

Ascom Unite Admin Desktop

About this document

This document is intended for installation and service technicians. It is used for the installation and configuration of the Ascom Unite Admin Desktop application.

The installation described in this document has been done on a Windows 10® computer.

Contents

1. Introduction	2
1.1 Limitations	2
1.2 Abbreviation and Glossary	2
1.3 Requirements.....	2
1.3.1 Assumed Knowledge.....	2
1.3.2 Hardware Requirements	3
1.3.3 IP Ports	3
1.4 What you Need	3
1.5 Installation and Configuration Steps	3
2. Install the Unite Admin Desktop Application	5
3. Log in to Unite Admin Desktop	6
3.1 Create or Add Database	6
3.1.1 Create new Database.....	7
3.1.2 Add existing Database	7
3.1.3 Download Database from an FTP Area	8
3.2 Upload Database to an FTP Area	10
3.3 Delete Database.....	11
4. System Configuration	12
4.1 Add Licenses.....	12
4.1.1 License Documents	12
4.2 System Configuration User Interface	12
4.2.1 Get Help in the Application	14
4.3 Configuration Steps	14
4.3.1 Configuration Steps for a New System.....	15
4.3.2 Configuration Steps for Migration of an Existing System with Unite CM	15
4.4 Give the Site a Name	16
4.5 Verify Licenses.....	17
4.5.1 Add Module.....	17
4.5.2 Add Additional Modules.....	18
4.6 Add Organization.	18
4.7 Add Locations to the Organization	19
4.8 Add Integrations	20
4.9 Add Devices and Numbers.....	20
4.10 Add Users	21
4.10.1 Add System Administrator User	21
4.10.2 Add Additional Users	22

4.10.3 Add Groups.....	23
4.11 Synchronize Users and Groups with Unite CM.....	23
4.11.1 Synchronize Users.....	24
4.11.2 Synchronize Groups.....	24
4.12 Configure Unite Assign.....	24
4.13 Prior to Commissioning.....	24
5. Configuration Backup and Restore.....	25
5.1 Backup the System Configuration.....	25
5.2 Restore the Configuration.....	25
6. Upgrade the Unite Admin Desktop Application.....	26
7. Related Documents.....	27
8. Document History.....	28

1. Introduction

The *Ascom Unite Admin Desktop* application is to be installed on a local Windows® computer. For supported Windows® versions, refer to *Data Sheet, Ascom Unite Admin Desktop TD 93091EN*.

The *Ascom Unite Admin Desktop* application allows you to use Unite Admin for configuration and administration of Unite systems, without the need for a permanently installed server. When the configuration of a Unite system is done, the connection to the system can be removed.

For every new Unite system you are going to install and configure, you need to create a database. At first time system setup, the database must be created and stored locally on your computer running the Unite Admin Desktop application. When configuration of the Unite system is done, the database can be uploaded and linked to an FTP area, or manually copied to a shared directory. A database linked to an FTP area will automatically store the database on the FTP area. Once a system has been set up, the database can be downloaded from the FTP area or copied from the shared directory, by other users of the Unite Admin Desktop application.

1.1 Limitations

- The Unite Admin Desktop application can be used by one user at a time only. If multiple users configure simultaneously, it may cause settings to be overwritten.
- When integrated with an external system via Unite Connect, the Unite Admin Desktop application can be used with static assignments only.

1.2 Abbreviation and Glossary

Microsoft SQL Server 2014 Express LocalDB: (Included in the Unite Admin Desktop installation)	An instance of SQL Server Express with a set of files required for starting the SQL Server Database Engine and for creating and opening SQL Server databases.
Unite Admin	Application for configuration of Unite systems. The application exists in two versions, a server based version and the Unite Admin Desktop version.
Unite Assign	Application for assigning staff to locations and events.
Unite Connect	Unite Connect receives messages and alerts from various devices and also takes care of all integrations with external systems. The connection to an external system requires a separate interface module. The interface module to use depends on type of external system.

1.3 Requirements

1.3.1 Assumed Knowledge

You should have a fundamental understanding of the required Microsoft Windows Operating System, along with fundamental firewall, security, and networking knowledge.

The configuration also requires knowledge about Ascom professional messaging.

1.3.2 Hardware Requirements

For the minimum hardware and system requirements needed to support the installation and operation of the Unite Admin Desktop application, see *Data Sheet, Ascom Unite Admin Desktop TD 93091EN*.

1.3.3 IP Ports

The table below shows the default port used by applications, Windows services etcetera. Make sure that used ports are open in the firewall.

Port	Application or units	Protocol
10170	License validation between Unite Admin Desktop and Unite CM.	TCP
443	Web traffic (HTTPS)	TCP
21	File Transfer Protocol (FTP)	TCP

1.4 What you Need

Hardware:	A Windows computer <i>For supported versions, refer to Data Sheet, Ascom Unite Admin Desktop TD 93091EN.</i>
Software:	Installation software for Unite Admin Desktop
License pdf files^a :	<ul style="list-style-type: none"> • Unite Core - Admin license to enable the application • Unite Axess New license for number of messaging devices • Unite Connect, Assign, View: <ul style="list-style-type: none"> – for number of units with locations and event assignments – for integration with the patient monitoring system, nurse call system or real-time location system <p>NOTE: Number of Unite View clients is included in the “Unite Connect, Assign, View” license, but these are not applicable for Unite Admin Desktop.</p>
IP addresses:	The IP address or host name, of each module that you want to configure.
Login credentials:	The login information for the database administrator account.
HTTP Authentication passwords:	An HTTP Authentication password is needed for every module that you want to add to a system (default = setmeup).

a. Download the required licenses from the Ascom Partner Web (Extranet).

1.5 Installation and Configuration Steps

- 1 Install the Unite Admin Desktop software on your computer, see [2. Install the Unite Admin Desktop Application](#) on page 5.
- 2 Open the Unite Admin Desktop application and select database, see [3. Log in to Unite Admin Desktop](#) on page 6.
At first time installation a database needs to be created or added, see [3.1 Create or Add Database](#) on page 6.
- 3 Add the licenses pdf documents, see [4.1 Add Licenses](#) on page 12.

1. Introduction

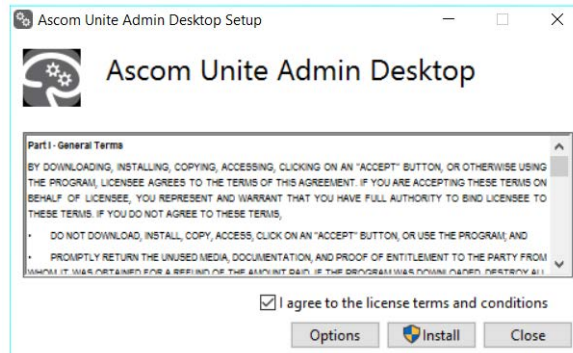
- 4 The Unite Admin Desktop is now ready to be used for the configuration of your system, see [4. System Configuration](#) on page 12.
- 5 When configuration is ready, we recommend you to create backups, see [5. Configuration Backup and Restore](#) on page 25.

2. Install the Unite Admin Desktop Application

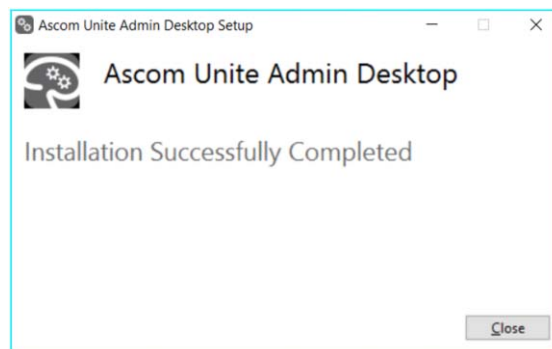
2. Install the Unite Admin Desktop Application

The Unite Admin Desktop application can be installed on both x86 (32-bit) and x64 (64-bit) operating systems. The installer file supports both operating systems.

- 1 Download the Ascom Unite Admin Desktop installer, and click the installer icon. The Setup Wizard appears.
- 2 Read the end-user license agreement.



- 3 Select the check box to accept the license terms and conditions, and click **Install**.
- 4 Microsoft SQL Server 2014 Express LocalDB will be installed during the installation if needed. After a successful setup, click **Close**.

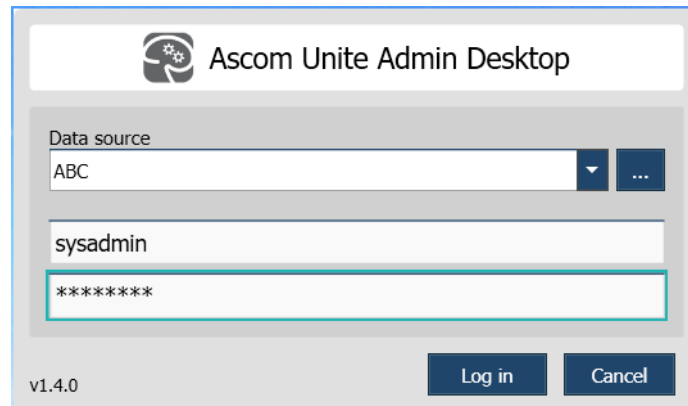


The Ascom Unite Admin Desktop is now installed on your computer and can be used for configuration and administration of your sites.

3. Log in to Unite Admin Desktop

NOTE: Before you can log in to the Unite Admin Desktop, you need to add databases for your sites, see chapter [3.1 Create or Add Database](#).

- 1 On your computer, click the **Start** button and in the Start menu select **Unite Admin Desktop**. If you cannot find the application in the Start menu, you will find it in **Program Files > Ascom**.



- 2 Select database in the **Data source** list. If no database exists it needs to be added or created, see chapter [3.1 Create or Add Database](#).
- 3 Enter the user name and password for the selected database, and click **Log in**.
If a license for Unite Admin has not yet been added, you will be notified by a license dialog, see [4.1 Add Licenses](#).

3.1 Create or Add Database

At first time setup of a Unite system, a database needs to be created locally, i.e. on the computer where the Unite Admin Desktop application is installed. When the setup of the Unite system is done, the database can be shared with other users of the Unite Admin Desktop application, provided that the database is added to a shared directory or uploaded to an FTP area, the Unite CM includes a built in FTP area that can be used.

By default a database will be created in **My Documents** folder. If multiple Unite Admin Desktop users shall have access to the database from the same computer, you have to place it in a shared directory or upload it to an FTP area. If multiple Unite Admin Desktop users use different computers, sharing the database through an FTP area is recommended.

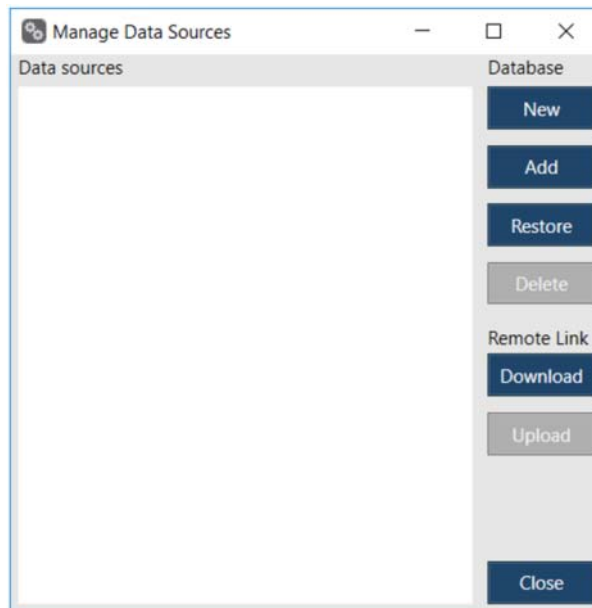
If you are going to modify a Unite system, and want to use an existing database created by someone else, you must first add the database to your Unite Admin Desktop application from a shared directory, or download it from an FTP area. The database must be stored on the same machine as the Unite Admin Desktop application during a modification.

The database can be downloaded from the FTP area or retrieved from the shared directory,

- 1 On your computer, click the **Start** button and in the Start menu select **Unite Admin Desktop**. If you cannot find the application in the Start menu, you will find it in **All Programs > Ascom**.

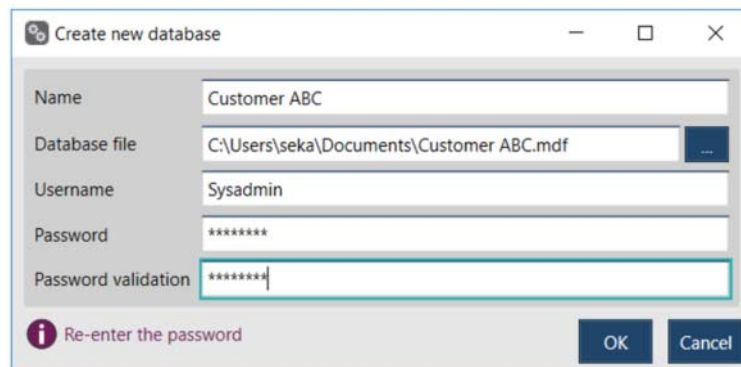
3. Log in to Unite Admin Desktop


- 2 Click the “browse”  icon. The Manage Data Sources window opens.



3.1.1 Create new Database


- 1 In the **Manage Data Sources** window, click **New**. A new window opens.



- 2 In the **Name** field, enter a name for the new database.
- 3 The default location for the database will be on **C:\Users**“your personal folder”\Documents. Click the “Browse”  icon if you want to select another location.
- 4 In the **Username** and **Password** fields, enter and validate a password for the database.
- 5 Click **OK**. The database will be added to the Data source list.

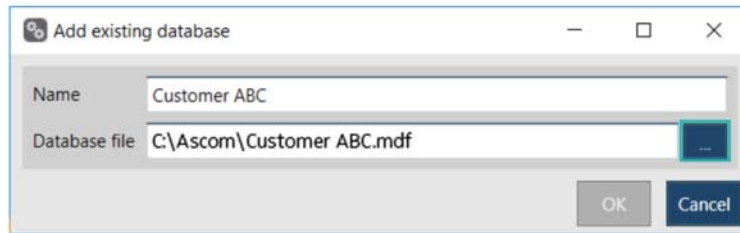
3.1.2 Add existing Database

The first time you use your Unite Admin Desktop application for an existing Unite system, you can add a database that has been created for the system by someone else. The database must be stored on the same machine as the Unite Admin Desktop application during a modification.

- 1 Copy the database to your local disc.
- 2 In the **Manage Data Sources** window, click **Add**. A new window opens.
- 3 Click the “Browse”  icon and find your database.

3. Log in to Unite Admin Desktop

- 4 Select the database and click **Open**.



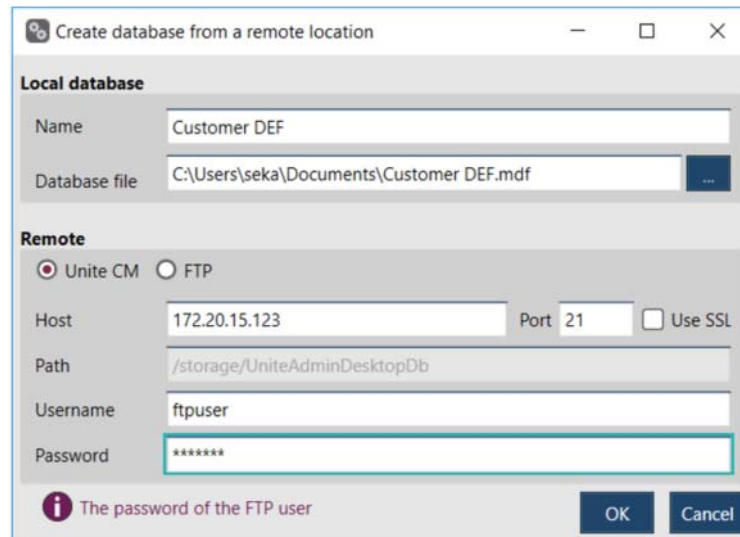
- 5 Click **OK**. The database will be added to the Data source list.

3.1.3 Download Database from an FTP Area

You can download a database from an FTP area if someone else already have created a database for the system. It can be from the FTP area on a Unite CM or on any other FTP area.

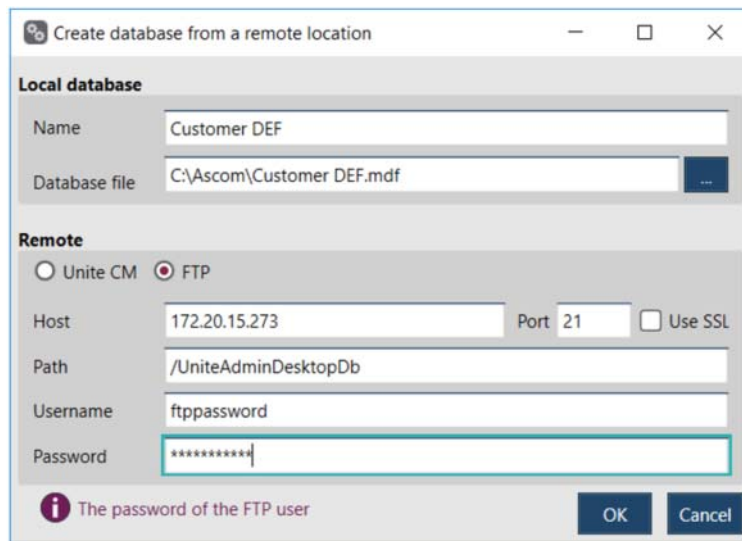
- 1 In the **Manage Data Sources** window, click **Download**. A new window opens.

Figure 1. Download from a Unite CM



3. Log in to Unite Admin Desktop

Figure 2. Download from other FTP area



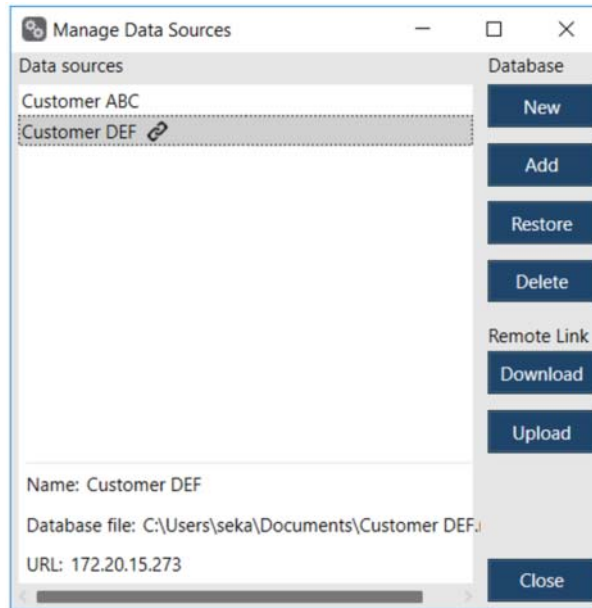
- 2 In the **Name** field, enter a local name for the new database.
- 3 The default location for the database will be on **C:\Users**“your personal folder”\Documents. Click the “Browse” **...** icon if you want to select another location.
- 4 Select FTP area, i.e. the FTP area in a **Unite CM** or another **FTP** area.
- 5 In the **Host** field, enter the IP address or host name to the FTP area.
- 6 Select if you want to enable **Use SSL** for secure communication. Unite CM supports SSL but other FTP areas might not support it.
- 7 For Unite CM, the path is fixed. For other FTP areas, you need to enter the path to where the database is stored in the Path field.
- 8 In the **Username** and **Password** fields, enter the credentials for the FTP area.
- 9 Click **OK**. The database will be added to the Data source list with a link symbol.

The link symbol indicates that the database is connected to an FTP area. If you update the database locally, the database on the FTP area will be updated when you log out from the Unite Admin Desktop application.

If the database on the FTP area has been updated by another user you will be notified the next time you log in to the Unite Admin Desktop application, and will have the possibility to update your local database.


3. Log in to Unite Admin Desktop

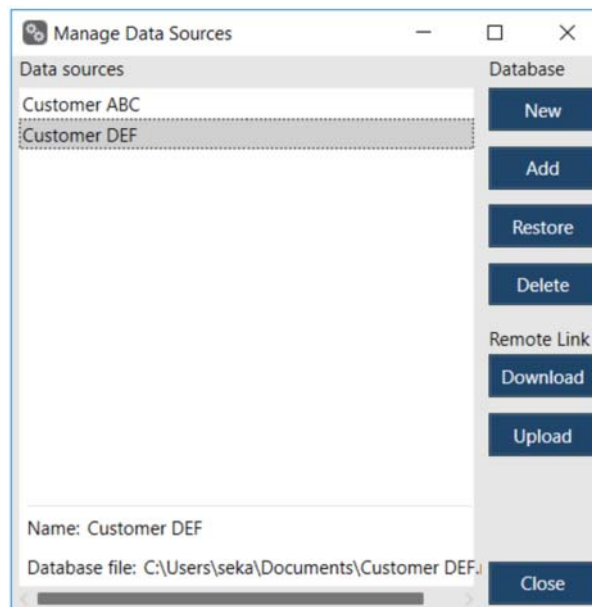
Figure 3. Database linked to an FTP area



3.2 Upload Database to an FTP Area

If you want to give others the possibility to use your database, you can upload a database from your local computer to an FTP area.

- 1 Click the "browse"  icon. The Manage Data Sources window opens.
- 2 In the **Manage Data Sources** window, select the database you want to upload.



- 3 Click **Upload**. A new window opens.

3. Log in to Unite Admin Desktop

Figure 4. Upload to a Unite CM

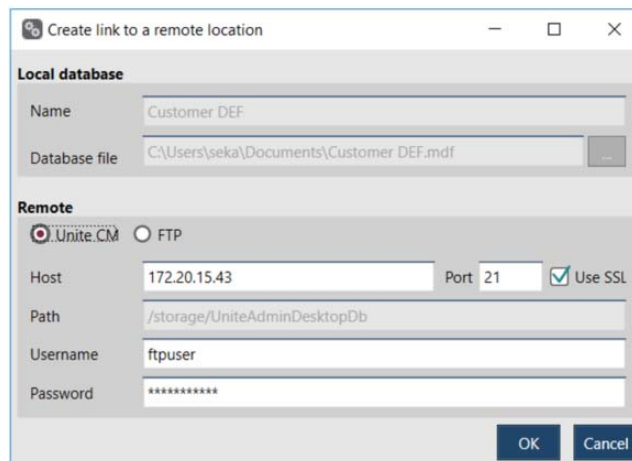
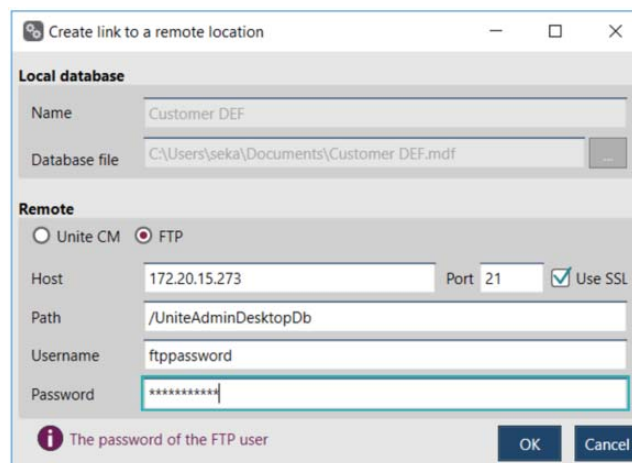


Figure 5. Upload to other FTP area



- 4 Select the FTP area, **Unite CM** or other **FTP** area.
- 5 In the **Host** field, enter the IP address or host name to the FTP area.
- 6 Select if you want to enable **Use SSL** for secure communication. Unite CM supports SSL but other FTP areas might not support it.
- 7 For Unite CM, the path is fixed. For other FTP areas, you need to enter the path to where the database is stored in the Path field.
- 8 In the **Username** and **Password** fields, enter the credentials for the FTP area.
- 9 Click **OK**. The database will be copied to the specified sub folder on the FTP area.

3.3 Delete Database


- 1 Click the “browse” **...** icon. The Manage Data Sources window opens.
- 2 In the **Manage Data Sources** window, select the database you want to delete.
- 3 Click **Delete**. The database will be removed from the list and the storage place on your computer.

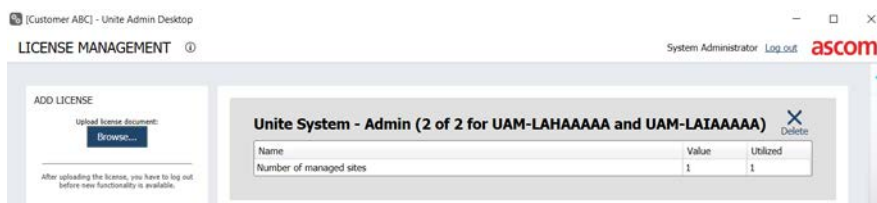
4. System Configuration

4.1 Add Licenses

Before any configuration can be done for a system, a license for *Unite Admin* must be added and activated. This license enables the system configuration view.

You can add a license for *Unite Axess* as well, and if you are going to use the *Unite Assign* application, the *Unite Connect, Assign, View* license. These licenses can also be added later.

- 1 Open the *Unite Admin Desktop* application and select a database.
- 2 Enter the login credentials (username and password) for the selected database and click the **Log in** button. The *Ascom Unite Admin Desktop* will open.
- 3 Click the “License Management (key)”  icon in the bottom right corner.
- 4 Add the license for **Unite Admin**. Click **Browse** in the upper left corner, and find the folder that you downloaded the licenses to.
- 5 Click the *Unite Admin* license file and click **Open**.



- 6 If you are going to use **Unite Axess**, follow the same procedure for the *Unite Axess New* license as for the *Unite Admin* license.
- 7 If you are going to use **Unite Assign**, follow the same procedure for the *Unite Connect, Assign, View* license as for the *Unite Admin* license.
- 8 Click **Exit application** to leave the *License Management* view.

4.1.1 License Documents

Ascom issues a license document in the form of a .pdf file for each application. The file is associated with a particular module using a module key. *Unite CM*, *Unite CS*, *Connect for Nurse Call*, and *Cardiomax* modules can be used to validate licenses, but *MMG* and *NISM2* cannot be used to validate licenses.

The license document for *Unite Admin* includes two licenses, one license that enables the *Unite Admin Desktop* application and another license for the site management.

The license document for *Unite Axess* specifies the number of devices that can receive messages within the *Unite* system.

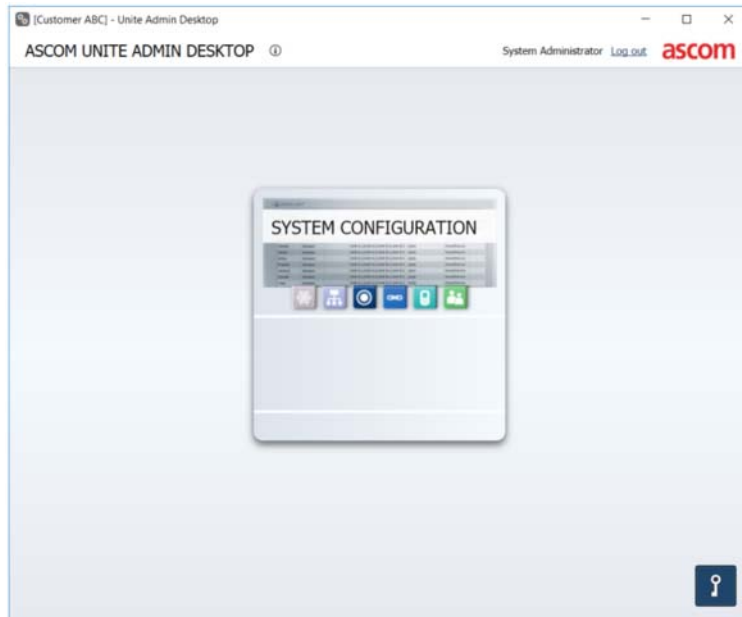
The license document for “*Unite Connect, Assign, View*” includes the number of units with *Unite Assign*, the number of locations and the number of integrations. The *View* application is not applicable for the *Unite Admin Desktop* application.

4.2 System Configuration User Interface

- 1 Open the *Unite Admin Desktop* application and select a database.
- 2 In the **Data source** list, select desired database.

4. System Configuration

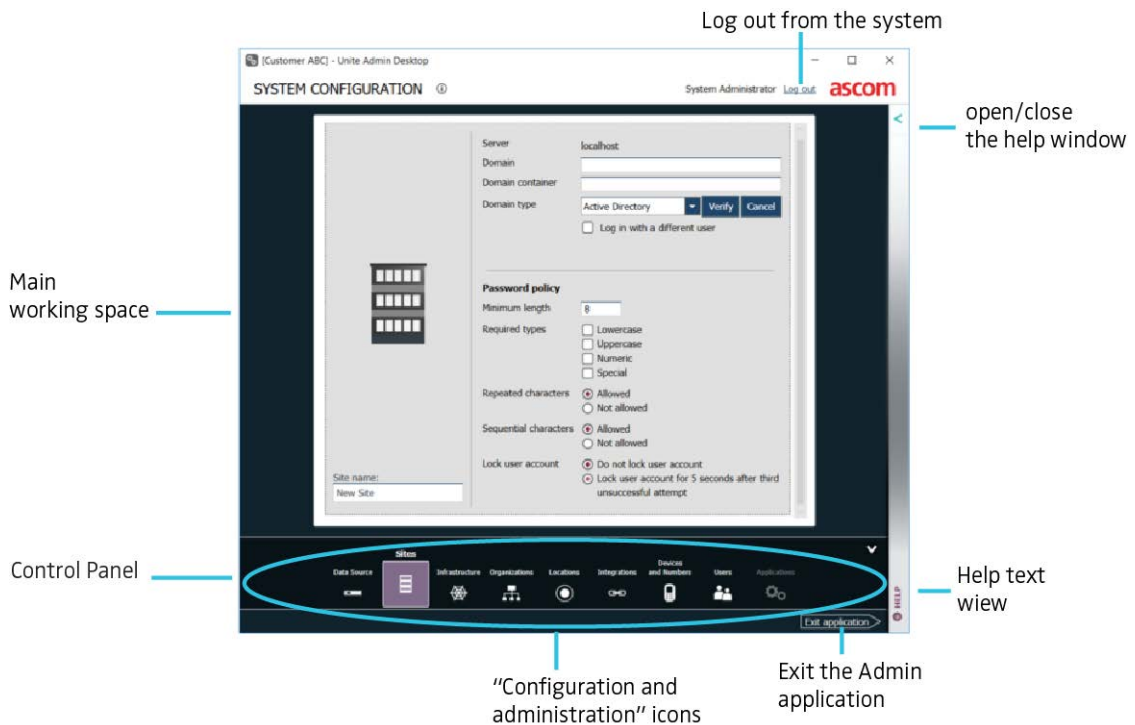
- 3 Enter the login credentials (username and password) for the selected database and click the **Log in** button. The Ascum Unite Admin Desktop with the **System Configuration** application opens.



- 4 To open the application, click SYSTEM CONFIGURATION.

The System Configuration user interface is divided into two parts: the main workspace in the upper part and the control panel in the lower part. See the picture below. Use the icons on the control panel to navigate between different views in the system.

Figure 6. System configuration overview



4.2.1 Get Help in the Application

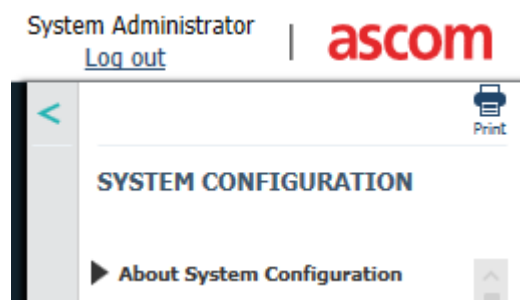
The Help window is located to the right in the System Configuration user interface.

Navigate in the Help Window

- 1 To open the HELP window, click the **HELP** column to the right. A list of article titles related to the specific view appears.



- 2 Click the title of the article that you would like to know more about.



If you want to expand the HELP text area, move the mouse cursor to the left edge of the HELP window until a double-headed arrow appears.



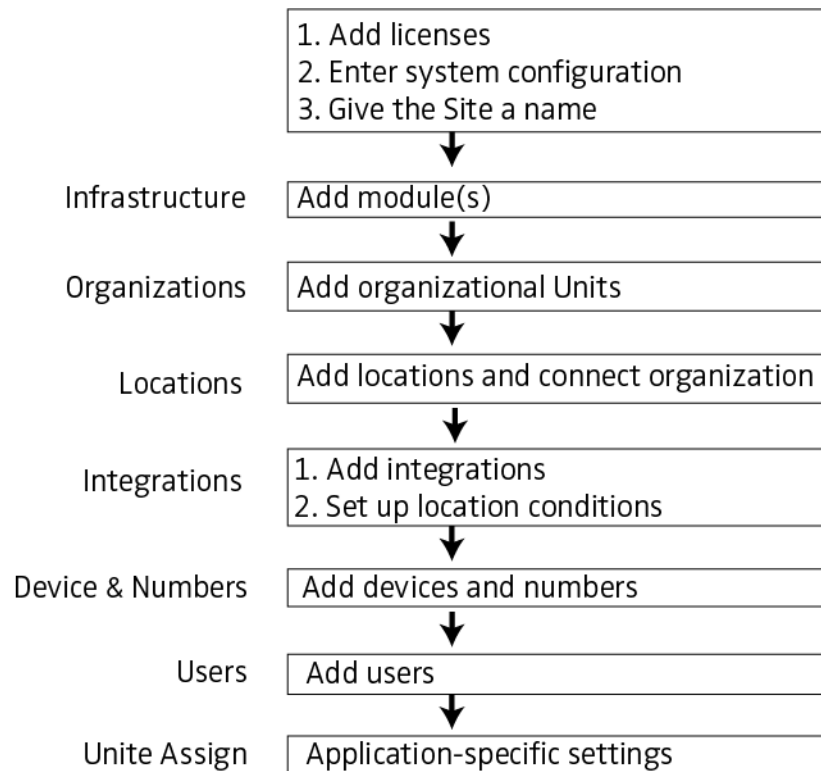
Once this double-headed arrow appears, click the mouse and drag it to the left.

4.3 Configuration Steps

This section describes the complete configuration required to be able to use the Unite Assign application. For more information about each step, see the HELP window in the application.

4. System Configuration

Figure 7. Configuration overview, recommended workflow



4.3.1 Configuration Steps for a New System

When the System Configuration application is enabled, the following steps are required to configure a new system:

* Steps required only if you are going to use *Location Assignments* and *Event Assignments*.

- 1 Add licenses. See [4.1 Add Licenses](#) on page 12.
- 2 Name the site. See [4.4 Give the Site a Name](#) on page 16.
- 3 Verify licenses. See [4.5 Verify Licenses](#) on page 17.
- 4 If required by the system, add additional modules. See [4.5.2 Add Additional Modules](#) on page 18.
- 5 Add organizational units [4.6 Add Organization](#). on page 18.
- 6 * Add locations. See [4.7 Add Locations to the Organization](#) on page 19.
- 7 * Add integrations with other systems. See [4.8 Add Integrations](#) on page 20.
- 8 Add devices and numbers. See [4.9 Add Devices and Numbers](#) on page 20.
- 9 Add users. See [4.10 Add Users](#) on page 21.
- 10 * Configure Unite Assign settings as described in HELP window in the application. See chapter [4.12 Configure Unite Assign](#) on page 24.

4.3.2 Configuration Steps for Migration of an Existing System with Unite CM

You can import users and groups from a Unite CM in an existing system to Unite Admin Desktop. After the upgrade, all user and group administration is done in the Unite Admin Desktop.

4. System Configuration


The following steps are required to configure the system and import users and groups from a Unite CM:

* Steps required only if you are going to use *Location Assignments* and *Event Assignments*.

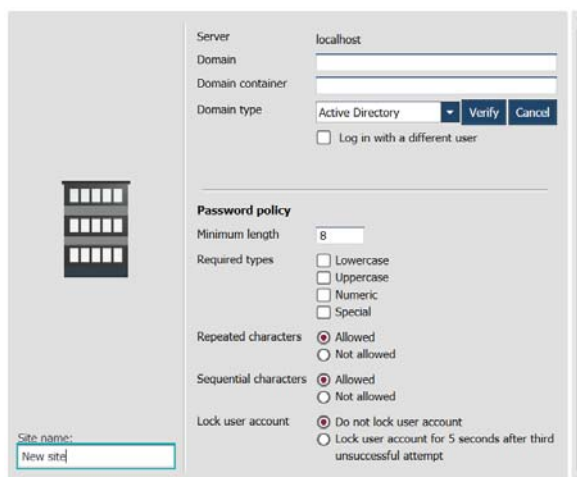
- 1 Add licenses. See [4.1 Add Licenses](#) on page 12.
- 2 Name the site. See [4.4 Give the Site a Name](#) on page 16.
- 3 Verify licenses. See [4.5 Verify Licenses](#) on page 17.
- 4 If required by the system, add additional modules. See [4.5.2 Add Additional Modules](#) on page 18.
- 5 Add organizational units [4.6 Add Organization](#). on page 18.
- 6 * Add locations. See [4.7 Add Locations to the Organization](#) on page 19.
- 7 * Add integrations with other systems. See [4.8 Add Integrations](#) on page 20.
- 8 Add device types. See [4.9 Add Devices and Numbers](#) on page 20.
- 9 Synchronize users and groups with the Unite CM. See [4.11 Synchronize Users and Groups with Unite CM](#) on page 23.
- 10 * Configure Unite Assign settings as described in HELP window in the application. See chapter [4.12 Configure Unite Assign](#) on page 24.

4.4 Give the Site a Name

- 1 Click SYSTEM CONFIGURATION.

The *System Configuration* application opens in the Sites view . The Sites view shows the name of the computer on which the Unite Admin Desktop is installed.

- 2 In the **Site Name** field, enter a name for your site. You can add more information about the site in the comment text field.
- 3 Only under the condition that Unite Admin Desktop always is connected to the system, Active Directory can be used for authentication of users added in Unite Admin. In that case, enter the required domain settings and click **Connect to verify the connection**.
- 4 A password policy that conforms to the organization's password policy, can be set.




The screenshot shows a dialog box for system configuration. On the left, there is a sidebar with a 'Site name' field containing 'New site'. The main area is divided into two sections:

- Domain settings:**
 - Server: localhost
 - Domain: [empty text box]
 - Domain container: [empty text box]
 - Domain type: Active Directory (dropdown menu)
 - Buttons: Verify, Cancel
 - Log in with a different user
- Password policy:**
 - Minimum length: 8
 - Required types:
 - Lowercase
 - Uppercase
 - Numeric
 - Special
 - Repeated characters:
 - Allowed
 - Not allowed
 - Sequential characters:
 - Allowed
 - Not allowed
 - Lock user account:
 - Do not lock user account
 - Lock user account for 5 seconds after third unsuccessful attempt

4.5 Verify Licenses

NOTE: You have to validate a license within 24 hours by adding a module with the same module key as the license. After the 24 hour grace period, the license will be invalid and you cannot continue to configure the system until the license has been validated.

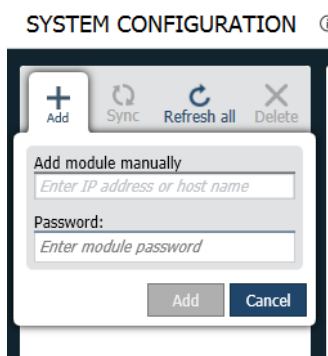
4.5.1 Add Module

- 1 On the control panel, click the “Infrastructure” icon  and add the module that is used to verify licenses to the system.

At least one module used for validating licenses must be added to the system.






IMPORTANT: Ascom recommends backing up a module before adding it, as this is needed to restore the system to the state before adding Unite Admin Desktop to a site.

- 2 Click “Add (+)” in the upper left corner.
- 3 In the **Add module manually** field, enter the IP address or host name of the module that you want to add.
- 4 In the **Password** field, enter the HTTP Authentication password of the module that you want to add (default password= setmeup).



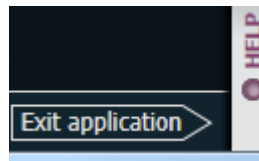
- 5 Click **Add**.
A warning message appears.
- 6 Click **Yes**. The new module appears in the module list. A status icon appears next to the module. [Table 1](#) on page 17 describes the meaning of the status icons.

Table 1. Status icons

Icon	Description
	The module is operating normally.
	The module is temporarily offline.
	The module failed to integrate with the Unite Admin properly.
	The module is waiting for synchronization of data.
	The module is synchronizing data.


4. System Configuration

- 7 Click **Exit application**.




4.5.2 Add Additional Modules

More Unite CM/Unite CS modules can be added to a system, and an integration module needs to be added if Location Assignments and Event Assignments are going to be used in the system.

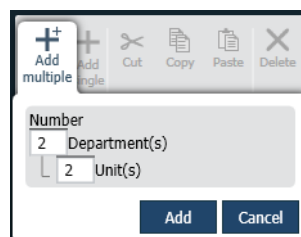
- 1 On the control panel, click the “Infrastructure” icon  and add further modules to the system, see [4.5.1 Add Module](#) on page 17.

4.6 Add Organization.

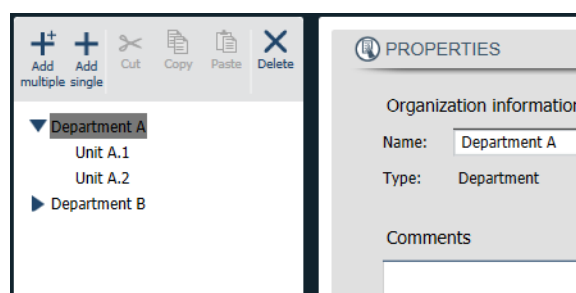
- 1 On the control panel, click the “Organizations” icon  and create the organization tree for your site.

At least one unit must be added to the system.

- 2 Click **Add Multiple** in the upper left corner.
- 3 Enter the number of departments and number of units per department that you want to add.



- 4 Click **Add**.
- 5 Click ► next to the department name or double click the department name to expand the created units.

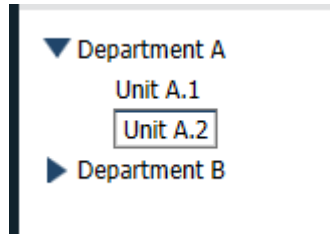


- 6 To rename a department or unit, select the department or unit and enter a new name in the name text field in the Properties pane. In the **Comments** text field, you can add additional information about the department or unit.

You can also rename the department or unit in the list in the left pane. Click the name of the department/unit and then click again, or press F2. This will open a text field where the name


4. System Configuration

can be edited, see below.



4.7 Add Locations to the Organization

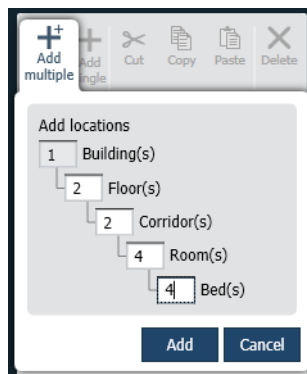
NOTE: For Location Assignments and Event Assignments only


- 1 On the control panel, click the “Locations” icon  and add the alarm locations you have in the organization.

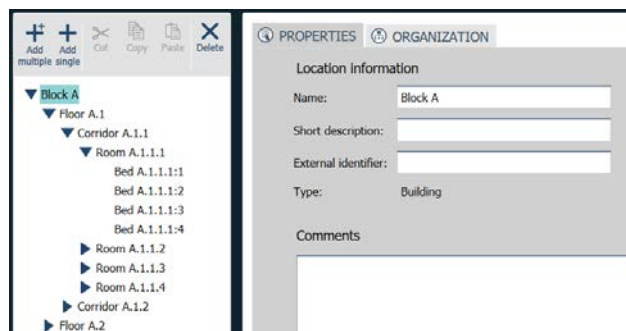
IMPORTANT: After the system configuration is complete, perform a function check for each added location.

- 2 To create a location tree, click **Add Multiple** and enter the number of entities that you want to add for each location.

In this case, we create 2 floors, with two corridors on each floor. Each corridor has four rooms with four beds in each.



- 3 Click **Add**.
- 4 Click  next to the building name (“Block A” by default) or double click the building name to expand the created locations.

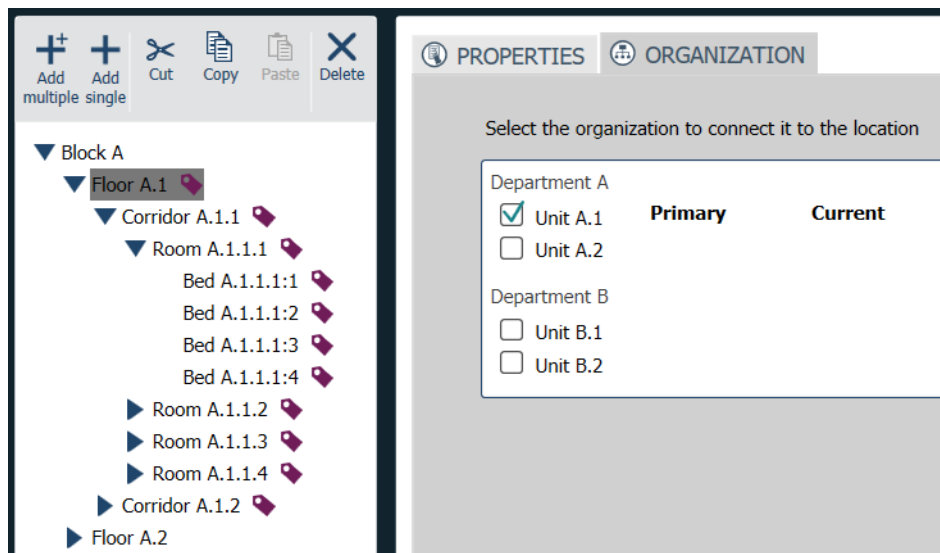


4. System Configuration

- To rename a location, select the location and enter a new name in the name text field in the Properties pane. In the comments text field, you can add additional information about the location.

You can also rename the location in the location tree in the left pane. Click the name of the location and then click again, or press F2. This will open a text field where the name can be edited.


- Click the ORGANIZATION tab and connect locations to organizational units, as described in the application's HELP window.



4.8 Add Integrations

NOTE: For Location Assignments and Event Assignments only


Integration with patient monitoring and nurse call systems must be configured.

- On the control panel, click the "Integrations" icon .
- Add integrations as described in the application's HELP window.

Tip: For healthcare equipment that will be moved between different locations, for example heart monitors, it is recommended that all possible locations are configured with the equipment from the start. Then, when the equipment is moved, all required configuration is done in the equipment only.

4.9 Add Devices and Numbers

A number plan and devices used in the system, must be added.

- On the control panel, click the "Devices and numbers" icon .
- Click DEVICE TYPES in the upper left corner and add devices as described in the application's HELP window.

NOTE: You need to set up one device type for each messaging category to use in the system. You can add the same device type several times and distinguish between them with a description, if you have several messaging categories with the same service. If a device cannot be added, it may be because you do not have the necessary licenses, or that the necessary messaging categories have not been defined.

4. System Configuration

- 3 Click NUMBER PLAN in the upper left corner and add numbers as described in the application's HELP window.


NOTE: If you plan to synchronize users with a Unite CM or import users and numbers from a file, you should only add the device types.

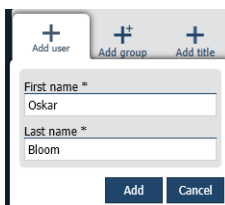
4.10 Add Users

You can either add new users in Unite Admin Desktop, import users from a file, or synchronize existing users with a Unite CM. If you plan to synchronize users with the Unite CM, no users should be created in Unite Admin Desktop before the migration, except for the Unite administrator created by the installer. For more information about synchronizing users with the Unite CM, see [4.11 Synchronize Users and Groups with Unite CM](#) on page 23.

4.10.1 Add System Administrator User

It is recommended to create a system administrator with all administrator rights.

- 1 On the control panel, click the "Users" icon .
- 2 Click **Add User** in the upper left corner.
- 3 Enter the user's first name and last name.



- 4 Click **Add**. The new user is saved and the User Information view appears.



You can upload an image or select an avatar for the user. You can also select a title for the user, provided that titles have been created.

- 5 To add a user account for the login to the application, click the **USER ACCOUNT** tab.
- 6 Enter a user name and specify a password. These are used to log in to the application.
- 7 Click the **ACCESS RIGHTS** tab to add all administration rights to the user as shown below.

4. System Configuration



You can create more system administrator users if needed, but you must be logged in as a system administrator to be able to give all access rights to other users. For more information about access rights, see [4.10 Add Users](#) on page 21.

4.10.2 Add Additional Users

You can either add users one by one, or import users from a file.

Add users manually

- 1 Click **Add User** in the upper left corner.
- 2 Enter the user's first name and last name.
- 3 Click **Add** below the text fields. The new user is automatically saved and the User Information view appears.
- 4 Add new users as described in the application's HELP window.
- 5 Click the ORGANIZATIONS tab and select which organization(s) the user belongs to.
- 6 For a user that needs to log in to the application, click the "USER ACCOUNT" tab and create a user name and password.
- 7 Click the DEVICES AND NUMBERS tab to connect a messaging number and a device type to a user, as described in the HELP window in the application. Device types must be defined to be able to connect a number to a user, see [4.9 Add Devices and Numbers](#) on page 20.
- 8 For a user that needs to log in to the Unite Admin Desktop application, click the ACCESS RIGHTS tab and select access rights for the user.

Edit and Import users from a file

The Unite Admin Desktop has templates that can be exported and used for editing users. The edited file can then be imported again. Supported file formats are; Excel (macro enabled), Excel, XML, and CSV.

In the Excel files you can select Title, Device type, Organizations (provided that they have been created) and Access rights from drop-down lists. Text in other input fields must be entered manually.

If macros are allowed in your system, the (macro enabled) Excel file gives you the possibility to assign a user to multiple organizations and access rights by using the drop-down lists.

In both Excel file versions multiple organizations and access rights can also be added manually in respective input field by using ";" as delimiter (example: Unit B.2;Unit B.3;Unit B.4).

The XML and CSV files includes configuration examples.

NOTE: Create organizations, device types, and titles before exporting a template.

- 1 In the left pane, click **User import**.

4. System Configuration

- 2 In the Template drop-down list, select file format. If you want to include existing users, enable the **Include users** check box.
- 3 Click **Export**.
- 4 Save the file. The file will be saved with current date and a suffix (YYYY-MM-DD_Users).
- 5 Open and edit the file.
If you have chosen Excel (macro enabled) file, the security warning **Macros have been disabled** appears. Click **Enable content**.
- 6 When ready, save and close the file.
- 7 Click **Import** and select the edited file. Users will be added to the User import list.
- 8 Select the users you want to import to the User list.
Tip: If you have more than 100 users they can be imported all at once if no users on the page are selected. *Do as follows:* press and hold **Ctrl** and click the marked user to deselect the user.
- 9 Click **Mark for import** to validate the users.
If no users were selected you will get the message **No users selected. Do you want to select everyone?** Click **Yes**.
- 10 Information about the expected result of the import is shown. Click **Yes**.
- 11 Click **Execute import**.
- 12 Click **Yes**. The users will now be added to the User list.

4.10.3 Add Groups


Groups make it possible to send one message to several handsets in the system.

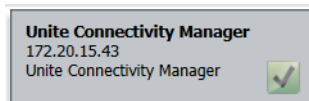
- 1 In the left pane, click **Group List**.
- 2 Add new groups as described in the application's HELP window.
- 3 Exit the *System Configuration* view.


4.11 Synchronize Users and Groups with Unite CM

If you are migrating from a system with Unite CM to a system with Unite Admin Desktop, you can synchronize existing users and groups with the Unite CM. When users and groups are imported, the Unite Admin Desktop application verifies that all users and groups can be correctly imported.

NOTE: Device types must be configured in the Unite Admin Desktop before importing users and groups.

- 1 On the control panel, click the "Infrastructure" icon .
- 2 Select the module you want to import from in the left pane.



- 3 Click "Sync" . A warning message appears.
- 4 Click **Yes** to start the synchronization. After an initialization period, a progress bar appears in the right pane.

If the synchronization is successful, the retrieved users and groups appear in the **Synchronized Data** pane.

4.11.1 Synchronize Users

The messaging numbers must be connected to a number type and a device type before users are synchronized to Unite Admin Desktop. To filter users that should be added, select a messaging category in the drop-down list above the user list.

- 1 Add users as described in the application's HELP window.

When users are added to Unite Admin Desktop, they will be removed from the "Synchronized Data" list and appear in the Unite Admin Desktop user list, except for functional numbers. All numbers are visible in the number plan under Devices and numbers.

4.11.2 Synchronize Groups

The groups are listed and imported synchronized according to group types.

Three kinds of groups can be imported:

- **Broadcast groups**
One message is sent to all handsets in a specified category. Used for sending general messages to all users.
- **Multicast groups**
One message is sent to a group of handsets in a specified category, which means that the message is sent simultaneously to all members in the group. Used for large groups with no need of delivery control.
- **Sequential groups**
Each member in this group will receive a separate message, which means that if it is a large group, it will take some time before the message has reached all members. Used for small groups (up to 10 members) and groups where delivery control is needed.


If a group does not have a description, the Unite Admin Desktop creates a description automatically with the group type and the group messaging number, so for example M 1005, is a description generated for a multicast group with a messaging number 1005.

- 1 Add groups as described in the application's HELP window.

The groups are removed from the **Synchronized Data** list and appear in the Unite Admin Desktop group list.

4.12 Configure Unite Assign

NOTE: The Unite Admin Desktop can be used in systems with static assignments only, i.e. Location Assignments and Event Assignments.

- 1 On the control panel, click the "Applications" icon  and select Unite Assign.
- 2 Click **Activate** above the listed units.
- 3 Enable units by clicking the buttons to the right of the units.
- 4 Click **Apply** to save the changes. When you enable an application for a unit, it consumes one license for that application.

Configure the settings as described in the HELP window in the application.

4.13 Prior to Commissioning


- Test the configuration carefully before the system is put into operation.
- Take a backup of the configuration (recommended), see [5. Configuration Backup and Restore](#) on page 25.

5. Configuration Backup and Restore


When the configuration of a system is done we recommend you to take a backup and save it in a safe location.

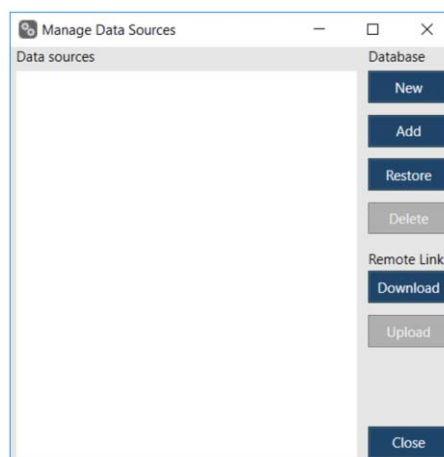
NOTE: Also create a backup of the configuration in the Unite CM module, from the GUI in the Unite CM.

5.1 Backup the System Configuration

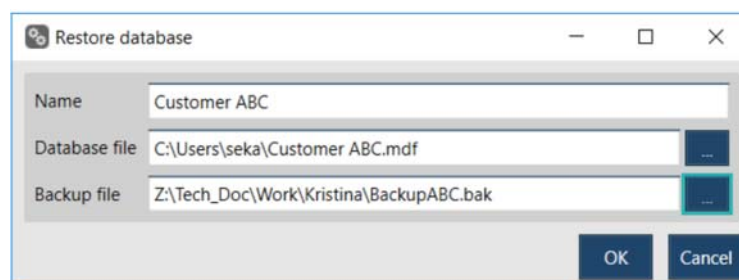
- 1 On the control panel in SYSTEM CONFIGURATION, click the “Data Source” icon  and click **Backup**.
- 2 Select a safe location for the backup file.
- 3 In the **File name** field, enter a name for the backup file and click **Save**.


5.2 Restore the Configuration

- 1 Open the Unite Admin Desktop application.
- 2 Click the “browse”  icon. The Manage Data Sources window opens.



- 3 Click “Restore”.



- 4 Click the “browse”  icons to find your database and your backup file.
- 5 By default, the database will be restored with the same name as before.
If you want to create a new name for the database, add a name in the **Name** field.
- 6 Click **OK**.

6. Upgrade the Unite Admin Desktop Application

During a software upgrade the previously installed software version needs to be uninstalled before the upgrade.

Then follow the same instructions as in the first time installation, see [2. Install the Unite Admin Desktop Application](#) on page 5.

7. Related Documents

Data Sheet, Ascom Unite Admin Desktop,

TD 93091EN

8. Document History

For details in the latest version, see change bars in the document.

Version	Date	Description
A	26 March 2015	First released version
B	25 June 2015	Updated chapter 1.3.3 IP Ports on page 3.
C	24 September 2015	Added Edit and Import users from a file on page 22. Other minor changes.
D	08 February 2016	Updates in 2. Install the Unite Admin Desktop Application on page 5. Added chapter 6. Upgrade the Unite Admin Desktop Application on page 26.
E	11 March 2016	Added 4.13 Prior to Commissioning on page 24.
F	19 October 2017	Updated for SW version 1.4.0. Separate installer files for x86 (32-bit) and x64 (64-bit) operating systems, no longer needed.

Ascom (Sweden) AB
Grimbodalen 2
SE-417 49 Gothenburg
Sweden
Phone +46 31 55 93 00
www.ascom.com

ascom