



Administration Console

Managing BarTender Security, the BarTender System
Database, Integrations and Services

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Overview

Administration Console provides a single location where administrators can control and configure administrative settings for all applications in the BarTender Suite. Whether you're configuring a security solution for your company, deploying an integration, or managing Windows services, Administration Console is one-stop application for all of your administrative settings.

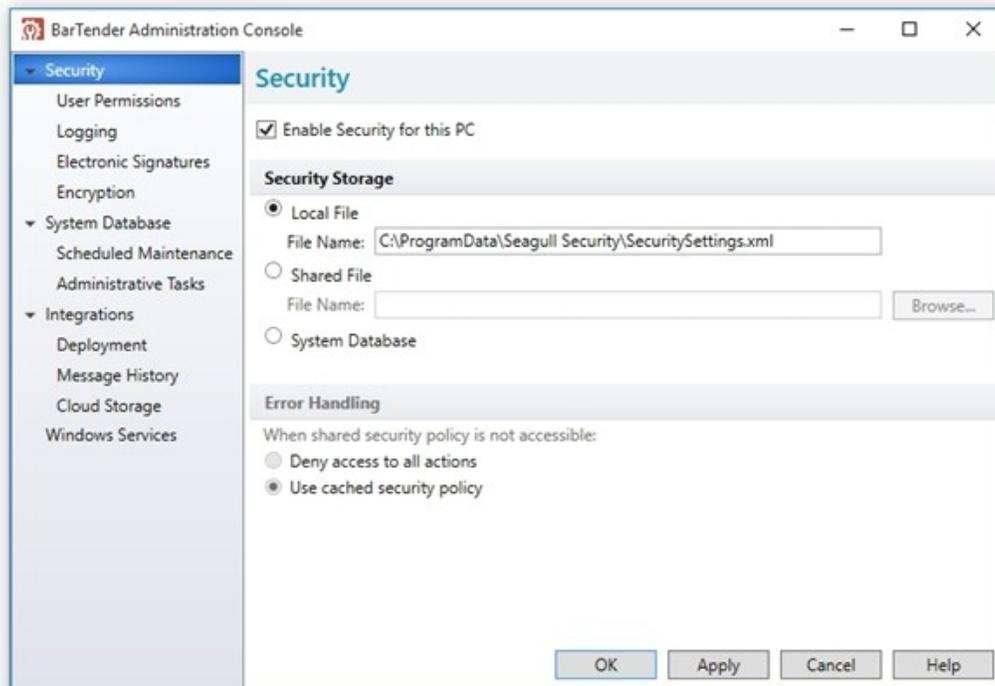
Administration Console is available with the Automation and Enterprise Automation editions.

Security

All of BarTender's integrated security settings are defined and managed in Administration Console. Here, administrators can prevent both malicious users and well-intended curiosity seekers from making application configuration changes, modifying a document or document data, and even from printing.

With Administration Console, administrators can:

- Set user permissions that define what actions a user can perform
- Log attempts to modify BarTender documents or the application
- Require the use of electronic signatures
- Encrypt BarTender documents



User Permissions

By setting user permissions, an administrator defines what actions can be performed within the BarTender Suite based on the identity of the person logged into that PC. For example, a given user or a member of a specific group may be allowed to select a printer and launch a print job, but is not able to alter the design of a document or change any data in the document.

For a full list of available user permissions, refer to the [Security Permissions List](#) topic in BarTender's help system.

Logging

Some system administrators want to do more than simply set permissions that allow some users to perform certain actions that other users cannot. Instead, these actions need to be recorded for auditing purposes. Administration Console can log these "permission checks" to the BarTender System Database, recording who attempted to perform actions, even if the user was never granted permission to do so. These permission checks can be viewed using History Explorer.

When combined with the Electronic Signature feature, the logging of permission checks is a vital part of satisfying a number of high security standards, including the United States FDA's CFR 21 Part 11 guidelines, which require that electronic signatures be captured for certain actions.

Electronic Signatures

Administration Console lets administrators require an electronic signature (or user login) for all users performing actions within the BarTender Suite. When users perform actions requiring an Electronic Signature, a dialog pops up requesting that they resubmit their Windows credentials. The electronic signature is nothing but a request for the user to resubmit his or her login credentials, similar to what is requested when first logging into Windows at the beginning of the day.

Electronic signatures require the entry of a user's name and password *regardless of whether or not the currently logged-in user has already been configured in Administration Console to have the appropriate permissions*. Suppose a user walks away from his or her workstation without locking it, and another user with lower-level security rights attempts to perform security-sensitive actions. With Electronic Signatures enabled, that user will be asked to submit login credentials before being allowed to proceed.

Document Encryption

The protection that BarTender provides can be defeated if someone copies a document from a computer with security enabled to an unsecured workstation. A similar security breach occurs if somebody installs another copy of BarTender elsewhere on the network, but does not install Administration Console on that computer. In both cases, an unauthorized individual could now possibly modify or print the previously secure documents.

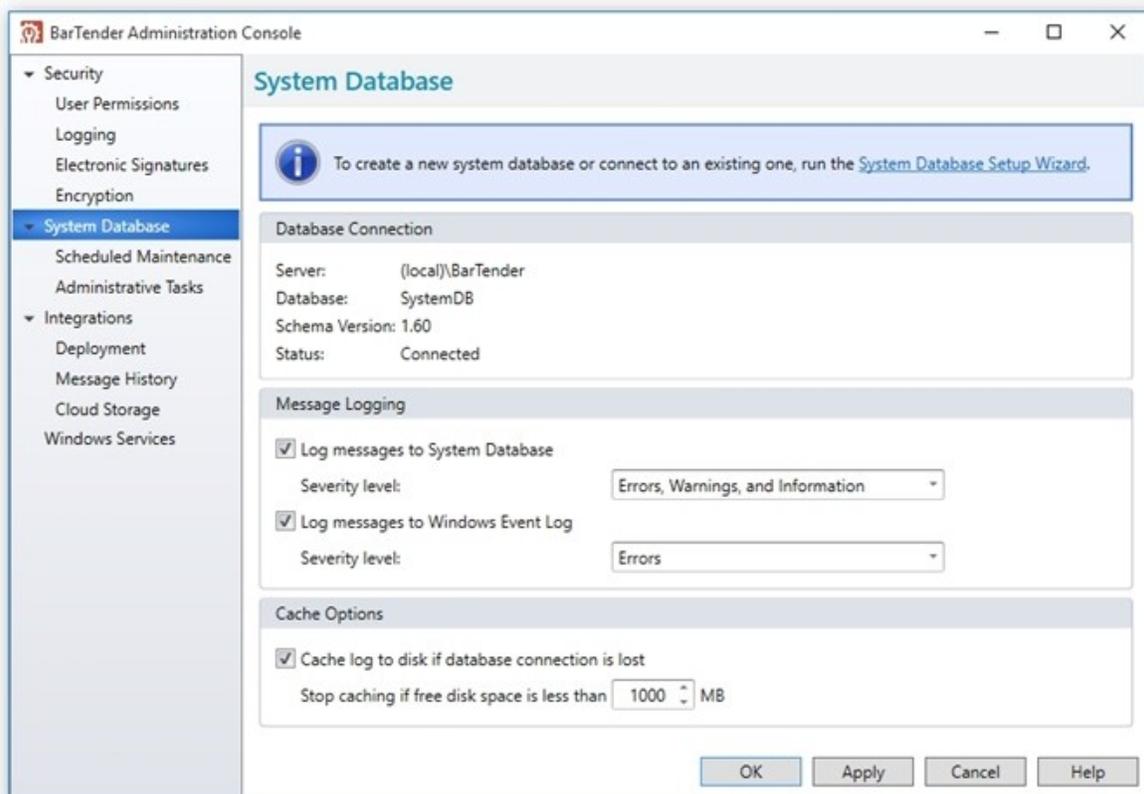
To fix this dilemma, BarTender documents can be encrypted using Administration Console. Once a document is encrypted, it becomes unreadable except when it is accessed by an authorized user on a properly-configured PC. If encrypted documents are moved to a different PC, they cannot be read unless Administration Console is installed there and somebody knows what security keys to specify.

WARNING: If you lose or delete a key that was used to encrypt a document, you will no longer be able to open that document. As existing documents are encrypted, they are saved in the version of BarTender that you are currently running. Therefore, if you encrypt a document that was created in an older version of BarTender, you will no longer be able to open the document in that older BarTender version.

System Database

From Administration Console, administrators can set up and maintain the BarTender System Database for their production environment. The BarTender System Database is the central data storage for applications in the BarTender Suite. It is required for most of the features included in the Automation and Enterprise Automation editions. It includes data such as:

- Events encountered by BarTender applications (such as error messages and "pop up" dialogs)
- Information about print jobs sent from BarTender
- Security checks defined in Administration Console
- Template designs and preview images (for reprinting items)
- Global data fields
- Librarian files and revision information



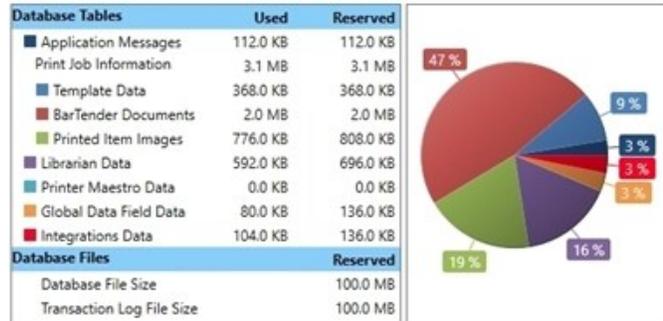
Scheduled Maintenance

The BarTender System Database becomes larger as more information is logged. Using Administration Console's **Scheduled Maintenance** feature, administrators can perform database maintenance, and configure Administration Console to delete and optionally archive logged information on a repeatable schedule. Regular database maintenance ensures that the BarTender System Database remains manageable and optimizes performance in high-output production environments.

Administrative Tasks

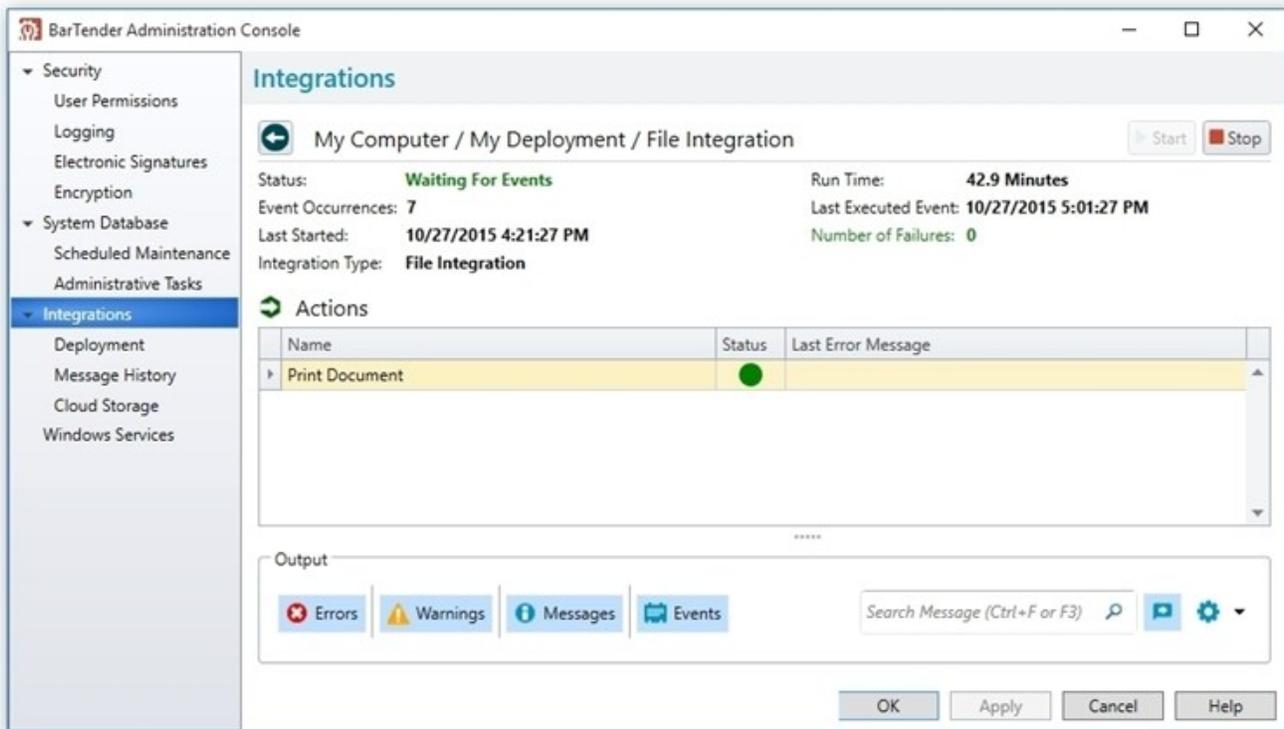
From Administration Console, administrators can monitor and perform administrative tasks on the BarTender System Database, such as:

- Monitor the size of the database
- Manually delete or archive old database records
- Back up the database to an external file
- Restore a previously saved backup
- Purge all print jobs and messages that have been logged to the database



Integrations

The **Integrations** section of Administration Console lets administrators update, deploy and monitor integrations running on a server. The detailed view of the integration shows statistics such as the integration's status, type, run time, and other information. The **Actions** pane shows the integration file's action and the action's current status. The **Output** pane shows errors, warnings, messages and events for the integration.



Deployment

Deployment is the process of putting your integration into action, and submitting it to the server. With Administration Console's deployment tools, administrators have the option of manually deploying an integration at any time or creating a deployment plan, which deploys an integration on a defined schedule.

Message History

The **Message History** page displays all errors, warning, messages and events from the deployed integrations that are stored in the BarTender System Database. From this pane, administrators can filter the messages by integration or severity, search for a particular message, or view details for any error that the Integration Service encountered.

Cloud Storage

Integrations can be stored anywhere, including on your local computer, network location or even the cloud. By defining a cloud storage location, administrators can save integration files to and access

them from almost anywhere. Supported cloud storage locations include FTP servers, Dropbox and WebDAV.

For more information on BarTender's integration tools, refer to the **Integrating with BarTender Integration Builder** white paper:

<http://www.seagullscientific.com/support/white-papers>

Windows Services

Administration Console lets administrators manage all of the services that BarTender applications rely on to function properly. These include:

- The BarTender Integration Service, which executes BarTender integrations.
- The BarTender Print Scheduler Service, which manages BarTender print engines and intelligently assigns print jobs to them while maximizing performance and maintaining print order.
- The BarTender System Service, which manages logging to the BarTender System Database and reprinting of documents.
- The Windows Print Spooler, which enables applications to print using Windows printer drivers.
- The Printer Maestro Service, which monitors local printer status and enables network printer management.

Related Documentation

White Papers and Manuals

- BarTender System Security
- BarTender Integration Methods
- Integrating with BarTender Integration Builder

For downloadable versions, visit:

<http://www.seagullscientific.com/support/white-papers>

BarTender Help System

- [Administration Console](#)
- [Setting Up the BarTender System Database](#)
- [Configuring BarTender Security](#)

