

# RoksNet Portal

RoksNet Portal is a universal client application that's easy to set up and makes it easy to consume Content Services without the need to develop one's own information system. It's also a good developers tool, as it makes testing your services easy.

## User Guide

### User Roles

The following user roles are used in Roksnet Portal:

E-service user:

- Uses E-services open to their user group in the portal.
- Uses public E-services in the portal.

Service manager:

- Manages meta data of E-services used in portal (refreshes query lists, service user interfaces and XSL stylesheets):

Portal administrator (Application administrator)

- Adds new portal and configures all required parameters (incl. portal managers setting).

Portal manager:

- Manages meta data of e-services used in portal (refreshes query lists, service user interfaces and producer classifiers).
- In the case of organisation information system:
- Manages portals query rights, user accounts and groups.

Portal manager (universal portal):

- Manages portals global user groups and their query rights.

Permission manager:

- Manages user groups and accounts of the unit.
- Manages user's e-service query rights of the unit.

Representative person (universal portal):

- Registers new units.
- Manages permission manager accounts of the unit.
- In case of simplified permission management, manages user's E-service query rights of the unit.

## General Information

### USER AUTHENTICATION

User account is required to access all portals except citizen portal, where pre-existing user account is not required. Portal manager is set by the portal administrator by creating new or using pre-existing user account. After that user accounts will be added by the portal- or permission managers. Users of portal for officials (and not for citizens) must create a new user certificate to enter the portal.

### PORTAL SELECTION

If there is more than 1 portal configured in the application, then portal selection box is displayed in the upper right corner. Here you can choose active portal. Every option contains portal's name separated by main organization name. Only public or user-specific portal are shown.

### ROLE SELECTION

Role selection is done in the top right corner of the portal using the selection box. Information in the selection box is presented in the following format: „<role name> (<active unit's name>)“ e.g. unit „school“ has a regular users' role „Regular user (school)“.

### FINISHING WORK

Having finished your work, the exit button has to be clicked in order to end the current session and log out. It is recommended to close the browser to ensure session is completely destroyed.

### HELP

To get help about current activity click the help button. Current document is then displayed.

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