

Oracle® Health Sciences Central Designer Administrator Guide



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Preface

This preface contains the following sections:

- [Documentation accessibility](#)
- [Related resources](#)
- [Diversity and Inclusion](#)
- [Access to Oracle Support](#)
- [Additional copyright information](#)

Documentation accessibility

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Related resources

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You can also call our 24x7 help desk. For information, visit <http://www.oracle.com/us/support/contact/health-sciences-cloud-support/index.html> or visit <http://www.oracle.com/pls/topic/lookup?ctx=acc&id=trs> if you are hearing impaired.

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1

Introduction to the Central Designer Administrator and Central Designer applications

In this chapter:

- [About Oracle Central Designer applications](#)
- [About the Oracle Central Designer Administrator application and users](#)
- [About the Oracle Central Designer application and users](#)
- [Getting help](#)
- [Oracle Central Designer Administrator terms](#)

About Oracle Central Designer applications

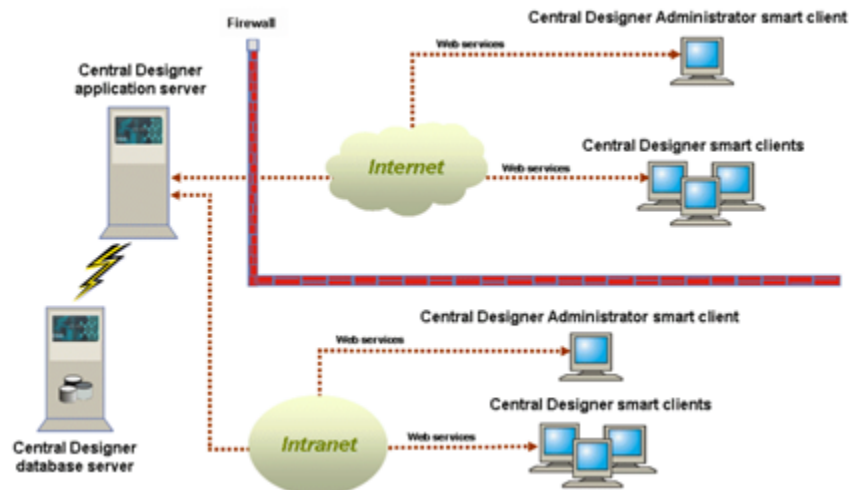
The Oracle Central Designer application provides a collaborative design environment that supports multiple users and roles from any location.

There are two client applications:

- **Central Designer**—Used for collaborative study development.
- **Central Designer Administrator**—Used to set up users, permissions, system configuration parameters, and catalog defaults.

An administrator must set up administration information before you can perform some tasks.

The system configuration consists of the database server, the application server, and the application clients.



About the Oracle Central Designer Administrator application and users

In the Oracle Central Designer Administrator application, you create and manage:

- Users
- Roles
- Collaboration
- Supported locales
- Custom properties
- Categories
- Keywords
- Security settings
- Deployment options
- System configuration settings
- In-place revision settings

Some tasks in the Oracle Central Designer application cannot be performed until the administration information is set up correctly in the Oracle Central Designer Administrator application.

Other types of administration, including administering studies and libraries, are performed in the Oracle Central Designer application. For more information, see the *User Guide*.

Users might have the following roles within their organization:



Note:

The following roles are examples. You can create roles as needed for your organization.

- User administrator—A user administrator manages users, roles, and rights.
- System administrator—A system administrator manages system configuration options, including supported locales, collaboration note types and task types, and custom properties.
- Catalog administrator—A catalog administrator manages the study object catalog and user catalog by creating keywords and categories.

About the Oracle Central Designer application and users

The Oracle Central Designer application provides a collaborative environment for developing clinical studies and addresses the need to significantly increase productivity in the study design process by:

- Providing one central environment for study design.
- Improving efficiency.
- Facilitating reuse.
- Supporting internal and external standards.

User	Description
Clinical data manager	A user who is involved in the study design process.
Library administrator	A user with library administration privileges for one or more clinical areas.
Oracle Central Designer administrator	An IT representative who supports and maintains the application from a technology and infrastructure perspective.
Study design team	Users who implement a study. This team includes several roles such as form designer, rule designer, and study workflow designer.
Medical project manager	A user who works with the CRF designer to create an annotated study protocol, usually based on existing CRFs for the therapeutic area. This user is concerned with the overall set of study questions and logic, not the individual details of form design.
Statistician	A user who interacts with study designers with respect to data collection needs for analysis.
Translator	A user who is responsible for translating text in clinical studies, forms, items, and rule queries to a specified language.

Getting help

The Oracle Central Designer Administrator application provides the following ways to get help:

- Press **F1** , and then click the area of the application for which you want more information. A Help window appears with the relevant page displayed.
- Select **Help > Central Designer Documentation** to open the Oracle Help Center.
- Hover Help.

If you hold your mouse pointer over a button, tab, or icon without moving it, a tool-tip appears with a brief description of the item that you are pointing to.

If you need the version of the application, you can view it in the About Central Designer Administrator dialog box. The dialog box also contains copyright information.

Oracle Central Designer Administrator terms

The Oracle Central Designer Administrator application uses the following terms.

Term	Definition
User	A person who works in the Oracle Central Designer or Oracle Central Designer Administrator application.
Role	A collection of rights. When a user is assigned to a role, the rights associated with the role are granted to the user.
Right	A predefined permission that controls access to a specific feature or activity in the Oracle Central Designer client or Oracle Central Designer Administrator client and that can be assigned to one or more roles.
Collaboration note type	A classification used to identify the type and purpose of a collaboration note.
Task type	A classification used to identify the type of the task and the way the task is used.
Supported locale	A supported language or language variation.
Custom property	A user-defined or default characteristic of a study object. The Oracle Central Designer Administrator application includes some predefined custom properties.
Keyword	An identifier that is associated with users and study objects to facilitate more powerful and efficient searches. A keyword can be system-generated or user-defined.
Category	A hierarchical grouping of keywords. You can create categories only from existing keywords. A category can be automatically generated or manually generated.

2

Accessing the Central Designer Administrator application

In this chapter:

- [Workspaces and views](#)
- [Users, rights, and roles](#)
- [Object-level locking](#)
- [Logging on and off](#)
- [Saving and resetting in the Oracle Central Designer Administrator application](#)
- [Undoing and redoing one or more actions](#)

Workspaces and views

The Oracle Central Designer Administrator application window consists of:

- Toolbars and a menu bar.
- View pane—The view that you select ([Users](#), [Roles](#), [System configuration](#), or [Catalog](#)) determines the information that appears. Some tasks can be performed in the view pane.
- View menu buttons—When you click a view menu button, the associated workspace appears.
- Workspace—The appearance of the workspace depends on the view that is selected. Most tasks are performed in the workspace.
- Status icons—Icons indicate information about the connection between the client computer and the application server computer.

Users, rights, and roles

An administrator sets up users and roles in the Oracle Central Designer Administrator application. When an administrator creates a role, the administrator chooses:

- The scope of the role. A role can have a library, study, or application scope.
- The rights to associate with the role.

The scope of a role, rights assigned to the role, and teams determine whether users can perform certain activities and view different application areas.

- **Library scope**—Roles created with the library scope become library teams in the Oracle Central Designer application.
To perform activities in a library, you must be assigned to:
 - A role with a library scope in the Oracle Central Designer Administrator application.
 - The corresponding library team in the Oracle Central Designer application.


- **Study scope**—Roles created with the study scope become study teams in the Oracle Central Designer application.
To perform activities in a study, you must be assigned to:
 - A role with a study scope in the Oracle Central Designer Administrator application.
 - The corresponding study team in the Oracle Central Designer application.
- **Application scope**—Activities associated with the application scope are always available to all users, whether or not the users are assigned to teams. Roles created with the application scope do not become teams in the Oracle Central Designer application.

Object-level locking

The Oracle Central Designer Administrator application does not support object-level locking. If two or more users are modifying the same component in the Oracle Central Designer Administrator application, the changes of the person who saves last are stored in the database. Users can work in different areas of the application (for example, one can create roles and another can work in the catalog) without affecting each other.

Logging on and off

To log on:

1. Using Internet Explorer, navigate to the following address:
`http://<server name>/CentralDesignerInstall`
In the previous address, <server name> is the name of the application server computer.
 2. Click the **Start Central Designer Administrator** link.
A dialog box appears, indicating that the application is starting.
The logon window appears.
 3. Type your **User name** and **Password**.
-  **Note:**
When an account is created in the Oracle Central Designer Administrator application, the administrator can select an option that requires the user to change their password the next time they log on. You might be prompted to change your password.
4. If the web browser connects to the network through a proxy server that requires authentication, click **Proxy Settings** to enter the user name, the password, and the domain used to authenticate the connection to the proxy server.
 5. Click **Log On**.
The Central Designer Administrator application opens.

To log off and log on as a different user:

1. Select **File > Log On as a Different User**.
You are logged off from the application, and the logon window appears.
2. Type the new **User name** and **Password**, and click **Log On**.
The Oracle Central Designer Administrator application opens with the Users workspace selected.

To log off:

- Select **File > Exit**.
If you have unsaved changes, you are prompted to save them.
You are logged off, and the Oracle Central Designer Administrator application closes.

Saving and resetting in the Oracle Central Designer Administrator application

Some workspaces contain two buttons at the bottom-right corner:

- **Reset**—Clears unsaved data that has been entered in the workspace.
- **Save**—Saves the changes that you made in the workspace or tab.

 **Note:**

If you have made changes and select another button or tab, you are prompted to save changes, discard changes, or cancel.

Undoing and redoing one or more actions

You can undo and redo some actions:

- After you perform one or more actions that you can undo, a drop-down menu containing all actions that can be undone appears next to the Undo button. A similar drop-down menu is available for the Redo button.
- After you perform an action that cannot be undone or redone, the drop-down arrows on the Undo and Redo buttons are removed, and you cannot undo or redo any previous action.

 **Note:**

If you undo or redo any action except the last one you performed, the action you select and all actions that you performed after it are undone or redone.

To undo the last action you performed:

- On the general toolbar, click the **Undo** button.

The last action that you performed is undone.

To undo a series of actions:

- On the general toolbar, click the drop-down arrow next to the **Undo** button, and select the action to undo.
The action and all undoable actions that you performed after it are undone.

To redo an action:

- On the general toolbar, click the **Redo** button.
The last action that you undid is redone.

To redo a series of actions:

- On the general toolbar, click the drop-down arrow next to the **Redo** button, and select the action to redo.
The action and all redoable actions that you performed before it are redone.

3

User administration

In this chapter:

- [Creating and configuring users and roles](#)
- [Working with users](#)
- [About the Users workspace](#)
- [Option descriptions for the Users view and workspace](#)

Creating and configuring users and roles

Use the following checklist to create and configure users and roles, and to assign users to roles in the Oracle Central Designer Administrator application.

Perform the steps in the order in which they are presented. Depending on how your company uses the Oracle Central Designer application, you might not need to perform all steps.

1. Log on to the Oracle Central Designer Administrator application.
For more information, see [Logging on and off](#)
2. Create a role. You must provide a name and description and choose a role scope (library, study, or application scope).
Optionally, use a role that is available by default with the application.
For more information, see [Creating a role](#).
3. Assign rights to a role.
The available rights depend on the scope of the role. For example, library roles contain rights that control access to libraries.
For more information, see [Assigning rights to a role](#) or [Rights descriptions](#).
4. Create a user.
You must provide a user name, display name, and password.
For more information, see [Creating a user](#).
5. Optionally, you can require the user to change the assigned password after the user logs on to the Oracle Central Designer application the first time.
For more information, see [Requiring users to change their passwords](#).
6. Optionally, provide contact information for the user.
For more information, see [Changing the contact information of a user](#).
7. Select the languages in which the user is fluent.
In the Oracle Central Designer application, translators see translation request only for languages in which they have been specified as fluent.
You must specify language fluency information before activating a user.

 **Note:**

You select languages from a list of supported locales that have been specified in the Oracle Central Designer Administrator application. For more information, see [Adding and removing a locale](#).

For further information, see [Specifying the language fluency skills of a user](#).

8. Associate a user with keywords or categories

Oracle Central Designer users can search for users using keywords and categories.

 **Note:**

You can create additional keywords in the Catalog workspace. For more information, see

For further information, see [Categorizing a user with keywords and categories](#).

9. Assign a user to a role:

- In the Users workspace, you can assign a single user to multiple roles.
- In the Roles workspace, you can assign multiple users to a single role.

For more information, see [Assigning a single user to one or more roles](#) or [Assigning one or more users to a single role](#).

10. Activate the user.

Activating the user allows the user to log on to the Oracle Central Designer application.

For more information, see [Activating, deactivating, and terminating a user](#).

Working with users

In this section:

- [Creating a user](#)
- [Copying a user](#)
- [Activating, deactivating, and terminating a user](#)
- [Filtering and searching the Users list](#)
- [Refreshing the Users workspace](#)
- [Changing the display name of a user](#)
- [Changing the password of a user](#)
- [Requiring users to change their passwords](#)
- [Changing the contact information of a user](#)
- [Viewing the rights granted to a user](#)

- Assigning a single user to one or more roles
- Removing a user assignment from one or more roles
- Changing the view of the Skills tab
- Specifying the language fluency skills of a user
- Categorizing a user with keywords and categories

Creating a user

1. Click the **Users** button.
2. Right-click in the **Users** view, and select **Create User** , or press `Ctrl+N` .
The Create User dialog box appears.
3. Fill in the fields in the dialog box, and click **OK**.
The new user appears in the **Users** list, and the user properties appear in the workspace.
The yellow status icon indicates that the user is inactive.

Create User and Copy User dialog boxes - Field descriptions

Field	Description
User Name	Name that is entered in the User Name field when a user is created. The User Name is used to log on to the Central Designer or Central Designer Administrator application. This field is searched when you search for a user in the Central Designer Administrator application.
Display Name	User name that appears in the title bar in the Oracle Central Designer application. The Display Name field is searched when you search for a user in the Users Browser in the Oracle Central Designer application.
Password	User password for logging on.
Confirm Password	User password, repeated for confirmation purposes.

Note:

You cannot modify a user name after the user has been created.

Copying a user

A user created by copying an existing user has the same role assignments and language fluency skills as the original user, but the new user does not have the same personal information and has an inactive status. You must provide a new user name and password for the new user. After you copy a user, you can modify the information of the new user.

Consider copying a user if you need to create multiple users who will perform the same kinds of activities as an existing user.

1. Click the **Users** button.
2. Right-click in the **Users** view, and select **Copy User**, or press **Ctrl+C**.

The Copy User dialog box appears.

3. Fill in the fields in the dialog box, and click **OK**.

The new user appears in the **Users** list, and the user properties appear in the workspace. The yellow status icon indicates that the user is inactive.

Create User and Copy User dialog boxes - Field descriptions

Field	Description
User Name	Name that is entered in the User Name field when a user is created. The User Name is used to log on to the Central Designer or Central Designer Administrator application. This field is searched when you search for a user in the Central Designer Administrator application.
Display Name	User name that appears in the title bar in the Central Designer application. The Display Name field is searched when you search for a user in the Users Browser in the Central Designer application.
Password	User password for logging on.
Confirm Password	User password, repeated for confirmation purposes.

Note:

You cannot modify a user name after the user has been created.

Activating, deactivating, and terminating a user

You cannot activate a locked user or a user whose status has been set to terminated.

1. Click the **Users** button.
2. In the **Users** list, right-click a user, and select one of the following options:
 - **Activate User** (or press **Ctrl+E**)—The status of the user changes to active, and the color of the status icon changes to green.
 - **Deactivate User** (or press **Ctrl+D**)—The status of the user changes to inactive, and the color of the status icon changes to yellow.

- **Terminate User** (or press **Ctrl+T**)—The status of the user changes to terminated, and the color of the status icon changes to red.

Filtering and searching the Users list

The Users list in the Central Designer Administrator application displays all Central Designer and Central Designer Administrator users and the status of each user.

To filter the Users list:

1. Click the **Users** button.
2. From the **Filter** drop-down list, select one of the following filters:
 - All
 - Active
 - Inactive
 - Locked
 - Terminated

To search the Users list by user name:

1. Click the **Users** button.
2. In the **Search** field, begin typing the name of the user you want to find.

 **Note:**

The search field is case-sensitive.

As you type, an incremental search of the **User Name** field is performed, and the first user that matches the text that you type is selected.

Refreshing the Users workspace

Refreshing the Users workspace reloads information from the database.

- On the general toolbar, click **Refresh**.

Changing the display name of a user

The display name of a user appears in the title bar in the Oracle Central Designer application. The Display Name field is searched when you search for a user in the Users Browser in the Oracle Central Designer application.

1. Click the **Users** button.
2. In the **Users** list, select a user.
The Users workspace appears.
3. Select the **User Info** tab.
4. In the **Display Name** field, type the correct display name.
5. Click **Save**.

Changing the password of a user

1. Click the **Users** button.
2. In the **Users** list, right-click a user, and select **Change Password**, or press **Ctrl+P**.
The Change Password dialog box appears.
3. Fill in the fields in the dialog box, and click **OK**.

Note:

When you change a user password, the **User must change password at next logon** checkbox is automatically selected. If you do not want to require the user to change the password at the next logon, you can deselect the checkbox.

Change Password dialog box - Field descriptions

Field	Description
New Password	New password for the user for logging on to the Oracle Central Designer or Oracle Central Designer Administrator application.
Confirm	New password for the user, repeated for confirmation purposes.

Requiring users to change their passwords

1. Click the **Users** button.
2. In the **Users** list, select a user.
3. Select the **User Info** tab.
4. Select **User must change password at next logon**, and click **Save**.

The next time the user logs on to either the Oracle Central Designer or Oracle Central Designer Administrator application, the user is prompted to change the password.

Changing the contact information of a user

1. Click the **Users** button.
2. In the **Users** list, select a user.
The Users workspace appears.
3. Select the **Personal Info** tab.
4. Fill in or change the fields in the **Personal Info** tab as necessary, and click **Save**.

Personal Info tab - Field descriptions

Field	Description	Keyboard shortcut
Title	User title, such as Mrs., Ms., or Mr.	Alt+T
Position	User job title.	Alt+N
First NameLast Name	User full name.	Alt+S Alt+L
Email	User email address.	Alt+M
Company	User company.	Alt+C
Department	User department.	Alt+R
AddressCityPostal Code State/ProvinceCountry	User mailing address.	Alt+D Alt+I Alt+P Alt+V Alt+U
Telephone	User telephone number.	Alt+O
Mobile	User mobile telephone number.	Alt+B
Fax	User fax number.	Alt+X
Pager	User pager number.	Alt+G

Viewing the rights granted to a user

1. Click the **Users** button.
2. In the **Users** list, select the user whose rights you want to view.
The Users workspace appears.
3. Select the **User Roles** tab.
4. Click **View Rights** (located below the **Selected Roles** list).
The Granted Rights list appears to the right of the action lists, displaying all of the available rights for all role scopes. The rights that have been granted to the user are selected. As you assign the user to additional roles, the list is updated to show the rights that you grant.

Assigning a single user to one or more roles

In the Users workspace, you can assign a single user to one or more roles.

1. Click the **Users** button.
2. In the **Users** list, select the user that you want to assign to a role.
The Users workspace appears.
3. Select the **User Roles** tab.
4. In the **Available Roles** action list, select the role to which you want to assign the user, and click the right arrow button.
The user is assigned to the role, and the role is added to the Selected Roles action list.
5. Optionally, if you want to see a list of rights that are granted to the user, click **View Rights** (located below the **Selected Roles** list).
The Granted Rights list appears to the right of the action lists, displaying all of the available rights for all role scopes. The rights that have been granted to the user are

selected. As you assign the user to additional roles, the list is updated to show the rights that you grant.

6. Optionally, assign the user to additional roles as necessary.
7. Click **Save**.



Removing a user assignment from one or more roles

1. Click the **Users** button.
2. In the **Users** list, select the user whose role assignment you want to remove.
The Users workspace appears.
3. Select the **User Roles** tab.
4. In the **Selected Roles** action list, select one or more roles whose assignments you want to remove and click the left arrow button.
The Available Roles action list and the role assignments for the user are updated.
5. Click **Save**.

Changing the view of the Skills tab

The Skills tab in the Users workspace has two views, Categorized and Alphanumeric.

View	Description and example
Categorized view	Skills are grouped under the name of the skill type. For example, the Translation Services category contains the Language Fluencies skill.
Alphanumeric view	Skills are in an alphabetical list without skill type information. For example, only Language Fluencies, not Translation Services, is included in the list.

- On the **Skills** tab toolbar, click either the **Categorized** button () or the **Alphanumeric** button ()

Specifying the language fluency skills of a user

Language fluency information is used to determine the ability of a user to translate information into another language. You must specify locale information before activating a user.

You must specify at least one language fluency skill for each user, even for users who will not be translating. The skill set of a user must include all locales in which the user will develop study metadata, including the locale that is chosen as the default locale for a study, or, if a default locale is not chosen, the regional setting for the computer. Otherwise, the user does not have access to all functionality for the locale.

You cannot perform certain tasks in the Oracle Central Designer application until you have a language fluency skill in your own language.

1. Click the **Users** button.
2. In the **Users** list, select the user whose skills you want to change.
The Users workspace appears.
3. Select the **Skills** tab.
4. Click the ellipsis button (⋮) at the end of the **LanguageFluencies** field.
The Add Locale dialog box appears.
5. Select the locales in which the user is fluent, and click **OK**.

 **Note:**

You select languages from a list of supported locales that have been specified in the Oracle Central Designer Administrator application. For more information, see [Adding and removing a locale](#).

The locales are added to the LanguageFluencies field.

6. Click **Save**.

Skills tab - Field descriptions

Field	Description
Language Fluencies	Languages in which the user is fluent. A user must be designated as fluent in a language in order to translate information into that language in the Oracle Central Designer application.

Categorizing a user with keywords and categories

You can categorize a user with keywords and categories to facilitate more efficient user searches in the Oracle Central Designer application. You can create keywords and set up categories in the Catalog workspace.

To categorize a user with one or more keywords or categories:

1. Click the **Users** button.
2. In the **Users** list, select a user.
The Users workspace appears.
3. Select the **Categorization** tab.
4. Catalog the user with one or more keywords or categories:
 - In the **Associate with keywords** area, select one or more keywords to use to categorize the user.
 - In the **Associate with categories** area, select one or more categories to use to categorize the user.
5. Click **Save**.

Categorization tab - List descriptions

List	Description
Associate with keywords	Selected keywords are associated with the user.
Associate with categories	Selected categories are associated with the user.

About the Users workspace

In the Users workspace, you perform user administration, which consists of:

- Creating new users and changing user information, including contact information, language fluency skills, and associated keywords and categories.
- Activating, deactivating, and terminating users.
- Assigning a user to one or more roles.
- Viewing, sorting, and filtering the list of Oracle Central Designer and Oracle Central Designer Administrator users.

Users view - Option descriptions

Option	Description
Filter	Options are: <ul style="list-style-type: none"> • All • Active • Inactive • Terminated • Locked For more information about how to use the user filter, see Filtering and searching the Users list .
Search	Search for a user by User Name. As you type, an incremental search of the User Name field is performed, and the first user that matches the text that you type is selected. For more information about how to search the Users list, see Filtering and searching the Users list .
User Name	Name that is entered in the User Name field when a user is created. The User Name is used to log on to the Oracle Central Designer or Oracle Central Designer Administrator application. This field is searched when you search for a user in the Oracle Central Designer Administrator application.

Option	Description
Display Name	Name that is entered in the Display Name field when a user is created. The Display Name appears in the title bar in the Oracle Central Designer application. The Display Name field is searched when you search for a user in the Users Browser in the Oracle Central Designer application.

- [User Info tab](#)
- [Personal Info tab](#)
- [User Roles tab](#)
- [Skills tab](#)
- [Categorization tab](#)
- [Statuses of users](#)
- [About assigning users to roles](#)
- [Default users](#)

User Info tab

In the User Info tab of the Users workspace, you can manage user passwords and display names.

To open the User Info tab:

1. Click the **Users** button.
2. Select a user.

The Users workspace appears, with the User Info tab selected by default.

User Info tab - Field descriptions

Field	Description
User Name	User name for logging on to the Oracle Central Designer or Oracle Central Designer Administrator application.

Note:

You cannot modify a user name after the user has been created.

Field	Description
Display Name	Name that appears in the title bar in the Oracle Central Designer application. The Display Name field is searched when you search for a user in the Users Browser in the Oracle Central Designer application.
Status	Options are: <ul style="list-style-type: none"> • All • Active • Inactive • Terminated • Locked
	<ul style="list-style-type: none"> • Selected—User must create a new password the next time they log on to the Oracle Central Designer or Oracle Central Designer Administrator application. • Not selected—User is not required to change the password that you created.

 **Note:**

You can modify the status of a user in the Users list only.

Personal Info tab

In the Personal Info tab of the Users workspace, you can change the contact information of a user.

To open the Personal Info tab:

1. Click the **Users** button.
2. Select a user.
The Users workspace appears.
3. Select the **Personal Info** tab.

Personal Info tab - Field Descriptions

Field	Description	Keyboard shortcut
Title	User title, such as Mrs., Ms., or Mr.	Alt+T
Position	User job title.	Alt+N

Field	Description	Keyboard shortcut
First NameLast Name	User full name.	Alt+S Alt+L
Email	User email address.	Alt+M
Company	User company.	Alt+C
Department	User department.	Alt+R
AddressCityPostal Code State/ProvinceCountry	User mailing address.	Alt+D Alt+I Alt+P Alt+V Alt+U
Telephone	User telephone number.	Alt+O
Mobile	User mobile telephone number.	Alt+B
Fax	User fax number.	Alt+X
Pager	User pager number.	Alt+G

User Roles tab

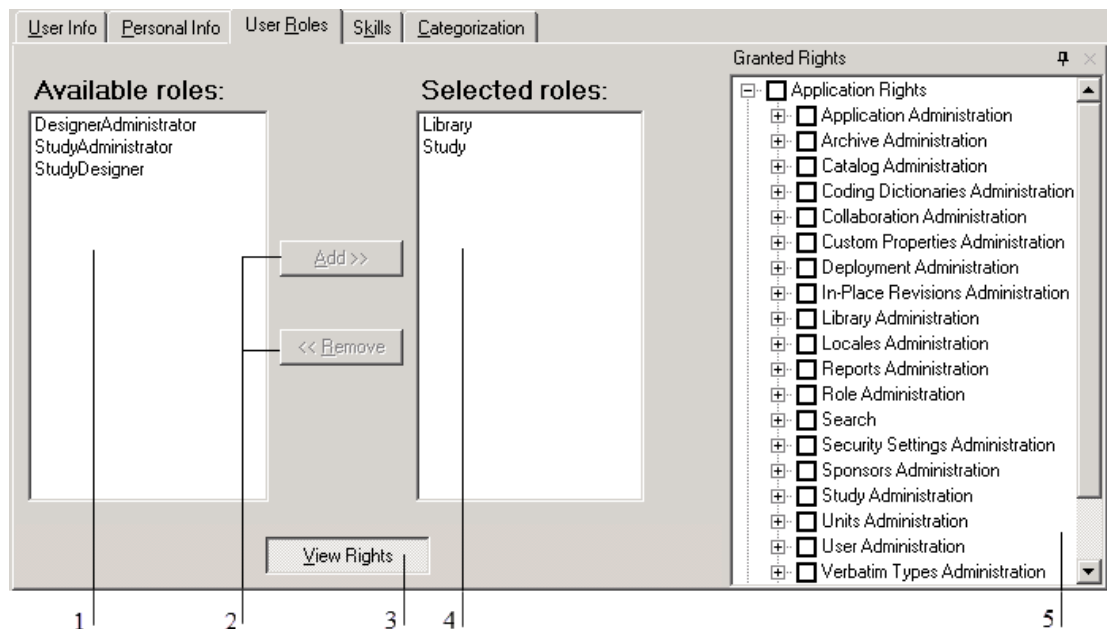
In the User Roles tab of the Users workspace, you:

- [View the rights granted to a user.](#)
- [Assign a single user to one or more roles.](#)
- [Remove user assignment from one or more roles.](#)

To open the User Roles tab:

1. Click the **Users** button.
2. Select a user.
The Users workspace appears.
3. Select the User Roles tab.

Illustration of the User Roles tab



- 1—Available roles that can be assigned to the user selected in the Users list.
- 2—Select a role, and click a button to move it to the other list.
- 3—Click View Rights to see the rights that are assigned to the selected role.
- 4—Roles that are assigned to the selected user.
- 5—View rights that are assigned to the selected role.

User Roles tab - List descriptions

List	Description
Available Roles	Roles that are not associated with the selected user.
Selected Roles	Roles that are associated with the selected user.

Skills tab

In the Skills tab of the Users workspace, you specify user language fluency skills. Language fluency information is used to determine the ability of a user to translate information into another language. For example, some areas of the Central Designer application that require translation skills include:

- Study event short title.
- Form short title.
- Item Question and Short Question.
- Codelist item label.
- Query text.
- Email text.
- Layout text.

You must specify at least one language fluency skill for each user, even for users who will not be translating. The skill set of a user must include all locales in which the user will develop study metadata, including the locale that is chosen as the default locale for a study, or, if a default locale is not chosen, the regional setting for the computer. Otherwise, the user does not have access to all functionality for the locale.

You cannot perform certain tasks in the Central Designer application until you have a language fluency skill in your own language.

To open the Skills tab:

1. Click the **Users** button.
2. Select a user.
The Users workspace appears.
3. Select the **Skills** tab.

Skills tab - Field descriptions

Field	Description
Language Fluencies	Languages in which the user is fluent. A user must be designated as fluent in a language in order to translate information into that language in the Central Designer application.

Categorization tab

In the Categorization tab of the Users workspace, you associate a user with keywords and categories.

A keyword is an identifier that is associated with users and study objects to facilitate more powerful and efficient searches. A keyword can be system-generated or user-defined.

- System keywords are keywords that are installed by default with the Oracle Central Designer application or that an administrator creates in the Oracle Central Designer Administrator application.
- User keywords are keywords that a Oracle Central Designer user creates.

A category is a hierarchical grouping of keywords. You can create categories only from existing keywords. A category can be automatically generated or manually generated.

- Automatically generated categories are categories that automatically catalog study objects by auditing information (for example, the study object type, original author, creation date, and library in which the study object was created).
- Manually generated categories are categories that you create by dragging keywords to the Categories tree.

To open the Categorization tab:

1. Click the **Users** button.
2. Select a user.
3. Select the Categorization tab.

Table 3-1 Categorization tab - List descriptions

List	Description
Associate with keywords	Selected keywords are associated with the user.
Associate with categories	Selected categories are associated with the user.

Statuses of users

Every Central Designer and Central Designer Administrator user is listed in the Users list (located in the Users view, to the left of the Users workspace). User status is represented by an icon.

User status descriptions and icons

User status	Description	Icon
Active	Active users can log on to and use the Central Designer and Central Designer Administrator applications. You can deactivate or terminate an active user.	Green circle
Inactive	Inactive users cannot log on to either the Central Designer or Central Designer Administrator application. You can activate or terminate an inactive user.	Yellow circle
Terminated	Terminated users cannot log on to either the Central Designer or Central Designer Administrator application. A terminated user can never be activated or deactivated. If you terminate a user account, you can never use the account again. If you need to use a terminated account, copy and paste the terminated account, and give the account a different name.	Red circle
Locked	Locked users cannot log on to either the Central Designer or Central Designer Administrator application. A locked user account or system user account is unlocked after the amount of time configured in the System lockout timeout or User lockout timeout settings. You can activate or deactivate a locked user account.	Lock

Note: Users can log on only when they have the required rights that allow them to log on.

About assigning users to roles

You can assign users to roles in both the Users and Roles workspaces. When you assign a user to a role, you authorize the user to assume the role in the studies or libraries where the user is a member of the corresponding team.

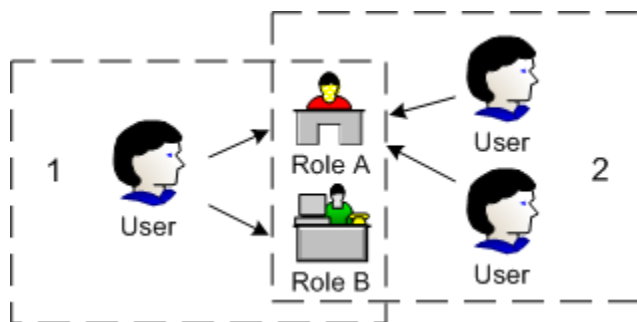
- A user assigned to a study role is granted the rights associated with the role only in studies where the user is also a member of the study team. For example, if a user is assigned to the Rule Creation study role in the Oracle Central Designer Administrator application, the user must also be a member of the Rule Creation study team for a study to create rules in the study.

- A user assigned to a library role is granted the rights associated with the role only in libraries where that user is also a member of the library team. For example, if a user is assigned to the Librarian library role in the Oracle Central Designer Administrator application, the user must be a member of the Librarian library team for a library (in the Oracle Central Designer application) to work in the library.

 **Note:**

You assign users to roles in the Oracle Central Designer Administrator application and to study and library teams in the Oracle Central Designer application.

You can assign a single user to multiple roles, and assign multiple users to a single role, as shown in the following illustration.



- 1—In the Users workspace, you can assign a single user to multiple roles.
- 2—In the Roles workspace, you can assign multiple users to a single role.

To grant rights to a user, you must first assign rights to a role, and then assign the user to that role.

Default users

Archiveimporter user

The archiveimporter user is created during installation. When study objects in an archive file refer to a user with a database internal identifier that does not exist in the target database, then archiveimporter is inserted for the user's name in the audit trail. For example, if the user JohnSmith with identifier 1234 modified a study object in the archive, but only JohnSmith with identifier 5678 appears in the target database, the audit trail lists archiveimporter in place of JohnSmith after the archive is imported.

By default, the archiveimporter user has no rights. The password for this user is the same password as the one you select for the system user during the Central Designer installation.

Note: Oracle recommends that you do not terminate this user.

System user

After your initial installation, log on using the system user account, the initial administrator account, and create user accounts. After you have added users, you can terminate or keep the system user account.

- If you keep it, Oracle recommends associating it with a person in your organization for auditing purposes.

- If you terminate it, first create another user account with the **Perform all activities in all studies and libraries ("super-user")** right, which is available for application scope roles. At least one user should always have this right assigned.

Option descriptions for the Users view and workspace

In this section:



- [Users view—Option descriptions](#)
- [User Info tab—Field descriptions](#)
- [Personal Info tab—Field descriptions](#)
- [User Roles tab—List descriptions](#)
- [Skills tab—Field descriptions](#)
- [Categorization tab—List descriptions](#)
- [Create User and Copy User dialog boxes—Field descriptions](#)
- [Change Password dialog box—Field descriptions](#)
- [Properties tab—Field descriptions](#)
- [Rights tab—Option descriptions](#)
- [Users tab—List descriptions](#)
- [Create Role dialog box—Field descriptions](#)

Users view—Option descriptions

Option	Description
Filter	<p>Options are:</p> <ul style="list-style-type: none"> • All • Active • Inactive • Terminated • Locked <p>For more information about how to use the user filter, see Filtering and searching the Users list.</p>
Search	<p>Search for a user by User Name. As you type, an incremental search of the User Name field is performed, and the first user that matches the text that you type is selected.</p> <p>For more information about how to search the Users list, see Filtering and searching the Users list.</p>
User Name	<p>Name that is entered in the User Name field when a user is created. The User Name is used to log on to the Oracle Central Designer or Oracle Central Designer Administrator application. This field is searched when you search for a user in the Oracle Central Designer Administrator application.</p>

Option	Description
Display Name	Name that is entered in the Display Name field when a user is created. The Display Name appears in the title bar in the Oracle Central Designer application. The Display Name field is searched when you search for a user in the Users Browser in the Oracle Central Designer application.

User Info tab—Field descriptions

Field	Description
User Name	User name for logging on to the Oracle Central Designer or Oracle Central Designer Administrator application.
	<div data-bbox="1122 783 1458 1010" style="border: 1px solid #0070C0; padding: 10px; background-color: #E6F2FF;">  Note: You cannot modify a user name after the user has been created. </div>
Display Name	Name that appears in the title bar in the Oracle Central Designer application. The Display Name field is searched when you search for a user in the Users Browser in the Oracle Central Designer application.
Status	Options are: <ul style="list-style-type: none"> • All • Active • Inactive • Terminated • Locked
	<div data-bbox="1122 1440 1458 1640" style="border: 1px solid #0070C0; padding: 10px; background-color: #E6F2FF;">  Note: You can modify the status of a user in the Users list only. </div>
User must change password at next logon	<ul style="list-style-type: none"> • Selected—User must create a new password the next time they log on to the Central Designer or Central Designer Administrator application. • Not selected—User is not required to change the password that you created.

Personal Info tab—Field descriptions

Field descriptions and keyboard shortcuts for the Personal Info tab

Field	Description	Keyboard shortcut
Title	User title, such as Mrs., Ms., or Mr.	Alt+T
Position	User job title.	Alt+N
First NameLast Name	User full name.	Alt+S Alt+L
Email	User email address.	Alt+M
Company	User company.	Alt+C
Department	User department.	Alt+R
AddressCityPostal Code	User mailing address.	Alt+D
State/ProvinceCountry		Alt+I Alt+P Alt+V Alt+U
Telephone	User telephone number.	Alt+O
Mobile	User mobile telephone number.	Alt+B
Fax	User fax number.	Alt+X
Pager	User pager number.	Alt+G

User Roles tab—List descriptions

List	Description
Available Roles	Roles that are not associated with the selected user.
Selected Roles	Roles that are associated with the selected user.

Skills tab—Field descriptions

Field	Description
Language Fluencies	Languages in which the user is fluent. A user must be designated as fluent in a language in order to translate information into that language in the Central Designer application.


Categorization tab—List descriptions

List	Description
Associate with keywords	Selected keywords are associated with the user.

List	Description
Associate with categories	Selected categories are associated with the user.

Create User and Copy User dialog boxes—Field descriptions

Field	Description
User Name	Name that is entered in the User Name field when a user is created. The User Name is used to log on to the Central Designer or Central Designer Administrator application. This field is searched when you search for a user in the Central Designer Administrator application.
Display Name	User name that appears in the title bar in the Central Designer application. The Display Name field is searched when you search for a user in the Users Browser in the Central Designer application.
Password	User password for logging on.
Confirm Password	User password, repeated for confirmation purposes.

 **Note:**

You cannot modify a user name after the user has been created.

Change Password dialog box—Field descriptions

Field	Description
New Password	New password for the user for logging on to the Oracle Central Designer or Oracle Central Designer Administrator application.
Confirm	New password for the user, repeated for confirmation purposes.

4

Role administration

In this chapter:

- [Working with roles](#)
- [About the Roles workspace](#)
- [Option descriptions for the Users view and workspace](#)
- [Default roles](#)

Working with roles

In this section:

- [Refreshing the Roles workspace](#)
- [Creating a role](#)
- [Deleting a role](#)
- [Copying a role](#)
- [Modifying the name or description of a role](#)
- [Assigning rights to a role](#)
- [Removing rights from a role](#)
- [Assigning one or more users to a single role](#)
- [Removing a user from a role](#)

Refreshing the Roles workspace

Refreshing the Roles workspace reloads information from the database.

- On the general toolbar, click **Refresh** .

Creating a role

You cannot modify the scope of a role after it has been created.

1. Click the **Roles** button.
2. Click **Create Role**.

or

Right-click within the Roles list, and select **Create Role**.

or

Press **Ctrl+N**.

The Create Role dialog box appears.

3. Fill in the fields in the dialog box, and click **OK**.
The role is added to the Roles list, and details for the role appear in the Roles workspace.
4. In the Roles workspace, define the properties, rights, and users associated with the role:
 - a. In the Properties tab, fill in the fields.
 - b. In the Rights tab, select one or more rights to be associated with the role.
 - c. In the Users tab, select one or more users to assign to the role.
5. Click **Save**.

Table 4-1 Create Role dialog box - Field descriptions

Field	Description
Name	Name of the role.
Description	Description of the role.

Table 4-1 (Cont.) Create Role dialog box - Field descriptions

Field	Description
Scope	<p>Scope of the role:</p> <ul style="list-style-type: none">• Library—A user assigned to a library role is granted the rights associated with the role only in libraries where that user is also a member of the library team. For example, if a user is assigned to the Librarian library role in the Oracle Central Designer Administrator application, the user must be a member of the Librarian library team for a library (in the Oracle Central Designer application) to work in the library.• Study—A user assigned to a study role is granted the rights associated with the role only in studies where the user is also a member of the study team. For example, if a user is assigned to the Rule Creation study role in the Oracle Central Designer Administrator application, the user must also be a member of the Rule Creation study team for a study to create rules in the study.• Application—A user assigned to an application role is granted all of the rights that are associated with the role, without restrictions. For example, a user who has the right to create users can always create users.

 **Note:**

You assign users to roles in the Oracle Central Designer Administrator application and to study and library teams in the Oracle Central Designer application.

For more information about role scopes and the rights they grant, see [Roles workspace—Right descriptions](#).

Table 4-2 Properties tab - Field descriptions

Field	Description
Name	Name of the role.
Description	Description of the role.
Scope	Scope of the role: <ul style="list-style-type: none"> • Library—A user assigned to a library role is granted the rights associated with the role only in libraries where that user is also a member of the library team. For example, if a user is assigned to the Librarian library role in the Oracle Central Designer Administrator application, the user must be a member of the Librarian library team for a library (in the Central Designer application) to work in the library. • Study—A user assigned to a study role is granted the rights associated with the role only in studies where the user is also a member of the study team. For example, if a user is assigned to the Rule Creation study role in the Oracle Central Designer Administrator application, the user must also be a member of the Rule Creation study team for a study to create rules in the study. • Application—A user assigned to an application role is granted all of the rights that are associated with the role, without restrictions. For example, a user who has the right to create users can always create users.
Approval Policies section	—
Approval Role	Reserved for future use.
Approval Meaning	Reserved for future use.

 **Note:**

You assign users to roles in the Oracle Central Designer Administrator application and to study and library teams in the Oracle Central Designer application.

For more information about role scopes and the rights they grant, see [Rights descriptions](#).

Table 4-3 Users tab - Field descriptions

List	Description
Available Users	All users that have been created in the Oracle Central Designer Administrator application but are not assigned to the selected role.
Selected Users	All users that have been assigned to the selected role.

Deleting a role

1. Click the **Roles** button.
2. In the Roles list, select the role you want to delete, right-click the role, and then select **Delete Role**, or press **Delete**.
3. Click **Save**.

 **Note:**

A DesignerAdministrator role comes with the application by default and cannot be deleted.

Copying a role

When you copy a role, the new role has the same rights and properties as the existing role but has a unique name. You can modify the rights and properties of a role that is created by copying another role. Consider copying a role if you need to create several similar roles.

1. Click the **Roles** button.
2. In the Roles list, select a role.
The Roles workspace appears.
3. Right-click the role, and select **Copy Role**.

or

On the toolbar, click **Copy Role**.

or

Press **Ctrl+C**.

The new role appears in the Roles list with the name of NewRole. All other properties, rights, and users from the original role are copied to the new role.

4. In the Name field, type a name for the role.
5. Modify the properties, rights, and users for this role as necessary:
 - a. In the Properties tab, fill in the fields.
 - b. In the Rights tab, select one or more rights to be associated with the role.
 - c. In the Users tab, select one or more users to assign to the role.

6. Click **Save**.**Table 4-4 Properties tab - Field descriptions**

Field	Description
Name	Name of the role.
Description	Description of the role.
Scope	<p>Scope of the role:</p> <ul style="list-style-type: none"> • Library—A user assigned to a library role is granted the rights associated with the role only in libraries where that user is also a member of the library team. For example, if a user is assigned to the Librarian library role in the Oracle Central Designer Administrator application, the user must be a member of the Librarian library team for a library (in the Oracle Central Designer application) to work in the library. • Study—A user assigned to a study role is granted the rights associated with the role only in studies where the user is also a member of the study team. For example, if a user is assigned to the Rule Creation study role in the Oracle Central Designer Administrator application, the user must also be a member of the Rule Creation study team for a study to create rules in the study. • Application—A user assigned to an application role is granted all of the rights that are associated with the role, without restrictions. For example, a user who has the right to create users can always create users.
Approval Policies section	—
Approval Role	Reserved for future use.

 **Note:**

You assign users to roles in the Oracle Central Designer Administrator application and to study and library teams in the Oracle Central Designer application.

For more information about role scopes and the rights they grant, see [Rights descriptions](#).

Table 4-4 (Cont.) Properties tab - Field descriptions

Field	Description
Approval Meaning	Reserved for future use.

Table 4-5 Users tab - List description

List	Description
Available Users	All users that have been created in the Oracle Central Designer Administrator application but are not assigned to the selected role.
Selected Users	All users that have been assigned to the selected role.

Modifying the name or description of a role

You cannot modify the scope of a role after it has been created.

1. Click the **Roles** button.
2. In the **Roles** list, select the role whose properties you want to modify.
The Roles workspace appears.
3. Select the **Properties** tab.
4. Modify the information in the **Name** or **Description** field as necessary, and click **Save** .

Assigning rights to a role

1. Click the **Roles** button.
2. In the **Roles** list, select a role.
The Roles workspace appears.
3. Select the **Rights** tab.
4. Select the rights to assign to the role. If you select a named set of rights, all of the associated rights listed below the group name are also selected.
5. Click **Save** .

Removing rights from a role

1. Click the **Roles** button.
2. In the **Roles** list, select a role.
The Roles workspace appears.
3. Select the **Rights** tab.
4. Deselect the rights that you want to remove from the role.
5. Click **Save** .

Assigning one or more users to a single role

1. Click the **Roles** button.
2. In the **Roles** list, select a role.
The Roles workspace appears.
3. Select the **Users** tab.
4. In the **Available Users** action list, select a user, and click the right arrow button.

 **Note:**

To select more than one user, use Ctrl+click or Shift+click.

The user is added to the Selected Users action list and is assigned to the role.

5. Click **Save** .

Removing a user from a role

1. Click the **Roles** button.
2. In the **Roles** list, select the role from which you want to remove a user.
The Roles workspace appears.
3. Select the **Users** tab.
4. In the **Selected Users** action list, select the user that you want to remove from the role and click the left arrow button.

 **Note:**

To select more than one user, use Ctrl+click or Shift+click.

The user is moved to the Available Users action list.

5. Click **Save** .

About the Roles workspace

In the Roles workspace, you perform role administration, which consists of managing tasks that users perform in the Oracle Central Designer and Oracle Central Designer Administrator applications, assigning rights to roles, and assigning roles to users. Tasks include the following:

- Creating, copying, and deleting roles. Roles created in the Oracle Central Designer Administrator application appear as teams in the Oracle Central Designer application.
- Modifying the name and description of a role.

- Assigning rights to a role.
- Assigning one or more users to a role.

The Roles workspace contains:

- A list of all Oracle Central Designer roles.
- Tabs in which you customize role information. The tabs appear only after you select a role.

For more information, see:

- [Properties tab](#)
- [Rights tab](#)
- [About assigning users to roles](#)
- [Users tab](#)

Properties tab

In the Properties tab of the Roles workspace, you modify the name or description of a role.

To open the Properties tab:

1. Click the **Roles** button.
2. In the Roles list, select a role.
The Roles workspace appears with the Properties tab selected by default.

Table 4-6 Properties tab - Field description

Field	Description
Name	Name of the role.
Description	Description of the role.

Table 4-6 (Cont.) Properties tab - Field description

Field	Description
Scope	<p>Scope of the role:</p> <ul style="list-style-type: none"> • Library—A user assigned to a library role is granted the rights associated with the role only in libraries where that user is also a member of the library team. For example, if a user is assigned to the Librarian library role in the Oracle Central Designer Administrator application, the user must be a member of the Librarian library team for a library (in the Oracle Central Designer application) to work in the library. • Study—A user assigned to a study role is granted the rights associated with the role only in studies where the user is also a member of the study team. For example, if a user is assigned to the Rule Creation study role in the Oracle Central Designer Administrator application, the user must also be a member of the Rule Creation study team for a study to create rules in the study. • Application—A user assigned to an application role is granted all of the rights that are associated with the role, without restrictions. For example, a user who has the right to create users can always create users. <p>Note: You assign users to roles in the Oracle Central Designer Administrator application and to study and library teams in the Oracle Central Designer application.</p> <p>For more information about role scopes and the rights they grant, see Rights descriptions.</p>
Approval Policies section	-
Approval Role	Reserved for future use.
Approval Meaning	Reserved for future use.

Rights tab

In the Rights tab of the Roles workspace, you can:

- [Assign rights to a role.](#)
- [Remove rights from a role.](#)

You can configure rights for library, study, and application roles. The rights that appear in the Rights tab depend on the scope of the selected role (library, study, or application). For example, the rights associated with a library role are different from the rights associated with a study role.

To open the Rights tab:

1. Click the **Roles** button.
2. In the Roles list, select a role.

The Roles workspace appears.

3. Select the Rights tab.

About assigning users to roles

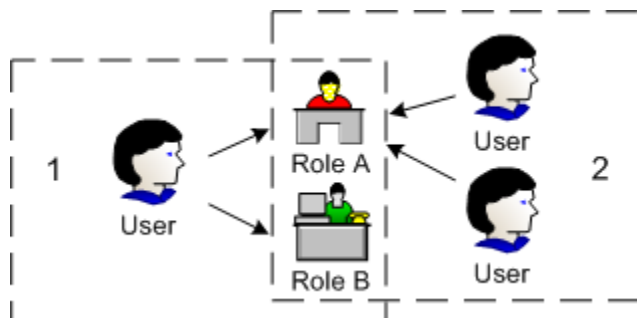
You can assign users to roles in both the Users and Roles workspaces. When you assign a user to a role, you authorize the user to assume the role in the studies or libraries where the user is a member of the corresponding team.

- A user assigned to a study role is granted the rights associated with the role only in studies where the user is also a member of the study team. For example, if a user is assigned to the Rule Creation study role in the Oracle Central Designer Administrator application, the user must also be a member of the Rule Creation study team for a study to create rules in the study.
- A user assigned to a library role is granted the rights associated with the role only in libraries where that user is also a member of the library team. For example, if a user is assigned to the Librarian library role in the Oracle Central Designer Administrator application, the user must be a member of the Librarian library team for a library (in the Oracle Central Designer application) to work in the library.

Note:

You assign users to roles in the Oracle Central Designer Administrator application and to study and library teams in the Oracle Central Designer application.

You can assign a single user to multiple roles, and assign multiple users to a single role, as shown in the following illustration.



1—In the Users workspace, you can assign a single user to multiple roles.

2—In the Roles workspace, you can assign multiple users to a single role.

To grant rights to a user, you must first assign rights to a role, and then assign the user to that role.

Users tab

In the Users tab of the Roles workspace, you can:

- [Assign one or more users to a single role.](#)
- [Remove a user from a role.](#)



Note:

A user assigned to a role has all of the rights associated with that role.

To open the Users tab:

1. Click the **Roles** button.
2. In the Roles list, select a role.
The Roles workspace appears.
3. Select the Users tab.

Table 4-7 Users tab - List descriptions

List	Description
Available Users	All users that have been created in the Oracle Central Designer Administrator application but are not assigned to the selected role.
Selected Users	All users that have been assigned to the selected role.

Option descriptions for the Users view and workspace

In this section:

- [Users view—Option descriptions](#)
- [User Info tab—Field descriptions](#)
- [Personal Info tab—Field descriptions](#)
- [User Roles tab—List descriptions](#)
- [Skills tab—Field descriptions](#)
- [Categorization tab—List descriptions](#)
- [Create User and Copy User dialog boxes—Field descriptions](#)
- [Change Password dialog box—Field descriptions](#)
- [Properties tab—Field descriptions](#)
- [Rights tab—Option descriptions](#)
- [Users tab—List descriptions](#)
- [Create Role dialog box—Field descriptions](#)

Properties tab—Field descriptions

Field	Description
Name	Name of the role.
Description	Description of the role.

Field	Description
Scope	<p>Scope of the role:</p> <ul style="list-style-type: none"> • Library—A user assigned to a library role is granted the rights associated with the role only in libraries where that user is also a member of the library team. For example, if a user is assigned to the Librarian library role in the Central Designer Administrator application, the user must be a member of the Librarian library team for a library (in the Central Designer application) to work in the library. • Study—A user assigned to a study role is granted the rights associated with the role only in studies where the user is also a member of the study team. For example, if a user is assigned to the Rule Creation study role in the Oracle Central Designer Administrator application, the user must also be a member of the Rule Creation study team for a study to create rules in the study. • Application—A user assigned to an application role is granted all of the rights that are associated with the role, without restrictions. For example, a user who has the right to create users can always create users.
Approval Policies section	<p>For more information about role scopes and the rights they grant, see Rights descriptions.</p>
Approval Role	-
Approval Meaning	Reserved for future use.

 **Note:**

You assign users to roles in the Oracle Central Designer Administrator application and to study and library teams in the Oracle Central Designer application.

Rights tab—Option descriptions

The Rights tab in the Roles workspace has rights that you can associate with a role. For descriptions of the rights, see [Rights descriptions](#).

Users tab—List descriptions

List	Description
Available Users	All users that have been created in the Oracle Central Designer Administrator application but are not assigned to the selected role.
Selected Users	All users that have been assigned to the selected role.

Create Role dialog box—Field descriptions

Field	Description
Name	Name of the role.
Description	Description of the role.

Field	Description
Scope	<p>Scope of the role:</p> <ul style="list-style-type: none"> • Library—A user assigned to a library role is granted the rights associated with the role only in libraries where that user is also a member of the library team. For example, if a user is assigned to the Librarian library role in the Central Designer Administrator application, the user must be a member of the Librarian library team for a library (in the Central Designer application) to work in the library. • Study—A user assigned to a study role is granted the rights associated with the role only in studies where the user is also a member of the study team. For example, if a user is assigned to the Rule Creation study role in the Central Designer Administrator application, the user must also be a member of the Rule Creation study team for a study to create rules in the study. • Application—A user assigned to an application role is granted all of the rights that are associated with the role, without restrictions. For example, a user who has the right to create users can always create users.

 **Note:**

You assign users to roles in the Oracle Central Designer Administrator application and to study and library teams in the Oracle Central Designer application.

For more information about role scopes and the rights they grant, see [Roles workspace—Right descriptions](#).

Default roles

In this section:

- [Rights assigned to the StudyDesigner role](#)

- [Rights assigned to the StudyAdministrator role](#)
- [Rights assigned to the DesignerAdministrator role](#)

Rights assigned to the StudyDesigner role

This role is an Application role, so the assigned rights are all Application rights.

For rights descriptions, see [Rights descriptions](#).

Table 4-8 Rights assigned to the StudyDesigner role

Rights category	Selected rights
Application Administration	Log on to the Oracle Central Designer application.
Catalog Administration	All rights within this category are selected.
Search	All rights within this category are selected.

Rights assigned to the StudyAdministrator role

This role is an Application role, so the assigned rights are all Application rights.

For rights descriptions, see [Rights descriptions](#).

Table 4-9 Rights assigned to the StudyAdministrator role

Rights category	Selected rights
Archive Administration	All rights within this category are selected.
Application Administration	Log on to the Oracle Central Designer software.
Study Administration	All rights within this category are selected.
Library Administration	All rights within this category are selected.
Catalog Administration	All rights within this category are selected.
Search	All rights within this category are selected.

Rights assigned to the DesignerAdministrator role

All Application rights are selected. For more information, see [Application roles—Rights descriptions](#).

5

System configuration administration

In this chapter:

- [Working with supported locales](#)
- [Working with target applications](#)
- [Working with sponsors](#)
- [Working with system settings](#)
- [Working with in-place revision settings](#)
- [Working with custom event integration settings](#)
- [Working with note types and task types](#)
- [Working with custom properties](#)
- [Working with report definitions](#)
- [Working with units definitions](#)
- [Working with coding information](#)
- [Working with security settings](#)
- [Working with deployment options](#)

Working with supported locales

In this section:

- [Checklist—Setting up in Oracle Central Designer Administrator for translating text strings](#)
- [Adding and removing a locale](#)
- [Supported Locales workspace](#)
- [Supported Locales workspace—Field descriptions](#)

Checklist—Setting up in Oracle Central Designer Administrator for translating text strings

Perform these steps as needed, in any order.



Note:

Perform each step in this checklist in the Oracle Central Designer Administrator application.

Table 5-1 Checklist for setting up in the Oracle Central Designer Administrator application for translating text strings.

Workflow step	Where to get more information
1. In the <code>System Config > General > Supported Locales</code> area, select each locale that you expect to be supported by studies designed in the Oracle Central Designer application.	System configuration administration
2. In the <code>Users > User Roles</code> area, assign roles that include the Translate Study Resources right to users who are responsible for translating.	User Administration
3. In the <code>Users > Skills</code> area, assign language fluency skills to users who are responsible for translating.	User Administration

Adding and removing a locale

You can add and remove one or more locales at the same time.

To add one or more locales:

1. Select **System Config**.
2. In the General section, click the **Supported Locales** link. The Supported Locales workspace appears.
3. Click **Add** (located in the upper-right corner). The Add Locale dialog box appears.
4. Select the checkboxes next to the locales that you want to add to the supported locales list, and click **OK**. The locales are added to the list.
5. Click **Save**.

To remove one or more locales:

1. Select **System Config**.
2. In the General section, click the **Supported Locales** link. The Supported Locales workspace appears.
3. Select the checkbox next to the locale you want to remove, and click **Remove**. The locale is removed from the list.
4. Click **Save**.

Supported Locales workspace

In the Supported Locales workspace, you define the locales to support for study design. A locale is a supported language or language variation.

You can design and deploy studies in every language and locale that is installed with the Microsoft Windows operating system, but only the languages and locales that you specify are available when a study is created in the Oracle Central Designer application.

**Note:**

You must select at least one locale to design studies.

To open the Supported Locales workspace:

1. Click the **System Config** button.
2. Under **General**, click **Supported Locales**.

Table 5-2 Supported Locales workspace - Field descriptions

Field	Description
Locale	A supported language or language variation.

Supported Locales workspace—Field descriptions

Table 5-3 Field descriptions for the Supported Locales workspace

Field	Description
Locale	A supported language or language variation.

Working with target applications

In this section:

- [Targets workspace](#)
- [Targets workspace—Field descriptions](#)

Targets workspace

In the Targets workspace, you enable and disable available target applications. A target application is an application to which you deploy a Oracle Central Designer study. For example, you can use the Oracle Central Designer application to design a study and deploy that study to the InForm application. The InForm application is the target application.

To open the Targets workspace:

1. Click the **System Config** button.
2. Under **General**, click **Targets**.

Table 5-4 Targets workspace—Field descriptions

Field	Description
Name	Name of the installed target application.
Version	Installation version associated with the target application. This field is incremented each time a new version of the target application is installed.

Table 5-4 (Cont.) Targets workspace—Field descriptions

Field	Description
Enabled	If selected, allows study objects for the target application to appear in the Oracle Central Designer application.

Targets workspace—Field descriptions

Field	Description
Name	Name of the installed target application.
Version	Installation version associated with the target application. This field is incremented each time a new version of the target application is installed.
Enabled	If selected, allows study objects for the target application to appear in the Oracle Central Designer application.

Working with sponsors

In this section:

- [Sponsors workspace](#)
- [Creating a sponsor](#)
- [Deleting a sponsor](#)
- [Importing sponsor information](#)
- [Exporting sponsor information](#)
- [Sponsors workspace—Field descriptions](#)

Sponsors workspace

In the Sponsors workspace, you create sponsors, which are then available in the Oracle Central Designer application to be assigned to studies. You also can delete sponsors and import and export sponsor information. The sponsor and sponsor detail information you create in the Oracle Central Designer Administrator application appears in the Oracle Central Designer application.

When Oracle Central Designer users create new sponsors and detail information, the sponsor names, but not the detail information, appear in the Oracle Central Designer Administrator application.

Oracle Central Designer users also can edit sponsor and sponsor details that you create. The changes they make do not appear the Oracle Central Designer Administrator application.

To open the Sponsors workspace:

1. Click the **System Config** button.

2. Under General, click **Sponsors**.

Table 5-5 Sponsors workspace—Field descriptions

Field	Description
Name	Name of the sponsor.
Description	Description of the sponsor.

Creating a sponsor

1. Select **System Configuration**.
2. In the General section, select **Sponsors**.
The Sponsors workspace appears.
3. Fill in the fields for the organization that is sponsoring the study.

 **Note:**

The only required field is the Sponsor Name.

Deleting a sponsor

1. Select **System Configuration**.
2. In the General section, select **Sponsors**.
The Sponsors workspace appears.
3. Select the sponsor to delete.
4. Click **Delete**.

Importing sponsor information

If a study object in the CSML data you are importing has the same identifier as an object in the study, the existing object is not deleted. Instead, a new study object is created and its version is incremented.

1. Select **System Configuration**.
2. In the General section, select **Sponsors**.
The Sponsors workspace appears.
3. Click **Import**.
The Open dialog box appears.
4. Navigate to the CSV file that contains the sponsor information.
5. Click **Open**.

Exporting sponsor information

1. Select **System Configuration**.
2. In the General section, select **Sponsors**.
The Sponsors workspace appears.
3. Select the sponsor to export.
4. Click **Export**.
The Save As dialog box appears.
5. Navigate to the location in which to save the file and do the following:
 - a. Type a name for the file.
 - b. From the **Save As type** drop-down list, select **CSV**.
 - c. Click **Save**.

Sponsors workspace—Field descriptions

Option	Description
Sponsor Name	Name of the organization that is sponsoring the study.
Note	Additional information.
Program	Name of the study.
Therapeutic area	Medical area that is being investigated by the study.
Address 1	Sponsor's street address.
Address 2	Additional address information.
City	City.
State	State (United States).
Zip code	Zip code (United States).
Province	Province (outside the United States).
Postcode	Postcode (outside the United States).
Country	Country.
Phone	Telephone number.
Alt phone	Alternate telephone number.
Fax	Fax number.
Email address	Email address.

Working with system settings

In this section:

- [System Settings workspace](#)
- [Importing, exporting, and deleting system settings](#)

System Settings workspace

System settings specify information that is specific to a specific InForm release. These settings are installed when the Oracle Central Designer application is installed.

In the System Settings workspace, you can view, export, import, and delete system settings, but you cannot modify them. Oracle Central Designer users can modify system settings and assign them to studies.

To learn more about the system settings, see the *User Guide*.

To open the System Settings workspace:

1. Click the **System Configuration** button.
2. Under General, click **System Settings**.

Importing, exporting, and deleting system settings

To import system settings from a file:

1. Select **System Configuration**.
2. Under General, select **System Settings**.
The System Settings workspace appears.
3. Click **Import**.
The Open dialog box appears.
4. Navigate to the location of the XML file that contains the system settings, and select it.
5. Click **Open**.

 **Note:**

If system settings already exist for an InForm release, you must delete the settings before you can import other settings for the same release.

To export system settings to a file:

1. Select **System Configuration**.
2. Under General, select **System Settings**.
The System Settings workspace appears.
3. From the **Settings** drop-down list, select the InForm release to export.
4. Click **Export**.
The Export dialog box appears.
5. Navigate to the location in which to save the file, and do the following:
 - a. Type a name for the file.
 - b. From the **Save as type** drop-down list, select **XML**.
 - c. Click **Save**.

To delete system settings:

1. Select **System Configuration**.
2. Under General, select **System Settings**.
The System Settings workspace appears.
3. From the **Settings** drop-down list, select an InForm release.
4. Click **Delete**.

A confirmation dialog box appears.

5. Click **OK**.

Working with in-place revision settings

In this section:

- [In-place Revisions workspace](#)
- [In-place Revisions workspace—Option descriptions](#)

In-place Revisions workspace

In the In-place Revisions workspace, you select whether to remove IPR configurations from studies after the studies are deployed successfully to a LIVE deployment instance. Additionally, you can configure whether protected and locked IPR configurations will also be removed.



Note:

The settings in the In-place Revisions workspace apply only to automated deployments.


To open the In-Place Revisions workspace:

1. Click the **System Configuration** button.
2. Under General, click **In-Place Revisions**.

In-place Revisions workspace—Option descriptions

Option	Description	Default
Remove all IPR configurations after successful deployment to LIVE deployment instance	When selected, IPR configurations are removed from studies after successful deployments to the LIVE deployment instance.	Selected
Include protected IPR configurations	When selected, protected IPR configurations are also removed from studies after successful deployments to the LIVE deployment instance.	Selected
Include locked IPR configurations	When selected, locked IPR configurations are also removed from studies after successful deployments to the LIVE deployment instance.	Selected

Option	Description	Default
Exclude IPR validation on UAT deployment instances	When selected, IPR validations exclude validation checks against deployed baselines on UAT deployment instances.	Selected

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Option	Description	Default
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Working with custom event integration settings

In this section:

- [Custom Event Integrations workspace](#)
- [Creating a custom event integration type](#)
- [Custom Event Integrations workspace—Option descriptions](#)

Custom Event Integrations workspace

In the Custom Event Integrations workspace, you add and modify integration types, which contain details about the applications that receive custom event data. The integration types that you enter appear in the Custom Events editor in the Oracle Central Designer client.

To open the Custom Event Integrations workspace:

1. Click the **System Configuration** button.
2. Under General, click **Custom Event Integrations**.

Creating a custom event integration type

1. Select **System Configuration**.
2. In the General section, select **Custom Event Integrations**.
3. At the top of the page, click **Add**.
4. Enter the integration type name, and click **OK**.
5. On each tab, enter the required data, then click **Save**.

Custom Event Integrations workspace—Option descriptions

Option	Description
Integration type drop-down list	Select an integration type to edit, or click Add to create a new one.
Endpoints	The destination of the export triggered by the custom event.
Map To Names	The name in the destination application where you want to save the exported data
Custom Data Names	The name for any additional information you want to send to the destination application. For example, "Site."
Custom Data Values	The value of the information you specified in the Custom Data Names field. For example, "Site1."

Working with note types and task types

In this section:

- Adding, modifying, and deleting a collaboration note type
- Adding, modifying, and deleting a task type
- Note Types and Task Types workspaces

Adding, modifying, and deleting a collaboration note type

If collaboration notes that are based on a collaboration note type exist, you cannot delete the collaboration note type.

To add a collaboration note type:

1. Select **System Config**.
2. In the Collaboration section, click the **Note Types** link.
The Note Types workspace appears, and information about existing collaboration note types appears, followed by a blank row.
3. Fill in the fields in the blank row, and click **Save**.

To modify a collaboration note type:

1. Select **System Config**.
2. In the Collaboration section, click the **Note Types** link.
The Note Types workspace appears, and information about existing collaboration note types appears, followed by a blank row.
3. Select the type that you want to modify.
4. For the selected type, click in a field and modify the information as necessary.
5. Click **Save**.

To delete a collaboration note type:

1. Select **System Config**.
2. In the Collaboration section, click the **Note Types** link.
The Note Types workspace appears, and information about existing collaboration note types appears, followed by a blank row.
3. Right-click the type you want to delete, and select **Delete Row**.

Table 5-6 Note Types workspace - Field descriptions

Field	Description
Name	Name of the collaboration note type.
Description	Description of the collaboration note type.

Adding, modifying, and deleting a task type

If tasks that are based on a task type exist, you cannot delete the task type.

To add a task type:

1. Select **System Config**.
2. In the Collaboration section, click the **Task Types** link.

The Task Types workspace appears. It contains information about existing task types, followed by a blank row.

3. Fill in the fields in the blank row, and click **Save**.

To modify a task type:

1. Select **System Config**.
2. In the Collaboration section, click the **Task Types** link.
The Task Types workspace appears. It contains information about existing task types, followed by a blank row.
3. Select the type that you want to modify.
4. For the selected type, click a field, and modify the information as necessary.
5. Click **Save**.

To delete a task type:

1. Select **System Config**.
2. In the Collaboration section, click the **Task Types** link.
The Task Types workspace appears. It contains information about existing task types, followed by a blank row.
3. Right-click the type you want to delete, and select **Delete Row**.

Table 5-7 Task Types workspace - Field descriptions

Field	Description
Name	Name of the task type.
Description	Description of the task type.
Task Classification	Classification of the task. <ul style="list-style-type: none"> • Standard—Used for all non-translation tasks assigned to an individual or team. • Translation—Used for tasks that request translation of a study object into one or more languages .

Table 5-7 (Cont.) Task Types workspace - Field descriptions

Field	Description
Assigned To	Study or library team to which tasks of this type are assigned by default.

 **Note:**

- Study and library roles appear as study and library teams in the Oracle Central Designer application.
- The default team for translation tasks cannot be overridden in the Oracle Central Designer application.
- For translation tasks, members of the team see a task only if they are fluent in the language to which the study object needs to be translated.

Note Types and Task Types workspaces

In this section:

- [Note Types workspace](#)
- [Task Types workspace](#)
- [Note Types workspace—Field descriptions](#)
- [Task Types workspace—Field descriptions](#)

Note Types workspace

In the Note Types workspace, you define collaboration note types. A collaboration note type is a classification used to identify the type and purpose of a collaboration note. For example, you can use an Informational note type to create notes that provide information about a study object.

To open the Note Types workspace:

1. Click the **System Config** button.
2. Under Collaboration, click **Note Types**.

Table 5-8 Note Types workspace - Field descriptions

Field	Description
Name	Name of the collaboration note type.
Description	Description of the collaboration note type.

Task Types workspace

In the Task Types workspace, you create task types. A task type is a classification used to identify the type of the task and the way the task is used. For example, you can use a Create Form task type for assigning form creation work.

Definitions of task types

For each task type, you define:

- A classification, which identifies the purpose of a task. The options are Standard and Translation.
- A study or library team to which tasks of that type are assigned by default.
 - For Standard tasks, specifying a team is optional, and Oracle Central Designer users can override the default assignment.
 - For Translation tasks, you must specify a team, and Oracle Central Designer users cannot override the assignment. In the Oracle Central Designer application, only the users with the language fluency skills for the requested translation work can view the translation task.

Note:

Study and library roles appear as study and library teams in the Oracle Central Designer application.

Sample task types

You can choose the level of detail that you need for task types. For example, you can have a generic **Work request** task type, or you can create specific types such as:

- Rule design
- Layout design

- Translation

If people frequently require clarification about tasks that are assigned to them and you need to track the requests for additional information, consider creating a **Clarification** task type that people can use to obtain additional information.

To open the Task Types workspace:

1. Click the **System Config** button.
2. Under Collaboration , click **Task Types**.

Task Types workspace - Field descriptions

Field	Description
Name	Name of the task type.
Description	Description of the task type.
Task Classification	Classification of the task. <ul style="list-style-type: none"> • Standard—Used for all non-translation tasks assigned to an individual or team. • Translation—Used for tasks that request translation of a study object into one or more languages.
Assigned To	Study or library team to which tasks of this type are assigned by default.

 **Note:**

- Study and library roles appear as study and library teams in the Oracle Central Designer application.
- The default team for translation tasks cannot be overridden in the Oracle Central Designer application.
- For translation tasks, members of the team see a task only if they are fluent in the language to which the study object needs to be translated.

Note Types workspace—Field descriptions

Field	Description
Name	Name of the collaboration note type.
Description	Description of the collaboration note type.

Task Types workspace—Field descriptions

Field	Description
Name	Name of the task type.
Description	Description of the task type.
Task Classification	Classification of the task. <ul style="list-style-type: none">• Standard—Used for all non-translation tasks assigned to an individual or team.• Translation—Used for tasks that request translation of a study object into one or more languages.

Field	Description
Assigned To	Study or library team to which tasks of this type are assigned by default.

 **Note:**

- Study and library roles appear as study and library teams in the Central Designer application.
- The default team for translation tasks cannot be overridden in the Central Designer application.
- For translation tasks, members of the team see a task only if they are fluent in the language to which the study object needs to be translated.

Working with custom properties

In this section:

- [Adding, modifying, and removing a custom property](#)
- [Adding and removing a grouping](#)
- [Moving, cutting, copying, and pasting a grouping](#)
- [Custom Properties workspace](#)
- [InForm and Clintrial custom properties](#)
- [Custom properties in the Oracle Central Designer application](#)

- [Custom Properties workspace—Field descriptions](#)

Adding, modifying, and removing a custom property

You can add a custom property to a grouping and remove a custom property from the grouping.

- If you remove a custom property, the property is removed from the Properties Browser in the Oracle Central Designer application and is no longer associated with any study objects for which the property value was assigned. Oracle recommends that you do not delete custom properties.
- You must not delete Oracle InForm or Clintrial custom properties, or deployment is likely not to succeed.
- Do not modify Oracle InForm or Clintrial custom properties or groupings.
- You cannot rename custom properties or groupings.

To add a custom property:

1. Select **System Config**.
2. In the Customization section, click the **Custom Properties** link. The Custom Properties workspace appears.
3. In the Custom Properties list, right-click a grouping, and select **Add Custom Property** , or press **Ctrl+N** . A new custom property appears in the Custom Properties list, and details for the custom property appear in the workspace.
4. Fill in the fields in the workspace, and click **Save**.

To modify a custom property:

1. Select **System Config**.
2. In the Customization section, click the **Custom Properties** link. The Custom Properties workspace appears.
3. Select a custom property. The custom property appears in the Custom Properties workspace.
4. Modify the fields as necessary, and click **Save**.

To remove a custom property:

1. Select **System Config**.
2. In the Customization section, click the **Custom Properties** link.
3. Right-click a custom property, and select **Remove**, or press **Delete**.
4. Click **Save**.

Custom Properties workspace - Field descriptions

The fields that appear in the Custom Properties workspace vary according to what you select. You can select a study object, a grouping, or a custom property.

Field	Description
A study object is selected.	-

Field	Description
Groupings	Name of the grouping for the study object. Groupings organize custom properties in the Oracle Central Designer application.
A grouping is selected.	-
Custom Properties	Name of the custom property created under the grouping for a study object.
A custom property is selected.	-
Name	Name of the custom property.
Data Type	Data type of the custom property: <ul style="list-style-type: none"> • Text—Contains alphanumeric characters. • Integer—Contains only numbers. • Boolean—True or False. • Float—Contains numbers and a decimal point.
Max Length	Maximum number of characters allowed for the value of the custom property.
Description	Description of the custom property.
Make Property Visible	<ul style="list-style-type: none"> • Selected—Users can see this property in the Properties Browser in the Oracle Central Designer application. • Not Selected—The property is not visible in the Properties Browser in the Oracle Central Designer application.
Use Value List	<ul style="list-style-type: none"> • Selected—Oracle Central Designer users must select a value for the custom property from a list of possible values. You can define these values in the grid with the Value and Default fields. • Not selected—Oracle Central Designer users must supply a value for the custom property. <p>The Use Value List grid has the following fields.</p> <ul style="list-style-type: none"> • Value—A value for the custom property. All values are available in a drop-down list in the Central Designer application. If Use Value List is selected, Oracle Central Designer users must select a value for the custom property. • Default—When selected, the value is selected by default for the custom property in the Oracle Central Designer application. You can select the checkbox for only one value.

Adding and removing a grouping

You can create a grouping under a study object in the Custom Properties workspace. After you create a grouping, you can add a custom property to the grouping.

 **Note:**

- Do not modify InForm or Clintrial custom properties or groupings.
- You cannot rename custom properties or groupings.

To add a grouping:

1. Select **System Config**.
2. In the Customization section, click the **Custom Properties** link.
The Custom Properties workspace appears.
3. Right-click a study object, and select **Add Grouping**, or press **Ctrl+N**, and then type the name of the grouping.
or
Select a study object, and type the name of the grouping in the blank field in the Groupings grid in the workspace.
4. Press **Enter**.
5. Click **Save**.

To remove a grouping:

1. Select **System Config**.
2. In the Customization section, click the **Custom Properties** link.
The Custom Properties workspace appears.
3. Right-click a grouping, and select **Remove**, or press **Delete**.
4. Click **Save**.

Moving, cutting, copying, and pasting a grouping

When you cut or copy and then paste a grouping that contains one or more custom properties, the custom properties are copied or cut and then pasted with the grouping.

To move a grouping:

1. Select **System Config**.
2. In the Customization section, click the **Custom Properties** link.
The Custom Properties workspace appears.
3. Drag a grouping from one study object to the other study object name.

To cut or copy and then paste a grouping:

1. Select **System Config**.
2. In the Customization section, click the **Custom Properties** link.
The Custom Properties workspace appears.
3. Right-click a grouping, and then select either **Copy** (or press **Ctrl+C**) or **Cut** (or press **Ctrl+X**).
4. Right-click a study object, and select **Paste**, or press **Ctrl+V**.
The grouping is moved.

Custom Properties workspace

All study objects have standard properties for which you view, define, and modify values in the Properties Browser.

If you want to provide additional information about a study object, then you create custom properties in the Oracle Central Designer Administrator application. A custom property is a user-defined or default characteristic of a study object. You can create custom properties for study designs, study elements, study events, forms, items, codelists, codelist items, logical schemas, data sets, and data series.

After an administrator creates custom properties for the study objects in the Oracle Central Designer Administrator application, Oracle Central Designer users can define values for custom properties in the Properties Browser in the Oracle Central Designer application.

Custom properties are organized in both applications by study object and then by grouping. A grouping is a default or user-provided value used to organize custom properties of a study object.

For example, you can create a custom property that allows Oracle Central Designer users to select the dictionary used to code an item. You can specify values for the dictionaries, and users can either select a dictionary from a list or type a dictionary name.



Note:

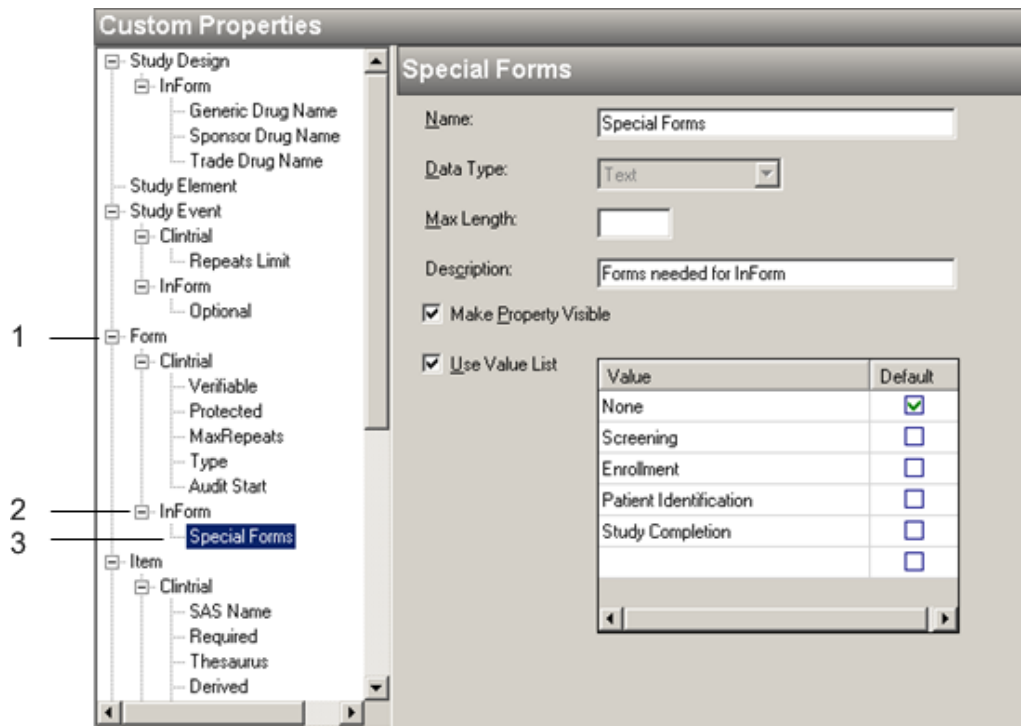
In the Oracle Central Designer application, all custom properties appear in the Categories tree, so users can include custom properties and their values in search parameters.

To open the Custom Properties workspace:

1. Click the **System Config** button.
2. Under Customization, click **Custom Properties**.

Illustration of the Custom Properties workspace

The Custom Properties workspace displays context-sensitive information, depending on what you select in the Custom Properties tree.



- 1 —When a study object is selected, the workspace displays the groupings created under the study object. Groupings organize properties in the Properties Browser in the Oracle Central Designer application.
- 2 —When a grouping is selected, the workspace displays all custom properties created in the grouping. Some custom properties are predefined.
- 3 —When a custom property is selected, the workspace displays details related to the custom property. You can define this information.

Custom Properties workspace - Field descriptions

The fields that appear in the Custom Properties workspace vary according to what you select. You can select a study object, a grouping, or a custom property.

Field	Description
A study object is selected.	-
Groupings	Name of the grouping for the study object. Groupings organize custom properties in the Oracle Central Designer application.
A grouping is selected.	-
Custom Properties	Name of the custom property created under the grouping for a study object.
A custom property is selected.	-
Name	Name of the custom property.
Data Type	Data type of the custom property: <ul style="list-style-type: none"> • Text—Contains alphanumeric characters. • Integer—Contains only numbers. • Boolean—True or False. • Float—Contains numbers and a decimal point.

Field	Description
Max Length	Maximum number of characters allowed for the value of the custom property.
Description	Description of the custom property.
Make Property Visible	<ul style="list-style-type: none"> • Selected—Users can see this property in the Properties Browser in the Oracle Central Designer application. • Not Selected—The property is not visible in the Properties Browser in the Oracle Central Designer application.
Use Value List	<ul style="list-style-type: none"> • Selected—Oracle Central Designer users must select a value for the custom property from a list of possible values. You can define these values in the grid with the Value and Default fields. • Not selected—Oracle Central Designer users must supply a value for the custom property. <p>The Use Value List grid has the following fields.</p> <ul style="list-style-type: none"> • Value—A value for the custom property. All values are available in a drop-down list in the Oracle Central Designer application. If Use Value List is selected, Oracle Central Designer users must select a value for the custom property. • Default—When selected, the value is selected by default for the custom property in the Oracle Central Designer application. You can select the checkbox for only one value.

InForm and Clintrial custom properties

The following InForm and Clintrial custom properties are available by default in the Custom Properties workspace.



Note:

You must not delete InForm or Clintrial custom properties, or deployment is likely not to succeed.

For a list of CDD and CIS custom properties, see the *User Guide*.

Table 5-9 Descriptions and default values of custom properties

Study object	Custom property	Description and default values
Miscellaneous custom properties	-	-
Study Design	Sponsor	Name of the sponsor of the study.

Table 5-9 (Cont.) Descriptions and default values of custom properties

Study object	Custom property	Description and default values
-	Sponsor Date	Date specified by the sponsor of the study.
-	Generic Drug Name	Generic name for a drug.
-	Sponsor Drug Name	Code name given to a drug by a sponsor.
-	Trade Drug Name	Commercial name of a drug.
InForm custom properties	-	-
Study Design	Shared Form Block Key	Block key to use for a shared form. You must use this property if the block key in the Clintrial application is defined as a numeric field. The block key that you specify overrides the internal text block key (CommonCRF) that the Oracle Central Designer application creates during deployment from the system RefName of the special visit for shared forms.
Study Event	Optional	True or False (default), indicating whether the formset (visit) is optional or required.
Form	Special Visits	Indicates if the study event holds a Screening or Enrollment form. <ul style="list-style-type: none"> • None (Default; study event does not have a Screening or Enrollment form). • Screening. • Enrollment.
-	Item Required	True (default) or False, indicating whether the item is required.
-	SDV Required	True (default) or False, indicating whether the item requires source verification.
-	Special Forms	Forms that have special processing in the InForm software. <ul style="list-style-type: none"> • None • Screening • Enrollment • Patient Identification • Study Completion • (Available only in the NonClinical container) Reg Docs • (Available only in the NonClinical container) Visit Report
-	SDV Critical	True (default) or False, indicating whether the item requires source verification.

Table 5-9 (Cont.) Descriptions and default values of custom properties

Study object	Custom property	Description and default values
Item	Display Override	<p>Determines the default behavior of an item when a layout is generated.</p> <ul style="list-style-type: none"> • ReadOnly—The item is visible but not editable. • Editable—The item is visible and editable by any user, regardless of the rights assigned to the user. • Hidden—The item is not visible. • None—The item is visible to all users, and visible and editable by any user who has the rights to view and/or edit the item.
-	Item Required	True (default) or False , indicating whether the item is required for data entry on the form to be complete.
-	SDV Required	True (default) or False , indicating whether the item requires source document verification.
-	Special Fields	<p>Fields used on the special forms for the InForm application.</p> <ul style="list-style-type: none"> • None—Field is not a special InForm field. • Screening form: <ul style="list-style-type: none"> – Initials – DOB – Screening date • Enrollment form: Patient No. • Patient Identification form: Initials • Study Completion form: <ul style="list-style-type: none"> – Completion status – Drop out reason • Date of Visit form: DOV • Randomization form: Randomization field
-	MinValue	Minimum value that the InForm application will allow to be typed for the item.
-	MaxValue	Maximum value that the InForm application will allow to be typed for the item.
-	MinProperty	True or False , indicating whether MinValue is inclusive of the number typed.

Table 5-9 (Cont.) Descriptions and default values of custom properties

Study object	Custom property	Description and default values
-	MaxProperty	True or False , indicating whether MaxValue is inclusive of the number typed.
-	SDV Critical	True (default) or False , indicating whether the item is marked as critical.
Codelist Item	Study Completion Status Items	Codelist items in the codelist for the Completion Status item on the Study Completion form, which is used in reporting in the InForm application to determine whether a subject dropped out of a study. Options include: <ul style="list-style-type: none"> • None—(default) The codelist item is not part of the codelist for the Completion Status item. • Complete Study (Study Completion)—Indicates that the subject has completed the study. • Incomplete Study (Study Completion)—Indicates that the subject has not completed the study.
Clintrial custom properties	-	-
Study Event	Repeats Limit	Maximum number of times a block can repeat. Set to -1 for unlimited repeats.
Form	Verifiable	Indicates whether the panel needs to be verified in the Clintrial application. <ul style="list-style-type: none"> • 0—(default) Verification is not required before data in the panel can be validated. • 1—Verification is required before data in the panel can be validated.
-	Protected	Indicates if the panel is protected in the Clintrial application. <ul style="list-style-type: none"> • 0—(default) Panel is not protected. • 1—Panel is protected.
-	MaxRepeats	Maximum number of repeating records that are allowed in a page section.

Table 5-9 (Cont.) Descriptions and default values of custom properties

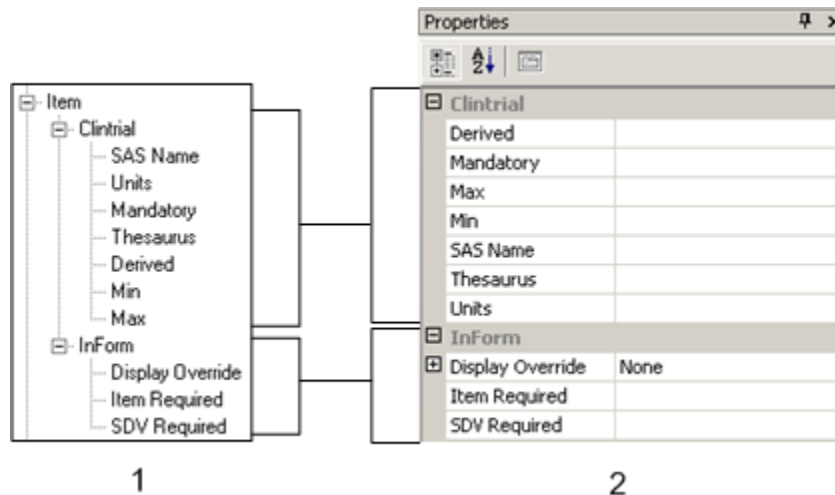
Study object	Custom property	Description and default values
-	Type	Type of panel in the Clintrial application. <ul style="list-style-type: none"> • 0—Type 0 panel (non-patient data). • 1—(default) Type 1 panel (one record per patient). • 2—Type 2 panel (more than one record per patient). • 3—Type 3 panel (one record per patient visit). • 4—Type 4 panel (more than one record per patient visit). • 5—Type 5 panel (subject enrollment).
-	Audit Start	Default audit start point for all protocols in the Clintrial database instance. <ul style="list-style-type: none"> • ENTRY—Auditing begins after data has been entered interactively in a record. • VERIFICATION—Auditing begins after data has been re-entered to check the accuracy of the entry or, for batch-loaded records, after data has been screened. • VALIDATION—Auditing begins after a record has been validated, regardless of whether the record passed or failed validation. • VALIDITY—Auditing begins after a record has passed validation. • MERGE—Auditing begins after data has moved from the update table to the data table.
Item	SAS Name	Name of the item when data is sent to a SAS dataset through the Clintrial SAS interface. This attribute must be no more than eight characters, and it must conform to SAS requirements.

Table 5-9 (Cont.) Descriptions and default values of custom properties

Study object	Custom property	Description and default values
-	Required	<ul style="list-style-type: none"> Selected—Value for the item must be supplied (for example, by the data-entry operator, or as a derived item) in the Clintrial application. Not selected—Value is not required in the Clintrial application. <p>Note: If Required is True, Derived must be False. If Required is False, Derived must be True.</p>
-	Thesaurus	Name of the thesaurus used to code the item.
-	Derived	Indicates that the value of the item is calculated from a derivation associated with the panel.
-	Min	Minimum value that can be entered for the value of the item in the Clintrial application.
-	Max	Maximum value that can be entered for the value of the item in the Clintrial application.

Custom properties in the Oracle Central Designer application

A custom property created for a study object (for example, an item) appears in the Properties Browser for all study objects of that type (in this case, all items).



1—A portion of the Custom Properties workspace in the Oracle Central Designer Administrator application.

2—A portion of the Properties Browser in the Oracle Central Designer application. Custom properties defined under the Clintrial grouping appear in the Oracle Central Designer application under the same Clintrial grouping, and custom properties defined under the InForm grouping appear in the Oracle Central Designer application under the same InForm grouping.

Custom Properties workspace—Field descriptions

The fields that appear in the Custom Properties workspace vary according to what you select. You can select a study object, a grouping, or a custom property.

Field	Description
A study object is selected.	-
Groupings	Name of the grouping for the study object. Groupings organize custom properties in the Oracle Central Designer application.
A grouping is selected.	-
Custom Properties	Name of the custom property created under the grouping for a study object.
A custom property is selected.	-
Name	Name of the custom property.
Data Type	Data type of the custom property: <ul style="list-style-type: none"> • Text—Contains alphanumeric characters. • Integer—Contains only numbers. • Boolean—True or False. • Float—Contains numbers and a decimal point.
Max Length	Maximum number of characters allowed for the value of the custom property.
Description	Description of the custom property.
Make Property Visible	<ul style="list-style-type: none"> • Selected—Users can see this property in the Properties Browser in the Oracle Central Designer application. • Not Selected—The property is not visible in the Properties Browser in the Oracle Central Designer application.

Field	Description
Use Value List	<ul style="list-style-type: none"> • Selected—Oracle Central Designer users must select a value for the custom property from a list of possible values. You can define these values in the grid with the Value and Default fields. • Not selected—Oracle Central Designer users must supply a value for the custom property. <p>The Use Value List grid has the following fields.</p> <ul style="list-style-type: none"> • Value—A value for the custom property. All values are available in a drop-down list in the Oracle Central Designer application. If Use Value List is selected, Central Designer users must select a value for the custom property. • Default—When selected, the value is selected by default for the custom property in the Oracle Central Designer application. You can select the checkbox for only one value.

Working with report definitions

In this section:

- [Exporting the file for report definitions](#)
- [Updating report definitions](#)
- [Reports Definitions workspace](#)

Exporting the file for report definitions

If you have modified the XML definition file for reports, you must export it before you upgrade.

1. Select **System Config**.
2. Under Customization, select **Reports Definitions**.
The Reports Definitions workspace appears.
3. Click **Save As**.
The Save As dialog box appears.
4. Provide a name for the file, browse to the location in which to save it, and click **Save**.

Note:

After a Oracle Central Designer upgrade, you must re-import the report definitions. For more information, see [Updating report definitions](#). For information about developing and importing new custom reports, contact Oracle Services.

Updating report definitions

On each Oracle Central Designer application server:

1. Copy the updated custom reports definition file to the following location, overwriting the existing file:

```
<designer_root>\DBSchema\_Last\Datainstaller\DesignerReportsDefinitions.xml
```

In the previous location, *<designer_root>* is the root directory of the Oracle Central Designer installation.

2. From the *<designer_root>\bin* directory, run the `UpdateReports.bat` file.

The `UpdateReports.bat` file updates the definitions of the custom reports in the database.

Reports Definitions workspace

In the Reports Definitions workspace, you can export the currently defined reports definitions.

To open the Reports Definitions workspace:

1. Click the **System Config** button.
2. Under Customization , click **Reports Definitions**.

Working with units definitions

In this section:

- [Exporting and importing a units file](#)
- [Units Definitions workspace](#)

Exporting and importing a units file

If you have modified the units file, you should export it before you upgrade and then import it after you upgrade. To add new units, you can export the file, modify it, and import it at any time.

Before you import the units file, make sure that en-US is defined for every unit that you use in your studies.

To import a units file:

1. Select **System Config**.
2. Under Customization, select **Unit Definitions**.
The Unit Definitions workspace appears.
3. Click **Import**.
The Open dialog box appears.
4. Navigate to the location of the units file, and select it.
5. Click **Open**.

To export the units file that is in the database:

1. Select **System Config**.

2. Under Customization, select **Unit Definitions**.
The Unit Definitions workspace appears.
3. Click **Save As**.
The Save As dialog box appears.
4. Provide a name for the file, browse to the location in which to save it, and click **Save**.
The file is saved.

Units Definitions workspace

In the Units Definitions workspace, you export the currently defined units definitions, modify the file outside of the application, and then import the modified file. You cannot modify a file that has already been imported.

Units information is used by all application servers in a web farm and is stored in the database.

To open the Units Definitions workspace:

1. Click the **System Config** button.
2. Under Customization , click **Unit Definitions**.

Working with coding information

In this section:

- [Importing and overwriting a dictionary type](#)
- [Enabling and disabling a dictionary type](#)
- [Renaming a dictionary type](#)
- [Adding, modifying, and deleting a verbatim type](#)
- [Importing and overwriting dictionary metadata](#)
- [Dictionary Types workspace](#)
- [Verbatim Types workspace](#)
- [Coding Dictionary Metadata workspace](#)
- [Dictionary Types workspace—Field descriptions](#)
- [Coding Dictionary Metadata workspace—Option descriptions](#)

Importing and overwriting a dictionary type

You can import dictionary types at any time. An imported dictionary type is enabled by default.

You cannot remove a dictionary type after importing it. If you want to update a dictionary type, you can either:

- Modify or rename the file and then import a new file.
- Overwrite the existing dictionary type.

- If the original dictionary type is used by one or more coding maps and updates to the dictionary type change its structure (for example, if coding levels are added or removed), you receive a message that indicates that the import cannot be done because the coding maps would be made invalid.

To import or overwrite a dictionary type:

1. Select **System Config**.
2. In the Coding section, click the **Dictionary Types** link.
The Coding Dictionaries workspace appears.
3. Click **Import**.
The Open dialog box appears.
4. Navigate to the location of the dictionary type file, select it, and click **Open**.
If you are overwriting a dictionary type, a dialog box appears. Review and confirm the changes.

The import might take a few moments. After the import is complete, you receive a message that the import is finished.

An imported dictionary type is enabled by default. If you do not want the dictionary type to be available for creating coding maps, you can disable it.

Enabling and disabling a dictionary type

A dictionary type must be in the Oracle Central Designer Administrator application before you can enable it.

To make a dictionary type available to be added to a study or library, you must enable it. When a dictionary type is disabled, it cannot be added to any studies or libraries.

If you disable a dictionary type that is used by a study or library in the Oracle Central Designer application, Oracle Central Designer users can view its coding maps but cannot create or modify them.

To enable a dictionary type:

1. Select **System Config**.
2. In the Coding section, click the **Dictionary Types** link.
The Coding Dictionaries workspace appears.
3. Select the **Enabled** checkbox for the dictionary.
4. Click **Save**.

To disable a dictionary type:

1. Select **System Config**.
2. In the Coding section, click the **Dictionary Types** link.
The Coding Dictionaries workspace appears.
3. Deselect the **Enabled** checkbox for the dictionary.
4. Click **Save**.

Renaming a dictionary type

If you rename a dictionary type, the coding maps that were created for the dictionary type are still valid.

1. Select **System Config**.
2. In the Coding section, click the **Dictionary Types** link.
The Coding Dictionaries workspace appears.
3. Click within a **Type** field for a dictionary type.
The text becomes editable.
4. Type a new name for the dictionary type, and press **Enter**.
5. Click **Save**.

Adding, modifying, and deleting a verbatim type

1. Select **System Config**.
2. In the Coding section, click the **Verbatim Types** link.
The Verbatim Types workspace appears. It displays information about existing verbatim types, followed by a blank row.
3. Do one of the following:
 - To add a verbatim type: Type the name and description in the blank row.
 - To modify a verbatim type: Double-click the text that you want to modify, and type the correct text. Click **Save**.
 - To delete a verbatim type: Right-click the verbatim type, and select **Delete Row**.

 **Note:**

You cannot delete a verbatim type that is in use.

Importing and overwriting dictionary metadata

If a dictionary metadata update is implemented in the Oracle Central Coding application, you will need to update dictionary metadata items in the Oracle Central Designer application. Oracle will provide you with an XML file that you must import to continue using and creating coding maps in the Oracle Central Designer application.

 **Note:**

Do not import an XML file unless specifically directed by Oracle, or your coding maps will become invalid.

1. Select **System Config**.

2. In the Coding section, click the **Dictionary Metadata** link.
The Coding Dictionaries Metadata workspace appears.
3. Click **Import**.
The Open dialog box appears.
4. Navigate to the location of the dictionary metadata XML file, select it, and click **Open**.
If existing coding maps reference a dictionary metadata item that will be removed as a result of the import, a dialog box appears to alert you of the changes.
If no dictionary metadata items will be removed as a result of the import, or if the dictionary metadata items that will be removed are not used, the import begins immediately.
The import might take a few moments. After the import is complete, you receive a message that the import is finished.

Dictionary Types workspace

In the Dictionary Types workspace, you import and enable dictionary types. You also can overwrite dictionary types. A dictionary type is a name or identifier for the metadata for a dictionary.

Table 5-10 About dictionary types

Characteristic	Description
Definition and purpose	<p>A dictionary type is a name or identifier for the metadata for a dictionary. You create a coding map for a verbatim using a dictionary type.</p> <p>The dictionary type specifies the metadata for all versions of a dictionary, including:</p> <ul style="list-style-type: none"> • Verbatim types. • Dictionary levels. • Dictionary level types, such as Term or Code. • Where applicable, context meanings.
Dictionary types in the installation	<p>The following dictionary types are installed with the Oracle Central Designer application:</p> <ul style="list-style-type: none"> • MedDRA—Medical Dictionary for Drug Regulatory Activities. • MedDRAJ—Japanese version of the MedDRA dictionary. • WHO-DD—World Health Organization Drug Dictionary (formerly WHO-DRL—World Health Organization Drug Reference List). • JDrug—Japanese drug dictionary.
Importing	<p>You can import other standard dictionary types as well as custom dictionary types in the Oracle Central Designer Administrator application.</p> <p>For more information, see Importing and overwriting a dictionary type.</p>

Table 5-10 (Cont.) About dictionary types


Characteristic	Description
Multiple versions	The Oracle Central Designer application supports multiple versions of a dictionary type. A version consists of dictionary metadata and dictionary data. In most cases, versions are different only in data, but new versions can also contain new metadata.
Using in a study or library	To use a coding dictionary in a study or library to create coding maps, you must use the following process: <ol style="list-style-type: none"> 1. Importing and overwriting a dictionary type. 2. Enabling and disabling a dictionary type. 3. Select the dictionary type for a study or library (in the <i>InForm Design Guide</i>).
Association with verbatim types	You can associate multiple verbatim types with a single dictionary type.
Deployment	Dictionary types that are used in the coding maps are deployed to the InForm application as MedML DICTIONARY objects.

To open the Dictionary Types workspace:

1. Click the **System Config** button.
2. Under Coding, click **Dictionary Types**.

Table 5-11 Dictionary Types workspace - Field descriptions

Field	Description
Type	Name of the dictionary type.

 **Note:**

In the dictionary type XML file, this information comes from the DictionaryType type field. You can modify this information by double-clicking the Type field.

Table 5-11 (Cont.) Dictionary Types workspace - Field descriptions

Field	Description
Description	Description of the dictionary type.
Import date	Date on which the dictionary type was imported.
Enabled	Indicates whether the dictionary type is enabled. Only enabled dictionary types can be used to create coding definitions in the Oracle Central Designer application.

 **Note:**

In the dictionary type XML file, this information comes from the Description field. You can modify this information by double-clicking the Description field.

Verbatim Types workspace

In the Verbatim Types workspace, you create and edit verbatim types. A verbatim type is a classification of a verbatim as defined in a coding dictionary.

 **Note:**

You associate verbatim types with dictionary types in the Study Editor in the Oracle Central Designer application.

Table 5-12 About verbatim types

Characteristic	Description
Definition and purpose	A verbatim type is a classification of a verbatim as defined in a coding dictionary.
Verbatim types in the installation	<ul style="list-style-type: none"> • AE—Adverse Event • DISEASE—Disease • LABDATA—Lab data • MEDPROD—Medical product
Association with dictionary types	You can associate multiple verbatim types with a single dictionary type.

To open the Verbatim Types workspace:

1. Click the **System Config** button.
2. Under Coding, click **Verbatim Types**.

Coding Dictionary Metadata workspace

In the Coding Dictionary Metadata workspace, you view existing dictionary metadata items and import new dictionary metadata items to overwrite the existing dictionary metadata items. A dictionary metadata item is an identifier that describes administrative data about a dictionary and that you can use to create a coding map.

To open the Coding Dictionary Metadata workspace:

1. Click the **System Config** button.
2. Under Coding, click **Dictionary Metadata**.

Table 5-13 Coding Dictionary Metadata workspace - Option descriptions

Field	Description
Display Name	Name of the dictionary metadata item; either Dictionary or CoderName.
Version	Version number for the dictionary metadata item.
Level	Dictionary level for which a coding map can be defined for the metadata item; either Dictionary or CoderName.
Level Type	Information that indicates the type of supported target item for the dictionary metadata item. The only available option is Term.
Description	Description of the dictionary metadata item; either Dictionary or CoderName.


Dictionary Types workspace—Field descriptions

Field	Description
Type	Name of the dictionary type.

 **Note:**

In the dictionary type XML file, this information comes from the DictionaryType type field. You can modify this information by double-clicking the Type field.

Field	Description
Description	Description of the dictionary type.
Import date	Date on which the dictionary type was imported.
Enabled	Indicates whether the dictionary type is enabled. Only enabled dictionary types can be used to create coding definitions in the Oracle Central Designer application.

 **Note:**

In the dictionary type XML file, this information comes from the Description field. You can modify this information by double-clicking the Description field.

Coding Dictionary Metadata workspace—Option descriptions

Field	Description
Display Name	Name of the dictionary metadata item; either Dictionary or CoderName.
Version	Version number for the dictionary metadata item.
Level	Dictionary level for which a coding map can be defined for the metadata item; either Dictionary or CoderName.
Level Type	Information that indicates the type of supported target item for the dictionary metadata item. The only available option is Term.
Description	Description of the dictionary metadata item; either Dictionary or CoderName.

Working with security settings

In this section:

- [Changing the security settings for accounts and sessions](#)
- [Security Settings workspace](#)
- [Security Settings workspace—Option descriptions](#)

Changing the security settings for accounts and sessions

1. Select **System Config**.

2. Under **Security**, select **Settings**.
3. Modify the settings as needed.

For more information, see:

- [Security Settings workspace](#).
- [Security Settings workspace—Option descriptions](#).

Security Settings workspace

In the Security Settings workspace, you view and modify the security settings for user accounts and logon sessions. For more information, see [Changing the security settings for accounts and sessions](#).

To open the Security Settings workspace:

1. Click the **System Config** button.
2. Under Security, click **Settings**.

Table 5-14 Security Settings workspace - Option descriptions

Option	Description	Default value	Acceptable range
Passwords section	-	-	-
Passwords expire every	When selected, passwords expire after the specified number of days. Otherwise, passwords do not expire.	30 days	1 day - 365 days
Enforce password history	When selected, you can specify the number of recently used passwords that cannot be reused. For example, if you specify 4 in the Enforce password history field, when changing a password, users cannot use any of their four previously used passwords.	4	4-12 passwords
Minimum password length	Minimum required length of a password for any user.	8 characters	6 - 20 characters

Table 5-14 (Cont.) Security Settings workspace - Option descriptions

Option	Description	Default value	Acceptable range
Number of password re-tries	Number of failed logon attempts that are allowed before a user's account is locked. A user with a locked account cannot log on for 30 minutes.	3 attempts	1 - 10 attempts
Password complexity	<p>Low —The password must meet the length requirement.</p> <p>Medium, High, or Very High — The password must meet the length requirement and meet one (for Medium), two (for High), or all (for Very High) of the following requirements:</p> <ul style="list-style-type: none"> • At least one letter and one number. • At least one non-alphanumeric character. • At least one upper-case and one lower-case letter. 	High	Not applicable.
Account lockout section			
Lockout System account for	Amount of time the system user account is locked out of the Oracle Central Designer application after exceeding the allowed number of login attempts.	30	0 minutes - 23 hours, 59 minutes

Table 5-14 (Cont.) Security Settings workspace - Option descriptions

Option	Description	Default value	Acceptable range
Lockout user for	Amount of time a user account is locked out of the Oracle Central Designer application after exceeding the allowed number of login attempts.	30	0 minutes - 23 hours, 59 minutes
Manually reactivate user	When selected, the user is locked out of the Oracle Central Designer application after exceeding the allowed number of login attempts, and cannot log back in until an administrator reactivates the user account. Note: This option takes precedence over the Lockout user for field setting.	Not selected	Not applicable.
Session settings section	-	-	-
Inactivity timeout	Amount of time in which users can stop working before they are prompted to re-enter their passwords. Note: The Inactivity timeout value must be lower than the User must re-authenticate value.	20 minutes	15 minutes - 23 hours, 59 minutes
User must re-authenticate every	The amount of time that can pass before users are prompted to re-enter their passwords, even if they have not stopped working.	4 hours	1 hour - 6 days, 23 hours, 59 minutes

Table 5-14 (Cont.) Security Settings workspace - Option descriptions

Option	Description	Default value	Acceptable range
Study visibility section			
Restrict study visibility to study team members	When selected, studies and libraries are hidden from the users who are not members of the study teams and library teams. Note: Studies and libraries are always visible to the users who create them.	Selected for new installations. Not selected if you upgraded from Oracle Central Designer release 2.0 or earlier.	Not applicable.

Security Settings workspace—Option descriptions

Option	Description	Default value	Acceptable range
Passwords section			
Passwords expire every	When selected, passwords expire after the specified number of days. Otherwise, passwords do not expire.	30 days	1 day - 365 days
Enforce password history	When selected, you can specify the number of recently used passwords that cannot be reused. For example, if you specify 4 in the Enforce password history field, when changing a password, users cannot use any of their four previously used passwords.	4	4-12 passwords
Minimum password length	Minimum required length of a password for any user.	8 characters	6 - 20 characters

Option	Description	Default value	Acceptable range
Number of password re-tries	Number of failed logon attempts that are allowed before a user's account is locked. A user with a locked account cannot log on for 30 minutes.	3 attempts	1 - 10 attempts
Password complexity	<p>Low —The password must meet the length requirement.</p> <p>Medium, High, or Very High —The password must meet the length requirement and meet one (for Medium), two (for High), or all (for Very High) of the following requirements:</p> <ul style="list-style-type: none"> • At least one letter and one number. • At least one non-alphanumeric character. • At least one upper-case and one lower-case letter. 	High	Not applicable.
Account lockout section			
Lockout System account for	Amount of time the system user account is locked out of the Oracle Central Designer application after exceeding the allowed number of login attempts.	30	0 minutes - 23 hours, 59 minutes
Lockout user for	Amount of time a user account is locked out of the Oracle Central Designer application after exceeding the allowed number of login attempts.	30	0 minutes - 23 hours, 59 minutes

Option	Description	Default value	Acceptable range
Manually reactivate user	When selected, the user is locked out of the Oracle Central Designer application after exceeding the allowed number of login attempts, and cannot log back in until an administrator reactivates the user account. Note: This option takes precedence over the Lockout user for field setting.	Not selected	Not applicable.
Session settings section	-	-	-
Inactivity timeout	Amount of time in which users can stop working before they are prompted to re-enter their passwords. Note: The Inactivity timeout value must be lower than the User must re-authenticate value.	20 minutes	15 minutes - 23 hours, 59 minutes
User must re-authenticate every	The amount of time that can pass before users are prompted to re-enter their passwords, even if they have not stopped working.	4 hours	1 hour - 6 days, 23 hours, 59 minutes
Study visibility section	-	-	-
Restrict study visibility to study team members	When selected, studies and libraries are hidden from the users who are not members of the study teams and library teams. Note: Studies and libraries are always visible to the users who create them.	Selected for new installations. Not selected if you upgraded from Oracle Central Designer release 2.0 or earlier.	Not applicable.

Working with deployment options

In this section:

- [Deployment Server Types workspace](#)
- [Reason Text workspace](#)
- [Deployment Server Types workspace—Option descriptions](#)
- [Deployment Reason Text workspace—Option descriptions](#)

Deployment Server Types workspace

In the Deployment Server Types workspace, you configure the default automated deployment options for each type of InForm server. The settings apply to all studies, and you can configure whether to allow users to override the settings from the Oracle Central Designer client application.

To configure the default deployment options:

1. Select **System Configuration**.
2. In the Deployment section, click the **Server Types** link.
3. Modify the settings as needed for each server type:
 - **UAT**—User acceptance testing
 - **QA**—Quality assurance
 - **DEV**—Development
 - **LIVE**—Production
 - **TRN**—Training

For more information, see [Deployment Server Types workspace—Option descriptions](#).

Reason Text workspace

In the Reason Text workspace, you define the reasons that Oracle Central Designer users select when they perform automated deployment operations. Default reason texts are available for all deployment operations, and you can add, modify, and delete texts. Reason texts cannot be edited by users in the Oracle Central Designer application.

Each row in the table in the Reason Text workspace displays a reason text for a deployment operation. Multiple reasons can be defined for each deployment operation.

To add, modify, or remove deployment reasons:

1. Select **System Configuration**.
2. In the Deployment section, click the **Reason Text** link.
The Reason Text workspace appears.
3. Do one of the following:

- To add a reason text for a deployment operation: In the blank row, select an operation from the drop-down list in the Deployment Operation column, and then enter the reason text in the Reason Text column.
- To modify a reason text for a deployment operation: Edit the text in the Reason Text column for the deployment operation.
- To delete a reason text for a deployment operation: Right-click a row, and select **Delete Row**.

**Note:**

The reason text must not contain any PHI.

Deployment Server Types workspace—Option descriptions

The following table describes the default deployment options for each type of InForm server, and indicates whether overriding in the Oracle Central Designer client application is allowed by default.

Option	Description	Default value	Client override default
Approvals Required	When selected, deployment requests for the type of instance require approval.	Not selected for DEV and QA. Selected for LIVE, TRN, UAT.	Allowed
Deployment Start Delay	Time to wait (in milliseconds) for the InForm caches to initialize.	0	Allowed

Deployment Reason Text workspace—Option descriptions

Option	Description
Deployment Operation	Select an automated deployment operation for which to set the reason text: <ul style="list-style-type: none"> • Request Deployment—Create a deployment request. • Approve Deployment—Approve a deployment request. • Reject Deployment—Reject a deployment request. • Cancel Request—Cancel a deployment request that has not been approved yet. • Cancel Deployment—Cancel a deployment that has been approved, but has not started yet.
Reason Text	Enter the reason text.

6

Catalog administration

In this chapter:

- [Checklist—Creating and using keywords and categories](#)
- [Working with a catalog](#)
- [About the Catalog workspace](#)

Checklist—Creating and using keywords and categories

Use the following checklist to set up the Study Objects and Users catalogs in the Oracle Central Designer Administrator application. Catalogs consist of keywords and categories.

Perform the steps in the order in which they are presented. Depending on how your company uses the Oracle Central Designer application, you might not need to perform all steps.

For more information about the catalog workflow, see [Workflow for categorizing users with categories and keywords](#).

Table 6-1 Checklist for creating and using keywords and categories

Workflow step	Where to get more information
1. Choose the catalog (Study Objects or Users) to which you are adding keywords or categories.	About the Catalog workspace .
2. Create one or more keywords.	Creating and deleting a keyword .
3. Create one or more categories.	Creating and removing a category .
4. Categorize users with keywords and categories.	Categorizing a user with keywords and categories .
5. Categorize study objects with keywords and categories.	<i>User Guide</i> .

Working with a catalog

In this section:

- [Searching a catalog for a keyword](#)
- [Creating and deleting a keyword](#)
- [Copying a keyword](#)
- [Creating and removing a category](#)
- [Cutting, copying, or pasting a category](#)
- [Workflow for categorizing users with categories and keywords](#)

Searching a catalog for a keyword

You can search for keywords in the Study Objects catalog and Users catalog.

 **Note:**

The search in both catalogs is case sensitive. For example, if you type Designer in the search field, the search engine does not detect the designer keyword.

1. Click the **Catalog** button.
2. In the Catalog section, click one of the following links:
 - **Study Objects**—The Study Objects Catalog workspace appears.
 - **Users**—The Users Catalog workspace appears.
3. In the **Click here to search or create a new Keyword** field, type a keyword.
As you type, a real-time search of the list is performed, and the first keyword that matches the text that you type is selected.

 **Note:**

If you type a keyword that is not in the list, and you want to add it to the list, press **Enter**.

Creating and deleting a keyword

Keyword names must be unique. Keywords are also case sensitive—for example, *radiotherapy* and *Radiotherapy* are considered unique keywords.

 **Note:**

If you delete a keyword that is used to categorize a study object or user, the study object and user are no longer searchable by the keyword.

 **Note:**

You cannot modify or delete a user keyword.

To create a keyword in a catalog:

1. Click the **Catalog** button.
2. In the Catalog section, click one of the following links:
 - **Study Objects**—The Study Objects Catalog workspace appears.
 - **Users**—The Users Catalog workspace appears.
3. In the **Click here to search or create a new Keyword** field, type a keyword, and press **Enter**.
or

Right-click the **Keywords** list, and select **Add**, or press **Ctrl+N** . In the dialog box that appears, type a keyword, and press **Enter**.

The keyword is added to the list for the selected catalog.

4. Click **Save**.

To delete a keyword:

1. Click the **Catalog** button.
2. In the Catalog section, click one of the following links:
 - **Study Objects**—The Study Objects Catalog workspace appears.
 - **Users**—The Users Catalog workspace appears.
3. In the **Keywords** list, select a keyword, and press **Delete** .
or
In the **Keywords** list, right-click a keyword, and select **Delete**.
4. Click **Save**.

Copying a keyword

You can copy a keyword and then paste it to the Categories tree.



Note:

When you paste a keyword to the Categories tree, it exists in the Keywords list as a keyword and the Categories tree as a category. When you select the keyword in the Keywords list, all instances of the keyword in the Categories tree are highlighted in bold text.

1. Click the **Catalog** button.
2. In the Catalog section, click one of the following links:
 - **Study Objects**—The Study Objects Catalog workspace appears.
 - **Users**—The Users Catalog workspace appears.
3. In the Keywords list, right-click the keyword that you want to copy, and select **Copy**.
4. In the Categories tree, right-click the category in which you want to create the category, and select **Paste**.
5. Click **Save**.

Creating and removing a category

You create new categories by dragging keywords to the Categories tree. You can also create categories by copying keywords and pasting them in the Categories tree. You can remove a category from the Categories tree at any time.

 **Note:**

If you delete a category that is used to categorize a study object or user, the category and all child categories below it are deleted. Study objects and users are no longer searchable by the deleted categories.

To create a category:

1. Click the **Catalog** button.
2. In the Catalog section, click one of the following links:
 - **Study Objects**—The Study Objects Catalog workspace appears.
 - **Users**—The Users Catalog workspace appears.
3. In the Keywords list, select a keyword and drag it to the desired location in the Categories tree.
 - To add the keyword below a specific category in the Categories tree, drag the keyword to that category.
 - To add the keyword to the highest level of the Categories tree, drag the keyword to blank space in the Categories section.

or

In the Keywords list, right-click a keyword, and select **Copy**. In the Categories tree, right-click a category, and select **Paste**.

4. Click **Save**.

To remove a category:

1. Click the **Catalog** button.
2. In the Catalog section, click one of the following links:
 - **Study Objects**—The Study Objects Catalog workspace appears.
 - **Users**—The Users Catalog workspace appears.
3. In the Categories section, right-click the category that you want to remove, and select **Remove**, or press **Delete**.
4. Click **Save**.

Cutting, copying, or pasting a category

You can cut, copy, and paste categories that appear in the Categories tree in the Study Objects and Users catalogs.

 **Note:**

When you cut and copy a category, you also cut or copy all child categories below it.

1. Click the **Catalog** button.

- In the Catalog section, click one of the following links:
 - Study Objects**—The Study Objects Catalog workspace appears.
 - Users**—The Users Catalog workspace appears.
- In the Categories tree, right-click a category, and select one of the following options:
 - Copy** (or press **Ctrl+C**)—Create a copy of the category and all child categories below it.
 - Cut** (or press **Ctrl+X**)—Cut the category and all child categories below it.
- Right-click the category below which you want to paste the cut or copied category, and select **Paste**, or press **Ctrl+V**.
- Click **Save**.

Workflow for categorizing users with categories and keywords

An administrator for the Oracle Central Designer Administrator application follows these steps to categorize Oracle Central Designer users:

- The administrator selects a user and selects the Categorization tab, where you can view all keywords and categories in the Users catalog.
- The administrator categorizes users with one or more keywords and categories.

A Central Designer study administrator follows these steps to search for categorized users:

- The study administrator opens the Users Browser and searches using categories and keywords as search parameters.
The search finds only users categorized with the selected parameters.
- The study administrator adds the users to study or library teams.

In the following example, assume a user is a study architect with .NET experience working in Boston. That user could be categorized with the .NET, Architect, and Boston keywords. If Oracle Central Designer users select the .NET, Architect, or Boston (or all three) keywords as search parameters, then the user appears in the search results.

Associate with keywords:

- .NET
- Architect
- Boston
- Data Specialist
- Designer
- Developer
- Dublin
- Geneva
- Location
- London
- PS/SQL
- Skills
- VB Script

About the Catalog workspace

In the Catalog workspace, you perform catalog administration using keywords and categories. Keywords and categories are used to categorize:

- Users in the Oracle Central Designer Administrator application.
- Study objects in the Oracle Central Designer application.

Categorizing users and study objects with keywords and categories allows for faster and more efficient searching in the Users Browser and Libraries Browser in the Oracle Central Designer application.

- A keyword is an identifier that is associated with users and study objects to facilitate more powerful and efficient searches. A keyword can be system-generated or user-defined. Keywords appear in the Keywords list.
- A category is a hierarchical grouping of keywords. You can create categories only from existing keywords. A category can be automatically generated or manually generated. Categories appear in the Categories tree.

The Catalog workspace contains two catalogs:

- Study Objects catalog—Create keywords and categories for study objects.
- Users catalog—Use system keywords to create categories for users.

For more information, see:

- [Types of keywords and categories](#)

Types of keywords and categories

The Study Objects and Users catalogs contain system and user keywords and automatically generated and manually generated categories. The following table describes each keyword and category and tells the location of each in the Oracle Central Designer application.

Type of keyword or category	Location in Libraries Browser	Location in Users Browser
System keywords System keywords are keywords that are installed by default with the Oracle Central Designer application or that an administrator creates in the Oracle Central Designer Administrator application.	Keywords tab > System list	Keywords tab > System list
User keywords User keywords are keywords that a Oracle Central Designer user creates. You cannot view keywords that other users create, and other users cannot view your user keywords. Only study objects can be categorized with user keywords.	Keywords tab > User list	You cannot categorize users with user keywords.

Type of keyword or category	Location in Libraries Browser	Location in Users Browser
<p>Automatically generated categories Automatically generated categories are categories that automatically catalog study objects by auditing information (for example, the study object type, original author, creation date, and library in which the study object was created).</p>	Categories tab > Automatically Generated tree	Categories tab > Automatically Generated tree
<p>Manually generated categories Manually generated categories are categories that you create by dragging keywords to the Categories tree.</p>	Categories tab > Manually Generated tree	Categories tab > Manually Generated tree

 **Note:**

The Libraries Browser and Users Browser are in the Oracle Central Designer application.

7

Server management administration

In this chapter:

- [Working with a web farm and the primary job scheduler](#)

Working with a web farm and the primary job scheduler

In this section:

- [Determining and changing the primary job scheduler](#)
- [Viewing the servers that are in the web farm](#)
- [Removing a server from a web farm](#)
- [Checking whether the primary Job Scheduler service is running](#)
- [Viewing job properties and cancelling a job in the Job Scheduler queue](#)
- [Job Scheduler workspace](#)
- [Setting the polling interval for retrieving the status of deployment](#)

Determining and changing the primary job scheduler

Only one computer can run the job scheduler service at any time.

To determine the primary job scheduler:

1. Select **Server Management**.
2. Under Server Management, select **Job Scheduler**.
The Job Scheduler workspace appears.

The primary job scheduler appears in the **Machine name** drop-down list.

To change the primary job scheduler:

1. Select **Server Management**.
2. Under Server Management, select **Job Scheduler**.
The Job Scheduler workspace appears.
3. In the Primary Job Scheduler section, **Machine name** drop-down list, select the computer on which to run the Job Scheduler service. If the name of a server in the web farm does not appear (for example, if you renamed it), click **Other**, and type the name of the computer.

 **Note:**

If you rename a computer after installing the Oracle Central Designer server application on it, the name of the computer no longer appears in the drop-down list. If you remove a server from the web farm, its name still appears in the list.

4. Click **Save**.
After the Job Scheduler service that was the primary finishes processing the requests that were in its queue, it becomes idle. The new primary job scheduler processes all new requests.

Viewing the servers that are in the web farm

1. Select **Server Management**.
2. Under Server Management, select **Job Scheduler**.

The Job Scheduler workspace appears.

The Machine name drop-down list includes all servers in the web farm.

Note:

If you rename a computer after installing the Oracle Central Designer server application on it, the name of the computer no longer appears in the drop-down list. If you remove a server from the web farm, its name still appears in the list.

Removing a server from a web farm

To remove the server with the primary Job Scheduler from a web farm:

1. [Change the primary Job Scheduler](#).
2. Wait until the Job Scheduler service becomes idle, indicating that it is finished processing requests.
3. Follow your organization's regular procedure for removing a server from a web farm.

To remove a server that does not have the primary Job Scheduler:

- Follow your organization's regular procedure for removing a server from a web farm.

Checking whether the primary Job Scheduler service is running

1. Select **Server Management**.
2. Under **Server Management**, select **Job Scheduler**.

The Job Scheduler workspace appears.

A graphic with text appears to the right of the Machine names drop-down list, indicating whether the service is running.

Viewing job properties and cancelling a job in the Job Scheduler queue

Examples of jobs include validation and file import as well as scheduled jobs.



Note:

You cannot cancel a scheduled job.

1. Click the **Server Management** button.
2. Under Server Management, click **Job Scheduler**.
The Job Scheduler Manager workspace appears.
All jobs appear in the grid.
3. If a job does not appear in the grid, in the toolbar above the grid, click **Refresh**.
4. To view details about a job:
 - a. In the grid, select the job.
 - b. In the toolbar above the grid, click **Properties**.
5. To cancel a job:
 - a. In the grid, select one or more unscheduled jobs.



Note:

The job name in the Job Scheduler workspace corresponds to the job name in the Jobs Browser. Use the job name to identify a specific job to stop in the Oracle Central Designer Administrator application.

- b. In the toolbar above the grid, select **Stop Job**.
You are prompted to confirm.
- c. Click **Yes** or, if you selected multiple jobs, **Yes to All**.

Job Scheduler workspace

In the Job Scheduler workspace, you perform the following tasks:

- Check whether an instance of the Job Scheduler service is running.
- View and cancel jobs in the job scheduler queue.
- Determine and change the primary job scheduler.
- View job properties.
- Configure the polling interval for retrieving the status of deployment.



Note:

Oracle recommends that you restart the Oracle Central Designer job scheduler after the Oracle Central Designer database is restarted.

To open the Job Scheduler workspace:

1. Click the **Server Management** button.

2. Under Server Management, click **Job Scheduler**.

Setting the polling interval for retrieving the status of deployment

The UpdateDeploymentStatuses job retrieves the status of deployments and the deployment logs from the InForm application.

1. Click the **Server Management** button.
2. Under Server Management, click **Job Scheduler**.

The Job Scheduler workspace appears.

3. In the **Poll every** drop-down list, select the polling interval (in minutes). The default is 10 minutes.

8

Reference information

In this chapter:

- [Keyboard shortcuts](#)
- [Status toolbar—Option descriptions](#)

Keyboard shortcuts

In this section:

- [Keyboard shortcuts for opening menus](#)
- [Keyboard shortcuts for the Users workspace](#)
- [Keyboard shortcuts for the Roles workspace](#)
- [Keyboard shortcuts for the Custom Properties workspace](#)
- [Keyboard shortcuts for the Catalog workspace](#)

Keyboard shortcuts for opening menus

The following shortcuts are always available.

Keyboard shortcut	Description
Alt+F	Open the File menu.
Alt+E	Open the Edit menu.
Alt+V	Open the View menu.
Alt+A	Open the Actions menu.
Alt+H	Open the Help menu.

Keyboard shortcuts for the Users workspace

The following shortcuts are available when the Users workspace appears.

Keyboard shortcut	Description
Ctrl+D	Deactivate the selected user.
Ctrl+N	Create a new user.
Ctrl+T	Terminate the selected user.
Ctrl+E	Activate the selected user.
Ctrl+P	Change the password of the selected user.
Ctrl+C	Copy the selected user.
Personal Info tab	The following shortcuts are available only when the Personal Info tab is selected.
Alt+T	Select the Title field.

Keyboard shortcut	Description
Alt+N	Select the Position field.
Alt+S	Select the First Name field.
Alt+L	Select the Last Name field.
Alt+M	Select the Email field.
Alt+C	Select the Company field.
Alt+R	Select the Department field.
Alt+D	Select the Address field.
Alt+I	Select the City field.
Alt+P	Select the Postal Code field.
Alt+V	Select the State/Province field.
Alt+U	Select the Country field.
Alt+O	Select the Telephone field.
Alt+B	Select the Mobile field.
Alt+X	Select the Fax field.
Alt+G	Select the Pager field.

Keyboard shortcuts for the Roles workspace

The following shortcuts are available when the Roles workspace appears.

Keyboard shortcut	Description
Ctrl+N	Create a new role.
Ctrl+C	Copy the selected role.
Delete	Delete the selected role.

Keyboard shortcuts for the Custom Properties workspace

The following shortcuts are available when the System Config workspace appears and the Custom Properties link is selected.

Keyboard shortcut	Description
Delete	Remove the selected custom property.
Ctrl+N	<ul style="list-style-type: none"> If a study object is selected—Create a new grouping. If a grouping is selected—Create a new custom property.
Ctrl+R	<ul style="list-style-type: none"> If a grouping is selected—Rename the selected grouping. If a custom property is selected—Rename the selected custom property.
Ctrl+C	<ul style="list-style-type: none"> If a grouping is selected—Copy the selected grouping. If a custom property is selected—Copy the selected custom property.




Keyboard shortcut	Description
Ctrl+X	<ul style="list-style-type: none"> If a grouping is selected—Cut the selected grouping. If a custom property is selected—Cut the selected custom property.
Ctrl+V	<ul style="list-style-type: none"> If a grouping is selected—Paste the selected grouping. If a custom property is selected—Paste the selected custom property.

Keyboard shortcuts for the Catalog workspace

The following shortcuts are available when the Catalog workspace is visible.

Keyboard shortcut	Description
Ctrl+N	Create a new keyword.
Delete	Delete the selected keyword or category.
Ctrl+C	<ul style="list-style-type: none"> If a keyword is selected—Copy the selected keyword. If a category is selected—Copy the selected category.
Ctrl+V	Paste the selected category.
Ctrl+X	Cut the selected category.

Status toolbar—Option descriptions

Option	Description
	You are logged on, and the application is connected to the application server.
 or 	<ul style="list-style-type: none"> (Gray circle icon)—The server is not processing information, and you can work. (Blue circle icon)—The server is processing information. Wait until the process completes before performing another activity.

9

Rights descriptions

In this appendix:

- [Roles workspace—Right descriptions](#)
- [Application roles—Right descriptions](#)
- [Library roles—Right descriptions](#)
- [Study roles—Right descriptions](#)

Roles workspace—Right descriptions

When you create a role, you choose the scope of the role. A role can have a library, study, or application scope. Each scope has a set of rights that you can grant to the role.

- Roles with the library scope become library teams in the Oracle Central Designer application.
- Roles with the study scope become study teams in the Oracle Central Designer application.

Users are granted rights associated with roles in the following manner:

- **Application roles**

A user assigned to an application role is granted all of the rights that are associated with the role, without restrictions. For example, a user who has the right to create users can always create users.

For more information, see [Application roles—Right descriptions](#).

- **Library roles**

A user assigned to a library role is granted the rights associated with the role only in libraries where that user is also a member of the library team. For example, if a user is assigned to the Librarian library role in the Oracle Central Designer Administrator application, the user must be a member of the Librarian library team for a library (in the Oracle Central Designer application) to work in the library.

For more information, see [Library roles—Right descriptions](#).

- **Study roles**

A user assigned to a study role is granted the rights associated with the role only in studies where the user is also a member of the study team. For example, if a user is assigned to the Rule Creation study role in the Oracle Central Designer Administrator application, the user must also be a member of the Rule Creation study team for a study to create rules in the study.

For more information, see [Study roles—Right descriptions](#).



Note:

You assign users to roles in the Oracle Central Designer Administrator application and to study and library teams in the Oracle Central Designer application.

Application roles—Right descriptions

The rights for application roles are related to activities in the Oracle Central Designer and Oracle Central Designer Administrator applications. Users do not need to be assigned to any teams to have rights.

For more information, see:

- [Application Administration](#)
- [Archive Administration](#)
- [Catalog Administration](#)
- [Coding Dictionaries Administration](#)
- [Collaboration Administration](#)
- [Custom Event Integrations Administration](#)
- [Custom Properties Administration](#)
- [Deployment Administration](#)
- [Designer Product Help Administration](#)
- [In-place Revisions Administration](#)
- [Library Administration](#)
- [Locales Administration](#)
- [Reports Administration](#)
- [Role Administration](#)
- [Search](#)
- [Security Settings Administration](#)
- [Settings Administration](#)
- [Sponsors Administration](#)
- [Study Administration](#)
- [Units Administration](#)
- [User Administration](#)
- [Verbatim Types Administration](#)
- [Server Administration](#)

Application Administration

Right	Permissions
Log on to the Oracle Central Designer software	Log on to the Oracle Central Designer application.
Log on to the Oracle Central Designer Administrator software	Log on to the Oracle Central Designer Administrator application.
Perform all activities in all studies and libraries (super-user)	<ul style="list-style-type: none"> Log on to the Oracle Central Designer Oracle Central Designer and Central Designer Administrator applications. Use all functionality in the Central Designer and Central Designer Administrator applications, regardless of team assignment. Perform other administrative tasks, such as close a task opened by someone else and unlock the locks held by other users.

Archive Administration

Right	Permissions
Import archive	Import an archived study, study project, or library project.
Archive library project	Archive a library project.
Archive studies and study projects	Archive a study or study project.

Catalog Administration

Right	Permissions
Create keywords and categories in Users Catalog	Create keywords and categories in the Users catalog.
View Users catalog	View the Users catalog.
Delete keywords and categories in Users catalog	Delete keywords and categories in the Users catalog.
Create keywords and categories in Study Objects catalog	Create keywords and categories in the Study Objects catalog.
View Study Objects catalog	View the Study Objects catalog.
Delete keywords and categories in Study Objects catalog	Delete keywords and categories in the Study Objects catalog.

 **Note:**

These rights provide access to functionality in the Oracle Central Designer Administrator application.

Coding Dictionaries Administration

Right	Permissions
Create and modify coding dictionary types	Create and modify coding dictionary types.
View coding dictionary types	View coding dictionary types.



Note:

These rights provide access to functionality in the Oracle Central Designer Administrator application.

Collaboration Administration

Right	Permissions
Create and modify collaboration note types	Create and modify collaboration note types.
View collaboration note types	View information about collaboration note types.
Delete collaboration note types	Delete collaboration note types.
Create and modify task types	Create and modify task types.
View task types	View information about task types.
Delete task types	Delete task types.



Note:

These rights provide access to functionality in the Oracle Central Designer Administrator application.

Custom Event Integrations Administration

Right	Permissions
Create and modify custom event integrations	Create and modify custom event integrations in the System Configuration workspace.
View custom event integrations	View custom event integrations in the System Configuration workspace.



Note:

These rights provide access to functionality in the Oracle Central Designer Administrator application.

Custom Properties Administration

Right	Permissions
Create and modify custom properties	Create and modify custom properties and groupings.
View custom properties	View information about custom properties.
Delete custom properties	Delete custom properties and groupings.



Note:

These rights provide access to functionality in the Oracle Central Designer Administrator application.

Deployment Administration

Right	Permissions
Modify deployment settings	Modify deployment settings.
View deployments across studies	View deployments from all studies, including studies on which the user is not a study team member.

Designer Product Help Administration

Right	Permissions
Administer Oracle Central Designer Product Help Documentation	Update the context-sensitive F1 Help links.

In-place Revisions Administration

Right	Permissions
Modify IPR Settings	Modify the settings in the In-place Revisions workspace, which is available under System Configuration.
View IPR Settings	View the In-place Revisions workspace.

Library Administration

Right	Permissions
Administer library teams	Create, modify, and delete library teams.
Create Libraries	Create library projects and libraries.

Right	Permissions
Modify library properties	<ul style="list-style-type: none"> • Enable and disable libraries. • Modify library projects and libraries. • Modify library properties in the Library Editor > Administration tab and the Properties Browser.
Delete libraries	Delete a library project and all of its study objects.

Locales Administration

Right	Permissions
Add locales	Add locales.
View locales	View information about locales.
Remove locale	Remove locales.



Note:

These rights provide access to functionality in the Oracle Central Designer Administrator application.

Reports Administration

Right	Permissions
Modify the list of available reports in the system	Import a new reports file into the database.



Note:

These rights provide access to functionality in the Oracle Central Designer Administrator application.

Role Administration

Right	Permissions
Create and modify roles	Create and modify roles in the Oracle Central Designer Administrator application.
View roles	View information about roles in the Oracle Central Designer Administrator application.
Delete roles	Delete roles in the Oracle Central Designer Administrator application.
Change users in roles	Assign users to roles.

**Note:**

These rights provide access to functionality in the Oracle Central Designer Administrator application.

Search

Right	Permissions
Search for users	Search for users in the Users Browser.
Save and modify user searches	Save and modify Users Browser searches.
Delete user searches	Delete Users Browser searches.
Search for study objects	Search for study objects in the Libraries Browser.
Save and modify study object searches	Save and modify Libraries Browser searches.
Delete study object searches	Delete Libraries Browser searches.

Security Settings Administration

Right	Permissions
View security settings	View the Security workspace, which is available in the System Configuration view.
Modify security settings	Modify the options in the Security workspace.

**Note:**

These rights provide access to functionality in the Oracle Central Designer Administrator application.

Settings Administration

Right	Permissions
Create settings	Configure the configuration settings in the System Settings workspace, which is available in the System Configuration view.
Remove settings	Remove the configuration settings in the System Settings workspace.
View settings	View the configuration settings in the System Settings workspace.

**Note:**

These rights provide access to functionality in the Oracle Central Designer Administrator application.

Sponsors Administration

Right	Permissions
Create and modify sponsors	Create and modify sponsors in the Sponsors workspace in the Oracle Central Designer Administrator application.
Remove sponsors	Delete sponsors from the Sponsors workspace in the Oracle Central Designer Administrator application.
View sponsors	View the list of sponsors in the Sponsors workspace in the Oracle Central Designer Administrator application.



Note:

These rights provide access to functionality in the Oracle Central Designer Administrator application.

Study Administration

Right	Permissions
Administer study teams	Create, modify, and delete study teams.
Create studies	Create study projects and studies.
Create study project templates	<ul style="list-style-type: none"> Mark study projects as templates. View study project templates in the Open Project dialog box.
Delete studies	Delete a study or study project and all of its study objects.
Modify study design restrictions	Modify the study design restrictions for a study.
Modify study properties	<ul style="list-style-type: none"> Modify study projects and studies. Modify study properties in the Study Editor > Administration tab and the Properties Browser.

Units Administration

Right	Permissions
Modify the list of available units in the system	Import a new units file into the database.



Note:

These rights provide access to functionality in the Oracle Central Designer Administrator application.

User Administration

Right	Permissions
Create and modify users	Create and modify users.
View users	View information about users.
Activate users	Activate users.
Terminate and deactivate users	Deactivate and terminate users.

 **Note:**

These rights provide access to functionality in the Oracle Central Designer Administrator application.

Verbatim Types Administration

Right	Permissions
Create and modify verbatim types	Create and modify verbatim types.
View verbatim types	View verbatim types.
Remove verbatim types	Remove verbatim types.

 **Note:**

These rights provide access to functionality in the Oracle Central Designer Administrator application.

Server Administration

Right	Permissions
Set the machine on which the Job Scheduler will be processing tasks	Specify the primary job scheduler, and configure the polling interval for retrieving the status of deployment.

 **Note:**

These rights provide access to functionality in the Oracle Central Designer Administrator application.

Library roles—Right descriptions

The rights for a library role are granted to Oracle Central Designer users only when users are assigned to the role as well as the corresponding library team.

For more information, see:

- [Library Administration](#)
- [Library Collaboration](#)
- [Library Design](#)
- [Library Help](#)
- [Library Import Export](#)
- [Library Import Export Translations](#)
- [Library Jobs Browser](#)
- [Library Logical Schemas](#)
- [Library Rule Design](#)
- [Library Translation](#)

Library Administration

Right	Permissions
Modify library Administration tab	<ul style="list-style-type: none"> • Enable and disable libraries. • Modify library properties in the Library Editor > Administration tab and the Properties Browser.
Publish library objects	Publish and unpublish study objects.
Perform team administration	Modify library teams.
Create templates and types	Create templates and types.

Library Collaboration


Right	Permissions
Modify collaboration notes created by other users	Modify collaboration notes created by other users.
Create and assign tasks	Create, modify, and assign tasks.



Note:

All users can view the Collaboration Notes Browser and Tasks Browser. All users can view tasks and collaboration notes and can create collaboration notes. Users can modify and delete collaboration notes and tasks that they create.

Library Design

Right	Permissions
Define and modify study workflow	<ul style="list-style-type: none"> • Create, modify, and delete study workflows, study elements, and study events. • Modify properties of study elements and study events in the Properties Browser.
Create InForm forms	<ul style="list-style-type: none"> • Mark InForm forms as templates. • Create InForm form placeholders (but not design InForm forms or add items). • Delete InForm forms.
Copy and link study objects from libraries	<ul style="list-style-type: none"> • Copy study objects that you have the right to create from a library to the library in which you are working. • Copy study objects that you have the right to create from a study to the library in which you are working.
	<div style="border: 1px solid green; padding: 10px; background-color: #e0f2f1;"> <p> Tip:</p> <p>To copy library forms, you also need the Create InForm forms right. To copy library items, codelists, and codelist items, you also need the Design forms, items, and codelists right.</p> </div>
Define, modify and delete Review States	<ul style="list-style-type: none"> • Create, modify, delete, lock, and protect InForm review states.
Define, modify and delete custom events	<ul style="list-style-type: none"> • Create, modify, delete, lock, and protect custom events.
Design forms, Items, and codelists	<ul style="list-style-type: none"> • Create sections, items, codelists, and codelist items. • Design and modify forms, sections, items, codelists, and codelist items and their properties in the Properties Browser. • Modify study events in the Study Event Editor > General tab.
Protect study objects in libraries	<ul style="list-style-type: none"> • Protect libraries and library study objects.
Specify mandatory items	<ul style="list-style-type: none"> • Mark an item on a form or section as mandatory.
Unprotect study objects in libraries	<ul style="list-style-type: none"> • Unprotect libraries and library study objects.

Library Help

Right	Permissions
Modify study help	Modify study object Help information.

Library Import Export

Right	Permissions
Import library	Import study objects into libraries.
Export library	Export study objects from libraries.

Library Import Export Translations

Right	Permissions
Export library translations	Export text strings to be translated.
Import library translations	Import translated text strings.

Library Jobs Browser

Right	Permissions
View Job Log records	Use the Jobs Browser and view job results in the Jobs Browser.

Library Logical Schemas

Right	Permissions
Create and modify logical schema objects	<ul style="list-style-type: none"> View, create, and modify logical schemas, data sets, and data series. Modify logical schema properties in the Properties Browser.
Create and modify logical schema associations	<ul style="list-style-type: none"> Add items to data series. On the Data Series Summary tab in the Form Editor and Study Event Editor, modify when items on specific forms and study events are mapped to a data series.

Library Rule Design

Right	Permissions
Import user-defined functions	Import functions.
Define and modify constants	Create and modify constants.
Define and modify InForm rule templates	Create and modify InForm rule templates for data-entry rules.
Define and modify InForm data-entry rules	Create and modify InForm data-entry rules.

Library Translation

Right	Permissions
Translate library components	Translate study objects and components.

Study roles—Right descriptions

The rights for a study role are granted to Oracle Central Designer users only when users are assigned to the role as well as the corresponding study team.

For more information, see:

- [Study Administration](#)
- [Study Annotated Study Book](#)
- [Study Collaboration](#)
- [Study Deployment](#)
- [Study Design](#)
- [Study Help](#)
- [Study Import Export](#)
- [Study Import Export Translations](#)
- [Study Jobs Browser](#)
- [Study Logical Schema](#)
- [Study repair](#)
- [Study Rule Design](#)
- [Study Translation](#)

Study Administration

Right	Permissions
Create study templates	Create templates for studies.
Modify Study Administration Data	Modify study administration data in the Administration Editor.
Modify Study Editor Administration tab	Modify study properties in the Study Editor > Administration tab and the Properties Browser.
Modify study goals and references	Modify information in the Study Editor > References tab.
Perform team administration	Modify study teams.

Study Annotated Study Book

Right	Permissions
Create annotated study books	<ul style="list-style-type: none"> • Create annotated study books. • Edit annotated study book options.

Study Collaboration

Right	Permissions
Modify collaboration notes created by other users	Modify collaboration notes created by other users.
Create and assign tasks	Create, modify, and assign tasks.

 **Note:**

All users can view the Collaboration Notes Browser and Tasks Browser. All users can view tasks and collaboration notes and can create collaboration notes. Users can modify and delete collaboration notes and tasks that they create.

Study Deployment

Right	Permissions
Approve deployment request	Approve deployment requests.

 **Note:**


The right also gives you permissions to cancel deployments with a status of Submitted or Scheduled.

Create and manage deployment packages


Create and manage study deployment packages.

Create deployment request

Create and cancel deployment requests, and cancel deployments.

Right	Permissions
Publish and delete baselines	Publish and delete baselines.
	<div style="border: 1px solid #0070C0; padding: 10px; background-color: #E6F2FF;"> <p> Note:</p> <p>You can validate a study if you have the Designer Login right (available for application roles in the Application Administration grouping).</p> </div>
Save deployment packages	Save deployment packages.

Study Design

Right	Permissions
Apply in-place revisions	<ul style="list-style-type: none"> • Make in-place revisions to study objects. • Create, modify, and delete study workflows, study elements, and study events. • Modify properties of study elements and study events in the Properties Browser. • Modify study designs. • Modify the title and short title of the study's common visit.
Define or modify study workflow	
Create InForm forms	<ul style="list-style-type: none"> • Create InForm form placeholders (but not design InForm forms or add items). • Delete InForm forms.
Copy study objects from libraries	<ul style="list-style-type: none"> • Copy study objects that you have the right to create from a library to the study.
	<div style="border: 1px solid #0070C0; padding: 10px; background-color: #E6F2FF;"> <p> Tip:</p> <p>To copy forms, you also need the Create InForm forms right. To copy items, codelists, and codelist items, you also need the Design forms, items, and codelists right.</p> </div>
Define, modify and delete Review States	<ul style="list-style-type: none"> • Create, modify, delete, lock, and protect InForm review states.
Define, modify and delete custom events	<ul style="list-style-type: none"> • Create, modify, delete, lock, and protect custom events.

Right	Permissions
Design forms, items, and codelists	<ul style="list-style-type: none"> • Create sections, items, codelists, and codelist items. • Design and modify forms, sections, items, codelists, and codelist items and their properties in the Properties Browser. • Modify study events in the Study Event Editor > General tab.
Protect study or study object	<ul style="list-style-type: none"> • Protect studies and study objects.
Specify mandatory items	<ul style="list-style-type: none"> • Mark an item on a form or section as mandatory.
Unprotect study or study object	<ul style="list-style-type: none"> • Unprotect studies and study objects.
Unprotect study objects from libraries	<ul style="list-style-type: none"> • Unprotect study objects that came from libraries.

Study Help

Right	Permissions
Modify study help	Modify study object Help information.

Study Import Export

Right	Permissions
Import Study	Import study objects into studies.
Export Study	Export study objects from studies.

Study Import Export Translations

Right	Permissions
Export study translations	Export text strings to be translated.
Import study translations	Import translated text strings.

Study Jobs Browser

Right	Permissions
View Job Log records	Use the Jobs Browser and view job results in the Jobs Browser.

Study Logical Schema

Right	Permissions
Create and modify logical schema objects	<ul style="list-style-type: none"> View, create, and modify logical schemas, data sets, and data series. Modify logical schema properties in the Properties Browser.
Create and modify logical schema associations	<ul style="list-style-type: none"> Add items to data series. On the Data Series Summary tab in the Form Editor and Study Event Editor, modify when items on specific forms and study events are mapped to a data series.

Study repair

Right	Permissions
Run Study repair	<ul style="list-style-type: none"> Run the study repair tool. View the Repair Study menu option. Run the study repair tool after validation.

Study Rule Design

Right	Permissions
Import user-defined functions	Import functions.
Define and modify constants	Create and modify constants.
Define and modify InForm rule templates	Create and modify InForm rule templates for data-entry rules.
Define and modify InForm data-entry rules	Create and modify InForm data-entry rules.

Study Translation

Right	Permissions
Translate study components	Translate study objects and components.

10

Adding units and conversion calculations

In this appendix:

- [About units and conversion calculations](#)
- [Unit XML definition](#)
- [Conversion calculation XML definition](#)
- [Editing the units file](#)
- [Units defined in the units file](#)
- [Conversion calculations defined in the units file](#)
- [Supported locales and their abbreviations](#)

About units and conversion calculations

When you create integer or float items, you can specify the base unit and one or more conversion units in which users can enter data. The available units and their conversion calculations are stored in the database. To specify additional units and conversion calculations or to provide locale-specific abbreviations, you must export the units file using the Oracle Central Designer Administrator application, edit it, and import the file using the Oracle Central Designer Administrator application.

After you update and save the file, the next time a user logs on to the Oracle Central Designer application, the new unit definitions are available.

Unit XML definition

The definition of a unit is in the following format:

```
<Unit Name=" name ">
<ConversionMap> name </ConversionMap>
<Locale Name=" name ">
<DisplayString> string </DisplayString>
<DisplaySymbol> string </DisplaySymbol>
</Locale>
</Unit>
```

XML objects for unit definitions

XML object	Description
Unit	<p>Definition of the unit. A Unit object includes one or more Locale objects.</p> <p>Name—Locale-independent name for the unit. Use this name as the value of the From or To attribute in the definitions of conversion calculations for this unit.</p>
ConversionMap	<p>Name of the conversion definition. Use the value of the Name attribute of the applicable UnitConversionMap object. For more information, see Conversion calculation XML definition.</p>
Locale	<p>Definition of the locale. A Locale object includes a DisplayString and a DisplaySymbol definition.</p> <p>Locale Name—International standard locale name, in the format <i>xx-XX</i>.</p> <p>For more information, see Supported locales and their abbreviations.</p>
DisplayString	<p>Display string for the unit in the specified locale.</p>
DisplaySymbol	<p>Symbol for the unit in the specified locale. This symbol is displayed in the Item Editor for item types that allow units and in the Layout tab.</p>

XML example

```
<Unit Name="in">
  <ConversionMap>Length</ConversionMap>
  <Locale Name="en-US">
    <DisplayString>Inches</DisplayString>
    <DisplaySymbol>in</DisplaySymbol>
  </Locale>
</Unit>
```

Conversion calculation XML definition

The definition for a conversion calculation is in the following format:

```
<UnitConversionMap Name=" name " Classification=" name ">
  <UnitConversion From=" name " To=" name ">{value} formula </
  UnitConversion>
</UnitConversionMap>
```

XML objects for unit conversion calculations

XML object	Description
UnitConversionMap	<p>Definition of the type of measurement represented by the unit. Each UnitConversionMap object can include multiple UnitConversion definitions. The UnitConversionMap object has the following attributes:</p> <ul style="list-style-type: none"> • Name—Name of the UnitConversionMap object. This name is the same as the ConversionMap name in the definition each unit included in a conversion calculation definition. • Classification—Classification of the UnitConversionMap object. This name matches the corresponding classification type in the MedML definition of a unit in the InForm application.
UnitConversion	<p>Formula used to convert one unit value to another. The UnitConversion object has the following attributes:</p> <ul style="list-style-type: none"> • From—Name attribute of the Unit object from which to make the conversion. • To—Name attribute of the Unit object to which to make the conversion.

XML example

```
<UnitConversionMap Name="Temp" Classification="Temperature">
<UnitConversion From="Cent" To="Fahren">({value}*9/5)+32</UnitConversion>
<UnitConversion From="Fahren" To="Cent">({value}-32)*5/9</UnitConversion>
</UnitConversionMap>
<UnitConversionMap Name="Weight" Classification="Weight">
<UnitConversion From="Pounds" To="Kilogram">{value}*0.454</UnitConversion>
<UnitConversion From="Kilogram" To="Pounds">{value}*2.205</UnitConversion>
<UnitConversion From="Ounce" To="Gram">{value}*28.35</UnitConversion>
<UnitConversion From="Gram" To="Ounce">{value}/28.35</UnitConversion>
</UnitConversionMap>
```

Editing the units file

The available units and their conversion calculations are stored in the database. To specify additional units and conversion calculations or to provide locale-specific abbreviations, you must export the units file using the Oracle Central Designer Administrator application, edit it, and import the file using the Oracle Central Designer Administrator application.

If you edit the units file:

- Create a backup copy of the file before making any changes.
- Oracle recommends adding to the file, rather than deleting or changing existing entries. Objects to add when editing the units XML file

To make this type of change	Add these objects
Add a unit.	Unit, including a ConversionMap object and one or more Locale objects.
Add a locale to an existing unit.	Locale, including a DisplayString and DisplaySymbol object.
Add a conversion calculation for a unit.	UnitConversion. If adding a conversion calculation to a unit that represents a type of measurement not already included in the file, add a UnitConversionMap object for that type of measurement.

Units defined in the units file

Units are defined in Unit objects.

Unit type	Unit Name attribute	DisplaySymbol value
Beats per Minute	BPM	bpm
Breaths per Minute	BreathsPerMinute	BM
Centigrade	Cent	C
Centimeters	cm	cm
Fahrenheit	Fahren	F
Feet	foot	ft
Grams	Gram	g
Inches	in	in
Kilograms	Kilogram	kg
Pounds	Pounds	lbs
Meters	meter	m
Millimeters	mm	mm
Milliseconds	msec	msec
Ounces	Ounce	oz
Seconds	seconds	sec

Conversion calculations defined in the units file

Conversion calculations are defined in UnitConversion objects, which are child objects of the UnitConversionMap object. From and To attributes of the UnitConversion object match the Name attribute of the Unit object.

UnitConversion From attribute	UnitConversion To attribute	UnitConversion value
Length conversion	-	-
in	cm	(value) * 2.54
in	meter	(value) * 0.0254
in	km	(value) * 2.54 / 100000
in	mm	(value) * 25.4
in	foot	(value) / 12
foot	in	(value) * 12
cm	in	(value) / 2.54

UnitConversion From attribute	UnitConversion To attribute	UnitConversion value
cm	meter	(value) / 100
cm	km	(value) / 100000
cm	mm	(value) * 10
cm	foot	(value) / 2.54 / 12
foot	meter	(value) * .3048
meter	foot	(value) * 3.2808
mm	cm	(value) / 10
mm	in	(value) / 25.4
Temperature conversions	-	-
Cent	Fahren	((value) * 9/5) + 32
Fahren	Cent	((value) - 32) * 5 / 9
Weight conversions	-	-
Pounds	Kilogram	(value) * 0.454
Kilogram	Pounds	(value) * 2.20
Ounce	Gram	(value) * 28.35
Gram	Ounce	(value) / 28.35

Supported locales and their abbreviations

Locale	Abbrev.	Locale	Abbrev.	Locale	Abbrev.
Afrikaans (South Africa)	af-ZA	Finnish (Finland)	fi-FI	Russian (Russia)	ru-RU
Albanian (Albania)	sq-AL	French (Belgium)	fr-BE	Sami, Inari (Finland)	smn-FI
Arabic (Algeria)	ar-DZ	French (Canada)	fr-CA	Sami, Lule (Norway)	smj-NO
Arabic (Bahrain)	ar-BH	French (France)	fr-FR	Sami, Lule (Sweden)	smj-SE
Arabic (Egypt)	ar-EG	French (Luxembourg)	fr-LU	Sami, Northern (Finland)	se-FI
Arabic (Iraq)	ar-IQ	French (Principality of Monaco)	fr-MC	Sami, Northern (Norway)	se-NO
Arabic (Jordan)	ar-JO	French (Switzerland)	fr-CH	Sami, Northern (Sweden)	se-SE
Arabic (Kuwait)	ar-KW	Frisian (Netherlands)	fy-NL	Sami, Skolt (Finland)	sms-FI
Arabic (Lebanon)	ar-LB	Galician (Galician)	gl-ES	Sami, Southern (Norway)	sma-NO
Arabic (Libya)	ar-LY	Georgian (Georgia)	ka-GE	Sami, Southern (Sweden)	sma-SE
Arabic (Morocco)	ar-MA	German (Austria)	de-AT	Sanskrit (India)	sa-IN

Locale	Abbrev.	Locale	Abbrev.	Locale	Abbrev.
Arabic (Oman)	ar-OM	German (Germany)	de-DE de-LI	Serbian (Cyrillic, Bosnia and Herzegovina)	sr-Cyrl-BA
Arabic (Qatar)	ar-QA	German (Luxembourg)	de-LU	Serbian (Cyrillic, Serbia)	sr-Cyrl-CS
Arabic (Saudi Arabia)	ar-SA	German (Switzerland)	de-CH	Serbian (Latin, Bosnia and Herzegovina)	sr-Latn-BA
Arabic (Syria)	ar-SY	Greek (Greece)	el-GR	Serbian (Latin, Serbia)	sr-Latn-CS
Arabic (Tunisia)	ar-TN	Gujarati (India)	gu-IN	Sesotho sa Leboa (South Africa)	na-ZA
Arabic (U.A.E.)	ar-AE	Hebrew (Israel)	he-IL	Setswana (South Africa)	tn-ZA
Arabic (Yemen)	ar-YE	Hindi (India)	hi-IN	Slovak (Slovakia)	sk-SK
Armenian (Armenia)	hy-AM	Hungarian (Hungary)	hu-HU	Slovenian (Slovenia)	sl-SL
Azeri (Cyrillic, Azerbaijan)	az-Cyrl-AZ	Icelandic (Iceland)	is-IS	Spanish (Argentina)	es-AR
Azeri (Latin, Azerbaijan)	az-Latn-AZ	Indonesian (Indonesia)	id-ID	Spanish (Bolivia)	es-BO
Basque (Basque)	eu-ES	Inuktitut (Latin, Canada)	iu-Latn-CA	Spanish (Chile)	es-CL
Belarusian (Belarus)	be-BY	Irish (Ireland)	ga-IE	Spanish (Colombia)	es-CO
Bosnian (Cyrillic, Bosnia and Herzegovina)	bs-Cyrl-BA	Italian (Italy)	it-IT	Spanish (Costa Rica)	es-CR
Bosnian (Latin, Bosnia and Herzegovina)	bs-Latn-BA	Italian (Switzerland)	it-CH	Spanish (Dominican Republic)	es-DO
Bulgarian (Bulgaria)	bg-BG	Japanese (Japan)	ja-JP	Spanish (Ecuador)	es-EC
Catalan (Catalan)	ca-ES	Kannada (India)	kn-IN	Spanish (El Salvador)	es-SV
Chinese (Hong Kong S.A.R.)	zh-HK	Kazakh (Kazakhstan)	kk-KZ	Spanish (Guatemala)	es-GT
Chinese (Macao S.A.R.)	zh-MO	Kiswahili (Kenya)	sw-KE kok-IN	Spanish (Honduras)	es-HN
Chinese (People's Republic of China)	zh-CN	Konkani (India)		Spanish (Mexico)	es-MX
Chinese (Singapore)	zh-SG	Korean (Korea)	ko-KR	Spanish (Nicaragua)	es-NI
		Kyrgyz (Kyrgyzstan)	ky-KG lv-LV		
		Latvian (Latvia)			
		Lithuanian (Lithuania)	lt-LT		

Locale	Abbrev.	Locale	Abbrev.	Locale	Abbrev.
Chinese (Taiwan)	zh-TW	Luxembourgish (Luxembourg)	lb-LU	Spanish (Panama)	es-PA
Croatian (Bosnia and Herzegovina)	hr-BA	Macedonian (Former Yugoslav Republic of Macedonia)	mk-MK	Spanish (Paraguay)	es-PY
Croatian (Croatia)	hr-HR	Malay (Brunei Darussalam)	ms-BN	Spanish (Peru)	es-PE
Czech (Czech Republic)	cs-CZ	Malay (Malaysia)	ms-MY	Spanish (Puerto Rico)	es-PR
Danish (Denmark)	da-DK	Maltese	mt-MT	Spanish (Spain)	es-ES
Divehi (Maldives)	dv-MV	Maori	mi-NZ	Spanish (Uruguay)	es-UY
Dutch (Belgium)	nl-BE	Mapudungun (Chile)	arn-CL	Spanish (Venezuela)	es-VE
Dutch (Netherlands)	nl-NL	Marathi (India)	mr-IN	Swedish (Finland)	sv-FI
English (Australia)	en-AU	Mohawk (Mohawk)	moh-CA	Swedish (Sweden)	sv-SE
English (Belize)	en-BZ	Mongolian (Cyrillic, Mongolia)	mn-MN	Syriac (Syria)	syr-SY
English (Canada)	en-CA	Nepali (Nepal)	ne-NP	Tamil (India)	ta-IN
English (Caribbean)	en-029	Norwegian, Bokmål (Norway)	nb-NO	Tatar (Russia)	tt-RU
English (Ireland)	en-IE	Norwegian, Nynorsk (Norway)	nn-NO	Telugu (India)	te-IN
English (Jamaica)	en-JM	Pashto (Afghanistan)	ps-AF	Thai (Thailand)	th-TH
English (New Zealand)	en-NZ	Persian (Iran)	fa-IR	Turkish (Turkey)	tr-TR
English (Republic of the Philippines)	en-PH	Polish (Poland)	pl-PL	Ukrainian (Ukraine)	uk-UA
English (South Africa)	en-ZA	Portuguese (Brazil)	pt-BR	Urdu (Islamic Republic of Pakistan)	ur-PK
English (Trinidad and Tobago)	en-TT	Portuguese (Portugal)	pt-PT	Uzbek (Cyrillic, Uzbekistan)	uz-Cyrl-UZ
English (United Kingdom)	en-GB	Punjabi (India)	pa-IN	Uzbek (Latin, Uzbekistan)	uz-Latn-UZ
English (United States)	en-US	Quechua (Bolivia)	quz-BO	Vietnamese (Vietnam)	vi-VN
English (Zimbabwe)	en-ZW	Quechua (Ecuador)	quz-EC	Welsh	cy-GB

Locale	Abbrev.	Locale	Abbrev.	Locale	Abbrev.
Estonian (Estonia)	et-EE	Quechua (Peru)	quz-PE	Xhosa	xh-ZA
Faroese (Faroe Islands)	fo-FO	Romanian (Romania)	ro-RO	Zulu	zu-ZA
Filipino (Philippines)	fil-PH	Romansh (Switzerland)	rm-CH	-	-