Climsoft – Users Administration and General Settings Configuration Guide

March 2020

Contents

1. Introduction

Welcome to the Climsoft version 4 Users Administration and General Settings configuration Guide. This guide will instruct administrators on how to manage Climsoft users (add or delete users, assign roles and permissions to users, etc.) and perform essential and general settings configuration required by Climsoft. It is important to set up user roles correctly in order to safeguard the database from errors and inadvertent modification.

2. Administration of Users in Climsoft

The default user of the Climsoft CDMS is "**root**". This is the super user of the system with access to all the features of the CDMS. In order to allow other users to make use of the system, the "root" user must add new users and assign them to different user groups. Different user groups that have been pre-defined for Climsoft are shown in table1 below:

User Group	Summarized access rights
ClimsoftAdmin	All Climsoft features including creating and deleting other users
ClimsoftDeveloper	Modification of all Climsoft features
ClimsoftMetadata	Updating of metadata e.g. station information, instruments, etc.
ClimsoftOperator	Key- Entry of observation data
ClimsoftOperatorSupervisor	Key-Entry plus uploading key-entry data to observationinitial table
ClimsoftProducts	Extracting products from Climsoft
ClimsoftQC	Key-Entry, upload to observationintial and Quality Control
ClimsoftRainfall	Key-Entry of only rainfall data
ClimsoftTranslator	Translation of text on controls and messages

Table 1: Climsoft user roles

2.1 Getting Started

To start, sign into Climsoft, then click on the "**Users Administration**" icon, located in the welcome window. This will open the dialog box shown in Figure1.
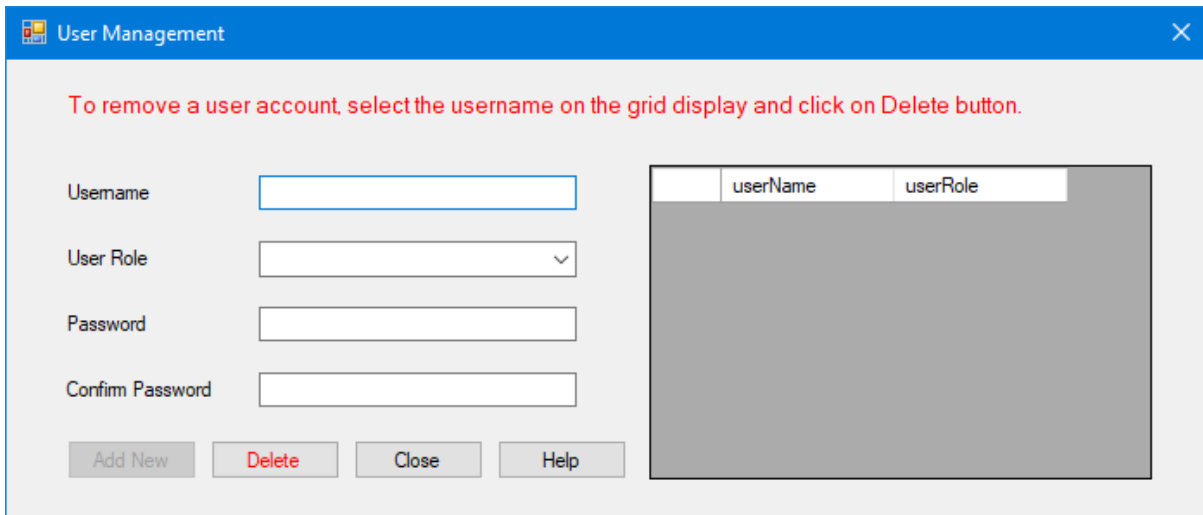
Figure 1- User Management dialog

2.2 Adding Users

1. To add a new user, first enter a user name;
2. Click on the drop-down arrow located to the right of the "**User Role**" box and select the desired user classification;
3. Create and confirm their password in the boxes provided;
4. To save, click "**Add New**" button;
5. To exit the "User Information" window click "Close".
The user management dialog is intuitive and self-explanatory. The "**Add New**" button is enabled after filling in all the textboxes and picking the user role from the dropdown list (Figure 2).

Important

You should get a message confirming successful creation of each user (Figure 2). As each user is created, the username created should be added to the grid display on the right of the user creation dialog (Figure 2). You should also be able to login to Climsoft version 4 with the created users.
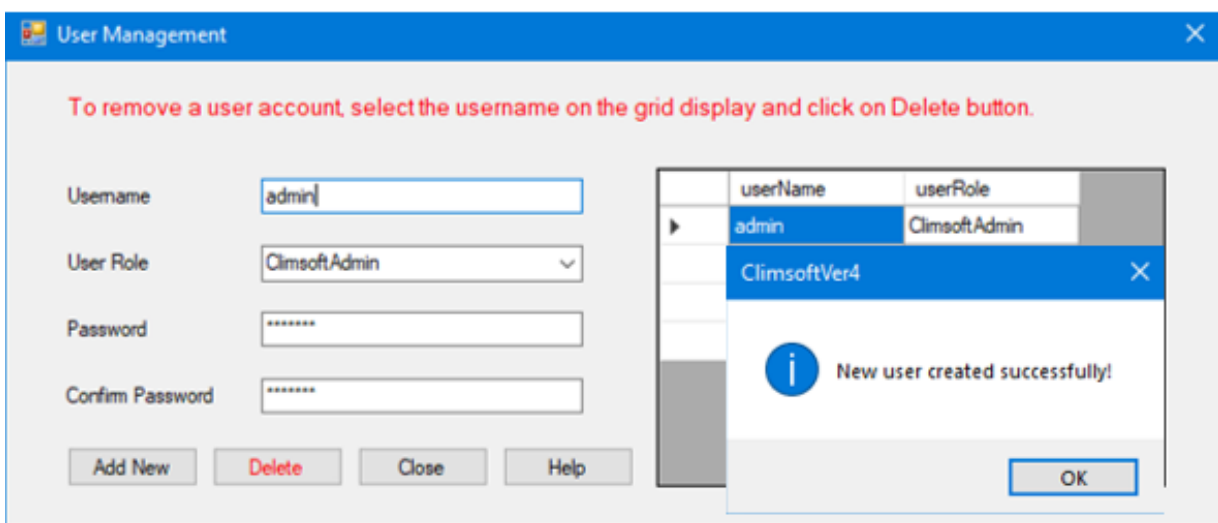

Figure 2 - Confirmation message of successful user creation

2.3. Change Password / Change own password

After creating new users, Climsoft administrator can change the password of any user via the "**Administration**" menu item as follows. Any user can change as well his/her own password via the menu item "**Change own password**". Passwords must be at least 6 characters long; if you try to set a password that has fewer than 6 characters you will receive an error message (Figure 3).
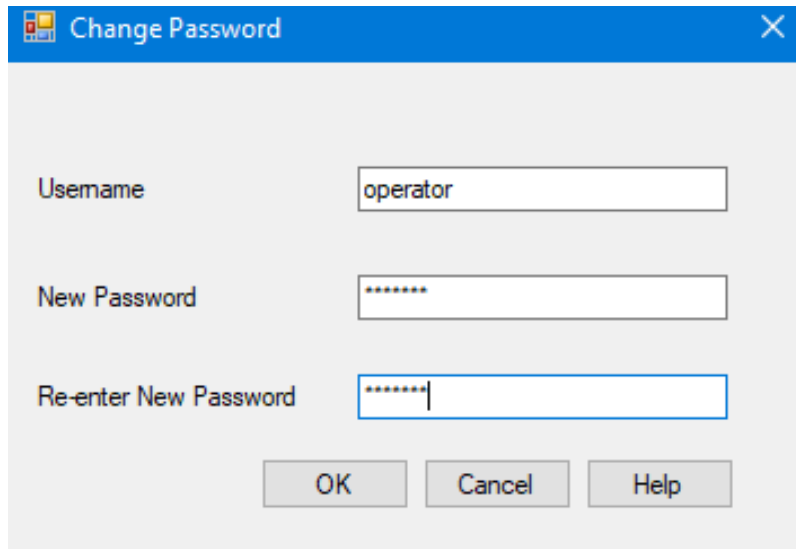

Figure 3 - Change password/Change own password

2.4 Deleting Users

To delete a user, follow the steps below:
Step 1. Select the user in the grid and then click on "Delete" button (Figure 4);
Step 2. A message will pop up ask you to confirm your decision. Click "**OK**";
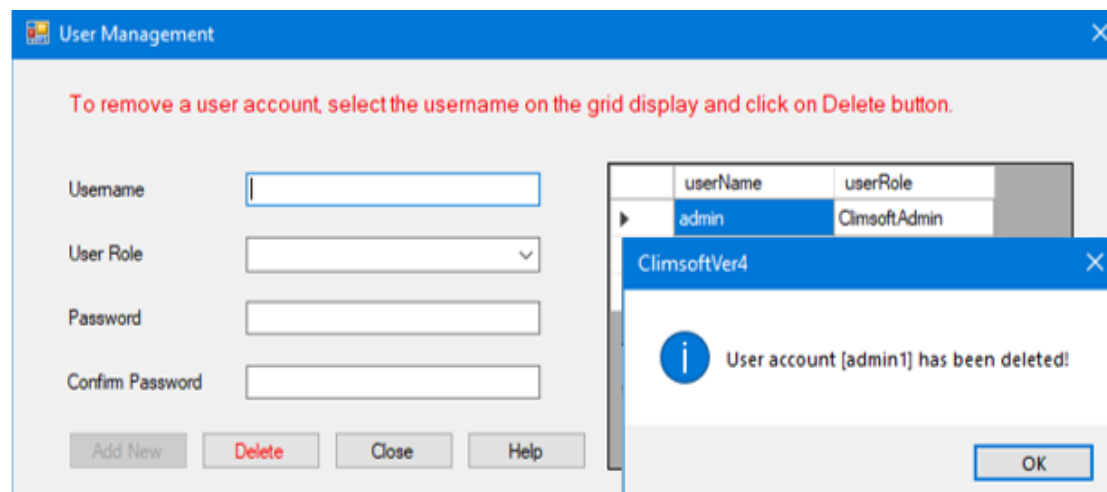**Step 3**. To exit the "User management" dialog, click "**Close**".

 Figure 4 - Delete user

Important

The password length must be greater or equal to 6 characters (Figure 5)
Administrators are advised to keep a log of usernames and passwords for easy retrieval in case of forgotten information.
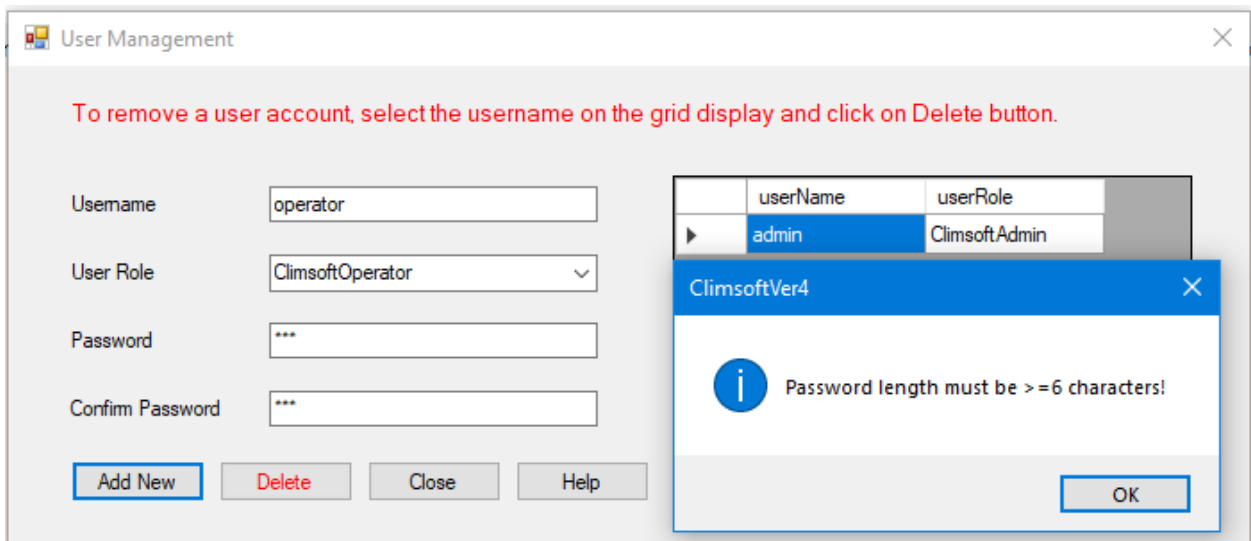
5

Figure 5 - Password length

3. General Settings Configuration

In order to customize Climsoft for local use, Climsoft administrator must configure the system as follow:

1. Go to Main Menu, then "**Tools",** select **"General Settings".**

The dialog shown below (Figure 6 (a)) will display, showing one record at a time.
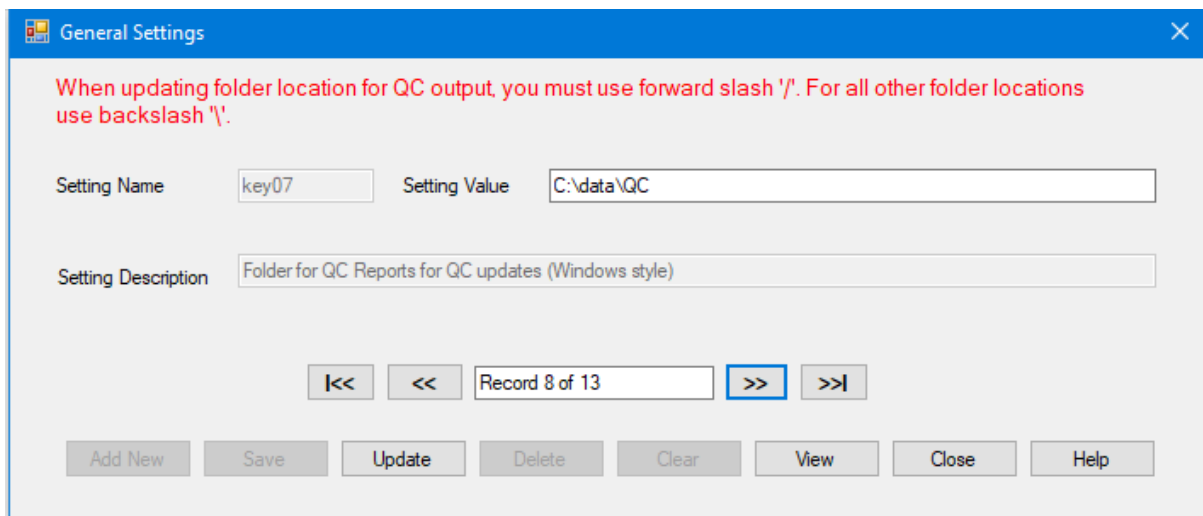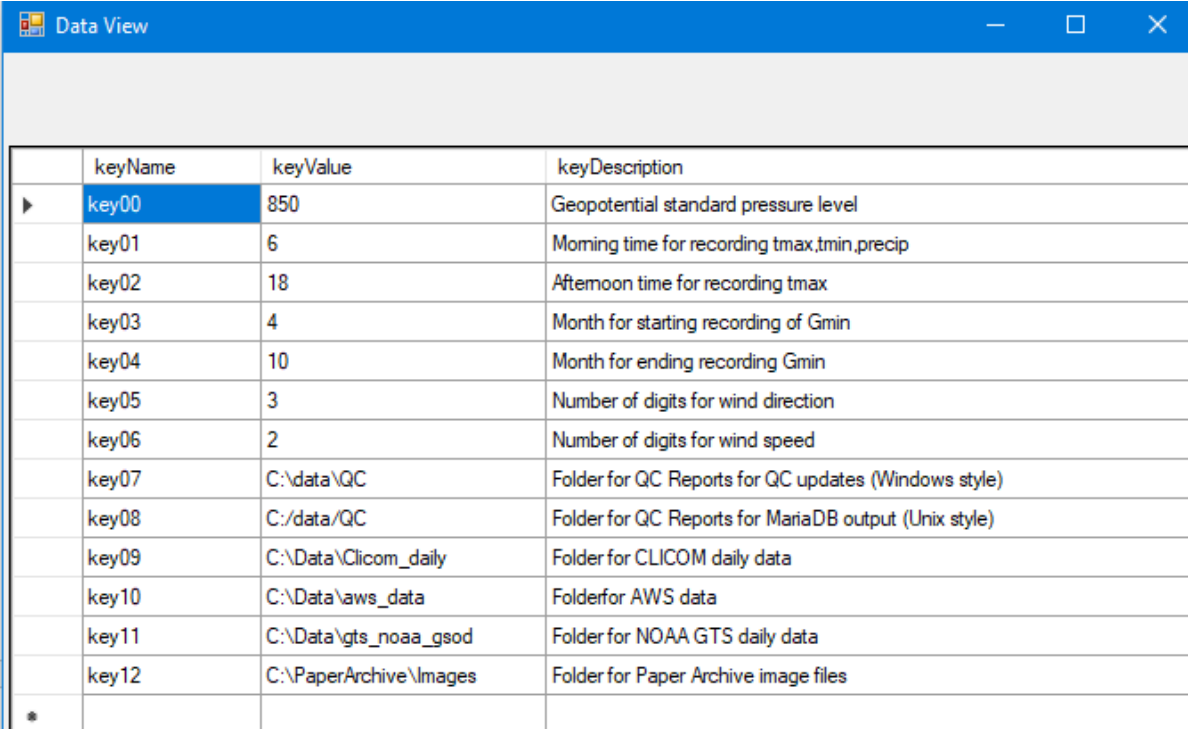

 Figure6 (a): General settings in single record view mode

The screenshot above Figure 6 (a), shows the default path set for the QC reports folder that will be generated from Climsoft. Users can decide to adjust this path to suits their preference or leave this path the way it is.

To view the record in datasheet view (table format), click the "**View**" button (Figure 6 (b)).

keyName	keyValue	keyDescription
key00	850	Geopotential standard pressure level
key01	6	Morning time for recording tmax,tmin,precip
key02	18	Afternoon time for recording tmax
key03	4	Month for starting recording of Gmin
key04	10	Month for ending recording Gmin
key05	3	Number of digits for wind direction
key06	2	Number of digits for wind speed
key07	C:\data\QC	Folder for QC Reports for QC updates (Windows style)
key08	C:/data/QC	Folder for QC Reports for MariaDB output (Unix style)
key09	C:\Data\Clicom_daily	Folder for CLICOM daily data
key10	C:\Data\aws_data	Folder for AWS data
key11	C:\Data\gts_noaa_gsod	Folder for NOAA GTS daily data
key12	C:\PaperArchive\Images	Folder for Paper Archive image files

Figure 6 (b): General settings in datasheet view mode

Important

The Administrator must navigate through all the records in the dialog and change the contents in the textbox to the right of the label "*Key Value*" (second column) to suit the required local configuration and give a clear description in the third column and click the update command to validate the changes. For each setting (on each record) to take effect, the "**Update**" button must be clicked.

With reference to the screenshot above (Figure 6 (b)), the folder name and path must match the folder and path that exist or have been created on the computer where the Climsoft database has been installed. The folder name and path do not necessarily have to be the same as the default value shown in the screenshot

Note: For any question or further clarifications, contact the Climsoft Helpdesk: support@climsoft.org