

**Oracle® Beehive Administration Console**

On-Line Help

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Oracle Beehive Administration Console On-Line Help, Release 1 (1.3)

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# Preface

## Audience

This document is intended for Oracle Beehive Release 1 (1.3) administrators and any other person charged with overseeing one or more aspects of an Oracle Beehive deployment.

## Documentation Accessibility

Our goal is to make Oracle products, services, and supporting documentation accessible, with good usability, to the disabled community. To that end, our documentation includes features that make information available to users of assistive technology. This documentation is available in HTML format, and contains markup to facilitate access by the disabled community. Accessibility standards will continue to evolve over time, and Oracle is actively engaged with other market-leading technology vendors to address technical obstacles so that our documentation can be accessible to all of our customers. For more information, visit the Oracle Accessibility Program Web site at <http://www.oracle.com/accessibility/>.

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## Related Documents

For more information, see the following documents in the Oracle Beehive Release 1 (1.3) documentation set:

- *Oracle Beehive Administrator's Guide*
- *Oracle Beehive Administrator's Reference Guide*
- *Oracle Beehive Release Notes*

## Conventions

The following text conventions are used in this document:

Convention	Meaning
<b>boldface</b>	Boldface type indicates graphical user interface elements associated with an action, or terms defined in text or the glossary.
<i>italic</i>	Italic type indicates book titles, emphasis, or placeholder variables for which you supply particular values.
<code>monospace</code>	Monospace type indicates commands within a paragraph, URLs, code in examples, text that appears on the screen, or text that you enter.



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# Getting Started

## What is Oracle Beehive Administration Console?

Oracle Beehive Administration Console, also known as Oracle Beekeeper, is a web-based application that allows you to manage your Oracle Beehive deployment using an intuitive, user-friendly interface. Using Oracle Beehive Administration Console, you can provision users, view your deployment topology, set role definitions, manage Oracle Beehive services, and administer many other aspects of your Oracle Beehive deployment.

## Oracle Beehive Administration Console and Security

For security reasons, Oracle strongly recommends using SSL encryption in your Oracle Beehive Administration Console installation.



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## Managing Your System

This module describes how to manage your Oracle Beehive system using Oracle Beehive Administration Console, and includes the following sections:

- [Topology](#)
- [Configuration](#)
- [Metrics Dashboard](#)
- [Log Viewer](#)
- [External Directories](#)
- [Client Applications](#)
- [Coexistence](#)

### Topology

The Topology module allows you to stop and start individual Oracle Beehive services, while providing you with a broad view of your deployment topology.

### Configuration

The Configuration module allows you to verify, activate, and clear changes made to system objects such as sites, servers, services, and Oracle Application Server Containers for J2EE (OC4J) instances.

### Active Configuration

The currently running Oracle Beehive configuration is known as the *active configuration*.

#### To view the active configuration version:

In the **System** panel, select **Configuration**. The Configuration pane appears in the right-side of the screen. The version number is displayed in the **Active Configuration** section.

### Proposed Configuration

A saved Oracle Beehive configuration that has not yet been activated is known as the *proposed configuration*. You can view the proposed configuration version number in the **Proposed Configuration** section of the **Configuration** pane.

### Validating a Proposed Configuration

Before *activating* a proposed configuration, you must *validate* it to ensure that there are no errors.

#### To validate a proposed configuration:

1. In the **System** panel, select **Configuration**.
2. In the **Proposed Configuration** section, click **Validate**.
3. If your proposed configuration is validated, click **OK**. If the proposed configuration is not successfully validated, any management or configuration errors are displayed in a message box. You cannot activate a proposed configuration until you correct your validation errors.

### Activating a Proposed Configuration

#### To activate a proposed configuration:

1. In the **System** panel, select **Configuration**.
2. In the **Proposed Configuration** section, click **Activate**. The system will confirm that the proposed configuration was successfully activated.
3. Click **OK**.

### Deleting a Proposed Configuration

After you have deleted all proposed configurations, the proposed configuration becomes identical to the currently running configuration.

#### To delete a proposed configuration:

1. In the **System** panel, select **Configuration**.
2. In the **Proposed Configuration** section, click **Clear**. The system will confirm that all proposed configurations have been deleted.
3. Click **OK**.

## Metrics Dashboard

Using the Metrics Dashboard module, you can monitor Oracle Beehive availability, performance, and usage, for one or more services.

### Adding Metrics

#### To add metrics to your dashboard:

1. Click **New**.
2. From the **Services** pull-down menu, select an Oracle Beehive service to be monitored.
3. Select one or more metrics using the check boxes in the **Metrics** list. Alternatively, select the **All** check box to add every metric for the Oracle Beehive service you have chosen.
4. In the **Scope** section, select a scope for the metrics.
5. Click **OK**.

## Filtering Metrics

Using the options in the **View** menu, you can filter the main metrics view based on scope and metric type. You can also display metrics in a table view or box view.

## Log Viewer

The Log Viewer module allows you to search Oracle Beehive logs to monitor performance and gauge the overall stability of your Oracle Beehive installation.

### Searching for Log Entries

#### To search for log entries:

1. Enter the search string in the **Find** field. You can perform a search using one or more of the following attributes:
  - Date Range
  - Severity
  - Message Text
  - Beehive Error Code
  - Message Group
  - Hostname
  - Component ID
  - Beehive Component ID
  - Beehive Component Name
  - Logon Record ID
  - Principal ID
  - Organization ID
  - Module ID
  - Instance ID
  - Thread ID
  - Process ID
  - User ID
  - Error Instance ID
  - Execution Context ID

For more information, see [Performing Simple Searches](#).

2. Click the **Search** icon.
3. Click **x** to reset the **Log Viewer** pane and repeat the search with a new string.

Alternatively, perform an advanced search by following the steps described in [Performing Advanced Searches](#).

## Viewing Your Search Results

Using the options in the **View** menu, you can control which attributes are displayed as columns for your search results.

Clicking a column header will sort your search results by that attribute.

## Exporting Log Entries

You can export individual log entries in an XML format.

To export a log entry, select it in the **Log Viewer** window and click **Export**.  
Alternatively, select multiple log entries while holding down **Ctrl** and click **Export**.

You can also create a temporary snapshot of part of your search results by selecting multiple log entries and clicking **New**.

## External Directories

You can configure the User Directory Service (UDS) for integration with supported external user directory servers. You can also configure the Authentication Service to leverage the same external user directories for authentication attributes such as user names and passwords.

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**Caution:** If you are using an external user directory, you cannot use Oracle Beehive to create users directly. When you set up an external user directory, any existing users you have created directly in Oracle Beehive will be deleted.

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For more information, consult the "Integrating and Synchronizing LDAP with Oracle Beehive" module of the *Oracle Beehive Installation Guide*.

## Client Applications

The Client Application module allows you to manage applications in the application repository.

Clicking **Client Applications** in the **System** pane brings up the application tree view, which lists the following details for each application:

- Name
- Vendor
- Application version
- Supported device type
- Supported operating system
- Supported processor
- Supported languages

Selecting an application brings up the detail area for the application.

Clicking + next to an application displays all versions for the selected application.  
Selecting an application version brings up a read-only detail area for the version.

## Filtering the Application List

Using the options in the **View** menu, you can filter items in the **Client Applications** window by type, device class, processor, or operating system. You can also choose to view all applications or only installable applications in the repository.

## Displaying Patch Set Files

Clicking + next to an application version displays all installable applications for the version. By default, the base application is always listed as patch 0 and cannot be provisioned. Dynamic installable applications are shown under the base application, while static installable applications are nested in the patch set they represent.

## Static and Dynamic Installable Applications

*A static installable application points to a specific patch set. A dynamic installable application points to the latest patch set for a given application version.*

## Deleting Applications, Versions, or Patch Sets

To delete an application, version, or patch set from the repository, select it in the **Client Applications** window, click **Delete**, and click **OK** to confirm the deletion. Deleting an item deletes all nested application versions and patch sets. If you want to delete an item that contains an installable application, you must manually delete the installable application before deleting the parent item.

## Uploading Applications to the Repository

**To upload an application to the repository:**

1. From the **Actions** menu, select **Upload**.
2. Click **Browse**.
3. Select an appropriate package in .zip format and click **Open**.
4. Click **Upload**.
5. Optionally, repeat steps 2 through 4 to upload additional applications.
6. Click **Close** to return to the **Client Applications** window.

## Creating Static Installable Applications

You can create a static installable application from a selected patch-set, or from an existing static installable application. For more information, see [Static and Dynamic Installable Applications](#).

**To create a static installable application:**

1. In the **Client Applications** window, select the patch-set for the desired application. Alternatively, select an existing installable application.
2. Click **New**.
3. Enter a name for the installable application in the **Installable Name** field.
4. Click **Yes**.

## Creating Dynamic Installable Applications

You can create a dynamic installable application when an application version is selected and no dynamic installable application exists for the selected version. For more information, see [Static and Dynamic Installable Applications](#).

### To create a dynamic installable application:

1. In the **Client Applications** window, select an application version for which no dynamic installable application currently exists.
2. Click **New**.
3. Enter a name for the installable application in the **Installable Name** field.
4. Click **Yes**.

## Provisioning Installable Applications

You can provision installable applications for organizations within your enterprise or your entire enterprise.

### To provision an installable application:

1. In the **Client Applications** window, select the installable application.
2. Click the **Provisioning** tab.
3. Click **Add**.
4. To provision the installable application for your entire enterprise, select your enterprise from the list and click **>**. Alternatively, select your enterprise, click the **View Organizations** icon, select an organization from the list, and click **>**.
5. Click **Add**.
6. Click **Apply** to save your changes.

## Coexistence

To implement the Oracle Beehive coexistence solution, you must add and configure coexistence connectors based on the requirements of your deployment. Typically, there is one connector between each Oracle Beehive server and Microsoft Exchange Server routing group.



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## Managing Enterprises

This module contains describes how to manage Oracle Beehive enterprises using Oracle Beehive Administration Console, and includes the following sections:

- [About Entities, Actors, and Artifacts](#)
- [Managing Workspace Quotas](#)
- [Searching in Oracle Beehive Administration Console](#)
- [Managing Users](#)
- [Managing Groups](#)
- [Managing Resources](#)
- [Managing Devices](#)
- [Managing Roles](#)
- [Managing Categories](#)
- [Managing Audit](#)

### About Entities, Actors, and Artifacts

- An *entity* is an object in Oracle Beehive, such as a service, user, workspace, or artifact. In essence, every object in Oracle Beehive is an entity.
- An *actor* is an entity, such as a user, group, or service, that acts upon other entities.
- An *artifact* is a type of entity that users can view, create, modify, or delete. Artifacts are the results of communications and other collaborative activities, and include e-mail messages, meeting entries, online discussions, and documents.

### Managing Workspace Quotas

You can control the maximum disk space allowed for workspaces in your enterprise.

**To manage workspace quotas for your entire enterprise:**

1. From the **Enterprises** panel, click **Manage Enterprises**.
2. In the **Manage Enterprises** window, select your enterprise.
3. Click the **Quota Settings** tab.
4. Set specific quota limits for each type of quota. By default, each quota type is set to **Unlimited**.

- **Hard Quota:** Set the total disk space allocated to your enterprise.
  - **Sub-Organizations Hard Quota:** Set the default disk space allocated to each sub-organization within your enterprise.
  - **Team Workspace Hard Quota:** Set the default disk space allocated to each team workspace within your enterprise.
  - **Personal Workspace Hard Quota:** Set the default disk space allocated to each personal workspace within your enterprise.
  - **Team Workspace Soft Quota:** Set the default quota level at which a warning event is created for each team workspace within your enterprise.
  - **Personal Workspace Soft Quota:** Set the default quota level at which a warning event is created for each personal workspace within your enterprise.
5. Click **Apply** to save your changes to the quota settings. Alternatively, click **Reset** to discard your changes.

**To manage quota for a single workspace:**

1. From the **Enterprises** panel, click the name of your enterprise.
2. In the **Manage Enterprises** window, select a workspace.
3. Click the **Quota Settings** tab.
4. Set specific limits for hard and soft quotas. By default, each quota type is set to **Unlimited**.
5. Click **Apply** to save your changes to the quota settings. Alternatively, click **Reset** to discard your changes.

## Searching in Oracle Beehive Administration Console

You can enter search strings in the **Find** field in the top-right corner of the main window to search for entities in Oracle Beehive Administration Console. Alternatively, you can use the **Advanced Search** dialog box to perform searches.

Searches in Oracle Beehive Administration Console are not case-sensitive.

### Performing Simple Searches

In its most basic form, a search consists of an attribute, a keyword, and a match operator. An attribute is the criterion by which you intend to search for one or more Oracle Beehive entities. A keyword is the value for which you want to search. Generally, the match operator is **:**, which instructs Oracle Beehive Administration Console to return all results for the searched attribute containing the given keyword.

You perform a simple search by entering search strings in the **Find** field and clicking the **Search** icon to begin your search.

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**Examples:** To perform a search for all users with the word 'developer' in their job titles, you would enter `title:developer` in the **Find** field. Alternatively, to search for all members of the accounting department, you would enter `department:accounting` in the **Find** field.

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## Complex Search Syntax

Oracle Beehive Administration Console supports boolean expressions, nested predicates with parentheses, and the predefined attributes **ANY** and **ALL**.

- Using the **ANY** attribute matches the keyword or keyphrase against *any* of the relevant search attributes.
- Using the **ALL** attribute matches the keyword or keyphrase against *all* of the relevant search attributes.

If you want to specify multiple keywords for a given search, you must enclose them in double quotation marks. Multiple keywords in double quotation marks constitute a *keyphrase*.

Boolean Operator	Oracle Beehive Administration Console Symbol
contains	:
AND	&&
OR	
NOT	!

### Example 3–1 Complex Syntax

In the **Find** field, enter the following text:

```
(givenname:john && familyname:coetzee) || (givenname:jamaica && familyname:kincaid)
```

Your search would return the following results:

- Any user whose given name was John *and* whose family name was Coetzee
- Any user whose given name was Jamaica *and* whose family name was Kincaid

## Performing Advanced Searches

### To perform an advanced search:

1. Click the **Advanced Search** icon to launch the **Advanced Search** dialog box.
2. From the **Add** pull-down menu, select an attribute and click **+**.
3. Enter a word or part of a word in the field provided. To search for entities with an attribute containing the word you entered, select **contains** from the attribute's pull-down menu. Alternatively, to search for entities with an attribute that does not contain the word you entered, select **does not contain** from the attribute's pull-down menu.
4. Optionally, repeat steps 2 and 3 to search for entities using more than one attribute.
5. If you are searching using multiple attributes, select **All** to ensure that your search returns only entities that match all the attributes by which you are searching. Alternatively, select **Any** to ensure that your search returns entities that match any of the attributes by which you are searching.
6. If you want to delete any attribute search you have created, click **x** next to the attribute field.

7. Click **Search**. Your results are displayed in the main window behind the **Advanced Search** dialog box.
8. Click **Close** to return to the main window.

## Managing Users

A user, also referred to as an actor, is an entity that can act on other entities. Users can be assigned to groups, provisioned for services, and authorized to perform tasks and services.

All users are part of the enterprise directory, which is managed by the User Directory Service (UDS).

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**Note:** If you have configured Oracle Beehive to use an external directory server, you cannot create or modify users using Oracle Beehive Administration Console.

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## Creating Users

### To create a user:

1. In the **Enterprises** panel, expand the **Manage Enterprises** navigation tree.
2. Click **Users**.
3. From the menu bar, click **New**.
4. Click one of the tabs and enter user information:
  - **General:** Enter basic information such as first name and family name, time zone, user name, and password. You must provide a family name and a user name for the user.
  - **Business:** Enter official information such as company, organization, department, job title, and manager.
  - **Contact Info:** Enter contact information such as e-mail, phone, fax, and instant message address. You can also add or remove entries for each type of contact information using the + and x buttons. You can also select a primary entry from among the multiple entries for each contact information field, and categorize each contact information field under the **Business**, **Personal**, or **Other** category.
  - **Groups:** Lists the group or groups to which a user belongs. To add the user to a group, click **Add**, enter a name or part of a name in the **Find** field, and click the search icon to return a list of groups. Select a group from the list and click **Add**. Alternatively, hold down **Ctrl** to select multiple groups, and click **Add**. For more information, see [Managing Groups](#).
  - **Roles:** Lists the role or roles assigned to the user. To assign a role to the user, click **Add**. Select a role from the list and click **Add**. Alternatively, hold down **Ctrl** to select multiple roles, and click **Add**. For more information, see [Managing Roles](#).
5. Click **Save & Close** to create the user and close the **New User** dialog box. Alternatively, click **Apply** to create the user without closing the dialog box.

## Modifying Users

### To modify information about a user:

1. In the **Enterprises** panel, expand the **Manage Enterprises** navigation tree.
2. Click **Users**.
3. From the displayed list of users, select the user you want to modify.
4. From the menu bar, select **Actions**, then **Open**.
5. Update any or all user information. For more information, see [Creating Users](#).
6. Click **Save & Close** to save your changes and close the dialog box. Alternatively, click **Apply** to save your changes without closing the dialog box.

## Deleting Users

### To delete a user:

1. In the **Enterprises** panel, expand the **Manage Enterprises** navigation tree.
2. Click **Users**.
3. From the displayed list of users, select the user you want to delete.
4. Click **Delete**.
5. Click **Yes** to confirm the deletion.

## Searching for Users

### To search for one or more users:

1. In the **Users** pane, enter the search string in the **Find** field. You can perform a search using one or more of the following attributes:
  - Status
  - FamilyName
  - GivenName
  - MiddleName
  - Nickname
  - Email
  - Title
  - Office
  - Department
  - Company
  - Profession
  - Manager
  - Organization
  - TimeZone

For more information, see [Performing Simple Searches](#).

2. Click the **Search** icon.
3. Click **x** to reset the **Users** pane and repeat the search with a new string.

Alternatively, perform an advanced search by following the steps described in [Performing Advanced Searches](#).

## Managing Groups

An Oracle Beehive group is a defined collection of users or resources (or some combination thereof) that are related based on a line of business, a project, or another common association.

### About Groups

Oracle Beehive provides the following group types:

- **Static groups** have explicit member lists. You must manually add and remove members from static groups.
- **Dynamic groups** have memberships defined by a query, so that users fitting whatever criteria is being queried are automatically made members. Dynamic group queries are based on any combination of user attributes, properties, or addresses.

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**Example:** All users with a particular manager could belong to a dynamic group defined by a query against the **Manager** attribute of user accounts. Whenever a user's manager attribute is changed to that particular manager, that user is automatically added to the group. Likewise, whenever a user's manager attribute changes (the user switches to a different manager), that user is automatically removed from the group.

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### Creating Static Groups

**To create a static group:**

1. From the **New** pull-down menu, select **Static Group**. The **New Static Group** pop-up will open in a separate window.
2. On the **General** tab, enter a unique name for the group. Optionally, enter a brief group description.
3. Optionally, click the **Contact Info** tab and provide contact information for the group.
4. Click the **Members** tab.
5. Click **+**.
6. Enter a name or part of a name in the **Find** field and click the search icon to return a list of results.
7. Select a user from the list and click **Add**. Alternatively, hold down **Ctrl** to select multiple users, and click **Add**.
8. Click **Save & Close** to create the static group.

## Creating Dynamic Groups

### To create a dynamic group:

1. From the **New** pull-down menu, select **Dynamic Group**. The **New Dynamic Group** pop-up will open in a separate window.
2. On the **General** tab, enter a unique name for the group. Optionally, enter a brief group description.
3. In the **Query** section, select one or more attributes to define your membership, and provide a value and operator for each attribute you choose. You can add members using any of the following attributes:
  - Family name
  - Given name
  - Middle name
  - Nickname
  - E-mail address
  - Title
  - Office
  - Department
  - Company
  - Profession
  - Manager
  - Type (Enterprise or Extended Enterprise)

---

**Example:** You create a dynamic group intended to comprise only the accountants in your Montreal office. From the **Add** pull-down menu, you select **Office** and click **+**. Leaving the operator at **contains**, you enter **Montreal** in the edit box. From the **Add** pull-down menu, you select **Profession** and click **+**. Leaving the operator at **contains**, you enter **accountant** in the edit box. You click the **All** radio button to ensure that your group only contains users who meet both your search criteria.

---

4. Click **Preview** to verify that your query has generated the desired membership for this group.
5. Optionally, click the **Contact Info** tab and provide contact information for the group.
6. Optionally, you can manually add members to a dynamic group by performing the following steps:
  - a. Click the **Members** tab.
  - b. Click **+**.
  - c. Enter a name or part of a name in the **Find** field and click the search icon to return a list of results.

- d. Select a user from the list and click **Add**. Alternatively, hold down **Ctrl** to select multiple users, and click **Add**.
7. Optionally, you can make specific roles available to group members by performing the following steps:
  - a. Click the **Roles** tab.
  - b. Click **Add**.
  - c. Leave the **Find** field blank and click the search icon to return a list of all available roles.
  - d. Select a role from the list and click **Add**. Alternatively, hold down **Ctrl** to select multiple roles, and click **Add**.
8. Click **Save & Close** to create the dynamic group.

## Searching for Groups

### To search for one or more groups:

1. In the **Groups** pane, enter the search string in the **Find** field. You can perform a search using one or more of the following attributes:
  - Name
  - Description
  - Status

For more information, see [Performing Simple Searches](#).

2. Click the **Search** icon.
3. Click **x** to reset the **Groups** pane and repeat the search with a new string.

Alternatively, perform an advanced search by following the steps described in [Performing Advanced Searches](#).

## Managing Resources

A resource is an entity that users can search for, reserve, and use for a specified period of time, such as a conference room or a projector.

## Creating Resources

### To create a resource:

1. Click **New**.
2. Enter a unique name for the resource.
3. Specify a capacity for the resource. For example, a small conference room could have a capacity of 10.
4. Optionally, enter a location, description, phone number, fax number, and URL for the resource.
5. Optionally, provide any special information related to booking this resource in the **Booking Info** field.
6. Optionally, assign individual approvers to the resource by performing the following steps:



- a. Click **+**.
- b. Enter the full name or part of the name of an Oracle Beehive user in the field and click the magnifying glass to obtain a list of results.
- c. Select a user. The user now appears in the **Approvers** list.
- d. Select the check box next to the user name to make the user an approver for the resource.
- e. Repeat the previous steps to add additional users as approvers for the resource.

---

**Note:** When you create a resource, all Oracle Beehive users are listed as approvers for the resource by default.

---

7. Click **Save & Close**.

## Searching for Resources

### To search for one or more resources:

1. In the **Resources** pane, enter the search string in the **Find** field. You can perform a search using one or more of the following attributes:
  - Name
  - ID
  - Capacity
  - Email
  - Type
  - Modified

For more information, see [Performing Simple Searches](#).

2. Click **Search**.
3. Click **Clear** to reset the **Resources** pane and repeat the search with a new string.

Alternatively, perform an advanced search by following the steps described in [Performing Advanced Searches](#).

## Managing Devices

### Uploading Device Profiles

#### To upload a new device profile to Oracle Beehive:

1. From the **Actions** menu, select **Upload Profile**.
2. Click **Browse**.
3. Select a valid device profile in XML format and click **Open**.
4. Click **Upload**.
5. Click **Close** to exit the **Upload File** dialog box.

## Viewing, Modifying, and Deleting Device Profiles

### To modify a device profile:

1. From the **Actions** menu, select **Open**.
2. Click + next to any of the sections.
3. To modify a parameter, edit the value in the appropriate **Value** box.
4. Click **Apply** to apply your changes, or **Reset** to erase your changes.

---

**Note:** The device capabilities that appear when you click the **Capabilities** tab are read-only and cannot be modified.

---

### To delete a device profile:

1. Select a profile.
2. From the **Actions** menu, select **Delete**.

---

**Note:** You can only delete profiles without associated device types.

---

## Filtering Profiles

You can filter the list of device profiles displayed in the main window by entering filter criteria in the **Filter by** field and clicking the magnifying glass. You can filter profiles by name or by the **Modified On** date. Clicking **X** next to the **Filter by** field resets the filter criteria and reloads the profile window with no filter criteria.

## Viewing Device Types for a Profile

### To view all associated device types for a profile:

1. Select a profile.
2. From the **View** menu, select **Types**.

## Listing Devices Types

Click the **Types** tab to list all available device types in the system and display associated information for each device type:

- Name
- Manufacturer
- Model
- Dev Inf DTD Version: Displays the Document Type Definition (DTD) version used to exchange information between the device and the Oracle Beehive server.
- Software Version: Lists the device's OS version.
- Device Class: Lists the class of the device. Device classes include PDA, pager, and mobile.
- OS: Lists the operating system that can run on the device.
- Processor

## Creating a Device Type

### To create a device type:

1. Click **New** to bring up the **New Device Type** window.
2. Select a profile from the **Device Profile** pull-down menu.
3. Enter a manufacturer, model, device class, OS, and processor for the device type. If you specify a manufacturer and model, you do not need to provide the device class, OS, and processor. If you provide the device class, OS, and processor, you do not need to specify the manufacturer and model.
4. Optionally, enter the software version and DTD version for the device type. For more information, see [Listing Devices Types](#).
5. Click **Save & Close** to create the device type and close the **New Device Type** window. Alternatively, click **Apply** to create the device type without closing the window.

## Viewing and Modifying Device Types

To view a device type, select it in the main window. Details are displayed in a pane below the main window.

### To modify a device type:

1. Click the **Types** tab.
2. Select a device type.
3. Modify any of the properties for the device type.
4. Click **Apply** to save your changes to the device type. Alternatively, click **Reset** to discard your changes.

## Deleting Device Types

To delete a device type, select one or more device types and select **Delete** from the **Actions** menu. You will be prompted to confirm the deletion or deletions.

## Searching for Device Types

You can search the system for device types.

### To search for device types:

1. In the **Devices** pane, click the **Types** tab. For more information, see [Listing Devices Types](#).
2. Enter a search string in the **Find** field. For more information, see [Performing Simple Searches](#).
3. Click **Search**.
4. Click **Clear** to reset the **Devices** pane and repeat the search with a new string.

Alternatively, perform an advanced search by following the steps described in [Performing Advanced Searches](#).

## Queuing Device Commands

You can queue different device commands to be performed at a later date.

**To queue a command for a device:**

1. From the **Manage Enterprises** section in the left-hand pane, click **Devices**.
2. Click the **Devices** tab.
3. Click the **Commands** tab.
4. Select the device.
5. From the **Actions** menu, select one of the following commands:
  - **Check for Updates:** Use this command to query the server for any application updates.
  - **Upload Log:** Use this command to upload device logs created by the installed applications to the server.
  - **Upload Config:** Use this command to upload an inventory of all installed applications and their respective configurations to the server.
  - **Wipeout:** Use this command to erase all applications and data from the selected device.

## Deleting Device Commands

You can delete device commands from the queue at any time. You may want to delete device commands for one of the following reasons:

- The device is not available.
- The user is not currently accepting the queued command.
- You have queued another command with the Wipeout command pending and no longer want the command to be executed.

**To delete a device command from the queue:**

1. From the **Manage Enterprises** section in the left-hand pane, click **Devices**.
2. Click the **Devices** tab.
3. Click the **Commands** tab.
4. Select the device.
5. Select the queued command and click **Delete**.

## Listing Devices

**To list all devices registered in Oracle Beehive:**

1. From the **Manage Enterprises** section in the left-hand pane, click **Devices**.
2. Click the **Devices** tab. To view details for a device, select it. Information for the selected device appears in the details pane.

## Managing Roles

A *role* is tied to a role definition and can be used to assign a set of privileges to multiple users. Though Oracle Beehive comes with a predefined set of roles and role definitions, you can create your own roles and role definitions to suit the needs of your enterprise.

## Creating Role Definitions

A *role definition* is an Oracle Beehive entity that comprises access types and privileges for a given scope (enterprise, organization, team workspace, or personal workspace).

### To create a role definition:

1. From the **Enterprises** panel, click **Roles**.
2. If the scope for the role definition is your entire enterprise, proceed to step 3. If the scope for the role definition is an organization, team workspace, or personal workspace within your enterprise, perform the following steps:
  - a. Click the **Search** icon next to the **Scope** field.
  - b. Click the **View Organizations** icon to view a list of organizations within your enterprise. Alternatively, click the **View Workspaces** icon to view a list of team workspaces and personal workspaces within your enterprise.
  - c. Select an item from the list and click **Add**.

**Tip:** A *scope* is a section of the Oracle Beehive system such as an enterprise, organization, personal workspace, or team workspace. When you create a role definition, you define its scope, which determines the availability and access of the role definition. For example, a role definition created within the scope of a specific team workspace is only valid in that workspace.

3. Click the **Definitions** tab.
4. From the **New** menu, select **Definitions**.
5. In the **Name** field, enter a unique name for the role definition. In the **Description** field, enter a brief description for the role definition.
6. Select the **always enabled** check box to ensure that all roles referencing this role definition are enabled by default. If the **always enabled** check box is deselected, roles referencing this role definition are disabled by default, and must be enabled individually.
7. Using the options in the **Access types** section, select the operations that can be performed on Oracle Beehive entities in this role definition. You can grant access, deny access, or leave access undefined for each *access type*:
  - **All** sets every access type to **Granted** for the role definition.
  - **Read** allows the user to view or open an artifact.
  - **Write** allows the user to alter an artifact.
  - **Delete** allows the user to delete an artifact.
  - **Execute** allows the user to run executable artifacts, such as installers and applications.
  - **Discover** only allows the user to discover the existence of an artifact in searches, lists, and directories. It does not let the user view the contents of an artifact.

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**Note:** For more information, see [About Entities, Actors, and Artifacts](#).

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8. Click the **Privileges** tab.
9. Click **Add**.
10. Select a privilege from the list and click **Add**. Alternatively, hold down **Ctrl** to select multiple privileges, and click **Add**.

**Tip:** A *privilege* is the authority to perform a set of operations within the Oracle Beehive system. Some privileges apply only to specific services, while others apply to all services. For example, the **Calendar User** privilege allows the user to use the calendaring functionality in Oracle Beehive, while the **Login** privilege allows the user to sign in to Oracle Beehive.

11. Click **Save & Close** to create the role definition and close the **New Definition** window. Alternatively, click **Apply** to create the role definition without closing the window.

### Conceptualizing Role Definitions

When you decide to create a role definition, determine the needs you want fulfilled through the role definition in relation to your user base:

1. **Where in your enterprise is this role definition valid?** A role definition can be valid in a team workspace, in a personal workspace, in an organization, or across your entire enterprise. The logical area of effect for this role definition constitutes its *scope*.
2. **What services should be available for this role definition?** The type and number of accessible services constitute the *privileges* for the role definition.
3. **What operations can be performed on Oracle Beehive entities via this role definition?** The selected operations constitute the available *access types* for the role definition.

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**Note:** A role definition remains inactive until you associate it with a role.

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## Creating Roles

### To create a role:

1. Click **New**.
2. Enter a unique name for the role.
3. Click the search icon to access a list of role definitions. Select a role definition from the list. The selected role definition now appears in the **Definitions** field.
4. Optionally, enter a role description in the **Description** field.
5. Optionally, you can grant users, groups, or resources automatic access to this role by performing the following steps:
  - a. Depending on the type of entity to be granted access to the role, click the **Groups** tab, the **Users** tab, or the **Resources** tab.
  - b. Click **Add**.
  - c. Enter the full name or part of the name of a user, group, or resource in the **Find** field and click the magnifying glass to obtain a list of results.

- d. Select an item from the list and click **Add**. Alternatively, hold down **Ctrl** to select multiple items, and click **Add**.
6. Click **Save & Close**.

## Modifying Roles

### To modify a role:

1. Select the role.
2. Modify the role as described in steps 2 through 5 of [Creating Roles](#).
3. Click **Apply** to save your changes.

## Managing Categories

Categories are a hierarchical structure of designations that may be applied to entities, including all of the artifacts stored in a workspace. Categories always exist at the enterprise scope.

## Managing Audit

Auditing is the act of capturing and evaluating historical records of system events to assess system performance, track user activities, and identify issues, among other goals. The results of effective auditing include timely and informed decisions and actions, especially when resolving security threats or preventing them from occurring. For more detailed information, see the "Managing Audit Policies" module of the *Oracle Beehive Administrator's Guide*.

To access the main Audit view, click **Audit** in the **Enterprises** panel.

## Listing Audit Templates

You can list available audit templates by clicking the **Templates** tab in the main Audit view. Besides name and description, the following information is also provided:

- **Enabled:** If the audit template is enabled, a checkmark appears next to the template name in the Enabled column.

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**Note:** A disabled [audit template](#) automatically disables all audit policies that reference it.

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- **Auditable Events:** A list of [auditable event](#) types captured by the audit template. If there are more event types associated with the template than the column can show, ... is appended to the end of the list. You can view the complete list by clicking the **Auditable Events** tab in the Details pane when the appropriate audit template is selected.

You can sort the list of audit templates by name or by description.

## Creating Audit Templates

### To create an [audit template](#):

1. From the main Audit view, click the **Templates** tab.

2. From the **New** menu, select **Audit Template**.
3. On the **General** tab, enter a unique name for the template. Additionally, enter a brief description of the template.
4. Choose whether or not the template is enabled. For more information, see [Listing Audit Templates](#).
5. Click the **Auditable Events** tab.
6. Select an [auditable event](#) to be captured by this audit template using the arrow buttons. Repeat the step if needed.
7. Click **Save & Close** to create the audit template.

## Modifying Audit Templates

You can modify the name, description, enabled status, and associated auditable events of any Oracle Beehive audit template.

### To modify an audit template:

1. From the main Audit view, click the **Templates** tab.
2. Select the audit template you want to modify.
3. From the **Actions** menu, select **Open**.
4. When you have finished, click **Save & Close** to save your changes and return to the main Audit view.

## Deleting Audit Templates

### To delete an audit template:

1. In the main Audit view, click the **Templates** tab.
2. Select the audit template you want to delete.
3. Click **Delete**.
4. Click **OK** to confirm the operation and delete the selected audit template.

## Listing Audit Policies

You can list available audit policies by clicking the **Policies** tab in the main Audit view. Besides name and description, the following information is also provided for each [audit policy](#):

- **Enabled:** If the audit policy is enabled, a checkmark appears next to the policy name in the **Enabled** column. A disabled audit policy is inactive.
- **Template:** The [audit template](#) referenced by the selected policy.
- **Scope:** The [audit scope](#) of the selected policy.
- **Actors:** The users and/or groups whose events will be audited by this policy. If this field is empty, the selected audit policy will affect all users by default. For more information, see [About Entities, Actors, and Artifacts](#).



## Creating Audit Policies

Oracle Beehive comes with a predefined set of audit policies out of the box. However, you can also create your own audit policies from scratch or based on a specified audit template.

### Creating an Audit Policy From Scratch

When you create an [audit policy](#), you must assign it an audit template and a scope.

#### To create an audit policy from scratch:

1. In the main Audit view, click the **Policies** tab.
2. Click **New**.
3. On the **General** tab, enter a unique name for the audit policy. Additionally, enter a brief description of the audit policy.
4. Select an [audit template](#) and an [audit scope](#) for the policy. For more information, see [Listing Audit Policies](#).
5. Choose whether or not the audit policy is enabled. Disabled audit policies are inactive.
6. Click the **Users** tab and select the users to be audited by this policy. Click the **Groups** tab and select the groups to be audited by this policy. For more information, see [Listing Audit Policies](#).
7. Click **Save & Close** to create your audit policy and exit the **New Audit Policy** dialog.

### Creating an Audit Policy From an Audit Template

For convenience and ease of use, you can create an audit policy directly from an audit template.

#### To create an audit policy from a specific audit template:

1. In the main Audit view, click the **Templates** tab.
2. Select an audit template.
3. From the **New** menu, select **Audit Policy from Template**.
4. Enter all information for the policy as described in [Creating an Audit Policy From Scratch](#).

## Modifying Audit Policies

You can modify any audit policy you have created by double-clicking the audit policy in the main Audit view and following the steps described in [Creating Audit Policies](#).

## Deleting Audit Policies

You can delete any audit policy you have created by selecting the audit policy in the main Audit view and clicking **Delete** from the Toolbar. To delete multiple audit policies at once, hold down **Ctrl** while making your selections. You will be prompted to confirm the deletion or deletions.

## Searching for Audit Template and Policies

You can search the system for audit templates or policies.

**To search for audit templates or policies:**

1. If you want to search for audit templates, click the **Templates** tab. Alternatively, if you want to search for audit policies, click the **Policies** tab.
2. Enter a search string in the **Find** field. For more information, see [Performing Simple Searches](#).
3. Click the **Search** button.
4. Click the **Clear** button to reset the pane and repeat the search with a new string.

Alternatively, perform an advanced search by following the steps described in [Performing Advanced Searches](#).

## Searching the Audit Repository

The Audit Repository contains all audited events. Auditors can search the repository for specific records and create audit trails from the search results. For more information, see [Creating Audit Trails](#).

**To search the audit repository for records:**

1. In the main Audit view, click the **Repository** tab.
2. Enter a search string in the **Find** field. For more information, see [Performing Simple Searches](#). The following attributes are available for searching:

**Table 3–1 Audit Record Search Attributes**

Search Attribute	Description
actor	The actor that caused the audited event(s)
event	The audit event type
range	The date range in which the audited event(s) occurred
service	The type of component used to cause the audited event, for example, calendar or email
entityId	The identifier of the entity on which the actor is performing the action
activity	The action performed by the actor

3. Click the **Search** button. Your search results appear in the main window.
4. Click the **Clear** button to reset the pane and repeat the search with a new string.

Alternatively, perform an advanced search by following the steps described in [Performing Advanced Searches](#).

## Listing Audit Records

When you click the **Repository** tab in the main Audit view, you will see a list of audit records. Clicking an [audit record](#) brings up information about the record in the Details pane. Because audit records cannot be modified, they appear as read-only in the display.

## Listing Audit Trails

When you click the **Trails** tab in the main Audit view, you will see a list of audit trails. The attributes for each [audit trail](#) are listed in the appropriate column:

- **Name** (name)
- **Description** (description)
- **Last Record ID**: Lists the sequence ID of the last audit record in the audit trail.
- **Record Count**: Lists the number of records in the audit trail.
- **Host ID** (host): Lists the host identifier of the Oracle Beehive server from where the audit trail is generated.
- **Instance Name** (instance): Lists the instance identifier of the application server from where the audit trail is generated.
- **Oracle Home** (oraclehome): Lists the *<Oracle Home>* property value from where the audit trail is generated.

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**Note:** Each parenthetical value represents the equivalent search attribute for the associated audit trail attribute. For more information, see [Searching for Audit Trails](#) and [Performing Simple Searches](#).

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## Creating Audit Trails

There are different ways to create an [audit trail](#):

- [Creating an Audit Trail From a Repository Search](#)
- [Creating an Audit Trail Using Filters](#)

### Creating an Audit Trail From a Repository Search

You can search the repository for a set of records and add any or all of the search results to an audit trail. This approach is preferable when you want to create an audit trail based on a relatively small number of records and you have enough information to perform a well-defined search that does not return large numbers of irrelevant results.

#### To create an audit trail from a repository search:

1. Determine the criteria for the audit records you want to add to your audit trail.
2. Perform a search for audit records using the steps described in [Searching the Audit Repository](#).
3. Holding down **Ctrl**, select the desired audit records.
4. From the Toolbar, click **New**.
5. Enter a unique name for the audit trail. Optionally, enter a description.
6. Optionally, click the **Member Records** tab and add additional audit records to the audit trail.
7. Click **Save & Close** to create the audit trail and return to the main Audit view.

### Creating an Audit Trail Using Filters

You can create an audit trail based on a specific set of filters. Only audit records that satisfy your filters will be added to the audit trail. This approach is preferable when you want to create an audit trail based on a large number of records.

#### To create an audit trail using filter conditions:

1. In the main Audit view, click **New** on the Toolbar.

2. Enter a unique name for the audit trail. Optionally, enter a description.
3. Add filters to the audit trail:
  - Click the **User Filter** tab and add one or more users to the filter.
  - Click the **Group Filter** tab and add one or more groups to the filter.
  - Click the **Entity Filter** tab and add one or more entities to the filter.
4. Click **Apply** to apply your filters to the audit trail.
5. Click the **Member Records** tab to view all audit records in the audit trail that match your filter conditions. Optionally, you can manually add audit records to the audit trail.
6. Click **Save & Close** to create the audit trail and return to the main Audit view.

---

**Note:** To be included in the audit trail, an audit record must satisfy *all* specified filters.

---

## Modifying Audit Trails

You can modify any audit trail you have created by double-clicking the audit trail in the main Audit view and following the steps described in [Creating Audit Trails](#).

## Deleting Audit Trails

You can delete any audit trail you have created by selecting the audit trail in the main Audit view and clicking **Delete** from the Toolbar. To delete multiple audit trails at once, hold down **Ctrl** while making your selections. You will be prompted to confirm the deletion or deletions.

## Exporting Audit Trails

You can export an audit trail in XML format by selecting the audit trail in the main Audit view and clicking **Export** from the Toolbar. You will be prompted to provide a file name and a directory path for the export.

## Validating Audit Trails

You can validate an audit trail to ensure that all its audit records are authentic and have not been compromised in any way.

### To validate an audit trail:

1. In the main Audit view, click the **Trails** tab.
2. Select an audit trail and click **Validate**. You will be prompted to confirm the validation attempt.

If the validation is successful, a confirmation dialog will appear, indicating that the selected audit trail is valid and authentic.

If the validation is unsuccessful, an error dialog will appear, indicating that the selected audit trail is invalid and listing the audit records that caused the validation attempt to fail.

## Searching for Audit Trails

You can search the system for audit trails.

### To search the system for audit trails:

1. In the main Audit view, click the **Trails** tab.
2. Enter a search string in the **Find** field. For more information, see [Performing Simple Searches](#).
3. Click the **Search** button.
4. Click the **Clear** button to reset the pane and repeat the search with a new string.

Alternatively, perform an advanced search by following the steps described in [Performing Advanced Searches](#).



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## Managing Services

This module provides an overview of the different services that administrators can manage using Oracle Beehive Administration Console.

### Accessing Services

To access a service, click it in the **Services** pane on the bottom-left side of the window. To view metrics for a service, click the **Metrics** tab. To view logs for a service, click the **Logs** tab.

### Modifying Services

When you modify a service, you save a change or a series of changes as a *proposed configuration*. To apply your changes, you must validate and activate your proposed configuration. For more information, see [Proposed Configuration](#) and [Active Configuration](#).

**To modify a service:**

1. Select the service in the **Services** pane on the bottom-left side of the window.
2. Click **Manage**.
3. Modify the values for any of the parameters.
4. Click **Save & Close** to store your proposed changes.

---

**Note:** The main window for each service only displays the active configuration for the service. Therefore, when you modify a service, your changes will not appear in the main window until you validate and activate your proposed configuration.

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### Services

This section describes the services you can manage through Oracle Beehive Administration Console:

- [Access Control](#)
- [Alarm](#)
- [Audit](#)
- [Authentication](#)
- [CalDAV](#)

- [Client Management](#)
- [Coexistence](#)
- [Device Management](#)
- [Discussions](#)
- [E-mail](#)
- [Event](#)
- [FTP](#)
- [Instant Message \(IM\)](#)
- [Management](#)
- [Message Delivery](#)
- [Mobile DM](#)
- [Mobile Mail](#)
- [Mobile Push](#)
- [Notification](#)
- [Platform](#)
- [Policy](#)
- [Presence](#)
- [Records Management](#)
- [Resource Directory](#)
- [Search](#)
- [Subscription](#)
- [Time Management](#)
- [Time Zone](#)
- [User Directory](#)
- [Voice Message](#)
- [WebDAV](#)
- [Workflow](#)
- [Workspace](#)
- [XMPP](#)

For detailed information on each Oracle Beehive service, including descriptions of key parameters, please consult "Managing Services" in the *Oracle Beehive Administrator's Guide*.

## Access Control

The Access Control Service manages how users are permitted to access (view, use, and manipulate) entities in Oracle Beehive, such as files, workspaces, client services, and shared resources.



## Alarm

The Alarm Service handles all time management-related alerts for the system, and enables users to configure and receive alerts such as reminders prior to meeting start times. The Alarm Service is also responsible for signaling the activation of other services at preconfigured times.

## Audit

The Audit Service is the service interface to the Oracle Beehive Audit Framework, which supports and manages all aspects of auditing for system and business events, policies, and workflows.

## Authentication

The Authentication Services manage all aspects of user authentication for Oracle Beehive, including single sign-on (SSO), user repository authentication, authentication policies, and encryption.

## CalDAV

The CalDAV Service manages all time management-related features and settings that the system leverages using the Calendaring Extensions to WebDAV (CalDAV) protocol, including:

- Session cache settings, such as the maximum number of entries allowed in the authentication token table and the length of time (in seconds) an authentication token is valid
- Directory cache settings, such as the maximum number of entries allowed in the directory cache and the length of time (in seconds) an entry is valid
- Collection-related settings, such as whether or not browsing on collections is enabled and the default media type for collections if none is specified in client requests

## Client Management

The Client Management Service allows you to manage client software settings related to client connections, notification thresholds, and debugging.

Using the Client Management Service, you can:

- Set session timeout values
- Enable trace logs and debug mode
- Set the node address on which to listen for incoming client requests
- Set the maximum number of pending notifications the Client Management Service will hold for supported clients
- Suspend the threshold for the client notifications queue

## Coexistence

The Coexistence Service enables organizations to integrate Microsoft Exchange Server 2003 with Oracle Beehive for maximum interoperability.

## Device Management

The Device Management Service enables you to manage supported client software such as Oracle Beehive Integration for Outlook, installed on end-user computers, and mobile devices.

## Discussions

The Discussions Service enables organizations to host threaded, online discussion forums in which users can browse message boards, and post and respond to messages.

Using the Discussions Service, you can:

- Set policy- and security-based filters including anti-spam capabilities
- Use predefined roles (moderator, reader, contributor, editor)
- Control permissions for users and groups
- Allow programmatic access through Web Services

## E-mail

The E-mail Service supports all aspects of e-mail creation, delivery, and management for Oracle Beehive.

## Event

The Events Service manages business events and related configuration settings, including:

- Handling requests from the Subscription Service regarding subscriptions on business events
- Setting the log level for business events processing
- Specifying the number of times the system should retry failed actions that result from business events

## FTP

The FTP Service supports and manages all content management-related features and settings that the system leverages through FTP and FTP over TLS, including:

- Support for FTP clients such as CuteFTP, WS\_FTP, and SmartFTP
- Whether or not the specified FTP server is enabled for Oracle Beehive
- The port number at which the FTP Service will listen for requests
- The maximum number of ports the FTP Service can use for passive listening
- The buffer size between streams during content uploads
- The length of time (in seconds) the service will allow a user session to remain inactive before timing out

## Instant Message (IM)

The Instant Message Service provides core instant messaging features, including:

- Message encryption
- Rosters (buddy lists) based on Oracle Beehive address books and People lists

- Presence support (provided by the Presence Service) with customizable status settings
- Offline capabilities such as sending an instant message through e-mail
- Server-side message transcripts

## Management

The Management Service supports all aspects of system administration for Oracle Beehive.

Using the Management Service, you can:

- Configure system and infrastructure on the fly (host names, ports, connections, memory, and so on) and management (start, stop, refresh, and restart)
- Monitor performance and usage in real time
- Trace parameter configuration (including the ability to attach probes to transactions)
- Identify and examine errors in transactions
- Link trace errors to log records
- Manage logs
- Manage log files including rotation and disposition functions (parameter and qualifier definitions)
- Manage your log file repository (size management, truncation schedules)
- Integrate your Oracle Beehive system with Oracle Enterprise Manager Grid Control
- Remote monitoring through integration with existing Oracle and third-party system management tools and standardized protocols

## Message Delivery

The Message Delivery Service is responsible for the delivery of messages. Message delivery can be accomplished through e-mail, instant messages, and Simple Message Service (SMS). The service also allows users to schedule when such notifications should be delivered or temporarily block them altogether.

## Mobile DM

The Mobile Device Management Service manages the communications and configuration settings for the Mobile Device Management Server, which enables connections between the Device Management Service and supported device-resident Mobile Device Management clients.

## Mobile Mail

The Mobile Mail Service provides a complete Push IMAP (P-IMAP) v0.6 implementation for real-time delivery of e-mail to users' mobile devices. The service also manages the features and settings related to push mail, including:

- The maximum number of concurrent users the Mobile Mail Service will allow
- The maximum number of e-mail messages the Mobile Mail Service will allow in each user's mobile device inbox

- The number of invalid login attempts the Mobile Mail Service will allow each mobile user to make before closing a connection
- Whether or not connections to the specified IMAP server are enabled

## Mobile Push

The Mobile Push Service is responsible for delivering notifications to Push clients running on end users' mobile devices. It is, in essence, an event dispatcher for those devices. For example, Mobile Push Service alerts can indicate changes in users' inboxes, calendars, task lists, and address books. Alerts can also prompt users to take action on corresponding device management events.

Additionally, the Mobile Push Service manages the following features and settings:

- The Internet-accessible address, port number range, and type of listener for the Mobile Push Server
  - Supported types include HTTP, TCP, and the Oracle Beehive Transport Infrastructure (BTI)
- The length of time (in minutes) of inactivity the service will allow before terminating an unauthenticated session
- The maximum number of concurrent connections the Mobile Push Service will allow
- The number of invalid login attempts the Mobile Push Service will allow before closing a connection

## Notification

The Notification Service handles all aspects of creating notifications for Oracle Beehive.

## Platform

The Platform Service enables organizations to leverage the Oracle Beehive platform and its APIs, and support integration and coexistence with third-party components, Web services, and custom solutions.

## Policy

The Policy Service enables organizations to centrally apply, manage, and store business logic for Oracle Beehive events. A policy is a set of server-side rules that defines what actions the system must take when one or more events occur. Policies can apply to any Oracle Beehive entity, including users, artifacts, services, and workspaces. The Policy Service leverages the Oracle Beehive Event Framework, and also provides the following key features:

- Policy and policy schema extensibility
- Inheritance model that supports enterprise-level policies with exceptions and extensions for specified groups, levels, and entities
- Policy templates that enable you to define the extensible characteristics of policies and the business rules that they contain

## Presence

The Presence Service supports and manages all aspects of user and resource presence for Oracle Beehive. Presence is the ability to detect and identify the status of a user or resource, and then display that status to other users and resources in one or more clients or applications.

## Records Management

The Records Management Service supports all aspects of records management of documents and e-mail for Oracle Beehive through integration with Oracle Universal Records Management (URM). Oracle URM enables you to manage records and retention policies, disposition processes, and litigation holds or freezes in a central repository, or Universal Records Management (URM) server. You can then apply policies, dispositions, and holds to content stored in other systems, such as Oracle Beehive. Although the records associated with e-mail and documents are managed by Oracle URM, the artifacts themselves are stored and maintained in the Oracle Beehive content repository.

## Resource Directory

The Resource Directory Service provides a common definition for all Oracle Beehive resources and a centralized location to access and manage resource entries. The Resource Directory Service manages all aspects of the resources provided in Oracle Beehive directories, enabling users to view and schedule resources through supported time management features. This includes related settings such as the total number of resources returned in search results.

## Search

The Search Service supports and manages all aspects of user-initiated, text-based searches for Oracle Beehive.

## Subscription

The Subscription Service handles all aspects of subscription logic for Oracle Beehive subscriptions.

## Time Management

The Time Management Service provides the coordination services for the core aspects of Oracle Beehive calendars, scheduling, task management, and reminders. This includes support for multiple calendars and task lists in workspaces, automatic updates of group-based invitations and task assignments resulting from group definition changes, and the integration of BPEL-based tasks and processes.

## Time Zone

The Time Zone Service supports and manages all aspects of synchronizing user schedules and calendar entries across global time zones. The Time Zone Service unifies the coordination of all time zone-related components and activities in Oracle Beehive.

## User Directory

The User Directory Service manages all aspects of user directory management for Oracle Beehive and supports a variety of implementations including local storage of

users and groups as well as integrations with existing Oracle and third-party user directories.

Other key user directory management features provided by the User Directory Service include:

- Support for National Language Support (NLS) user aliases
- Customizable user attribute fields
- Attribute mapping with existing user directories
- User creation through pre-defined templates
- Import capabilities of directory data based on Extensible Markup Language (XML) files
- Bulk user management functions such as creating, modifying, and deleting users

The User Directory Service supports integration with the following user directory servers:

- Oracle Internet Directory
- IBM Tivoli
- Microsoft Active Directory
- Sun Java System Directory Server

## Voice Message

The Voice Message Service supports all aspects of voicemail and fax management for Oracle Beehive. The Voice Message Service can be leveraged by the E-mail Service, enabling delivery of voicemail messages and faxes as e-mail. The Voice Message Service also supports multiple locations, including private branch exchanges (PBXs), and multiple languages, enabling enterprises to support a variety of network and user needs all within a single Oracle Beehive instance. Supported options include integration of existing telephony infrastructures with Oracle Beehive.

## WebDAV

The WebDAV Service supports and manages all content management-related features and settings that the system leverages over the Web-based Distributed Authoring and Versioning (WebDAV) protocol, including:

- Support for WebDAV clients
- Whether or not the specified WebDAV server is enabled for Oracle Beehive
- The default authentication scheme for WebDAV clients
- Length of time (in minutes) before browser-based and WebDAV-based client cookies expire
- The minimum value (in minutes) allowed for content locks
- Length of time (in minutes) before the system refreshes each active user's preferences
- The buffer size between streams during content uploads and downloads
- Shortcuts for content

## Workflow

The Workflow Service supports and manages for Oracle Beehive all workflow settings and other aspects that are related to integrations with Business Process Execution Language (BPEL) components. Out of the box, Oracle Beehive contains an internal Oracle BPEL Process Manager instance and provides two default workflows for content management, which allow either serial or parallel approval-based capabilities for content. Integration with external Oracle BPEL Process Manager instances and workflows is also supported.

## Workspace

The Workspace Service supports all the features and functionality provided by Oracle Beehive personal and team workspaces. In addition to collaborating with other workspace members and managing their artifacts, the Workspace Service enables users to manage their own workspace environments. The Workspace Service provides XML-based templates that enable self-service workspace creation, including the configuration of workspace properties such as workspace name, description, and URLs, among others. The Workspace Service enables you to manage workspaces from the enterprise level by configuring settings such as soft and hard quotas for workspaces and groups.

## XMPP

The XMPP Service supports and manages all the features and settings that the system exposes through the Extensible Messaging and Presence Protocol (XMPP) v 0.9 and 1.0., including:

- Support for XMPP clients such as Pidgin (formerly Gaim), iChat, Oracle Messenger, and Trillion Pro
- Multiple authentication methods
- The list of all supported messaging agents
- The port number at which all XMPP servers will communicate
- The port number at which the system will encrypt messages over Secure Sockets Layer (SSL)
- The default language for messages





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## My Favorites

The My Favorites is a useful bookmark feature of Oracle Beekeeper. This chapter includes the following sections:

- [About My Favorites](#)
- [Listing Favorites](#)
- [Modifying a Favorite](#)
- [Deleting a Favorite](#)

### About My Favorites

The My Favorites feature allows administrators to bookmark their favorite functionality or modules. For instance, artifact management or system management.

You can access this feature by using the My Favorites option on the left-side of the page.

### Listing Favorites

To list your favorite bookmarks:

1. Click **My Favorites** on the left-side of the page.
2. From the shortcut menu, click **Manage Favorites**.
3. The list of favorites is displayed under the Favorites tab in the Preferences dialog box.

### Modifying a Favorite

To modify an existing favorite:

1. Click **My Favorites** on the left-side of the page.
2. From the shortcut menu, click **Manage Favorites**.
3. Select a favorite from the list of favorites.
4. In the Preferences dialog box, click the **Edit** icon.
5. The **Edit Favorite** dialog box is displayed. You can only edit the **Name** field.
6. Click **OK**.
7. Click **Apply** to apply the changes.
8. Click **Save & Close**.

## Deleting a Favorite

To delete an existing favorite:

1. Click **My Favorites** on the left-side of the page.
2. From the shortcut menu, click **Manage Favorites**.
3. Select a favorite from the list of favorites.
4. In the Preferences dialog box, click the **Delete** icon.
5. In the confirmation dialog box, click **OK** to confirm the delete operation.

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# Glossary

**audit policy**

Created from one audit template and one audit scope.

**audit template**

A collection of auditable event types, configured and maintained by the audit administrator, that the auditor wants to capture and record. Once you create an audit template, it may be referenced by a particular audit policy.

**audit record**

The stored immutable data of an audited event. Audit records are verifiable; their integrity can be tested at any time to ensure that they are accurate and unchanged from the time of their creation.

**audited event**

Any auditable event that is actively being audited.

**auditable event**

Generated by any activity in the Oracle Beehive system that is capable of being audited. Sending an e-mail, changing the state of a document, and changing a service configuration are all examples of auditable events.

**audit trail**

A selection of audit records that are related based on a given context. For example, the audit trail of a lost business transaction consists of all the related audit records (stored events) that led up to the problem.

**audit repository**

A secure, immutable storage space for audit records.

**audit scope**

The logical area of effect of an audit policy, defined as a hierarchy of artifact containers (organizations, workspaces, and folders).

**hard quota**

The maximum disk space allowed for a workspace, organization, or enterprise. Once the hard quota is reached, no further create or update operations will be allowed until the quota violation is resolved.

**soft quota**

The disk space limit at which a warning event is created. Essentially, reaching your soft quota triggers a warning that you are approaching your hard quota