



# NewgenONE OmniDocs

OSA Web

Administration Guide

Version: 11.3

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# Preface

This administration guide describes the use of the OmniDocs Service Administration (OSA) system. It provides step-by-step instructions for managing the Application Server (App Server) and Storage Management Server (SMS), covering essential tasks such as registering servers and managing cabinets.



The NewgenONE OmniDocs 11.3 product documentation is available at the following locations:

- [Newgen Internal Doc Portal](#) – For Newgen employees.
- [Newgen Partner Portal](#) – For Newgen partners.

## Revision history

Revision date	Description
July 2024	Initial publication

## Intended audience

The guide is intended for system administrators and developers who are responsible for deploying, monitoring, and managing the OmniDocs server. The reader must have basic knowledge of the OmniDocs server. The reader must have the administrative right to manage and configure the OmniDocs server.

# Documentation feedback

To provide feedback or any improvement suggestions on technical documentation, write an email to [docs.feedback@newgensoft.com](mailto:docs.feedback@newgensoft.com).

To help capture your feedback effectively, share the following information in your email:

- Document name
- Version
- Chapter, topic, or section
- Feedback or suggestions

# Introduction

The OSA is designed for the remote administration of two main servers, the App Server and the SMS. OSA allows you to register these servers, create and associate cabinets, and unregister services, among other features. By connecting to the Admin Port of these servers, OSA provides a user-friendly and streamlined experience for efficient server management.

# Getting started

This chapter explains how to access the NewgenONE OmniDocs Service Administration and its interface.

- [Accessing Service Administration](#)
- [Registering a server](#)
- [Exploring Service Administration interface](#)

## Accessing Service Administration

Perform the following steps to access the Service Administration:

1. Open the web browser.
2. Enter the NewgenONE OmniDocs Service Administration URL into the browser address bar in the following format:

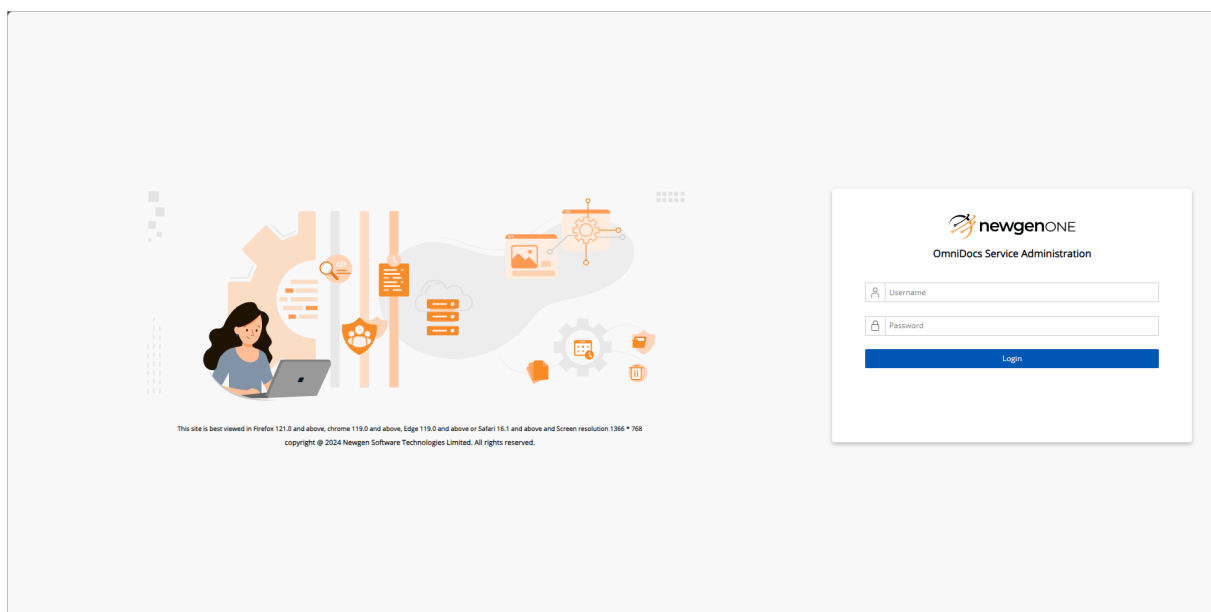
http or https://<domain or IP address>:<Port>/osaweb/home

Here, <domain or IP address> represents the location of the server hosting OmniDocs applications, and <Port> represents the port number on the server where the OmniDocs services are hosted.

For example:

- Using a domain name: http or https://sample.com/osaweb/home
- Using an IP address: http or https://127.0.0.1:8080/osaweb/home

The sign-in page appears:



3. Specify the following details:

Field	Description
Username	Enter your username.
Password	Enter the password associated with the username.



By default, the login ID and password remain *osaadmin* and *osaAdmin@2024*, You must change the password, when you log in for the first time.

4. Click **Login**. On successful login, the NewgenONE OmniDocs Service Administration home screen appears.

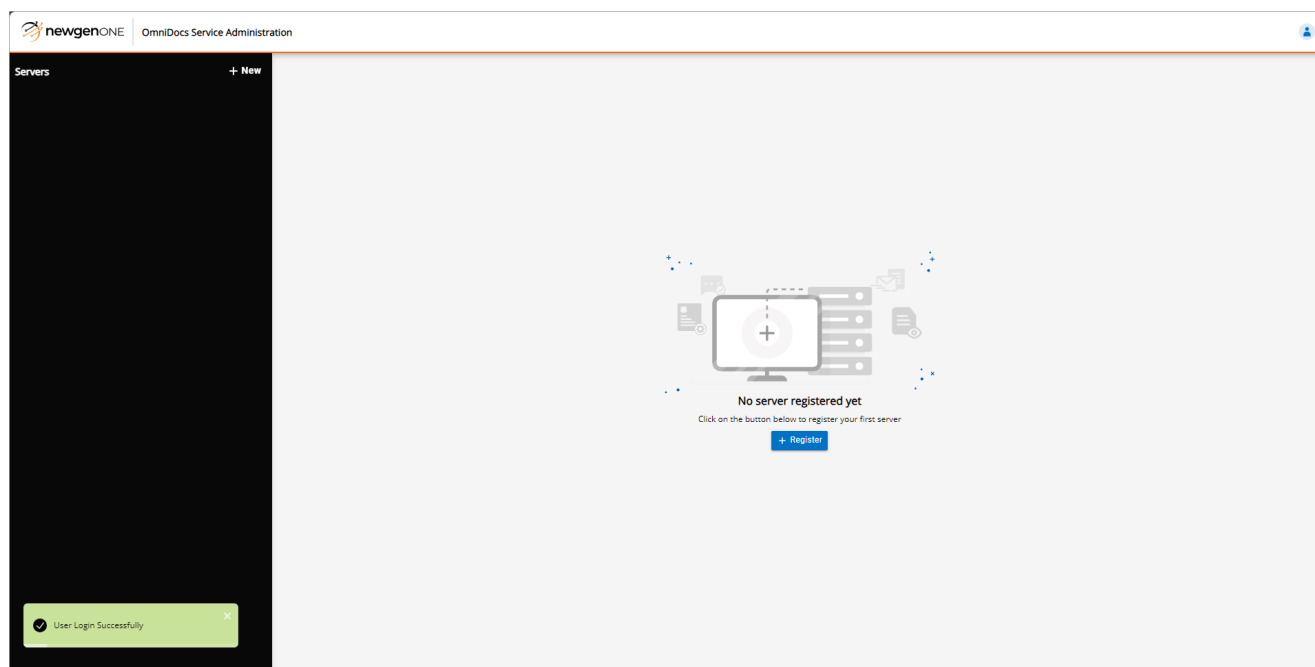


# Registering a server

To register a server, perform the following steps:

1. Click the **Register** button or click **+New** on the upper left pane, the Register New Server dialog appears with the following options:

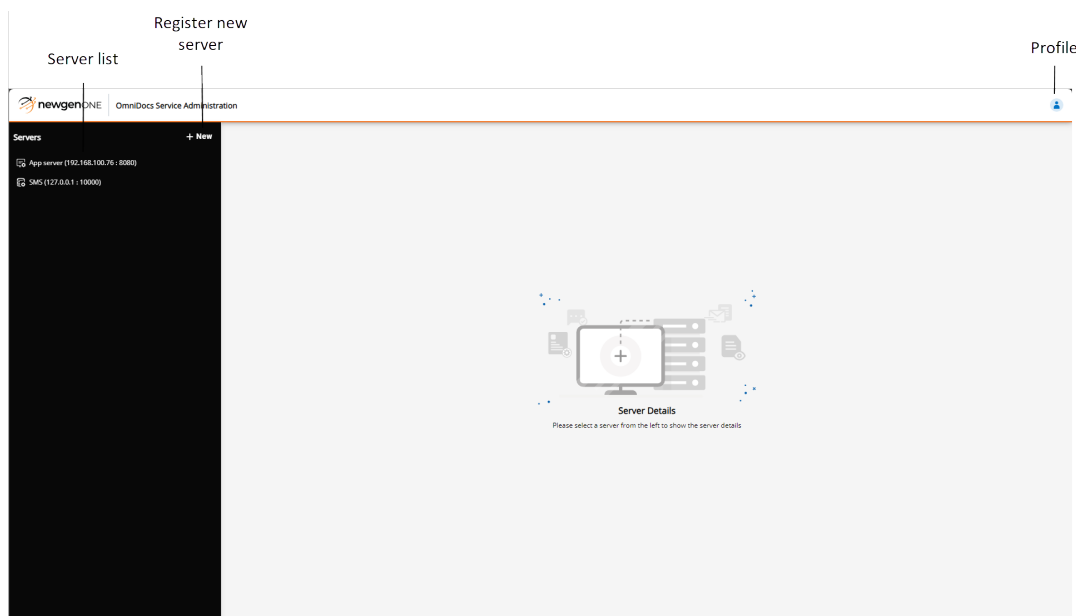
Field	Description
Server Type	Select the type of the server from the Server Type dropdown list.
IP Address	Specify the IP address of the server.
Server Port	Specify the admin port.
Server Name	Enter the server name.



2. Click the **Register** button to register a new server.

# Exploring Service Administration interface

After signing in, if there are already registered servers, the interface appears as follows:



Field	Description
Server list	On the left pane, there is a list of servers displaying the registered servers. To modify a specific server's settings, click the server name in the left pane. This brings up the options for that particular server.
+New	Allows you to register a new server.
Profile	Located in the upper right corner, provides access to profile options.

For more detailed operations, refer to the following pages:

- [Managing App server operations](#)
- [Managing SMS server operations](#)
- [Managing profile options](#)

# Managing App server operations

The Application Server Information page provides details and controls for managing the server.

To perform operations on the App server, perform the following steps:

Click the **App server** from the servers list. The Application Server Information page appears with the following options:

Field	Description
IP Address	Shows you the IP address of the selected server
Server Port	Shows you the server port of the selected server.
Server Name	Shows you the server name of the selected server.
Edit	Allows you to change server properties. For more details, see <a href="#">Modifying server properties</a> .
Create Cabinet	Allows you to create a cabinet. For more details, see <a href="#">Creating a Cabinet</a> .
Associate Cabinet	Allows you to associate the cabinet. For more details, see <a href="#">Associating a Cabinet</a> .
Unregister Server	Allows you to unregister the server.

## Modifying server properties


To modify the server properties, perform the following steps:

1. On the Application Server Information page, Click the **Edit** button. The Change Server Properties dialog appears with the following options:

Field	Description
Batch Size	Allows you to set the number of items processed in a batch.
Threshold Time	Allows you to specify the time limit for certain operations.
Token Expiry Time	Allows you to set the duration a token remains valid.

2. Click **Save** to modify the server properties.

## Managing cabinet actions

Each cabinet in the system features an Actions column with a More Options icon . On clicking these options, various actions can be performed as follows:

Option	Description
Compile Procedures	Compiles the cabinet's procedures. Select this option to compile the procedures.
Upgrade Cabinet	Upgrades the cabinet to the latest version. Select this option to upgrade the cabinet.
Upgrade License	Updates the cabinet's license. Select this option and enter the license key to upgrade.
Unlock User	Unlocks a user account. Select this option and enter the username and password to unlock.
Dissociate Cabinet	Removes the association of the cabinet. Select this option to dissociate the cabinet.
Change Properties	Modifies cabinet properties. Select this option and adjust the query timeout as needed.
Test Cabinet	Tests the functionality of the cabinet. Select this option to test the cabinet.

## Creating a Cabinet

To create a cabinet perform the following steps:

1. On the Application Server Information page, Click **Create Cabinet**. The Create Cabinet dialog appears with the following options:

Field	Description
Cabinet Type	Select the cabinet type that needs to be created from the cabinet type area. The cabinet can be a document database, an image server database, or both.

Field	Description
Database Type	Select the required database type. The types of databases available are <a href="#">MSSQL</a> , <a href="#">Oracle</a> , <a href="#">Postgres</a> , <a href="#">Azure</a> , and <a href="#">OracleRAC</a> .

2. Enter the required information and click **Register** to register the cabinet.

### Creating an MSSQL database cabinet

To create an MSSQL database cabinet, perform the following steps:

1. Choose MSSQL from the Database Type option.
2. Specify the following properties detail:

Field	Description
Cabinet Name	Enter a unique name for the cabinet.
Username	Enter the username for the database
CD Key	Enter the CD key for the user license.
DB Port	Specify the port number for the database.
DB Server IP/Host	Enter the IP address or hostname of the database server.
Password	Enter the password for the database user.
Security Algorithm	Select the required security level from the Security Level dropdown list.

3. Click **Register** to create the MSSQL database cabinet.

### Creating an Oracle database cabinet

To create an Oracle database cabinet, perform the following steps:

1. Choose Oracle from the Database Type option.
2. Specify the following properties detail:

Field	Description
Service Name	Specify the Oracle service name.
Cabinet Name	Enter a unique name for the cabinet.
Username	Enter the username for the database
CD Key	Enter the CD key for the user license.

Field	Description
Service User	Enter the service user name.
DB Port	Specify the port number for the database.
DB Server IP/Host	Enter the IP address or hostname of the database server.
Password	Enter the password for the database user.
Security Algorithm	Select the required security level from the dropdown list.
Service Password	Enter the service password for the database.

3. Click **Register** to create the Oracle database cabinet.

### Creating a Postgres database cabinet

To create a Postgres database cabinet, perform the following steps:

1. Choose Postgres from the Database Type option.
2. Specify the following properties detail:

Field	Description
Cabinet Name	Enter a unique name for the cabinet.
Username	Enter the username for the database
CD Key	Enter the CD key for the user license.
DB Port	Specify the port number for the database.
DB Server IP/Host	Enter the IP address or hostname of the database server.
Password	Enter the password for the database user.
Security Algorithm	Select the required security level from the dropdown list.

3. Click **Register** to create the Postgres database cabinet.

### Creating an Azure database cabinet

To create an Azure database cabinet, perform the following steps:

1. Choose Azure from the Database Type option.
2. Specify the following properties detail:

Field	Description
Cabinet Name	Enter a unique name for the cabinet.

Field	Description
Username	Enter the username for the database
CD Key	Enter the CD key for the user license.
DB Port	Specify the port number for the database.
DB Server IP/Host	Enter the IP address or hostname of the database server.
Password	Enter the password for the database user.
Security Algorithm	Select the required security level from the dropdown list.

3. Click **Register** to create the Azure database cabinet.

### Creating an OracleRAC database cabinet

To create an OracleRAC database cabinet, perform the following steps:

1. Choose OracleRAC from the Database Type option.
2. Specify the following properties detail:

Field	Description
TNS Name	Specify the TNS name.
Cabinet Name	Enter a unique name for the cabinet.
Username	Enter the username for the database
CD Key	Enter the CD key for the user license.
Service User	Enter the service user name.
DB Server IP/Host	Enter the IP address or hostname of the database server.
Password	Enter the password for the database user.
Security Algorithm	Select the required security level from the dropdown list.
Service Password	Enter the service password for the database.

3. Click **Register** to create the OracleRAC database cabinet.

# Associating a Cabinet

To associate the cabinet, perform the following steps:

1. On the Application Server Information page, Click **Associate Cabinet**. The Associate Cabinet dialog appears with the following options:

Field	Description
Cabinet Type	Select the cabinet type that needs to be created from the cabinet type area. The cabinet can be a document database, an image server database, or both.
Database Type	Select the required database type. After selecting the database type, additional options appear according to the selected database. The types of databases available are <a href="#">MSSQL</a> , <a href="#">Oracle</a> , <a href="#">Postgres</a> , <a href="#">Azure</a> , and <a href="#">OracleRAC</a> .

2. Fill in the required information and click **Register** to associate the cabinet.

## Associating an MSSQL database cabinet

To associate an MSSQL database cabinet, perform the following steps:

1. Choose MSSQL from the Database Type option.
2. Specify the following properties detail:

Field	Description
Cabinet Name	Enter the name of the cabinet to be associated.
Username	Enter the username for the database
Query Timeout	Specify the query timeout for the selected cabinet.
DB Server IP/Host	Enter the IP address or hostname of the database server.
Password	Enter the password for the database user.
DB Server Port	Specify the server port number for the database.

3. Click **Register** to associate the MSSQL database cabinet.



## Associating an Oracle database cabinet

To associate an Oracle database cabinet, perform the following steps:

1. Choose Oracle from the Database Type option.
2. Specify the following properties detail:

Field	Description
Service Name	Specify the Oracle service name.
Cabinet Name	Enter the name of the cabinet to be associated.
Username	Enter the username for the database
Query Timeout	Specify the query timeout for the selected cabinet.
DB Server IP/Host	Enter the IP address or hostname of the database server.
Password	Enter the password for the database user.
DB Server Port	Specify the server port number for the database.

3. Click **Register** to associate the Oracle database cabinet.

## Associating a Postgres database cabinet

To associate a Postgres database cabinet, perform the following steps:

1. Choose Postgres from the Database Type option.
2. Specify the following properties detail:

Field	Description
Cabinet Name	Enter the name of the cabinet to be associated.
Username	Enter the username for the database
Query Timeout	Specify the query timeout for the selected cabinet.
DB Server IP/Host	Enter the IP address or hostname of the database server.
Password	Enter the password for the database user.
DB Server Port	Specify the server port number for the database.

3. Click **Register** to associate the Postgres database cabinet.

## Associating an Azure database cabinet

To associate an Azure database cabinet, perform the following steps:

1. Choose Azure from the Database Type option.
2. Specify the following properties detail:

Field	Description
Cabinet Name	Enter the name of the cabinet to be associated.
Username	Enter the username for the database
Query Timeout	Specify the query timeout for the selected cabinet.
DB Server IP/Host	Enter the IP address or hostname of the database server.
Password	Enter the password for the database user.
DB Server Port	Specify the server port number for the database.

3. Click **Register** to associate the Azure database cabinet.

## Associating an OracleRAC database cabinet

To associate an OracleRAC database cabinet, perform the following steps:

1. Choose OracleRAC from the Database Type option.
2. Specify the following properties detail:

Field	Description
TNS Name	Specify the TNS name.
Cabinet Name	Enter the name of the cabinet to be associated.
Username	Enter the username for the database
Query Timeout	Specify the query timeout for the selected cabinet.
DB Server IP/Host	Enter the IP address or hostname of the database server.
Password	Enter the password for the database user.

3. Click **Register** to associate the OracleRAC database cabinet.

# Managing SMS server operations



The SMS Server Information page provides details and controls for managing the server.

To perform operations on the SMS server, click the **SMS** server from the servers list. The SMS Server Information page appears with the following options:

Field	Description
IP Address	Shows you the IP address of the selected server
Server Port	Shows you the server port of the selected server.
Server Name	Shows you the server name of the selected server.
Start	Allows you to start the server.
Stop	Allows you to stop the server.
Unregister Server	Allows you to unregister the server.
Reconnect Server	Allows you to refresh the connected server.
+Add	Allows you to register a new label. For more details, see <a href="#">Registering a new label</a>

## Managing label actions

Once the server is stopped, the Actions buttons get enabled, allowing you to perform the following actions on the labels:

Field	Description
Modify Label 	Allows you to modify the label information. For more details, see <a href="#">Modifying_label</a>
Delete Label 	Allows you to delete the label.

## Modifying label

To modify label information, perform the following steps:

1. Click the modify label icon . The Modify Label dialog appears.

2. Specify the following details:

Field	Description
Label Path	Allows you to change the label path.
Create Directory	Allows you to create or remove the directory.

3. Click **Confirm** to modify the label.

### Registering a new label

To add a new label, perform the following steps:

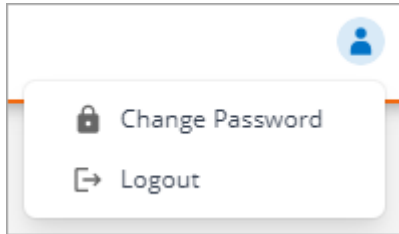
1. Click the **+Add** button. The Add Label dialog appears with the following options:

Field	Description
Label Name	Enter the name of the label.
Label path	Specify the path for the label.
Create directory	Check this box to create a directory.

2. Click **Confirm** to register the new label or **Cancel** to abort the operation.

# Managing profile options

Access and modify your account settings easily with these profile options.



When clicking the profile icon in the right upper corner, the following options are available:

- **Change Password** — Allows you to change the current password. For more details, see [Changing\\_password](#)
- **Logout** — Click to log out from the current session.

## Changing password

To change your password, perform the following steps:

1. Click the User icon.
2. Select Change Password. The Change Password dialog appears.
3. Specify the following details:

Field	Description
Old Password	Enter your current password.
New Password	Enter your new password.
Confirm Password	Confirm your new password.

4. Click **Confirm** to save the new password.