

KERN & Sohn GmbHZiegelei 1Tel: +49D-72336 BalingenFax: +49E-Mail: info@kern-sohn.comInternet:

Tel: +49-[0]7433-9933-0 Fax: +49-[0]7433-9933-149 Internet: www.kern-sohn.com

# Operating Instructions KERN EasyTouch

# EasyTouch Roles & users User manual





# **Contents**

1.0 Introduction to role management	3
2.0 Permissions for managing roles	3
2.1 Creating a role	3
2.1.1 Fields for user roles	5
2.2 Editing a role	6
2.3 Deleting a role	8
3.0 Introduction to the user management	11
4.0 Permissions for managing users	11
4.1 Creating a user	11
4.1.1 Fields for the user	13
4.2 Editing a user	15
4.3 Deleting a user	17
4.4 Block user	18
4.5 Reset password	19



# 1.0 Introduction to role management

A role is a way to group permissions and to control other forms of access within Easy Touch. A user in Easy Touch may be assigned permissions through a role.

**2.0 Permissions for managing roles** The following permissions are required for you to be able to perform the relevant management actions on roles:

- View roles
- Create roles •
- Edit roles ٠
- Delete roles

You must have at least one of the above permissions which will enable to see the roles under settings of Easy Touch.

# 2.1 Creating a role:

To create a new role,

1. On the main menu, go to settings > role

Se Se	<b>ettings</b> ettings list		English~	Albert Sauter – 🗆 🗙 Admin
	Export schedular Allows the user to manage the dynamic export schedular	About Description about Easy Touch	Aldows the user to manage the audio for tolerance and modify the volume	Authentication settings
	Backup & restore Allows to take a backup of complete system data and restore it later.	Company settings Add / edit your company information	Device management Allows the user to manage the devices	Environmental settings
Ø	Allows the user to manage the licenses	Print format Allows the user to view, select, edit the print formats.	Role Role list to perform, view, edit, print etc. any task	User User list to perform, view, edit, print etc. any task
<u></u>				
KERN				

### 2. Select the role





#### 3. Click on the add icon

الأ	Roles management Settings > Roles list			English∨	Albert Sauter Admin	
			A stive relation	Search by key		
ିନ			Active roles	][	<u> </u>	چ Add
	Role name Default Role Description Default role access	Role name Admin Role Description Admin role access				
Ø						
ŀ						
EASY TOUCH					Back	

4. Enter and choose all the necessary information and access.



ы Маралария Паралария	Roles management Settings > Roles list > Add role			English∨	Albert Sauter	□ ×	
	Role name *		Role Description				
ŵ	Supervisor						
	Assign functions	Roles Perform / Read	<b>W</b> rite				
	a Individual Print	Perform / Read			Print / Export		
Å	Audio management	Perform / Read			Print / Export		
- YÜR	(@) Audio management	Perform / Read	Write				
(),	Authentication settings	Perform / Read	Write				
	Backup & restore	Perform / Read	Write				
	Batch & statistics	Perform / Read			Print / Export		
	Classification	Perform / Read			Print / Export		
	Company settings	Perform / Read	Write				
KERN EASY TOUCH					Back	Save	

5. Click on the "save" button.

Ké o	Roles management Settings > Roles list > Add role			English∨ 😡 Albert Sauter – □ ×
	Role name * Supervisor		Role Description To assign task to operators	
<u>ہ</u>	Assign functions	Roles		
	C Export schedular	Perform / Read	Write	
	Individual Print	Perform / Read		Print / Export
~	audio management	Perform / Read		Print / Export
ιQ1	👾 Audio management	Perform / Read	Write	
(];	Authentication settings	Perform / Read	Write	
	Backup & restore	Perform / Read	Write	
	Batch & statistics	Perform / Read		Print / Export
	💑 Classification	Perform / Read		Print / Export
	Company settings	Perform / Read	Write	
KERN EASY TOUCH				Back Save

### 2.1.1 Fields for user roles

Role name: The name for the role and it must be unique.

**Description:** Rights and responsibilities of the role can be shortly descripted. Additional notes or information can also be entered.

Access (read / perform): The permission will enable the user to view the settings and data or perform the transactions against the functions.

Write: The permission will allow the user to modify the respective data

Approve: The permission will allow the user to approve the respective planning or



executions against the functions

Print / export: The permission will allow the user to print or export the data inform of pdf and excel

# 2.2 Editing a role

You can edit a role to update the name or permissions associated with that role.

1. On the main menu, go to settings > role

<b>ĕ</b> ₀	Settings Settings list	English - English
	Allows the user to manage the dynamic export schedular	Audio management Allows the user to manage the audio for tolerance and modify the volume
	Backup & restore Allows to take a backup of complete system data and restore it later. Add / edit your company information	Device management Allows the user to manage the devices
Ø	Manage license(s) Allows the user to manage the licenses	Role Rist to perform, view, edit, print etc. any task
C,		
<b>KERN</b> EASYTOUCH		

2. Locate the role you wanted to edit

ر ال	Roles management Settings > Roles list				English	Albert Sauter Admin	_	□ ×
			Active roles	Search by ke	/		E	
$\widehat{\mathbf{G}}$						w		Add
	Role name Supervisor Role Description To assign task to operators	Role name Default Role Description Default role access	Role name     Admin     Role Descripti     Admin role	on access	•			
Ø								
ŀ								
EASY TOUCH						Back		

3. Click on the respective role and edit button



	Roles management Settings > Roles list > Roles vi	iew		English~ 😡 Albert Sauter – 🗆 🗙
	Role Details Role name Role Description Supervisor To assign task	to operators		
- W	Assign Functions	Roles		
	C, Export schedular	🗸 Perform / Read	imes Write	
Ø	📇 Individual Print	V Perform / Read		🗸 Print
D	audio management	/ Perform / Read		🗸 Print
Ø	् <u>©</u> Audio management	✓ Perform / Read	imes Write	
(j.	Authentication settings	✓ Perform / Read	imes Write	
	문 Backup & restore	✓ Perform / Read	imes Write	
	Batch & statistics	✓ Perform / Read		V Print
	යි Classification	✓ Perform / Read		🗸 Print
	Company settings	✓ Perform / Read	🗸 Write	
	🎄 Count	🗸 Perform / Read		× Print
EASY TOUCH				Back Delete Edit

4. Modify all the necessary changes.

Марала Портана Порта	Roles management Settings > Roles list > Edit role			English~ Ibert Sauter – 🗆 🗙 Admin
	Role name * Supervisor		Role Description To assign task to operators	
<u>ଲ</u> ି	Assign functions	Roles		
	Export schedular	Perform / Read	Write	
	a Individual Print	Perform / Read		Print / Export
~	audio management	Perform / Read		Print / Export
ίΩ;	💬 Audio management	Perform / Read	Write	
(];	Authentication settings	Perform / Read	Write	
	Backup & restore	Perform / Read	Write	
	Batch & statistics	Perform / Read		Print / Export
	& Classification	Perform / Read		Print / Export
	Company settings	Perform / Read	Write	
KERN EASY TOUCH				Back Update

5. Click on the "update" button.



	Roles management Settings > Roles list > Roles view			English	Albert Sauter	Ξ X
			Active roles $\checkmark$	Search by key	ର 🖁 🗮	8
w oo	Role name Supervisor	Role name Default	Role name     Admin	•		Add
	Role Description To assign task to operators	Role Description Default role access	Role Description Admin role access			
° ™						
Ţ						
KERN EASYTOUCH					Back	

Please note, whenever a role is updated, any users assigned to it will have their permissions updated as well.

## 2.3 Deleting a role

You might want to delete the roles if you created a role that is no longer applicable. However, there are some types of roles that you can't delete,

- You can't delete the preconfigured built-in roles Admin and Default.
- You can't delete roles that are currently assigned to one or more users. You must first remove the role from the relevant users and will have the provision to delete.

To delete a role,

1. On the main menu, go to settings > role

<u>الم</u>	Settings Settings list	English ~	Albert Sauter – 🗆 🗙
	Export schedular Allows the user to manage the dynamic export schedular Allows the user to manage the dynamic	Audio management Allows the user to manage the audio for tolerance and modify the volume	Authentication settings Password settings for the authentication
	Backup & restore Allows to take a backup of complete system data and restore it later.	mation Device management Allows the user to manage the devices	Environmental settings Environmental settings
	Manage license(s) Allows the user to manage the licenses	edit the Role list to perform, view, edit, print etc.	User User list to perform, view, edit, print etc. any task
<u>∏</u> ,			
KERN EASY TOUCH			



2. Locate the role you wanted to delete

ر ال	Roles management Settings > Roles list			English~ Alb Adm	ert Sauter	□ ×
			Active roles	key	0 8 =	
ନ						Add
	Role name Supervisor Role Description To assign task to operators	Role name Default Role Description Default role access	Role name     Admin     Role Description     Admin role access	•		
Ø						
(j.						
KERN EASY TOUCH					Back	

3. Click on the respective role and delete button

₩	Roles management Settings > Roles list > Roles view	N		English - D X
	Role Details			
	Role name Role Description Supervisor To assign task to	operators		
00	Assign Functions	Roles		
	L Export schedular	🗸 Perform / Read	imes Write	
8	E Individual Print	🗸 Perform / Read		🗸 Print
0	audio management	🗸 Perform / Read		V Print
Ô	🐏 Audio management	🗸 Perform / Read	imes Write	
ŀ	a Authentication settings	✓ Perform / Read	imes Write	
	Backup & restore	✓ Perform / Read	√ Write	
	Batch & statistics	✓ Perform / Read		V Print
	🔓 Classification	✓ Perform / Read		Print
	E Company settings	🗸 Perform / Read	√ Write	
	🎄 Count	🗸 Perform / Read		Print
EASY TOUCH				Back Delete Edit

4. Click on the "yes" button confirming to delete the role.



	Roles management Settings > Roles list > Roles view	N		English v Albert Sauter – 🛛	×
	Role Details				
	Role name Role Description Supervisor To assign task to	operators			
00	Assign Functions	Roles			
	C Export schedular	🧹 Perform / Read	imes Write		
8	Individual Print	🏑 Perform / Read		🗸 Print	
	audio management	🗸 Perform / Read	Role management	√ Print	
	🐏 Audio management	🗸 Perform / Read	Are you sure to delete the role?		
ŀ	Authentication settings	🗸 Perform / Read	Yes No		
	Backup & restore	🗸 Perform / Read	V Write		
	Batch & statistics	🗸 Perform / Read		🗸 Print	
	Classification	🗸 Perform / Read		🗸 Print	
	Company settings	🗸 Perform / Read	Vrite		
KERN EASY TOUCH	🗼 Count	🗸 Perform / Read		X Print Back Delete	Edit

Please note, the deleted role will be found in the inactive state, and you will be able to activate the role whenever required.

	Roles management Settings > Roles list		English	Albert Sauter Admin	- 🗆 ×
		Inactive roles V	by key	Q 88 E	
$\widehat{\mathbf{G}}$					Add
	Role name Supervisor Role Description To assign task to operators				
Ø					
(];					
KERN EASY TOUCH				Back	

# 3.0 Introduction to the user management

A user is anyone who accesses and uses Easy Touch. Each user has a user account that stores the access credentials, the details of the person using the system, the role, and other details.

• A list of users can be found at settings > user. Please be aware, the user settings will only visible if your user has the appropriate role assigned to them. For more information, see the role section.

# 4.0 Permissions for managing users

The following permissions are required to perform the relevant user management actions,



- Create users
- Edit users
- View users
- Delete users

# 4.1 Creating a user

To create a user,

1. Click on the main menu and navigate to settings> user and select create user icon.



2. Enter all the necessary information.

ر ال	User management Settings > List of us	t sers > Add new user		English	✓ Solution → Albert Sauter Admin	- 🗆 X
	Add user					
ŵ		Name, front * Reger	Name, last * Ina		User name * Ina	
	Remove image	Display name Reger Ina	User E-mail * reger.ina@gmail.com		Selected roles * Admin	~
	Only 'jpeg', 'jpg',& 'png','bmp'	Location Admin office	Default weighing device () KDP 3000-2 / YU456789	×	Default function 🕕	×
Ø		Department				
ŀ		Administration				
KERN EASY TOUCH					Back	Add

3. Click on the "save" user.

English



	User management Settings > List of us	ers > Add new user		English	<ul> <li>Albert Sauter</li> <li>Admin</li> </ul>	- 0	×
	Add user						
ନ		Name, front * Reger	Name, last * Ina		User name * Ina		
	Remove image	Display name Reger Ina	User E-mail * reger.ina@gmail.com		Selected roles * Admin		~
	Only ]peg; ]pg;& png;/bmp'	Location Admin office	Default weighing device () KDP 3000-2 / YU456789	×	Default function 🕥 Classification		×
Ø		Department					
		Administration					
KERN EASY TOUCH					Back	Add	

Please note, only users with "Easy Touch" access rights can log in to the Easy Touch using the OTP generated upon saving the user.

• Click on save and user will be displayed with the OTP.

ر ال	User management Settings > List of us	ers > Add new user		Englis	h∨	- 🗆 X
	Add user					
୍ଥି		Name, front * Reger	Name, last * Ina		User name * Ina	
	Remove image	Display name Reger Ina	Temporary passv	vord	Selected roles * Admin	
	ony peg- pg-a pig-ana	Location Admin office	Please inform the new user about the pas The new user enters Easy Touch and will b	sword, shown below. De asked to change the	Default function () Classification	
		Department	password.			
( <b>]</b> ,		Administration	9 0 0 6 5	Сару		
			🗸 Data	saved successfully		×

• Admin users can share the OTP to the respective user and the respective user can change the password using the OTP and can login to the system.



E EAVIDUCH		– ⊔ × English∨
	Welcome to Easy Touch	
	Enter your username and password to continue User name Ina	
	Login	

Other users: There are a couple users that our team creates to assist you with onboarding and support cases.

### 4.1.1 Fields for the user

Name, front: First name of the user and no unique validation.

Name, last: Last name of the user and no unique validation. Username: The identification name of the user and this must be unique and is used during the login. Usernames cannot be changed.

**Role:** Assigning the roles will enable the user's permissions and rights based on the settings of the role, and you will no longer be able to manually edit here. For more information, visit roles section.

Email: The email address is required for sending the mails from Easy Touch system as per the configurations, and for using the "forgot your password?" link in the login screen. The password recovery email will be sent to this address.

**Location:** The situated location or the office location or cabin address of the user can be entered for the organisation's purpose

**Default weighing device:** The weighing devices created in the system will displayed and the user might be able to choose the respective default weighing device. The default weighing device would be automatically connected once the user login. (In case if it is connected to the laptop or computer or tablet physically or through Bluetooth or Wi - Fi)

**Default function:** The list of accessible functions for the user would be displayed based on the roles chosen. Picking up the function will land the user to the respective function upon login

Department: The department of the user can be entered



×	User management Settings > List of users				English	Albert Sauter	□ ×
	) 			- Search by k	ev		
			Active users	× []		Q 88	8
$\widehat{\baselinetic}$		12					Add
	First name Reger Last name Ina	First name Albert Last name Sauter	•				
	User name Ina	User name Albert					
Ø							
(]}							
KERN EASY TOUCH						Back	

**4.2 Editing a user** You can edit a user to update the information associated with that user.

To edit a user,

- 1. On the main menu, go to settings > user
- 2. Locate the user you wanted to edit

×	User management Settings > List of users		English~ State Albe	n rt Sauter	□ ×
		Search by	y key		
$\widehat{\mathbf{G}}$		Active users			Add
	Reger Lut name Ina				
	Uber name Ina Albert				
Ø					
ŀ					
KERN EASY TOUCH				Back	



3. Click on the respective user and edit button



4. Modify all the necessary information.

ر ال	User management Settings > List of us	t sers > Edit user		English	Normal Albert Sauter Admin	- 🗆 X
	Edit user					
ନ		Name, front * Reger	Name, last * Ina		User name * Ina	
	Remove image	Display name Reger Ina	User E-mail * reger.ina@gmail.com		Selected roles * Admin	~
	Only 'jpeg', 'jpg'& 'png','bmp'	Location Admin office	Default weighing device 🕔 KDP 3000-2 / YU456789	×	Default function 🕔 Classification	×
Ø		Department				
ŀ		Administration				
EASY TOUCH					Back	Save

5. Click on the "update" button.



	User management Settings > List of us	t sers > Edit user		English	Albert Sauter Admin	- 8	×
	Edit user						
$\widehat{\mathbf{G}}$		Name, front * Reger	Name, last * Ina		User name * Ina		
	Remove image	Display name Reger Ina	User E-mail * reger.ina@gmail.com		Selected roles * Admin		~
	Only 'jpeg', 'jpg',& 'png','bmp'	Location Admin office	Default weighing device () KDP 3000-2 / YU456789	×	Default function 🕕 Classification		×
Ø		Department					
ŀ		Administration					
KERN							
EASY TOUCH					Back	Save	

# 4.3 Deleting a user

You might want to delete the users if you have created a user who is no longer together in the organisation or for some other reasons. However, there are some users that you can't delete,

You can't delete the preconfigured built-in users Admin and Default. •

To delete a user,

- 1. On the main menu, go to settings > user
- 2. Locate the user you wanted to delete

١	User management Settings > List of users		English~ Alber	t Sauter	□ ×
		Search by	y key		
ିର		Active users			ج Add
	First name Reger List name Ina				
	User name User name Albert				
Ø					
œ					
EASY TOUCH				Back	



3. Click on the respective user and delete button



4. Click on the "yes" button, confirming to delete the user.

	User management Settings > List of users		$English_{\mathbf{scale}}$	Albert Sauter Admin	- = ×
	Active us	er information			
ିର		0	Name, front Reger	Name, last Ina	User name Ina
80	Reger List name	871	User E-mail reger.ina@gmail.com	Display name Reger Ina	Location Admin office
	ाज्य मिंग्रिय प्रकार प्रिंग User information		ment Histration	Created on 2022-12-20 15:47:01	Updated at 2022-12-20 15:47:01
	Are you sure you want to delete	e this user?	ed roles	Default function	Default weighing device KDP 3000-2 / YU456789
œ	Yes	No	Jser	Reset password	
KERN EASY TOUCH			Close	Delete	Edit

5. Please note, the deleted user will be found in the inactive state, and you will be able to activate the user whenever required.





# 4.4 Block user

The admin users might want to block some users for many reasons.

To block the user,

1. Locate the user you wanted to block and enable the block user. The blocked user will not be having the provision to login the Easy Touch unless you unblock them.







Kindly note, the users with write provision for user management will be having the access to block users.

## 4.5 Reset password

The admin users can reset the password for many some security reasons or owing to any threat.

To reset the password of the user,

1. Locate the user you wanted to rest the password and click on the rest password and the user will be displayed with the OTP.





#### KERN & Sohn GmbH

	User management Settings > List of users			English∨	Albert Sauter Admin	- 🗆 ×
		Active us	User information			
ନ		•	600	Name, front Reger	Name, last Ina	User name Ina
	For traine Reger Last name Ins Use rutare	First name Albert Last name Sauter User name	R.A.	User E-mail reger.ina@gmail.com	Display name Reger Ina	Location Admin office
	ina	Albert		Department Administration	Created on 2022-12-20 15:47:01	Updated at 2022-12-20 16:21:38
Ø				Selected roles Admin	Default function Classification	Default weighing device KDP 3000-2 / YU456789
();				Block user	Reset password	
KERN EASY TOUCH				Close	Deiete	Edit

• Admin users can share the OTP to the respective user and the respective user can change the password using the OTP and can login to the system with the new password.



The end