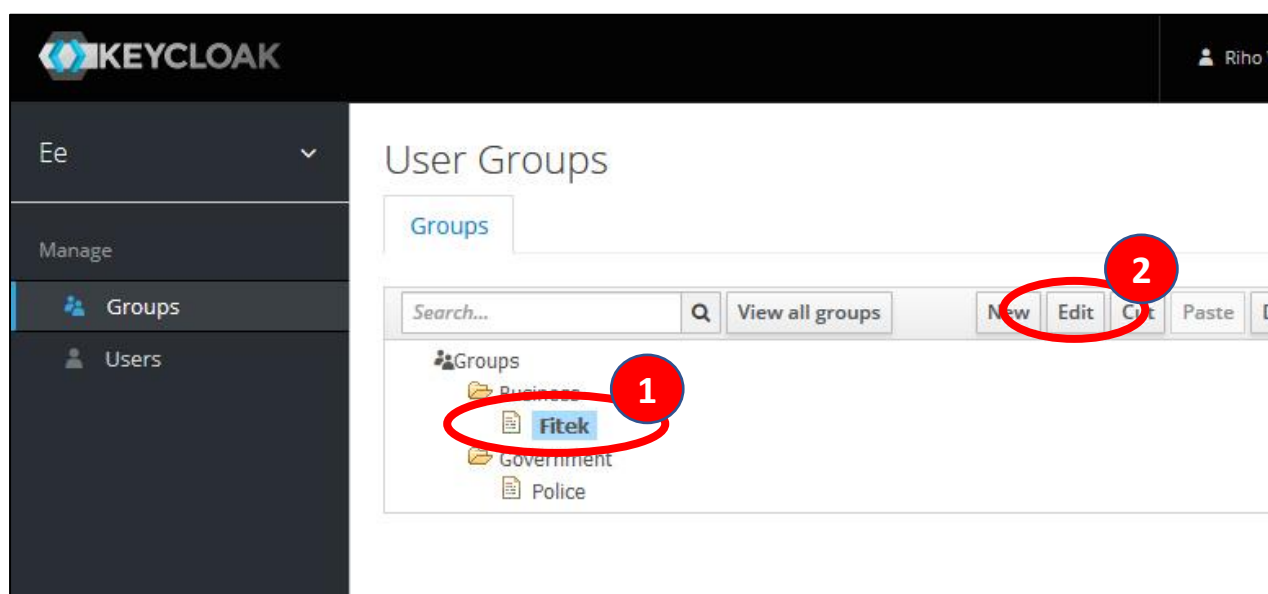


## Groups and rights

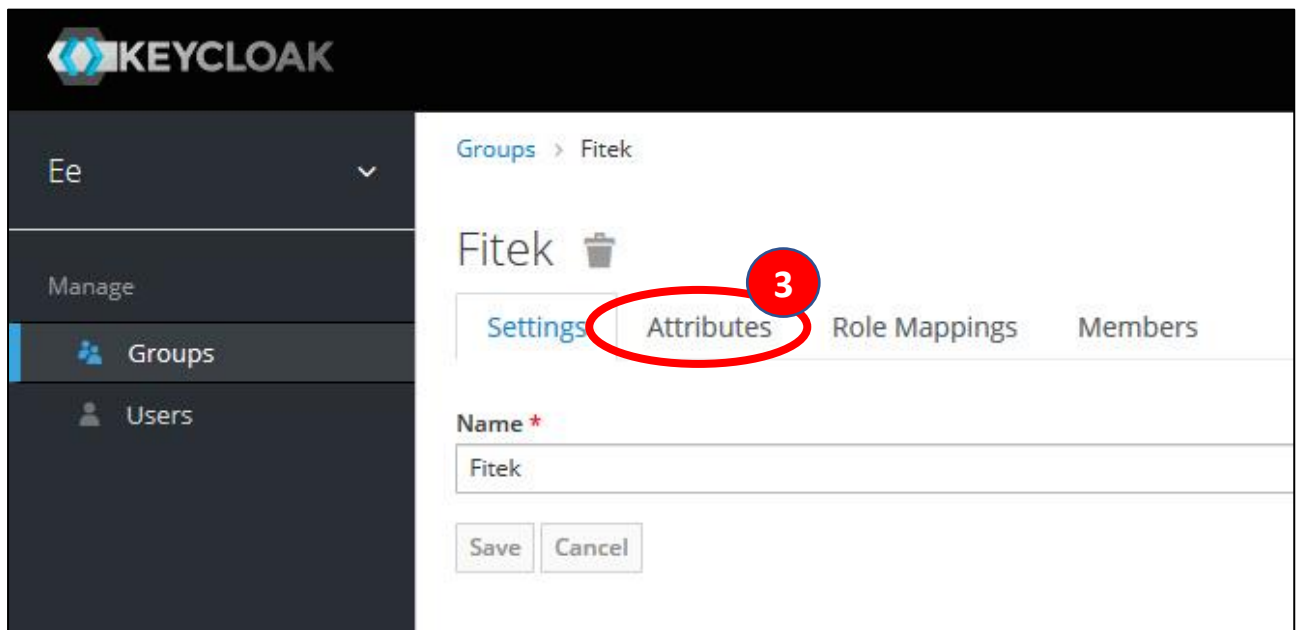
activity	group	
	business	government
Add or update road transport document index	+	—
Mark that goods are unloaded	+	—
Search metadata index by index ID	+	+
Search metadata index by vehicle number (truck or trailer number) if goods are not unloaded	—	+
See viewing and changing history of index	—	+

## How to edit exist group

In order to *edit/view* group attributes, you must *click* on the group “Fitek” (1) and then click “*edit*” button (2).

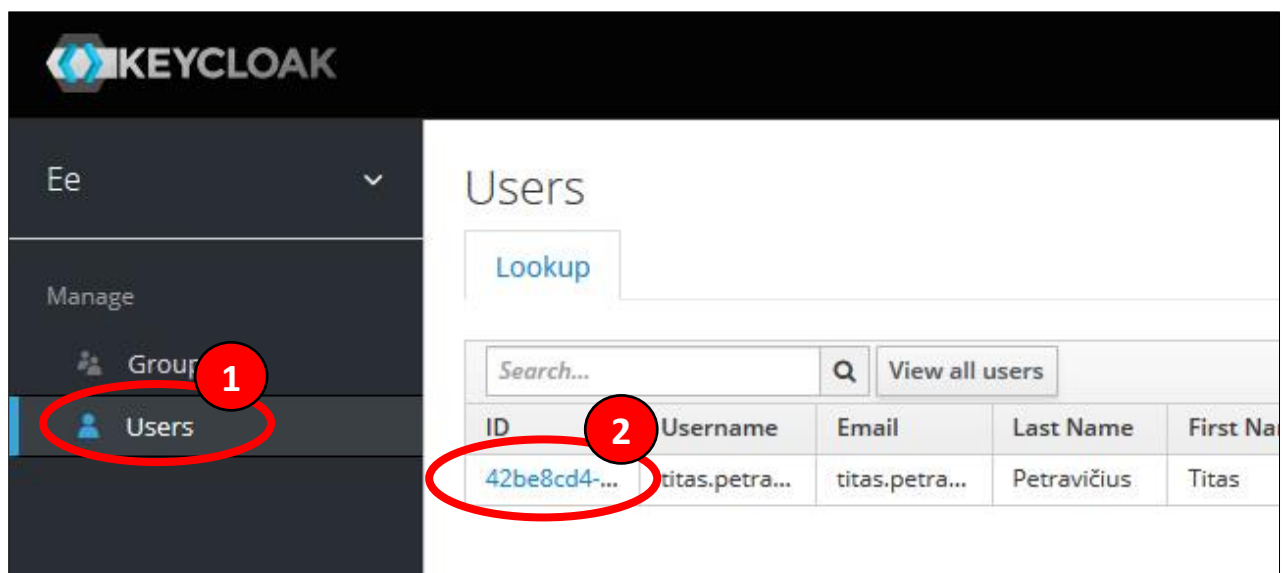


Every group has attributes (3) that contain specific information. For example, inner business group of “Fitek” contains attributes that relates to organizational information about Fitek.



### Assigning user to a group

Now you as admin must assign user to a group (otherwise this user cannot be used for API). Open “Users” tab in left menu (1), click to the user ID (2).



Go to “Groups” tab (3) in user window. Click to the group, for example to “Fitek” (4) what you want to add to user and click “Join” (5). Now this user can be used in API.



KEYCLOAK

Ee

Manage

Groups

Users

Users > titas.petravicius@gmail.com

Titas.petravicius@gmail.com

Details Attributes Credentials Role Mappings **Groups** Consents Sessions

Group Membership

Search...

View all groups Leave

Available Groups

Search...

View all groups **Join**

Business

**Fitek**

Government

Police

**NOTE!** Single user can belong only to single group (even though it is possible to add user to multiple groups, you should not do that. You must leave user from all other groups if there are more than one group assigned for user - otherwise the system will work incorrectly).





## Remove user from group

Click to group, for example to “Fitek” (1) what you want remove and then click to button “Leave” (2).

The screenshot shows the Keycloak user management interface. On the left is a sidebar with a 'Manage' section containing 'Groups' and 'Users' links. The main area displays the user profile for 'Titas.petravicius@gmail.com' with tabs for 'Details', 'Attributes', 'Credentials', 'Role Mappings', 'Groups', 'Consents', and 'Sessions'. The 'Groups' tab is active, showing two panels: 'Group Membership' and 'Available Groups'. In the 'Group Membership' panel, the group '/Business/Fitek' is listed, and a red circle labeled '1' highlights it. A red arrow points from this group to the 'Leave' button in the same panel, which is highlighted by a red circle labeled '2'. The 'Available Groups' panel on the right lists 'Business', 'Fitek', 'Government', and 'Police'.