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September 06, 2017
# Table of Contents

## System Administration

<table>
<thead>
<tr>
<th>Section</th>
<th>Page</th>
</tr>
</thead>
<tbody>
<tr>
<td>Introduction</td>
<td>6</td>
</tr>
<tr>
<td>File Explorer</td>
<td>7</td>
</tr>
<tr>
<td>Import Data</td>
<td>8</td>
</tr>
<tr>
<td>Scheduled Tasks</td>
<td>9</td>
</tr>
<tr>
<td>Task Progress and Cancellation</td>
<td>12</td>
</tr>
<tr>
<td>Security</td>
<td>14</td>
</tr>
<tr>
<td>Change Password</td>
<td>14</td>
</tr>
<tr>
<td>User Security</td>
<td>15</td>
</tr>
<tr>
<td>Group Security</td>
<td>22</td>
</tr>
<tr>
<td>Work Groups</td>
<td>25</td>
</tr>
<tr>
<td>Data Security Keys</td>
<td>28</td>
</tr>
<tr>
<td>Data Security Groups</td>
<td>28</td>
</tr>
<tr>
<td>User Logs</td>
<td>29</td>
</tr>
<tr>
<td>Connector Logs</td>
<td>30</td>
</tr>
<tr>
<td>Security Settings</td>
<td>31</td>
</tr>
<tr>
<td>General System Settings</td>
<td>32</td>
</tr>
<tr>
<td>General User Settings</td>
<td>35</td>
</tr>
<tr>
<td>Security Seed Numbers</td>
<td>36</td>
</tr>
<tr>
<td>System Configuration</td>
<td>37</td>
</tr>
<tr>
<td>User Reset</td>
<td>37</td>
</tr>
<tr>
<td>Internal Messages Cleardown</td>
<td>37</td>
</tr>
<tr>
<td>System Registration</td>
<td>37</td>
</tr>
<tr>
<td>Database Schema Check</td>
<td>38</td>
</tr>
<tr>
<td>Database Settings</td>
<td>38</td>
</tr>
<tr>
<td>Confirm client Settings</td>
<td>38</td>
</tr>
<tr>
<td>Connector Settings</td>
<td>39</td>
</tr>
<tr>
<td>Mapped Drive Settings</td>
<td>40</td>
</tr>
<tr>
<td>Task Processor Settings</td>
<td>40</td>
</tr>
<tr>
<td>ConfirmConnect™ Settings</td>
<td>41</td>
</tr>
<tr>
<td>ConfirmWorkzone Settings</td>
<td>42</td>
</tr>
<tr>
<td>Confirm Web Settings</td>
<td>43</td>
</tr>
<tr>
<td>Local Settings</td>
<td>43</td>
</tr>
<tr>
<td>Relicense</td>
<td>44</td>
</tr>
<tr>
<td>ConfirmConnect™ Profile</td>
<td>45</td>
</tr>
<tr>
<td>ConfirmConnect™ Registration</td>
<td>45</td>
</tr>
<tr>
<td>Mail Merge Manager</td>
<td>47</td>
</tr>
<tr>
<td>Import Transformations</td>
<td>50</td>
</tr>
<tr>
<td>Finance Year</td>
<td>53</td>
</tr>
<tr>
<td>Comment Library</td>
<td>53</td>
</tr>
<tr>
<td>Document Links System Settings</td>
<td>54</td>
</tr>
<tr>
<td>Import Anything System Settings</td>
<td>56</td>
</tr>
<tr>
<td>Terminology System Settings</td>
<td>57</td>
</tr>
<tr>
<td>Entity History</td>
<td>60</td>
</tr>
<tr>
<td>Entity History Report</td>
<td>60</td>
</tr>
<tr>
<td>Entity History Cleardown</td>
<td>61</td>
</tr>
<tr>
<td>Entity History System Settings</td>
<td>62</td>
</tr>
<tr>
<td>All System Settings</td>
<td>65</td>
</tr>
<tr>
<td>All Seed Numbers</td>
<td>66</td>
</tr>
</tbody>
</table>
System Administration

In this section

Introduction 6
File Explorer 7
Import Data 8
Scheduled Tasks 9
Task Progress and Cancellation 12
Security 14
System Configuration 37
Entity History 60
All System Settings 65
All Seed Numbers 66
Introduction

The System Administration folder contains the tools for setting up User securities, System Settings, Seed Numbers, and for database administration.

System Administration is split into several folders:

'Security'
This folder contains details of Users, Work Groups and Security Groups. Defaults can be set to regulate whether, and how often, Users will change their passwords, how many times a user may attempt to login at one time, and whether and under what circumstances User sessions will be logged.

'System Configuration'
This folder contains details of the modules that are active in this version of Confirm, the database settings and local PC settings. There are also utilities for resetting rogue User sessions and checking the structure of the database with a Database Schema Check.

'Entity History'
This folder contains the reports and settings for configuring Entity History recording.

'All System Settings'
This folder contains copies of all of the screens which contain settings which can be used to alter the behaviour of Confirm. These screens are also available in their appropriate folder e.g. the Feature System Settings will also appear in the Feature Lookups folder. The options available depend on the current User's permissions and the modules activated.

'All Seed Numbers'
This folder contains copies of all of the screens which contain Seed Numbers. Seed Numbers are required for creating many items in Confirm where a unique number is needed e.g. Jobs. These screens are also available in their appropriate folder e.g. the Job Seed Numbers will also appear in the Maintenance Lookups folder. The options available depend on the current User's permissions and the modules activated.
File Explorer

On Windows 7, Server 2008 or above, this menu option will open a Windows File Explorer within Confirm so that users can browse to files stored on their local or network drives.

**Note:** Older versions of Windows cannot open this screen and will inform the user that their operating system does not meet the required version.

Permissions and access are determined by the operating system and are not controlled through Confirm.

**Note:** For Citrix users the explorer will show the files and network driver of the server where Confirm is running.
Import Data

The Import Data utility provides the ability to load several different types of records into the Confirm database in a wide variety of file formats.

Importing data through this utility is equivalent to submitting a file to the Import Anything Agent. However, the utility will display messages on screen rather than create a .err file. It will also not move the file once processed, so if a file is imported from a folder being polled by the Import Anything Agent, the Agent will still process the file.

An Import Transformation may be selected – this will determine how the file is pre-processed and the Stylesheet to be applied. See Import Transformations for information on how to configure these.

If no Import Transformation is selected, the import file must be in the format the Import Anything Agent processes after a Transformation has been applied – for example a .tmp file generated by the Test button on the Import Transformations screen.

The file to be imported can then be chosen. The file pick button will default to the same folder as the last time the current User imported a file with this utility.

For full details on file structure and content, please refer to the specification section:

- Confirm - Import Specification - Import Anything (LJM-59-129)
Scheduled Tasks

This screen allows the user to view the current status of Agent tasks and edit their schedule. It also gives the user the ability to cancel a task that has not completed in a timely fashion.

When the screen first opens it will show the latest details for each Agent task. One row will be shown for each task.

The screen will automatically refresh every ten seconds and can also be manually refreshed using the button on the screen.

<table>
<thead>
<tr>
<th>Task Name:</th>
<th>The name of the task.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Status:</td>
<td>The current status of the task. The status can be one of the following:</td>
</tr>
<tr>
<td>Queued:</td>
<td>Denotes that task has been queued and will be picked up by Confirm Task Processor for processing in the next cycle.</td>
</tr>
<tr>
<td>Running:</td>
<td>Denotes that the task is currently being processed.</td>
</tr>
<tr>
<td>Failed:</td>
<td>Denotes that the task failed to be processed last time. The associated reason is shown in the Comment. A task at this status will be run again when it is next due according to its schedule.</td>
</tr>
<tr>
<td>Enabled:</td>
<td>Denotes that the task is available to be run and will be run according to its schedule.</td>
</tr>
<tr>
<td>Suspended:</td>
<td>Denotes that a task will not be run again until it is enabled.</td>
</tr>
<tr>
<td>Pending:</td>
<td>Denotes that the task will be run on the next cycle regardless of its schedule.</td>
</tr>
<tr>
<td>Cancelling:</td>
<td>Denotes that a cancellation request for the task has been sent to Task Processor.</td>
</tr>
<tr>
<td>Priority:</td>
<td>This column defines the priority in which tasks will be queued for processing. The available priorities in descending order are Critical, High, Normal and Low. Default priority of any task is Normal, and can be edited.</td>
</tr>
</tbody>
</table>
The last date and time that the task was started.

**Last Start Time:**

The last date and time that the task finished.

**Last End Time:**

If the task is currently processing this column displays how long it has been running for.

**Duration:**

If the task run has finished the column will display how long the last run took to process.

The Duration values are shown in an hh:mm:ss format.

**Progress:**

Displays percentage progress of a Running task.

**Note:** The progress update may not be continuous but in steps. For details, refer [Task Progress and Cancellation](#).

**Time Since Update:**

The time elapsed since progress was last updated, in HH:MM:SS format. This column is refreshed every 30 seconds and updated even if a small progress has been made to signify Agent is active. Applicable to queued and running tasks only.

**Host:**

It displays name of the Task Processor machine running the task in the format [Host Info : <TaskProcessorMachineName>:<ProcessId of task>:<ThreadId of task>]. This information is useful in case of multiple Task Processors serving the database. ProcessId and ThreadId may not be available for all Agent tasks.

**Comment:**

Displays current comments for the task.

Comments cannot be edited by the User.

**Supervisor:**

A Supervisor can be allocated to a task using the Supervisor pick button. The task will then send an e-mail to the Supervisor’s e-mail address (as defined in the User Security screen) if any problems occur while processing.

**Notes:**

Allows user notes to be entered against a task.

**Cancel Button:**

Sends cancellation request for the Running task and updates the status as Cancelling. Task Processor then finishes the current state and skips further execution of the task. Once cancellation is complete, the status is set to Enabled. Cancel button also saves any unsaved on-screen changes.

Note that only tasks that are at a Running status can be cancelled.

**Note:** The cancellation may take up to few minutes. For details, refer [Task Progress and Cancellation](#).

**Run Button:**

Sets the status to ‘Pending’ the Task Processor will schedule this task on its next cycle.

**Suspend Button:**

Suspends the task so the Task Processor will not run it until it has been Enabled.

**Enable Button:**

Enables the task so the Task Processor will run it according to its schedule.

**Schedule**

The schedule for the currently selected task can be viewed and edited in the Schedule section.

**Days to run:**

Allows the user to edit which days of the week a task will be scheduled to run.
Run at fixed times: To schedule the task to run at fixed times, select this option. Use the time picker and the Add and Remove buttons to build a list of run times.

Check after: Select this option for the task to run at fixed intervals.

Adding tasks
New tasks can be added and scheduled using the 'New' button. Note that only one task of each type can be added.
Task Progress and Cancellation

Task progress

Each Agent task has certain checkpoints identified which reports if an agent task has progressed to that checkpoint. Scheduled Tasks screen refreshes every 30 seconds and updates progress for agent tasks which have passed a checkpoint. Based on agent task and data to process in the agent task, task may take more time to reach a checkpoint and hence report progress in steps and not continuous. Task progress has been incorporated to give user the feedback whether a running task is making progress or has stuck. It is useful in case of long running agents where administrator may want to take a decision (like Cancel) to relinquish occupied resources for that task.

For reference, task progress and cancellation level for each agent task is given at the bottom of this page in a table.

Task Cancellation

Each Agent task has certain cancellation checkpoints identified where a running task can exit (or cancel) if cancellation has been issued. This is done to ensure that there is no abrupt abort of running tasks. This ensures database is consistent all the time. Agent task may take about a minute to several minutes to reach next cancellation checkpoint.

Agent task cancellation is intended to be done in case of long running, non-responding agent task or to cancel any un-intended agent run. The Task Processor ensures that on reset, Agents exit gracefully.

For reference, task progress and cancellation level for each agent task is given at the bottom of this page in a table.

Task progress and cancellation levels:

<table>
<thead>
<tr>
<th>Agent Task</th>
<th>Progress and Cancellation Level</th>
</tr>
</thead>
<tbody>
<tr>
<td>Alerts &amp; Notifications</td>
<td>Reports progress for each alert processed.</td>
</tr>
<tr>
<td>Connector</td>
<td>Reports progress for each file processed.</td>
</tr>
<tr>
<td>Contractor Access XML</td>
<td>Reports progress for each export file produced and each import file processed.</td>
</tr>
<tr>
<td></td>
<td><strong>Note:</strong> Since progress is reported at the per file level, there may be an interval of several minutes between updates if large files are involved.</td>
</tr>
<tr>
<td>CRM</td>
<td>Reports progress for each individual Enquiry processed.</td>
</tr>
<tr>
<td>Enquiry FPN Delivery</td>
<td>Reports progress for each Enquiry Penalty processed.</td>
</tr>
<tr>
<td>Financial Interface XML</td>
<td>Reports progress for export, followed by import. While importing files, reports progress for each file imported.</td>
</tr>
<tr>
<td></td>
<td><strong>Note:</strong> Since progress for export is reported for full export, there may be an interval of several minutes before progress is reported for importing files.</td>
</tr>
<tr>
<td>Import Anything</td>
<td>Reports progress at a detailed level during the importing of each file.</td>
</tr>
<tr>
<td>Agent Task</td>
<td>Progress and Cancellation Level</td>
</tr>
<tr>
<td>-------------------------</td>
<td>---------------------------------------------------------------------------------------------------------------------------------------------------------------</td>
</tr>
<tr>
<td>Photo Upload</td>
<td>Reports progress for each photo processed.</td>
</tr>
<tr>
<td>Referential Integrity</td>
<td>Reports progress for each entity record (feature, job, defect, enquiry, Street Works) update.</td>
</tr>
<tr>
<td>Scheduled Reporting</td>
<td>Reports progress for each Scheduled Report processed.</td>
</tr>
<tr>
<td><strong>Note:</strong></td>
<td>Since progress is reported at the per report level, there may be an interval of several minutes between updates if the retrieval of a specific reports take a long time.</td>
</tr>
<tr>
<td>Street Works Transfer</td>
<td>Reports progress for each entity type like Notice, restriction, FPN etc. and each record processed for each entity type.</td>
</tr>
</tbody>
</table>
Security

The Security folder contains the tools for setting up Users and defining their rights within Confirm. These rights will be set in terms of program folders and forms they may view and edit (Group Security), and in terms of data they may view (Work Groups and Data Security Groups).

Users are set up under User Security, assigned a security Group, and a Work Group, inheriting from those groups the rights allocated to them.

There is one User already set up within Confirm - the System Supervisor. This User has complete rights within Confirm, and these rights should not be restricted in any way. System Supervisor is usually the only User with right to the complete Security folder. Other Users should only see the Change Password icon in the Security folder.

Change Password

Change password allows a User to change their password.

They may do this because they wish to, or they may be required, by Confirm to change their password at regular intervals. The requirement to change password, and how often, is set in the Security Settings on page 31.

If the Security Settings are set to require the user to change password, they will be warned that their password has expired:

![Password Expired Message]

Clicking OK to the message will display the User Password screen:

![User Password Screen]

The User password screen can also be displayed by selecting 'Change Password' from the Security folder on the Confirm Explorer.

User ID: Will default to the User Id of the user who has logged in, or is attempting to login. The field is not editable.

Current Password: Type in the current password.
New Password:  Type in a new password.

Note: There may be a minimum password length. This is set in the Security Settings on page 31.

Confirm New Password: Type the new password again.

Click OK to change the password. The User will be warned if the new password is unsuitable (it is not long enough) and will be asked to try again.

**User Security**

Each user of Confirm must be created as a User. They must be given a User ID and Password. Confirm can be set to track Users, and Action Officers may be linked to Users.

Users can share rights by belonging in the same Groups and Work Groups. Although Users inherit the program rights from the security Group, these program rights can be edited for individual Users.

Users may also have their rights determined by Data Security Groups and Data Security Keys. User's rights for using ConfirmConnect modules will be determined on the basis of the ConfirmConnect Profile selected on this screen.
Used ID: Enter the User ID that the User will supply when logging into Confirm. Up to 320 alphanumeric characters.

Login Name: Up to 10 alphanumeric characters.

Note: Both User ID and Login name must be unique for each user.

Group: Select a security group from the drop down list. The drop down references the Group Security library.

On click of Save button, a message will appear asking whether you wish to copy the privileges from the specified group. Click -

• Yes - User inherits the ConfirmConnect profile and program rights from the security group (these will appear at the bottom of the form).
• No - Leaves the program rights unchanged. In this case the program rights can be individually set for this user.
• Cancel - Cancels the save action.
Work Group: Select a Work Group from the drop down list. The drop down references the Work Group library.

First Name/ Surname: Use these fields to enter the full name of the User. Up to 20 characters are allowed in each field.

Password: Enter a password. Up to 128 alphanumeric characters. Minimum may be set in Security Settings. Anything typed in this field will appear as a series of asterisks.

Email: Enter an email address. This can be the internal address - or the full internet address. The address is used with the Message Transfer Agents, where the appropriate modules are active.

Message Preference: This field configures how the Task Processor will send Alert messages to this User. The field is only available if one or more of the Alerts modules is present. Select from one of the following values:

- None - No Alert messages will be sent to this User.
- Email - Alert messages for this User will be sent to their Email address.
- Internal - Alert messages for this User will be viewable within Confirm via the Internal Messages screen.
- Both - Alert messages for this User will be sent via email and also viewable on the Internal Messages screen.

ConfirmConnect Profile: Set a ConfirmConnect Profile for this User. This will grant the rights for accessing ConfirmConnect modules for this user.

Data Security Group: Set a Data Security Group for this User. This will default to the Work Group Data Security Group but can be changed.

Default Data Security Key: The default Data Security Key that will be assigned to all new records that require Data Security Key fields, created by this User.

Assign Data Key Manually: Check this to indicate if the User can view and alter the Data Security Key for a new or existing record that the User has rights to.

Password never Expires: Check this to override the "Password Maximum Age" set in Security Settings. In this way, this user can be exempt from a requirement to change their password every so many days.

Note: If no Maximum Password Age is set in the Security Settings, then the 'Password Never Expires' check box has no function.

User Locked out: This box is checked when the User has been locked out as a result of repeated login attempts. If a User is locked out they will see a message telling them they have been locked out, and advising them to contact the System Administrator. To allow the User back into Confirm, uncheck this in their User record and save the change.
Max No User Sessions: Enter a number to set the maximum number of times a User can be logged into the system at any one time.

Setting this to zero will set no limit.

Inactive: If a User will no longer be using Confirm, tick this flag to hide their account by default on screens and lookups when a User field is displayed.

Ticking 'Inactive' will automatically set the 'User Locked Out' setting to prevent the User from logging in to Confirm again.

If the User is linked to an Action Officer, ticking the 'Inactive' flag will automatically set the 'Inactive' flag on that linked Action Officer.

Action Officers can be created directly from the User screen by ticking the 'Action Officer' checkbox. For new Users, the checkbox will default from the 'General System Settings' setting 'Prompt for the creation of an Action Officer with a new User'.

For an existing User with an associated Action Officer, the 'Action Officer' checkbox and related fields will be inactive.

Code: Enter a unique Code for the Action Officer.

Name: This will default to the First Name and Last Name of the User record but can be changed.

Telephone Number: Enter a Telephone Number for the Action Officer.

Note: Irrespective of User Security, a Contractor User is not able to add a new User. They are also not able to see any User except themselves in the User Security screen.

Officer button
Use this to launch the full Action Officer screen.

Copy button
Click on the Copy button to create a new User based on the existing one. Enter personal details for the new User and save.

As well as inheriting the security privileges of the copied User, the new User will also have the same User Menu, Shortcuts, Dashboard and Home Page.

Action button
The Action button provides the following options.

Clear Dashboard
This button will clear the selected User's Dashboard setting, so that the Dashboard will not load automatically when that User opens Confirm.

This can be used if problems with the User's Dashboard cause difficulties when loading Confirm. This button does not permanently block the Dashboard, it only clears the User's auto-loading Dashboard setting.
Clear ConfirmWorkzone Preferences
This button will clear the selected User's preferences in ConfirmWorkzone.
This can be used if a User's preferences result in a very large volume of data being retrieved, causing difficulties logging into ConfirmWorkzone.
The next time the User logs into ConfirmWorkzone they will be prompted to specify preferences just as if they were logging in for the first time.

Clear User
In order to delete a User from Confirm all child records within all database assets need to be cleared. The 'Clear' button can be used to remove these child records (such as settings) from the current database asset for the currently selected User record.

Note: If any non-child references exist within the current database asset such as Job Status Logs, the User is not able to be cleared.

This button is only enabled if the current User has 'Delete' privileges for the User screen.

Program Rights
The User Security and Group Security screens both have a program rights section at the bottom of the screen.
This section is set up in the same format as the Confirm Explorer Menu, containing folders and individual forms and utilities, with the same order and structure as the Confirm Explorer Menu. Some additional items are also present which are not shown on the Confirm Explorer Menu - these are described in the Security Options section below.
Rights can be assigned at the folder level which applies the rights to all sub-folders and items within that folder, or a folder can be expanded and program rights assigned to individual items within a folder. In each case View, Update, Add and Delete rights can be awarded.

<table>
<thead>
<tr>
<th>View</th>
<th>Check this to allow Users to view the folder or form. If this is unchecked, the Update, Add and Delete boxes will uncheck also. Removing rights to view removes the folder, or form from the User's Explorer. They will no longer see the folder or icon.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Update</td>
<td>Check this to allow the User to edit records and save the changes, within the selected form or folder. If this is unchecked, while 'View' is checked, the User will see the records with all the fields greyed out and inactive.</td>
</tr>
<tr>
<td>Add</td>
<td>Check this to allow the User to add records. If this is unchecked, users will find the fields greyed out in blank forms - other than the Code field, which they can still use to enter existing codes to recall existing records.</td>
</tr>
<tr>
<td>Delete</td>
<td>Check this to allow Users to Delete records. If this is unchecked, Users will find the 'Delete' button inactive in the relevant forms.</td>
</tr>
</tbody>
</table>
Read Only (9010 - Other Profiles - Read Only module)

If the Read Only module is active in Confirm then this additional column will be shown in the Group and User screen. It shall be ticked to show which programs and utilities are available for a User to view which are active in another database profile.

Example setup:

- Profile A - Read Only module and Street Works are active.
- Profile B - Read Only module and Customer Services are active.

A User logging into Profile A would be able to have Read Only access to Customer Services. A User logging into Profile B would be able to have Read Only access to Customer Services.

Items available as 'Read Only' will have the 'View' column ticked. To hide an item from a User, untick 'View'. The 'Read Only' column cannot be unticked.

Both screens have an 'All' button which awards all possible rights to the User or Group. If a User or Group will have all but a few rights, it is sometimes easier to award all rights and remove the few that are not required.

**Security Options**

As well as reflecting the folders, forms and utilities of the Confirm Explorer Menu, the program rights section on the User Security and Group Security screens also contains a number of other items which are special Security Options.

These items, which can be identified as those having '(Security)' on the end of the name, do not correspond to items on the Confirm Explorer Menu but control specific abilities or access, either within a particular form or more generally throughout the system.

The table below lists these Security Options and briefly describes the purpose and usage of each.

<table>
<thead>
<tr>
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<td>Smart Attributes Tab</td>
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</tr>
<tr>
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<td>Add and Delete access to this control a User's access to the Add Attributes and Delete Attributes options on the Feature screen Action button.</td>
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**Group Security**

Group Security sets up groups of Users who will all have the same program rights as well as the same ConfirmConnect rights.

Program rights are defined at form or utility level, giving Users the right to 'View', 'Update', 'Add' and 'Delete'.

The program rights section of the screen is set up in the same format as the Explorer, giving folders and individual forms and utilities, in the same order and structure.

**Buttons**

- **Copy**
  - Click on the Copy button to create a new User Security Group based on the existing one. Alter the Group Code and Name and save.
  - As well as inheriting the security privileges of the copied User Security Group, the new Group will also have the same User Group folder contents on the Menu.

- **Users**
  - Updates all the Users in the selected Group to reflect the current rights for the Group.
  - This is used when a Group's rights have been modified and all the Users in the Group should be updated with the same rights.
  - **Note:** Care should be taken when using this button as any specific access rights given to Users in belonging to the Group will be reset to the default.

**Program Rights**

The User Security and Group Security screens both have a program rights section at the bottom of the screen.

This section is set up in the same format as the Confirm Explorer Menu, containing folders and individual forms and utilities, with the same order and structure as the Confirm Explorer Menu. Some additional items are also present which are not shown on the Confirm Explorer Menu - these are described in the Security Options section below.

Rights can be assigned at the folder level which applies the rights to all sub-folders and items within that folder, or a folder can be expanded and program rights assigned to individual items within a folder. In each case View, Update, Add and Delete rights can be awarded.

- **View**
  - Check this to allow Users to view the folder or form. If this is unchecked, the Update, Add and Delete boxes will uncheck also.
  - Removing rights to view removes the folder, or form from the User's Explorer. They will no longer see the folder or icon.
Update Check this to allow the User to edit records and save the changes, within the selected form or folder.

If this is unchecked, while 'View' is checked, the User will see the records with all the fields greyed out and inactive.

Add Check this to allow the User to add records.

If this is unchecked, users will find the fields greyed out in blank forms - other than the Code field, which they can still use to enter existing codes to recall existing records.

Delete Check this to allow Users to Delete records.

If this is unchecked, Users will find the 'Delete' button inactive in the relevant forms.

Read Only (9010 - Other Profiles - Read Only module)

If the Read Only module is active in Confirm then this additional column will be shown in the Group and User screen. It shall be ticked to show which programs and utilities are available for a User to view which are active in another database profile.

Example setup:

• Profile A - Read Only module and Street Works are active.
• Profile B - Read Only module and Customer Services are active.

A User logging into Profile A would be able to have Read Only access to Customer Services. A User logging into Profile B would be able to have Read Only access to Customer Services.

Items available as 'Read Only' will have the 'View' column ticked. To hide an item from a User, untick 'View'. The 'Read Only' column cannot be unticked.

Both screens have an 'All' button which awards all possible rights to the User or Group. If a User or Group will have all but a few rights, it is sometimes easier to award all rights and remove the few that are not required.

Security Options

As well as reflecting the folders, forms and utilities of the Confirm Explorer Menu, the program rights section on the User Security and Group Security screens also contains a number of other items which are special Security Options.

These items, which can be identified as those having '(Security)' on the end of the name, do not correspond to items on the Confirm Explorer Menu but control specific abilities or access, either within a particular form or more generally throughout the system.

The table below lists these Security Options and briefly describes the purpose and usage of each.

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### Work Groups

Work Groups are created where it is necessary to restrict groups of Users to particular areas of data. The areas of data are defined by Contract Area. Work Groups are assigned Contract Areas they may work in, and they will be restricted to Features (and optionally, Sites) within those Contract Areas.

Data may also be restricted by Data Security Group.

Additionally, Work Groups are each assigned their own set of Seed Numbers for Orders, Inspections batches and Defects, Monitoring batches, Failures and Notices, Jobs, Customers and Enquiries.

Work Groups also set up their own Site Routes, and a Site Route created in one Work Group is not visible to Users in another Work Group.

The implications of setting up Work Groups are such that, unless you have a pressing need to segregate data in this way, the best advice is not to use more than the one 'All Contract Areas' Work Group, which is provided with the program.

Be aware that Work Group segregation will only take place for Features (and, optionally, Sites). All libraries (other than Routes), including the central SOR libraries, will still be shared.

**Note:** Confirm contains one Work Group by default: ALL - All Contract Areas. This Work Group should not be removed or changed. It contains the System Supervisor User.

Each Work Group has a code (up to four alphanumeric characters) and a name (up to 30 characters)

**Default Data Security Group**

Select a Data Security Group from the drop down list to assign the related Data Security Keys to this Work Group. The drop down list references the Data Security Group library.

**Data Security Groups** on page 28

**Terminology Override**

This allows a Confirm terminology to be selected as the default for any User in this Work Group. This overrides the system level setting and the default terminology determined by the executable used to run Confirm.

It is also possible for this setting to be overridden for individual Users on the **General User Settings** on page 35 screen.
Work Group - Contract Areas tab

Users in this Work Group will be able to view Features in the Contract Areas listed on this tab.

To add or delete Contract Areas, select the Contract Areas tab, and click on the 'Detail' button to display the Work Group Contract Area form.

Add Contract Areas to the Work Group by selecting a Contract Area from the drop down in the Contract Area field.

Delete Contract Areas by selecting the record and clicking on the 'Delete' button.

The Contract Area drop down references the **Contract Area** lookup.

**Note:** When you create Contract Areas in the Contract Area Lookup, they will be automatically added to the Work Group that the User you have logged in as belongs in.

Work Group - Contract Order Pad tab

(Contract Management and Contract Monitoring modules)

The Contract Order Pad tab lists all the Contracts this Work Group will work with, and sets seed numbers for them within those Contracts.

Select the Contract Order Pad tab and click on the 'Detail' button to display the Contract Work Group form:

Add Contracts to the Work Group by selecting from the Contract field pick list.

The Pick list references the Contract Library.

**Contract Preparation\Contract**

**Note:** When you create Contracts, they will be automatically added to the Work Group that the User you have logged in as belongs in.

**Setting Seed Numbers**

Seed numbers are set, for each Contract, within each Work Group.

Contract Management Seed Numbers are set on the Contract Management tab and will be used to issue:
• Works Orders - both Routine and Non Routine Orders are numbered sequentially from the same range of numbers.
• Variations Orders
• Payment Batches

Contract Monitoring Seed Numbers are set on the Contract Monitoring tab and will be used to issue:
• Monitoring inspection batches
• Failures
• Notices

Two ranges are available allowing you to issues two batches of non-contiguous numbers.

Bear in mind that:
• Only Work Groups who will be raising Orders will need Seed number for Orders (or Variations or Payments). Only Work Groups involved in Contract Monitoring will need seed numbers for Monitoring Batches, Failures and Notices
• Each Work Group must have a unique range of numbers, but if you issue one range to start with, which proves to be too few numbers, you can later come back and use the second range. You can also amend the 'To' number to make room for a range of numbers for a new Work Groups.

Each Contract has its own total range of numbers from 1 to 99999999. These numbers need to be distributed amongst the Work Groups working with that Contract.

**Work Group - Organisations tab**

(SWR - Street Works Initiation module)

![Work Group Organisation form](image)

The Work Group Organisation form is used to assign seed numbers to each Organisation who will initiate Street Works Notices, and receiving Comments.

**Work Group - Map Workspace tab**

(0425 - Map module)
The Work Group Map Workspace form is used to assign Map Workspaces to a Workgroup so that users are automatically given a workspace when they launch the corresponding screen.

Role: Selecting a Role from this drop down will assign the chosen Workspace to the corresponding Confirm screen.

Roles and their corresponding screens:
- Street Works - Applies to All Street Works screens containing a Map
- NSG - Applies to NSG Manager
- Map - Applies to Map

Workspace: Select a Workspace from this list. Only those Workspaces with the chosen Role will be shown.

Data Security Keys

Data Security Keys are used to supplement the form security by determining whether a User can view or update specific records within various forms that the User has access to.

Note: The 'All Users' Data Key is created by Confirm. This is the one Data Key that will always be available to all Users.

Data Security Groups

Data Security Groups are used to define data groups and their access to records within Confirm. Each Confirm User is associated with a Data Security Group. The User is therefore granted access to the records allocated to that Data Security Group.
Up to six alphanumeric characters.

Name: Up to 50 characters.

Notes: An optional field for a description of the Data Security Group.

Supergroup: At least one Data Security Group in Confirm must be flagged as a 'Supergroup'. Supergroups will be automatically assigned full privileges ('View' and 'Update' ticked) to all Data Security Keys.

The bottom section of the Data Security Group form automatically displays all of the Data Security Keys that have been previously created.

Data Security Keys are assigned to the Data Security Group by ticking the 'View' and/or 'Update' check boxes where applicable for the relevant Data Security Keys.

The absence of a Data Key for a User’s Data Security Group means that the User will not be able to see data with this key attached (it will not exist as far as they are concerned).

Note: The 'All Users' Data Key is created by Confirm. This is the one Data Key that will always be available to all Users. Confirm will not allow it to be unavailable for any Data Security Group. Every Data Security Group will always have 'View' and 'Update' access to it.

User Logs

The 'User Log' screen displays login details for Confirm. These can be viewed / deleted.
Records will only be created if 'All' or 'Failed' has been selected for the User Log in the Security Settings on page 31.

The User log provides a list of Users who have logged in, or made failed attempts to log in, since the log was created or last cleared.

To clear the log, click the Delete 'All' button. Login records can be deleted manually from the list by selecting the required record and clicking the Delete 'One' button.

**Connector Logs**

The 'Connector Log' screen displays logged Confirm Connector requests. These can be viewed / deleted.

All successful Connector transactions will be logged, grouped by the Licence number that the Connector connected to. The log displays the User supplied in the XML request as well as the Time that the request was processed.

The 'Transfer Status' column has the following possible values:

'Processed' - The Connector request was successfully processed. These records are for information only.
'Processed (with Warnings)' - The Connector request was partially processed and Transfer Warnings have been recorded. The 'XML' button will be enabled which can be used to view the details. The User will first be prompted for a filename to save the XML and then ask 'Do you wish to launch the saved file?' answering Yes will run the file in the application associated with the XML file extension.

Connector Requests that totally fail validation will not be logged. The Connector will display the cause of the fault. On a Confirm device the fault will also be displayed.

The Transaction Id column will display the value from the Connector Request XML if supplied. When supplied, the Connector will perform duplication check before importing any data. If a duplicate Transaction Id already exists in the database the import will be rejected and the Connector will display an error.

**Note:** Unlike the User Log, the recording of Connector logs is not dependant on any system settings.

**Security Settings**

Confirm can be configured with Security defaults.

**Note:** The default entry of zero (0) indicates that no restriction is set.

![Security Settings](image)

**Password Expires at Month End:** Check this to require Users to change their Password at the end of each month.

**Note:** Users who have 'Password never Expires' checked in their User Security record will be excluded from the requirement to change their password.

**Maximum Password Age:** This field will only be editable if 'Password Expires at Month End is not checked. Sets the length of time (in days) before Users will be required to change their password. When the current password expires the user will be prompted to change their password and the User Password form will be displayed.

**Note:** Users who have 'Password never Expires' checked in their User Security record will be excluded from the requirement to change their password.

**Minimum Password Length:** The minimum length (in characters) for a password.

**Note:** Maximum length for a password is fixed at 128 characters

**Maximum Login Attempts:** Enter a number to impose a limit on the number of times a User may attempt to login before being locked out of the system.
Record User Logins: The system can maintain a log of all User logins, with dates and times of login in and login out again. The drop down menu gives three choices:

- 'None' - No log will be kept
- 'All' - All logins will be recorded
- 'Failed' - A log will be kept of failed attempts to login only.

Integrated Security: Integrated Security allows a User access to Confirm based on their network login details that they have already provided to the operating system. If Integrated Security is to be used, the User's Confirm 'User ID' must match their network login name.

Confirm Users login details are held in the 'User Security library'.

Select the level of Integrated Security required from:

- 'None' - The User must login to Confirm manually using their Confirm User ID and password.
- 'Full' - To use the network login details to access Confirm. This option will refuse entry to Confirm to any users who's network login details do not match the 'User ID' held on a User record.
- 'Mixed' - To use the network login details to access Confirm, and to display the Confirm login screen if the network login details cannot be found in a Confirm user record.

Reuse User Session After: When logging in, Confirm will check the number of current sessions against the maximum specified on the User Security screen and System Registration screen. If neither maximum has been reached, the User will be logged in.

If the maximum for the User (or Licence) has been reached, Confirm will attempt to automatically reuse the oldest session for that User (or Licence). A session can only be reused if it is older than the number of hours set here.

Confirm Login Corresponds To: This setting is applicable when:

- Integrated Security is Set to Full/Mixed and logging in to Confirm Client OR ConfirmWeb, ConfirmConnect or ConfirmWorkzone
- 'AuthProviderType' is set to ActiveDirectory in Registry

Once AD authentication is successful, and setting is set to value:

1. samAccountName: Network Login Name in AD will be used to verify the Confirm userID to allow login to application. This is the default setting.
2. userPrincipalName: User Principal name in AD will be used to verify the Confirm userID to allow login to application.

General System Settings

The General System Settings screen allow you to set default behaviour for many areas of Confirm.

Priority The Priority entered here will provide the default Priority for Jobs. Select a Priority from the drop down list.

The drop down list references the Priority Lookup.

Asset Maintenance\Maintenance Lookups
Routine Price Factor

The Price Factor entered here is the one the system will use when calculating Routine Maintenance. The Price Factor 'Routine Maintenance' will be entered by default and it is not recommended that you change this.

Show Sites

This option governs whether Sites will be restricted by Work Group in the same way that Features are. The drop down list offers two options:

'All' - All Sites will be seen by all Work Groups.

'By Work Group' - Site will be restricted, by Contract Area, to the Groups with rights to view those Contract Areas.

Working Day

Set the start and end time of the working day.

This will be used by the system to calculate follow-ups that have been set in hours and flagged for 'Working days'. When a Follow Up is marked as being a Working Day the calculated follow up date & time will always be within these hours.

Where these times are not specified the defaults used will be 00:00:00 (midnight) to 23:59:59.

Date Tolerance

Enter the number of years before and after the current system date which a User can type into a date field in Confirm. This prevents Users from mistakenly entering invalid dates.

Week 1 is the first week in:

(AM - Routine Maintenance 0720 & ConfirmConnect™ Jobs 7030)

Identify the first Week of the year to be used with Routine Works on ConfirmConnect™.

Time Zone

This is the Time Zone that should be used by Confirm server components, such as the Task Processor and Connector, when working out log times for various entities, e.g. Enquiry / Job status updates.

Note: This setting does not apply to Confirm client components, such as the main client application and ConfirmConnect. Confirm client components will always use the local time on a user's PC/Device when determining the current date/time.

Authority Detail

Enter a name, address, telephone number and fax number.

This will appear as a header on print outs for Orders and Notices.

Any blank fields will be ignored in the print out.

Logo Bitmap

Enter the path to a bitmap file. The bitmap will then be used as a header on Orders and Notices in place of the Authority details i.e. the Authority Name, Address & Telephone will not be displayed if a bitmap is selected.

Support Email Address

Enter the Email Address to which a Confirm Error Report Form should be sent when a User clicks the 'Email' button. If this is not set, Error Report Forms will be sent to the Pitney Bowes Confirm Support Email Address.
Present a clear sheet...  This check box is set by default and indicates that a new blank form will be displayed when a record is saved. To keep the just-saved record in the form after saving, uncheck the box.

Show visual indicator...  When set, some of the window buttons that provide a link between different parts of Confirm will provide a visual indication that there is one or more related records present. This indication may be in the form of a number representing the number of related records on buttons that link directly to another part of confirm or an icon on buttons that cause a fly-out menu to be displayed with further options. The options on the fly-out menus will be display the number of related records where appropriate.

When this is not set buttons and fly-out menus will only display the name of the associated area of Confirm.

Prompt for the creation...  When set, this will default the 'Action Officer' checkbox on the User Security screen.

Hide Action Officer distance ...  Setting this will remove the Action Officer distance column, related to GPS Tracking, on the Action Officer lookup.

Restrict Action Officer assignment by Work Group  Setting this will disable the Work Group field on the Action Officer Filter on the following forms:
- Programmed Inspections (Street Works)
- Inspections (Street Works)
- Inspection Sampling (Street Works)
- Create FPN Wizard (Fixed Penalty Notices)

Suppress warning about extracting...  Tick this to not display the "This selection may extract a large amount of data and take some time. Do you wish to continue?" message when filtering for records in Confirm.

**Note:** This setting is system-wide so affects all Users.

Max Import Errors/Warnings  (Contractor Access Import) (Import Anything)
Defaults to 10,000. This can be changed to set the amount of errors or warnings that will be displayed during an import.

Terminology override  This allows a Confirm terminology to be selected as the default for any User in the system. This overrides the default terminology determined by the executable used to run Confirm.

It is also possible for this setting to be overridden on a per Work Group basis, and for individual Users to override this by selecting a terminology on the **General User Settings** on page 35 screen.

Highlight editable fields  Tick this to make Confirm highlight the fields on a form that can be edited. When ticked, the colour picker will open for a selection to be made. It is possible for Users to use a different colour by changing it in the **General User Settings** on page 35 screen.

Highlight currently selected field  Tick this to make Confirm highlight the field that the cursor is currently in for all Users. When ticked, the colour picker will open for a selection to be made. It is
possible for Users to use a different colour by changing it in the General User Settings on page 35 screen.

Proxy server name... It is possible to configure the Confirm client to use a Proxy Server when performing OD Batch transfers, Document Exchange or Restriction transfers. These four fields provide Confirm with the connection details for the Proxy server. The Proxy server name should contain the URL or TCP/IP address of the Proxy server. If this field is blank then Confirm will assume there is no Proxy server. The other settings will be specific to the Proxy server’s configuration.

Proxy server port IP port number for the Proxy server.

Proxy username Username for connection to the Proxy server.

Proxy password Password for connection to the Proxy server.

General User Settings
This screen is used to configure settings that apply only to the currently logged in User.

Terminology override This allows a Confirm terminology to be selected for the currently logged in User. This overrides the setting for the User’s Work Group. If a specific terminology is selected here it will be applied immediately to the application and menu, and to any subsequently opened screens.

Highlight editable fields It is possible to have Confirm highlight all the fields that are currently editable using either a System or User specified colour.

The system wide setting is set on the General System Settings screen and can be overridden:

• ‘None’ - Prevent Confirm from highlighting fields.
• ‘Use System Setting’ - Use the colour specified in the General System Settings.
• ‘Use Specified Colour’ - Select from the available colours.

Highlight currently selected field It is also possible to have Confirm highlight the field that the cursor is currently in.

This is done in the same way as the Highlight editable fields setting, with both a system wide and user specific options.

Retrieve records when opening a window The default behaviour when a Confirm window opens is for it to initially show a blank record.

For a User who more often wants to retrieve existing records rather than enter new ones, this behaviour can be altered by ticking this setting. If this is done, windows will open automatically to retrieve records - either presenting a filter screen, or in the case of a lookup table with no filter, populating the screen.

Open screens as Tabs Ticking this setting (default) will use a tabbed user interface. Un-ticking will display Confirm Data Entry Forms in classic mode. See User Interface for further details.
Check Internal Messages after ...

This setting is for the Internal Messages functionality. The system will check at intervals for any new Internal Messages. By default, the interval is 300 seconds (5 minutes), but this can be altered for a particular User.

If the value is set to 0 seconds, the system will check for the presence of Internal Messages when a User logs in, but there will be no subsequent checks. The User will still be able to open and refresh the Internal Messages window to see new Internal Messages.

Open Internal Messages screen on login

Check this box to automatically open the Internal Messages screen when the User first logs into the system.

The changes made will apply to any screens that are opened after the settings have been saved.

Allow map rotation in ConfirmConnect™

Check this box to allow the maps in ConfirmConnect™ to be rotated. Users are also able to set this via the About / Settings screen in ConfirmConnect.

When the setting is turned off then the maps will not rotate.

Note: If set via Confirm, the user will only see the change when they sign out of ConfirmConnect and back in again.

Security Seed Numbers

Security Seed Numbers are required for each Work Group so that Data Keys and Data Security Groups can be created.
System Configuration

The System Configuration folder provides system details of the active modules and the database settings. These will have been set by Pitney Bowes and should not normally be altered in any way.

Also provided are tools for resetting Users, and for running a Database Schema Check, which will highlight any problem in the underlying database structure.

User Reset

The User reset allows you to view all the users currently logged in, and to log out users. This would normally be done when 'rogue' users are in the list, i.e. users who logged out incorrectly, and still appear in the list even though they are not in Confirm. Their presence in the list may be preventing other, legitimate users from login into Confirm on the grounds that all the user licences have been used up.

The active licence and the User currently logged in will be highlighted with a '*'.

<table>
<thead>
<tr>
<th>Login Date</th>
<th>Login Time</th>
<th>Login Name</th>
<th>User Name</th>
<th>Station ID</th>
</tr>
</thead>
<tbody>
<tr>
<td>24-AUG-201</td>
<td>13:34</td>
<td>MWL</td>
<td>Michael Williams</td>
<td>H601792</td>
</tr>
<tr>
<td>24-AUG-201</td>
<td>13:34</td>
<td>ALCHR</td>
<td>Alan Christen</td>
<td>HA01792</td>
</tr>
<tr>
<td>24-AUG-201</td>
<td>13:34</td>
<td>MIDOB</td>
<td>Michael Dobbs</td>
<td>HA01792</td>
</tr>
</tbody>
</table>

Reset

One: Select a User in the list and click the 'One' button to remove this User from the list.

All: Click the 'All' button to remove all Users from the list.

Internal Messages Cleardown

The Internal Messages Cleardown utility is used to permanently delete old messages of specified users from the database so they do not show on the Internal Messages screen. Please refer to the Alerts and Notifications manual for further information.

System Registration

The System Registration details all the information related to your licence on Confirm, ConfirmConnect, and ConfirmWorkzone. The licence number, the number of users and datasets, the licence expiry date, and details of the Confirm modules that are 'switched on' in your version of Confirm. The Con-
firmConnect section shows the number of devices as well as the number of licences per ConfirmConnect modules that are purchased in your version.

You cannot change any of these details without authorisation from Pitney Bowes, since to save changes a valid Access Code must be entered.

You may print out these details by clicking on the 'Print' button in the System Registration form.

The System Registration screen has an Export button to copy Licence and module details:

- To the clipboard
- To an XML file

This can be used to send these details to Pitney Bowes to make it easier to make changes to Licence configuration and issue new Access Codes.

The screen has a corresponding Import button which can be used to enter (paste) details supplied by Pitney Bowes without having to tick individual modules. A user with read only privileges to the System Registration screen cannot edit details using the paste button.

**Database Schema Check**

The Database Schema Check examines the schema of the database, and compares it to the expected schema for the current version of Confirm.

It will report errors such as columns missing from the database or defined as the wrong data type. These errors can cause the software to crash or can have serious performance implications. Any errors should be reported to Pitney Bowes.

It will also report warnings such as additional optional columns in tables. These may be valid differences introduced intentionally to a particular database in which case your database administrator should be aware of them. If unexpected warnings are reported, or if there is any doubt, these should also be reported to Pitney Bowes.

It is recommended that a Database Schema Check is carried out prior to any Confirm upgrade to detect issues that might impact the successful upgrade of the database schema. It is also recommended that a Database Schema Check is carried out after any Confirm upgrade to ensure the schema has been upgraded correctly.

**Database Settings**

The Database Setting form is used to set up the link between the software (the Confirm program which is installed on an individual PC) and the database (which will be centrally stored and available to all users).

**Confirm client Settings**

This screen contains settings which are used by the Confirm client. The settings displayed on this screen are all stored in the Confirm database and are used when the client is connected to the database.
Logging: When ticked, the Confirm client will write progress messages and all errors to the log file.

**Note:** Even when this is not ticked, logging information will still be written to file if an error occurs (provided a log file is supplied).

Log File: Supply the path and filename which will be used to store database logging information during the running of the Confirm client.

**Connector Settings**

This screen contains settings which are used by the Confirm Connector. The settings displayed on this screen are all stored in the Confirm database and are used when a request is processed.

In previous Confirm versions, these settings were only stored in the registry of the server running the Connector. If the settings are blank and the Connector is used, the settings from the server running the Connector will be saved into the database.

Logging: When ticked, the Confirm Connector will write progress messages and all errors to the log file. This is ticked by default.

Log File: Supply the path and filename which will be used to store logging information during the running of the Confirm Connector.

Dump Data: When ticked, additional debugging information will be added into the log file as set via the Log File setting and additional IN and OUT files will be created for each request/response. The IN and OUT files are created in sub-folders by year, month and day, e.g. `...\2013\01\21\...\IN.log`. This can create a large number of files very quickly, so it is advised to only use this when troubleshooting problems. This is unticked by default.

Timeout: This value is used to produce a Time Out error when the Connectors processing does not complete within the time allocated.

The default for this setting is 1800 seconds (30 minutes) but can be changed if required. If this value is not set then a default of 30 minutes is used.

For further information about the installation and configuration of the Confirm Connector, please refer to the installation guide provided.
**Mapped Drive Settings**

The Mapped Drive Settings screen allows drive letters to be assigned to UNC paths which can then be used by ConfirmConnect™ and Confirm Task Processor.

This allows the Confirm Task Processor and ConfirmConnect™ to access these network locations without needing to map a drive letter on the server.

For Example: The **Document Links System Settings** screen has its **Document Store Folder** mapped to "\P:\Photos\". A "P" drive is mapped on this screen which has a Path set to "\Network\Document Links\". This allows ConfirmConnect™ to read the full path as "\Network\Document Links\Photos\"

![Mapped Drive Settings](image)

**Drive:** Select the Drive letter you wish to associate a UNC path to.

**Path:** Enter the UNC path for the Drive letter.

To delete an existing record select the entire row (as highlighted in the screenshot) and press delete key on the keyboard.

**Note:** It is recommended to restart IIS on the ConfirmConnect™ server for changes to take effect.

**Task Processor Settings**

This screen contains settings which are used by the Task Processor. The settings displayed on this screen are all stored in the Confirm database and are used when Agent Tasks are connected to the database.
When ticked, the Confirm Task Processor will write progress messages and all errors to the log file.

**Note:** Even when this is not ticked, logging information will still be written to file if an error occurs (provided a log file is supplied).

**Log File:**
Supply the path and filename which will be used to store database logging information during the running of the Confirm Task Processor.

**User:**
The default user which the Confirm Task Processor will use to log in to the Confirm database. A valid User and Password must be entered for the Task Processor to operate.

**Password:**
The password for the user specified in the User field.

**Email Settings** specifies the sender details which will be mentioned in the mail sent via Task processor. This is applicable for all mails sent in case of agent errors, scheduled reports and email alerts.

**From Name:**
The sender's name as required to be seen by the mail recipient.

**From Address:**
The sender's email address as required to be seen by the mail recipient.

**ConfirmConnect™ Settings**
This screen contains system settings which are used with Confirm Mobile devices.

**Frequency of storing GPS information:**
Determines how long the Mobile device should wait in between storing GPS positions.

**Distance Tolerance for logging GPS information:**
Determines how far an Action Officer must travel (in metres) in order for a new GPS location to be stored.
<table>
<thead>
<tr>
<th>Setting</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Tracking Frequency:</td>
<td>Determines how long the Mobile device should wait in between sending GPS location updates to Confirm.</td>
</tr>
<tr>
<td>Default Defect From Enquiry:</td>
<td>When ticked, Defects created from Enquiries have their Description and Location defaulted from the Enquiry Subject, Number and Location.</td>
</tr>
<tr>
<td>Notes field mandatory on all “Not Assessed” Observations on Asset and Condition Surveys</td>
<td>When ticked observations on Asset and Condition Survey must either have an assessed condition entered, or if set to a not assessed condition must have notes entered.</td>
</tr>
<tr>
<td>Capture Job Costs</td>
<td>Determines whether Cost Capture will occur for Jobs. Select from:</td>
</tr>
<tr>
<td></td>
<td>• None</td>
</tr>
<tr>
<td></td>
<td>• Productive Time Only: Costs will only be logged when Jobs are Completed / Paused and at the End of Day</td>
</tr>
<tr>
<td></td>
<td>• All Costs: As above but Travel / Break time is also recorded when Jobs are Started / Resumed</td>
</tr>
<tr>
<td>Capture Survey Costs</td>
<td>Determines whether Cost Capture will occur for Asset / Condition Survey Tasks. Select from:</td>
</tr>
<tr>
<td></td>
<td>• None</td>
</tr>
<tr>
<td></td>
<td>• Productive Time Only: Costs will only be logged when Surveys are Completed / Paused and at the End of Day</td>
</tr>
<tr>
<td></td>
<td>• All Costs: As above but Travel / Break time is also recorded when Surveys are Started / Resumed</td>
</tr>
<tr>
<td>SOR Required for Cost Capture</td>
<td>When ticked, an SOR must always be specified on the Cost Capture screen</td>
</tr>
<tr>
<td>Cost Code mandatory when new Defect creates and commits Works Order</td>
<td>Tick this to make the Cost Code mandatory when creating Defects in Confirm-Connect that will result in a Works Order being created and committed.</td>
</tr>
<tr>
<td></td>
<td>Whether a Works Order is created and committed is decided by the 'Device Creation of Orders’ field of the Priority for the new Defect.</td>
</tr>
<tr>
<td>Routine Works earliest Due Date Tolerance</td>
<td>Routine Maintenance tasks appear if the earliest due date on any of the Regime Items is within this value. The Default value is 30 days.</td>
</tr>
<tr>
<td>Job future Start Date Tolerance:</td>
<td>Supply a number of days which will be used by Confirm to restrict the Jobs being sent to the mobile device based on the Job Estimated/Actual Start date. If a Job does not have a Start date then it will be transferred to the device.</td>
</tr>
</tbody>
</table>

**ConfirmWorkzone Settings**

This screen contains settings which are used by ConfirmWorkzone. The settings displayed on this screen are all stored in the Confirm database and are used by the application.

<table>
<thead>
<tr>
<th>Setting</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Logging</td>
<td>When ticked, ConfirmWorkzone will write progress messages and all errors to the log file. This is ticked by default.</td>
</tr>
<tr>
<td>Log File</td>
<td>Supply the path and filename which will be used to store logging information during the running of ConfirmWorkzone.</td>
</tr>
</tbody>
</table>
Calculate Travel Time
When ticked, ConfirmWorkzone will automatically calculate the travel time between Scheduled Jobs.

Consecutive Interval
The interval between Scheduled Jobs where ConfirmWorkzone expects that there would not be a return to Depot. Where the interval is exceeded then the Travel Time calculation will be based on a return to Depot taking place.

Default Travel Time
The default travel time for Jobs, where the automatic travel time calculation has not been used (Calculate Travel Time setting is unticked or there is no coordinate data available to calculate travel time automatically).

Refresh Rate
Configure the frequency with which ConfirmWorkzone will poll the database for new or updated Jobs. The polling is carried out every 5 minutes by default.

Earliest Cut Off
If specified, ConfirmWorkzone will treat this number of days before the current date as a cut off for downloading Jobs. Jobs whose Estimated Start and End Date and Due Date are all before the cut off date will not be downloaded by ConfirmWorkzone.

This can be used if a system has large numbers of historical Jobs which are no longer required but have not been closed, to prevent them cluttering ConfirmWorkzone.

Latest Cut Off
If specified, ConfirmWorkzone will treat this number of days after the current date as a cut off for downloading Jobs. Jobs whose Estimated Start and End Date and Due Date are all after the cut off date will not be downloaded by ConfirmWorkzone.

This can be used if a system has a large number Jobs which do not need attention until later, to prevent them cluttering ConfirmWorkzone.

Work Types
Only Jobs whose Work Type is ticked in this list will be displayed in the ConfirmWorkzone task list. This does not affect tasks displayed on the ConfirmWorkzone schedule.

Confirm Web Settings
This screen contains settings which are used by the Confirm Web Platform. The settings displayed on this screen are stored within the Confirm database and are used by the application.

Logging:
When ticked, Confirm Web Platform will write progress messages and all errors to the log file. This is ticked by default

Log File:
Supply the path and filename which will be used to store database logging information during the running of the Confirm Web.

Strategic Asset Management Settings

Export File:
When ticked, the Strategic Asset Management will generate the output generated after Get Data or Refresh Data operation.

Export File Path:
Supply the path which will be used to generate the CSV output after Get Data or Refresh Data operation. File will be generated as ConfirmToSAM_Data-Sync_[timestamp].csv

Local Settings
The Local Settings program allows local machine configuration settings to be edited.

It updates the Registry and security access to it should be restricted.
This will have been set up by Pitney Bowes, and should not be changed other than on Pitney Bowes advice.

**Relicense**

The relicensing utility enables the user to export licence details from one database into an XML file and then this XML can be used to import the licences into another database. The utility can be used to assign test licences to a copy of a live database so that the live database can then be used as test database.

It also enables the user to view the licence details on the screen.

<table>
<thead>
<tr>
<th>Number</th>
<th>Client</th>
<th>Expires</th>
</tr>
</thead>
<tbody>
<tr>
<td>CONF01233</td>
<td>Highways Management System - DMRO</td>
<td>1/1/2050</td>
</tr>
<tr>
<td>CONF01234</td>
<td>Highways Management System</td>
<td>1/1/2050</td>
</tr>
<tr>
<td>CONF01235</td>
<td>Highways Management System</td>
<td>1/1/2050</td>
</tr>
<tr>
<td>CONF01236</td>
<td>Grounds Maintenance System</td>
<td>1/1/2050</td>
</tr>
<tr>
<td>CONF01237</td>
<td>Property Maintenance System</td>
<td>1/1/2050</td>
</tr>
<tr>
<td>CONF01238</td>
<td>Tree Maintenance System</td>
<td>1/1/2050</td>
</tr>
<tr>
<td>CONF01239</td>
<td>Highways Management System - MapXtreme</td>
<td>1/1/2050</td>
</tr>
<tr>
<td>CONF019999</td>
<td>Internal Use Only - All Modules</td>
<td>1/1/2050</td>
</tr>
</tbody>
</table>

**Licence Details**

- **Number**: CONF01233
- **Access Code**: A9315bN5U97619
- **Client Name**: Highways Management System - DMRO
- **Expires**: 1/1/2050
- **Max Users**: 50
- **Max Datasets**: 0
- **No. of Mobile Devices**: 0

**Export**: When clicked, will export the licence details of the selected licence from the screen into an XML file.

**Import**: When clicked, will import the details of the licence from the XML file supplied into the Database. This will overwrite the details of the licence from the XML file into the database, the import will only work if the licence number in the XML file and the one in the database matches.
Export All: When clicked, will export the details of all the licences currently residing in the database to a single XML file. This can be used to backup all the licences and then later be imported into a fresh database.

Import All: When clicked, will ask for an XML to be imported. The user must be sure before using this function that this will overwrite all the licence details currently in the database with the details from the XML file. Once the import is complete then the user must exit the application and login again.

ConfirmConnect™ Profile

The ConfirmConnect™ Profile screen allows the administrator to create new profiles for ConfirmConnect™ Users. Purchased modules can be assigned to a profile which in turn can be assigned to a user or a users group for easy deployment.

ConfirmConnect™ Registration

When a ConfirmConnect™ device signs in successfully for the first time it is registered within Confirm. When a user attempts to sign in, their ConfirmConnect™ profile is checked and the required modules are requested. If the required modules are available they are assigned accordingly, if not the sign in process is cancelled and an error message is returned.

The ConfirmConnect™ Registration utility enables an administrator to view all registered devices and additional information such as device status and module usage so that sign in issues can be resolved efficiently.
All the information displayed is read only with the exception of device descriptions and the ability to delete a device which is explained later.

Device and Module Summary

This section provides a summary information which includes:

Devices Used: Lists how many devices have been registered followed by how many in total can be registered at any one time. Suspended devices are not counted as registered devices.

Enquiry/Condition Survey/Asset Survey/Jobs and Street Works: The subsequent columns list how many module licenses have been used followed by the total number of concurrent licenses for each module type.

Device Registration Details

Each device is represented by a row in the main table. The table can be ordered by any of the columns by clicking on the column header.

To display full details for a device in the Device Registration Details panel click its row in the main table.

Clicking on the refresh button refreshes both the summary information and the main table of devices.

ID: Unique installation ID for the device created when ConfirmConnect™ is installed. The ID can be found for each device by clicking on the ‘About’ screen within ConfirmConnect™.

Status: The current status for the selected device.

Failure Reason: The current sign in failure reason if one occurred is displayed here. A failure reason is cleared once the user has signed in successfully.

Last Used / By: Date and time that the device last interacted with the ConfirmConnect™ service and the user name that was used.
Modules: When a device signs in a list of module types that have been assigned are displayed here.

Description: A free format description to assist device identification. This information can be edited for each device.

Delete

When a device is no longer required, it can be deleted from device registration screen and a device licence will be released. Should a device be deleted by mistake, whilst it is still signed in, the user will receive a forced sign out event when they next attempt a transfer.

Note: A forced sign out event will remove any draft and completed work, which has not been transferred, from the device.

Mail Merge Manager

The Mail Merge Manager stores details of the mail merges that have been created in Confirm.

Mail Merges may be viewed and amended from this Mail Merge manager, but not created

Mail Merges are set up from the area to which they relate, so that a Credential Renewal Mail Merge is created from the 'Mail' button on the Credential Type Lookup form.

Mail Merges may also be set up from most forms, lists and reports.

Contract Preparation\Contractor Standing Lists\Standing list Lookups

Creating a Mail Merge

Set up a Mail Merge

These instructions are based on Word 2007/2010 as the word processor.

1. Open Word and save a blank document with an appropriate name and in the correct location. This document will form that basis of the merge document.

2. Close Word.

3. In Confirm, select records by recalling them into a form, or creating a list or report. In this example an Order Item List has been created from the List button in the Order Details screen:
4. Select 'Mail Merge' from the File menu. The Mail Merge Filter is displayed:

![Mail Merge Filter](image1)

5. Where no mail merge has been created for this entity before, the Mail Merge Type field will not be available. To create a Mail Merge Type, click on the 'Mail' button to display the Mail Merge Manager:

![Mail Merge Manager](image2)

6. Use the Mail Merge Manager to set up a mail merge format for the selected entity:

   - **Code**: Up to 4 alphanumeric characters
   - **Name**: Up to 30 characters
Data File: Enter the full path and name of the data file. The path may be selected using the pick button. The file is created when a merge is carried out, in the location, and with the name, entered here.

Note: The data file will hold the headers, and the field data, from the selected records, and will be used to provide merge fields, and populate them, in the word processor.

Mail Merge document: Enter the full path and name of the mail merge document. This is the file created in Word at step 1 above. This file must already be present and may be picked from the folder where it was stored using the pick button at the end of the field.

File Format: Select the file format for the Data File entered in the Data File field. In this example a text file is being used, and this provides the simplest transfer format for data.

7. Save and close the Mail Merge Manager. The Mail Merge Filter is re-displayed:

8. The Mail Merge Type drop down list will now be available, and will display all Mail Merge Types appropriate to the currently selected data. In this example, the Order Item list is still displayed; therefore the drop down list will offer the Order Item Mail Merge Type.

9. Select the required Mail Merge type. The remaining fields in the Mail Merge filter are populated from the Mail Merge Type record. These may be edited.

   Export Header Information only: Select this to export only field headers. This may be appropriate at the set-up stage if the data is not to be output.

   Data to output: 'Current Record only' - Where data is displayed in a form, the export for mail merge may be limited to only the currently displayed record.

   'All data' - To merge all the currently selected records.

10. Click OK.
11. The word processor will be launched and the mail merge document will be opened in the word processor.
12. To set-up mail merge document in Word use the 'Mailings' menu option in the toolbar. Use the 'Select Recipients' option and select the data file created by Confirm.
13. Once the data has been selected, use the merge fields from the 'Insert Merge Field' drop down to insert into the document. The finished document may be viewed with the text of the selected records inserted, by clicking on the 'Preview Results' button in the toolbar. Select 'Finish & Merge' button to print the document.
The mail merge is now configured and can be used at any time by a User to generate the documents with data from Confirm. These steps must be followed for each new Mail Merge Type that is set up.

**Running a Mail Merge**

Once Mail Merge Types have been created and saved, all the relevant files, paths and directories are set and the merge will be carried out automatically when records are recalled and that Mail Merge Type selected in the Mail Merge Manager.

**To merge records in an existing Mail Merge Type:**

1. Select the required records by recalling them into the form, list or report.
2. Select Mail Merge from the File menu, or press Ctrl+M on the keyboard.
3. In the Mail Merge Manager select the Mail Merge Type required in the Mail Merge Type field.
   
   **Note:** If this field is not available it is because no Mail Merge Type exists for the entity type currently selected.

4. Click OK. The word processor is launched and the selected records are merged to the word processor document specified in the Mail Merge Manager.

**Import Transformations**

Import Transformations define the parameters for locating data import files and for converting them into a format suitable for import into Confirm.

![Import Transformations](image)

**Sequence:** A unique numerical identifier will be suggested by the system but can be changed if desired.

**Contractor:** (Contractor Access Agent module)

This will only be visible if opened from the Contractor 'Import' button and will display the currently displayed Contractor.

**Process Type:** Select from:

'Contractor XML Import' - For importing Contractor data with the Contractor Access XML Agent e.g. Payment Requests and Job Status updates. This will only be displayed if opened from the Contractor 'Import' button.
‘Financial XML Agent’ - For importing Order commit authorisation data from an external Financial system with the Financial XML Agent.

‘Generic Import’ - For importing Defects, Jobs, Features, Inventory, Performance Monitoring inspection results and Asset Valuation Logs with the Import Anything Agent or the equivalent Import Data option on the menu.

‘EToN Import’ - For importing non-standard Street Works EToN data with the EToN Hub module.

‘Connector Agent’ - For importing data with the Confirm Connector invoked by the Task Processor. The Task Processor will then poll the supplied directory for files to pass to the Connector.

**Description:** A free text field for a description of the transformation.

**Stylesheet:** This field is only enabled when ‘File Pre-processing Format’ is not set to (None) or ‘Process Type’ is set to ‘EToN Import’. Enter or find the location of the Stylesheet (.XSL) that will be used to convert the import file into the required Confirm format. This is not required if import files are in Confirm format. Please see the [Import Preprocessing](#) section below for further details.

**Input Directory:** Enter the location of the directory where the import file(s) can be found.

**Document Link Directory:** If a directory is specified here the import file will be copied to this location and a document link created to it. The file can then be accessed directly from the relevant Confirm screen. This is applicable to Inspection Batches, Defects and Jobs imported with the Import Anything Agent.

**File Pre-processing Format:** Select the field delimiter being used in the import file. The system will use this to convert the import file to XML format and then apply a Stylesheet to convert it to Confirm format.

- **Note:** Set this to '(None)' if import files are in Confirm format, and to 'XML' if import files are XML files to be converted to Confirm format using a Stylesheet.

- **Note:** Tab and comma delimited files are assumed to have an end of record denoted by the Carriage Return and Line Feed characters. Pipe delimited files are assumed to have an end of record denoted by tilde (~).

**File Name Mask:** You may restrict the selection of files from the Input Directory by specifying the name, or part name of the files to be used. Wildcards may be used. The File Name Mask defaults to *.* meaning all files in the Input Directory will be processed.

**File Structure Definition:** (EToN Hub module)

EToN Import transformations have to convert EToN text files into XML so that they can be transformed by the EToN Agent. An XML structure definition file tells the EToN Agent the structure of the file it is transforming.

**Response Stylesheet:** Only available with the ‘Connector Agent’ Process Type. The response given by the Connector can then be passed through the supplied Stylesheet.

**Response File Extension:** Only available with the ‘Connector Agent’ Process Type. Provide the file extension for the response files so that they can be processed by the stylesheet supplied above.
When a Stylesheet is being used to transform data into Confirm format, this button can be used to test that the settings specified are correct and the Stylesheet is correctly constructed. The Test button will examine each file in the Input Directory matching the File Name Mask, and generate test file(s) as follows.

If File Pre-processing Format is set to ‘XML’ then the Stylesheet will be applied directly to the XML import file and the result created as a .TMP file.

If any other File Pre-processing Format is being used, an .XML file will be generated by applying the Pre-processing Format to the import file. The Stylesheet will then be applied to this and the result created as a .TMP file.

In either case, the .TMP file contains the data that would be imported into Confirm so its content can be checked against the Import Specification for the relevant Agent.

**Note:** The Test button will not proceed with processing if more than 10 files are found. This is a safety measure in case the wrong Input Directory is chosen.

**Note:** If the File Name Mask is one that includes .XML and .TMP files (such as *. which includes both of these), clicking the Test button a second time will attempt to process any .XML and .TMP files present. The Task Processor will also attempt to process these files if they are left in the import folder.

A history of changes made to Import Transformation records will automatically be recorded. Click on the History button to see the full Entity History Report for the current record.

**Import Preprocessing**

The import file is processed, depending on its format, as follows:

**Text files requiring transformation**

These are transformed into XML. An example is used to explain how a delimited text file is converted into XML and the XML notation used for this process.

The following is an example of a supplied Pipe Delimited text file, to be converted into XML, with two rows:

<table>
<thead>
<tr>
<th>Order1</th>
<th>Job5</th>
<th>50</th>
<th>1.5</th>
<th>75.00</th>
</tr>
</thead>
<tbody>
<tr>
<td>Order2</td>
<td>Job8</td>
<td>100</td>
<td>3</td>
<td>300.00</td>
</tr>
</tbody>
</table>

This file is converted into the following XML:

```xml
<table>
  <tr>
    <td>Order1</td>
    <td>Job5</td>
    <td>50</td>
    <td>1.5</td>
    <td>75.00</td>
  </tr>
  <tr>
    <td>Order2</td>
    <td>Job8</td>
    <td>100</td>
    <td>3</td>
    <td>300.00</td>
  </tr>
</table>
```
XML files, either produced by the above process or supplied, are transformed into SBSCSV format by the stylesheet held on the XSL Transform record.

**Text files in SBSCSV format**

These files, either produced by the above process or supplied, are processed by the import utility against which the preprocessor is running.

**Finance Year**

The Finance Year library stores Finance Years with start and end dates for use throughout Confirm. Please refer to the Finance and Budgets manual for details.

**Comment Library**

The Comment Library allows a list of standard Comments to be created and maintained. A standard Comment can be pasted into Comments, Descriptions, or Notes fields throughout the system.

<table>
<thead>
<tr>
<th>Comment Name</th>
<th>No Fault Found</th>
</tr>
</thead>
<tbody>
<tr>
<td>Comment Text</td>
<td>We have inspected the location but fault could not be faulted</td>
</tr>
<tr>
<td>Display Order</td>
<td>12</td>
</tr>
<tr>
<td>Applicable To</td>
<td>Job by Status</td>
</tr>
</tbody>
</table>

- **Comment Name:** An optional field to help identify a Comment.
- **Comment Text:** A free text Notes field.
- **Display Order:** Order in which a Comment will appear in the lookup list. By default this value is set to 999999 but can be changed to a lower value to make the Comment appear higher in the list.
Applicable To: Restrictions the applicability of a standard Comment.

All - Comment can be applied to any field.

Job - Comment will be available only on Job related screens.

Enquiry - Comment will be available only on Enquiry related screens.

Enquiry by Status - Comment will be available only if an Enquiry’s Status is one of those ticked.

Job by Status - Comment will be available only if a Job’s Status is one of those ticked.

Street Works - Comment will be available only on Street Works related screens.

Defect - Comment will be available only on Defect related screens.

Although the Comment Library Lookup filters the list based on Applicability, the entire list of Comments can be viewed by clicking the ‘Show All’ button.

**Document Links System Settings**

This setting is used to specify the directory path to the Folder that will be used as a central document store. This will be the location that all photos uploaded from mobile devices will be transferred to, and will also be the location that other linked documents can be uploaded to from the Document Links screen, if a Document Store setting of Folder is chosen. It can be in the form of a file path (e.g. C:\Documents") or a UNC path (e.g. \ServerName\Documents\).

When uploading photos from a mobile device via the Confirm Connector the Document Store Folder will refer to a path on the machine hosting the Confirm Connector, so a setting of C:\FB1Images would be a directory in the root of the Confirm Connector machines hard drive.

Uploaded Photographs will be attached to entities as document links and any uploaded documents or photos will have the Document Location prefixed with either $Document$, for photos uploaded during a transfer, or $Document Store$ for documents uploaded manually to a ‘Folder’ document store. When launching documents the prefix values will automatically be replaced with the Document Store Folder value.

**Note:** If this setting is left blank then any transfers from handheld devices with photos will fail.
Note: If this setting is ever modified then the Confirm Connector must be restarted for it to use the new path.

This is used to specify where files should be transferred to when choosing to upload a file to a document store in the Document Links screen. The options are:

- None
- Folder
- Web (PUT)
- Web (POST)

'Folder' will upload document files to a Document Store Folder, or rather to a Year/Month subfolder structure within it. The subfolder structure is determined from the Document Date at the time of upload. A subfolder is created for each year, and within that a subfolder for each month.

'Web (PUT)' and 'Web (POST)' will only be available if you have module 8010. The PUT and POST options provide two common protocols for transmitting files across the internet. The configuration of the remote web service would dictate which of these is used.

Web Service URL

This is to specify the location of a web service capable of receiving documents sent from Confirm. Documents will be sent to this web service when the Document Store setting is set to Web (PUT) or "Web (POST)", however, images uploaded from mobile devices will continue to be transferred to the Document Store Folder location.

When a file is uploaded to a web service, the final storage location that can be used to view the file is returned to Confirm and this then becomes the new Document Location value shown on the Document Link.

The Document Link URL Prefix setting specifies a path that is matched against the Document Location value returned from the web service. A match is substituted with the string '$Document URL$'.

This prefix substitution feature allows easy identification of files stored in the central document store and shortens lengthy location details shown with the document link.

For example, if this URL Prefix field had the value "http://www.confirm.com/Documents" and a document is uploaded to a web service which returns a Document Location of http://www.confirm.com/Documents/inspections/photo.jpg then the Document Location value for that Document Link would appear as $Document URL$/inspections/photo.jpg.

If no URL prefix is specified then the Document Location will appear as the full URL to the file.

Maximum Document Size for Upload

This setting is used to limit the size of files that are uploaded to a central document store. The size limit is given in 1000s of bytes, with 0 meaning no limit. Here 1kB is set to be equal to 1000 bytes. This may differ to file sizes reported elsewhere in the system, where 1024 bytes is often used to signify 1kB.

Files over the specified size will not be uploaded and a message will be displayed to inform the user. This Document Upload size limit does not check any other restrictions that may be in place such as disk quotas or web service upload limits that could also cause the upload to fail; so these should be considered when setting the maximum document size.
Import Anything System Settings

The Import Anything System Settings allow you to specify a date type to be applied to the date when the file is loaded into Confirm.

**Loaded Date Type:** Specify a Date Type to act as the Loaded Date. This Attribute will be set to the current date for all Features created via this import, including new versions of existing Features. The Loaded Date does not get set for existing Features that are being updated. If a value for this Date Type is supplied as a Feature Attribute in the file, it will be ignored.

The drop down list references the Date Types lookup.

**Asset Register/Feature Lookups**

**Use Seed Numbers from...**

Check this flag to enable imported Jobs, Defects and Inspection batches to be given Seed Numbers from the Work Group of the Action Officer or User supplied, rather than the Task Processor User Work Group.

The following entities will be given the following range of Seed Numbers:

- **Jobs** - Work Group of the login name supplied with the Job.
- **Defects** - Work Group of the officer code supplied with the Defect.
- **Inspection Batches** - Work Group of the officer code supplied with the Inspection Feature.

If the Work Group applicable for Jobs, Defects or Inspection batches does not have a valid range of Seed Numbers then the Task Processor User's Work Group is used instead.

**Street Import**

Confirm will use the lookup values specified in this section if not supplied in the Site import file.
Feature Import

Feature Type: Select a Feature Type from the drop down list, which Confirm will use if the import file does not contain a valid Feature Type. The drop down list references the Feature Types lookup.

Asset Register\Feature Lookups

Discard Blank Site Records: Check this to discard Feature records with a blank Site Code. This prevents these records from being imported without raising an error and thus the import file being rejected.

Terminology System Settings

The default terminology used on Confirm screens varies depending on User and system configuration. See Terminology in Confirm Products for more information.

For example 'Feature' is called 'Asset' when running Confirm Street Lighting terminology, and 'Tree' when running Confirm Arboriculture.

The Terminology System Settings screen allows these terms to be overridden. The settings do not vary according to the Confirm executable unlike the default settings.

If terms are not overridden, all Confirm executables use the default terminology.
Each default name has three columns into which the user-defined name can be entered.

- The first column is used for the full user-defined terminology.
- The second column may be used for a shorter name which the system will use if it cannot fit the name in the first column into the available space.
- The third column may be used to define a fully shortened name which the system will use if it cannot fit the name in the first column, or the name in the second column, into the available space.

For example:

The changes illustrated above will result in the Site folder appearing in the Confirm Explorer as illustrated below:

![Terminology System Settings](image)

<table>
<thead>
<tr>
<th>Feature</th>
<th>Full Term</th>
<th>Medium</th>
<th>Short</th>
</tr>
</thead>
<tbody>
<tr>
<td>Site</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>External Reference</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Post Cods</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Area</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Ward</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Organisation</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Organisation Group</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Classification</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Classifications</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Contract Area</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Feature Type</td>
<td>Asset</td>
<td>Asset</td>
<td>Asset</td>
</tr>
<tr>
<td>Feature Id</td>
<td>Asset Id</td>
<td>Asset Id</td>
<td>Asset Id</td>
</tr>
<tr>
<td>Plot Number</td>
<td>Asset Number</td>
<td>Asset Number</td>
<td>Asset Number</td>
</tr>
<tr>
<td>Location</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Feature Group</td>
<td>Asset Group</td>
<td>Asset Group</td>
<td>Asset Group</td>
</tr>
<tr>
<td>SOR</td>
<td>Item</td>
<td>Item</td>
<td>Item</td>
</tr>
<tr>
<td>Uplift</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Enquiry</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Enquiries</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Type of Service</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Enquiry Subject</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Est. Completion (Job)</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Validation</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Variation Order (VO)</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Node</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Defect</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Gang</td>
<td>Team</td>
<td>Team</td>
<td>Team</td>
</tr>
<tr>
<td>Plant</td>
<td>Equipment</td>
<td>Equipment</td>
<td>Equipment</td>
</tr>
<tr>
<td>Labour</td>
<td>Worker</td>
<td>Worker</td>
<td>Worker</td>
</tr>
<tr>
<td>Ledger</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
Fields in the forms and filters associated with the Site (Road Classification And Names) will also be re-named in accordance with the terminology settings.
Entity History

Entity History is used to track changes made to the particular Entities where it has been enabled in Entity History Settings. It can be used to Report on the changes made, who made them, and when. Each area of Confirm that records Entity History will have Settings particular to that Entity.

Entity History Report

Key Codes

Entity History can be recorded for the following:

<table>
<thead>
<tr>
<th>Entity</th>
<th>Key</th>
<th>Module Required</th>
</tr>
</thead>
<tbody>
<tr>
<td>Feature</td>
<td>Site Code / Plot Number</td>
<td>0115 – Audit Trails</td>
</tr>
<tr>
<td>Feature Attributes</td>
<td>Site Code / Plot Number / Type Code</td>
<td>0115 – Audit Trails</td>
</tr>
<tr>
<td>Feature Measurements</td>
<td>Site Code / Plot Number / Type Code</td>
<td>0115 – Audit Trails</td>
</tr>
<tr>
<td>Feature Dates</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Feature Smart Attributes</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Inventory</td>
<td>Site Code / Plot Number / Inv Item Id</td>
<td>0115 – Audit Trails</td>
</tr>
<tr>
<td>Inventory Attributes</td>
<td>Site Code / Plot Number / Inv Item Id / Type Code</td>
<td>0115 – Audit Trails</td>
</tr>
<tr>
<td>Defect</td>
<td>Defect Number</td>
<td>0500 – Condition Survey</td>
</tr>
<tr>
<td>Job</td>
<td>Job Number</td>
<td>0700 – Asset Maintenance</td>
</tr>
<tr>
<td>Job Attribute Type</td>
<td>Job Number / Type Code</td>
<td>0715 – Job Attributes</td>
</tr>
<tr>
<td>Job Status</td>
<td>Status Code</td>
<td>0700 – Asset Maintenance</td>
</tr>
<tr>
<td>Tender Bids</td>
<td>Tender Number / Contractor Code</td>
<td>0945 – Non-Term Bidding</td>
</tr>
<tr>
<td>Standing List Prerequisite</td>
<td>Work Band Key / Credential Code</td>
<td>1810 – Contractor Standing Lists</td>
</tr>
<tr>
<td>Listed Contractor</td>
<td>Work Band Key / Contractor Code</td>
<td>1810 – Contractor Standing Lists</td>
</tr>
<tr>
<td>Contractor Credentials</td>
<td>Contractor Code / Credential Code</td>
<td>1810 – Contractor Standing Lists</td>
</tr>
<tr>
<td>Consequence Type</td>
<td>Consequence Type Code</td>
<td>2300 – Risk Management</td>
</tr>
<tr>
<td>Consequence Severity</td>
<td>Consequence Type / Severity</td>
<td>2300 – Risk Management</td>
</tr>
<tr>
<td>Consequence of Failure (Matrix)</td>
<td>Feature Group / Risk Type / Risk Class / Failure Mode / Consequence Type / Severity</td>
<td>2300 – Risk Management</td>
</tr>
<tr>
<td>Feature Activity</td>
<td>Site Code / Plot Number / Activity Number</td>
<td>2300 – Risk Management</td>
</tr>
</tbody>
</table>
### Entity History Filter

**Changed By:** Select a User from the User library. [System Administration\Security\User Security](#)

**Change Date From** + **To:** Select the date range to report on.

**Entity Type:** Enter the section of data to report on. The drop down list shows the data sections as defined in the Entity History System Settings.

**Column Changed:** A list of fields will be displayed which will reflect the selection made in the Entity Type field. Select from the list.

**Key Like:** A free Text field in which key codes may be entered.

Each code is separated by a slash. See the 'Key Codes' section for example codes.

**Show Inserts:** Check this to include newly created records in the report.

**Show Updates:** Check this to include changes to existing records.

**Show Deletes:** Check this to include records that have been deleted from the database.

### Entity History Cleardown

The Entity History Cleardown will delete Entity History records based on the parameters set in the filter.

---

**Plot Number** is stored without trailing zeroes. For example, Entity History for a Feature with a Plot Number of 100.00 is stored with a Key value in the form 47701370/100 rather than 47701370/100.00.

**Note:** Entity History will only record the first 500 characters of text fields, such as Feature Location, Feature Description, Defect Notes, Attribute Notes etc.

Click on the OK button to retrieve the results.

The Entity History Report will open and display the results that met the filter criteria. Displaying all Historical Log entries associated with Entity Date along with any changes made.

---

<table>
<thead>
<tr>
<th>Entity</th>
<th>Key</th>
<th>Module Required</th>
</tr>
</thead>
<tbody>
<tr>
<td>Statement Item</td>
<td>Organise Code / Statement Number / Statement Item Number</td>
<td>3400 - Street Works Register</td>
</tr>
<tr>
<td>Import Transformation</td>
<td>Transformation Key</td>
<td>None</td>
</tr>
<tr>
<td>(includes Contractor</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Import and Export</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Transformation)</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
**Entity History Cleardown Filter**

- **Changed By**: Restricts the Cleardown utility to clear changes made by the selected User only.
- **Change Date From** to **To**: Restricts the removal of Entity History records to only those created between the dates set. These are optional and if not provided then no date restriction will be applied.
- **Entity Type**: Restricts the Cleardown utility to only particular Entity Types. The drop down list shows the entire list of Entities that Entity History can be recorded for.

The Preview Report will display the Entity History records retrieved based on the filter criteria, and all of these displayed records will be removed from Confirm. The records will not be removed until the 'Save' button is clicked, and upon completion the Report Title will change from "Entity History Cleardown Report" to "Entity History Cleardown – Result".

**Entity History System Settings**

The Entity History Settings define the Feature, Inventory, Job, Defect data for which changes are tracked and recorded.

Entity History will record changes made through Confirm screens and also via other means such as Import Utilities, Batch Utilities, and the results of work carried out on a mobile device.

The general settings on this screen are further controlled on a per Feature Group basis. Entity History will only be recorded for Features (or Inventory Items) in a Feature Group that has the 'Maintain History' box ticked on the Feature Group screen.
Feature: This box must be ticked to ‘activate’ audit trails for Features. If only this box is checked, the data recorded in fields on the Feature tab of the Feature form will be tracked and may be reported on.

‘Additional’ tab: To also record changes in fields on the Additional tab of the Feature form.

‘Geography’ tab: To also record changes in fields on the Geography tab of the Feature form.

‘Valuation’ tab: To also record changes in fields on the Valuation tab of the Feature form.

Measurements: To also record changes to Measurement values on the Attributes tab of the Feature form.

Attributes: To also record changes to Pick List and Text values on the Attributes tab of the Feature form.

Dates: To also record changes to Date values on the Attributes tab of the Feature form.

Smart Attributes: To also record changes to Smart Attribute values.

Inventory: This box must be ticked to record changes to Inventory Items.

Attributes: To also record changes to any of the Attributes of Inventory Items.

Job: Tick this to tell Confirm to record changes to Job Attributes and any of the following fields:

- Site Code
- Plot Number
- Estimated Start Date
- Actual Start Date
• Estimated Completion Date
• Actual Completion Date
• Liability Date

**Defect:**

Tick this to tell Confirm to record changes to any of the following Defect fields:

• Site Code
• Plot Number
• Date
• Target Date
• Observation type
• Defect type
• Priority
• Defect Notes
• Job number

**Street Works Statements:**

Tick this to record changes to any of the following fields on Statement Items:

• Charge
• Discount
• Apply Charge
• Reviewed
• Comments
All System Settings

This folder contains copies of all of the screens which contain settings which can be used to alter the behaviour of Confirm. These screens are also available in their appropriate folder e.g. the Feature System Settings will also appear in the Feature Lookups folder. The options available depend on the current User's permissions and the modules activated.
All Seed Numbers

This folder contains copies of all of the screens which contain Seed Numbers. Seed Numbers are required for creating many items in Confirm where a unique number is needed e.g. Jobs. These screens are also available in their appropriate folder e.g. the Job Seed Numbers will also appear in the Maintenance Lookups folder. The options available depend on the current User's permissions and the modules activated.