

FORTRA



Globalscape EFT v8.2.0
Web Admin Console User
Guide

Copyright Terms and Conditions

Copyright © Fortra, LLC and its group of companies. All trademarks and registered trademarks are the property of their respective owners.

The content in this document is protected by the Copyright Laws of the United States of America and other countries worldwide. The unauthorized use and/or duplication of this material without express and written permission from Fortra is strictly prohibited. Excerpts and links may be used, provided that full and clear credit is given to Fortra with appropriate and specific direction to the original content.

202404030440

Table of Contents

EFT Web Administration Console	1
Configure EFT to Use Web Admin	1
Logging In to the Web Admin Console	2
Overview	3
User Management	5
View Site and Node Health	11
View Connected Users	12
View Active Automation Rules	12
View Transfers	12

EFT Web Administration Console

The EFT "Web Admin" console allows EFT administrators to manage EFT remotely over the internet. No need to install a separate desktop tool.

Configure EFT to Use Web Admin

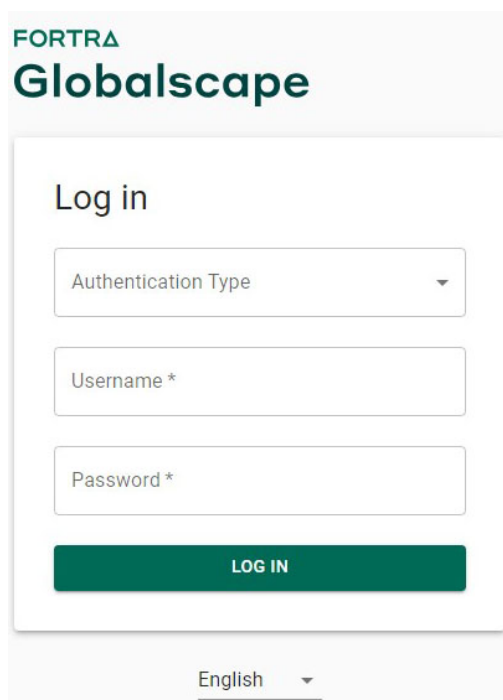
The Web Admin console is based on the REST API, so you must have REST API configured in the EFT administration interface, on the **Server > Administration** tab.

To configure EFT to use the Web Admin

1. Log in to the EFT administration interface, then click the **Server > Administration** tab.
2. Select the **Allow remote administration** check box.
3. Select the **Enable REST API / web admin** check box.
4. In **REST API/ web admin port**, specify the port number if it is different from the default (4450).
5. Select the **Require SSL for remote administration** check box, and create or specify the SSL certificate.
6. In **Administrator Access and Permissions**, select the admin account(s) that need to administer Web Admin, then select the **Web Admin Client** check box, and the **Programmatic API Policy**, and then select **server_full_access**.
7. Click **Apply** to save these settings.

Logging In to the Web Admin Console

Web Admin is a browser app. You do not have to log in to EFT to access Web Admin. The EFT administrator must ensure that the EFT server service is running and should have [Configured EFT to Use Web Admin](#) in the EFT administration interface, on the **Server > Administration** tab.



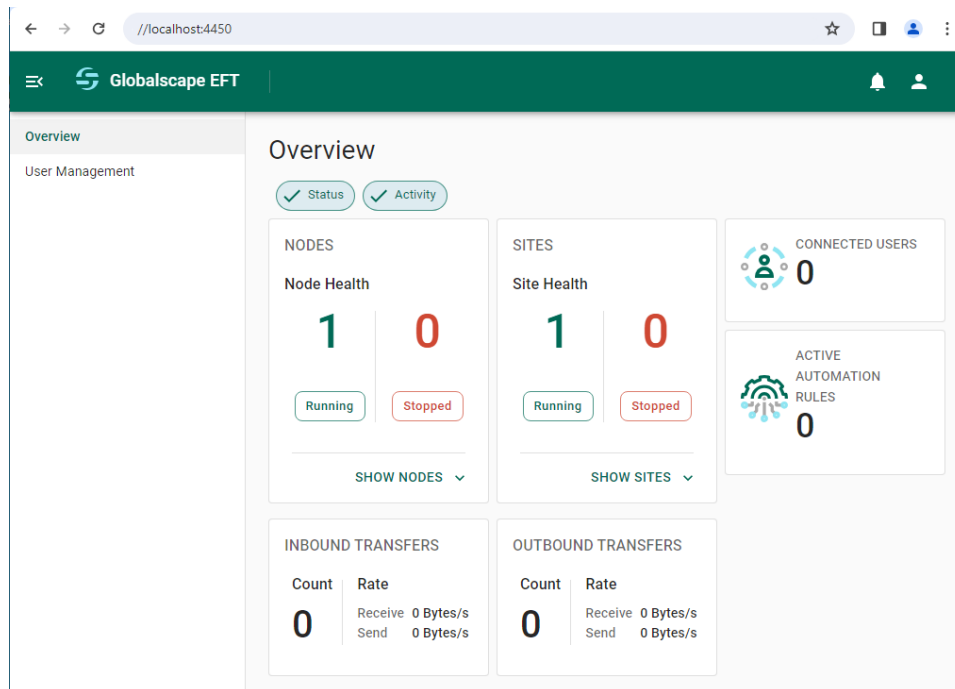
The screenshot shows the login interface for the Fortra Globalscape Web Admin Console. At the top left, the logo "FORTRA Globalscape" is displayed. Below the logo is a "Log in" section containing a dropdown menu for "Authentication Type", a text input field for "Username *", and a text input field for "Password *". A green "LOG IN" button is positioned below the password field. At the bottom of the form, there is a language selection dropdown menu currently set to "English".

To log in to Web Admin

1. Open a browser and go to the *server: port* provided to you by your EFT admin. (For example, on the EFT computer, [https://localhost: 4450](https://localhost:4450).) The **Log In** dialog box appears.
2. Specify your **Authentication type**: EFT Authentication or Active Directory.
3. Provide the username and password of an EFT server administrator account.
4. Click **Log In**.
5. The Web Admin **Home** page appears.

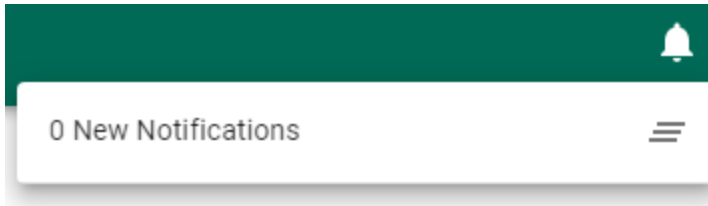
Overview


The Web Admin **Overview** page displays information about EFT and its [Sites](#), [Nodes](#), [transfers](#), [automation rules](#), and [users](#).

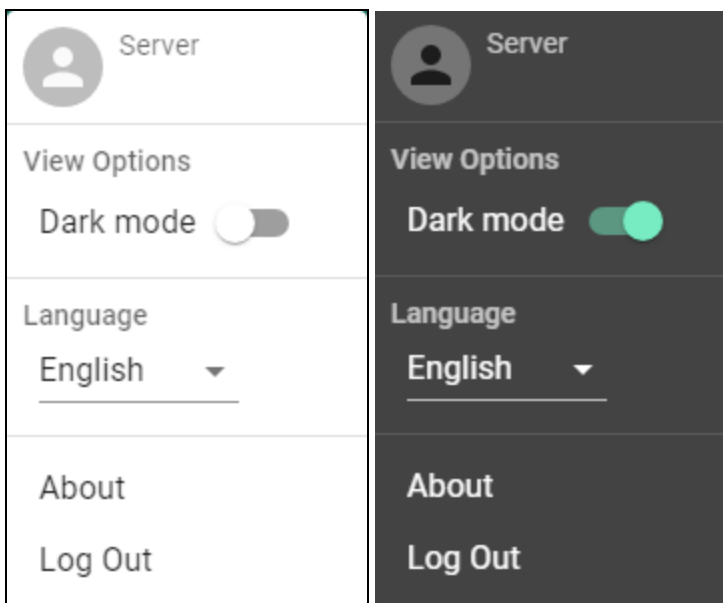


- The **Overview** page displays information about the server and sites that you have configured in EFT, depending on the administrator account type.
 - Server level admin - can see everything
 - Site level admin - nodes widget is gone; you see counts only for resources you have permission to
 - Any other level admin - home page is not available; immediately redirected to user management; option on left menu for **Overview** disappears
 - The widgets refresh every 30 seconds. (Hard-coded, cannot be changed.)
 - The icon in the upper left corner of the title bar allows you to close or open the left menu.

- The **Sites** menu allows you to specify a Site to monitor when you have multiple Sites defined in EFT.
- The bell icon opens the notifications panel:

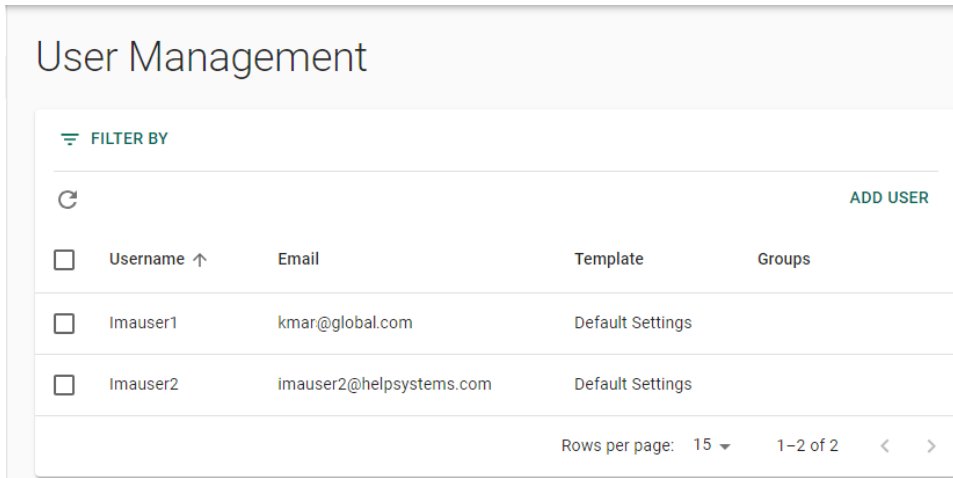


- The user icon  opens a drop-down menu to view:
 - Username of the logged in user (you)
 - **View Options** - Dark or light theme
 - **Language** - Languages supported as of v8.2 include English, Spanish (Castilian), German, French (Standard). The WAC defaults to English when you first log in. Then it will always pull from local storage. For example, if you set it to German, it will still be in German the next time you log in (on the same browser).
 - **About** - Version number of Web Admin and copyright notice
 - **Log Out**



User Management

The **User Management** page displays information about defined user accounts, and allows you to [add](#), [edit](#), and [delete](#) users.



To create a user


1. Click **Add User**. The **Add User to [MySite]** dialog box appears. ("MySite" is replaced with name of your site.)
2. Specify the **User Template** to which you will assign this new user. Templates are defined in EFT. (Default Settings and Guest Users are created at installation of EFT.)
3. Provide a **Username**, **Password**, and **Email** address for the account.
4. Select the **Email login credentials to this user** check box to send the user their credentials.
5. **Grant FULL permission to this user in their home folder** is selected by default. (If you do not grant users full permissions to their home folders, they will inherit their Group's permissions.)

- New users are automatically members of the **All Users** group. In the **Group Membership** drop-down list, you can (optionally) add them to the **Administrators** group and /or the **Guests** group. (This setting is separate from the **Guests** User Settings Template.)

6. The new user will appear on the **User Management** page.

NOTE: The following characters are NOT supported in the username: { } | [] \ < > / : ; " ' * + = Username length is limited to 149 characters. The email address box cannot contain more than 255 characters.

To edit a user

1. Select the check box on the user's row, then click **Edit** or click the **Edit** icon . The **Edit User** [username] dialog box appears.
2. On the **General** tab, edit the properties of this user, as needed, then click **Edit User** to apply.
3. Click the **Details** tab. On the **Details** tab, you can add or edit information about the user, such as full name, and phone number. (Similar to **User Account Details** in the EFT administration interface.)
4. On the **Security** tab, you can specify if the user is subject to GDPR rules, and whether they consented to the Privacy Policy or Terms of Service. The **Inactivity cleanup** option allows you to **Disable** or **Remove** a user account if they have had a certain number of days of inactivity.
5. The **Network Usage Limits** tab enables you to configure specific limits for this user, or keep the setting from EFT from their User Settings Template. The crossed-out link icon represents whether the limit is inherited or not. If you want to keep the setting in EFT, do not select the icon (The slash will go away and the link will change color.)

Add User to MySite

User Template: **Default Settings**

Username *

Password * 🔒 🔇

Email

Email login credentials to this user

ADDITIONAL DETAILS

Home Folder: **/Usr/<%USER.LOGIN%>/**
Variables: %USER.FULL_NAME%, %USER.LOGIN%, %USER.EMAIL%

Make the home folder the default ROOT folder for this user (recommended)

Grant FULL permissions to this user in their home folder

Group Membership: **Users are automatically members of the All Users group**

CANCEL **ADD USER**

Edit User Imauser2

GENERAL DETAILS SECURITY NETWORK USAGE LIMITS

Enabled Expire on: **07/27/2023**

User Template: **Default Settings**

Home Folder: **/Usr/Imauser2/**
Variables: %USER.FULL_NAME%, %USER.LOGIN%, %USER.EMAIL%

Make the home folder the default ROOT folder for this user (recommended)

Group Membership: **Users are automatically members of the All Users group**

CANCEL **EDIT USER**

Edit User Imauser2

GENERAL **DETAILS** SECURITY NETWORK USAGE LIMITS

Full Name

Company Name

Description

Email: **imauser2@helpsystems.com** DUNS

Phone Mobile

Pager Fax

Partner ID

Custom 1

Custom 2

Custom 3

Comments

CANCEL **EDIT USER**

Edit User Imauser2

GENERAL DETAILS **SECURITY** NETWORK USAGE LIMITS

Inactivity cleanup Action: **Disable** Days of inactivity: **90**

User data is subject to GDPR: **Unknown**

User consent to Privacy Policy (PP): **Unknown**

User agreement to Terms of Service (ToS): **Unknown**

CANCEL **EDIT USER**

Edit User Imauser2

GENERAL DETAILS SECURITY **NETWORK USAGE LIMITS**

Max transfer speed (kbps):

Connection timeout (seconds):

Max connections per user:

Max connections from same IP:

Uploads per session:

Downloads per session:

Max upload size (KB):

Max download size (KB):

CANCEL EDIT USER

6. After making changes to any tab, click **Edit User** to save the settings.

To delete a user

NOTE: Specifying to remove the user and their home folder is permanent; the user is also removed from EFT, not just the Web Admin interface.

1. Select the check box on the user's row, then click **Delete**. The **Delete User** dialog box appears.

Delete User

Removing this user and home folder is permanent and cannot be undone.

Selected user (Imauser1)

Selected user and their home folder

CANCEL DELETE

2. Specify whether to delete only the selected user, or the user and their home folder.
3. Click **Delete** to apply.

Select a username check box, then click the three vertical dots to view other options.

User Management

≡ FILTER BY

1 Selected EDIT DELETE ⋮

<input type="checkbox"/>	Username ↑	Email	Template	Groups
<input checked="" type="checkbox"/>	AS2InboundPartner		Guest Users	
<input type="checkbox"/>	Imauser1	kmar@global.com	Default Settings	

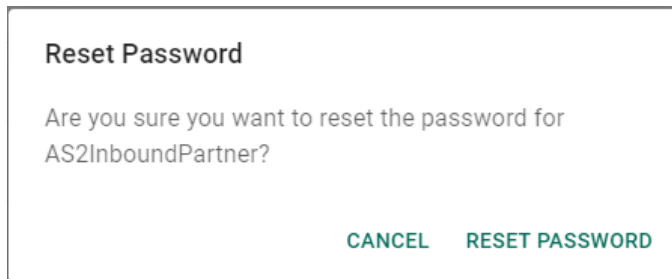
Rows per page: 15 ▾ 1-

- Reset Password
- Enable
- Disable
- Kick
- Unlock
- Rename

Using this drop-down menu, you can reset the user account password, enable the account, disable the account, kick the user off of EFT, unlock the account, or rename the account.

1. Select the user for whom you want to reset the password.
2. Click the three vertical dots, then click the action that you want to do to the account:

- a. **Reset Password** - In the **Rest Password** dialog box, click **Reset Password**.



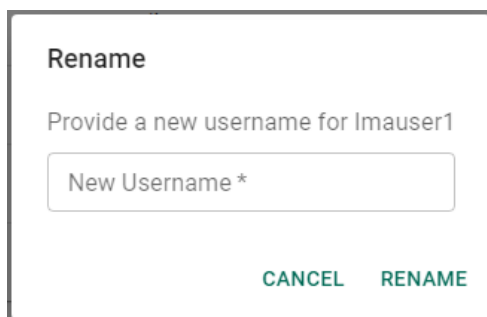
Reset Password

Are you sure you want to reset the password for AS2InboundPartner?

CANCEL RESET PASSWORD

NOTE: If there is no email associated with the account, the password cannot be reset. Always add the user password to the account when you create the account. In the case of a missing email address, you will have to log in to the EFT Administration interface to add the email address and change the password.

- b. **Rename** - In the **Rename** dialog box, provide a new username, then click RENAME.



Rename

Provide a new username for lmauser1

New Username *

CANCEL RENAME

- c. **Enable** - If an account has become disabled because of expired Workspaces links (for example), click **Enable**.
- d. **Disable** - If an account needs to be disabled (such as an inactive account), you can disable it here.
- e. **Kick** - Use **Kick** if you want to manually disconnect a user from EFT.
- f. **Unlock** - A user account can be locked out from too many invalid password attempts. Click **Unlock** to unlock their account.

NOTE: You can change the lockout parameters on the **Settings Template > Security** tab **Invalid login options**. The default is to lockout the account for 30 minutes after 5 invalid attempts in 5 minutes. (Maybe reset the account password also.)

View Site and Node Health

You can view the Site and Node health on the **Overview** page.

To view Site or Node health

- Click **SHOW NODES** or **SHOW SITES**.

The menu will expand to display the Nodes/Sites on the server and if they are running or stopped.

Overview

Status
 Activity

NODES

Node Health

1

0

Running Stopped

SHOW NODES ^

Node	Status
WIN-IS3A68C0	Running

SITES

Site Health

1

0

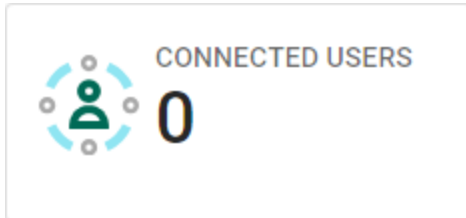
Running Stopped

SHOW SITES ^

Site	Status
MySite	Running

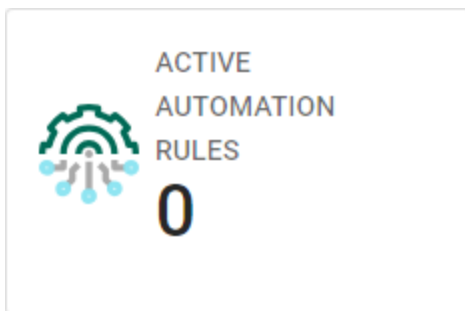
View Connected Users

The **Overview** page displays the number of connected users.



View Active Automation Rules

The **Overview** page displays the number of active automation rules.



View Transfers

The **Overview** page displays the number of and transfer speed of inbound and outbound transfers received and sent.

