

# Cabinets

This chapter discusses how to authorize another user to access your private cabinet, as well as how to use other cabinets that you are authorized to use.

The following topics are covered:

- Types of Cabinets
  - Adding Shared Users to Your Private Cabinet
  - Functions Which are Never Permitted
  - Managing the Shared Users of Your Private Cabinet
  - Displaying a List of All Shared Users
  - Commands for Shared Users
  - Working With Other Cabinets
-

## Types of Cabinets

Your Con-nect environment can contain four different types of cabinets:

- **Private Cabinet**

Each time you log on to Con-nect, you access the private cabinet which has been assigned to you. When you do not authorize other users to access your cabinet, a user who does not know your password cannot access your private cabinet. You can authorize other users to access your private cabinet (using the SHARE command). In this case, you create a profile for each user and define exactly what functions can be performed from your cabinet. You can authorize a user to handle your mail, your calendar, and all other objects stored in your cabinet (except those marked as private). You can modify or cancel every privilege whenever you want. Each authorized user can access your private cabinet without the password.

- **Shared Cabinet**

The administrator determines the users who are authorized to access a shared cabinet and defines the functions that each user can perform in that cabinet. In a shared cabinet, all defined cabinet users can access project data simultaneously. However, Con-nect ensures that several users cannot modify data at the same time. Updates, though made only once, are instantly available to everybody. Each defined cabinet user can access the shared cabinet without the password.

- **Public Cabinet**

A public cabinet can be accessed by any user. A password is not required and each user can perform each function which is allowed in that cabinet.

- **Standalone Cabinet**

A standalone cabinet has no user directly associated with it. It can only be accessed with the password. Standalone cabinets are not listed in the "Display Available Cabinets by Name" screen. Only the cabinet administrator can display a list in which a standalone cabinet is shown.

When your administrator has authorized you, you can access authorized public and shared cabinets (you cannot use private or standalone cabinets) of another Con-nect system (referred to as "remote Con-nect node"). Thus, you are able to check the bulletin board of another Con-nect node.

## Adding Shared Users to Your Private Cabinet

Issue the following command from any point in Con-nect to authorize another user to access your private cabinet:

```
SHARE
```

As a result, the "Share Cabinet" screen appears.

```

3:52 PM          * * * C O N - N E C T 3 * * *          19.Sep.2000
Cabinet LS          Share Cabinet                          Tuesday

      Name or User-ID _____

Select a Function:  _ Add Shared User
                   _ Display Shared User
                   _ Display Shared Users
                   _ Modify Shared User
                   _ Erase Shared User

Enter a command, press a PF-key, or enter * to display commands
Command /
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---
      Help Menu Quit In   Send Foldr Docs Note Cal Flip Last Home

```

Specify the following information in the "Share Cabinet" screen:

### Name or User-ID

The name (*last-name* or *last-name,first-name*) or user ID of the person that you want to authorize to access your private cabinet.

You can only specify one user at a time.

Mark the "Add Shared User" field with any character and press ENTER.

### Note:

For the other functions shown in this screen, see *Managing the Shared Users of Your Private Cabinet*.

The "Shared Cabinet Profile" screen appears. Con-nect has filled in the full name and user ID of the user whom you specified in the "Share Cabinet" screen, and has entered your own security levels. This profile determines what functions the user can perform from your cabinet.

```

3:53 PM          * * * C O N - N E C T 3 * * *          19.Sep.2000
Cabinet LS          Shared Cabinet Profile          Tuesday

Shared with Eshberry,John          ESH          added 19.Sep.2000 3:53 PM

Valid from Date _____ to _____
          Time _____
or as defined for the Mail Status Message _ of LS

Security level for Read 7  Modify 7  Copy 7  Print 7

Permitted Functions          _ Read Mail  _ Reply  _ Forward
(Mark to allow)              _ Send Mail
                              _ Modify Mail Status Message
                              _ Display Calendar
                              _ Modify Calendar
                              _ Display other Objects
                              _ Modify other Objects
                              _ Erase other Objects

Shared member has been added - you may modify the profile
Command /
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---
      Help  Menu  Quit  In   Send  Foldr Docs  Note  Cal   Flip  Last  Home

```

Specify the following information in the "Shared Cabinet Profile" screen:

#### **Valid from Date/Time**

Optional - you can define a period of time in which the user is allowed to use the permitted functions in your cabinet. Specify a starting date and a starting time.

Day, month, and (optionally) year must be entered in the same sequence as shown in the upper right corner of the screen. When you abbreviate (truncate) the name of the month, you must make sure that the abbreviation is unique.

**to**

Optional - specify an ending date and an ending time for the period in which the user is allowed to use the permitted functions in your cabinet.

#### **or as defined for the Mail Status Message \_ of user ID**

Optional - if marked, date and time in the "Valid from" lines are replaced by the currently defined values in your user profile. After the end date defined for the mail status message has been reached, date and time in the "Valid from" lines are automatically erased.

#### **Security level for Read \_ Modify \_ Copy \_ Print \_**

The level which a user must have to be able to read, modify, copy or print an object within your cabinet.

When a user with whom you have shared your cabinet attempts to read (display), modify, copy or print an object in your cabinet, Con-nect compares the level assigned to the object with the level you enter here (see *The "Add" Screens* for further information on security levels). If the security level for the object is greater than the level specified here, the shared user cannot

perform that function with the object.

The security levels for the shared private cabinet range from 0 (lowest level) to 9 (highest level). The highest level you can specify is the level that has been set for you, even if the other user can access items with a higher security level within his own cabinet. If you leave a level field blank, the user can only access objects with the level 0.

To copy a document to another user's cabinet, you must also allow "Modify other Objects".

### **Read Mail**

The user can DISPLAY your Inbasket and mark the mail items with DI for DISPLAY.

### **Reply**

The user can issue the REPLY command to send an answer to an item in your Inbasket.

To allow a user to reply to your mail, you must also allow "Read Mail".

### **Forward**

The user can DISPLAY items in your Inbasket and FORWARD them to other users.

The forwarded item indicates your name and the user ID of the user who forwarded it.

To allow a user to forward your mail, you must also allow "Read Mail". The "Forward" permission does not include "Reply" permission.

### **Send Mail**

The user can issue the SEND command, and has access to your personal address book.

The user can send memos, phone messages and any object that he is permitted to display (depending on the security levels).

The "Send" permission does not include "Read Mail", "Reply" or "Forward" permission.

### **Modify Mail Status Message**

The user can issue the command sequence "MODIFY Profile" to modify your mail status message.

### **Display Calendar**

The user can DISPLAY all your calendar entries, but cannot add new calendar entries, or modify or erase existing entries.

The user can display and print notes that are attached to an appointment or meeting.

### **Modify Calendar**

The user can DISPLAY, MODIFY, ERASE, CANCEL or PERFORM all of your calendar entries.

The user can also ADD appointments, reminders, meetings and todo items in your calendar.

The user can attach notes to or detach notes from an appointment or meeting.

To allow a user to modify your calendar, you must also allow "Display Calendar" permission.

### **Display other Objects**

The user can DISPLAY all other objects contained in your cabinet.

### **Modify other Objects**

The user can MODIFY all objects that he was only permitted to display so far. He cannot, however, erase any of them. He can also COPY objects into your cabinet.

As soon as FILE, INFO or MODIFY is issued with a document, a document is locked for all other users and remains locked until the function has been completed. In the case of a system interruption, the document remains locked until it is unlocked by the original user. Or if the user does not unlock the document, it is automatically unlocked after two calendar days.

### **Erase other Objects**

The user can ERASE all objects that he was only permitted to display or modify so far.

#### **Note:**

The term "other objects" does *not* include mail items or calendar entries.

After you have completed the profile specifications, press ENTER to add the shared user.

The "Share Cabinet" screen is displayed again, with the name of the user you just added shown below the "Name or User-ID" line. You can add another shared user by entering the name in the "Name or User-ID" line, and marking the "Add Shared User" field. You can share your cabinet with as many other users as you like.

## **Functions Which are Never Permitted**

Regardless of the functions permitted above, certain functions can never be permitted. A shared user *cannot* perform the following from your cabinet:

- DISPLAY an object which is marked as private;
- ERASE or MODIFY a folder;
- MODIFY your user profile;
- issue the SHARE command to allow another user to access your private cabinet, or to modify the profiles of users authorized to share your cabinet.

## Managing the Shared Users of Your Private Cabinet

You can display, modify or erase the profile of a shared user. You can also display a list of all shared users.

Issue the following command from any point in Con-nect:

```
SHARE
```

As a result, the "Share Cabinet" screen appears.

```

11:28 AM          * * * C O N - N E C T 3 * * *          4.Feb.94
Cabinet LS              Share Cabinet                      Friday

      Name or User-ID _____

Select a Function:   _ Add Shared User
                   _ Display Shared User
                   _ Display Shared Users
                   _ Modify Shared User
                   _ Erase Shared User

Enter a command, press a PF-key, or enter * to display commands
Command /
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---
      Help Menu Quit In   Send Foldr Docs Note Cal Flip Last Home

```

Specify the following information on the "Share Cabinet" screen:

### Name or User-ID

The name (*last-name* or *last-name,first-name*) or user ID of the person whose profile you want to display, modify or erase.

You can only specify one user at a time.

To display a list of all users who are authorized to access your cabinet, you must leave this line blank. The resulting screen (see below), also allows you to display, modify or erase a profile.

Mark the appropriate field with any character and press ENTER.

## Displaying a List of All Shared Users

Mark the "Display Shared Users" field in the "Share Cabinet" screen with any character and press ENTER.

The "Display Shared Users of Cabinet" is displayed, listing all users that you have authorized to access your private cabinet.

```

14:06          * * * C O N - N E C T 3 * * *          9 . Jan . 2001
Cabinet LS          Display Shared Users of Cabinet          Tuesday

Cmd User Name          User-ID  Last Access Time          Valid From  Valid To
-----
_  Eshberry, John      ESH
_  Mann, Katie          KTS          10 . Jan . 2001  15 . Jan . 2001
_  Long, Sonia          LS          Mail Status

Cmds are 1 or 2 characters from the list below (FLIP for PF-keys)
Command /
Display Erase      Modify

```

The authorized users are listed in alphabetical order according to their user IDs.

### User Name

The name of the user who is authorized to access your private cabinet.

### User-ID

The ID of the cabinet from which the command sequence "USE Cabinet *id*" was issued (see *Using Another Cabinet* for further information regarding this command sequence).

If a user other than the user whom you have authorized has accessed your private cabinet, this is indicated in an additional line.

### Last Access Time

The date and time when the command sequence "USE Cabinet *id*" was issued.

### Valid From

The date when the shared user's rights in your cabinet will start.

When a date is not shown, the user is always allowed to use your cabinet.

### **Valid To**

The date when the shared user's rights in your cabinet will end. When a date is not shown, the user is always allowed to use your cabinet.

The following applies when the "as defined for the Mail Status Message" field has been marked in the "Shared Cabinet Profile" screen (see Adding Shared Users to Your Private Cabinet):

- When the mail status message has been set in the user profile, the corresponding dates are shown in the columns "Valid From" and "Valid To".
- When the mail status message has *not* been set in the user profile, the string "Mail Status" is shown in the "Valid From" column.

## **Commands for Shared Users**

The command prompting line of the "Display Shared Users of Cabinet" screen shows all the commands which apply to shared users:

### **DISPLAY**

The DISPLAY command accesses the "Shared Cabinet Profile" screen, containing the profile you created for the shared user. You cannot modify profile specifications in this screen.

### **ERASE**

The ERASE command removes a user from the list of those who can access your private cabinet. The profile you created for the shared user is removed from Con-nect and is not placed in your Wastebasket.

### **MODIFY**

The MODIFY command accesses the "Shared Cabinet Profile" screen, containing the profile you created for the shared user, and you can modify all profile specifications in this screen.

## Working With Other Cabinets

The following topics are covered below:

- Displaying a List of All Cabinets that You are Allowed to Access
- Using Another Cabinet
- Returning to Your Own Cabinet
- Following Up On Shared Activities
- Printing a List of All Users Who Last Logged on to Your Cabinet

### Displaying a List of All Cabinets that You are Allowed to Access

To display a list of all the cabinets that you are allowed to access, issue the following command sequence from any point in Con-nect:

```
DISPLAY Cabinet
```

The "Display Available Cabinets by Name" screen is displayed, and you can mark the cabinet that you want to access with US (for USE).

```

11:29 AM          * * * C O N - N E C T 3 * * *          4.Feb.94
Cabinet LS          Display Available Cabinets by Name          Friday

Cmd Cabinet  User Name / Description          Type          Last Access          User/Node
-----
_  DEVELOP  Development                      Public         3.Feb.94           *
_  Docs     Documentation Standards           Public         1.Feb.94           > DENVER
_  ESH      ESH                               Private        2.Feb.94           *
_  LS       Long,Sonya                       Private        4.Feb.94           LS

Cmds are 1 or 2 characters from the list below (FLIP for PF-keys)
  Command /
  Top      Use

```

The "Display Available Cabinets by Name" screen lists local cabinets as well as remote cabinets. The cabinets are displayed in the following sequence:

- Cabinet SYSCNT (only displayed when you are a system administrator).
- All public cabinets of your local Con-nect node in alphabetical order.
- All authorized public cabinets of all remote Con-nect nodes in alphabetical order (only displayed when the administrator has authorized remote access for you).
- All memberships on your local Con-nect node (i.e. shared cabinets and private cabinets that you are allowed to use) in alphabetical order.
- All authorized shared cabinets of all remote Con-nect nodes in alphabetical order (only displayed when the administrator has authorized remote access for you).
- Your own cabinet.

The columns in the "Display Available Cabinets by Name" screen contain the following information:

**Cabinet**

The name of the cabinet.

**User Name / Description**

For a private cabinet, the user's name is displayed. For a shared or public cabinet, the cabinet's description is displayed.

**Type**

The type of cabinet: private, shared or public. Standalone cabinets are not listed in this screen.

**Last Access**

The date when the last access to this cabinet occurred.

**User / Node**

When you were the last to access this cabinet, your user ID is shown. When any other user has accessed the cabinet, an asterisk (\*) is shown. When the cabinet is located on another Con-nect node, the name of that node is shown.

When you are currently using a shared or public cabinet on a remote Con-nect node, the "Display Available Cabinets by Name" screen does not display the cabinets of your local Con-nect node (however, it always displays your own private cabinet).

## Using Another Cabinet

To access a cabinet, you can either mark the cabinet that you want to access with US (for USE) in the "Display Available Cabinets by Name" screen, or issue the following command sequence from any point in Con-nect:

```
USE Cabinet cabinet-name
```

When you are authorized to use the cabinet, you are instantly given access to the cabinet.

When there are several cabinets on different Con-nect nodes with the same name, a list of all cabinets with that name is displayed and you must mark the cabinet that you want to access with US (for USE).

When you read a new mail item in that cabinet (you accessed the cabinet *without* a password), your name is displayed in the "Addressees for (*Object-name*)" screen. See the description of the ADDRESS command in section *Commands for the Outbasket* for further information.

## Cabinet Profiles

When you have been defined as a member of a shared cabinet by the administrator, with the profile of the shared cabinet, the following exception applies: when you are printing something from the shared cabinet, the printer that has been defined in your private cabinet profile is used.

When you use a cabinet on a remote Con-nect node, the profile of that cabinet is used. However, the following features are dependant on your local assignments: the language in which you work, the PF-key assignments, the printer you can use and the time zone.

## Password

The following information applies only to cabinets on your local Con-nect node.

You can access any cabinet if you know the password of the cabinet. To do so, you issue the command sequence "USE Cabinet *cabinet-name password*". If you do not enter the password with the command sequence and if a password is required, Con-nect prompts you to enter the password.

If you logon to a private cabinet using the password, Con-nect accepts you as the person to whom the cabinet has been assigned. Thus, if you modify, for example, a document in another user's cabinet, the "Modified" information in the "Info for *Document-name*" screen shows the name of this cabinet (not your user ID).

## Unauthorized Logon Attempts

All unauthorized logon attempts to a cabinet are registered. The administrator can specify the number of unauthorized logon attempts to a cabinet after which your cabinet will be locked. A locked cabinet can only be unlocked by the cabinet or system administrator.

## Remote Cabinets

When you are working with a cabinet on a remote Con-nect node, the following restrictions apply:

- You cannot send mail to your local Con-nect node or another external node. However, you can send mail to the users on the node on which you are currently working.
- You cannot work with forms, applications, programs and procedures.
- You cannot issue the LOGON command.
- You cannot modify the PF-key assignments.
- You cannot use Con-nect Text Retrieval.
- You cannot access a private cabinet or standalone cabinet (even if you know the password).

## Returning to Your Own Cabinet

To return to your own cabinet, you can issue the following command sequence from any point in Con-nect:

```
USE Cabinet *
```

You can also issue the name of your cabinet (which is also your user ID) with the command sequence:

```
USE Cabinet cabinet-name
```

You can also issue the above command sequences when you are currently using a cabinet on a remote Con-nect node.

The following information applies when you are currently using a cabinet on a remote Con-nect node. When you issue the command sequence "USE Cabinet *cabinet-name*" and there are several cabinets with the same name, a list of all cabinets with that name is displayed and you must mark your cabinet with US (for USE).

## Following Up On Shared Activities

To track the date and time of changes made to an object, and the name of the user who made the last change, enter the INFO command in conjunction with the object. For example:

```
INFO Document document-name
```

As a result, the "Info" screen is displayed.

```
Expiration Date 3.Feb.95__  Archive on Expiration X
      Created    31.Jan.94   11:54 AM by Fox,Stephan      FOX
      Modified   3.Feb.94   10:23 AM by Millar,Rowena    RMI
      Mailed
      Forwarded
Make all required changes and press ENTER to modify
Command /
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---
      Help Menu Quit In   Send Foldr Docs Note Cal Flip Last Home
```

When a user from a remote Con-nect node worked with the object, a 7 digit number, which is preceded by an asterisk (\*), is shown instead of the user ID. For example:

```
Expiration Date 3.Feb.95__  Archive on Expiration _
      Created    3.Feb.94   10:24 AM by Rose,Alex      *9999933
      Modified   3.Feb.94   10:24 AM by Rose,Alex      *9999933
      Mailed
      Forwarded
Make all required changes and press ENTER to modify
Command /
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---
      Help Menu Quit In   Send Foldr Docs Note Cal Flip Last Home
```

## Printing a List of All Users Who Last Logged on to Your Cabinet

You can print an alphabetical list of all users (according to the user ID) who last logged on to your cabinet. The list also contains the date and time of the last logon. See the *Con-nect Utilities* documentation, section *Print Cabinet Logons* for detailed information.

To access the Utility function directly from your Con-nect session, you can ADD an application (see *Adding an Application to Access the Con-nect Print Utilities*).

### Note:

The above information does *not* apply when you are currently using a cabinet on a remote Con-nect node.