



mrs 5.1
message.routing.system

Web-Administrator Administrator Manual



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1 Introduction

1.1 The Web Administrator (WebAdmin)

1.1.1 Functions

The Web Administrator is a convenient, browser based interface for comprehensively configuring the messaging systems. By means of clear HTML pages you can access the global and personal parameters for e-mail, voice and fax services of the system and adapt these to the company's requirements and the subscriber's needs.

The administrator privilege enables you to:

- Administer user and user groups
- Administer access privileges of users and user groups
- Record and administer global telephone announcements and greeting texts
- Configure global time profile for telephone announcements and greeting texts
- Define routing rules for incoming message handling
- Administer global distribution groups and distribution lists
- Start and stop single services (APL)
- View protocol files and other system data
- Administer personal message parameters, passwords and access data
- Configure voice mail networking sites

1.1.2 Standard and Extended Functions

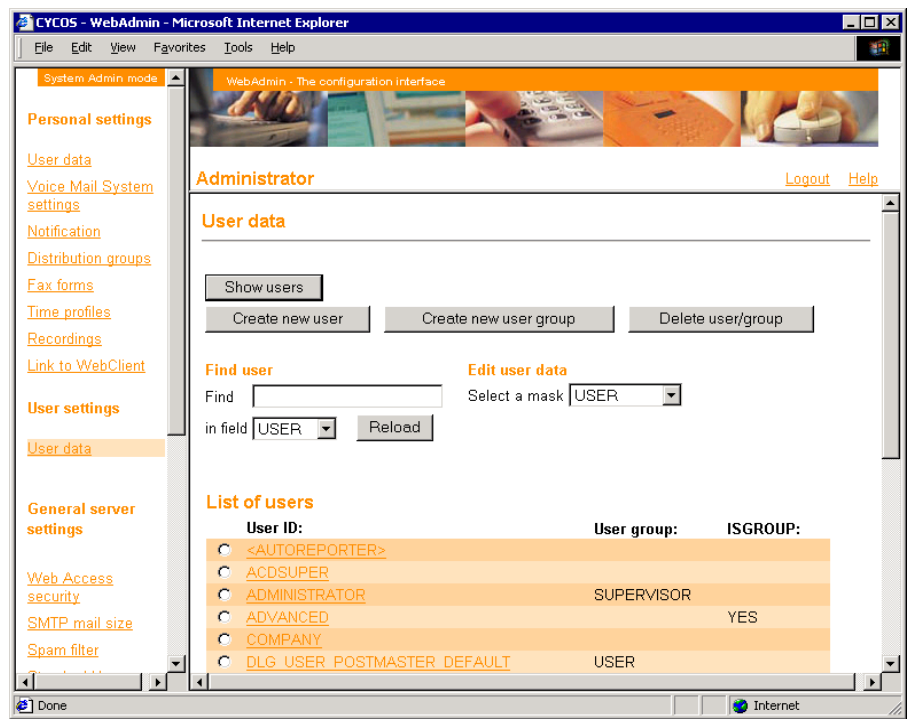
The standard functions available to each user without special privileges are summarized in the browser window at the left window margin under **Personal Settings**.

Functions exclusively accessible with administrator privileges are grouped under the captions

- **User Settings**
- **General Server Settings**
- **Special Server Settings**

1.1.3 Help

The Web Administrator has an online user assistance that you can access any time after starting the Web Administrator. This help function is always opened with a click on the **Help** link in the window's top section.



1.2 Requirements

1.2.1 Messaging Server

The Web Administrator serves to configure the functions of your messaging server. The messaging server must be installed in the system and started for this purpose. In order to have full access to all Web Administrator functions you need to be logged in with administrator privileges. This requires a corresponding user name and a password.

1.2.2 Browser

You can access the Web Administrator with any web browser, e.g. Microsoft® Internet Explorer from version 6.x or Netscape Navigator from version 7.x.



JavaScript must be active resp. allowed; configure your browser accordingly if required.

1.3 About this Web Administrator

1.3.1 Administrator Privileges

This *Web Administrator* manual describes Web Administrator handling for people working with administrator privileges.

The standard functions available to normal users are described in a separate Web Administrator *manual*.

1.3.2 Special System Functions

This manual does not contain any special function descriptions on messaging or voice-mail systems (e.g. Communications or ERGO). You find detailed information on special functions of these systems in the respective documentation.

Web-Administrator

About this Web Administrator

2 Web Administrator Operation

2.1 Starting and Stopping the Web Administrator

2.1.1 Login

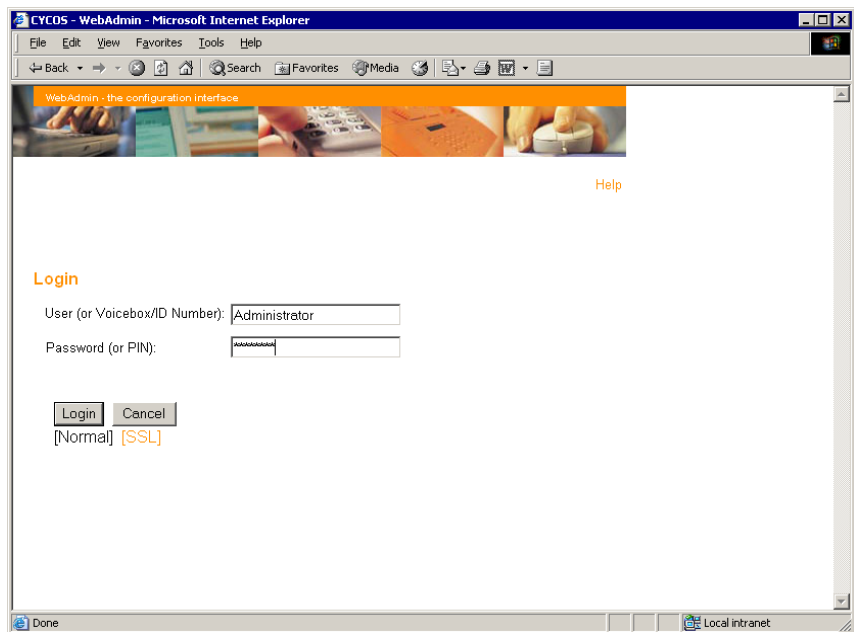
To work with the Web Administrator you always need to start your web browser first, then call the Web Administrator and log in as user.

The Web Administrator IP address depends on your network configuration. As a rule you can use the following default address:

`http://localhost/cgi-bin/WebAdmin/login`

Instead of the “localhost“ short form you should use the IP address of the desired server if possible. Please mind the correct wording of „**WebAdmin**“ (case sensitive!).

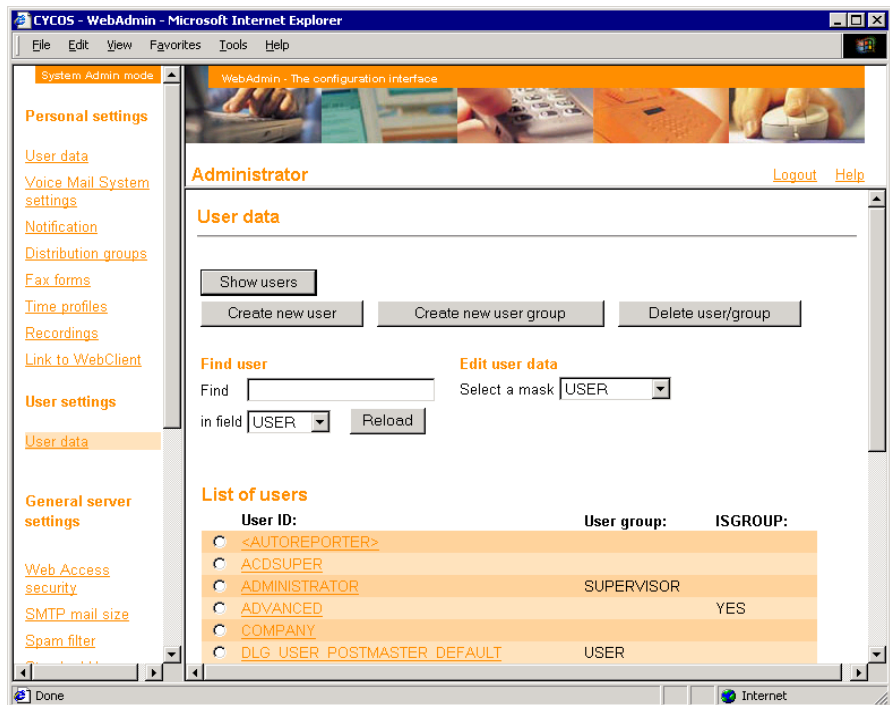
1. Start your web browser and, as the case may be, enlarge the browser window to screen size to gain a better view of the following tabs.
2. Enter the Web Administrator start address in the browser address field and press the return key. The **Login** tab appears in the browser window.



Web-Administrator

Starting and Stopping the Web Administrator

3. Enter your user name in the **User (or Voicebox/ID Number)** field. Alternatively you can specify your voicebox number or your ID number.
4. Enter your password resp. your PIN in the **Password (or PIN)** field. The password is not case sensitive.
5. Click the **Login** button. After successfully logging in you see the **User Data**. In the event that something went wrong you are informed by a note accordingly.



2.1.2 Login via SSL (Secure Sockets Layer)

You can also log in encoded via SSL. For this purpose your browser must support 128 bit SSL ciphers. Information on this is found in your browser's online user assistance. If the cipher strength is 56 bit or less you need to update your browser software first.

In the following find a description of how to proceed using the Microsoft® Internet Explorer and Netscape Navigator.

2.1.2.1 SSL via Internet Explorer

1. Click on the **[SSL]** link under the **Login/Cancel** buttons. A dialog opens.
2. Click on the **View Certificate** button. A second window opens.
3. Select **Install certificate - Next - Automatically... - Finish - OK - OK**. The security certificate is now accepted.
4. Subsequently click **Yes** to accept the certificate. The window closes and you can log in as described above.

2.1.2.2 SSL with Netscape Navigator

1. Click on the **[SSL]** link under the **Login/Cancel** buttons.
1. Click on **Next - Next - Accept without time limit - No warning - Next** in the New Netsite Certificate window. The security certificate is now accepted. The window closes and you can log in as described above.

2.1.3 Selecting a Language

When you start the Web Administrator for the first time, the language depends on the system configuration. Immediately after logging in you can select another user language.

1. At the left window margin, under the **Personal Settings** caption, click on **User Data**.
2. From the **Language Selection** list select the desired language for working with the Web Administrator and click the **Save** button at the bottom margin of the tab.

2.1.4 Logging Off

2.1.4.1 Manual Logoff

If you want to stop working with the Web Administrator, log off for security reasons.

1. Click on the **Logout** link in the top window section. You are logged off and the Login tab appears again.
2. Close the browser.

2.1.4.2 Automatic Logoff

If you do not work with the Web Administrator for more than three minutes, the system automatically logs you off for security reasons. Thereafter you need to log in anew.

2.2 General Procedure

2.2.1 Navigation

After starting the Web Administrator and logging in, you can switch to the different tabs to view system data or perform the desired modifications.

To navigate between the single tabs use the table of contents at the left window margin. With some settings additional tabs are displayed that you can leave again using the **Back** button.

1. Click a link at the left window margin to switch to the corresponding tab.
2. As the case may be click the **Back** button to leave a subordinate tab again and return to the previous one.

2.2.2 Modifying Settings

To alter current settings you can enter new data (texts or numerals) in the corresponding entry fields. In some cases you can select the desired option only from one list or activate one or several options by checkmarking. You can perform the respective steps as customary in other Windows programs.

You can cancel and overwrite wrong entries any time.

2.2.3 Saving Modifications

Setting modifications only take effect when they have been saved. For this purpose you find the **Save** button at the end of each tab. In some tabs it is also possible to save single parameters by clicking on the respective **Ok** button.

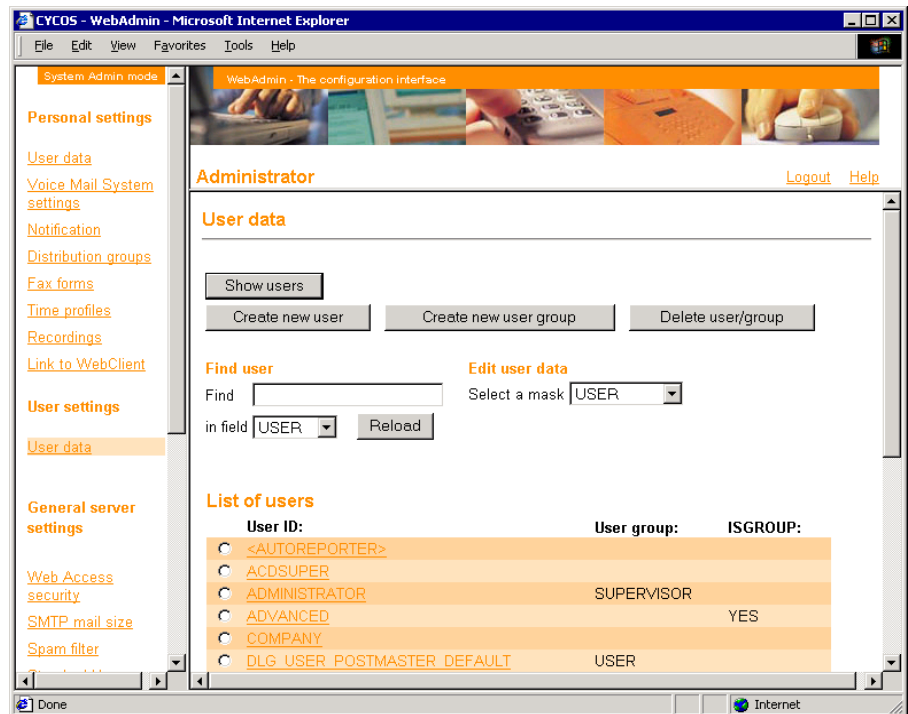
When you leave a tab without previously pressing the **Save** or **Ok** button, the original settings are maintained. You then need to switch to the corresponding tab and make your entries again.

Before you save entries in a tab make sure that they are according to your desires and correct.

Attention!

With changing passwords or PINs make sure that the original codes are no longer valid when you click the **Save** button.

3 User Data



In the User Data tab you can administer the data of user groups and system users. Among other things you can:

- Define, edit and delete data for user groups
- Define, edit and delete data for single users
- Define system related privileges of user groups and users

3.1 Viewing, Editing and Deleting User Data

3.1.1 List of users

1. Click the **Show users** button to update the list of all users registered in the system. All users and groups are displayed in the list.
2. If required enter the name of a user you want to find in the **Find** field, select a search category from the list thereunder and click on the **Reload** button. Only the user name searched for is displayed in the list.



In the **List of users** dialog, user and user group names are displayed in the **User ID** column. When a user is assigned to a group, the group name is additionally displayed in the **User group** column. The **YES** value(s) under the **ISGROUP** column indicate(s) that the corresponding entry under **User ID** is a user group.

List of users

User ID:	User group:	ISGROUP:
☐ <AUTOREPORTER>		
☐ ACDSUPER		
☐ ADMINISTRATOR	SUPERVISOR	
☐ ADVANCED		YES
☐ COMPANY		
☐ DLG USER POSTMASTER DEFAULT	USER	
☐ DOC	SUPERVISOR	
☐ GUEST		
☐ POSTMASTER		
☐ SERVICE		YES
☐ SUPERVISOR		YES
☐ SYSTEM	USER	
☐ TESTUSER 1	USER	
☐ TESTUSER 2	USER	
☐ TESTUSER 3	USER	
☐ TESTUSER 4	USER	
☐ TESTUSER 5	USER	
☐ TITI	USER	
☐ USER		YES

3.1.2 Viewing and Editing User Data

You can view and modify the data saved for each entry.

In order to simplify editing, several editing forms are provided that display a certain number of all available data fields each. The **USER** form displays the most important data fields.

1. Select the desired editing form from the **Select mask** list field.
 - How to edit a mask is described in the section Mask Editor on page 49.
2. Click the name of the desired user or group. The **User Data** tab is displayed.

The screenshot shows a web browser window titled 'CYCOS - WebAdmin - Microsoft Internet Explorer'. The address bar shows 'WebAdmin - The configuration interface'. The page has a left sidebar with a tree view containing categories like 'Personal settings', 'User settings', and 'General server settings'. The 'User data' link under 'User settings' is selected. The main content area is titled 'Administrator' and 'Data of user ADMINISTRATOR'. It contains a form with fields for NAME (Administrator), PASSWORD (masked with asterisks), PIN, PRIVILEGES (with an 'Edit...' link), GROUP (Administratorgruppe), PREFERRED (MAILBOX), MAILBOX (ADMINISTRATOR), STAND-IN, CIT, FAXG3#, FAXG3-ID, VOICE#, FAXG3-HEADLINE, FAXG4#, FAXG4-ID, and EFT#. There are 'Save' and 'Back' buttons at the top of the form.

You can now edit, delete or supplement the entries. User's Passwords and PINs can be modified by the administrator also without knowing them.



You find detailed information on the single database fields in the messaging system documentation.

The editing forms can only be altered in the messaging system itself and not with the Web Administrator.

You can change a user's group assignment any time, e.g. to quickly provide a user with other privileges.

Select the group desired for the user from the **GROUP** list field.

3.1.2.1 Modifying Privileges

Users normally have the system related privileges defined by the membership in one of the user groups. You can, however, modify single privileges within the scope set by the group membership.



Detailed information on the single privileges is found in the messaging system documentation.

1. Click on the **Edit....** link in the **PRIVILEGES** field. A new window opens.
2. Click the corresponding checkboxes to activate or delete the additionally desired privileges.
3. Click on the **Apply** button to save the modifications.
4. Click the **Cancel** button to shut down the window.

3.1.2.2 Cancelling or Saving Modifications

So that user data modifications take effect you must save them before leaving the tab.

1. Click the **Save** button to store all previously performed modifications. Saving is confirmed with a note.
2. Click on **OK** to return to the **User Data** tab.
3. As the case may be, click the **Back** button to leave the tab *without* modifying the data. The **User Data** tab appears again.

3.1.3 Deleting Users or User Groups

You can delete the data of single users or user groups any time.

Attention!

When you delete a user group you must assign the members of this group to another group so that they are granted defined privileges again.

1. Click the options field preceding the name of the desired user or group.
2. Click the **Delete user/group** button.
3. Confirm the security prompt. The data are deleted.
4. Click on **OK** to return to the User Data tab.

The name of the deleted group or user is no longer displayed in the list.

3.2 Defining New Users or User Groups

You can define new user groups and immediately edit all desired parameters (e.g. group assignment or granting privileges).



It is reasonable to first define user groups with graded privileges. Subsequently you can simply and safely administer granting privileges by assigning new users to these groups.

3.2.1 Defining Users or User Groups

You can define further users or user groups any time. After entry of a name for the new user the User Data tab immediately opens and you can edit the desired data fields.

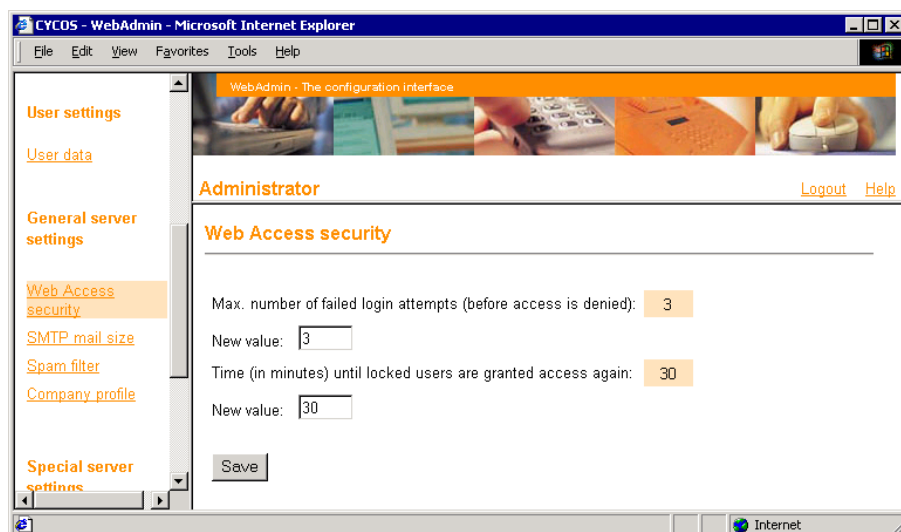
To edit new user group data you need to proceed as previously described (cp. page 19).

1. First select the desired editing form in the **Select mask** list field.
2. Via the **Show users** button you can display all existing users.
3. Click the **Create new user** or **Create new user group** button. A new dialog opens.
 - To define a new user, enter the desired name in the **User ID** text field and, if available, the corresponding voice mail number in the Voice-Mail text field. *No special characters may be used for the user name. The user name should always be entered in the format *surname first name* or *surname, first name*.*
 - To define a new user group, enter the desired name in the **Group ID** text field. *No special characters may be used for the user group name.*
4. Click the **Create** button. The window closes.

After defining a new user you now see the User Data tab. You can immediately edit, delete or supplement the entries (cp. page 19).

After defining a new user group only a note is displayed for confirmation. Return to the User Data tab and select the new group for editing there.

4 Web Access Security



To access the Web Administrator (login) you need to enter a user name and a password. You can define how the system is to react when wrong entries are made with logging in.

4.1 Maximum Number of Failed Login Attempts

You can restrict failed login attempts (wrong password) with a maximum value. When this value has been reached, login is not possible any more even if the correct password is entered. Logging in with another user name and the corresponding password can, however, still be performed.

Enter the desired maximum value in the **New value:** text field.

4.2 Automatic Unlocking

After several failed login attempts with the wrong password the system locks access for the corresponding user name.

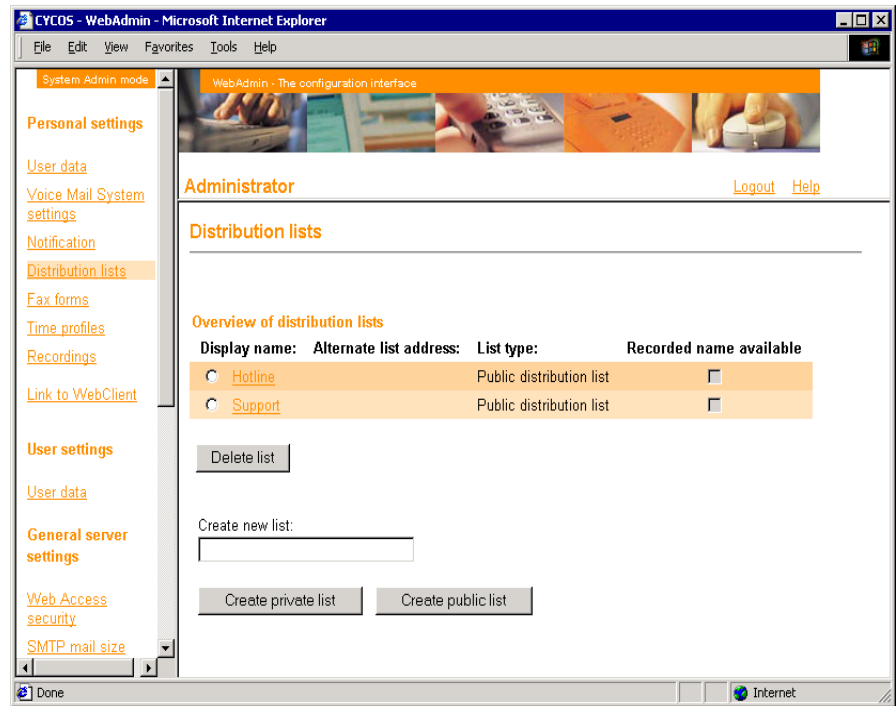
You can set after which period the access lock is to be lifted. After expiration of the set time the respective user name is automatically unlocked.

Enter the desired value (in minutes) in the **New value:** text field.



In order to enable the disabled user access the administrator has to delete the database field `E_LOGIN_WEB` of the corresponding user. The access will be enabled again after the deletion.

5 Distribution lists



Using the Web Administrator you can create and administer global and private distribution lists. Public distribution lists are available to all system users. Editing public and private lists is identical. Therefore you find a general description of list handling in the following.

5.1 Creating distribution lists

1. Enter the desired group names in the **Create new list** field.
2. Click the **Create private list** or the **Create public list** button. The new distribution list is created and displayed in the list.

The newly created list is empty yet. You can first create further, not specially defined lists or edit the new list, i.e. defining list members and additional details.

5.2 Editing a distribution list

Click the name of the list the definition of which you want to edit. A new tab opens.

Public distribution list

Display name:

Alternate list address:

List name recording: [Recording](#)

Sort users

Sort by

List members

TESTUSER_1 (Testuser 1)
TESTUSER_2 (Testuser 2)
TESTUSER_3 (Testuser 3)

Available users

>> <<
#CEA-HOTLINE (Hotline)
#CEA-SUPPORT (Support)
ADMINISTRATOR (Administrator)
DLG_USER_POSTMASTER_DEFAULT (Postmaster)
DOC (DOC)
GUEST (Guest)
HKOTEST (HKOTEST)
TESTUSER_1 (Testuser 1)

Search user

Available distribution lists

<< Hotline - Public distribution list

Alternate addresses

<< [-select here-]

1. Enter a name for the list in the **Display name:** field. You can use blanks and special characters here. Then click the **Save name** button.
2. If required, select a message type from the combination box next to **Alternate list address:** and enter a list address. Which selections you can make depends on your privileges:

Administrator: If you have administrative privileges you can decide here whether to use an Internet mail address (e.g. distributor@company.com) or a so-called NVS address (e.g. NVS:VOICE/12345) as list address. An NVS address always consists of the prefix NVS: followed by the service to be used (VOICE, FAXG3, etc.) and a telephone number or address.

If, for example, you want a distribution list to be provided with messages via the telephone user interface (TUI), you need to enter the address NVS:VOICE/<telephone number> at this point. Then click the **Save address** button.

User: If you have user privileges you can enter a number at this point under which your personal distribution list is to be reached. This telephone number consists of the company phone number, your mailbox number and the specified distribution list number. Example: Your company phone number is 49012345, your mailbox number is 200 and the assigned distribution list number reads 1234. Consequently, to reach the distribution list, you need to dial 49012345-200-1234. In this way the availability of your personal distributor (as owner of mailbox number 200) is ensured. Finally click the **Save address** button.

3. With **Recording** you can record a voice prompt for the selected distribution list (e.g. a name greeting).

5.2.1 Integrating Users in a distribution list

The **Available users** list displays all users registered in the system. The **Available distribution lists** list displays all lists already created.

You can select single persons as well as defined groups as group members. If a person is integrated in the members list several times this way, messages are nevertheless distributed to this member only once.

The lists always offer only 50 entries at the same time for selection.

1. If required you can select another sorting from the **Sort by** field for the lists and click the **Sort** button to update sorting.
2. Enable the **Show next users** button to display further entries in the list.
3. Press the **Back to beginning** button to reload the first 50 entries.
4. If you are looking for a certain name, enter it in the **Search user** field and click the **Search** button.
5. In the **Available users** field select a user desired for the list.
6. Enable the << button to integrate the selected user in the list.
7. Integrate further users or lists in the same manner.
8. Under **Alternate addresses** select further, external addresses for the list (e.g. e-mail addresses) and click the << button to integrate these in the list.
9. Finally press the **Back** button to return to the Distribution lists tab.

5.2.2 Removing Users from a distribution list

You can remove users from a group any time.

1. Click on a **List members** list entry.
2. Keep the [Strg] key pressed to select several entries if required.
3. Click the >> button to remove the selected entries from the list.

5.3 Deleting a distribution list

You can delete a group any time.

1. Click the options field that precedes the desired list.
2. Press the **Delete list** button. A security prompt is displayed.
3. Confirm the security prompt. The selected list is deleted.

Web-Administrator

Deleting a distribution list

6 Standard user profile

System Admin mode | WebAdmin - The configuration interface

Personal settings

- User data
- Voice Mail System settings
- Notification
- Distribution lists
- Fax forms
- Time profiles
- Recordings
- Link to WebClient

User settings

- User data
- General server settings
- Web Access security
- SMTP mail size
- Spam filter
- Standard User profile**
- Mail tracking

Special server

Administrator | Logout | Help

Standard User profile

	Mon	Tue	Wed	Thu	Fri	Sat	Sun
Message recording not allowed	☒	☒	☒	☒	☒	☒	☒
Greeting not interruptible	☒	☒	☒	☒	☒	☒	☒
Greetings							
• internal call	1	1	1	1	1	1	1
• external call	3	3	3	3	3	3	3
• Alternate greeting	none	none	none	none	none	none	none
• when busy	4	4	4	4	4	4	4
After-hours greeting	3	3	3	3	3	3	3
Business hours							
• from	08:00am	08:00am	08:00am	08:00am	08:00am	08:00am	08:00am
• until	05:01pm	05:01pm	05:01pm	05:01pm	05:01pm	05:01pm	05:01pm

☐ Use monday settings for whole week

Save

By means of standard time profiles you can define, when and with which greetings user mailboxes are to react to incoming calls.

A user can copy these system-wide settings in his/her individual time profile dialog.



The greetings that are integrated in the time profile in this dialog need to be previously created in the **Recordings** menu.

You can create an individual time profile for each weekday by assigning the corresponding greetings or greeting options to a selected weekday.

If you want to use a uniform time profile for the entire duration of a week, merely generate a time profile for **Monday** and select the option **Use monday settings for whole week**.

The following options can be used and greeting settings performed:

Message recording now allowed

When this option is active (indicated by a check mark in the option field), merely a greeting is played to a caller. No messages can then be left in a user's mailbox.

Greeting not interruptible

After activating this option it is impossible to interrupt a greeting by pressing a telephone key. A greeting is first completely played before you can use the telephone keys again.

Greetings

In this portion you can allocate system-wide greeting texts for different types of calls:

- **internal call**

Here you can select the greeting to be played when the incoming call is an internal one (for example within a company).

- **external call**

Here you can select the greeting to be played when the incoming call is an external one (for example a call from a foreign country).

- **Alternate greeting**

An alternate greeting is played independently from the type of call (internal, external, busy). When you set a greeting here, no other is played for incoming calls. Greetings that you may have set for internal or external calls or for the event that a line is busy are not considered then.

- **when busy**

Here you can select the greeting to be played when a user's telephone is busy at the time a call comes in.

After-hours greeting

Here you can select the greeting to be played when a call comes in outside of the business hours set.

Business hours

In the **from** and **until** entry fields you can define a business hours period. Enter the times in hours and minutes (syntax: HH:MM).

During non-defined periods the mailbox uses the integrated system greetings.

Click the **Save** button to save the settings performed.

Web-Administrator

Standard user profile

7 Recordings

You can record several greetings and one name recording. These global recordings apply to all subscriber connections administered by the server.



Global recordings can be supplemented by individual recordings of each subscriber who can also choose between global and private recordings for the time profile.

You can use every telephone, mobile phone or PBX for recording. .

The screenshot shows the CYCOS WebAdmin interface in a Microsoft Internet Explorer browser window. The page title is "CYCOS - WebAdmin - The configuration interface". The left sidebar contains a "System Admin mode" dropdown and a list of navigation links: Personal settings (User data, Voice Mail System settings, Notification, Distribution lists, Fax forms, Time profiles, Recordings, Link to WebClient), User settings (User data), and General server settings (Web Access security, SMTP mail size). The "Recordings" link is highlighted. The main content area is titled "Recordings" and includes a "List of recordings" table. The table has two columns: "Display name:" and "Type of recording". It lists four entries, all of type "Standard User Greeting". Below the table is a "Delete recording" button. At the bottom, there is a "Create a new recording" section with a "Create" button.

Display name:	Type of recording
☐ Standard User Greeting number 1	Standard User Greeting
☐ Standard User Greeting number 2	Standard User Greeting
☐ Standard User Greeting number 3	Standard User Greeting
☐ Standard User Greeting number 4	Standard User Greeting

Create a new recording

Create a new recording:

7.1 Name Recordings



9 personal recordings are possible as well as one name recording.

1. Click on the **Create** button in the **Recordings** window. The following dialog will be displayed.

The screenshot shows the CYCOS WebAdmin interface in a Microsoft Internet Explorer browser window. The page title is 'CYCOS - WebAdmin - The configuration interface'. The left sidebar contains a 'System Admin mode' dropdown and a list of settings categories: Personal settings, User settings, and General server settings. Under 'Personal settings', the 'Recordings' link is highlighted. The main content area is titled 'Administrator' and contains a 'Create a new recording' section. This section has a 'Select a type of recording:' heading with four radio buttons: 'Standard User Greeting', 'Personal name recording', 'Personal greeting', and 'Name of public distribution list'. Each radio button is followed by a dropdown menu. The 'Personal name recording' option is selected. Below this is a 'Select a method:' section with two radio buttons: 'Record via telephone' (selected) and 'Upload recording:'. The 'Upload recording:' option has a text input field and a 'Browse...' button. At the bottom of the form are 'Create' and 'Back' buttons.

Type of recording	Recording
☐ Standard User Greeting	Standard User Greeting 5
☒ Personal name recording	Personal name recording
☐ Personal greeting	Personal greeting 1
☐ Name of public distribution list	Hotline

Select a method:

☒ Record via telephone

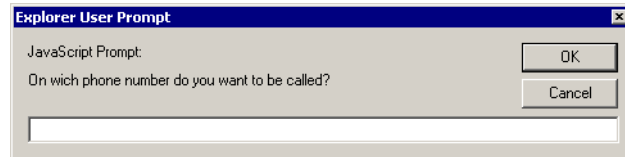
☐ Upload recording:

Browse...

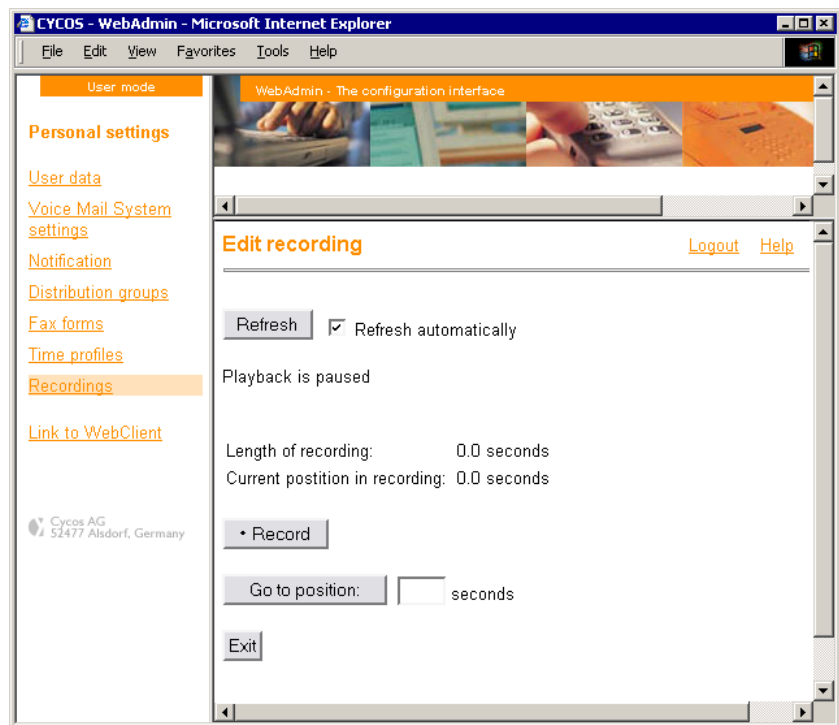
Create Back

2. Select the type of recording by activating the corresponding checkbox.
3. You can directly record the greeting by activating the option **Recording via telephone** and by clicking the **Create** button.

4. Enter the number of the phone you want to record the greeting with in the following dialog. Confirm your entry by **OK**. Your phone rings, pick it up and start your



recording. The recording and playback can be controlled by the buttons displayed in the browser window. You can record and delete texts and listen to them.



5. Enable the **Pause** button to interrupt recording. The current length of the recording is displayed for information.
6. Click on the left end of the **Positioning bar** to rewind to the the recording start.
7. Press the **Play** button to listen to your recording through the receiver.

8. If you are satisfied by your recording, enable the **Exit** button. The recording is saved and you are taken back to the first **Recordings** tab.
9. If you want to repeat recording, click on the left end of the **Positioning bar** to rewind to the beginning. Then press **Record** to start recording a new.
10. Enter a number in the text field under the buttons and click the **Go to position** button to skip to a certain position in the recording. The current position is displayed above the buttons in seconds and by the positioning bar.

Already recorded greetings can be used by activating the **Upload recording** checkbox. Enter the desired filename and click on the **Browse...** button in order to select the file directory.

7.1.1 Deleting recordings

Attention!

Please check in which time profiles you have used a recording before deleting it.

1. Select the recording that you want to delete from the list field.
2. Enable the **Delete recording** button. You are then prompted to confirm the deletion process.
3. Click **OK**. The selected recording is deleted and you are taken back to the first **Recordings** tab.

8 E-Mail Restrictions



The SMTP-Mail Size and Spam Filter tabs offer a direct link to the Routing Rules tab. There you can view and, if required, edit the complete rules for e-mail handling (c.p. page 41).

8.1 SMTP Mail Size

The screenshot shows a web browser window titled "CYCOS - WebAdmin - Microsoft Internet Explorer". The browser's address bar shows "WebAdmin - The configuration interface". The page has a left sidebar with a "System Admin mode" header and a list of links: "Personal settings" (with sub-links for User data, Voice Mail System settings, Notification, Distribution groups, Fax forms, Time profiles, Recordings, and Link to WebClient), "User settings" (with sub-link for User data), "General server settings" (with sub-links for Access security, SMTP mail size, and Spam filter), and "SMTP mail size" (which is highlighted). The main content area is titled "SMTP mail size" and contains two sections. The first section, "Current maximum size of SMTP mail:", shows "Incoming: 300 KB" and "Outgoing: 500 KB". The second section, "New maximum size of SMTP mail (0 for 'No limit'):", has input fields for "Incoming:" and "Outgoing:" followed by "KB", and a "Save" button below them. At the bottom, there is a section "Display rules for SMTP mail size" with the text "Rules contain the following comment: 'WebAdmin-EmailSize'" and a link "Go to routing rules".

You can restrict the size of in and outgoing SMTP messages (e-mails and their attachments).

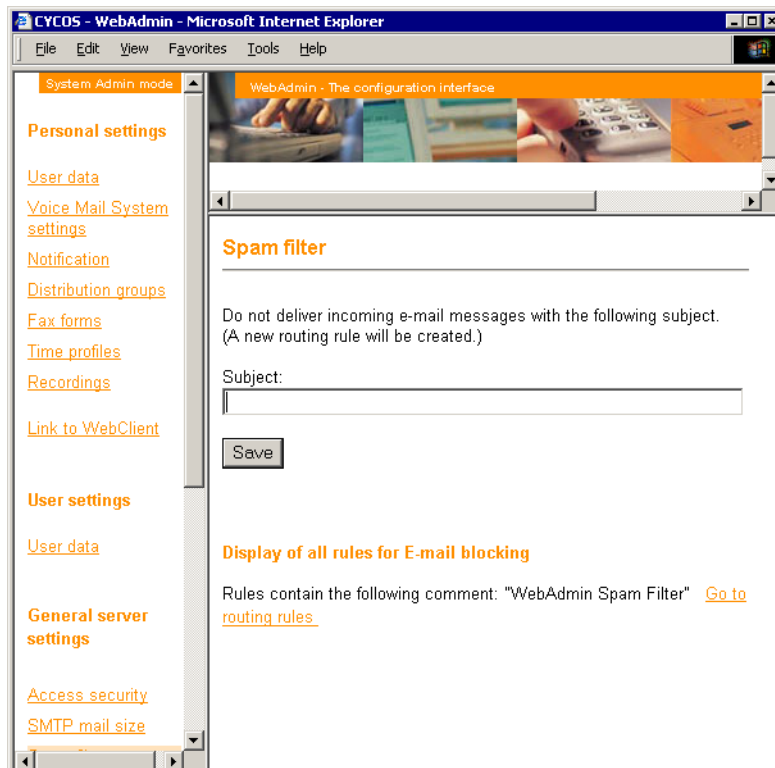
Web-Administrator

Spam Filter

These parameters depend on the network data and the subscribers' needs. In order to avoid delays in corporate data transfer, you can prevent for example large graphics files from being transmitted by a correspondingly small value (e.g. 500 kB) for **Outgoing**.

Enter the desired values in the two text fields.

8.2 Spam Filter

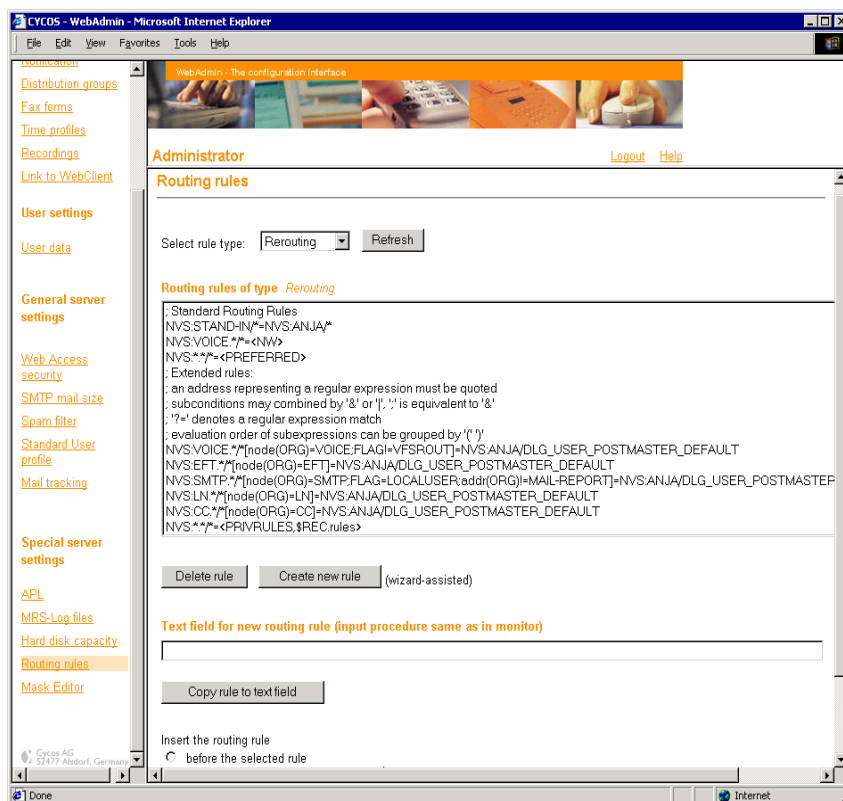


You can prevent delivery of unwanted e-mails. The respective messages are immediately deleted after their complete transmission.

The message subject text serves as criterion for message deletion.

Enter the desired text in the **Subject** field.

9 Routing Rules



Routing rules enable you to automate incoming message handling.

In the Routing Rules tab you can

- view and edit all existing rules,
- delete rules,
- create new rules by means of the wizard.



You find detailed information on syntax, functions and parameters of routing rules in your communication server documentation.

The Web-Administrator online user assistance provides information quickly.

9.1 Editing Routing Rules

9.1.1 Displaying and Editing Rules

For a better overview the routing rules are displayed sorted according to the different types.

1. Select the desired type from the **Select rule type** list field.
2. Click the **Refresh** button. All defined rules of the selected type are displayed.
3. Click a rule for editing.
4. Click the **Copy rule to text field** button. The selected rule is copied to the **Text field for new routing rule**.
5. Edit the rule as desired.
6. Select one of the options **before selected rule** or **after selected rule** and click the **Insert rules** button. The modified rule is inserted in the corresponding place.



After insertion of the modified rule you need to delete the original one since it is not automatically replaced.

9.1.2 Deleting Rules

7. Select the desired rule with a click.
8. Press the **Delete rule** button. The selected rule is immediately deleted from the list.

9.1.3 Saving Rules

Edited (created, modified and deleted) rules must be saved to take effect.

After editing click on **Save**. If you leave the tab without previous saving, the original settings are maintained.

9.2 Creating a New Rule

The assistant helps you to create new rules as it guides you through the necessary steps.

1. Click the **Create new rule** button. A new window opens.



The screenshot shows a web browser window titled "CYCOS - WebAdmin - Microsoft Internet Explorer". The main content area has the heading "Route messages to the following recipient address:" in orange. Below this, the text "Route incoming messages" is displayed. There are three input fields: "of service" with a dropdown menu showing "TCP/IP", "with class" with a dropdown menu showing "*", and "to recipient" with a text box containing "Office". At the bottom of this section are two buttons: "Continue >>" and "Cancel". Below a horizontal line is a "Show rule" button. Underneath is the "Rule syntax:" section, which contains the following text:

```
NVS: TCP/IP . */<recipient>
[<operand1><operator><operand2>]
=NVS: <service> . <class> /<recipient>
[<operand1>=<operand2>] "<comment>"
```



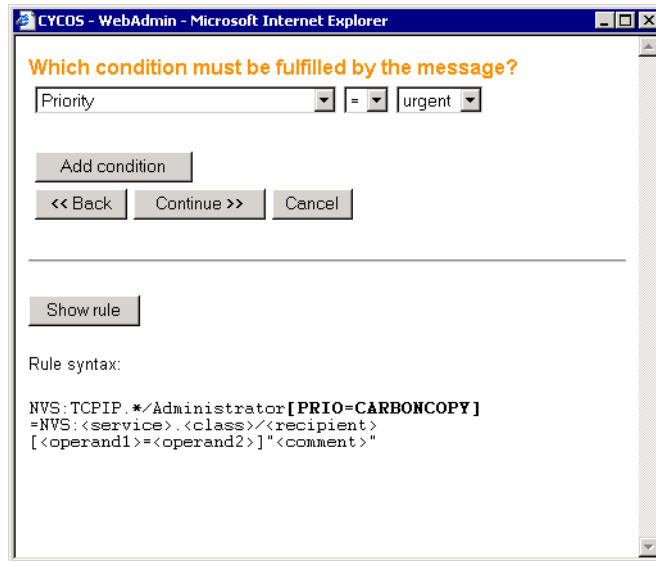
The following example illustrates the creation of a routing rule:

As system administrator you want to have the subject line of all incoming e-mails flagged "urgent" transmitted to your mobile phone as SMS message. Proceed as follows.

Web-Administrator

Creating a New Rule

1. In the list fields **of service** and **with class** select the desired options (here **TCPIP** as service and ***** as class). The rule is displayed in the bottom window portion.
2. Enter the recipient address in the **to recipient** text field. Enter the user name "Administrator".
3. Click the **Continue >>** button. The following dialog appears.



4. In this dialog you can select conditions that a message is to fulfill (here **Priority = urgent**). You can add conditions by selecting the corresponding options in the top right list field.
5. If you want to add another condition, click the **Add condition** button. With more than one condition selected the **Delete condition** button appears.
6. Click **Continue >>** to reach the following dialog.

7. Here you can define who the message is to be forwarded to through selection of the corresponding options.
8. Select the **SMS** service with class ***** and enter the mobile phone number as **recipient**.

CYCOS - WebAdmin - Microsoft Internet Explorer

Where do you want to route the messages?

Route messages

to service

with class

to recipient

<< Back Continue >> Cancel

Show rule

Rule syntax:

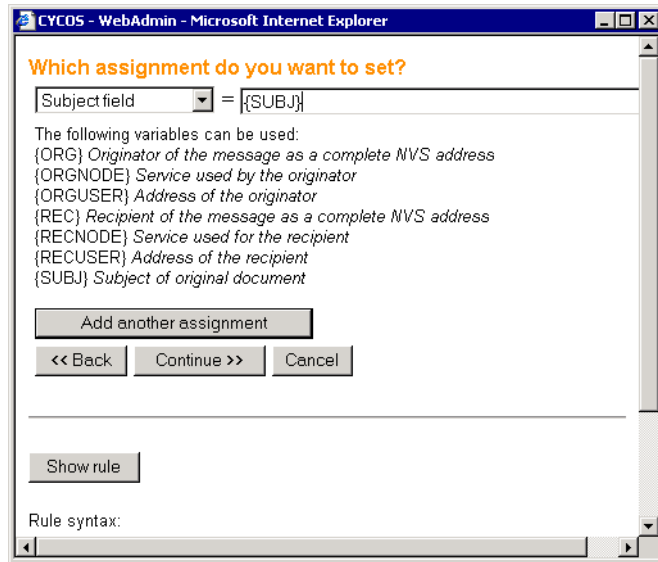
```
NVS:TCPIP.*/*Administrator[PRIO=URGENT]
=NVS:SMS.*/*<recipient>[<operand1>=<operand2>]"<comment>\"
```

9. Proceed with the assistant via **Continue >>**.

Web-Administrator

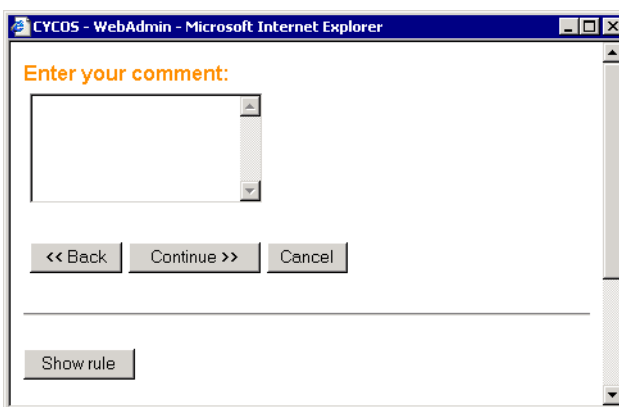
Creating a New Rule

10. In the next dialog you can set the subject of a received e-mail to appear in the subject field of an SMS message. Select the **Subject field** option and use the **{SUBJ}** assignment.



11. Press the **Continue >>** button to reach the next dialog.

12. Here you can enter a comment for the created routing rule. Assigning a comment simplifies finding a rule at a later date. In addition you can immediately see for which purpose the rule has been created.



13. Proceed with the assistant via **Continue >>**.

Web-Administrator

Creating a New Rule

14. In the concluding dialog you need to decide in which position of the rule list you want to insert the routing rule.

The screenshot shows a web browser window titled "CYCOS - WebAdmin - Microsoft Internet Explorer". The main content area has a title "Where do you want to insert the rule?" and a subtitle "Rule type: Rerouting". Below this is a text area containing a list of routing rules and their syntax. The rules are:

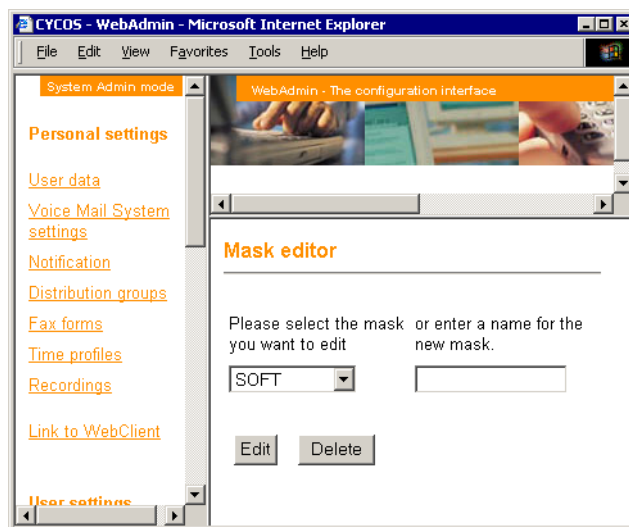
- ; Standard Routing Rules
- NVS:STAND-IN/*=NVS:ANJA/*
- NVS:VOICE/*/*=<NW>
- NVS:/*/*=<PREFERRED>
- ; Extended rules:
- ; an address representing a regular expression must be quoted
- ; subconditions may combined by '&' or '|'. '|' is equivalent to '&'
- ; '?' denotes a regular expression match
- ; evaluation order of subexpressions can be grouped by '(' ')'
- NVS:VOICE/*/*[node(ORG)=VOICE.FLAG=VFSROUT]=NVS:ANJA/DLG_USER_POSTMASTER_DEFAULT
- NVS:EFT/*/*[node(ORG)=EFT]=NVS:ANJA/DLG_USER_POSTMASTER_DEFAULT
- NVS:SMTP/*/*[node(ORG)=SMTP.FLAG=LOCAL_USER;addr(ORG)=MAIL-REPORT]=NVS:ANJA/DLG_USER_POSTMASTER_DEFAULT
- NVS:LN/*/*[node(ORG)=LN]=NVS:ANJA/DLG_USER_POSTMASTER_DEFAULT
- NVS:CC/*/*[node(ORG)=CC]=NVS:ANJA/DLG_USER_POSTMASTER_DEFAULT
- NVS:/*/*=<PRIVRULES,\$REC.rules>

Below the text area is a section titled "Insert the routing rule" with two radio buttons: "before the selected rule" (selected) and "after the selected rule". Below these are two buttons: "Insert rule" and "Delete rule". At the bottom are three buttons: "<< Back", "Save", and "Cancel".

Rule syntax:

15. Mark a rule list position with a mouseclick and select under **Insert the routing rule** the corresponding option (**before the selected rule** or **after the selected rule**).
16. Press the **Insert rule** button to integrate the routing rule in the rule list.
17. Save the created routing rule by clicking the **Save** button.
18. After saving the routing rule the assistant closes and you are taken back to the **Routing rules** window.

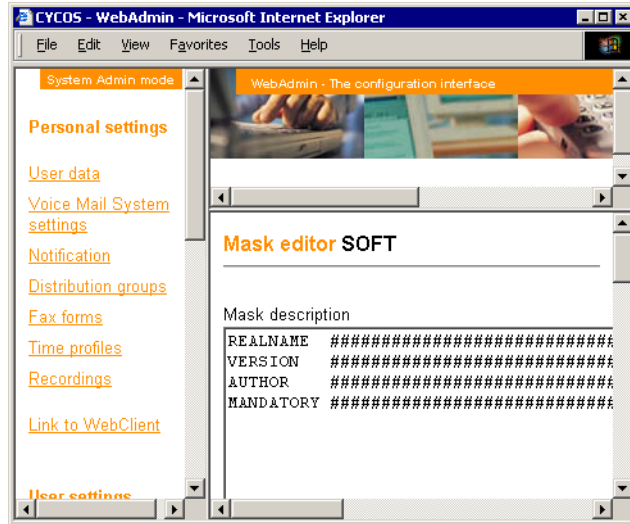
10 Mask Editor



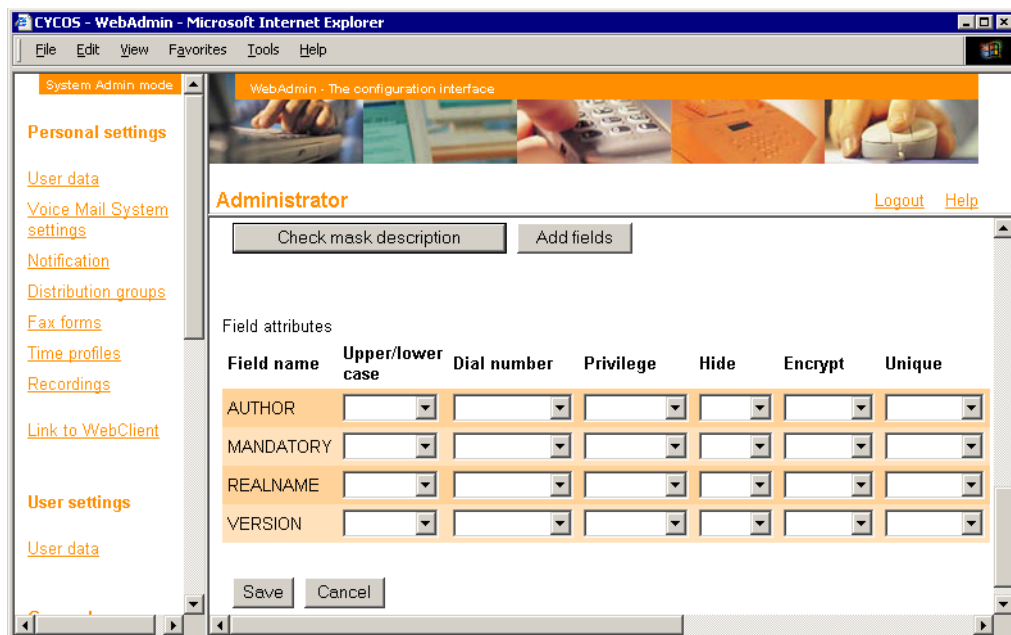
In the **Mask Editor** window, you can edit database masks as desired.

1. Select a mask from the list field on the left of the window, USER e.g., or enter the name of a mask in the adjacent text field.

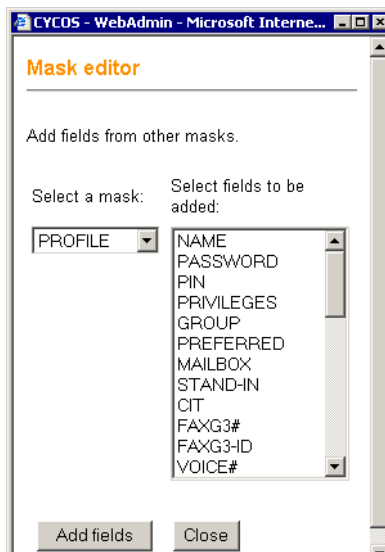
2. Click on the **Edit** button. You see the mask description with the database fields of the selected mask.



- The mask description is displayed in the upper part of the window. In the chosen example, the mask SOFT has been selected.
 - The list boxes with the mask attributes for the database mask are displayed.
3. Select the desired mask attributes from the list boxes in the lower part of the dialog and confirm your entries by the **Save** button.
 4. By clicking the **Check mask description** button underneath the mask description, you can check if the entries are correct.



5. By the **Add fields** button, you can add database fields as you like.
6. Select the desired mask you want to add database fields from resp. check if the right mask is displayed. In the example, the PRO-FILE mask has been selected.
7. Select the fields to add from the list box. Mark the entry or several entries and click on the **Add fields** button.
 - You are returned to the mask editor dialog of the selected mask. You will see the newly added database fields in the mask description window.
8. Afterwards, click on the **Save** button in order to save your settings.



Web-Administrator

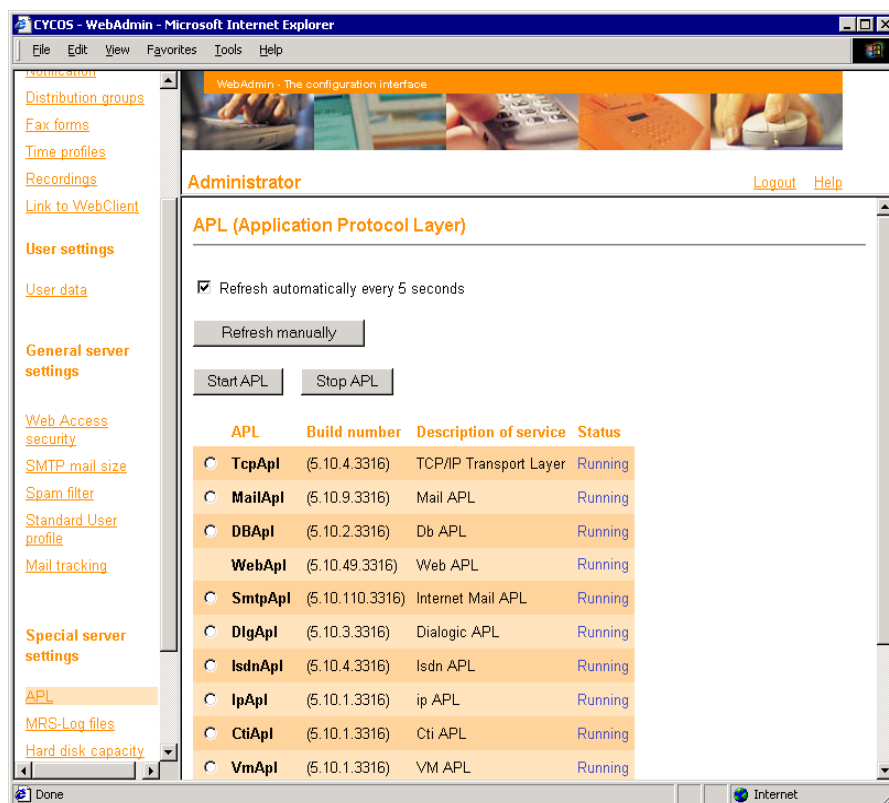
Mask Editor



When you do not edit a database mask with the Web Administrator mask editor but with the programs InfoTool or DbTool, you need to restart the WebAdmin script (webadmin.vo), so that modifications are displayed in the WebAdmin mask editor. The WebAdmin script is restarted in the monitor via the WebApl configuration dialog (see Server Administration manual).

11 Special Server Settings

11.1 APL (Application Protocol Layer)



You can check the status of the APLs and start or stop them individually if required.



You find detailed information on the APLs and services in the communication server documentation.

11.1.1 Updating Information

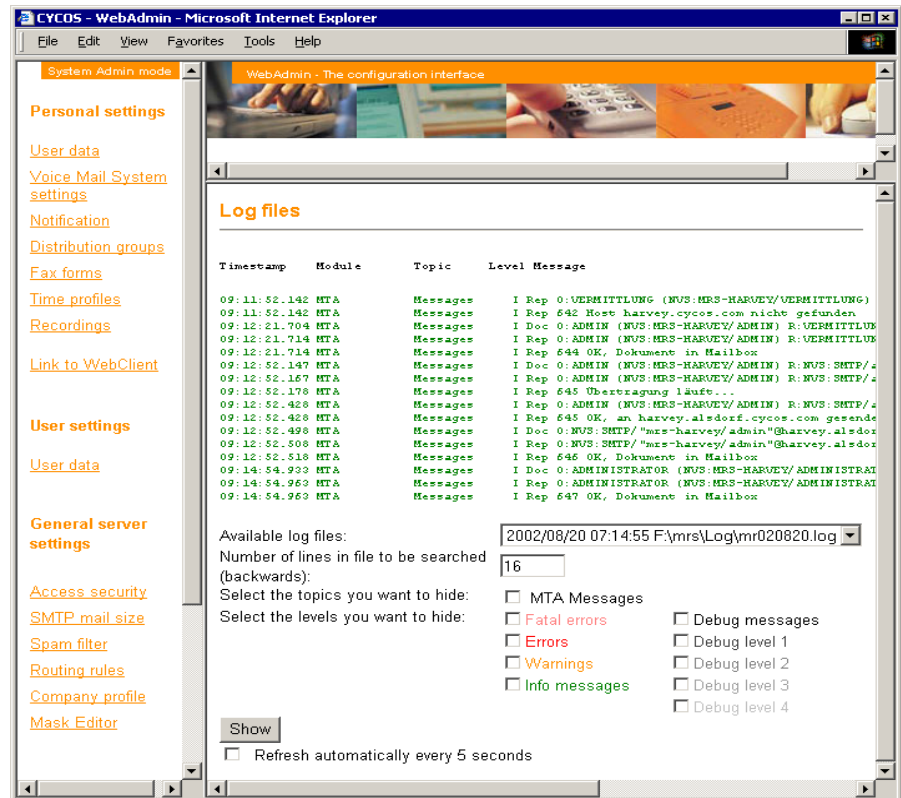
1. Click the **Refresh manually** button to manually update the information displayed in the tab.
2. Enable the **Automatic refresh each 5 seconds** button to activate the automatic information update.

11.1.2 Starting/Stopping an APL

If problems occur, you can manually start and stop single APLs.

1. Click the option field that precedes the desired APL for selection.
2. Either click the **Start APL** or **Stop APL** button. The action is immediately performed.

11.2 MRS Log Files



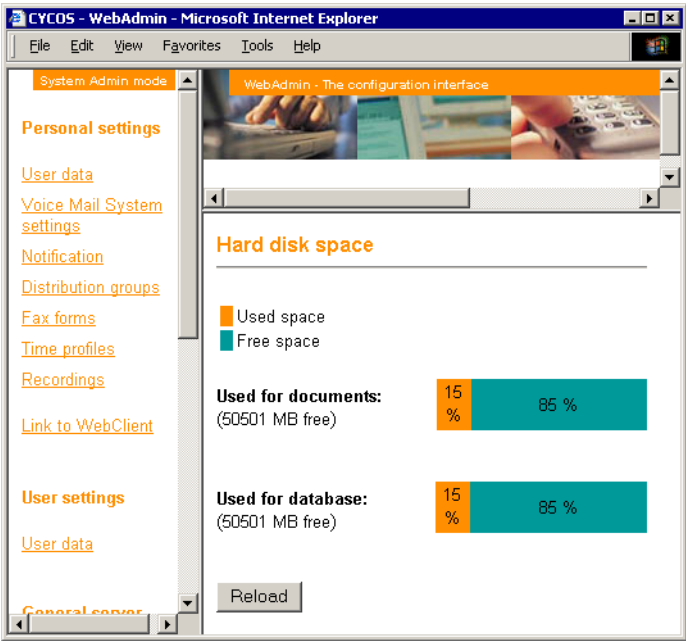
You can use the Web-Administrator to view the log file of the communication server. Besides the current log file you can also access the saved log files.

- The logged data of the file selected in the list box **Available log files** are displayed in the upper portion of the window. Information is given about the timestamp, the corresponding module, the topic, the level of the message. And a descriptive message is given out.
1. Enter the number of lines for the log information you want to display in the line **Number of lines in the file to be searched (backwards)**.
 - According to the log file selected, different topics can be hidden or displayed. The different levels for messages, e.g. error messages or debug messages, can also be hidden or displayed. If no checkbox is activated, all topics and levels are

logged and displayed.

- 2. Hide the topic you do not want to display by clicking the checkbox of the corresponding topic.
- 3. Hide the level you do not want to display by clicking the checkbox of the corresponding level.
- 4. In order to refresh the window, click the checkbox **Refresh automatically every 5 seconds**.

11.3 Hard Disk Capacity



You can have the currently used memory capacity displayed. The information on hard disk capacity refers to the hard disk where documents and the database are stored.

Documents are all message files (voicemail audio files, e-mails and fax documents).

The *database* contains all user data, information on incoming and outgoing messages and further system information.

If required click the **Reload** button to manually update the information displayed in the tab.

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