

# Specifics of View-only, Reserved and Full-access Licenses for iPassport v2.x

## Definitions:

### ***View-only License***

A separate license that enables a View-only User to login OR that allows a Full-access User to log in as a view-only user IF the Full-access License capacity has been reached.

### ***Full-access License***

A Full-access License must be purchased for iPassport before a View-only license can be purchased. A Full-access license can be configured by the local system administrator to give a predetermined number of concurrent users read and write permissions, all of whom can log into iPassport simultaneously.

### ***Reserved License***

This is a Full-access License that can be 'Reserved' or locked, in order to give a nominated user (e.g., the system administrator) full access to iPassport at all times.

### ***View Only User***

A user who has been explicitly given access as a View-only user. This should not be confused with an Overflow User (see later).

### ***Reserved User***

A user who has is given permission to access iPassport at all times, irrespective of whether the license capacity has been reached.

### ***Full-access User***

A normal user; one who is neither View-only nor Reserved.

### ***Overflow User***

A normal Full-access User who can login as a View-only user when the Full-access license capacity has been reached.

### ***Site Account***

A customer's iPassport account as a whole; not to be confused with a User Account.

### ***User Account***

A user's individual account within a Site Account. This is used to login to the system.

## **User access prior to iPassport 2.8.4**

Prior to the availability of the View-only License, access to iPassport worked as follows:

1. An iPassport account comprised of a number of concurrent users (as purchased) who could access the application simultaneously.

- 2.If the concurrent user capacity was reached, no additional users could login to iPassport as they were denied access with a message advising them that they must wait.
- 3.Unrelated to the above, if a user simply needed access to the system and did not require any editing (Full-access) permissions, they would be set as such in the permissions module. Typically, they may have been assigned a role of a viewer for this purpose.
- 4.Step 2 above would apply regardless of a user's permissions or role on the system; administrator, viewer, editor - they would still need to wait.

### **Access now with iPassport 2.8.4**

- 1.Site Accounts may now have up to 3 different License types that can be defined by the local system administrator during set-up, only when the View-only access License is purchased in addition to the mandatory Full-access License. These are Full-access, Reserved and View-only Licenses.
- 2.The Full-access License comprises of a number of concurrent users (as purchased) who can access the application simultaneously, as was the case before the change.
- 3.The View-only License gives a predetermined number of concurrent users (as purchased) access to iPassport as View-only users. These users cannot make any changes to the system EXCEPT in the following circumstances:
  - a. View-only Users may complete tasks that have been assigned to them
  - b. View-only Users may modify their personal preferences and Staff Profile area, and may request Leave and report absence.
- 4.The Reserved License can be set as necessary, typically for the Quality Manager, to give access to iPassport at all times. A Site Account MUST have at least one more Full-access concurrent user than the number of users that require access via a Reserved license; the system will warn if this is not the case.
- 5.Administrators can set which of their users are to be View-only Users. To set this, administrators will need to enter the user's record and choose 'Set As View Only' from the drop down menu. There is a specific permission for this that the Administrator will need to set. To unset a user as View Only, the same action is performed; the 'Set As View Only' item needs to be changed to 'Unset As View Only'.
- 6.Only Genial Genetics support staff can set Reserved Users.
- 7.Users cannot be both View-only AND Reserved.

### **Examples**

An example user setup, Hospital A, has the following specifics:

1. Full-access License for 3 concurrent users

2. View-only License for 5 concurrent users
3. Reserved License for 1 user
4. 9 Concurrent User Accounts comprising:
  - a. 5 View-only Users
  - b. 3 Full-access Users
  - c. 1 Reserved User

### **Example 1**

There are currently 2 Full-access Users logged into the system. The License usage is as follows:

Full-access users (F): 1 remaining  
View-only users (V): 5 remaining  
Reserved users (R): 1 remaining

User A is set as a View-only User. When User A logs in, the license usage changes as follows:

F: 1 remaining  
V: 4 remaining  
R: 1 remaining

User B is a Full-access User. When User B logs in (at the same time as User A is logged in), the license usage changes as follows:

F: 0 remaining  
V: 4 remaining  
R: 1 remaining

User C is also a Full-access User. When User C logs in (at the same time as User A and User B are logged in), they will be logged in as an Overflow User, as there are no Full-access spaces remaining for them to use. The license usage as follows:

F: 0 remaining  
V: 3 remaining  
R: 1 remaining

User D is the site administrator, and has been assigned a Reserved License. If they were a Full-access User, they would not normally be able to login, as the Full-access capacity has been reached. However, as a Reserved User, they can access iPassport at all times by consuming the account's Reserved License. With Users A, B, C and D all logged in, the license usage is as follows:

F: 0 remaining  
V: 3 remaining  
R: 0 remaining

At this point, any further Full-access Users would be logged in as View-only (Overflow) users, and would consume the View-only capacity. Consistent with the scenario above,

should 3 additional users (Full-access or otherwise) were to login, they would use up all the remaining View-only capacity of the system.

Any subsequent logins, regardless of the type, would be denied access.

### ***Example 2***

Consistent with the above account scenario for Hospital A, assuming that there are currently 4 View-only Users logged in and no other users, the license usage is as follows:

F: 3 remaining  
V: 1 remaining  
R: 1 remaining

User A, a View-only User, now logs in. The license usage will update to the following:

F: 3 remaining  
V: 0 remaining  
R: 1 remaining

At this point, no other View-only Users will be allowed access to the system. Only Full-access and Reserved Users can log in; any further View-only users will be advised that they must try to access the system later.

User B, a Full-access User logs in. As a Full-access User, the fact that the View-only capacity has been reached will have no effect; they will be allowed access as normal. License usage will update as follows:

F: 2 remaining  
V: 0 remaining  
R: 1 remaining

If 2 more Full-access Users were to log in at this time, the license usage would be as follows:

F: 0 remaining  
V: 0 remaining  
R: 1 remaining

At this point, only the reserved user would be allowed access to the system. Any Full-access or View-only Users would be denied access and would be advised to wait.