



Access Rights Management. **Only much Smarter.**



Access Rights Management

8MATE GrantMA Manual

Version 9

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1 Role & Process Optimization



The person with the best idea of who should have access and what they should be able to access is the data owner or the manager, not the administrator. By introducing a role concept for analyzing and granting access rights, you are introducing the data awareness concept and corresponding action into the company.

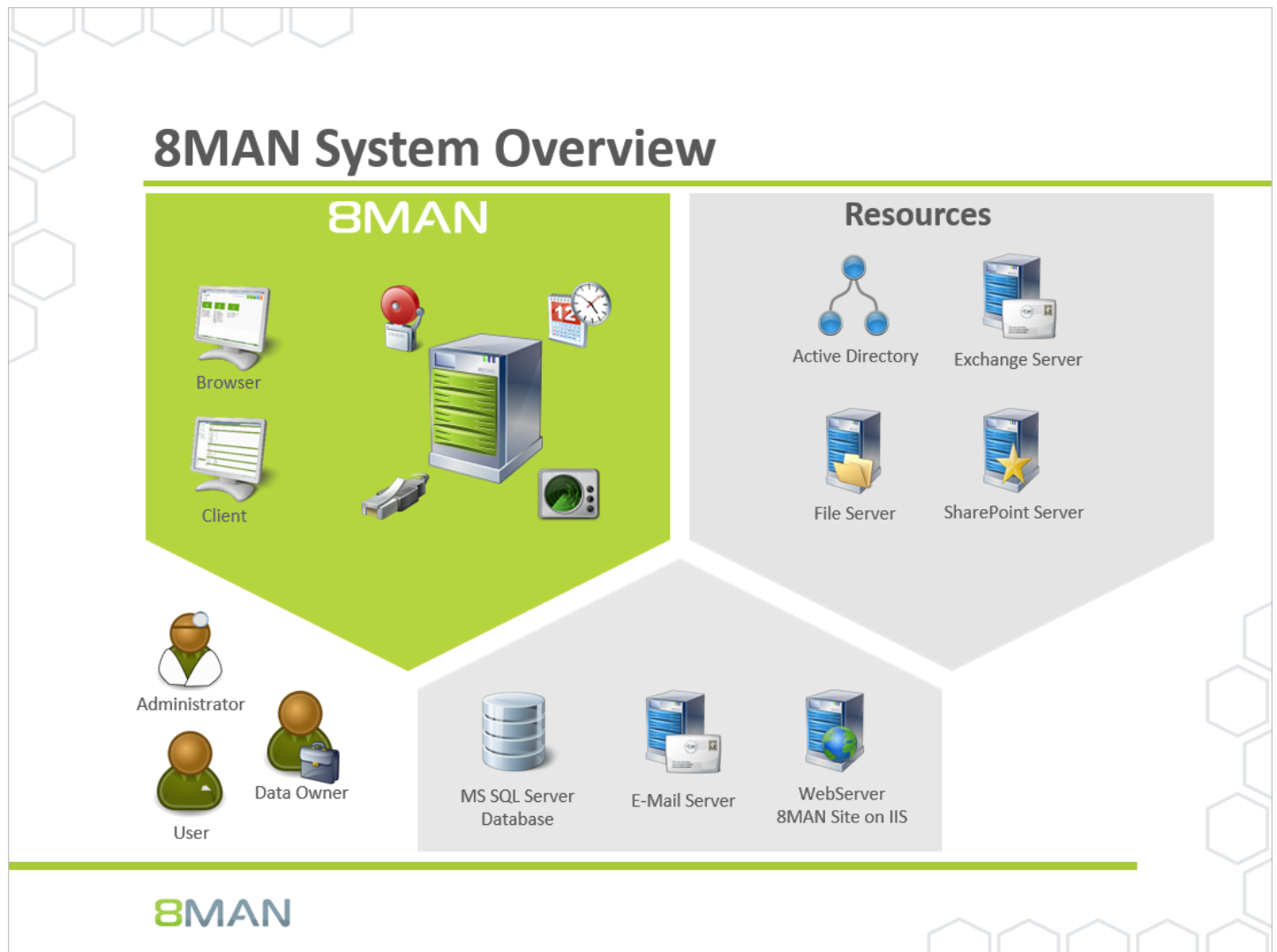
You can map the organizational chart of your company with the data owner concept and cover all departments. Then you assign employees to the individual data owners. The data owners analyze or assign access rights to their staff.

Role & Process Optimization requires the base version "Enterprise".

With the 8MATE GrantMA you can extend your enterprise version with a web-based self-service portal and the possibility to map complex approval workflows. The 8MATE GrantMA requires an appropriate [license](#).

2 System requirements

2.1 The 8MAN architecture



The 8MAN Suite is comprised of three components:

- 8MAN server to process new data and requests from the 8MAN GUI
- Collectors to connect your resource and data systems
- 8MAN graphical user interface (application and configuration module, web interface)

The 8MAN component architecture allows you to run installations across a variety of remote resources in an extremely efficient manner. All individual components are connected with each other via network interfaces. You can even run several components on the same computer.

2.2 Web components and web interface requirements

Web components supports the following operating systems:

Microsoft Windows Server 2008 R2, 2012, 2012 R2 and 2016.

.NET 3.5 SP1 **and** .NET 4.5.2 (or higher) is required.

Internet Information Services (IIS) Version 7.5 or higher. [Required components](#) may be complemented by 8MAN setup.

Cluster is not supported.

Server Core is not supported.

The following browsers are supported:

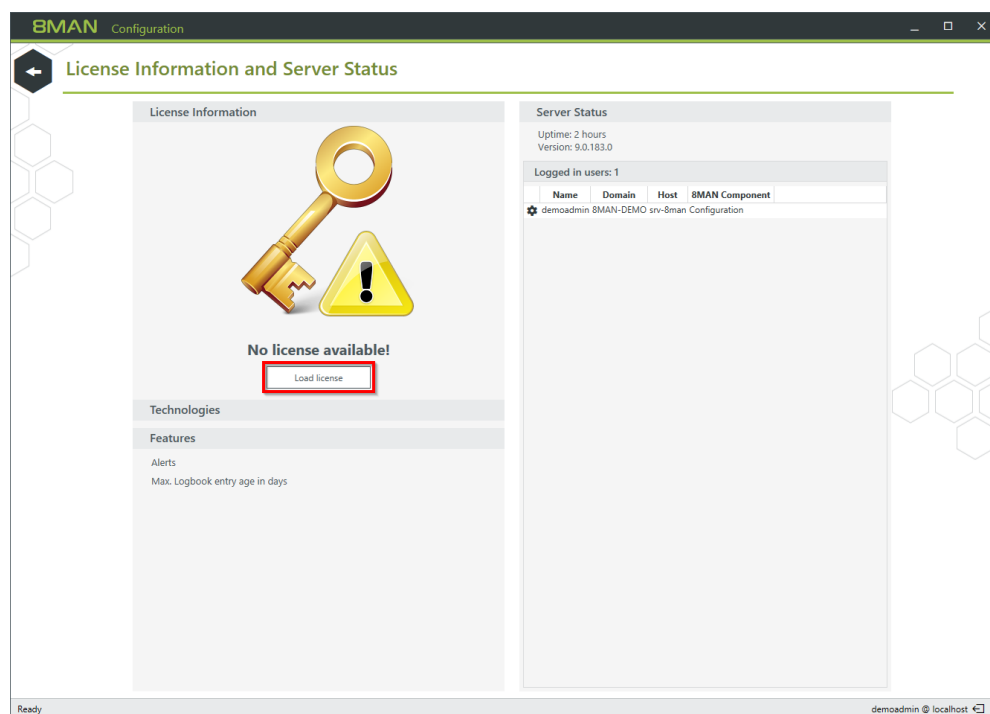
- Internet Explorer 11.0.22 or higher
- Mozilla Firefox 49 or higher
- Google Chrome 54 or higher
- Edge 38.14393 or higher

Cookies and Javascript must be enabled.

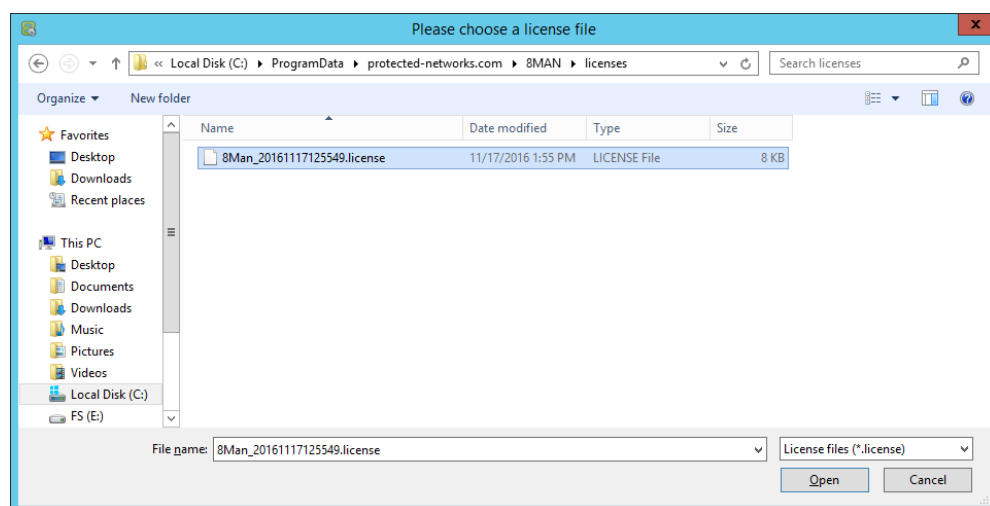
Using a big amount of data in Analyze & Act grids the web browsers perform very different. We recommend using a web browser by the following priority:

1. Chrome
2. Firefox
3. Edge
4. Internet Explorer

3 Load the license file and check covered features



Click on "Load license".



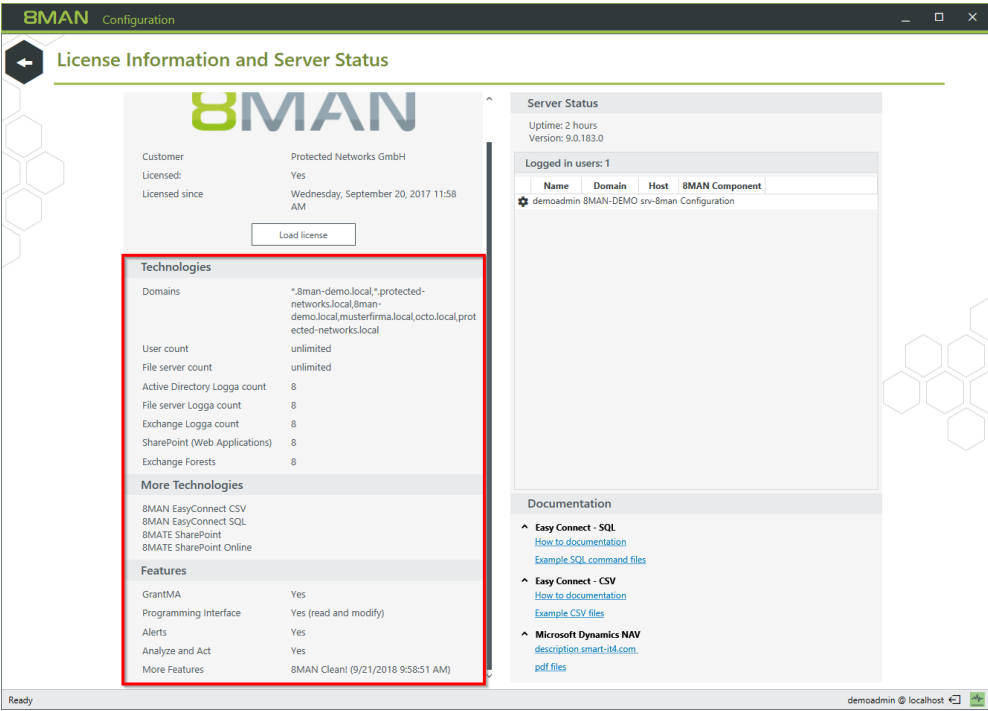
Select the path where your license key is stored.

8MAN license files have the file extension ".license".

After clicking on open, the license key will be copied to

%ProgramData%protected-networks.com\8MAN\licenses

All licensed features are activated immediately.



If the license file has been successfully loaded you will see detailed information on licensed features.

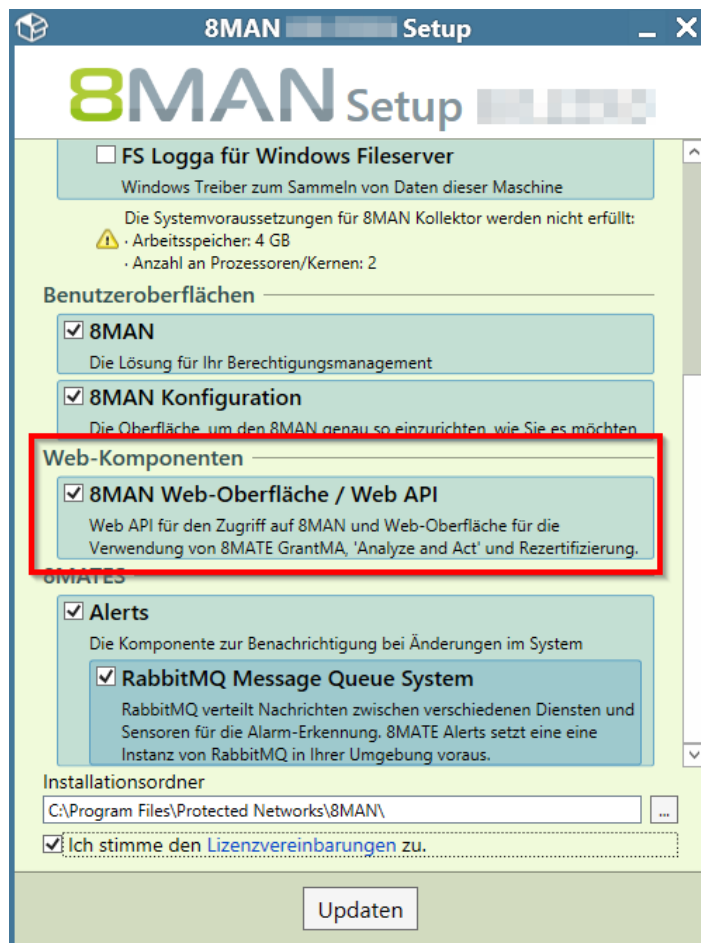
4 Installation

4.1 Install the 8MATE GrantMA

8MATE GrantMA program packages are included in the 8MAN setup. If you already use web components, such as "Analyze & Act" or the "Recertification", you do not need to run the setup again. The 8MATE GrantMA is activated by loading an appropriate license. See chapter "[Load the license file and check covered features](#)".

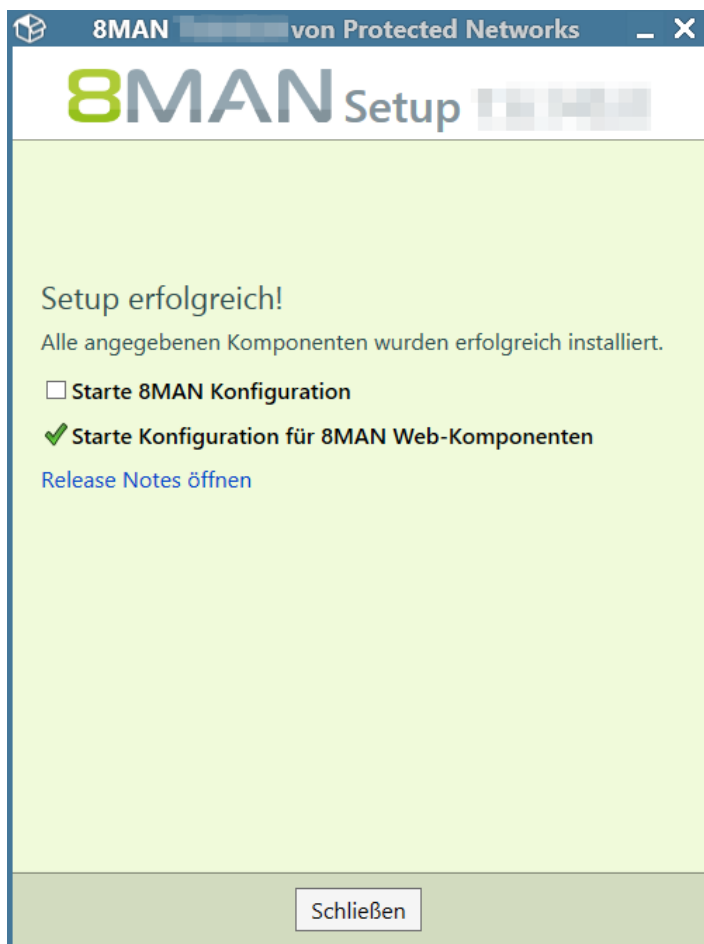
The [system requirements](#) for the web components must be fulfilled.

You can run the web components on the 8MAN server or on another server.



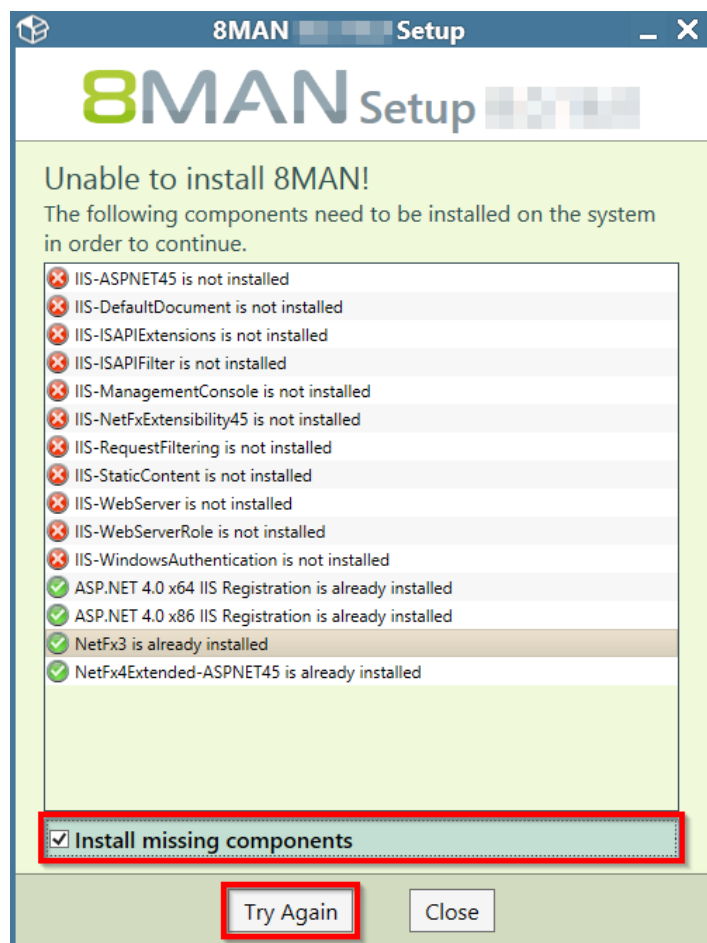
Copy the setup to a local folder on the server (do not use a network folder).

Start the setup and activate "Web components".



After successful installation, the "Configuration for the 8MAN Web Components" starts.

4.2 Install missing components



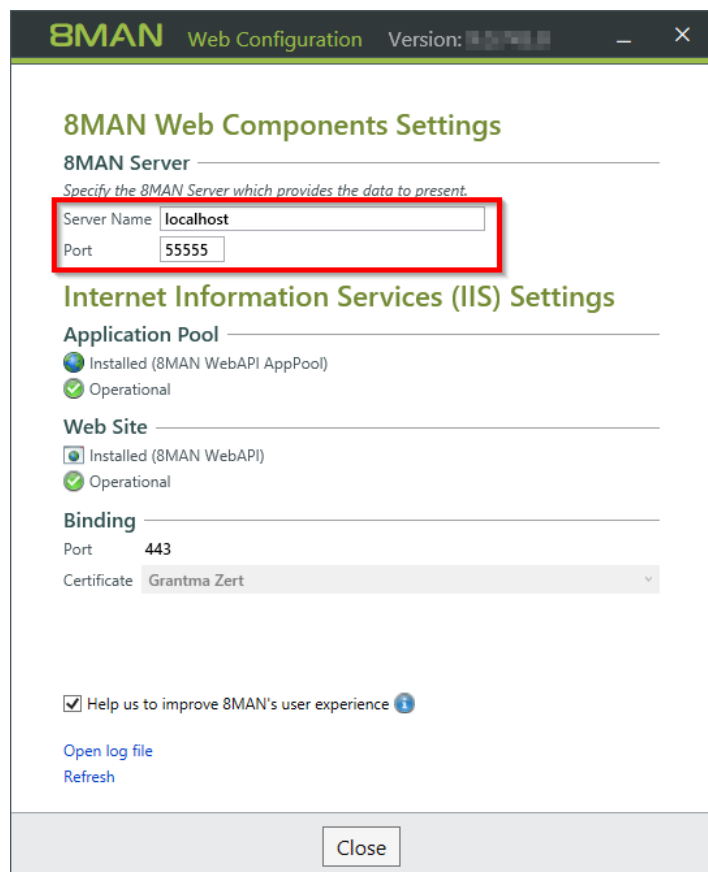
During the installation 8MAN setup will automatically check whether all required components have been installed. If you are missing any required components the following message will be shown.

You can install the required components either manually, and then restart the installation process, or by selecting the option "Install missing components" and then selecting "Try Again".

5 Configure web components



Open the configuration module.



Enter the name of the 8MAN server. If executing both web components and the 8MAN server on the same machine, no changes to the server name are required.

Enter the port of the 8MAN server. By default the 8MAN server communicates through port "55555".

If you require any changes to this port, please contact our [support](#).

8MAN Web Components Settings

8MAN Server

Specify the 8MAN Server which provides the data to present.

Server Name

Port

Internet Information Services (IIS) Settings

Application Pool

Installed (8MAN WebAPI AppPool)

Operational

Web Site

The Web Site (8MAN WebAPI) does not exist yet and must be created.

Binding

Port

Certificate

☒ Help us to improve 8MAN's user experience

[Open log file](#)

[Refresh](#) [Skip this step](#)

[Deploy 8MAN Web Components](#)

1. Enter a port for the binding of the certificate to the website. The standard https port is 443. If you enter any other port you must consider this when starting the 8MAN website (providing the URL to users).
2. Select a certificate. If no certificate is offered, please reference the following chapters: "[Use a self-signed certificate](#)" and "[Bind a certificate to your site](#)".
3. You can reload the list of available certificates by clicking on "Refresh".
4. Deploy web components.

8MAN Web Components Settings

8MAN Server

Specify the 8MAN Server which provides the data to present.

Server Name

Port

Internet Information Services (IIS) Settings

Application Pool

Installed (8MAN WebAPI AppPool)

Operational

Web Site

Installed (8MAN WebAPI)

Operational

Binding

Port

Certificate

☒ Help us to improve 8MAN's user experience

[Open log file](#)

[Refresh](#)

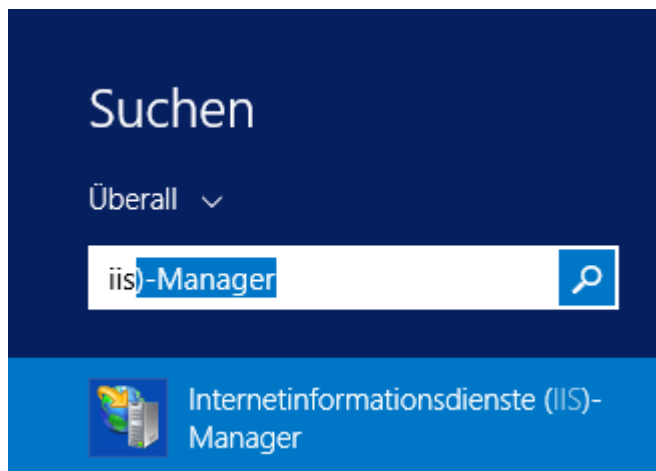
[Close](#)

The web components will be available once all settings for "Application Pool" and "Web Site" are shown as operational.

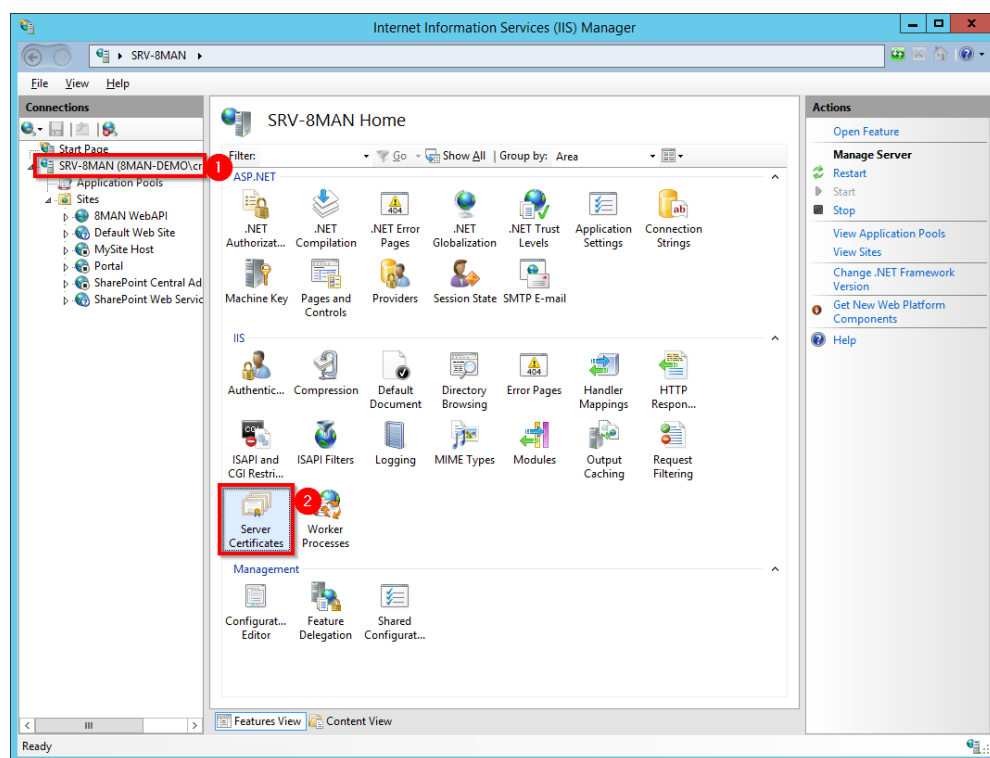
5.1 Generate a self-signed certificate

The following steps are optional.

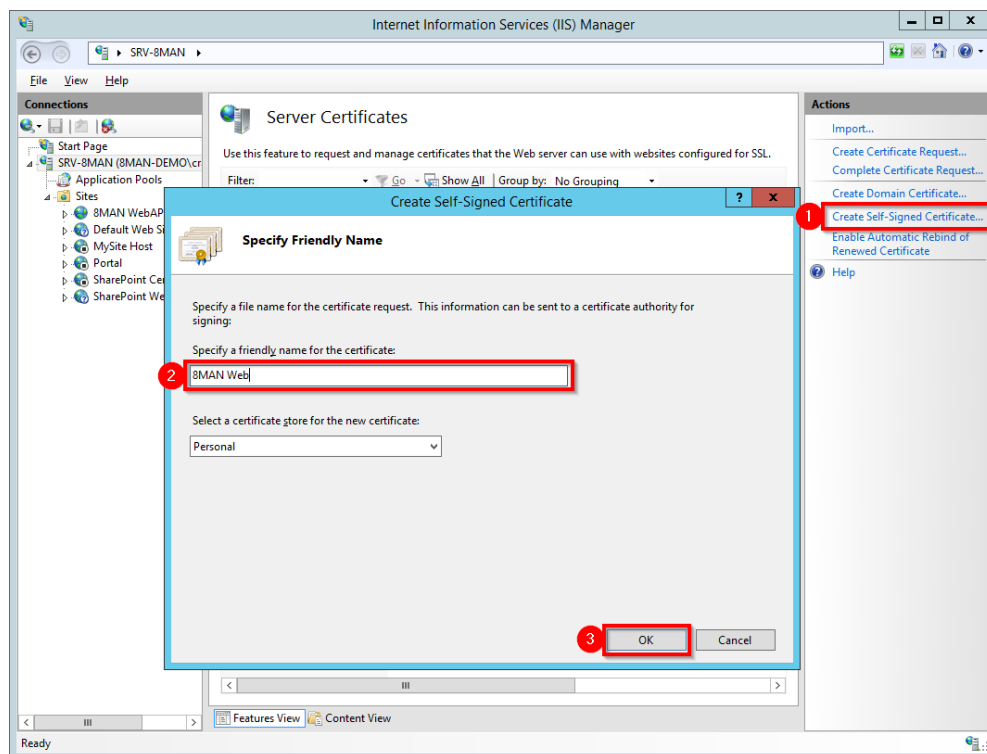
The self-signed certificates described in the following steps create security warnings in various browsers, as an out-of-date SHA-1 based encryption is used. Use certificates with SHA2 / 256 encryption for productive use.



Start the IIS-Manager.



1. Select the server.
2. Double click on "Server Certificates".

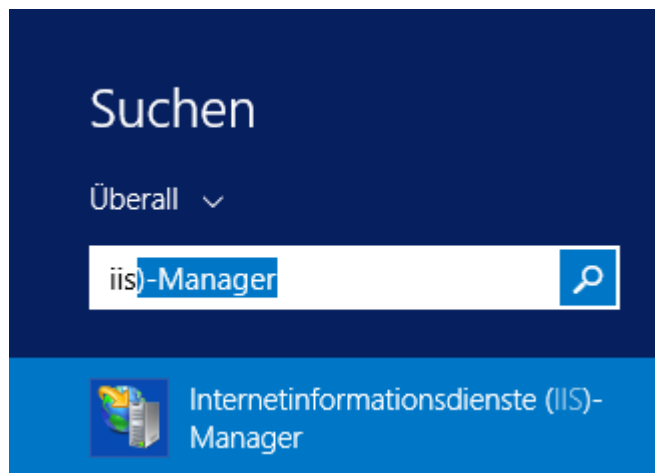


1. Click "Create Self-Signed Certificate".
2. Give the certificate a name.
3. Generate the certificate.

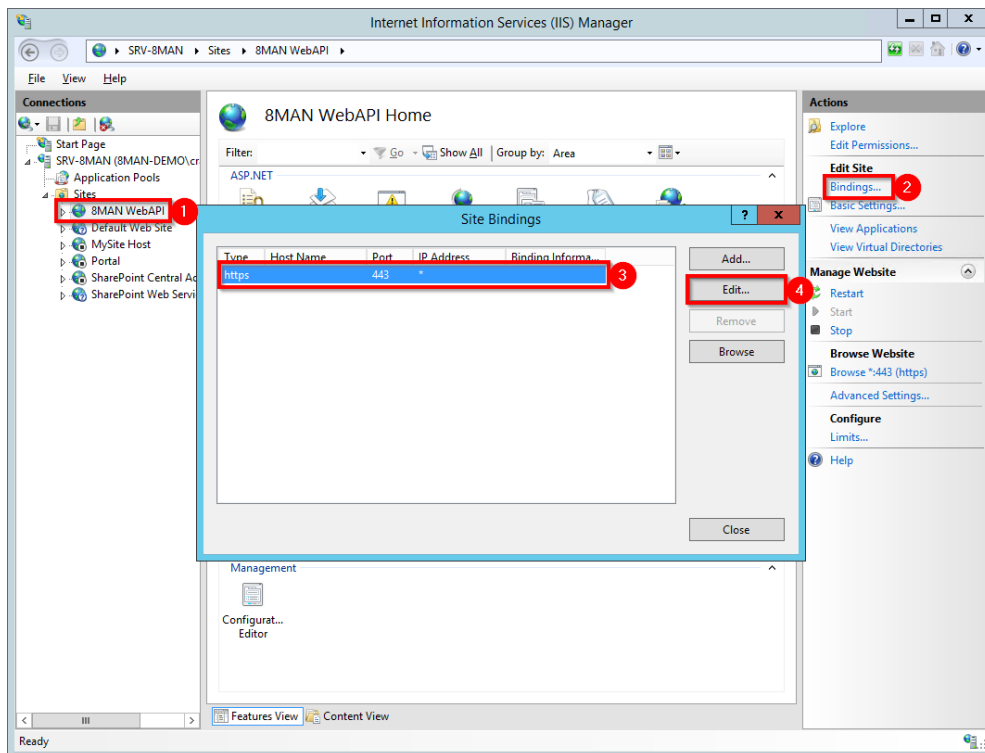
In the next step you have to bind the certificate to the site.

5.2 Bind a certificate to a site

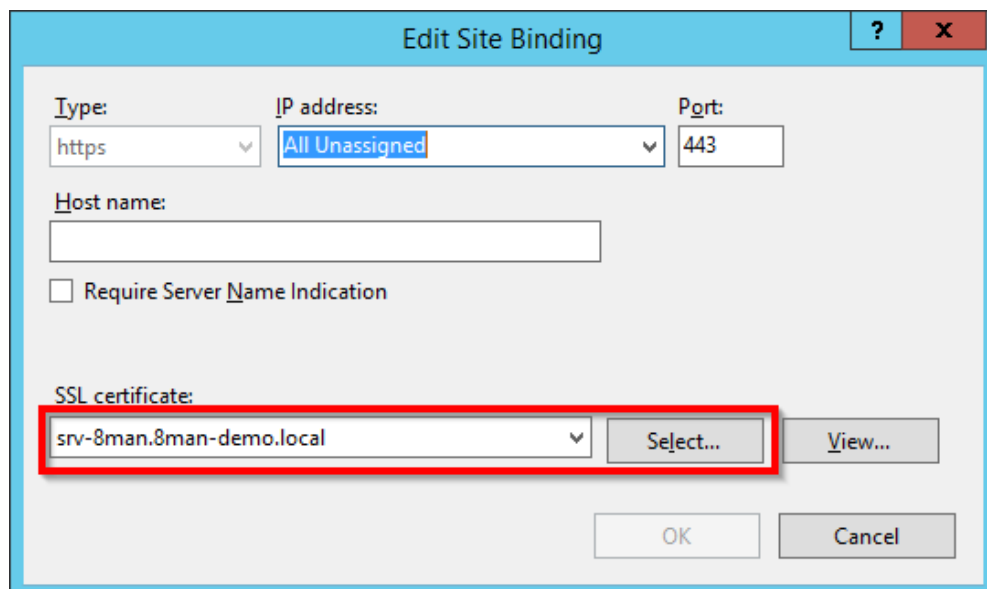
You can add a certificate to the site during the provisioning process. It may be necessary to add another certificate, for example when the old one has expired.



Start the IIS-Manager.



1. *Navigate to the site "8MAN WebAPI"*
2. *Click "Bindings..."*
3. *Select the certificate with type "https" and port "443" (standard settings)*
4. *Click "Edit..."*



Edit Site Binding

Type: IP address: Port:

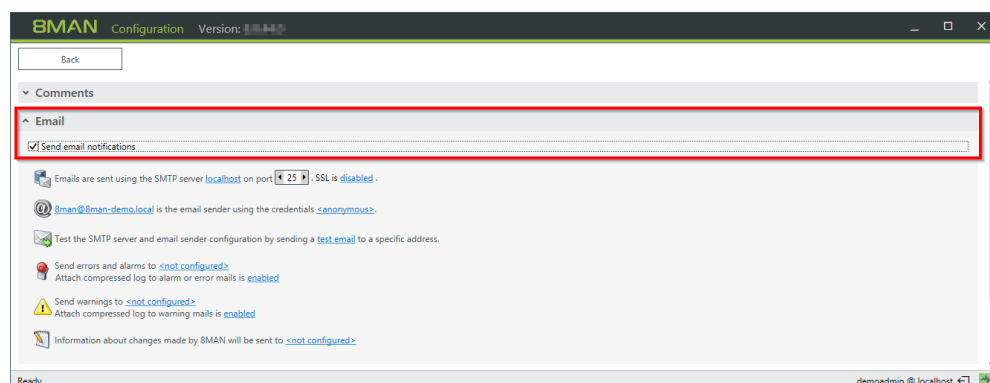
Host name:

☐ Require Server Name Indication

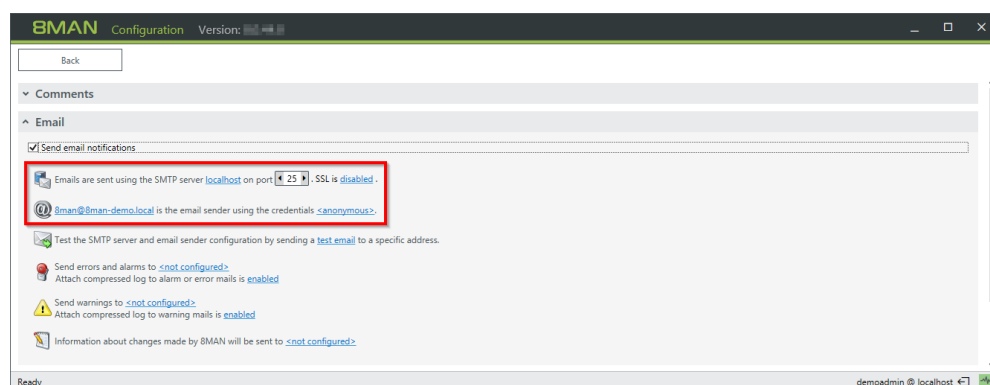
SSL certificate:

Select a certificate. By clicking on "OK" you bind the certificate to the site.

6 Configure e-mail settings



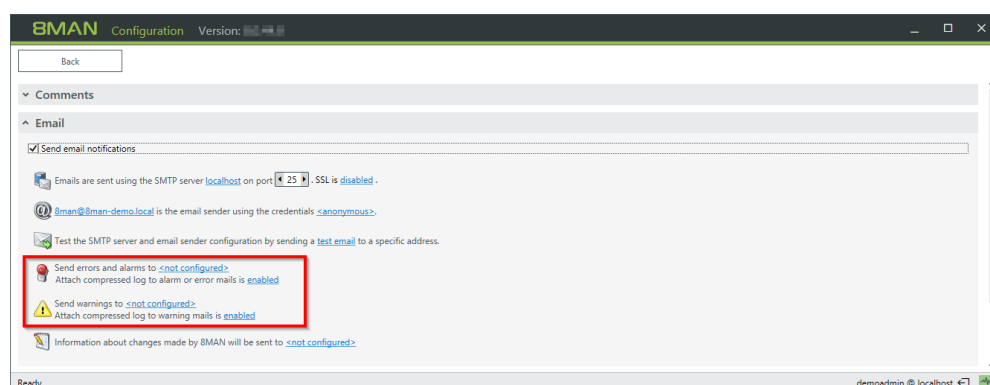
Activate email support in 8MAN.



Configure an SMTP-Server for sending emails.

Standard ports for SMTP:

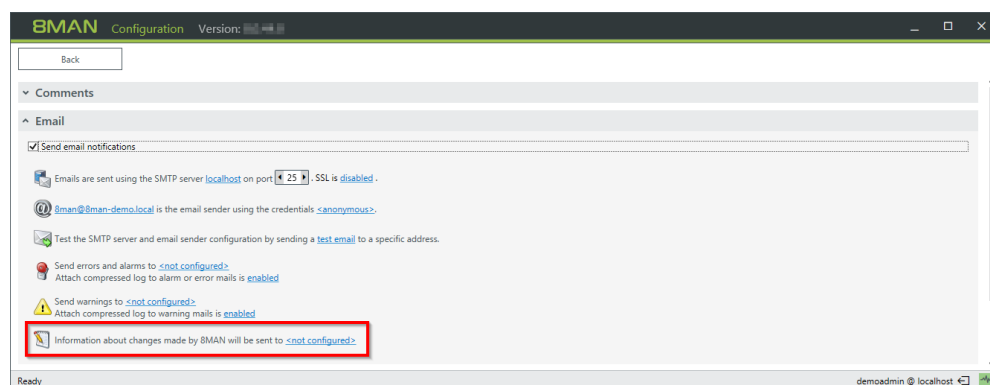
- 25 without SSL
- 465 or 587 with SSL/TLS



Sources for errors, alerts and warnings include the following:

- Thresholds from the Server Health-Check
- Errors when running 8MAN

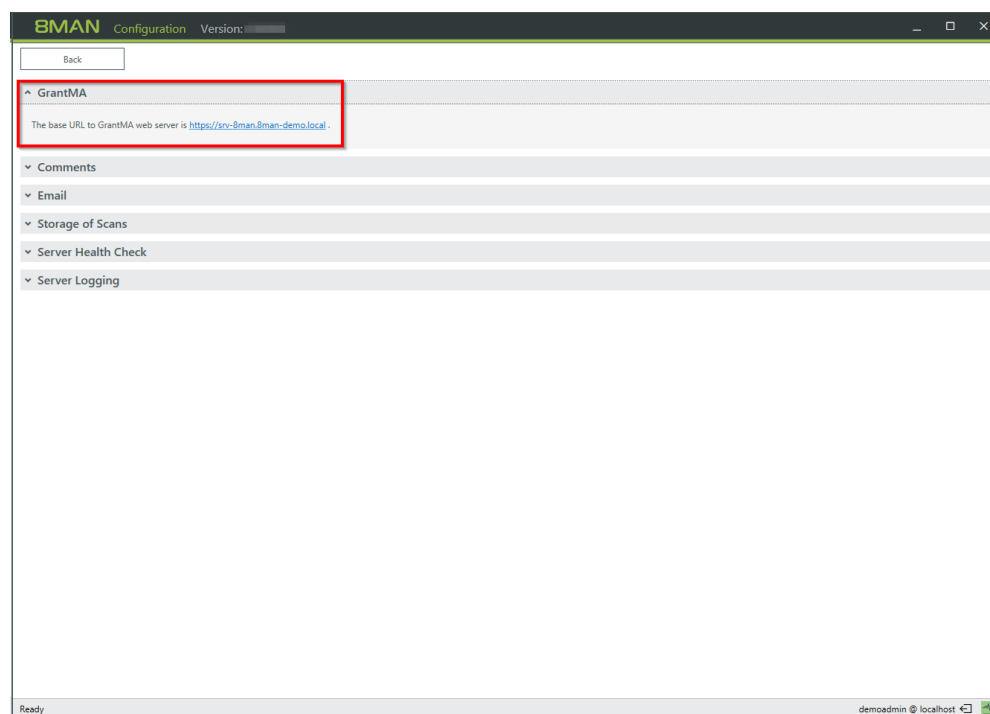
Emails include the events of the last 4 hours.



Enter an email address if you want to be alerted every time a user completes a change with 8MAN.



7 Configure the GrantMA URL



Specify the URL of the web server running the GrantMA Website. This is used for the link in the notification emails.

8 Customize the notification e-mails

8MAN provides default templates in the XML Stylesheet format. You can find them in the directory:

%ProgramFiles%\Protected Networks\8MAN\etc\mails\Request

If you want to modify the templates, copy all the files (*.xslt and css.html) to:

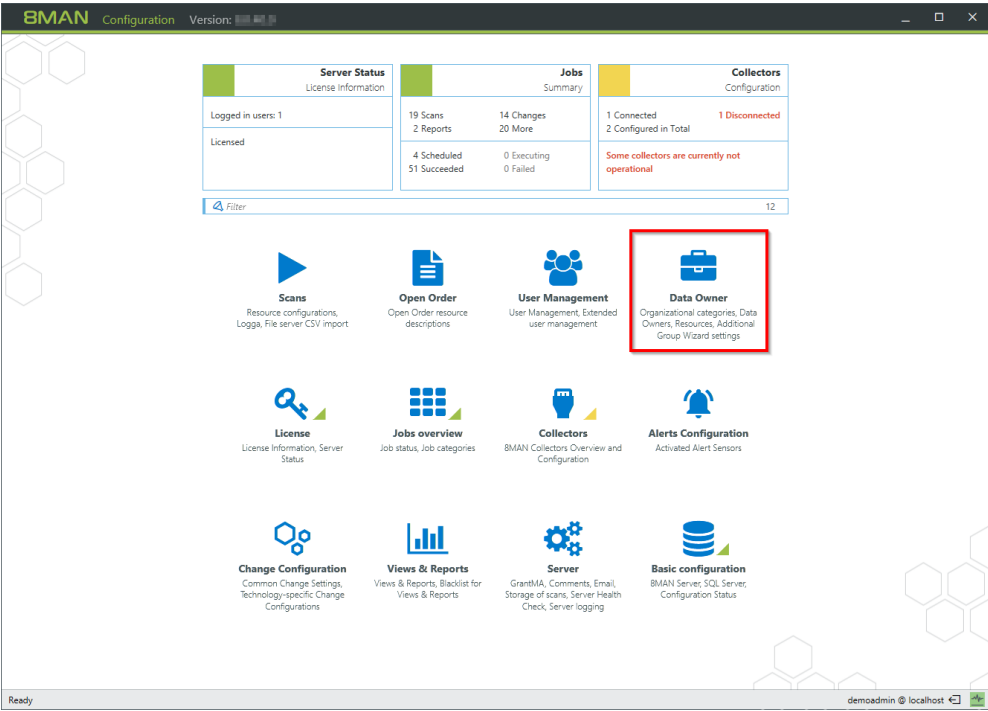
%ProgramData%\protected-networks.com\8MAN\cfg\mails\Request

You may have to create the subdirectories "mails\Recertification" beforehand.

Now adjust the templates in "ProgramData". 8MAN uses templates from this directory primarily in front of those in the ProgramFiles directory.

When updating to a new 8MAN version, the files in "ProgramFiles" may be overwritten. Please refer to the release notes.

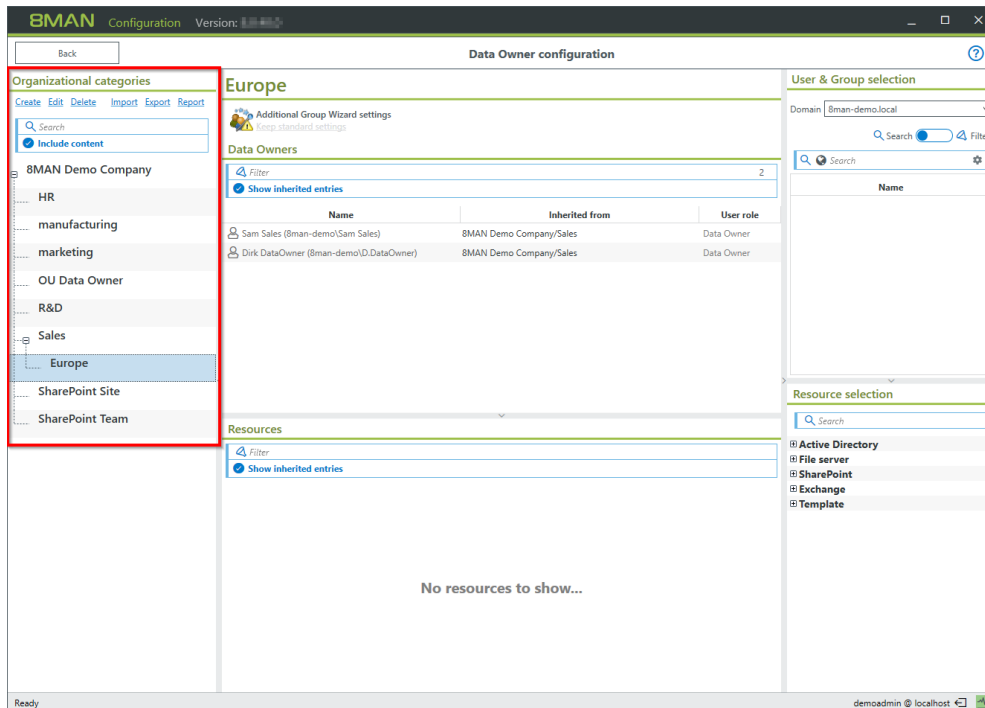
9 Data Owner



Data Owners, from an 8MAN perspective are persons or roles in an organization that know, which employees need access to specific resources to do their jobs.

You create organizational categories in the data owner configuration. You can determine which users are assigned the Data Owner role and which rights they can assign.

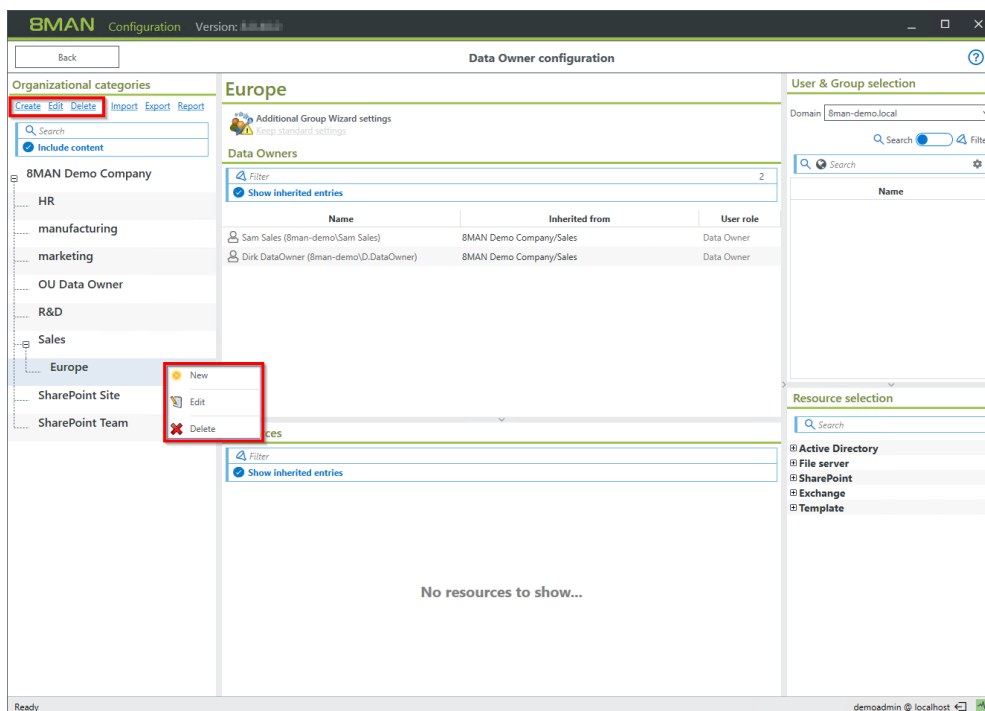
9.1 Create organizational categories



Organizational categories form the containers that Data Owners can manage.

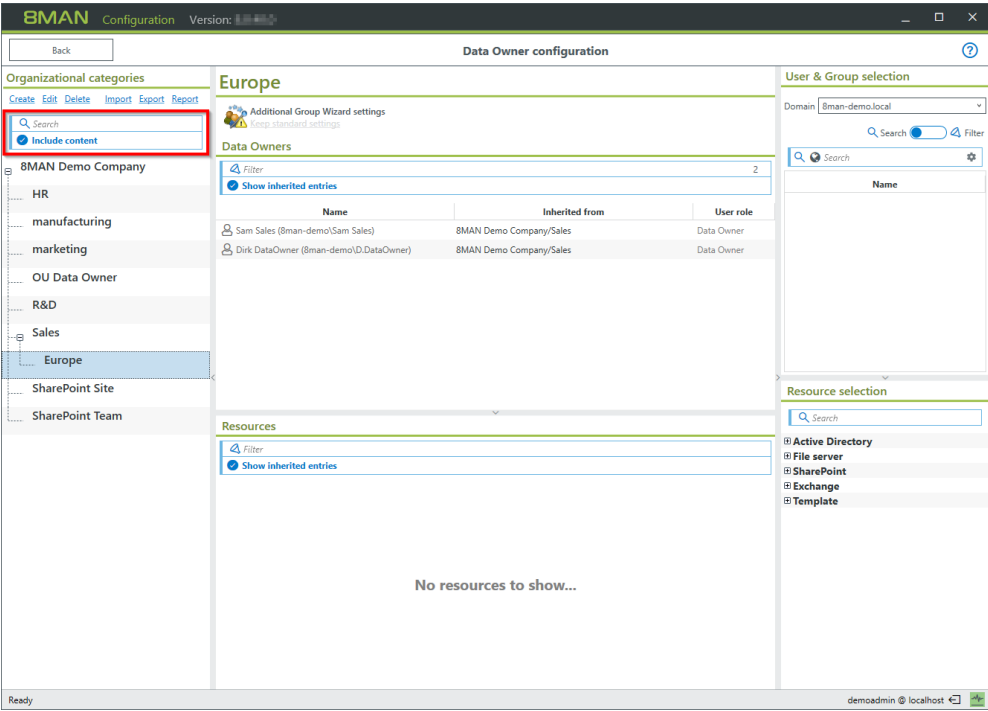
You can create structures and hierarchies similar to your companies org chart.

You can add a description to all organizational categories.



Create as many organizational categories as you like. You can do this by using the symbols on the top or by right-clicking and using the context menu.

You can move the organizational categories with drag & drop.



You can search the organizational categories.

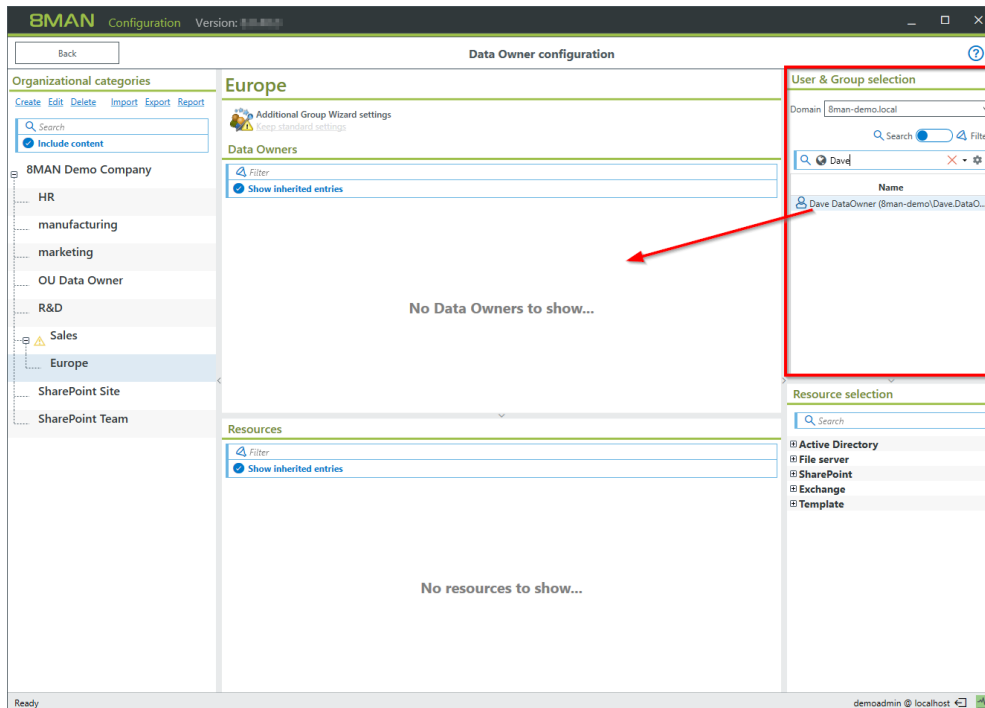
Option "Include content" deactivated:

The search is only applied to names and descriptions of the organizational category.

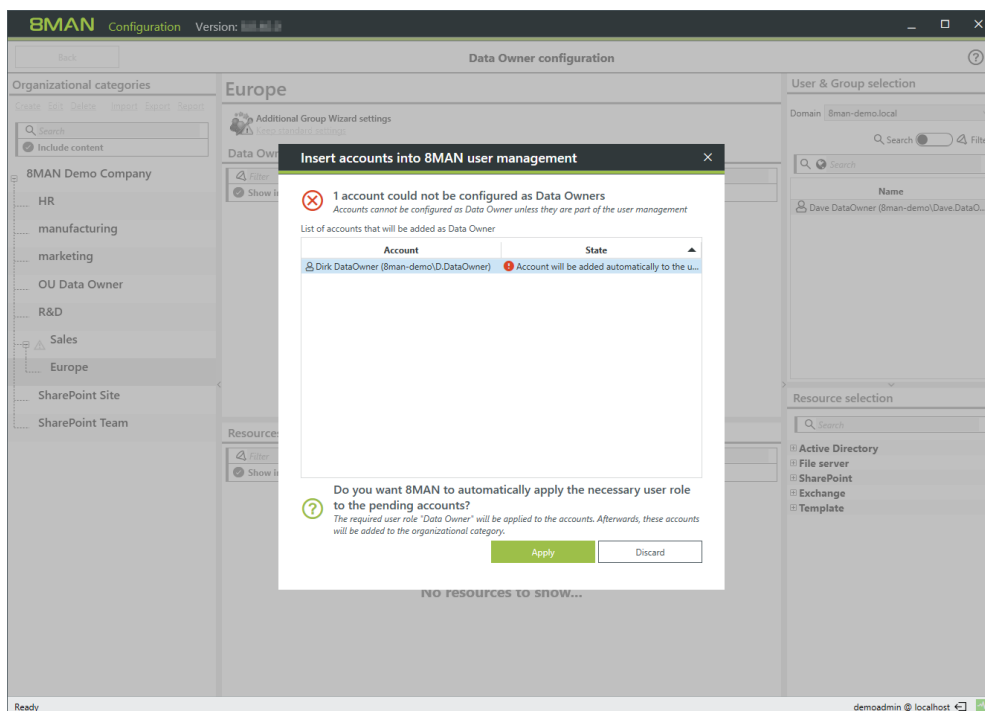
Option "Include content" activated:

The search also includes Data Owners and resources.

9.2 Assign a Data Owner to an organizational category



Select a user via drag & drop or by double-clicking on him.



Data Owners must have either a "change" or a "read" user role in the 8MAN user management. 8MAN-Admins can not be configured as Data Owners.

If you want to assign Data Owners that do not own the required role, then this the dialogue box is shown.

When clicking on "Apply" the required change role is assigned to the user.

You can change the role afterwards.

8MAN Configuration Version: 1.0.0

Data Owner configuration

Organizational categories

- 8MAN Demo Company
 - HR
 - manufacturing
 - marketing
 - OU Data Owner
 - R&D
 - Sales
 - Europe
 - SharePoint Site
 - SharePoint Team

Europe

Data Owners

Name	Inherited from	User role
Dirk DataOwner (8man-demo\Dirk.DataOwner)		Data Owner
Sam Sales (8man-demo\Sam Sales)	8MAN Demo Company\Sales	Data Owner

Resources

No resources to show...

User & Group selection

Domain: 8man-demo.local

Search: Sam Sales (8man-de...)

Resource selection

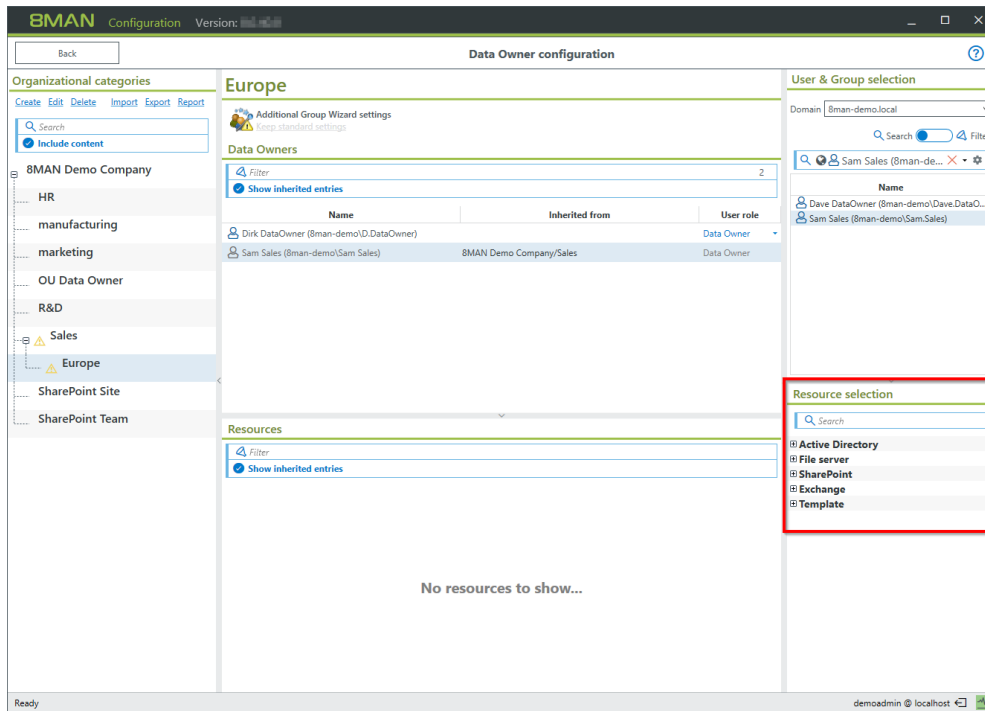
- Active Directory
- File server
- SharePoint
- Exchange
- Template

Hierarchy rule:

Data Owners are able to manage the assigned organizational category and all sub-categories.

1. You can activate the option "Show inherited entries".
2. The column "inherited from" shows the origin.

9.3 Assign resources to an organizational category

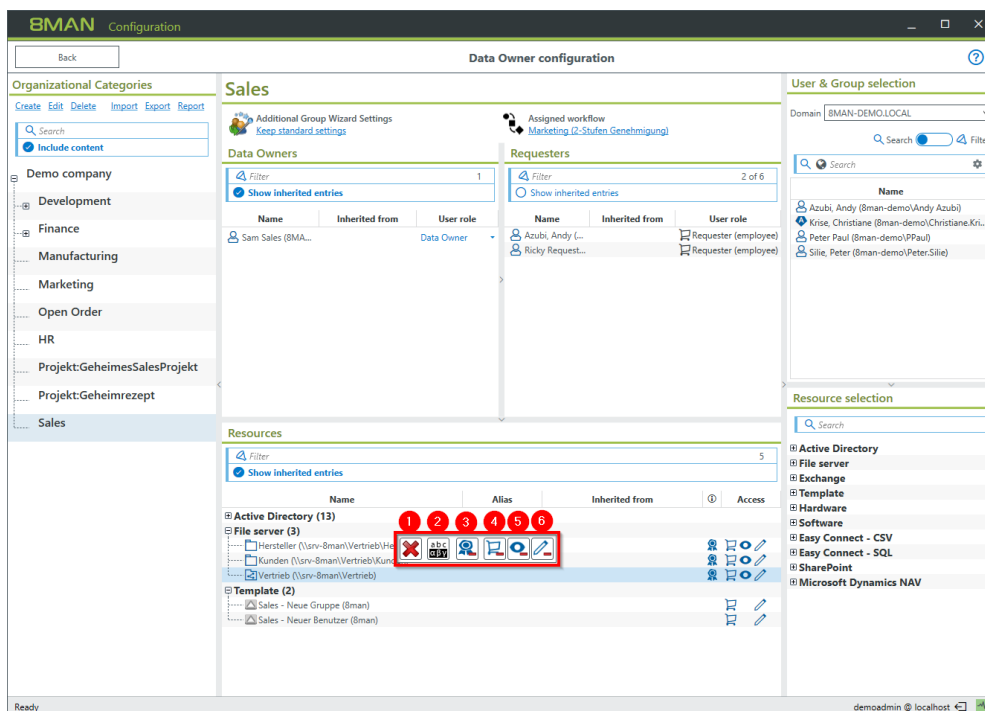


Select the desired resource and add it to the organizational category via drag & drop or by double-clicking on it.

You can only add resources which have been scanned.

Open order resources such as "template", "hardware" or "software" can only be added if:

- you have the required license and
- you have imported an open order configuration.



Select a resource to perform the following functions in the flyout:

1. Remove resource.
2. Assign aliases and description to simplify ordering in GrantMA.
3. Enable/disable recertification.
4. Enable/disable orderability in GrantMA.
5. Enable/disable visibility.
6. Enable/disable changeability.

8MAN Configuration Version: 8.0.0

Data Owner configuration

Organizational categories

- 8MAN Demo Company
 - HR
 - manufacturing
 - marketing
 - OU Data Owner
 - R&D
 - Sales
 - Europe (selected)
 - France
 - SharePoint Site
 - SharePoint Team

Europe

Additional Group Wizard settings
Keep standard settings

Data Owners

Name	Inherited from	User role
Dirk DataOwner (8man-demo\Dirk.DataOwner)		Data Owner
Sam Sales (8man-demo\Sam Sales)	8MAN Demo Company\Sales	Data Owner

Resources

☒ Show inherited entries

Name	Inherited from	Access
Active Directory (1)		
8man-demo.local (DC=8man-demo,DC=local)		
File server (2)		
Flyer (\srv-8man\Organization\Marketing\Flyer)		
Sales (\srv-8man\Organization\Sales)	8MAN Demo Company\Sales\Europe\F...	

User & Group selection

Domain: 8man-demo.local

Search: Sam Sales (8man-de...)

Resource selection

Search:

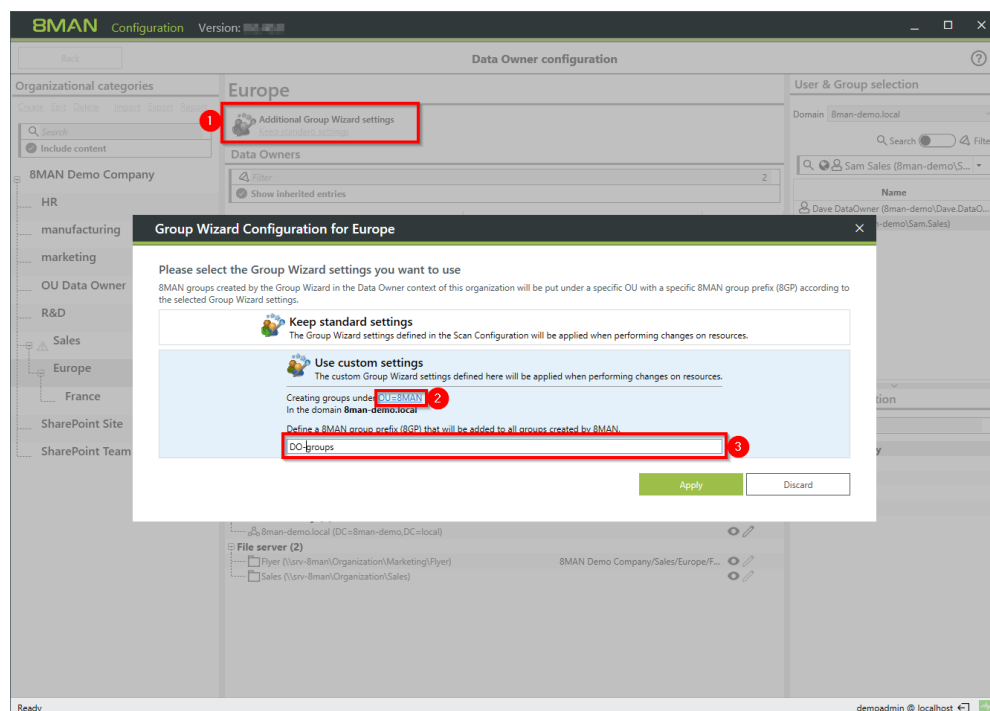
- Active Directory
- File server
- SharePoint
- Exchange
- Template

Hierarchy rule:

Resources are available in the assigned organizational category and all higher categories (from bottom to top as opposed to Data Owner and NTFS rights inheritance).

1. Activate the option "Show inherited entries" to display inherited entries in gray.
2. The column "inherited from" shows the origin.

9.4 Assign specific group wizard settings to organizational categories



1. You can modify the group wizard configuration for every organizational category.

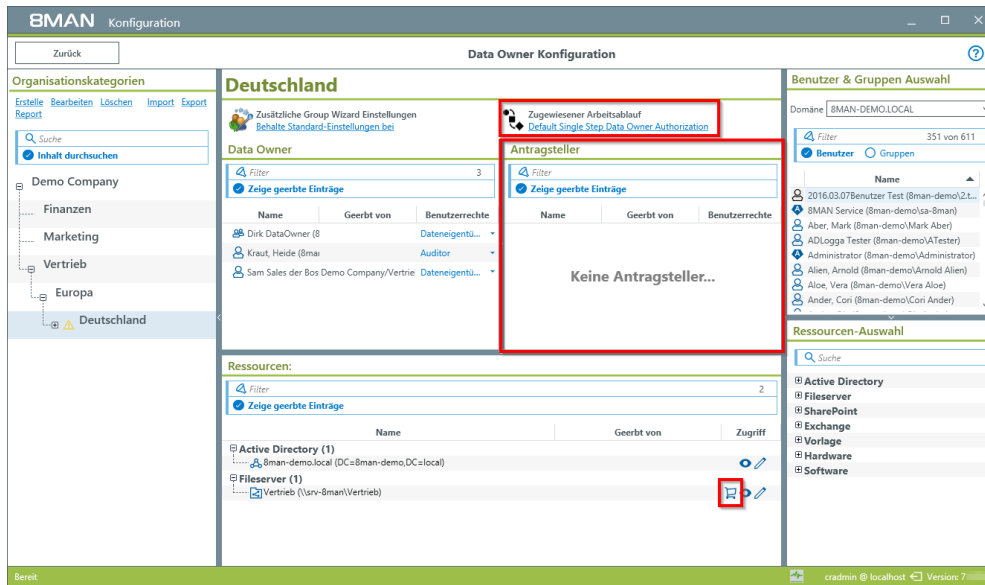
This allows you to use

2. separate OUs

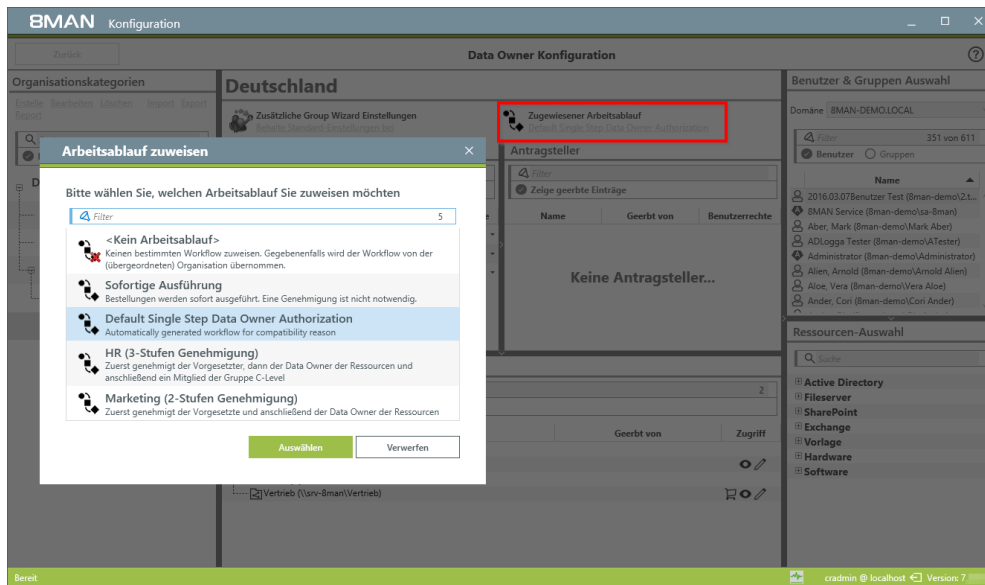
3. group names (prefix)

for 8MAN groups that are created by Data Owners.

9.5 Data Owner configuration and GrantMA

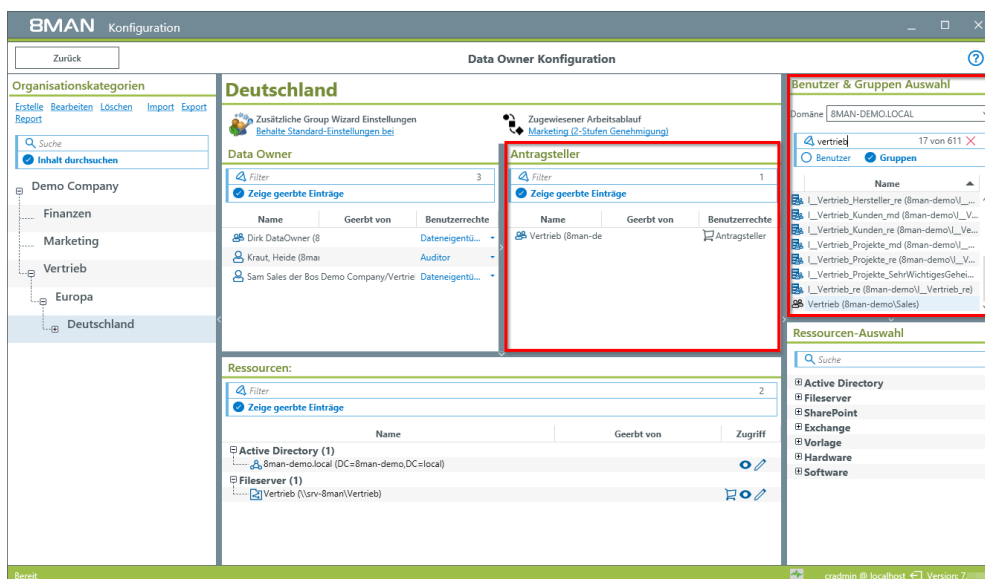


If your license includes 8MATE GrantMA you can see additional options in the Data Owner configuration.



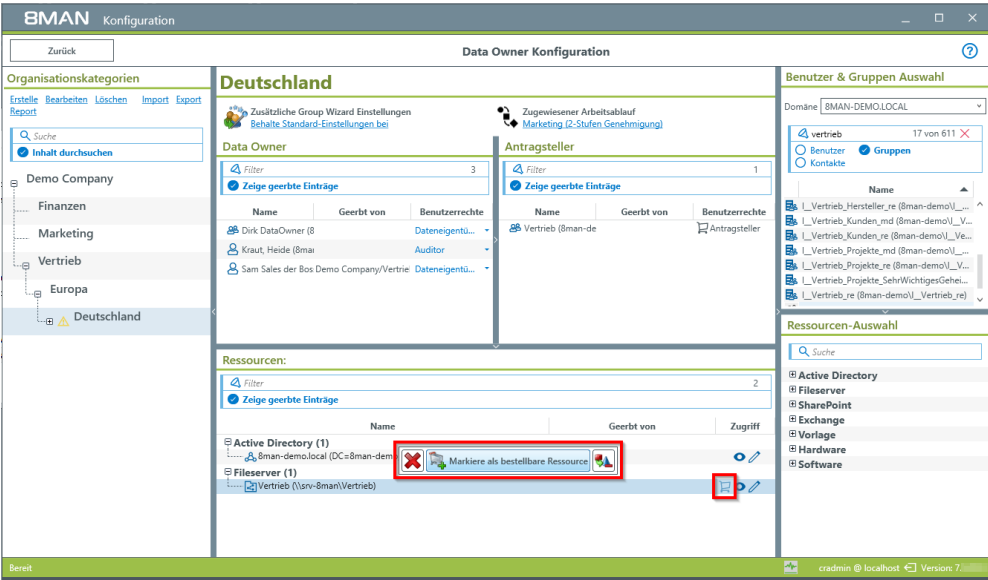
Assign a workflow for an organizational category. This way, you can determine which approval steps are required.

Workflows are created in the 8MATE Grant MA web interface. See chapter: ["Define individual approval workflows"](#).



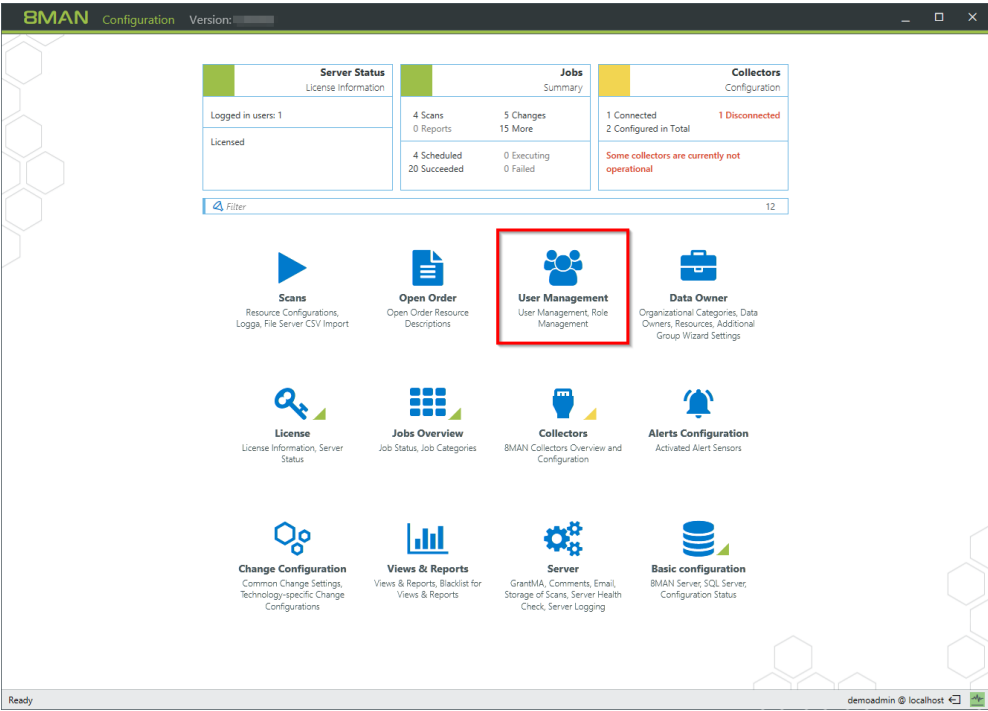
When using 8MATE GrantMA, there is an additional user role: "Requester".

Select a user or group from the account selection area. Add your selection to the "Requester" section via drag & drop.



Mark the resources as available, so that they can be shown in the 8MATE GrantMA web interface.

10 Manage 8MAN users



Click "User Management" to create 8MAN-Users and assign roles.

10.1 Add 8MAN users

8MAN Configuration Version: [version]

Users and Role Management [Switch to Role Management](#)

User Management

Available accounts
Credentials for searching 8man-demo\demoadmin

Q domain2\another.user X

Users Groups

List of accounts which can use 8MAN

Name	Role
Arbeit, Andi (8MAN-DEMO\Andi...)	Administrator
Krise, Christiane (8MAN-DEMO\...	Administrator
Administrator (PN\Administrator)	Administrator
Anton Admin (8man-demo\dem...	Administrator
Admin Manager (8man-demo\A...	Administrator
neadmin (8MAN-DEMO\neadmin)	Administrator
cradmin (8MAN-DEMO\cradmin)	Administrator
Sam Sales (8MAN-DEMO\Sam.Sa...	Data Owner
Bill Anz (8MAN-DEMO\Bill Anz)	Data Owner
Dirk DataOwner (8man-demo\D...	Data Owner
Orak, Ann (8man-demo\Ann Orak)	Data Owner
Rohsoft, Maik (8man-demo\Maik...	Data Owner
Fall, Klara (8man-demo\Klara Fall)	Data Owner
Mel Odie (8MAN-DEMO\Mel Odie)	Data Owner
Gitta Rensolo (8MAN-DEMO\Gitt...	Data Owner
C-Level (8MAN-DEMO\C-Level)	Data Owner
Angebrandt, Angie (8man-demo...	Data Owner
Erkan Alles (8man-demo\Erkan A...	Data Owner
Elios, Mark (8MAN-DEMO\Mark...	Data Owner

8MAN says!

How does the 8MAN User Management work?

The 8MAN User Management allows you to configure, which accounts shall be able to log into 8MAN and which features of 8MAN they shall be able to use.

After activating the User Management you can search for users and groups - just not built-in groups - on the left. The search happens directly on your Active Directory. By dragging an entry to the right side or double clicking it you grant that user or group access to the 8MAN.

Newly created 8MAN users can do read by default (All Others). On the right you are able to configure what a user can do: either just look at data and create reports, or additionally change or even administrate 8MAN. You can also deactivate or delete users from the Access List. You are not able to cut your own rights.

Users will also be added to the 8MAN users list or activated when they log into the 8MAN while the User Management is disabled (default behavior).

Users will not yet be able to access 8MAN when only their primary group has access.

In a multi domain environment you might want to change the credentials used for the search by selecting it in the selection above.

Use the link to switch between user and role management (arrow).

8MAN triggers a live request from your AD when adding an 8MAN User. It is therefore not required to perform an AD scan prior to adding a user.

Available search options:

- If no domain is entered into the search field, 8MAN scans the domain that the registered account is located in.
- If a domain is entered (for example: "domain2\another.user"), then 8MAN will search that domain.
- If a "\" is entered in front of the user name then 8MAN will search all licensed domains.



When designating a user with change role - such as a data owner - that user initially has access to all resources. If you want to limit their access further you must do this via the [Data Owner configuration](#).

8MAN Configuration Version: [version]

Users and Role Management [Switch to Role Management](#)

User Management

Available accounts
Credentials for searching 8man-demo\demoadmin

Q ricky X

Users Groups

List of accounts which can use 8MAN

Name	Role
Arbeit, Andi (8MAN-DEMO\Andi...)	Administrator
Krise, Christiane (8MAN-DEMO\...	Administrator
Administrator (PN\Administrator)	Administrator
Anton Admin (8man-demo\dem...	Administrator
Admin Manager (8man-demo\A...	Administrator
neadmin (8MAN-DEMO\neadmin)	Administrator
cradmin (8MAN-DEMO\cradmin)	Administrator
Sam Sales (8MAN-DEMO\Sam.Sa...	Data Owner
Bill Anz (8MAN-DEMO\Bill Anz)	Data Owner
Dirk DataOwner (8man-demo\D...	Data Owner
Orak, Ann (8man-demo\Ann Orak)	Data Owner
Rohsoft, Maik (8man-demo\Maik...	Data Owner
Fall, Klara (8man-demo\Klara Fall)	Data Owner
Mel Odie (8MAN-DEMO\Mel Odie)	Data Owner
Gitta Rensolo (8MAN-DEMO\Gitt...	Data Owner
C-Level (8MAN-DEMO\C-Level)	Data Owner
Angebrandt, Angie (8man-demo...	Data Owner
Erkan Alles (8man-demo\Erkan A...	Data Owner
Elios, Mark (8MAN-DEMO\Mark...	Data Owner

8MAN says!

How does the 8MAN User Management work?

The 8MAN User Management allows you to configure, which accounts shall be able to log into 8MAN and which features of 8MAN they shall be able to use.

After activating the User Management you can search for users and groups - just not built-in groups - on the left. The search happens directly on your Active Directory. By dragging an entry to the right side or double clicking it you grant that user or group access to the 8MAN.

Newly created 8MAN users can do read by default (All Others). On the right you are able to configure what a user can do: either just look at data and create reports, or additionally change or even administrate 8MAN. You can also deactivate or delete users from the Access List. You are not able to cut your own rights.

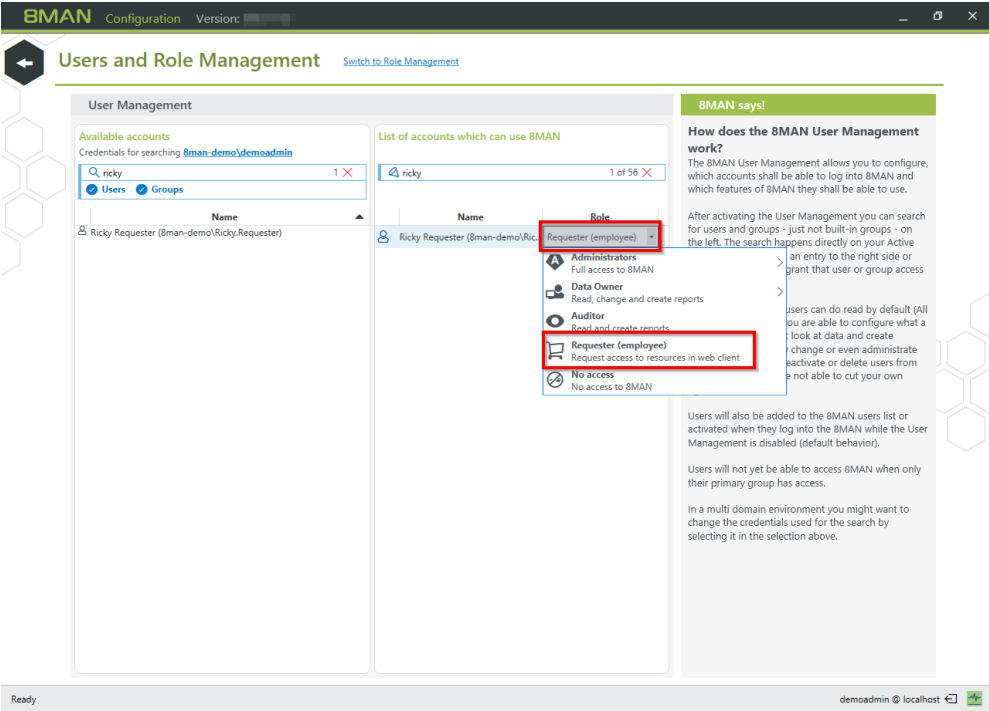
Users will also be added to the 8MAN users list or activated when they log into the 8MAN while the User Management is disabled (default behavior).

Users will not yet be able to access 8MAN when only their primary group has access.

In a multi domain environment you might want to change the credentials used for the search by selecting it in the selection above.

Once you have found the desired user you can add him via drag&drop or by double-clicking.

10.1.1 Assign a role to an 8MAN user



Use the drop down menu to assign a role to an 8MAN user.

For more information on how to define roles please reference the chapter: [Defining roles](#).

10.1.2 Use groups as 8MAN users

You can use AD groups as 8MAN users. The process is identical to adding an 8MAN user.

Please note the following:

1. Nested group structures

By default only direct group memberships are considered. If you would like to resolve any nested levels of group membership, please contact [support](#). You will find a howto in our support knowledge base in the article "[Use nested groups as an 8MAN user](#)" (support login required). Using complex group structures will increase login time significantly.

2. Hierarchy of role assignments

By using groups, it is possible to assign several roles to a user. In this scenario the login mechanism verifies role columns from left to right and uses the first match. There is no combination of roles.

10.2 Define 8MAN user roles

8MAN Configuration Version: [...]

Users and Role Management [Switch to User Management](#)

Role Management

Role	Administrator	Junior Administrator	Data Owner	IT Helpdesk	HR	User defined	Auditor	Manager (defined in AD)	Requester (Employee)
8MAN Applications									
Configuration Client Allows users to use the 8MAN configuration client.	✓	✓	✓	✓	✓	✓	✓	✓	✓
8MAN Application Allows to use the 8MAN client.	✓	✓	✓	✓	✓	✓	✓	✓	✓
8MAN Web client Allows to use the web client.	✓	✓	✓	✓	✓	✓	✓	✓	✓
Views - 8MAN-Application									
Dashboard Shows some statistics and analyses concerning Active Directory.	✓	✓	✓	✓	✓	✓	✓	✓	✓
Accounts Shows users, groups and other accounts in graphical form.	✓	✓	✓	✓	✓	✓	✓	✓	✓
Multi selection Shows Active Directory in tabular form to allow the selection of multiple objects.	✓	✓	✓	✓	✓	✓	✓	✓	✓
Scan comparison Allows 8MAN users to compare two scans.	✓	✓	✓	✓	✓	✓	✓	✓	✓
Resources Shows all resources and the corresponding access rights.	✓	✓	✓	✓	✓	✓	✓	✓	✓
Resources with Active Directory access rights Show access rights for Active Directory objects in the Resource View.	✓	✓	✓	✓	✓	✓	✓	✓	✓
Modify access rights Shows the access rights of resources and allows modifying them.	✓	✓	✓	✓	✓	✓	✓	✓	✓
Simplified rights management Reduce the complexity of access right management, by hiding technical details. The 8MAN user will be presented with a view that is reduced to the configured access right categories and enforce the use of the Group Wizard (if enabled).	✓	✓	✓	✓	✓	✓	✓	✓	✓
8MAN Logbook	✓	✓	✓	✓	✓	✓	✓	✓	✓

Ready demoadmin @ localhost

8MAN provides different user role types (from left to right):

- 2 Administrator-roles
- 5 Change-roles
- 1 Read only-role
- 1 Manager Role
- 1 Requester Role

The Manager Role can not be assigned by the 8MAN user management. It is assigned by the AD attribute "Manager".

You can change the name of the role by clicking on the pen icon.

Only the first administrator role (left column) can use the user management.

8MAN Configuration Version: [...]

Users and Role Management [Switch to User Management](#)

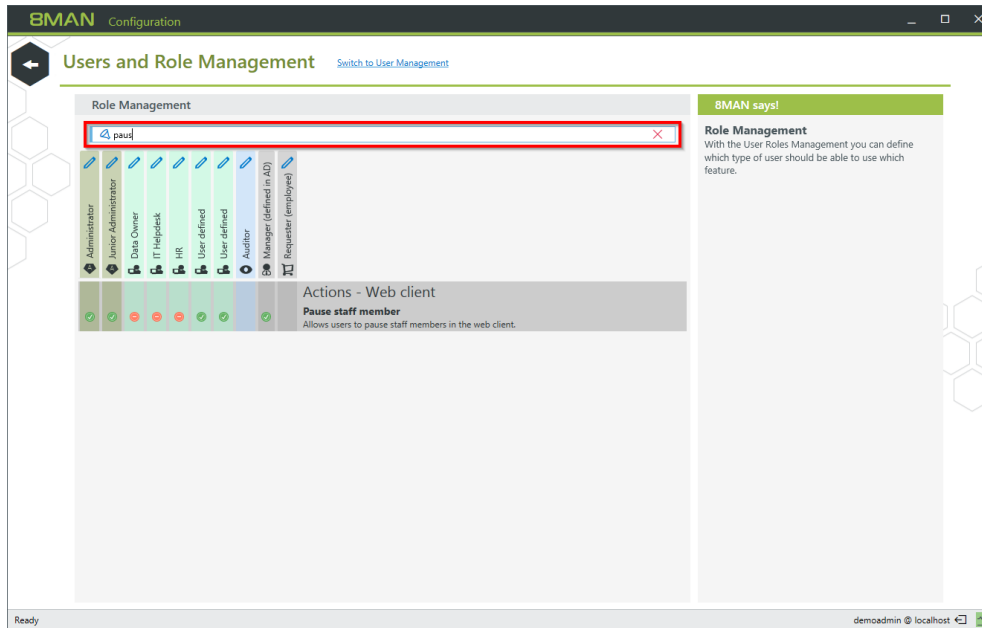
Role Management

Role	Administrator	Junior Administrator	Data Owner	IT Helpdesk	HR	User defined	Auditor	Manager (defined in AD)	Requester (Employee)
8MAN Applications									
Configuration Client Allows users to use the 8MAN configuration client.	✓	✓	✓	✓	✓	✓	✓	✓	✓
8MAN Application Allows to use the 8MAN client.	✓	✓	✓	✓	✓	✓	✓	✓	✓
8MAN Web client Allows to use the web client.	✓	✓	✓	✓	✓	✓	✓	✓	✓
Views - 8MAN-Application									
Dashboard Shows some statistics and analyses concerning Active Directory.	✓	✓	✓	✓	✓	✓	✓	✓	✓
Accounts Shows users, groups and other accounts in graphical form.	✓	✓	✓	✓	✓	✓	✓	✓	✓
Multi selection Shows Active Directory in tabular form to allow the selection of multiple objects.	✓	✓	✓	✓	✓	✓	✓	✓	✓
Scan comparison Allows 8MAN users to compare two scans.	✓	✓	✓	✓	✓	✓	✓	✓	✓
Resources Shows all resources and the corresponding access rights.	✓	✓	✓	✓	✓	✓	✓	✓	✓
Resources with Active Directory access rights Show access rights for Active Directory objects in the Resource View.	✓	✓	✓	✓	✓	✓	✓	✓	✓
Modify access rights Shows the access rights of resources and allows modifying them.	✓	✓	✓	✓	✓	✓	✓	✓	✓
Simplified rights management Reduce the complexity of access right management, by hiding technical details. The 8MAN user will be presented with a view that is reduced to the configured access right categories and enforce the use of the Group Wizard (if enabled).	✓	✓	✓	✓	✓	✓	✓	✓	✓
8MAN Logbook	✓	✓	✓	✓	✓	✓	✓	✓	✓

Ready demoadmin @ localhost

Use the "check box matrix" to determine which role can use which views and functions.

Unlicensed views and features are grayed out.



Use the filter to quickly find the desired option.

Please note that certain functions require specific access and views.

For example:

The functionality "reset user password" requires either the "Accounts" or the "Resource" view.

The changes take effect immediately without requiring users to log in again.

11 Define workflows



GrantMA workflows have the following advantages:

- The administrator is no longer necessarily part of the process and can concentrate on its core tasks.
- Data owners decide on the allocation of rights because they know the information structure of the departments best.
- Changes made are logged for revisions in the 8MAN logbook.

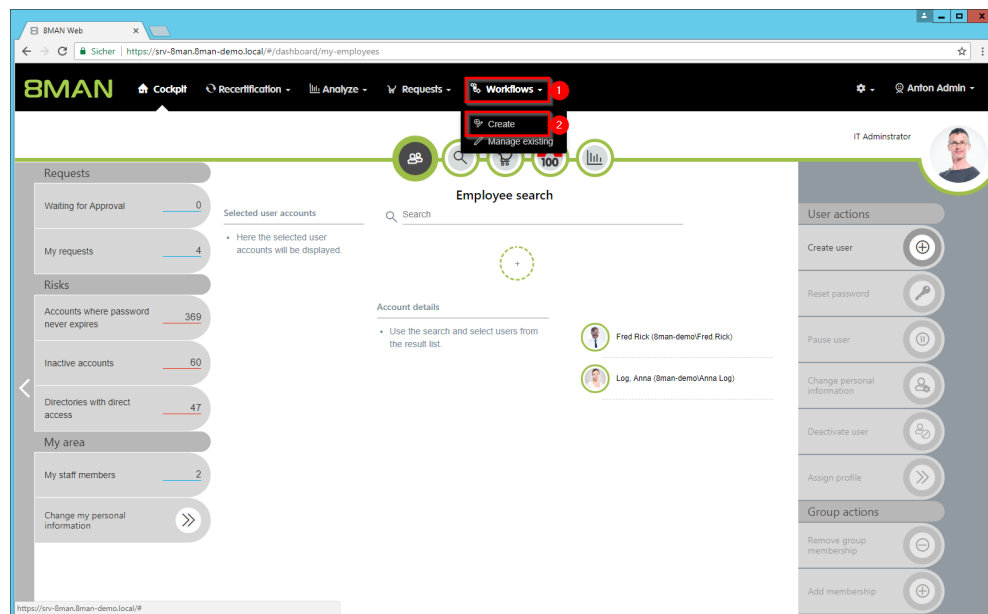
Form simple or complex workflows, e.g. with several decision-makers or substitutes.

11.1 Define individual approval workflows

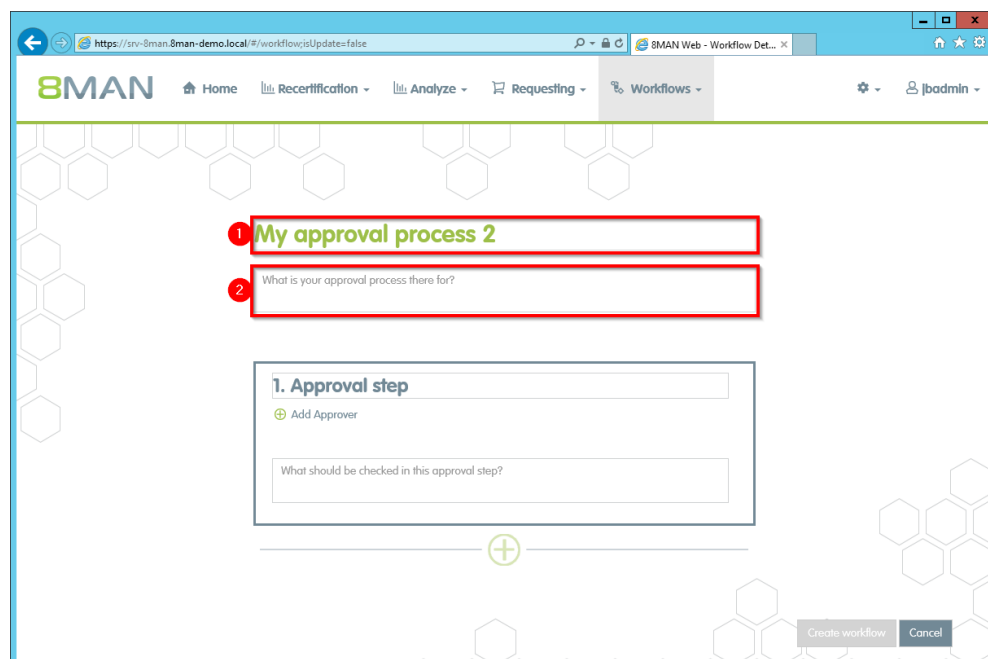
Background / Value

8MATE GrantMA allows you to design individual approval workflows for each organizational category. You can design as many steps in the process as required. The last approver in the process is also the one making the formal change request.

Step by step process



1. Select "Workflows".
2. Click on "Create".



1. Give the workflow a title.
2. Give a short, concise description of the workflow's purpose.

My approval process 2

Demo

1. Approval step

2. Add Approver

3. What should be checked in this approval step?

4. Create workflow

1. Name the approval step.
2. Add one or more approvers

You can also add multiple approvers for any step, which can be useful in case of vacation or illness.

3. Describe the approval step.
4. Add any additional steps in the approval process.

My approval process 2

Demo

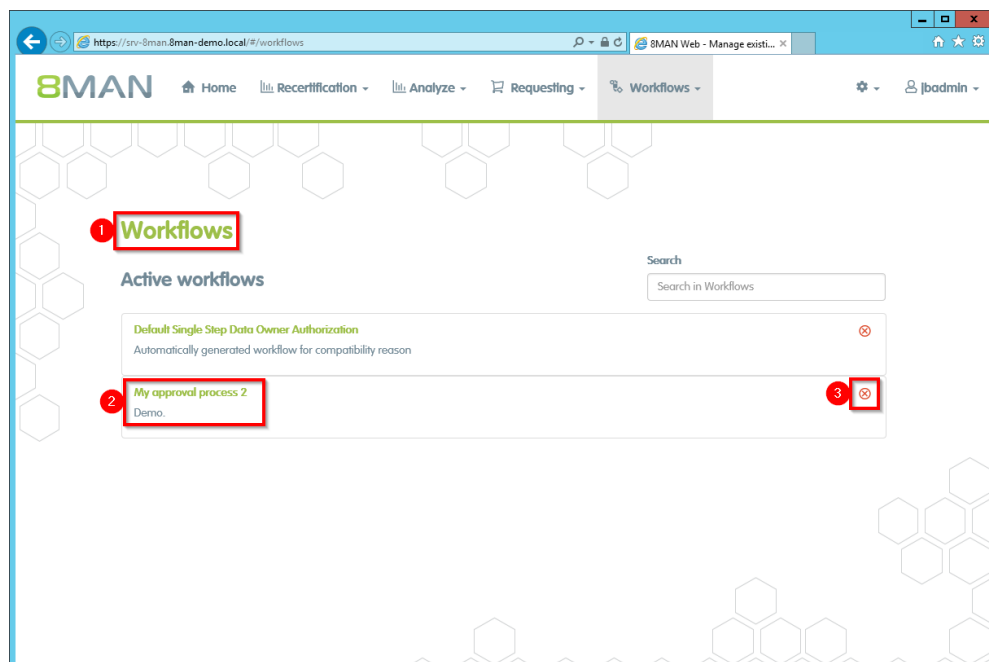
1. Approval step

2. Add Approver

3. What should be checked in this approval step?

4. Create workflow

1. Add an additional step.
2. Delete an approval step.
3. Generate the workflow.



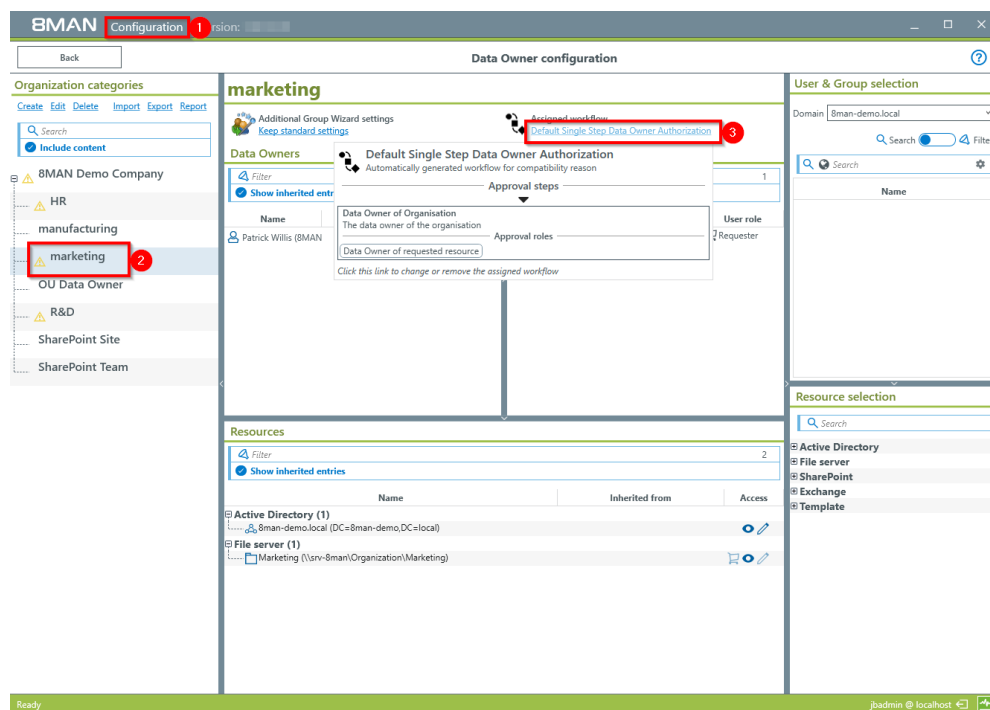
1. You have created a new workflow. 8MAN switches to the "Manage workflows" view.
2. Click on a workflow to make changes.
3. Delete the workflow.

11.2 Assign approval workflows to resources

Background / Value

Connecting available resources with individual workflows.

Step by step process



1. Start the 8MAN configuration module and select "Data Owner".
2. Select an organizational category.
3. Assign the desired workflow.

12 Use the 8MATE GrantMA

12.1 Request file server access from a DataOwner

Background / Value

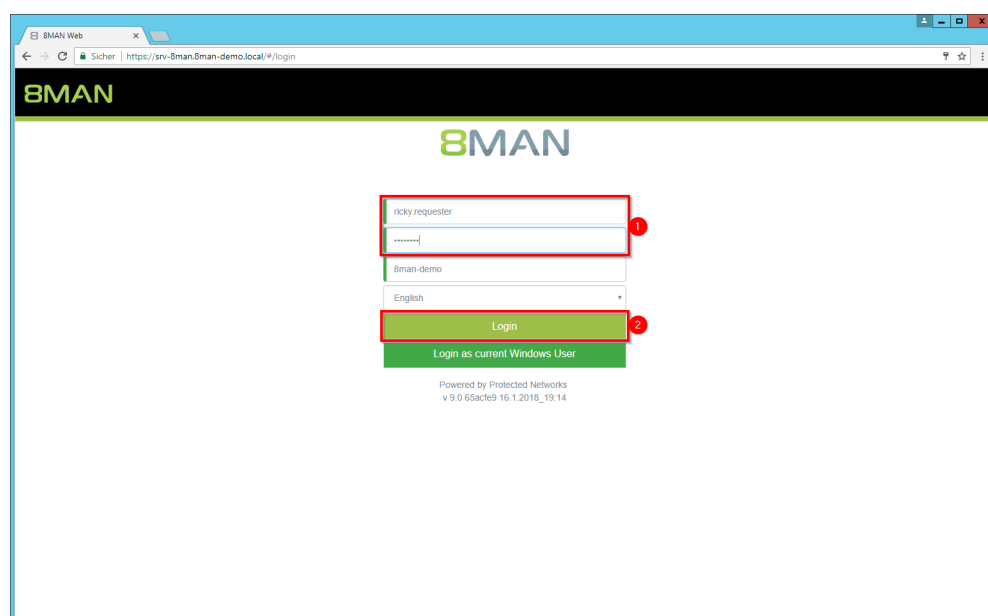
Employees can request access rights to file server directories from Data Owners by using the 8MATE GrantMA self-service portal.

You can configure a variety of different processes and involve the relevant decision makers, depending on your security requirements.

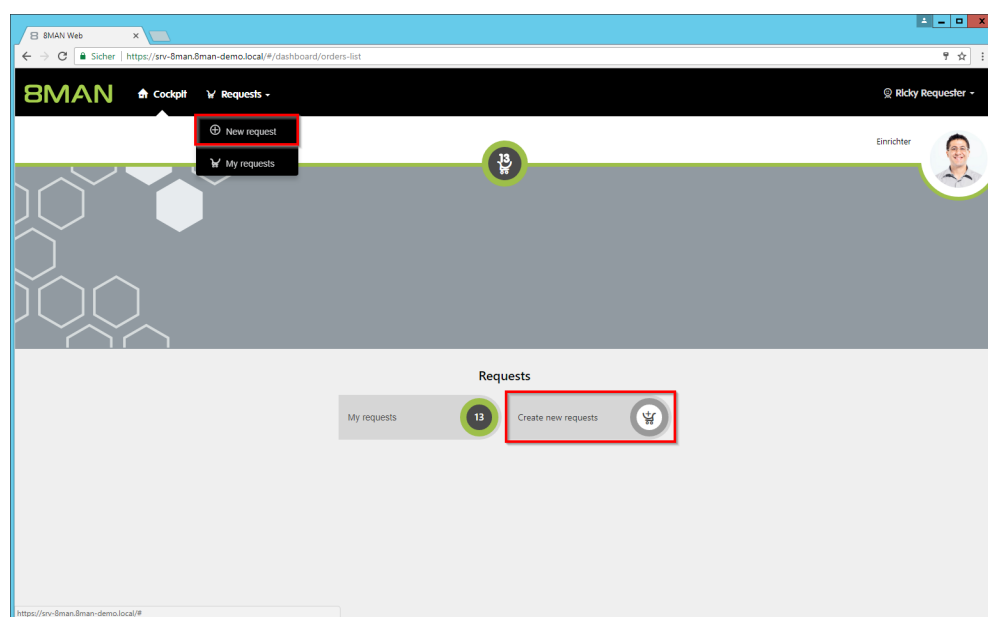
Additional Services

[Creating approval workflows](#) (Administrator)

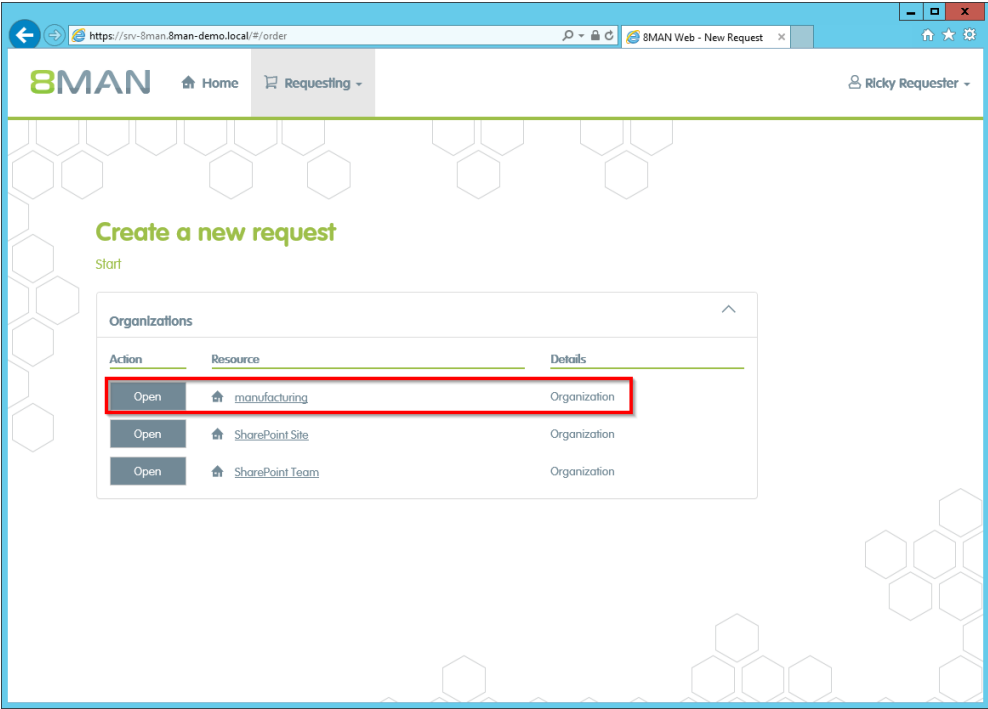
Step by step process



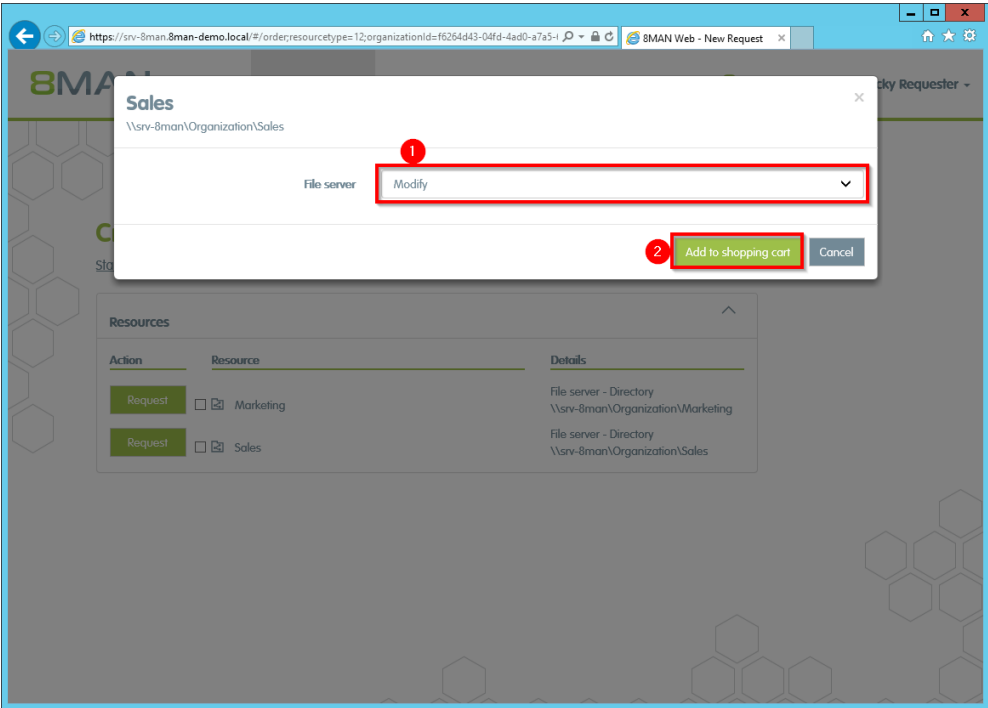
1. Enter your username and password.
2. Click "Login".



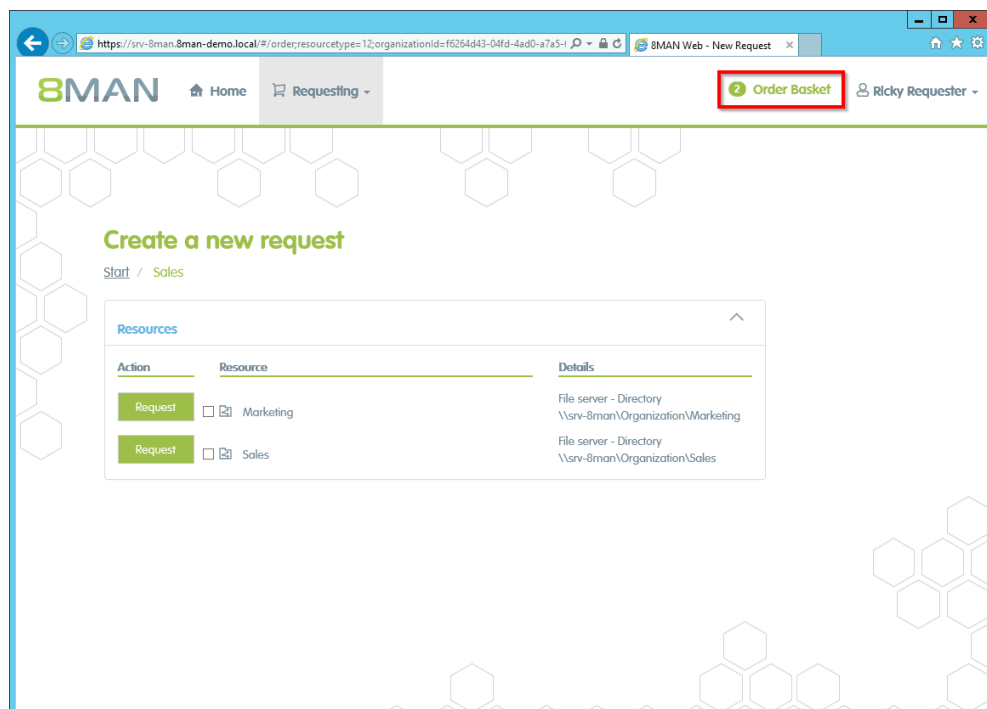
Click "New Request".



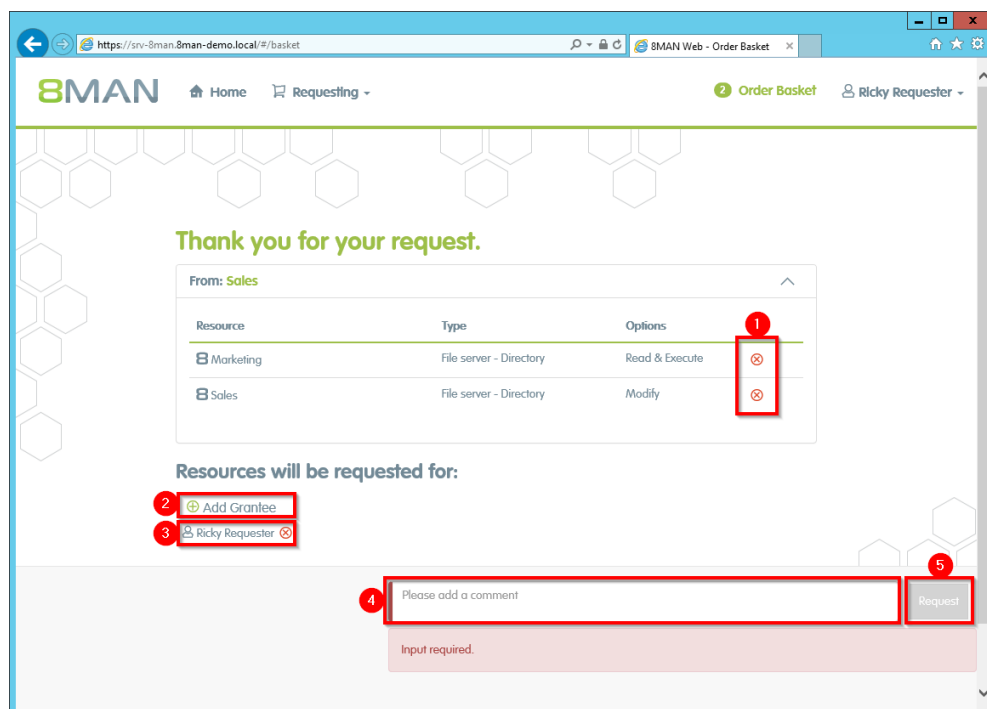
8MAN shows you as the applicant exactly the resources that can be ordered.
Select the desired resource and click on "order".



1. Select an access category.
2. Click "add to shopping cart".



Add additional resources if desired.
Click on "Order Basket".



1. Delete the order entries.
2. Add a recipient to your order.
You are able to request access for other users.
3. Remove the recipient. You can also remove yourself and only request access for other users.
4. You must enter a comment.
5. Start the request.

2/27/2017 12:28 PM 2 × File server

Requested by: Ricky Requester Resources requested for: Ricky Requester Comment: Demo.

State	Resource	Type	Next approver
Open	Marketing	File server	Data Owner of requested resource
Open	Sales	File server	Data Owner of requested resource

11/30/2016 4:23 PM 1 × File server

11/30/2016 4:10 PM 1 × File server

Once confirmed, 8MAN shows you an overview of your requests.

1. Open or close the detail view of an order.
2. You can see more details.
3. Resend a notification email to the approver.
4. Cancel your order.

12.2 Request group memberships

Background / Value

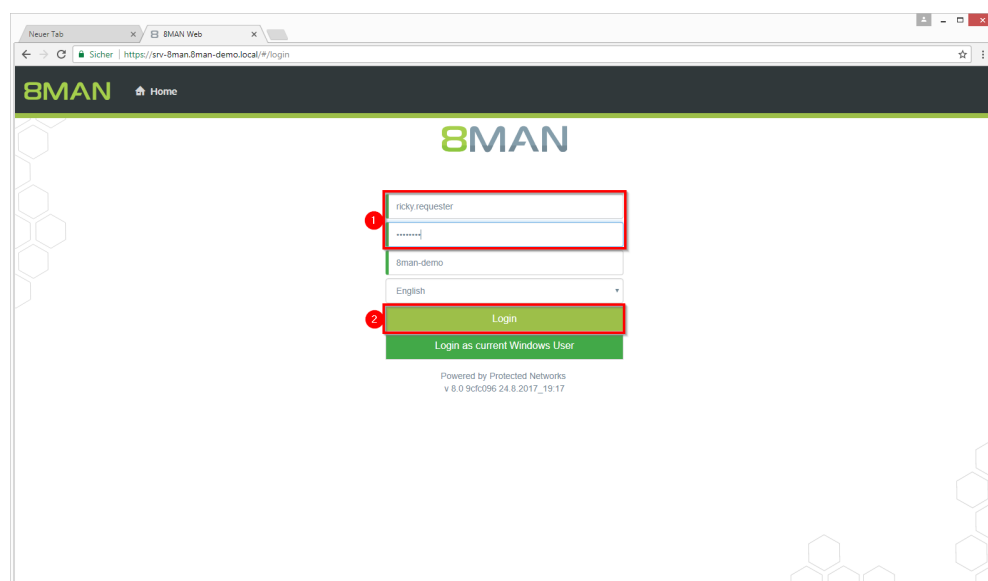
Employees can request group memberships by using the 8MATE GrantMA self-service portal.

You can configure a variety of approval workflows and involve the relevant decision makers, depending on your security requirements.

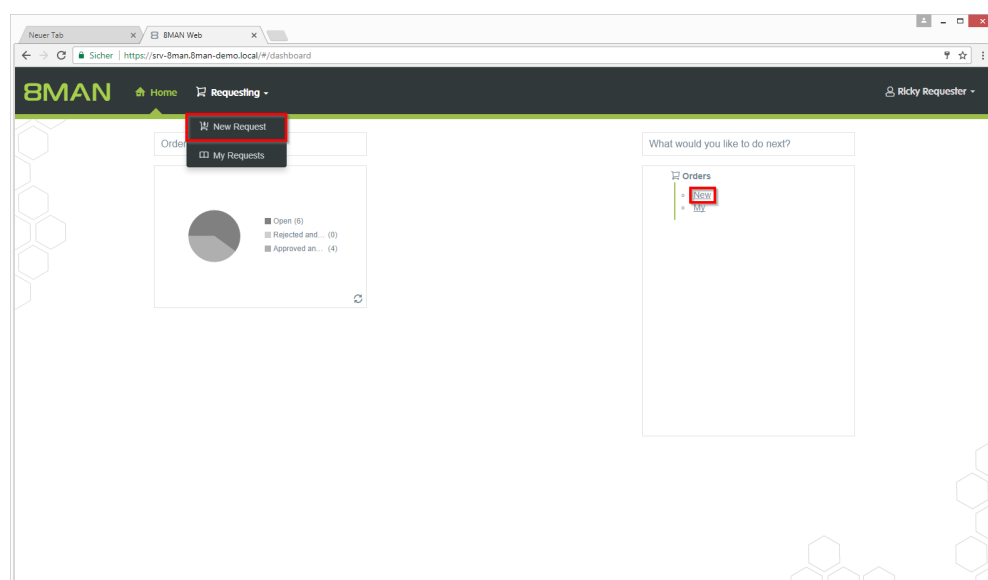
Additional Services

[Create approval workflows](#) (administrator)

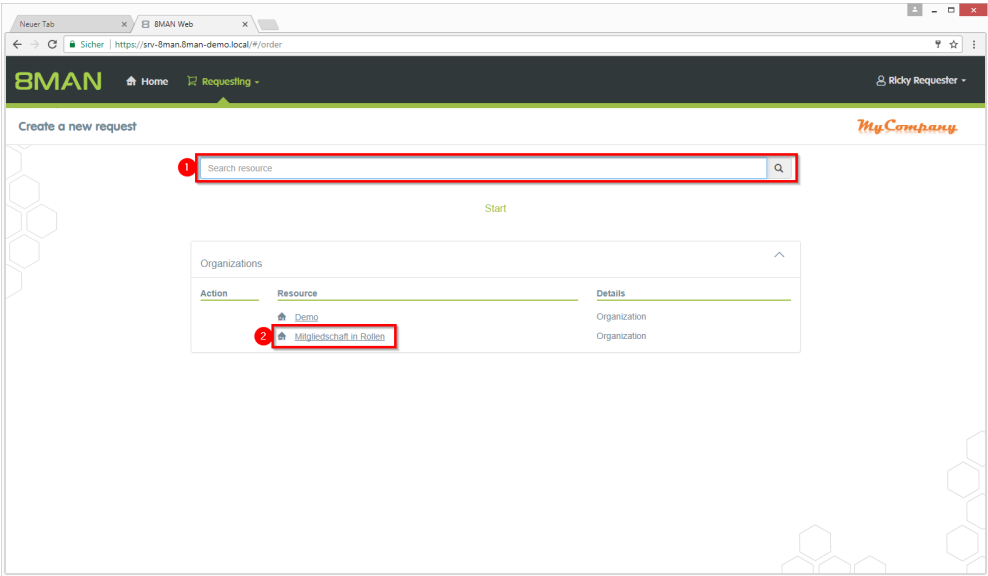
Step by step process



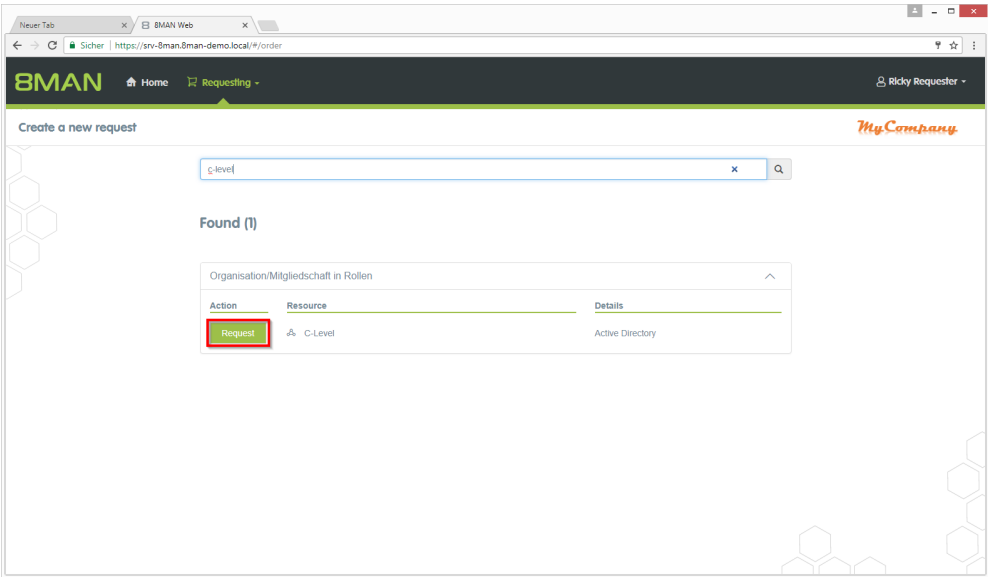
1. Enter your username and password.
2. Click on "Login".



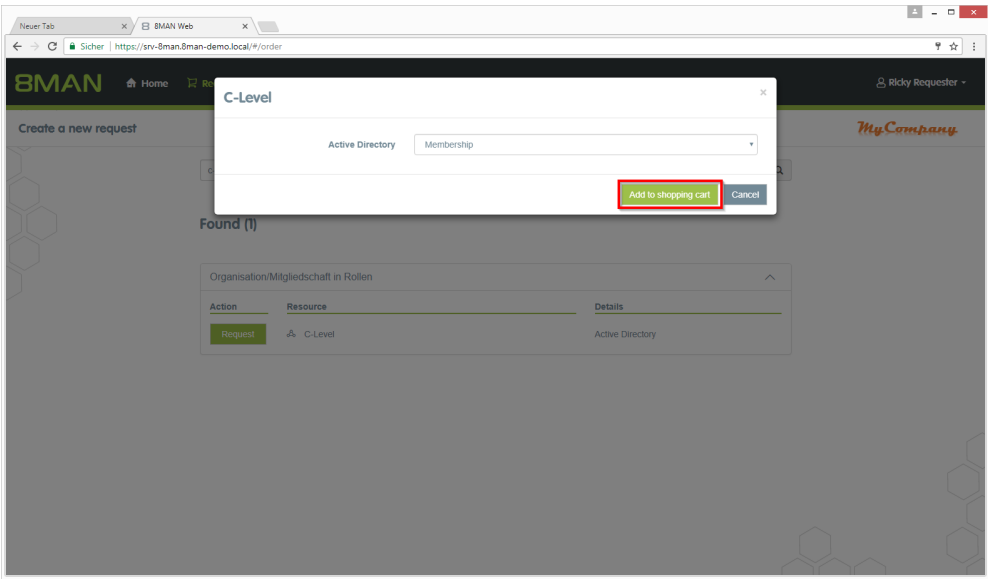
Click "New Request".



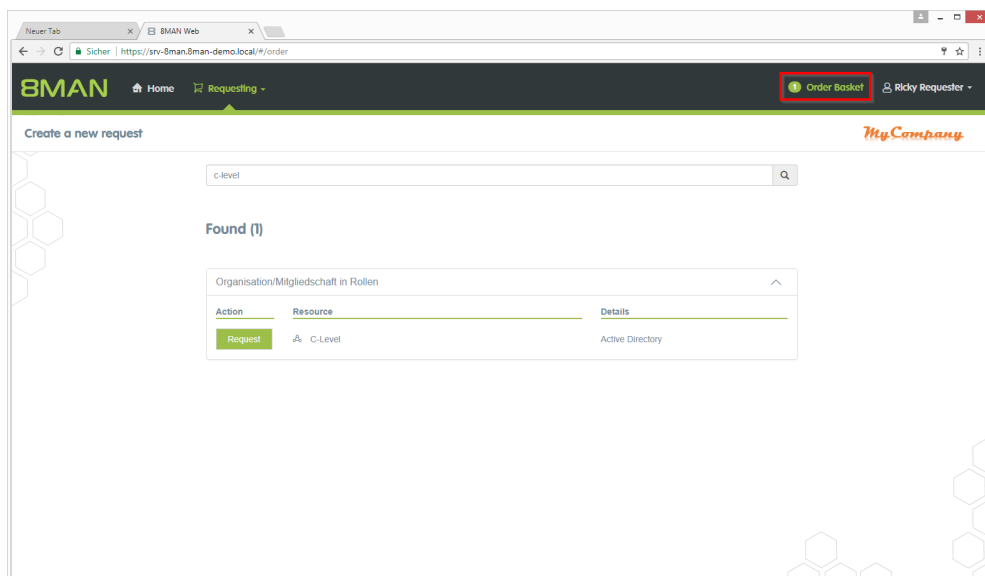
1. Search for the group or
2. navigate to the desired level.



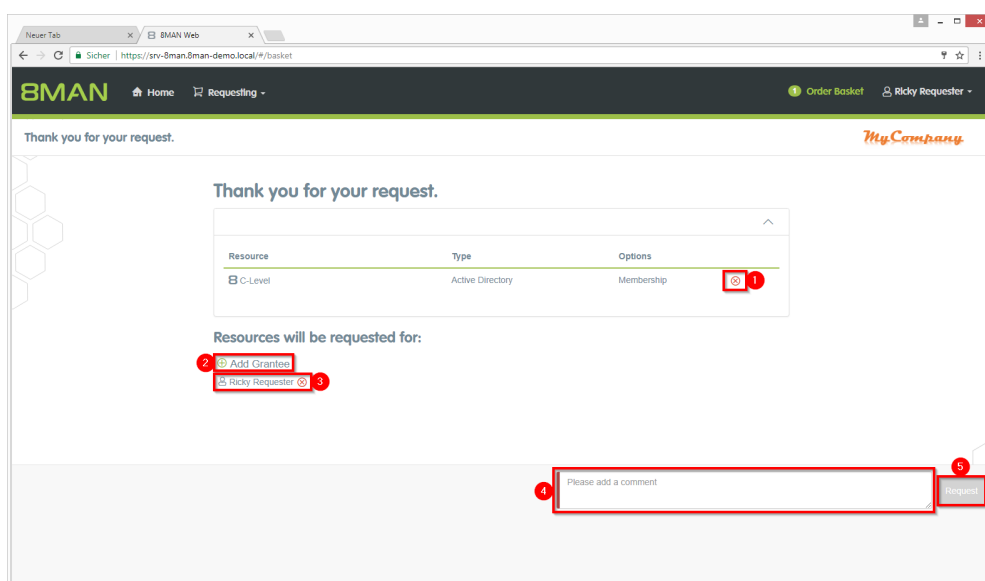
Once you have found the desired resource, click "Request".



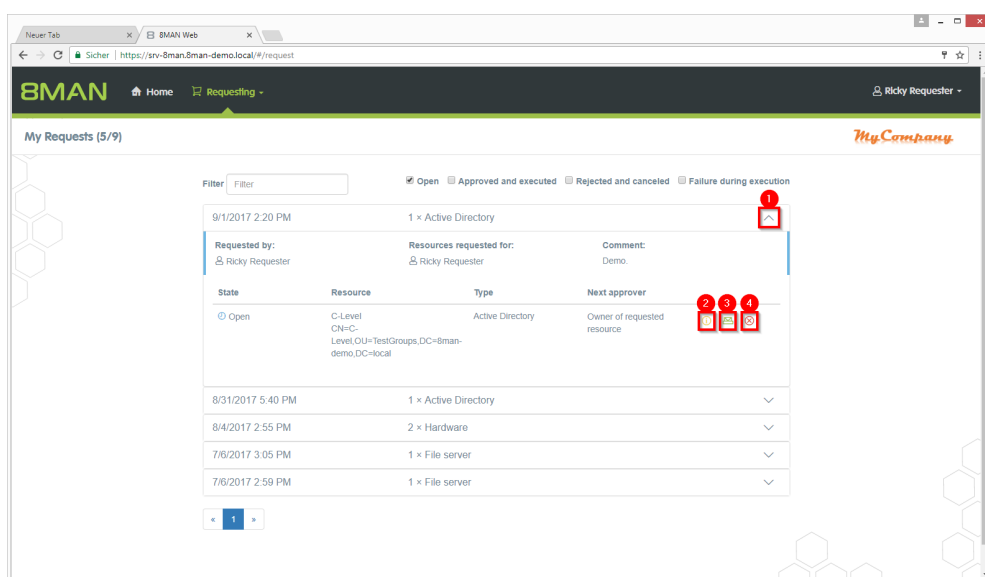
Click "Add to shopping cart".



If necessary, add additional resources to your request. Click on "Order Basket".



1. If necessary, delete items from your purchase order.
2. Add recipients to your request. You can order access for other users.
3. Remove receiver. You can also remove yourself and order only for other users.
4. You must enter a comment. Enter a valid reason. The comment will be displayed to the approver in the next step.
5. Start the request.



After confirmation, 8MAN will give you an overview of your orders.

1. Expand the detailed view of an order.
2. See more details.
3. Resend a notification email to the approver.
4. Cancel your order.

12.3 Request new directories

Background / Value

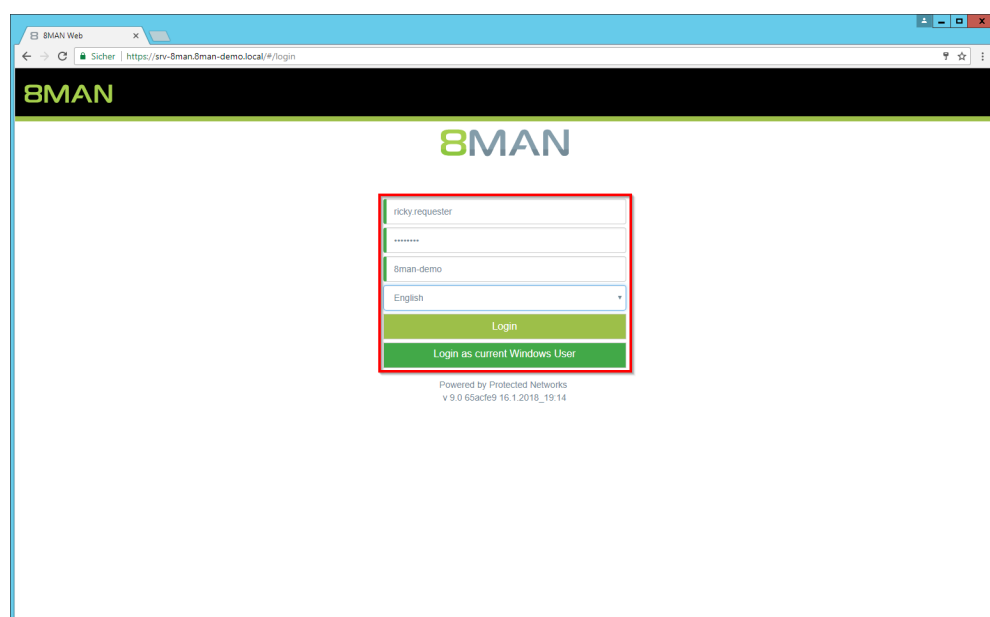
Order new directories using the GrantMA self service portal. This feature is useful for companies that follow restrictive policies for directory creation. We recommend that you allow the creation of directories up to the level three or four below the share only after requesting and approving.

Find resources quickly with the search.

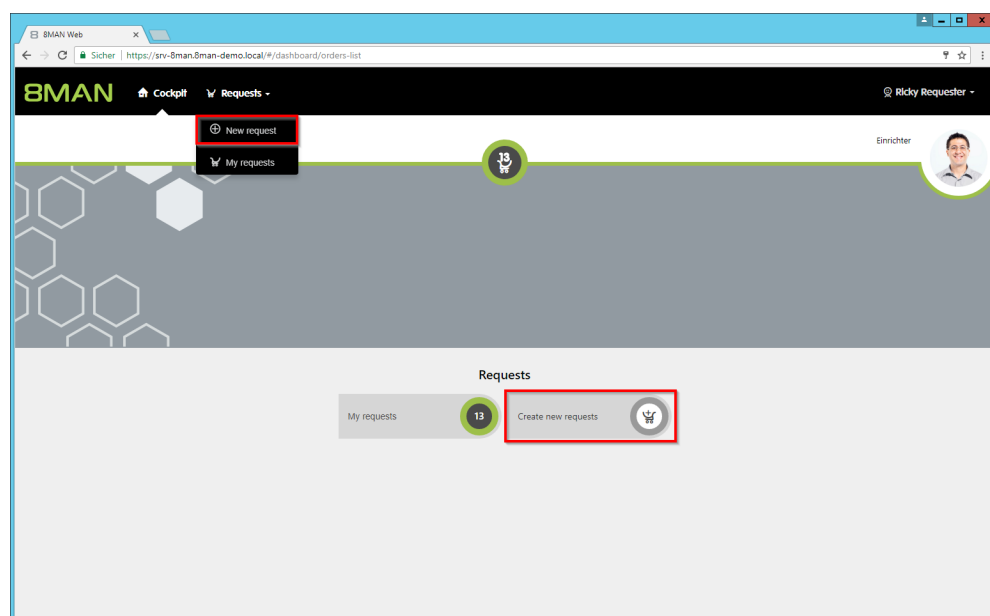
Additional Services

[Request file server permissions](#)

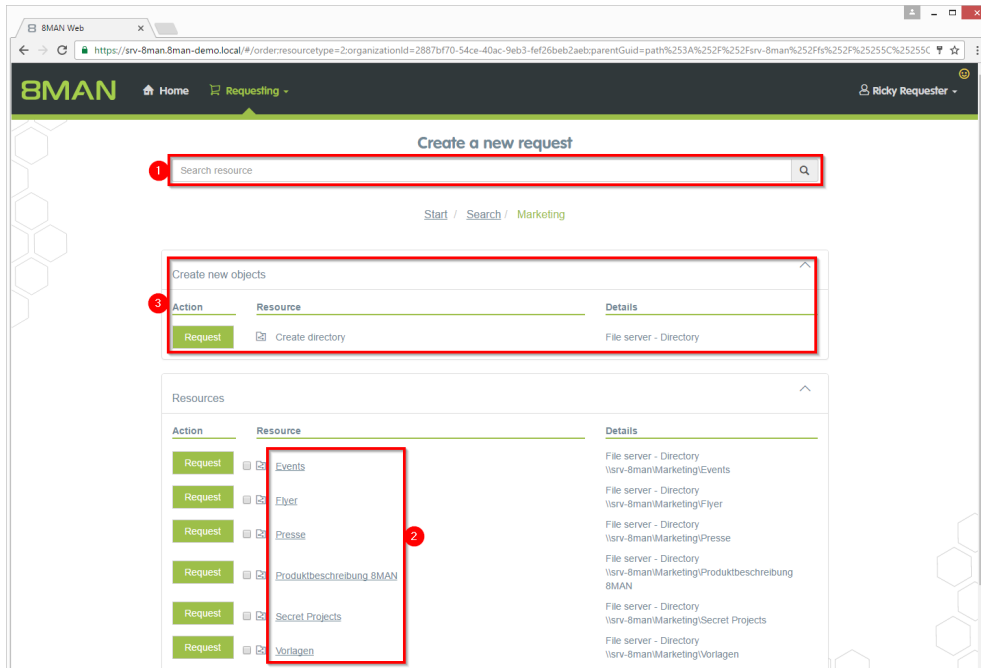
Step by step process



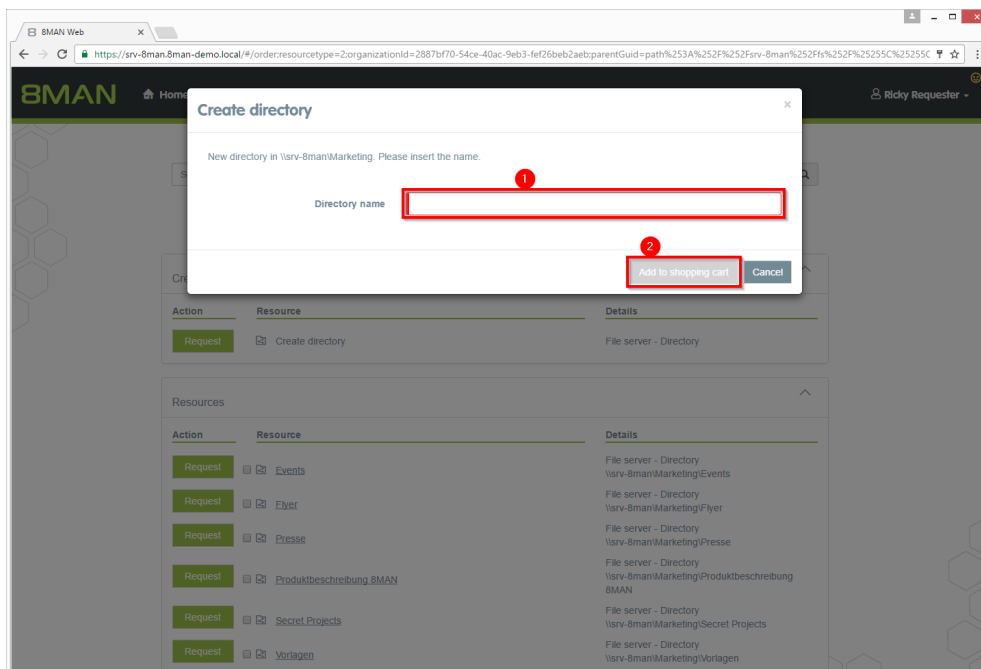
Log in as the requester.



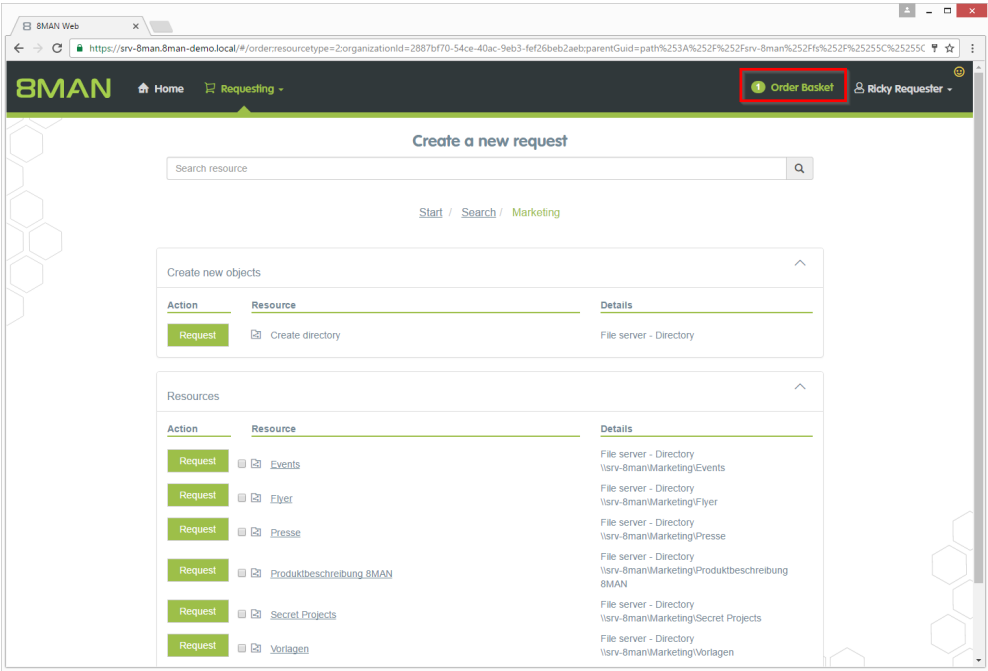
Start a new request.



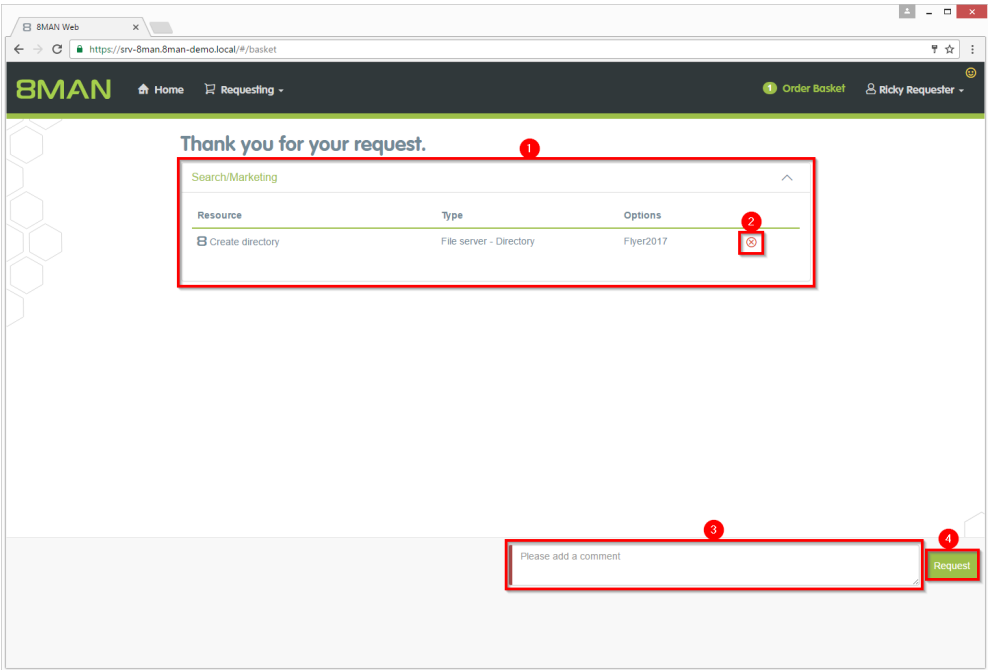
1. Find the desired resource.
2. Alternatively: Navigate to the desired resource.
3. Click "Request" in the "Create new objects" area.



1. Give the new directory a name.
2. Place the order in the shopping cart.



Click the shopping cart.



1. 8MAN will show you the order basket with your requests.
2. Alternatively, delete your request.
3. You must enter a comment, e.g. a ticket number.
4. Close your request.

12.4 Reject or confirm a request in the Self Service Portal

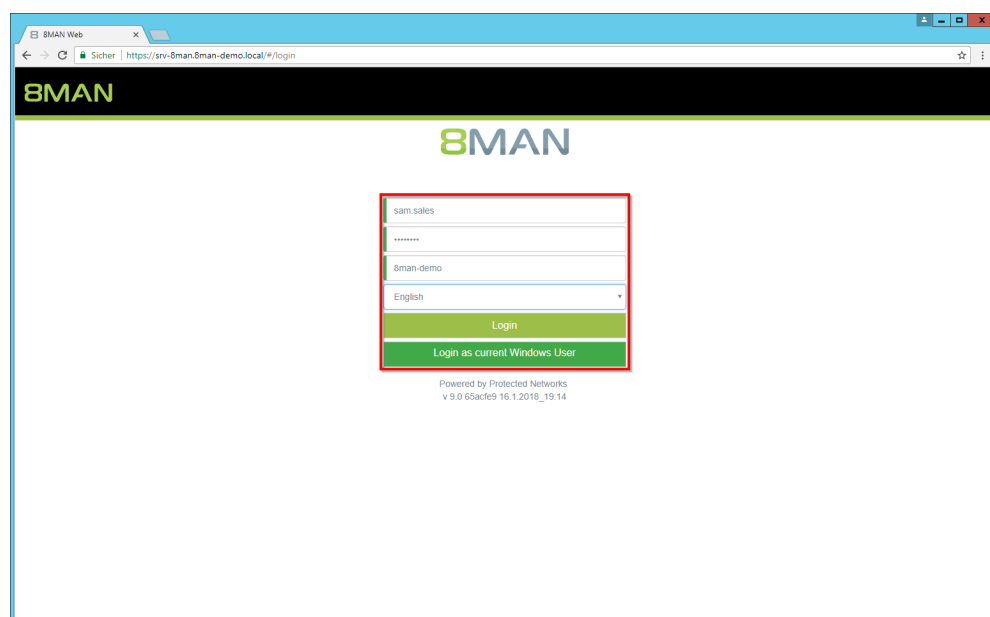
Background / Value

Depending on the chosen settings, you will receive approval requests for individual ordering processes. This allows administrators and data owners to stay in the loop.

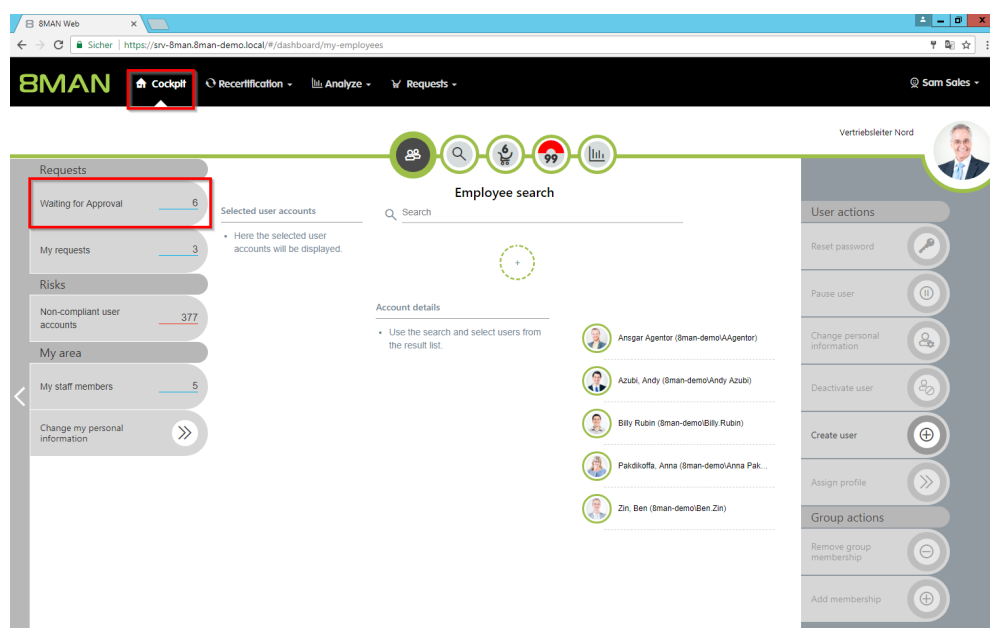
Additional Services

Defining individual approval workflows

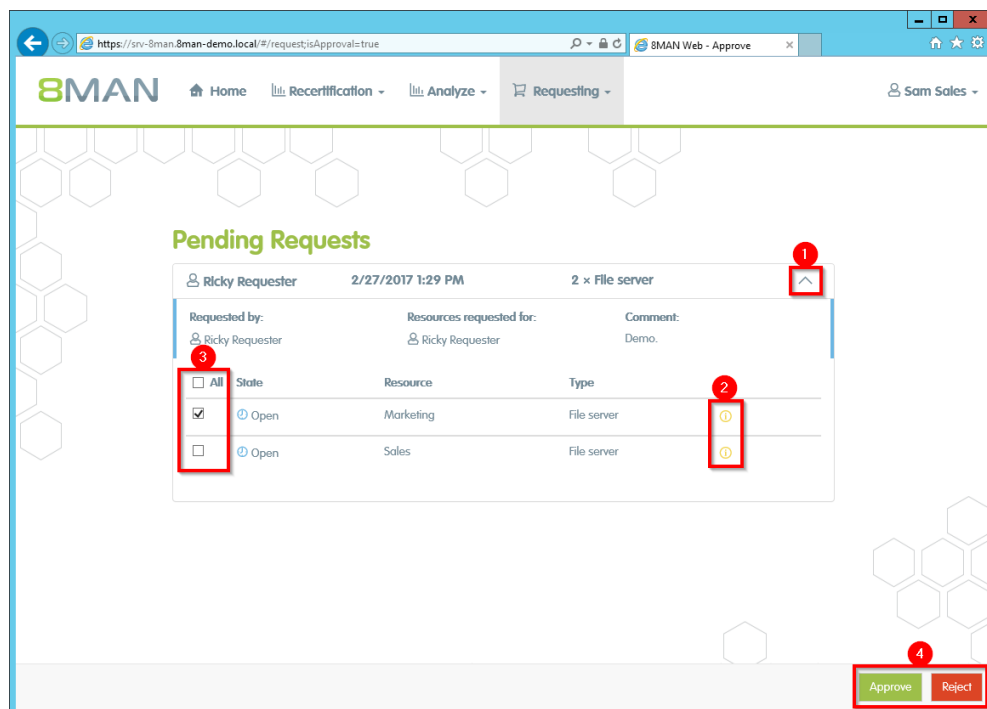
Step by step process



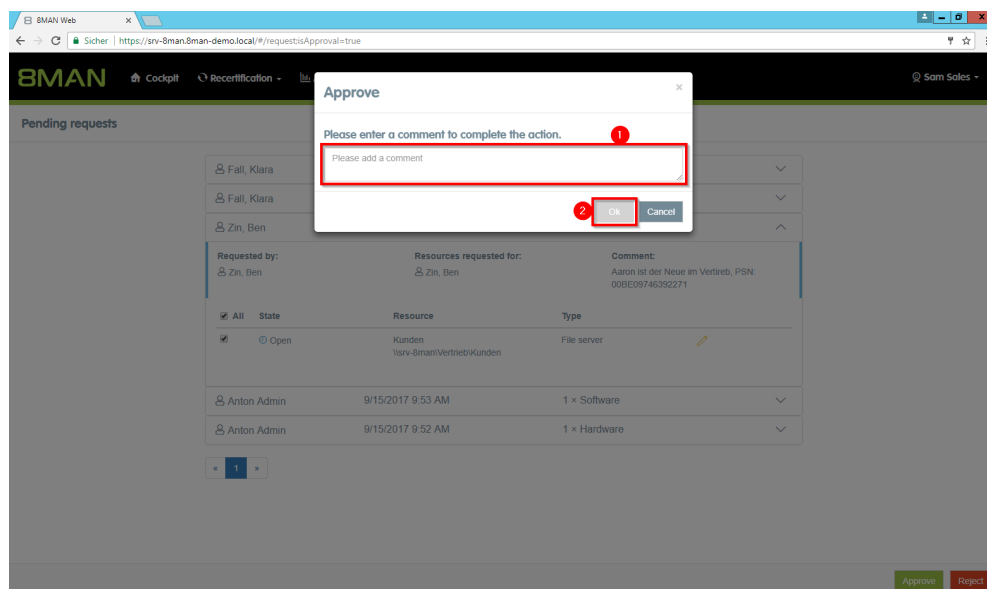
Log on with your approver credentials.



Click on "Waiting for Approval". In this example there are 6 requests waiting for approval. Click the tile.



1. Open a pending request to see the items.
2. View details of an item.
3. Select one or more items.
4. Click "Approve" or "Reject".



1. You must enter a comment.
2. Click on "OK".

The comment is stored in the logbook and ensures revision-proof documentation.

12.5 Create a user account as an HR employee

Background / Value

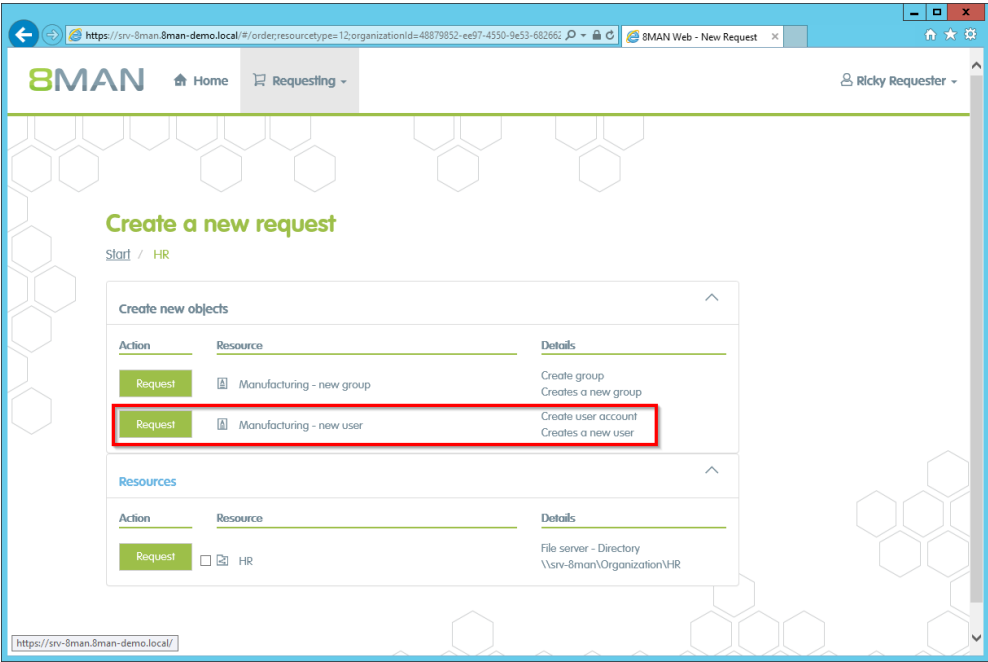
The 8MATE GrantMA self-service portal allows HR employees to create user accounts for new employees. Instead of sending user information to IT, the entry and creation of a new user account are combined into one simple step. IT simply has to approve the request.

This process is especially useful for departments with high employee turnover and/or a project oriented approach.

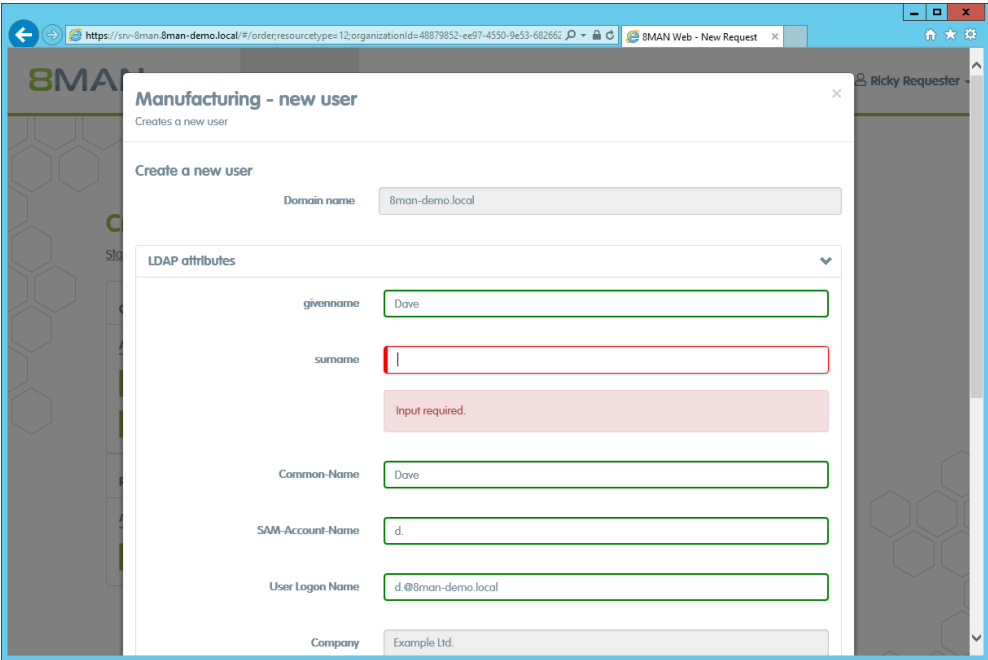
Step by step process

1. Enter your user name and password.
2. Click on "Login".

Click "New Request".



Select "new user" and click on "Request".



Enter the relevant information for the new user. Fields indicated in red are mandatory or contain invalid entries.

8MAN Web - New Request

SAM-Account-Name: d.demo

User Logon Name: d.demo@8man-demo.local

Company: Example Ltd.

Manager: CN=Adrian Stillwell, OU=TestUsers, DC=8man-demo, DC=local

Pers.Nr.:

Location: Berlin

Beschreibung: This is an automatically generated description for 'Dave Demo' with the

Password options

Add to shopping cart Cancel

After entering all required information click on "Add to shopping cart".

8MAN Home Requesting - Order Basket

Create a new request

Start / HR

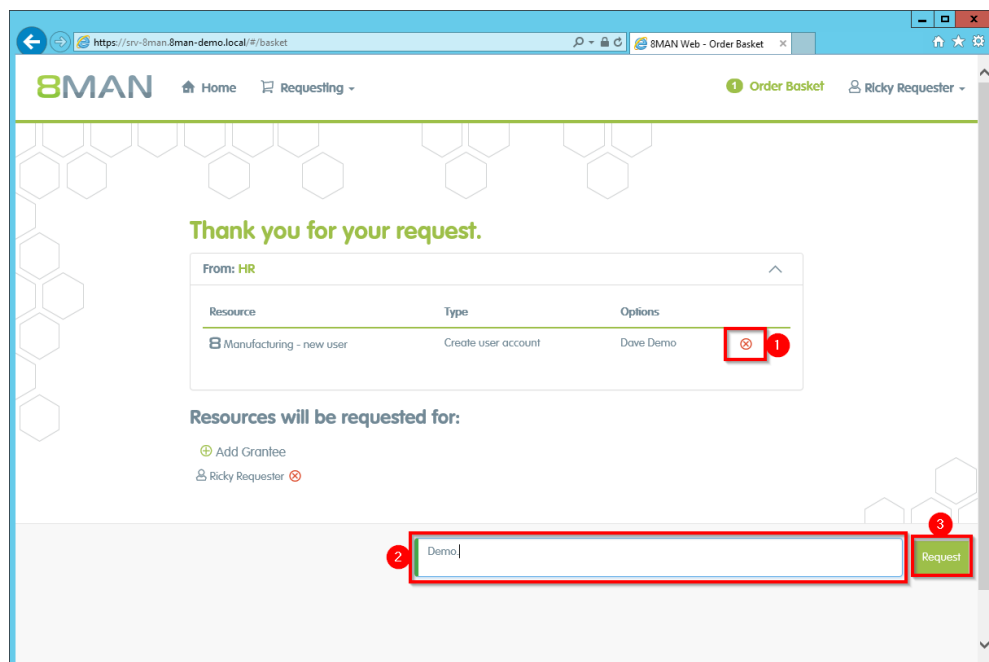
Create new objects

Action	Resource	Details
Request	Manufacturing - new group	Create group Creates a new group
Request	Manufacturing - new user	Create user account Creates a new user

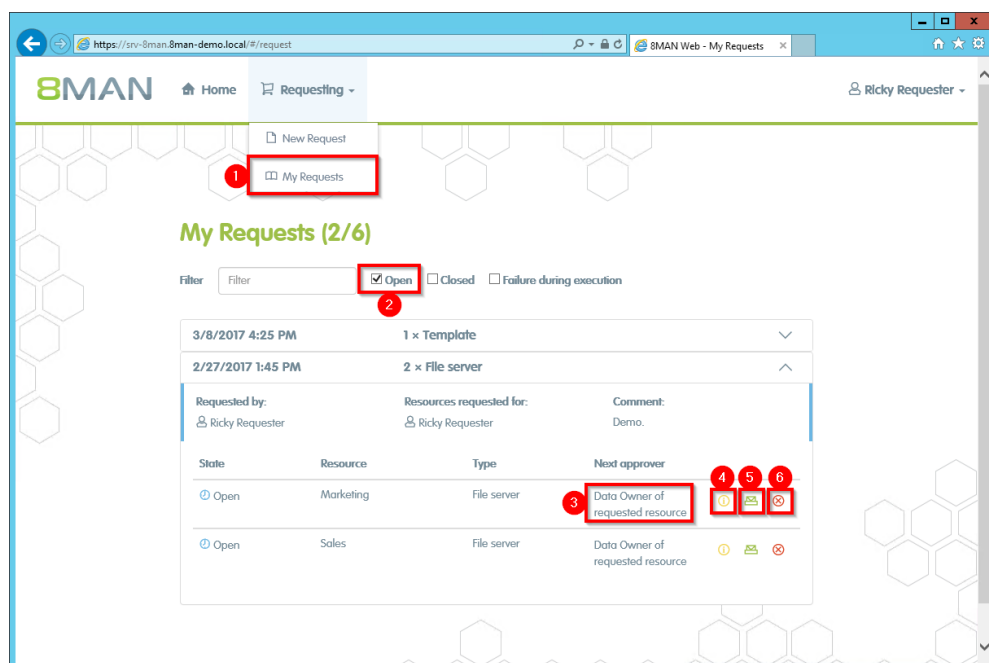
Resources

Action	Resource	Details
Request	HR	File server - Directory \\srv-8man\\Organization\\HR

Add additional resources if desired. Click on "Order Basket".



1. You can delete an order entry.
2. You must enter a comment.
3. Start the order.



1. Select "My Requests" to view all requests.
2. Filter by "Open".
3. You can see which approvals are next in line.
4. View additional details.
5. Resend a notification email to the approver.
6. Cancel your order.

13 Contact 8MAN support

You can reach our support under the following number:

Germany (German and English)

+49 30 390 6345-99

United Kingdom (English)

+44 12 76 91 99 89

Monday through Friday from 9 am until 5 pm (CET).

E-Mail

support@8man.com

Website

<https://susi.8man.com>

You start on the website with a self-registration. After completion, you can see the publicly accessible content. After registration, you will be assigned to an authorization level by our support team. Only then you can see non-public content and use the ticket system. This process may take some time.

14 Disclaimer

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Protected Networks GmbH
Alt-Moabit 73
10555 Berlin

+49 30 390 63 45 - 0

www.protected-networks.com

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- Jint Copyright (c) 2011 Sebastien Ros <http://jint.codeplex.com/license>
- #ziplib 0.85.5.452, © 2001-2012 IC#Code, <http://www.icsharpcode.net/opensource/sharpziplib/>
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http://www.pdfsharp.net/PDFsharp_License.ashx
- JetBrains Annotations, ©2007-2012 JetBrains, <http://www.apache.org/licenses/LICENSE-2.0>
- Microsoft Windows Driver Development Kit, © Microsoft, EULA, installed on the computer on which the FS Logga for Windows file servers is installed: C:\Program Files\protected-networks.com\8MAN\driver (Usage only for FS Logga for Windows file server)
- NetApp Manageability SDK, © 2013 NetApp, <https://communities.netapp.com/docs/DOC-1152> (Usage only for FS Logga for NetApp Fileserver)
- WPF Shell Integration Library 3.0.50506.1, © 2008 Microsoft Corporation ,
<http://archive.msdn.microsoft.com/WPFShell/Project/License.aspx>
- WPF Toolkit Library 3.5.50211.1, © Microsoft 2006-2013, <http://wpf.codeplex.com/license>
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- jquery.cookie, © 2014 Klaus Hartl, <https://github.com/carhartl/jquery-cookie/blob/master/MIT-LICENSE.txt>
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