






**OMC System Software**

**User Service**

**Configuration Guide**

Notices
<ul style="list-style-type: none"> <li>● The reproduction, transmission or use of this document or its contents is not permitted without express written authority.</li> <li>● Information and specifications in this document are subject to change without notice.</li> <li>● While information in this document is well edited and checked, mistake or omission may exist. Please don't hesitate to contact SUPCON if you have any question about this document.</li> <li>● Please contact SUPCON via email "SMS@supcon.com" if you have any question.</li> </ul>

Trademarks
<p>Trademarks or marks SUPCON, SPlant, Webfield, ESP-iSYS, MultiF, InScan, SupField are all registered, registering or using by Zhejiang SUPCON Technology Co., Ltd., which owns the properties of all trademarks or marks above. Without the written authority from Zhejiang SUPCON Technology Co., Ltd, no individual or company shall use any trademarks or marks above. We reserve the right to take legal action for any individual or company using trademarks or marks above illegally.</p>

Symbol Definition	
	<b>WARNING:</b> Indicates information that a potentially hazardous situation which, if not avoided, could result in serious injury or death.
	<b>RISK OF ELECTRICAL SHOCK:</b> Indicates information that Potential shock hazard where HAZARDOUS LIVE voltages greater than 30V RMS, 42.4V peak, or 60V DC may be accessible.
	<b>ESD HAZARD:</b> Indicates information that Danger of an electro-static discharge to which equipment may be sensitive. Observe precautions for handling electrostatic sensitive devices
	<b>ATTENTION:</b> Identifies information that requires special consideration.
	<b>TIP:</b> Identifies advice or hints for the user.

---

# Table of Contents

<b>Section 1 Start.....</b>	<b>1</b>
<b>Section 2 User Management.....</b>	<b>1</b>
2.1 Creating User .....	2
2.2 Exporting/Importing User.....	2
2.3 Freezing User.....	4
2.4 Locking User .....	4
<b>Section 3 User Group Management .....</b>	<b>5</b>
<b>Section 4 Password Policy .....</b>	<b>6</b>
<b>Section 5 Revision.....</b>	<b>7</b>

# OMC User Service Configuration Guide

## Section 1 Start

In the configuration management software of High-performance HMI component, Select "Edit > User Service" in the toolbar to bring up the "User Service" dialog box shown in the figure below, where users in the OMC system can be uniformly managed.

Username	Description	Email	Phone	Lock	Lockout Reason	Date Locked	Freeze	Freeze Reason	Date Frozen	Password expires on	Manage
Admin		omc@regcon.com	13177	🔒		--	❄️		--	--	Edit Reset Password Delete
Admin001		omc@regcon.com	13177	🔒		--	❄️		--	2023-09-14 17:07:54	Edit Reset Password Delete
Admin002		omc@regcon.com	13177	🔒		--	❄️		--	2023-09-14 17:07:54	Edit Reset Password Delete
administrator		omc@regcon.com	13177	🔒		--	❄️		--	2023-09-14 17:07:54	Edit Reset Password Delete
@wehui22			13177	🔒		--	❄️		--	2023-09-14 17:07:54	Edit Reset Password Delete
dingqiao		omc@regcon.com	13177	🔒		--	❄️		--	2023-09-14 17:07:54	Edit Reset Password Delete
long			13177	🔒		--	❄️		--	2023-09-14 17:07:54	Edit Reset Password Delete
		omc@regcon.com	13177	🔒		--	❄️		--	2023-09-14 17:07:54	Edit Reset Password Delete
Observer				🔒		--	❄️		--	--	Edit Reset Password Delete
sloracatngai			13177	🔒		--	❄️		--	2023-09-14 17:07:54	Edit Reset Password Delete
mayra				🔒		--	❄️		--	2023-09-06 20:05:25	Edit Reset Password Delete
regcon		omc@regcon.com	13177	🔒		--	❄️		--	2023-09-14 17:07:54	Edit Reset Password Delete
regconads		omc@regcon.com	13177	🔒		--	❄️		--	2023-09-14 17:07:54	Edit Reset Password Delete
Test123		omc@regcon.com	13277	🔒		--	❄️		--	2023-09-14 17:07:54	Edit Reset Password Delete
test		omc@regcon.com	13177	🔒		--	❄️		--	2023-09-14 17:07:54	Edit Reset Password Delete
Test001		omc@regcon.com	13277	🔒		--	❄️		--	2023-09-14 17:07:54	Edit Reset Password Delete
user		omc@regcon.com	13277	🔒		--	❄️		--	2023-09-26 09:30:16	Edit Reset Password Delete
ws1				🔒		--	❄️		--	2023-09-26 09:30:16	Edit Reset Password Delete
ws2				🔒		--	❄️		--	2023-09-26 09:30:16	Edit Reset Password Delete
ws3				🔒		--	❄️		--	2023-09-26 09:30:16	Edit Reset Password Delete

Total 345 records < 1 2 3 4 5 ... 18 >

Figure 1-1 Initial interface of user service



### Tip:

- Admin is the default user cannot be deleted.
- The initial password for Admin is "admin" and you can reset the password. The password of Observer is empty and cannot be reset.

## Section 2 User Management

You can view the status of all users in the OMC system and create, edit, and delete users in the User Service.

## 2.1 Creating User

- 1) In the page shown in Figure 1-1, select the "Users" tab.
- 2) Click "New" to bring up the "New User" dialog box.
- 3) Configure the username and password in "New User," and click "OK".



### Tip:

- If a user created here needs to log in to HMI, a user with the same name needs to be created in the user access software of the High-performanceHMI component and published first.
- If "Change password on first login" is selected, the new user needs to log in to the HMI and change the password before using it.

## 2.2 Exporting/Importing User

In the OMC system, there are two types of users: local users and user service users. Local users can only log in to the High-performanceHMI component. User service users can log in to the 1 High-performanceHMI component, Platform, Intelligent Application Center, and Autonomous Operation Client.

Local users can be configured and exported as XML files in the High-performanceHMI component. By importing the XML file into the user service of the OMC system, local users can be converted to user service users.

### Exporting local users to XML file

This task is completed in the user access software of the High-performanceHMI component.

In the menu bar, select " Manage > Export Local User" to export all local users within the current operating scope to an XML file. The exported XML file includes information such as the usernames, levels of all current local users, as shown in the figure below.

```
<?xml version="1.0" encoding="UTF-8" ?>
<ArchiveFile FileMark="SUPCON LOCAL USER FILE" XmlVersion="16">
  <LocalUserInfo Name="Admin" Description="System Admin" GradeId="9" Type="0" FreezeStatus="0" ComputerName="" EngineerName="" LockTime="0" TipTime="0"/>
  <LocalUserInfo Name="Observer" Description="Observer" GradeId="0" Type="0" FreezeStatus="0" ComputerName="" EngineerName="" LockTime="0" TipTime="0"/>
  <LocalUserInfo Name="Engineer" Description="Engineer" GradeId="5" Type="0" FreezeStatus="0" ComputerName="" EngineerName="" LockTime="0" TipTime="0"/>
  <LocalUserInfo Name="Operator" Description="Operator" GradeId="2" Type="0" FreezeStatus="0" ComputerName="" EngineerName="" LockTime="0" TipTime="0"/>
  <LocalUserInfo Name="pilot1" Description="" GradeId="8" Type="0" FreezeStatus="0" ComputerName="ES428283" EngineerName="ADMIN" LockTime="0" TipTime="0"/>
  <LocalUserInfo Name="pilot2" Description="" GradeId="8" Type="0" FreezeStatus="0" ComputerName="ES428283" EngineerName="ADMIN" LockTime="0" TipTime="0"/>
  <LocalUserInfo Name="pilot3" Description="" GradeId="8" Type="0" FreezeStatus="0" ComputerName="ES428283" EngineerName="ADMIN" LockTime="0" TipTime="0"/>
  <CardInfo CardName="6217710813890571" CardNo="6217710813890571"/>
  <CardInfo CardName="6217710813890651" CardNo="6217710813890651"/>
</LocalUserInfo>
</ArchiveFile>
```

Figure 2-1 Example of exported xml

## Importing xml and update User

To convert local users into user service users, follow these steps:

1. Import the XML file into the user service

After obtaining the XML file containing the local users, click "Import" in the interface shown in Figure 1-1 to popup the dialog box of "Import".

Input the initial password for the imported users in the "New Password" and "Confirm Password" fields, then click "Import" and choose the XML file. Finally, click "OK."




---

### Tip:

- If there are any users in the XML file with names already existing in the current user service, those users will fail to import.
  - The passwords configured during XML file import will only be valid for successfully imported users.
- 

2. Upgrade local users to user service users

In the menu bar of the user access software of the High-performance HMI component., select "Manage> Upgrade Local User." In the dialog box that appears, select the desired users and click "Upgrade."




---

### Tip:

Only unfrozen local users can be upgraded to user-service users.

---

## Explanation of Special Characters



Local user usernames containing different special characters have different handling results during import:

- Local users can be imported normally if their usernames contain the following special characters: Asterisk (\*), left parenthesis ((), right parenthesis ()), hyphen (-), underscore (\_), period (.)
- Local users may not be able to be imported if their usernames contain the following special characters: Less than symbol (<), greater than symbol (>), ampersand (&), semicolon (;), comma (,), plus sign (+), backslash (\)
- Local users can be imported if their usernames contain the following special characters, but after import, they can only be displayed and deleted normally without being edited normally: Single quotation mark ('), equal sign (=), space ( ), colon (:), left square bracket

([]), right square bracket (]), question mark (?), slash (/), left curly brace ({), right curly brace (}), vertical bar (|), percent sign (%), caret (^), hash tag (#), at symbol (@), exclamation mark (!), tilde (~)



## 2.3 Freezing User

You can temporarily restrict a user's permissions without deleting this user by freezing that user.

- 1) Select a user in the user list tree.
- 2) Click  in the "Freeze" column, and enter the reason for freezing in the pop-up dialog box.
- 3) Click "OK," and the "Freeze" column will display , and the "Freeze Reason" will display the reason entered in the previous step.





**Tip:**

- Default users "Admin" and "Observer" cannot be frozen.
- To activate a frozen user, engineer needs to log in to User Service and click  to activate the user. The activated user icon will display as .



## 2.4 Locking User

The High-performanceHMI component verifies user password used to log in to the HMI. Verification failure may cause user to be locked. In addition, users can also be locked manually in user management. Locked users can only log in to the HMI again after being unlocked.

- 1) Select a user in the user list tree.
- 2) Click  in the "Lock" column, and enter the reason for locking in the pop-up dialog box.
- 3) Click "OK," and the "Lock" column in the user list will display , and the "Lock Reason" will display the reason entered in the previous step.



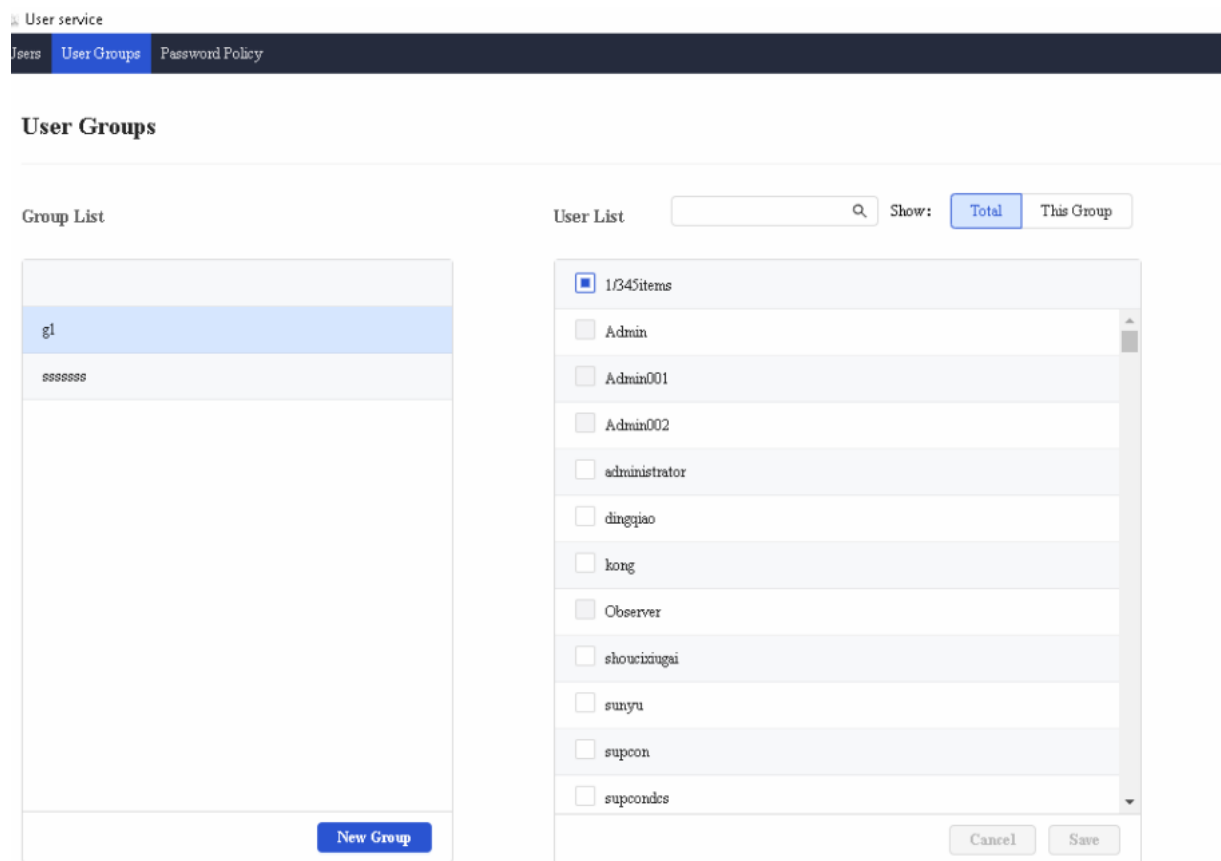
**Tip:**

- Default users "Admin" and "Observer" cannot be locked by default.
- To unlock a user, engineer needs to log in to the User Service and click  to unlock the user. The unlocked user icon will display as .

## Section 3 User Group Management

Users configured in User Service can be added to a user group, which can be synchronized to the monitoring user groups. After synchronization, users belonging to that group will also be configured as monitoring users.

- 1) In the page shown in Figure 1-1, select the "User Groups" tab to display the configuration interface as shown below.



**Figure 3-1 User group management**

- 2) Click "New Group", and configure the group name in the newly added row.
- 3) Select the group in the "Group List" and add the group members on the right user list, and click "Save".

The configured user group can be added as a monitoring user group. For information on using user service groups in monitoring user groups, refer to "Add User Group" in the *User Access*



Software User Manual.

## Section 4 Password Policy

Password policy refers to the configuration of password complexity and length limits, expiration, and lockout conditions. All users in User Service must comply with the configured policies.

In the page shown in Figure 1-1, select the "Password Policy" tab, and the following configuration interface will be displayed.

The screenshot shows the 'User service' configuration page with the 'Password Policy' tab selected. The interface includes sections for 'Require complex password', 'Min Password Length', 'Password Expiration', and 'Account Lockout'. At the bottom are 'Save' and 'Reset' buttons.

User service

Users User Groups Password Policy

### Password Policy

Require complex password ☒

Min Password Length

### Password Expiration

Password Change Interval:  day(s)

Password expires in:  day(s)

### Account Lockout

Attempts Allowed:

Lockout Duration:  min(s) ☐ Never

Figure 4-1 Password policy configuration interface

Configure the fields according to the following table.

Items	Steps
Require complex password	Enable this to make all users in User Service must meet the password complexity requirements. A compliant password should contain three types and above of the following characters: uppercase letters, lowercase letters, numbers, and special characters.
Min Password Length	All users in User Service must meet the minimum password length requirement.
Password Expiration	<ul style="list-style-type: none"> <li>● Password Change Interval: specifies the minimum period the current password has been used before the user updates the password. 0 indicates no restriction.</li> <li>● Password expires in: specifies the maximum time the password can be used before it expires. 0 means the password never expires.</li> </ul>
Account Lockout	<p>Attempts Allowed: specifies the maximum number of attempts.</p> <p>Lockout Duration: Locked users, whether locked due to password errors or manually locked, can automatically unlock after a certain period of time. If the value is 0, it means they will not be automatically unlocked and require manual unlocking by an admin.</p>



**Tip:**

To ensure the effectiveness and security of passwords, please update them within the specified " Password Change Interval " and " Password expires in".

## Section 5 Revision

*Table 5-1 Retrofit list of the version*

Document Version	Applicable Product Version	Remarks
V1.0 (20231011)	OMC High-performanceHMI V5.10.00.00	First release