



Graphical Procedure Writing Software

Administrator's Guide

v3.1 Enterprise Version

YOU SHOULD CAREFULLY READ THE FOLLOWING TERMS AND CONDITIONS OF THIS LICENSE AGREEMENT BEFORE OPENING THIS PACKAGE. IF YOU DO NOT AGREE WITH THESE TERMS AND CONDITIONS, PLEASE PROMPTLY RETURN THIS PACKAGE FOR A FULL REFUND.

LICENSE AGREEMENT

Brady Worldwide, Inc. (hereafter "Brady") hereby grants you a non-exclusive, nontransferable license to use this software and the accompanying documentation according to the following terms:

1. LICENSE GRANT: You may 1) install the software on the number of computers covered by invoices for this license from Brady, which are hereby incorporated by reference; 2) use and transmit the software on a network within a site if authorized by an invoice from Brady; 3) install the software on one server or multiple servers as invoiced for a single server or multiple servers which invoices are hereby incorporated by reference; and 4) make copies of the software in machine readable form for backup purposes only.

2. LICENSE RESTRICTIONS: You may not: 1) modify, adapt, translate, reverse engineer, decompile, disassemble, create derivative works based on, or copy (except for the backup copy) the software or the accompanying documentation; 2) rent, transfer or grant any rights in the software or accompanying documentation without the prior, express written consent of Brady; or 3) remove any proprietary notices, labels, or marks on the software and accompanying documentation.

3. NATURE OF THIS AGREEMENT: This license is not a sale. License fees paid by you, if any, are in consideration of the licenses granted under this Agreement. Title and copyrights to the software, accompanying documentation, and any copy made by you, remain the property of Brady or its suppliers. Unauthorized copying of the software or the accompanying documentation, or failure to comply with the above restrictions, shall automatically terminate this license, without further notice, and terminate your rights to use the software, and Brady shall, in addition to its other legal remedies, be entitled to its reasonable attorney fees.

4. LIMITED WARRANTY: Brady warrants that, for a period of ninety (90) days from the date of delivery to you as evidenced by a copy of your receipt, the software, as furnished, under normal use, will perform without significant errors. Brady's entire liability and your exclusive remedy under this warranty (which is subject to you returning the software to Brady) will be, at the option of Brady, to attempt to correct or help you around errors, to replace the software with functionally equivalent software or diskettes, or to refund the license fee of the software and terminate this Agreement.

EXCEPT FOR THE ABOVE EXPRESS LIMITED WARRANTY, BRADY MAKES AND YOU RECEIVE NO WARRANTIES, EXPRESS, IMPLIED, STATUTORY OR IN ANY COMMUNICATION WITH YOU, AND BRADY SPECIFICALLY DISCLAIMS ANY IMPLIED WARRANTY OF MERCHANTABILITY OR FITNESS FOR A PARTICULAR PURPOSE. BRADY DOES NOT WARRANT THAT THE OPERATION OF THE PROGRAM WILL BE UNINTERRUPTED OR ERROR FREE.

Some states do not allow the exclusion of implied warranties so the above exclusions may not apply to you. This warranty gives you specific legal rights. You may also have other rights which vary from state to state.

5. LIMITATION OF LIABILITY: IN NO EVENT WILL BRADY BE LIABLE FOR ANY DAMAGES, INCLUDING LOSS OF DATA, WHEN LOADING THIS SOFTWARE OR OTHERWISE, OR LOST PROFITS, COST OF COVER OR OTHER SPECIAL, INCIDENTAL, CONSEQUENTIAL OR INDIRECT DAMAGES ARISING FROM THE USE OF THE PROGRAM OR ACCOMPANYING DOCUMENTATION, HOWEVER CAUSED AND ON ANY THEORY OF LIABILITY. THIS LIMITATION WILL APPLY EVEN IF BRADY HAS BEEN ADVISED OF THE POSSIBILITY OF SUCH DAMAGE.

Some states do not allow the limitation or exclusion of liability for incidental, or consequential damages, so the above limitation may not apply to you.

6. GENERAL: This Agreement shall be governed by, and interpreted under, the laws of the State of Wisconsin, USA. You acknowledge that U.S. law and regulations may restrict the export/re-export of the software. You agree not to export/re-export the software or portions thereof in any form without the appropriate U.S. and foreign government licenses. This obligation shall survive and continue after this Agreement terminates. This Agreement is the entire agreement between the parties and supersedes any other communications or advertising with respect to the software and accompanying documentation. If any provision of this Agreement is held invalid, the remainder of this Agreement shall continue in full force and effect.

6555 West Good Hope Road, P.O. Box 571, Milwaukee, Wisconsin 53201-0571, USA, tlf. +1 (414) 358-6600

Contents

Administering the Application	1
Enterprise Server Functions	2
<i>Administrator Application</i>	2
<i>Network Service</i>	2
System Requirements	3
<i>Server Applications</i>	3
<i>Client PCs</i>	3
Enterprise Manager Main Menu & Functional Areas	4
<i>Main Menu</i>	4
<i>Functional Areas</i>	5
Install Enterprise Manager Applications	6
<i>Preparing for Installation</i>	6
<i>Installing the Enterprise Manager Utility</i>	7
<i>Initiating Network Service</i>	8
<i>Activating the LOCKOUT-PRO™ Application</i>	9
Change Enterprise Manager Language.....	9
Change the Web Viewer Security Account.....	10
Set the File Repository Location.....	12
Enter a LOCKOUT-PRO™ Product Key.....	12
Distribute the LOCKOUT-PRO™ Software	13
<i>Distributing the LOCKOUT-PRO™ Software to Clients</i>	13
Web Installer.....	13
Group Policy (Push) Tool.....	14
<i>Distributing the Remote Administrator Application</i>	15
Web Installer.....	15
Group Policy (Push) Tool.....	16
Setting Up and Managing Users	17
<i>Primary Functions and Permission Levels</i>	17
<i>Starting & Stopping Network Service</i>	18
<i>Connecting to the Network Service</i>	19
<i>Managing User Groups</i>	20
<i>Managing Users</i>	22
<i>Managing Files & Folders</i>	26
Troubleshooting	32
<i>Viewing LOCKOUT-PRO™ Events</i>	32
<i>Troubleshooting Enterprise Functions</i>	32
<i>Error Conditions/Messages</i>	33
<i>Contacting Technical Support</i>	33

Copyright

This manual is copyrighted with all rights reserved. No portion of this manual may be copied or reproduced by any means without the prior consent of Brady Worldwide, Inc.

While every precaution has been taken in preparation of this document, Brady assumes no liability to any party for any loss or damage caused by errors or omissions or by statements resulting from negligence, accident, or any other cause. Brady further assumes no liability arising out of the application or use of any product or system described, herein; nor any liability for incidental or consequential damages arising from the use of this document. Brady disclaims all warranties of merchantability or fitness for a particular purpose.

Brady reserves the right to make changes without further notice to any product or system herein to improve reliability, function, or design.

Reproduction of this material, in part or whole, is strictly prohibited without the written permission of Brady Worldwide, Inc.. For more information, contact: Brady Worldwide, Inc. Signmark® Division, 2221 W. Camden Road, Milwaukee, WI 53209.

Disclaimer

Every effort has been made to make this guide as accurate and complete as possible. Brady Worldwide, Inc. is not responsible for inaccuracies and omissions occurring during the use of this guide.

This manual is proprietary to Brady Worldwide, Inc. and may be revised from time to time without notice. Brady Worldwide, Inc. disclaims any understanding to provide you with revisions, if any.

All brand or product names referenced in this manual are trademarks or registered trademarks of their respective companies or organizations.

LOCKOUT-PRO, GLOBALMARK, and HANDIMARK are trademarks of Brady Worldwide, Inc.

© 2008 Brady Worldwide, Inc. All rights reserved.

www.bradycorp.com

Administering the Application

The Enterprise version of **LOCKOUT-PRO™** *Graphical Procedure Writing Software* includes an Enterprise Management tool that lets the Administrator easily manage usage across an entire organization. This *Administrator's Guide* contains the following information:

- Enterprise Server Functions
 - Installing & Setting Up Server Applications
 - Initiating Network Service
 - Activating the **LOCKOUT-PRO™** Application
 - Distributing the Software
- Using the Enterprise Manager
 - Starting & Stopping Network Service
 - Connecting to the Network
 - Managing User Groups
 - Managing Users
 - Managing Files & Folders
- Troubleshooting

Enterprise Server Functions

LOCKOUT-PRO™ Enterprise version is designed for larger organizations that want to deploy the software over a network to centralize control of user rights, templates, defaults and security.

LOCKOUT-PRO™ Enterprise combines server-side administrator utilities and a network service with the desktop application running on the client PC.

The primary components active on the **LOCKOUT-PRO™** Enterprise server are:

- Administrator Application
- Network Service

Administrator Application

The **LOCKOUT-PRO™** Enterprise Manager utility lets administrators monitor client users and files, register users, assign users to groups, and set user rights. The utility also lets administrators copy files from one group to another and unlock files that have been “checked out” and cannot be unlocked using the normal process (e.g., due to a client PC crash).

The Enterprise Manager is set up on the server only once. However, after setting up at least one administrator on the server, additional administrators can be established for administrators to run a “remote” version of the Enterprise Manager from their client PCs.

Network Service

A network service running on the Enterprise server is the means by which client users connect to the server for access to online files. This service can be started and stopped using standard Windows® administrator tools (Services Function), or by using controls provided in the Enterprise Manager.

You can start and stop the service **only** from the server, using either the standard Windows tools or the Administrator Application. These functions cannot be performed when running the Enterprise Manager remotely.

System Requirements

Server Applications

LOCKOUT-PRO™ Graphical Procedure Writing Software

.NET Framework	v2.0 or higher
ASP.NET	v2.0, installed
Network Connection	Access to the LOCKOUT-PRO™ Enterprise Server over an intranet.
Protocol	TCP/IP
IIS support	v5 or v6, configured and enabled
Data Access Components	MDAC v2.8
Server Operating System	Microsoft® Windows® 2000 Server, Windows 2003 Server, or XP PRO (SP3).

Client PCs

LOCKOUT-PRO™ Graphical Procedure Writing Software

Processor	<i>Minimum:</i> 1.2 GHz or better <i>Recommended:</i> 2.6 GHz
Display Resolution	<i>Minimum:</i> 800 x 600 or better <i>Recommended:</i> 1024 x 768 High Color, 32 Bit
Memory	<i>Minimum:</i> 512 MB RAM <i>Recommended:</i> 1 G
Disk Space	<i>Minimum:</i> 500 MB <i>Recommended:</i> Same
Operating System	Microsoft® Windows® 2000 (SP4), XP PRO (SP3) or Vista.
Internet Explorer	v6.0 or higher
Printer Drivers	Drivers for your printer(s) should be installed. At least one printer must be installed to run the application. See your printer documentation for installation instructions. <i>GLOBALMARK® printers only:</i> Updated driver is required. First, uninstall the printer and print driver from your computer. Install the new GLOBALMARK™ driver included on the LOCKOUT-PRO™ installation CD.
Printers Supported	GLOBALMARK™ Industrial Label Maker HANDIMARK™ Printer (energy source labels only) Sheet-fed laser or inkjet

Enterprise Manager Main Menu & Functional Areas

The **LOCKOUT-PRO™** Enterprise Manager utility provides an easy-to-use interface to manage the enterprise server functions.

Main Menu

The Enterprise Manager utility consists of six functional areas. Each of the functions are accessed by buttons on the left side of the main menu. Figure 1 shows one of the windows available in the utility.

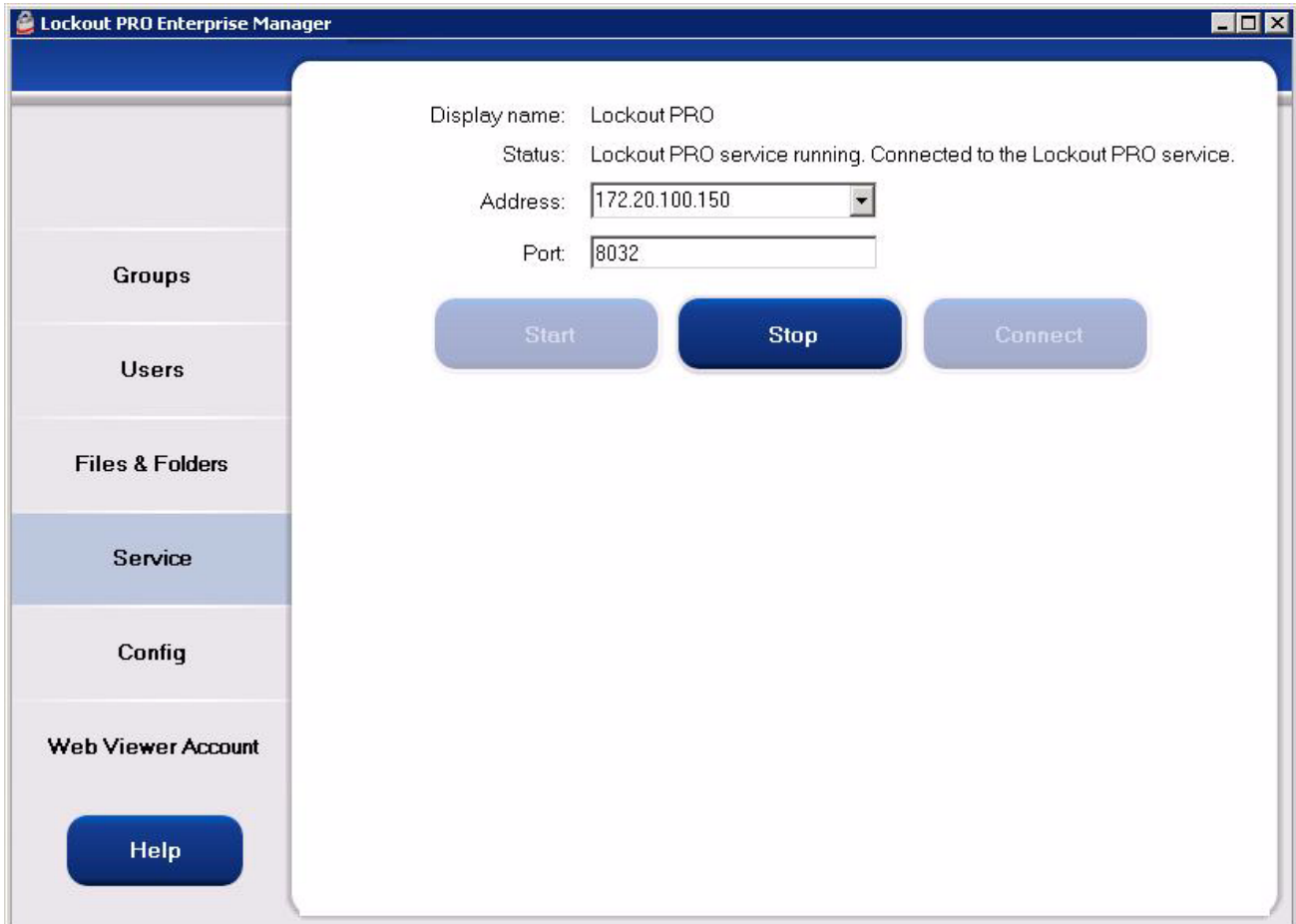


Figure 1. Enterprise Manager Main Window

Functional Areas

Table 1 lists the components and features of the **Enterprise Manager** main window and indicates which ones are not available when using the application remotely.

Enterprise Manager Functions	Server	Remote
Main Window: The Administrator Application opens to the last window displayed when the application was closed. The following windows included in the application:		
Groups: Opens a window allowing you to add or delete user groups.	✓	✓
Users: Opens a window allowing you to add or delete users or change user information.	✓	✓
Files & Folders: Allows you to manage files and make copies of the procedure files so more than one group can use them.	✓	✓
Service: Allows you to start or stop LOCKOUT-PRO™ service, change the IP address and Port, or connect to a different server.	✓	✓
Config: Opens a window allowing you to set the language, enter the product key and set the web-viewer password.	✓	✓
Web Viewer Account: Allows you to set the security account used by the LOCKOUT-PRO™ viewer application.	✓	

Table 1. Enterprise Manager Functions

Install Enterprise Manager Applications

The following **LOCKOUT-PRO™** components are installed on the server:

- **LOCKOUT-PRO™ Enterprise Manager:** Installed on a server and used by Administrators to manage the groups and users of the Client Application (**LOCKOUT-PRO™** software).
- **LOCKOUT-PRO™ Graphical Procedure Writing Software:** Installed on a server and contains all of the templates and defaults for the client users. Users create, edit, print and store procedures from the server.

This section describes the requirements for installing the Enterprise Manager utility. See the appropriate sections for step-by-step instructions.

Preparing for Installation

The following Microsoft® applications are necessary for the full functionality of the **LOCKOUT-PRO™** applications and are available from www.microsoft.com. This website also provides extensive support documentation on how to install and configure these applications.

- Internet Information Services (IIS), v6.0 or above
- .NET Framework, v 2.0
- Data Access Components, MDAC v2.8
- Active Directory
- ASP.NET, v2.0

Note: .NET Framework and MDAC are installed and updated automatically during the **LOCKOUT-PRO™** installation on a host server. However, for a remote install, .NET 2.0 and MDAC are not automatically installed. An installation link is included on the **LOCKOUT-PRO™** installation webpage.

Although this guide provides the basic setup structure, be sure to consult your administrator before installing. Your administrator may require additional settings for security purposes, or may use a third-party software package for client installation.

Installing the Enterprise Manager Utility

To install the utility:

1. Insert the **LOCKOUT-PRO™** CD in the enterprise server CD-ROM drive and select **Install LOP Enterprise Manager** from the installation screen.
- or -
If your PC does not automatically launch the installation screen, click **Start>Run**. Type **x:\setup.exe** (x corresponds to your CD-ROM drive) and click **OK** to install the software manually.
2. In the *Language* box, select a language and click **Next**.
3. In the *Welcome* screen, click **Next**.
4. In the *License Agreement* screen click the radio button to agree with the license terms, then click **Next**.
5. When prompted, enter the following, then click **Next**:
 - Your name
 - Company name
 - Serial number (from the CD package)
6. In the *Ready to Install* screen, click **Next** to accept the default settings. The software is installed.
7. In the *Installation Successful* screen, click **Finish**.
8. Depending on your location, a registration form may display. You can submit your registration information now, or close the form and submit the registration later.

Initiating Network Service

Network service must be initiated before clients can access the **LOCKOUT-PRO™ Graphical Procedure Writing Software**. The administrator initiates the network service from the Enterprise Manager. When initially launched, the Enterprise Manager utility opens to the Service window which displays:

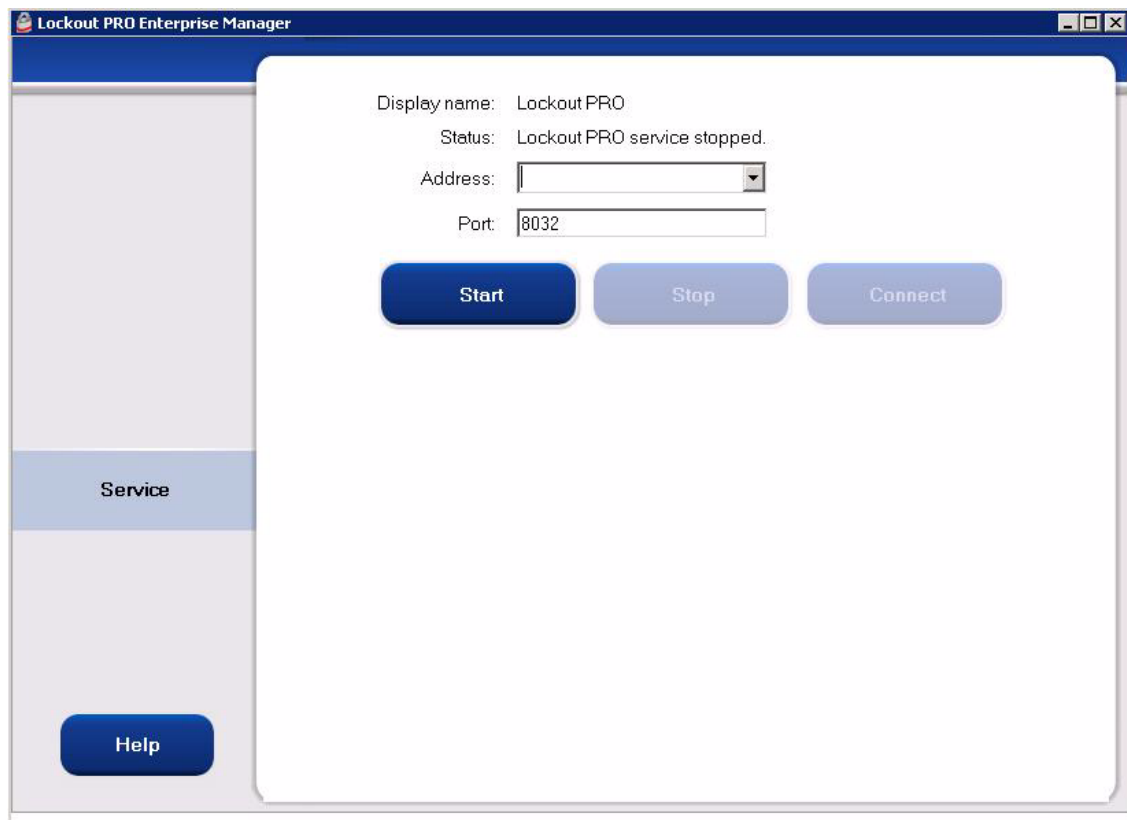
- IP address for the local machine (default)
- Port (default 8032)

If changed, the Address and Port you selected are shown in subsequent launches. Once service is started, the remaining administrator buttons become available.

Note: Remote Administrators cannot start and stop the network service.

To initiate network service:

1. In the *Enterprise Manager* utility, click **Service**.
2. Enter the **IP Address** and **Port Number** (if necessary).
3. Click **Connect**. Once the service is started, the remaining functions are available.



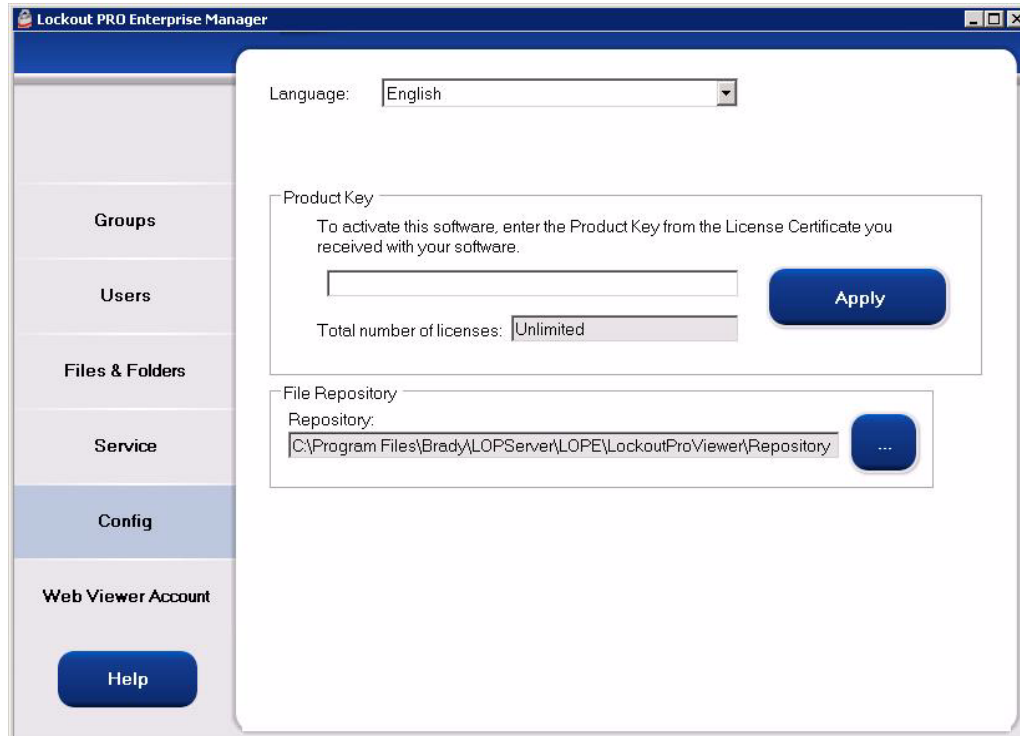
Activating the LOCKOUT-PRO™ Application

Before clients can use the **LOCKOUT-PRO™** *Graphical Procedure Writing Software*, the application must be activated from the Enterprise Manager.

The activation code is an encrypted key that specifies the number of licenses purchased by the organization. These are “floating licenses,” meaning that they can be used on any computer on the network, as long as the total number of licenses in use at any given time does not exceed the number of licenses purchased.

Change Enterprise Manager Language

1. In the *Enterprise Manager* utility, click **Config**.



2. In the *Language* drop-down list, choose the language in which you want the *Enterprise Manager* utility to run.

Note: This affects **only** the *Enterprise Manager* utility and has no effect on the language in which the client software runs. Client users can select the language individually on their client machines

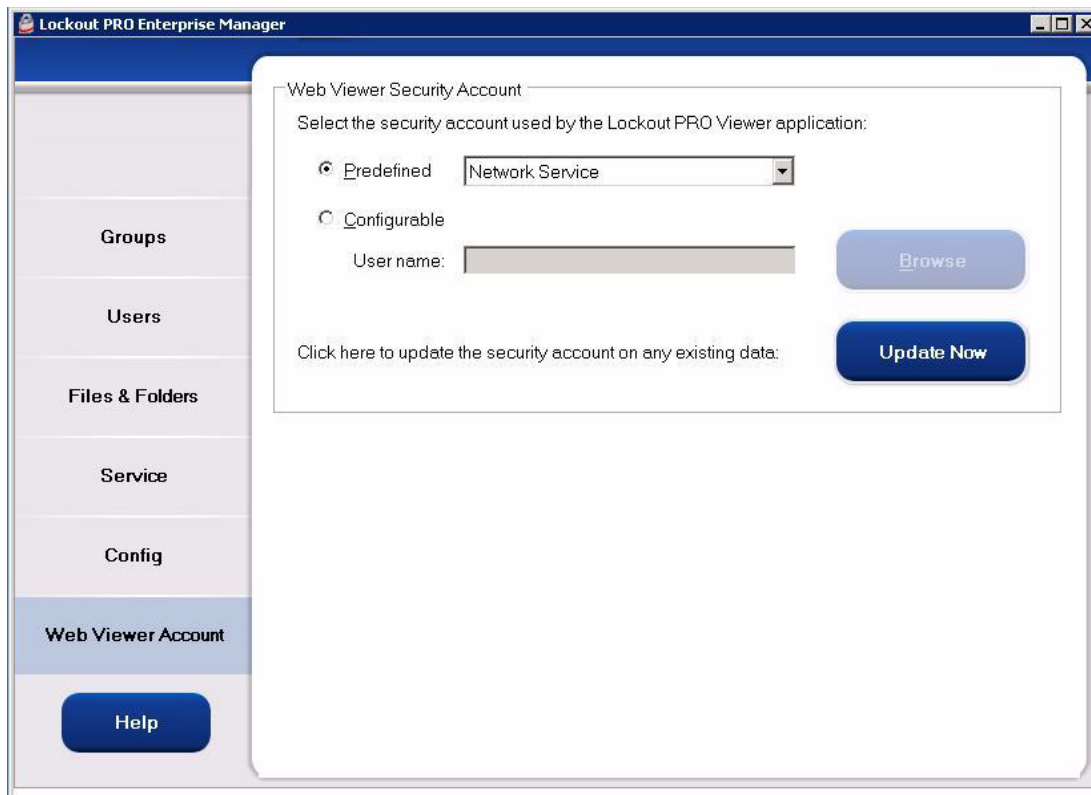
Change the Web Viewer Security Account

Client users can view **LOCKOUT-PRO™** procedures and/or related information through a web browser instead of using the client application. If the **LOCKOUT-PRO™** Viewer website security account is changed in IIS, the web viewer security account must be changed.

Note: Remote Administrators cannot perform this task.

To change a web-viewer security account:

1. In the *Enterprise Manager* utility, click **Web Viewer Account**.



-
- Notes:**
- Predefined account(s) depend on the operating system and default to the following:
 - **Windows XP:** ASPNET
 - **Windows 2000 Server:** IWAM_MachineName (default), IUSR_MachineName [where the MachineName is the name of the machine.]
 - **Windows 2003 Server:** Network Service (default), Local Service, Local System
-

2. To change to a different account, click **Configurable**, then do one of the following:
 - Type the desired account user name.
 - Click **Browse** to search for the account name.
 - Click **Advanced** to enter more specific search criteria, then click **Find Now** (you can stop the search by clicking **Stop**). From the search results, select the desired account and click **OK**. The application closes the search dialog and displays the account name in the field on the *Web Viewer Account* screen.

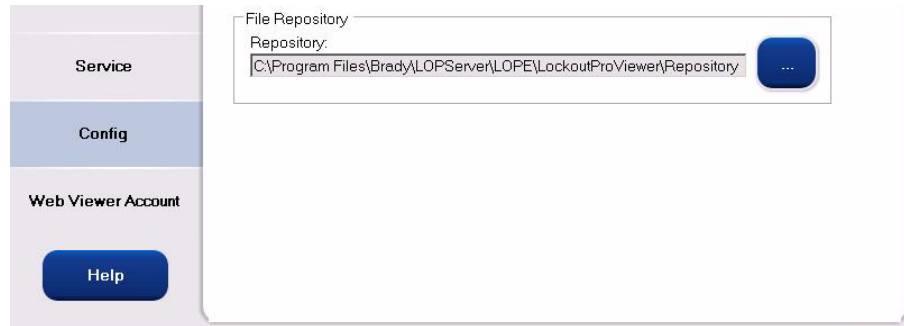
Note: If you try to update existing data without entering an account name or entering an invalid account name, an error message is displayed and no changes are made to the existing data.

3. Click **Update Now**.
4. If there is existing company data, click **OK** at the prompt to update the Web Viewer account for existing companies.

Set the File Repository Location

The File Repository location can be set only by the Local Administrator running on the **LOCKOUT-PRO™** server. Administrators logged in remotely cannot set the file repository location.

1. In the *Enterprise Manager*, click **Config**.
2. In the *File Repository* box, enter a new **LOCKOUT-PRO™** file repository location, or click **Browse** and navigate to the location where you want the files stored.
3. Click **OK**. The existing data will be moved to the new repository location.

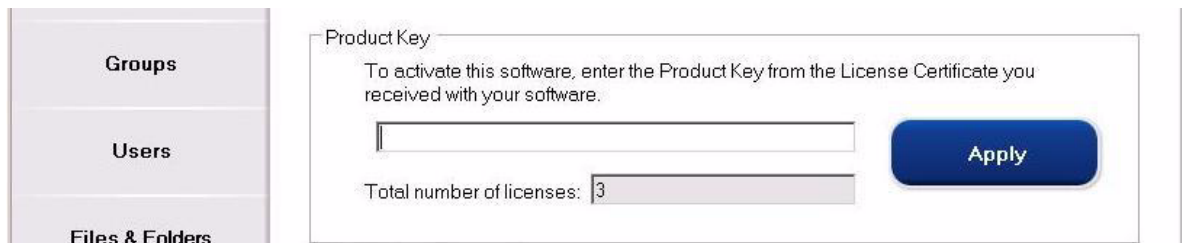


The screenshot shows the 'File Repository' configuration window. On the left is a sidebar with 'Service', 'Config', 'Web Viewer Account', and 'Help' buttons. The 'Config' button is selected. The main area is titled 'File Repository' and contains a 'Repository:' label, a text input field with the path 'C:\Program Files\Brady\LOPServer\LOPE\LockoutProViewer\Repository', and a blue 'Browse' button.

Enter a LOCKOUT-PRO™ Product Key

If you enter an invalid product key, a message displays indicating that a valid product key must be entered so the number of license(s) can be established. Until a valid product key is entered, the client application will not be accessible by users.

1. In the *Enterprise Manager*, click **Config**.
2. In the *Product Key* dialog, enter the **Product Key**. The product key is located on the **LOCKOUT-PRO™** installation CD.
3. Click **Apply**. The total number of available licenses the company is updated and displayed on the screen and the warning notice is removed.



The screenshot shows the 'Product Key' configuration window. On the left is a sidebar with 'Groups', 'Users', and 'Files & Folders' buttons. The 'Groups' button is selected. The main area is titled 'Product Key' and contains the text: 'To activate this software, enter the Product Key from the License Certificate you received with your software.' Below this is a text input field for the product key. At the bottom, it says 'Total number of licenses: 3' next to a text input field. A blue 'Apply' button is on the right.

Distribute the LOCKOUT-PRO™ Software

After activating the **LOCKOUT-PRO™** software, you can distribute the software installation files to users' computers, using either of these methods:

- *Web Installer*: Instruct clients to use the provided Web Installer, which offers an easy interface instructing users how to save the installation files and then install **LOCKOUT-PRO™ Graphical Procedure Writing Software**.
- *Microsoft® Group Management Policy*: Use this tool to silently “push” the **LOCKOUT-PRO™ Graphical Procedure Writing Software** installation files to the client machines. (You may also have a third-party software application that you use to perform such silent installs.)

Distributing the LOCKOUT-PRO™ Software to Clients

To install the **LOCKOUT-PRO™ Graphical Procedure Writing Software** on a client PC, the following are required:

- Minimum PC requirements (see “*System Requirements*” on page 3)
- Server has been set up to host the **LOCKOUT-PRO™ Graphical Procedure Writing Software**

Web Installer

To install LOCKOUT-PRO™ on client machines using the Web Installer:

1. Instruct the client user to browse to: **http://<server name or IP address>/LOPClientSetup/**.
2. Instruct the client user to:
 - a. Choose a different language, if desired.
 - b. Click on the **LOCKOUT-PRO™ v3.1 Download** file.
 - c. Save the file to a location on their computer by clicking **Save**, or choosing to run the installation from the download site.
 - d. When the download is complete, double-click the file: **Lockout PRO Enterprise Client.msi**.
 - e. In the *Windows Installer* window, click **Next**.
 - f. When asked to confirm the installation, click **Install**.
 - g. After the program finishes installing, click **Finish**. A **LOCKOUT-PRO™** icon is added to the PC desktop.

Note: .NET Framework and MDAC are not automatically installed. A link is included on the **LOCKOUT-PRO™** installation webpage for installing these components.

Group Policy (Push) Tool

To install LOCKOUT-PRO™ on client machines using the Group Policy (Push) Tool:

Note: For help using the Microsoft® Group Policy Management tool, go to <http://support.microsoft.com/kb/816102/>. If using third-party software, refer to its user documentation for specific instructions on setting up a silent install of the LOCKOUT-PRO™ application.

Note: Before installation, all of the group of PCs must have .NET 2.0 already installed.

1. Log in to the LOCKOUT-PRO™ server.
2. Setup a shared folder to which all users have access.
3. From the file location *[Install Directory]\LOPE\ClientFiles*, copy the file **Lockout PRO Enterprise Client.msi** to the shared folder.
4. In Windows, select **Start>Administrative Tools>Group Policy Management**.

Note: The Group Policy Management tool is only available with Windows® 2003 Server and Windows XP Professional. It is a free download from www.microsoft.com if it is not already on your server.

5. In the *Group Management Policy* navigation panel, under *Forest*, locate your domain and server.
6. In the Domain window (on the right side), right-click **Default Domain Policy**, and choose **Edit**.
7. From the *Group Policy Object Editor* window for your domain, choose from the following options to do a “Push” install for every:
 - **Computer:** Under *Computer Configuration*, select the **Software Settings** folder.
 - **User:** Under *User Configuration*, select the **Software Settings** folder.
8. Right-click on *Software Installation*, then choose **New>Package**.
9. Navigate to: **My Network Places>Entire Network>Microsoft Windows Network>your domain>your server>[shared folder from step 2]>Lockout PRO Enterprise Client.msi** file.
10. Click **Open**.
11. In the *Deploy Software* window, choose **Assigned**, then click **OK**.
12. In the *Group Policy Object Editor* window, double-click the *Software Installation* entry.
13. If you chose “**User**” in Step 7:
 - a. Right-click the file **Lockout PRO Enterprise Client.msi**, then select **Properties**.
 - b. Click the **Deployment** tab.
 - c. Under *Installation user interface options*, choose **Basic**, then close the window.
14. The LOCKOUT-PRO™ application will be installed on the user’s desktop:
 - **Users:** At the next log on
 - **Computers:** At next reboot.

Distributing the Remote Administrator Application

You can distribute the **LOCKOUT-PRO™** Administrator Application to remote users PCs using either of these methods:

- *Web Installer*: Offers an easy interface instructing users how to save the installation files and then install **LOCKOUT-PRO™** *Graphical Procedure Writing Software*.
- *Microsoft® Group Management Policy*: Use this tool to silently “push” the installation files to the remote user PCs.

To install the application on a remote PC, the Enterprise Client must meet the following requirements:

- Minimum PC requirements
- Server has been set up to host the **LOCKOUT-PRO™** Enterprise application

Web Installer

To install Remote Administrator using the Web Installer:

1. Navigate to: <http://<server name or IP address>/LOPRemoteAdmin/>
2. Download the **LOCKOUT-PRO™** Remote Admin application.
3. To begin installation, double-click the **downloaded file**.
4. In the *Windows Installer* window, click **Next**.
5. When prompted, read and accept the license agreement by clicking **Yes**.
6. When prompted to choose the program folder, click **Next** to accept the default location.
7. In the *Ready to Install* screen, click **Install** to confirm the installation.
8. After the program finishes installing, click **Finish**.

Group Policy (Push) Tool

To install Remote Administrator using the Group Policy (Push) tool:

Note: For help using the Microsoft® Group Policy Management tool, go to <http://support.microsoft.com/kb/816102/>. If using third-party software, refer to its user documentation for specific instructions on setting up a silent install of the **LOCKOUT-PRO™** application.

Note: Before installation, all of the group of PCs must have .NET 2.0 already installed.

1. Log in to the **LOCKOUT-PRO™** server.
2. Setup a shared folder to which all users have access.
3. From location *[Install Directory]\LOPE\RemoteAdminInstall*, copy the file **Lockout PRO Remote Admin.msi** to the shared folder.
4. In Windows, select **Start>Administrative Tools>Group Policy Management**.

Note: The Group Policy Management tool is only available with Windows® 2003 Server and Windows XP Professional. It is a free download from www.microsoft.com if it is not already on your server.

5. In the *Group Management Policy* navigation panel, under *Forest*, locate your domain and server.
6. In the Domain window (on the right), right-click the **Default Domain Policy**, and select **Edit**.
7. From the *Group Policy Object Editor* window for your domain, choose from the following options to do a “Push” install for every:
 - **Computer:** Under *Computer Configuration*, select the **Software Settings** folder.
 - **User:** Under *User Configuration*, select the **Software Settings** folder.
8. Right-click on *Software Installation*, then choose **New>Package**.
9. Navigate to: **My Network Places>Entire Network>Microsoft Windows Network>your domain>your server>[shared folder from step 2]>Lockout PRO Remote Admin.msi** file.
10. Click **Open**.
11. In the *Deploy Software* window, choose **Assigned**, then click **OK**.
12. In the *Group Policy Object Editor* window, double-click the *Software Installation* entry.
13. If you chose “**User**” in Step 7:
 - a. Right-click the file **Lockout PRO Remote Admin.msi**, then select **Properties**.
 - b. Click the **Deployment** tab.
 - c. Under *Installation user interface options*, choose **Basic**, then close the window.
14. The **LOCKOUT-PRO™** application will be installed on the user’s desktop:
 - **Users:** At the next log on
 - **Computers:** At next reboot.

Setting Up and Managing Users

Primary Functions and Permission Levels

LOCKOUT-PRO™ *Graphical Procedure Writing Software* includes three permission levels:

- **Administrator:** A user with *Admin* rights may perform all functions available in both the client and server components of the **LOCKOUT-PRO™** Client Application.
- **Author:** A user with *Author* rights may create and edit procedures from the client application, as well as view and print, but cannot modify templates, defaults, or the related information.
- **Viewer** A user with *Viewer* rights may only view and print procedures, lockout tags, energy source labels, and related information.

The Enterprise Manager utilities include two permission levels:

- **Local:** A local Administrator can perform all of the functions in the Enterprise Manager utility.
- **Remote:** A Remote Administrator can perform a subset of the functions in the Enterprise Manager utility.

Table 2 lists the primary functions and permission levels in the **LOCKOUT-PRO™** *Graphical Procedure Writing Software* and in the Enterprise Manager utility.

LOCKOUT-PRO™ Software Functions	Admin	Author	Viewer
View existing procedures	✓	✓	✓
Print procedures, tags, energy source labels	✓	✓	✓
View the related information	✓	✓	✓
Modify the related information	✓		
Create new procedures	✓	✓	
Revise existing procedures	✓	✓	
Import earlier versions of LOCKOUT-PRO™ files	✓	✓	
Export procedures to other file formats	✓	✓	
Save new or revised procedures	✓	✓	
Edit procedure templates	✓		
Change default lists	✓		
Enterprise Manager Functions	Local	Remote	
Administer client licenses	✓	✓	
Maintain user permission levels	✓	✓	
Transfer procedures between user groups	✓	✓	
Manage Files	✓	✓	

Table 2. Primary Functions and Permission Levels

Starting & Stopping Network Service

The Enterprise Manager provides simple one-click buttons to start and stop the network service when running the application on the server.

Note: You cannot start or stop network service from a remote installation of the Enterprise Manager.

To start or stop network service:

Note: Once the network service has been restarted, users must reconnect by either restarting the application or by selecting **File>Connect** from within the **LOCKOUT-PRO™** software.



Note: If this is the initial launch, the IP address for the local machine is selected by default. The Port select defaults to 8032. In subsequent launches, the Address and Port selected previously are shown.

1. If necessary, enter the appropriate *IP Address* or *Server Name* in the **Address** field.
2. Depending on the network configuration, enter the appropriate *Port Number* in the **Port** field.
3. To start the service:
 - a. Click **Start** to start the service. The application connects to the service and updates the status information. Once connection is established, all remaining functions are available to the Admin application.
 - b. If a message displays indicating that the application cannot connect, select the correct server IP address or server name from the drop-down list, then click **Connect**.
4. To stop the service:
 - a. Click **Stop** to stop the service. The application stops the service and updates all status information.

Note: After the service is stopped, only the Service window is available until the service is restarted.

Connecting to the Network Service

1. In the *Enterprise Manager*, click **Service**.

Note: If service has not been previously connected, the utility automatically opens to the Service window and all other buttons are unavailable.



2. Enter the **IP Address** and **Port Number** (if necessary).
3. Click **Connect**. Once the service is started, the remaining buttons are available.

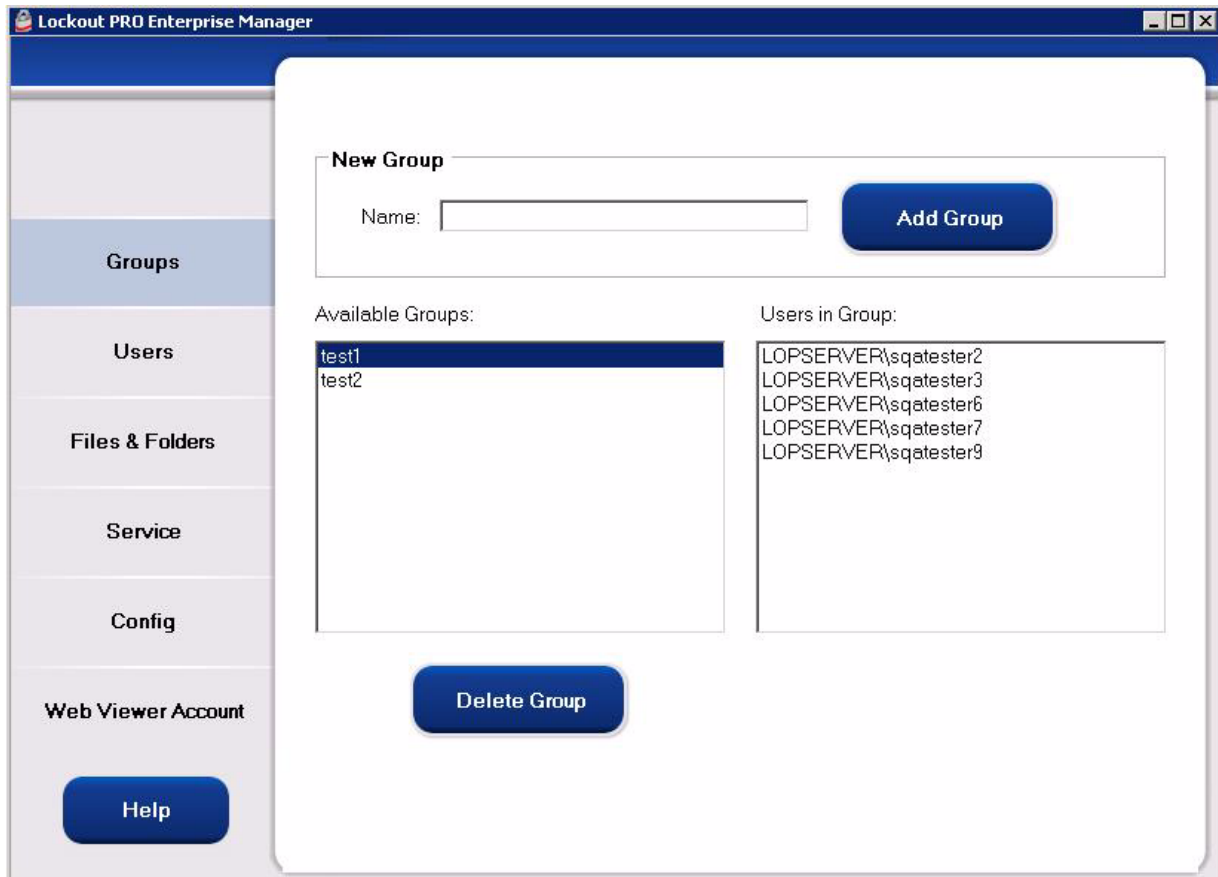
Managing User Groups

Each domain incorporates one or more user groups. Individual users in that domain must be assigned to a specific user group as part of the registration process.

One of the benefits of user groups is that you can modify procedure templates to meet the needs of a specific group. For example, templates for a production group can include default wording or text formatting that creates the best procedures for that group, while templates for a research group can be edited differently for their specific needs.

To add a group:

1. In the *Administrator* window, click **Groups**.
2. Enter the name of the new group in the **Name** field.
3. Click **Add Group**.



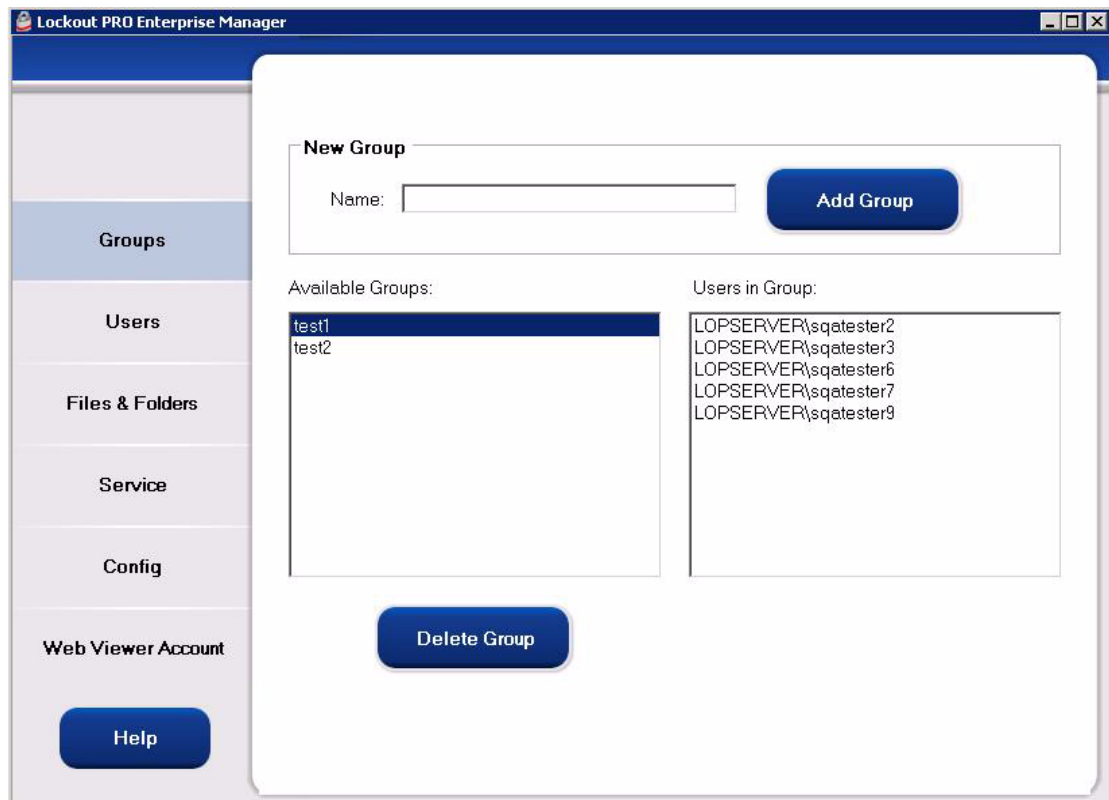
To delete a group:

Note: You cannot delete a group to which users are currently assigned. You must first reassign the users to a different group.

1. In the *Administrator* window, click **Groups**.
2. From the *Available Groups* list, select the name of the group you want to delete.
3. Click **Delete Group**.
 - a. **If there are no users assigned to the group:** Click **Yes** to delete the data and files for the selected group. The group folder and all data and files in the repository are deleted and the group is removed from the database.

Note: If you click **No**, the group is still removed from the database, but the data and files are left in the original repository folder. To delete the files, you will have to manually remove them.

- b. **If there are users assigned to the group:** Assign the user(s) to a different group (or delete them) before deleting the group.
4. When finished, click **OK**.



Managing Users

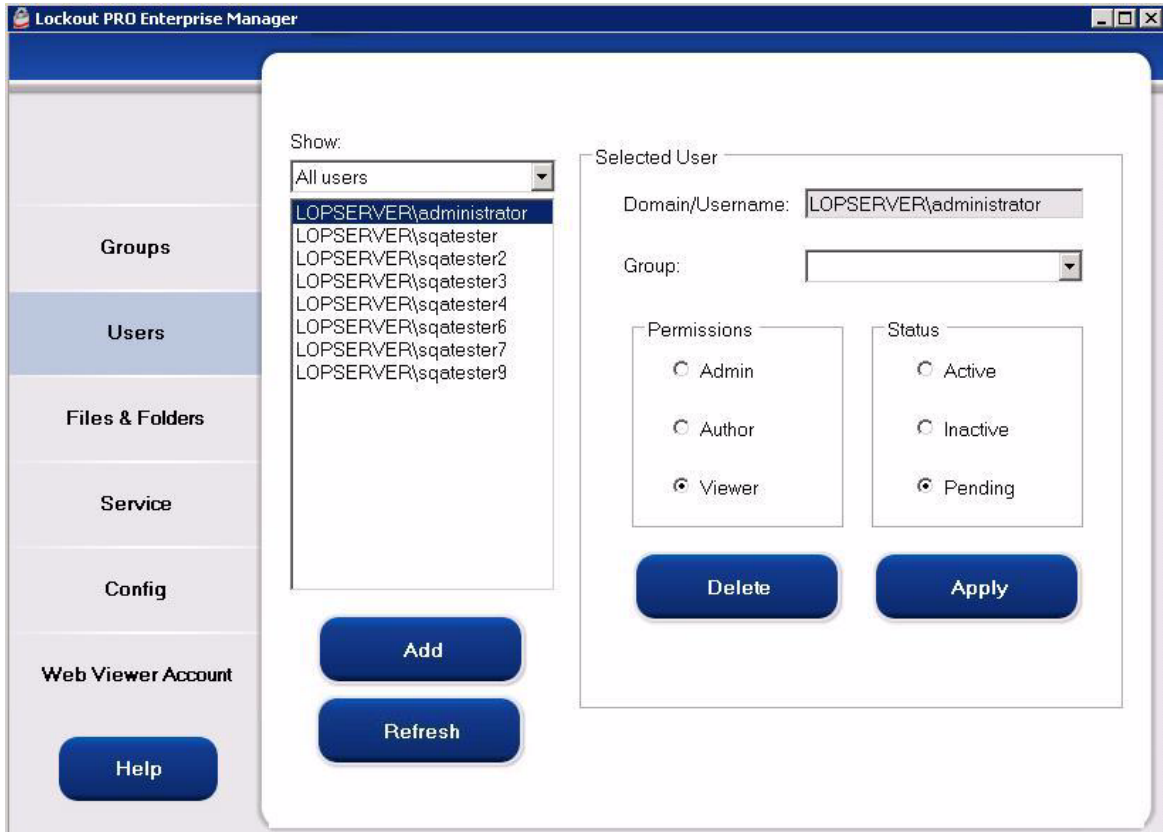
When a user first launches **LOCKOUT-PRO™ Graphical Procedure Writing Software** on a client computer, a message is sent requesting that the user be added as a registered user.

As administrator, you complete the user's registration by accessing the user's data on the *Pending Users* list, setting the permission level, and then adding the user name to the list of *Registered Users*.

You can also reassign registered users to different groups and/or change their permission levels.

To activate and register Pending users:

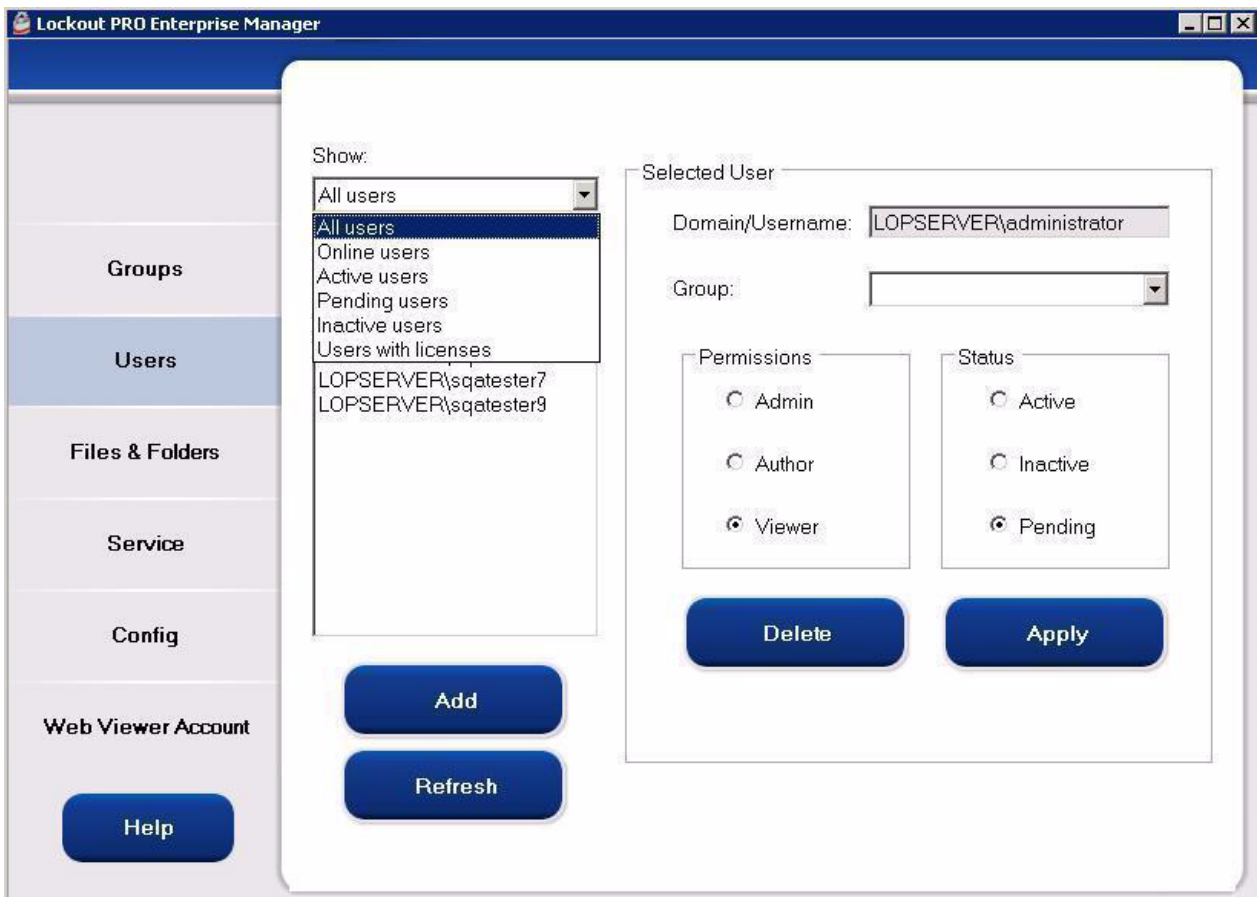
1. With the application open, click **Users**.



2. From the *Show* drop-down list, choose **Pending**. A filtered list of all pending users displays.
3. In the *Selected User* area, choose a company for the user (Host Administrator only).
4. From the *Group* drop-down list, choose a **Group** for the user.
5. In the *Status* field, select **Active**.
6. If desired, change the permission level in the **Permissions** field.
7. Click **Apply**. The changes are updated and the user is removed from the Pending list.
8. Click **OK** to confirm the change.

To manage existing users:

1. With the application open, click **Users**.



To filter the users list:

1. Select one of the following filters from the Show drop-down list:
 - **All users** (default)
 - **Active users** (all users who are logged on)
 - **Pending users** (users who have not yet been assigned rights for using the application)
 - **Inactive users** (users who have been set to inactive by the Administrator)
 - **Users with licenses** (these are only users with Admin rights. Authors and Viewers do not need licenses)

To inactivate a user:

1. Select the user from the list of users.
2. In the *Status* field, select **Inactive**.
3. Click **Apply**. The user's status is updated to "inactive" and will not be able to use the application.
4. Click **OK** to confirm.

To modify a user's attributes:

1. Select **All Users** from the filtered list.
2. Choose a user whose attributes you want to change.
3. Change any of the following attributes:
 - **Group**
 - **Permissions level**
4. Click **Apply**. The user's attributes are updated.
5. Click **OK** to confirm.

To delete a user:

1. From the filtered list, select a **User**.
2. Click **Delete**.
3. Click **Yes** to confirm, or **No** to cancel.

To add a user:

1. To add a user, do one of the following:
 - Click **Add** to enter the account name.
 - To do a more specific search, click **Advanced**, enter more specific search criteria, then click **Find Now** (you can stop the search by clicking **Stop**).
2. From the search results, select the desired account(s) and click **OK**. The application closes the search dialog and displays the account name(s) in the field.

Select User or Group

Select this object type:
User or Group Object Types...

From this location:
TESTSERVER.TEST Locations...

Common Queries

Name: Starts with []

Description: Starts with []

Disabled accounts
 Non expiring password

Days since last logon: []

Columns...
Find Now
Stop

OK Cancel

Search results:

Name (RDN)	E-Mail Address	Description	In Folder
------------	----------------	-------------	-----------

Managing Files & Folders

The enterprise version of the **LOCKOUT-PRO™** Administrator Application ensures procedure integrity by storing the procedures in a file repository on the server. By using groups and permission levels, it prevents unauthorized users from changing procedures and the file lockout feature prevents more than one user from changing a file at the same time. The ability to manage files also allows more than one group to make a copy of the same procedure files.

With the Administrator Application, you can perform the following operations:


- Move files between different groups
- Copy, cut, paste, delete and rename files and folders
- Unlock files identified by a “locked” icon. These are files that are checked out for editing but cannot be checked back in because of technical problems (e.g., a PC crash).
- Display hidden .pdf files. A .pdf file is created for each .lop file and is hidden by default. Selecting this option displays the hidden .pdf files in the window.

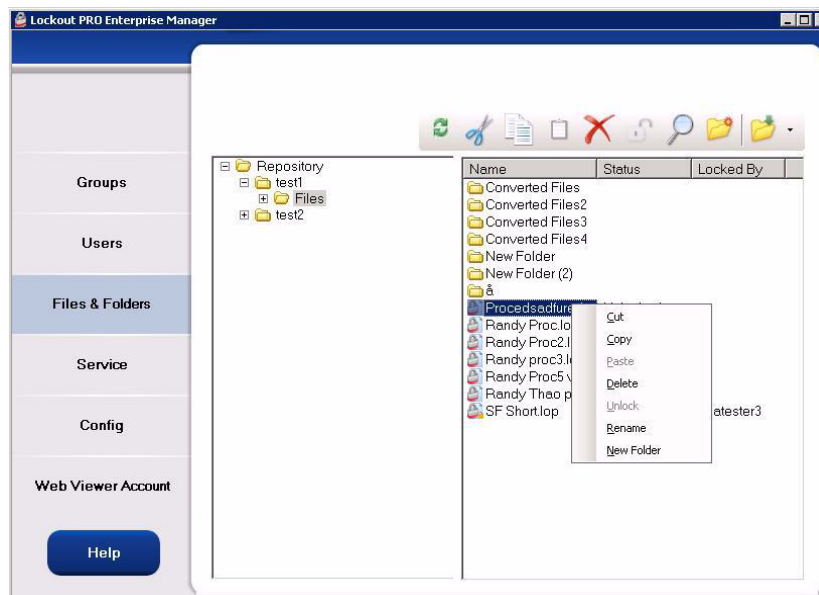
Note: On the server, only the repository structure is shown and nothing above the top-level repository is displayed.

CAUTION: If “*Show Hidden Files*” is selected, the corresponding *.pdf files are not deleted when you delete the *.lop files, unless you explicitly choose to delete them. If “*Show Hidden Files*” is not selected, the application automatically deletes any corresponding (hidden) *.pdf files when you delete the *.lop files.

To add a new folder:

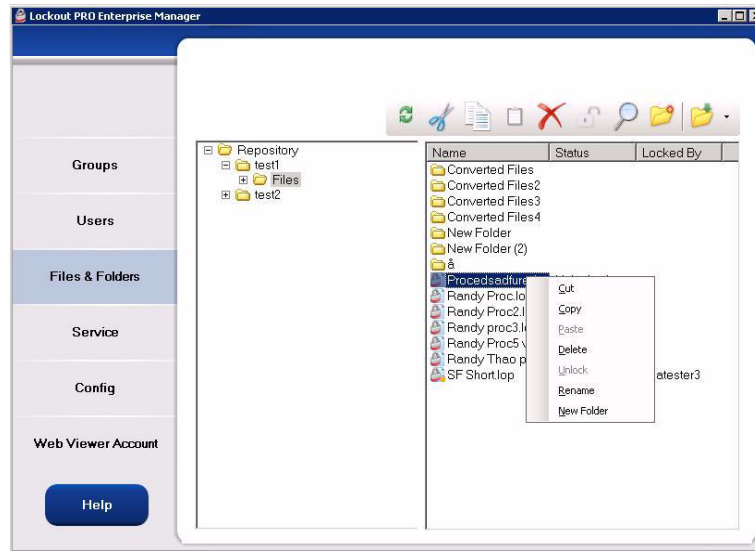
Note: You can only add a new folder to a group with folders below each group’s “Files” folder.

1. With the application open, click **Files & Folders**.
2. In the list of available files and folders, highlight a Group folder to which you want to add a folder.
3. In the right window, right-click and select **New Folder** (or click ).
4. Type a folder name and press **Enter**. The new folder will be added.



To copy/cut files and folders:



1. With the application open, click **Files & Folders**.



Note: Make sure the option *Show Hidden Files* is **not** selected.

2. In the list of available files and folders, highlight the file or folder you want to copy or cut.

Note: You can choose more than one file or folder by holding the **Shift** key or **CTRL** key while clicking the items you want to copy or cut.

3. Click the option to **Copy**  or **Cut**  the file or folder.
4. In the left window, choose the folder into which you want the file or folder copied.

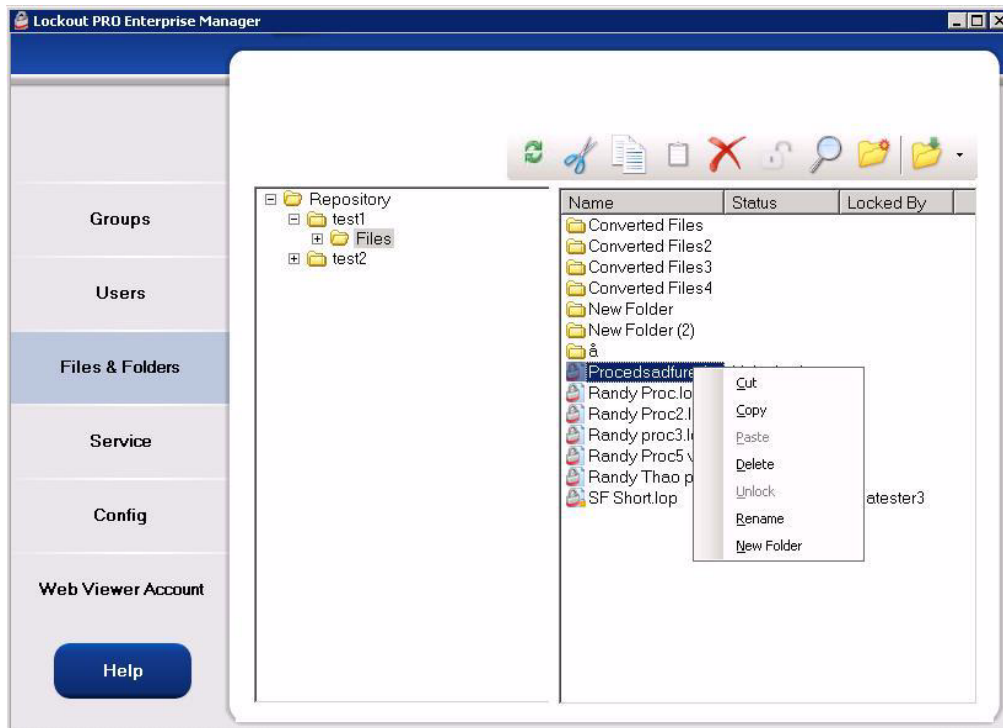
Note: If a copy of the folder has already been created, the copied file or folder will be named *Copy of xxx*, or *Copy (x)*.

5. Click **Paste**.

Note: If any of the pasted files are .lop files, the application also pastes any corresponding .pdf files. PDF files are saved automatically when the enterprise client user saves the **LOCKOUT-PRO™** procedure file (*.lop).

To delete files and folders:

1. With the application open, click **Files & Folders**.



Note: Make sure the option *Show Hidden Files* is **not** selected.

2. In the list of available files and folders, highlight the file or folder you want to delete.

Note: You can choose more than one file or folder by holding the **Shift** key or **CTRL** key while clicking the items you want to delete.

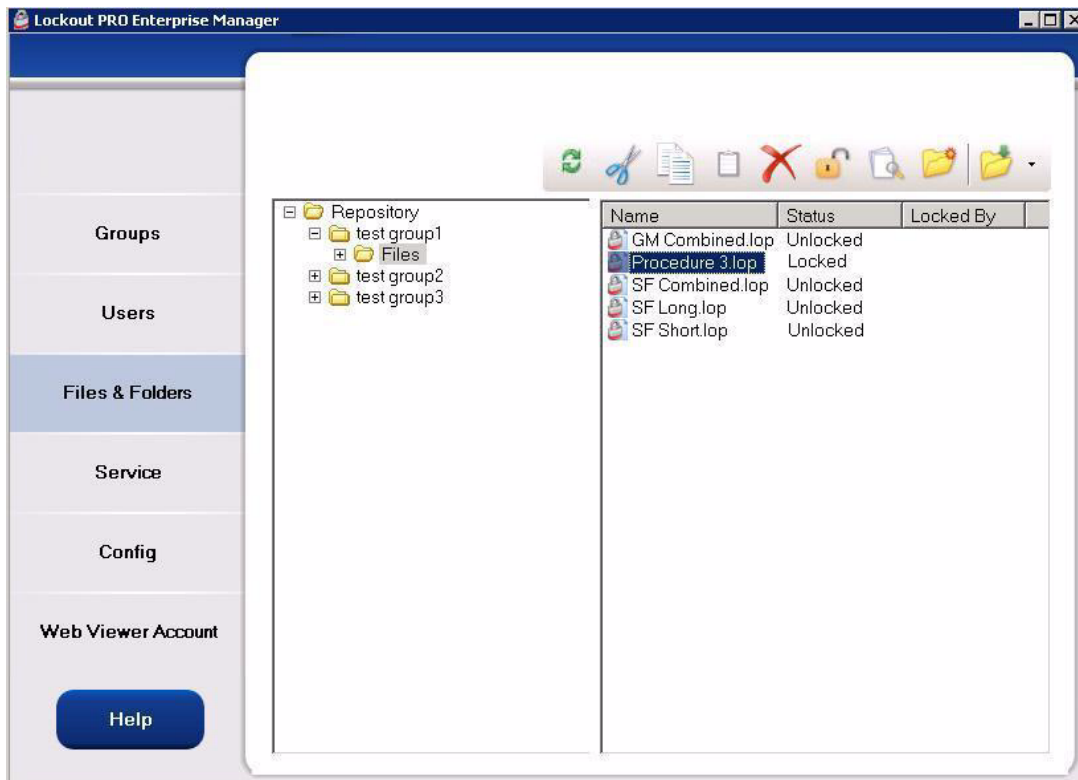
3. Click **Delete** .


4. When prompted to confirm that you want to delete the file or folder, click **Yes**.

Note: If any of the deleted files are .lop files, the application also deletes any corresponding .pdf files.

To unlock a file:

1. With the application open, click **Files & Folders**.



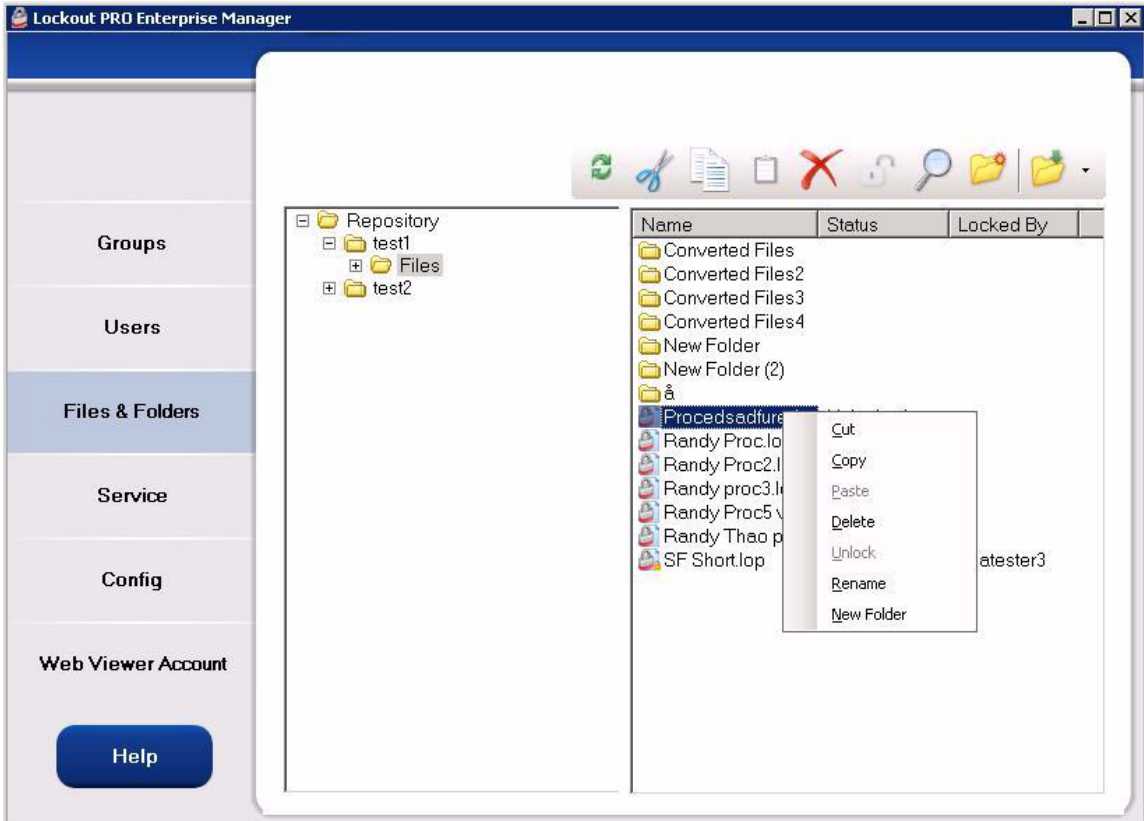
2. In the list of available files and folders, highlight the file you want to unlock. A locked file appears with a “locked” icon.
3. Click **Unlock** .
4. When prompted to confirm that you want to unlock the file, click **Yes**. The application unlocks the file making it available to other users.

Note: If the original user saves the file back to the server *after* the administrator unlocks the file, any changes made since the file was unlocked will be lost.

To rename a file:

Note: The Rename function is only available for files and folders below each group's "File" folder.

1. With the application open, click **Files & Folders**.
2. In the list of available files and folders, click a file or folder you want to rename.
3. In the right-side window, right-click the file or folder name (or press **F2**) and select **Rename**.
4. Type a new name and press **Enter**. The file or folder will be renamed.



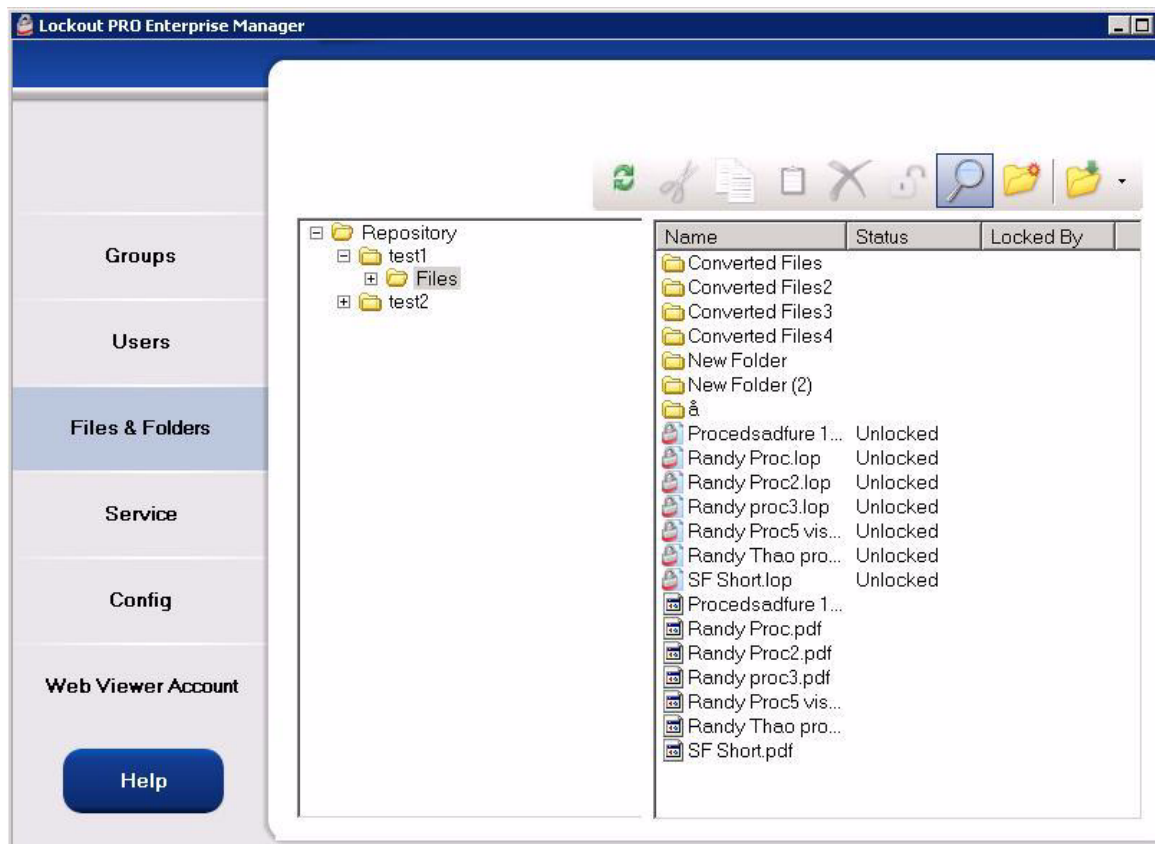
To show hidden files or folders:

CAUTION: If “*Show Hidden Files*” is selected, the corresponding *.pdf files are not deleted when you delete the *.lop files, unless you explicitly choose to delete them. If “*Show Hidden Files*” is not selected, the application automatically deletes any corresponding (hidden) *.pdf files when you delete the *.lop files.

1. With the application open, click **Files & Folders**.
2. In the list of available files and folders, highlight a folder you want to view.

Note: The .pdf file for each .lop file is hidden by default. When **Show Hidden Files** is not selected, only the .lop files are visible.

3. In the right-side window, click the *Show Hidden Files* icon  . The .pdf file(s) will display.



Troubleshooting

Viewing LOCKOUT-PRO™ Events

To view entries, you must be running the Event Viewer on the server (not remotely):

To view entries in Event Viewer:

1. Open the Windows Event Viewer (**Start>Control Panel>Administrative Tools>Event Viewer**).
2. To display the **LOCKOUT-PRO™** Enterprise events, select **LOPE**.
3. To see additional details for an event, double-click on the event.

Note: You should periodically save the **LOCKOUT-PRO™** event log by right-clicking the LOPE entry in Windows Event Viewer and selecting the **Save** option.

Troubleshooting Enterprise Functions

The following table shows the most common problems users are likely to encounter.

Error Conditions/Messages	Possible Causes/Solutions
User cannot log on, because either all licenses are in use or the user account is not found.	<ol style="list-style-type: none">1 The user is not a registered user. Users logging on for the first time may see this error if they remain in the Pending Users list.2 The maximum number of floating licenses has been reached. The user will have to wait until another user logs out and releases a license.
The server is performing correctly, the company is assigned, the user is fully registered with appropriate permission levels and is assigned to a group, yet is still unable to log on to the server.	<ol style="list-style-type: none">1 The user's computer may be missing some needed files, such as:<ul style="list-style-type: none">• MDAC 2.8• .NET Framework version 2.0 or higherCheck if the files are installed (by using the Add/Remove Programs window from the Control Panel) or, for Windows 2000, check the folder: <code>\\windows\\Microsoft.net\\framework</code>. Note: Download any missing files from Microsoft's website.

Error Conditions/Messages

1. Verify that the network service is running.
2. Verify that the **Network Address** is correct.
3. Verify that the port settings are correct and that the port specified in the client configuration file matches that port setting.
4. If these steps do not solve the problem, please contact technical support.

Contacting Technical Support

United States and other C/S countries

Tel: 800-368-3362

Fax: 414-228-5799

Email: technical_support@bradycorp.com

Canada

Tel: 888-262-7576

Fax: 905-764-5557

Email: techsupportcanada@bradycorp.com

Mexico

Tel: 800-368-3362

Fax: 525-527-5586

Email: bradymexico@bradycorp.com

Brazil

Tel (PABX): 55 11 3686-4720

Tel (Direct): 55 11 3686-5697

Fax: 55 11 3686-5236

Email: brady_sevice_brazil@bradycorp.com



Copyright 2008 Brady Worldwide, Inc.

All Rights Reserved
BRADY WORLDWIDE, INC.
6835 Winnetka Circle, Brooklyn Park, MN 55428