

Bundesamt für Ernährungssicherheit BAES

User Manual for the Administration of Users and User Rights (EBA)

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1 Introduction

The Austrian Authority for Food Safety (Bundesamt für Ernährungssicherheit, BAES) allows you to appoint one administrator per organisation. The appointed administrator can create and maintain additional employees of the organisation. In particular, the administrator can:

- Create and change access rights.
- Assign and withdraw function rights.

Please note that administrators can only transfer rights which the administrator has been assigned by BAES.

The BAES provides a special application called "Benutzer Administration", in order that the administrator can carry out his tasks.

The functionality of the application is described below.

2 Access

The user and rights administration application is accessible via the BAES e-Services Web portal.

https://eservices.baes.gv.at/

organisati	on: AGES Pflanzenschutzmittel, Spargelfelds	raße, 191, - 🗸 Security Class: 1 Department: AGES Pflanzenschu	ıtzmittel, Spargelfeldstraße, 191, - BAES	
輦	Bundesamt für Ernährungssicherheit	AGES eServices		S 😧 (+ 🔇 DE EN
	 Applications Edit Favorites 	APPLICATIONS		
	 Change Password Refresh 	8. Benutzer Administration	□ More マ	
		\$		
		Pflanzenschutzmittel & Wirkstoffe	Ω More ∨	
	PVP - Standardportal - (c) BMI & LFi	Z - User Portal - 2.0.7 (Build 480)		

Select "Benutzer Administration".

3 Overview of the User Administration

3.1 Header

The entry page of the external user administration is divided into two sections.

In the upper part of the page, the header, the following functions are available:

GERMAN ENGLISH	Back to Portal Contact Imprint Support Logout
Austrian Federal Office for Food Safety Department for Plant Protection Products Spargefieldstraße 191 1220 Wien	Austrian Federal Office for Food Safety BAES
28/05/2024 2:57 PM	
	logged in as planteos.test@ages.at
German/English:	You can switch between German and English by clicking on one of the two words.
Back to Portal:	Use this function to return to the e-Service portal.
Contact:	If you have any questions you can contact us by clicking on "Contact".
Imprint:	You will be forwarded to the imprint of BAES.
Support:	Here you can find the the guideline for the user administration.
Logout:	Via "Logout" you can logout of the user administration and e- Service portal at the same time.

3.2 Workspace

In the lower part, the working area, as administrator you will find an overview of the organisations for which you have authorization. Moreover all users of these organisations and their authorizations are listed in this table.

View - New Edit 🗃 🚮			
Organisation/Login	Displayname	Administrator 🌡	1
> AGES Pflanzenschutzmittel, Spargelfeldstraße, 191, -			
> BAES Testfirma 1a Test			
> BAES Testfirma			
> Testfirma Q1 BAES, Spargelfeldstraße, 191, -			
/ AGES Testfirma fuer Q1, Spargelfeldstraße, 193, -			
dagobert.duck@entenhausen.at	Duck Dagobert	V	
planteos.test@ages.at	Kunigundus Kunibert	V V	

This table is only available in the reading mode. The values in the table can be exported via the Excel icon. With the "Full Screen" button on the right of the Excel icon, the table can be enlarged and displayed in full screen mode.

The individual columns can be sorted by clicking on the column header.

4 Creating new users for (incl. assignment of rights)

With the "new" button in the overview table, new users can be created.

The necessary data for the creation of users should be completed as follows.

4.1 User data

Email/Login				
cess locked				
Firstname				
Lastname				
Gender Unknown V				
onenumber				
View •				
Organisation	Administrator	8.		
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Testfirma Q1 BAES, Spargelfeldstraße, 191, -				
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The following data must be entered:

Email/Login: The email address is the unique identifier of the user. As a user identifier the corresponding personal email address (e.g., Max.Mustermann@xxx.at) has to be entered (please use no functional email address such as office@xxx.at). Please note, that the email address cannot be changed because of the unique identifier of the registered user.

First name: Please enter the first name of the user.

Last name: Please enter the last name of the user.

Additionally, you can also specify the gender and the telephone number of the user.

The function "Access locked" will be explained in more detail in another chapter.

4.2 Assignment of rights and organisations

The assignment of these rights can be carried out by ticking the check boxes for the organisation. The different and multiple rights for the new employee can be added in one step for the different organisations.

It should be noted that only those rights can be assigned to users, for which the administrator himself has authorization.

The following rights are currently available:

Liser Administration Users with this r	Users with this right Administrator Rights.
Liser Administration	Users with this right receive reading and writing access to the application "Benutzer Administration".
e-Service Plant Protection Products	Users with this right receive reading and writing access to the application "Pflanzenschutzmittel & Wirkstoffe".

Note: Rights apply to all procedures of an organisation. It is not possible to provide procedure-specific rights for individual employees.

Note: If you are only registered for one organisation, it is not possible to set rights to different companies.

By clicking "Save" the entries are accepted and you will be forwarded to the overview page with the updated data.

5 Changing data or rights of users

If you want to change the data or rights of users, select a user in the overview list and click on the button "Edit".

anisation/Login \GES Pflanzenschutzmittel, Spargelfeldstraße, 191, -	Displayname			
BAES Testfirma 1a Test				
BAES Testfirma				
festfirma Q1 BAES, Spargelfeldstraße, 191, -				
AGES Testfirma fuer Q1, Spargelfeldstraße, 193, - dagobert.duck@entenhausen.at	Duck Dagobert			
planteos.test@ages.at	Kunigundus Kunibert			
pianteos.testigiages.at	Kunigundus Kunibert			
mail/Login dagobert.duck@entenhausen.at				
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ees locked □ Fistname Dock Gender Unit-com ▼ Organisation Organisat	191, - ube, 193, -			

You can change the user data as well as the assigned rights by ticking on or ticking off of the checkboxes.

Solely the email address field cannot be changed later on because the email address is the unique identifier of a user.

If you have a used a false email address or an email address has changed, please delete the user and create a new one.

5.1 Deleting Users

Users can be deleted by removing **all** the assigned rights. After clicking "Save" a security check pops up. With the confirmation of the safety question the user is deleted and is no longer available in the user management.

5.2 Unlock access

"Disabled access" will be set automatically by the system when the user has

- not logged in the e-Service portal for more than 360 days
- entered the wrong password 10 times

The administrator has the possibility to unlock access again.

6 Additional user settings

Notice to Consultants:

Consultants can be defined as user of the representing organization.

Please note that rights apply to **all** procedures of an organisation unit. A limitation to procedure-specific or product-specific rights is not possible via the user administration.

However, it is possible to give organisations (e.g., consultant agencies) **individual access** permission for specific applications. This has to be specified within the application and is then defined by the authority.

7 Organisation view

In addition to the user view, an organisation view is also available in the user management tool.

In the organisation view is it possible to edit all users and their assigned rights at the same time.

To do this, select an organisation in the overview table and click "Edit".

	Displayname	Administrator		
igned to ORG	Uspayname	Autilitise aco	•15	-
dagobert.duck@entenhausen.at	Duck Dagobert			
planteos.test@ages.at	Kunigundus Kunibert	2		
assigned to ORG				
-				
uni1@ages.at	Kunigundus Kunibert			
uni2@ages.at	Kunigundus Kunibert			
estuser_baes1@ages.at	Kunigundus Kunibert			

7.1 Changing the user rights

In the category "assigned to ORG" all users are displayed that have at least one eService right for the selected organisation.

In the category "not assigned to ORG" only the users are displayed that have at no eService right for the selected organisation.

The rights can now be edited or removed for several or all members of the organisation at the same time.

7.2 Email addresses for notifications about current or completed applications in e-Service "Pflanzenschutzmittel & Wirkstoffe"

In the field "Email addresses for notifications" one or more email addresses (separated by ";") can be listed. In the following events notifications will be sent automatically to the listed email address(es):

- A new procedure has been started.
- A new request was uploaded to the e-Service portal "Pflanzenschutzmittel & Wirkstoffe".
- A procedure has been completed.

Note: Those emails are automatically generated and sent by the system, please do not answer!

There is also the possibility to specify an email address for the different procedures. This procedure is detailed in the manual e-Portal.



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