



System Administration Manual

Version 3.0

bijingo! *Informal.* (an exclamation used to emphasise the truth or importance of a foregoing statement, or to express astonishment, approval, etc.): *I know you can do it, bijingo!*

System Administration Manual

Bijingo Pty Ltd
Melbourne, Victoria

This manual covers version 3.0 of Bijingo

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The example organisations, users and projects depicted herein are fictitious. No association with any real company, users or projects should be inferred.

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1. Administrator's role in relation to Bijingo

The Bijingo Administrator user account contains special privileges allowing the user to manage Bijingo configuration settings, manage licenses and define organisational base information.



Note

The Bijingo Administrator is expected to have read all other Bijingo Manuals, in particular the Coding & Reporting Structures manual.

The Bijingo Administrator account is not privileged to work with Projects. The rationale being to ensure that the Administrator account can not be assigned to a project's resource pool. If a user requires privileges to work with all projects, set up a separate user account and assign their account with the "Project Administrator" permissions (not to be confused with the Bijingo Administrator account).

The expectation for an Bijingo Administrator in a typical organisation is to:

- Set up from a technical perspective the Bijingo tool
- Establish company desired configuration settings (eg Ad hoc task capability)
- Review logs
- Use data maintenance and upgrade tools as required



Hint

If a person has a dual role, eg Bijingo Administrator and Project Office role then it may be appropriate to establish two user accounts in Bijingo.

2. Administration menu

The screenshot shows the Bijingo Administration interface. The top left corner displays the 'bijingo' logo and navigation arrows. Below the logo, the user is identified as 'Administrator' and the date is 'Thursday, 26 Jul 2007'. The main content area is divided into two columns. The left column contains a navigation menu with sections: Administration (Change Password, System Statistics, Company Details, Bijingo Users, Licenses, System Calendars), Codes and Structures (System Lists, Code Sets, Billing Codes, Structures), Logs (Email Scheduler Logs, User Logs), and Maintenance (Edit Settings, System Tasks, Integration). The right column is titled 'Statistics' and contains two sections: 'Product' and 'Statistics'. The 'Product' section lists: Licenses: 25, Licensed Users: 16, Database Version: 3.0.5.8, PHP Path: /usr/local/php.bg79/bin, Application URL: http://10.0.0.200:8779/bg79, Code Version: 3.0.5.8, and Code Release Date: 12/07/2007. The 'Statistics' section lists: Total Users: 18, Clients: 0, and Projects: 6.

Figure 1: Administration Page showing System Statistics

2.1 Change password

Changing password for the Bijingo Administrator account is accessed as an option from the Administration menu.

The screenshot shows the 'Change Password' page in the Bijingo Administration interface. The top left corner displays the 'Administrator' user and the date 'Tuesday, 27 Sep 2005'. The main content area is titled 'Change Password : admin' and contains a form with the heading 'Enter your login to receive new password'. The form has three input fields: '* Old Password :', '* New Password :', and '* Confirm Password :'. Below the input fields are 'Save' and 'Cancel' buttons.

Figure 2: Change Password

2.2 System Statistics

When logging in as the Bijingo Administrator, the user sees a unique Home Page specifically focused on Administration. As per other user Home Pages it follows standards such as the Navigation Bar, Menu bar and Work page. On initial log in, the Work Page shows System Statistics.

Statistics Page

The Statistics page summaries Bijingo licensing and user details. The Product section displays the Product Key, the total number of Licenses in the system, the number of licensed users and Patch version and date of Bijingo. This Statistics section displays the total number of users, users who are currently connected, total number of clients and number of projects.

- Subtract the number of Licensed users from the number of Licenses to determine the number of available licenses
- Subtract the number of Licensed users from the number of users to determine the number of users who may require Licenses to be allocated

- Note a user who is unlicensed cannot log in. Team Members will need to log in if they are required to status tasks, use timesheets, upload files or log issues.
- Application URL and the PHP path
- Version of Bijingo installed in the system

Returning to the Bijingo Statistics page

1. Click the System Statistics option from the Administration menu.

2.3 Company Details

See the organisation Administration manual for details.

2.4 Bijingo Users

See the organisation Administration manual for details.

2.5 Licenses

Bijingo Licensing works through a per seat license model. An organisation will have purchased a number of user licenses which are allocated to the users and a user must be licensed to log on. If a user no longer requires a license, it can be allocated to another user. See the section on Bijingo Users for details for allocating a license to a user, which is done by a flag field.

Additional licenses can be purchased if required, contact your Bijingo Account Manager for more details.

Reviewing status of Bijingo licenses

1. Click the Licenses option from the Administration menu.

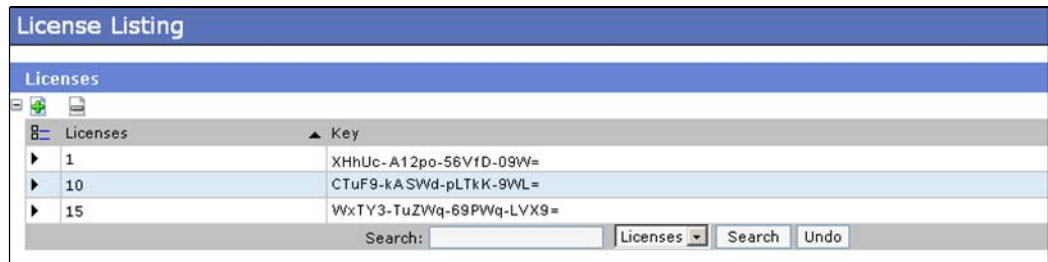


Figure 3: License List



This page summarises Bijingo license details including the License Key for each license purchased and the number of users it covers.

a. License Key Details

Lists the number of licenses associated with each key and the license key.

b. Functions

The following functions can be preformed on License Listing

Icon	Function
	Add a new Bijingo License
	Delete an existing Bijingo License

Adding Bijingo licenses

If an organisation has purchased additional Bijingo licenses, the license key will need to be entered into the system for activation. This section outlines the process for adding licenses into Bijingo.

1. From the License List, click the Add icon to open the Add License page in the work page area.



Figure 4: Add License Page

2. Enter the License key from the documentation supplied by Bijingo.
3. Click the Save button to save the Bijingo License Key.

2.6 System Calendars

See the organisation Administration manual for details.

2.7 Codes and Structures

See the organisation Administration manual for details.

3. Logs menu

3.1 Email Scheduler Logs

Email Scheduler logs allow the administrator to track messaging status of automatically generated Bijingo emails. Details in the log include Start & End Date and Time of each transmission, the Status of the transmission, number of Attempts including Successful and Failed attempts.

See the Section on System Tasks for managing Automatic email and tracking jobs.

How to view Email Scheduler Logs

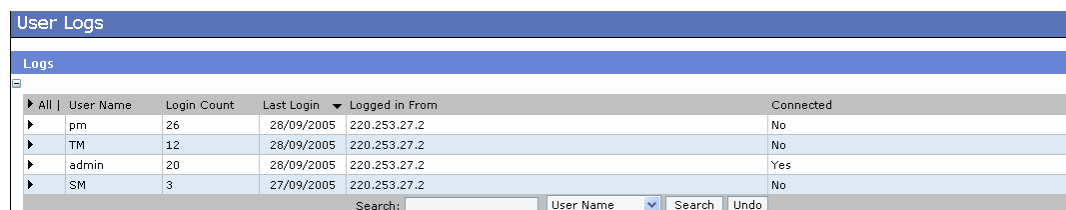
1. Select Email Scheduler Logs from the Logs menu.
2. Export log in XML format if required.

3.2 User Logs

The User Logs present a summary of user login activity including current login status. The User Logs page lists the User Name, the IP address they last logged in from, the session id, number of times they have logged in, the time of their last visit and their current log in status.

How to view User Logs

1. Select User Logs from the Logs menu.
2. Export log in XML, CVS or Excel format if required.



	User Name	Login Count	Last Login	Logged in From	Connected
▶	pm	26	28/09/2005	220.253.27.2	No
▶	TM	12	28/09/2005	220.253.27.2	No
▶	admin	20	28/09/2005	220.253.27.2	Yes
▶	SM	3	27/09/2005	220.253.27.2	No

Search: User Name

Figure 5: Example User Log

4. Bijingo Maintenance menu

The Bijingo Maintenance menu provides the Bijingo Administrator to alter Bijingo Configuration settings as well as access to technical support tools.



Warning

Great care should be taken when modifying Bijingo configuration settings. Changing some of the settings could affect the way Bijingo works and have significant impact if mistakes are made.

4.1 Application Settings

The Application Settings are configuration settings which are defined when Bijingo is first installed. Settings in this section generally cover the way the application behaves. By default the Application Settings page shows closed detail, icons are available to open details in each section.

How to update Application Settings

1. Select Application Settings from the Bijingo Maintenance menu.
2. Select the tab in the relevant section.
3. Modify the settings as required and select the Save button.

a. Project Options

The screenshot shows the 'Edit Application Settings' interface. At the top, there's a blue bar with the title 'Edit Application Settings'. Below it, another blue bar says 'Application Settings'. A row of tabs includes 'Project', 'List Display', 'Notifications', 'Timesheet', 'Financial', 'Calendar', and 'Login Settings'. The 'Project' tab is active. The settings are organized into rows with labels and input fields:

- Project identification type : Project ID (dropdown)
- Task identification type : Task ID (dropdown)
- Risk Rating Format : Numeric (dropdown)
- Project Approval Process
- Project Cancellation Process
- Ad Hoc Tasks
- Project Log Enabled Project Log Period : Weekly (dropdown)
- Skills Structure
- Project Journal
- Client Website Enabled

A 'Save' button is located at the bottom center of the form area.

Figure 6: Project Settings

Setting	Description
Project identification type	Option: Project Code / Project ID Select to display the project's code or id when referencing a project throughout the application.
Task identification type	Option: Task Code / Task ID Select to display the task's code or id when referencing a task throughout the application.
Risk Rating Format	Option: Numeric / Ordinal Switches risk severity and probability between numeric (0 to 1) and ordinal (none to critical).
Risk Ration Rounding	Option: Lower Value / Both Values / Higher Value
Project Approval Process	Select to allow project approval process (see Senior Manager manual for details).
Project Cancellation Process	If enabled users with project Approval are allowed to cancel a project, that means the project status changes to "Cancelled" and the project is removed from users active view.
Ad hoc tasks	If enabled, allows ability to create Ad hoc tasks (see Team members manual for details).
Project Log	If enabled, Activates the ability to use Project Log function for status reporting (subjective text fields), see Project Manager manual for more details.
Project Log period	Option: Daily / Weekly / Fortnightly / Monthly Sets the period for Project Log reporting which establishes the intervals and record sets.
Skill Structure	An organisation can disable the skill structure from being used and displayed throughout the application. If enabled, skill structures are displayed in the resource, task and assignment details page.
Project Journal	If enabled, the Project Journal functionality is available to all projects
Allow importing resources from MS Project	If selected, Project Managers can create generic resources when importing a project. If not selected [default] resources must be matched to Bijingo Resources or ignored when importing a project.

b. List Display Options

The screenshot shows the 'Edit Application Settings' window with the 'List Display' tab selected. The settings are as follows:

- Show System List Colours
- Show Code Set Colours
- Code-set Icon Width : pixels
- Code-set Icon Height : pixels
- Company Logo

A 'Save' button is located at the bottom center of the dialog.

Figure 7: List Display Settings

Setting	Description
System List Colours	Activates the colour coding for on screen lists eg priority.
Code Set Colours	Activates the colour coding for on screen Code set codes.
Code-set Icon Width	Option: numeric (pixels) When you set up a Code unit, you can attach an icon, eg a traffic light symbol, this field sets the width.
Code-set Icon Height	Option: numeric (pixels) When you set up a Code unit, you can attach an icon, eg a traffic light symbol, this field sets the height.
Company Logo:	Adds logo to reports, refer Company Details section for more details.

c. Notification Settings

The screenshot shows the 'Edit Application Settings' window with the 'Notifications' tab active. The settings are as follows:

- Notifications Enabled
- Confirm Email Sent
- Workflow Emails Enabled
- Assignment Acceptance
- Escalation Time: 5
- Support Email: admin@yourorg.com.au

A 'Save' button is located at the bottom center of the form.

Figure 8: Notification Settings

Setting	Description
Notifications:	<p>Specifies if a notification will be created and entered into the queue for sending. A schedule must be created for the emails to actually be sent out.</p> <p>Notifications are only sent if the project status is "Open", the task status is not relevant.</p> <p>When enabled, resources are notified by email when they are assigned to a project and/or assigned to a task.</p> <p>When enabled, resources are notified by email when a project they assigned to is opened.</p> <p>When enabled, resources are notified by email when the dates, status or priority is modified on tasks they are assigned to.</p>
Confirm Email Sent	If enabled, Bjingo performs a test to ensure that the email has been sent.
Workflow Email Enabled:	The workflow emails notify the resources assigned to a succeeding task when the preceding task has been completed.
Assignment Acceptance:	If enabled, sends an email to a resource when they are assigned to a task asking them to either accept or reject the assignment.
Escalation Time:	Enter the number of days before a change item is escalated if no action is taken.
Support Email:	Enter the Email address that System Email notification messages are sent from. This address must be one that is checked since replies and other messages will be sent to it. Note that project related messages are sent from the Project Manager's Email address.

d. Timesheet Settings

The screenshot shows the 'Edit Application Settings' interface with the 'Timesheet' tab selected. The settings are as follows:

- CSV Export String: [Empty text field]
- Timesheets must be submitted:
- Assignment Journals:
- Retrospective Entries:
- Timesheet Approval:
- Timesheet Switchover Day: Wednesday
- Timesheet Implementation Date: 19/06/2006

A 'Save' button is located at the bottom center of the window.

Figure 9: Timesheet Settings

Setting	Description
CSV Export String:	Options: Text (CSV string) Sets up a CSV string for the Timesheet report. The Download option is not available on the Timesheet Report if the setting is blank. Options: [BILLING CODE][COLUMN 1][COLUMN 2][COLUMN 3][COLUMN 4][RESOURCE EMPLOYEE CODE][RESOURCE NAME][ACTUALS][SKILLS THE RESOURCE HAS][COMPANY NAME][REPORT START DATE][REPORT END DATE]
Timesheets must be Submitted:	If enabled Team Members must submit timesheets otherwise they only save timesheets. Note it cannot easily be disabled once turned on.
Assignment Journal:	If enabled Bijingo journals all timesheets when submitted. Once enabled it cannot be disabled
Retrospective Entries	If enabled, makes timesheet retrospectively for resources who have not created timesheets in the past
Timesheet Approvals:	When enabled, allows approval of timesheets. Once enabled it cannot be disabled. Once enabled a Reporting Structure must be set as Timesheet Structure for Timesheet Approvals to work.
Timesheet Switchover Day:	Day of the week that current timesheet week view is switched from previous week to the current week. This setting is used for Timesheet Managers and Approvers
Timesheet Implementation Date:	Date the Timesheet process will commence. When selected, Bijingo will convert actuals entered after this date into to Timesheets.

e. Financial Settings

Figure 10: Financial Settings

Setting	Description
Default Split Rate	Options: Enabled / Disabled Allows resource billing units to be split for billing purposes. If Disabled, a resource with a 1 day billing unit will bill that entire days work even if they only entered 2 hours actual work. However if this is set to Enabled the resource will be only charge for the 2 hours of actual work.
Currency Symbol	Options: Symbol The currency symbol that values are to be displayed with. Use a single symbol such as \$ or £
Default Tax %	Options: Numeric (percentage) The default tax rate through the system. Use 10% for Australian GST.
Default Hourly Rate	Options: Numeric (per currency unit) The default hourly rate of resources. New resources will use this value unless modified in their user profile.
Display Task Costs:	Options: Enabled / Disabled Removes visibility of task costs to Team Members

f. **Calendar Settings**

Edit Application Settings

Application Settings

Project List Display Notifications Timesheet Financial Calendar Login Settings

Standard Hours Per Day :

Max Hours Per Day :

Days Per Week :

First Day of the Week : Monday ▼

NB: The day of the week can not be altered because one or more timesheets have been created.

First Fortnight :

Figure 11: Calendar Settings

Setting	Description
Standard Hours Per Day:	Options: Numeric (hours) The number of hours in a standard day. This value is used for planning and duration conversions. Don't get too specific, round to the nearest hour.
Max Hours Per Day:	Options: Numeric (hours) Set the Maximum Number of hours a day a team member can book time in the Task Buddy.
Days Per Week:	Options: Numeric (days) The number of days in a standard work week, used for duration conversions and reporting.
First Day of the Week:	Options: Week day Used for setting up calendars and timesheets on screen and in reports. This option can not be reset if Timesheet approvals have been turned on.
First Fortnight:	Options: Date entered or calendar selected Used for setting up fortnightly Project Logs.
Date Format	Select from the date format for displaying dates within the application

g. Login Settings

The screenshot shows the 'Edit Application Settings' window with the 'Login Settings' tab selected. The settings are as follows:

- Enforce email as usernames
- Disallow password being similar to username
- Minimum Password Length: 8
- Minimum Digits in Passwords: 2
- Minimum Symbols in Passwords: 1
- Minimum Upper Case Letters in Passwords: 0
- Minimum Lower Case Letters in Passwords: 0
- Minimum Unique Characters in Passwords: 0

A 'Save' button is located at the bottom center of the settings panel.

Figure 12: Login Settings

Setting	Description
Enforce email as usernames	When enabled, users must use their email address as their username.
Disallow password being similar to username	Enabling this will prevent passwords from being similar to user's logins (or email addresses if above setting is enabled).
Minimum Password Length	Set a value here to enforce a minimum password length for passwords. A value of zero (0) removes this restriction. This value can not be less than the total of all other minimum settings for passwords.
Minimum Digits in Passwords	Set a value here to enforce a minimum number of digits (0-9) in passwords. A value of zero (0) removes this restriction.
Minimum Symbols in Passwords	Set a value here to enforce a minimum number of symbols (<code>`~!@#%&^*()-_+=[]\{} ;:./<>"'?</code>) in passwords. A value of zero (0) removes this restriction.
Minimum Upper Case Letters in Passwords	Set a value here to enforce a minimum number of UPPER case letters in passwords. A value of zero (0) removes this restriction.
Minimum Lower Case Letters in Passwords	Set a value here to enforce a minimum number of lower case letters in passwords. A value of zero (0) removes this restriction.
Minimum Unique Characters in Passwords	Set a value here to enforce a minimum number of unique characters in passwords. Lower & upper case letters are considered different characters. A value of zero (0) removes this restriction.
Maximum Login Attempts	The number of incorrect login attempts allowed before the account is locked. If an account is locked, the user will need to notify the Bijingo administrator. A value of zero (0) removes this restriction.

h. Login Settings

Edit Settings

Project | List Display | Notifications | Timesheet | Financial | Calendar | Login Settings | **Attachments** | Security

Max file size (Attachments) : MB (Max allowed is: 50.00 MB)

Object-Type	Allow [All]	Deny [All]	Object-Type	Allow [All]	Deny [All]
Project	<input checked="" type="radio"/>	<input type="radio"/>	Task	<input checked="" type="radio"/>	<input type="radio"/>
Ad-Hoc Task	<input checked="" type="radio"/>	<input type="radio"/>	Resolution Task	<input checked="" type="radio"/>	<input type="radio"/>
Phase	<input checked="" type="radio"/>	<input type="radio"/>	Milestone	<input checked="" type="radio"/>	<input type="radio"/>
Deliverable	<input checked="" type="radio"/>	<input type="radio"/>	Income	<input checked="" type="radio"/>	<input type="radio"/>
Material Cost	<input checked="" type="radio"/>	<input type="radio"/>	Team Member	<input checked="" type="radio"/>	<input type="radio"/>
Issue	<input checked="" type="radio"/>	<input type="radio"/>	Risk	<input checked="" type="radio"/>	<input type="radio"/>
Change Request	<input checked="" type="radio"/>	<input type="radio"/>	Service Request	<input checked="" type="radio"/>	<input type="radio"/>
Client Request	<input checked="" type="radio"/>	<input type="radio"/>	IRC Plans	<input checked="" type="radio"/>	<input type="radio"/>
Forum	<input checked="" type="radio"/>	<input type="radio"/>			

Figure 13: Activate attachment rules

Setting	Description
Max file size:	Options: Numeric (Bytes) The Default Maximum File upload size allowed by Bijingo, note this can be overwritten at the project level.
Object Type	Attachments Rules enable the administrator to determine if attachments can be added to projects and elements that make up a project.

h. Security Settings

The screenshot shows the 'Edit Settings' page for the Security section. At the top, there is a blue header with the text 'Edit Settings'. Below this is a navigation bar with several tabs: Project, List Display, Notifications, Timesheet, Financial, Calendar, Login Settings, Attachments, and Security. The Security tab is highlighted. The main content area contains three settings:

- Use SSL
- Encryption Key :
- Lock out users (disables logging in and throws out currently logged in users)

At the bottom of the form, there is a 'Save' button.

Figure 14: Security Settings

Setting	Description
Use SSL:	Options: Enabled / Disabled SSL enabled will enable browser encryption and hence a secure session.
Encryption Key	Options: Text (Encryption key) The encryption key is used by the system to protect assignments when email notification and acceptance is used. This field is invisible to users. By default this is set to the product key entered at installation, it is recommended that this be retained.
Lock out Users	When enabled, disable logging in by all users and logs out currently logged on users.

4.2 System Tasks

System Tasks are timed events which are triggered by the System (the server which Bijingo is installed on) clock. There are four types of System Tasks in Bijingo - Automatic Emails, Task Tracking, Import (Customised to an organisation's needs - refer Bijingo account manager) and Export (to an organisation's needs - refer Bijingo account manager). With Automatic Emails, Bijingo queues email and sends them at the designated time. Task Tracking runs a scan through all tasks and issues in order to escalate items which are running late. Import and Export require customised integration files unique to each client.

To review System Tasks List




1. Select System Tasks from the Bijingo Maintenance menu to display the list of System Tasks list.

a. System Tasks List

The System Tasks List includes Schedule Name, Schedule ID, Frequency, Time and Type of the System Task

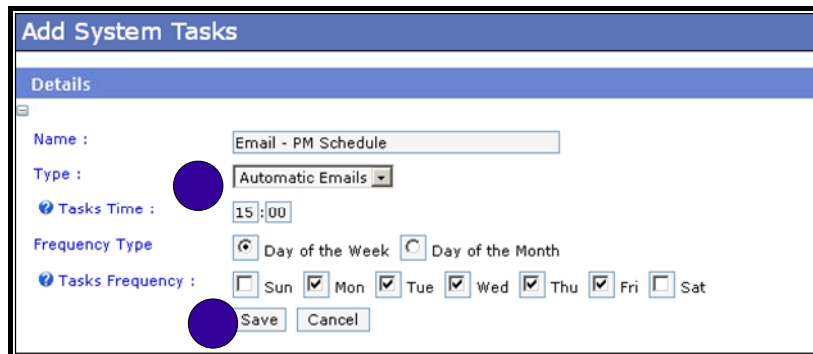
b. Functions

The following functions can be performed on System Tasks

Icon	Function
	Add a new System Task
	Edit selected System Task
	Delete selected System Task(s)

To Add a System Task

1. From the System Tasks List click the Add icon, the Add System Task.



The screenshot shows the 'Add System Tasks' dialog box. It has a title bar 'Add System Tasks' and a 'Details' section. The fields are as follows:

- Name :
- Type :
- Tasks Time :
- Frequency Type : Day of the Week Day of the Month
- Tasks Frequency : Sun Mon Tue Wed Thu Fri Sat

At the bottom, there are 'Save' and 'Cancel' buttons.

Figure 15: Add System Task Page

2. Enter the name, type and timing details of the System Task to be run automatically by the system.
3. Click the Save button to save the new System Task.

4.3 Integration

Integration Tasks, if they have been setup, can be run from this page manually.

Please see the Team at Bijingo if you are interested in integrating with other applications in your organisation.