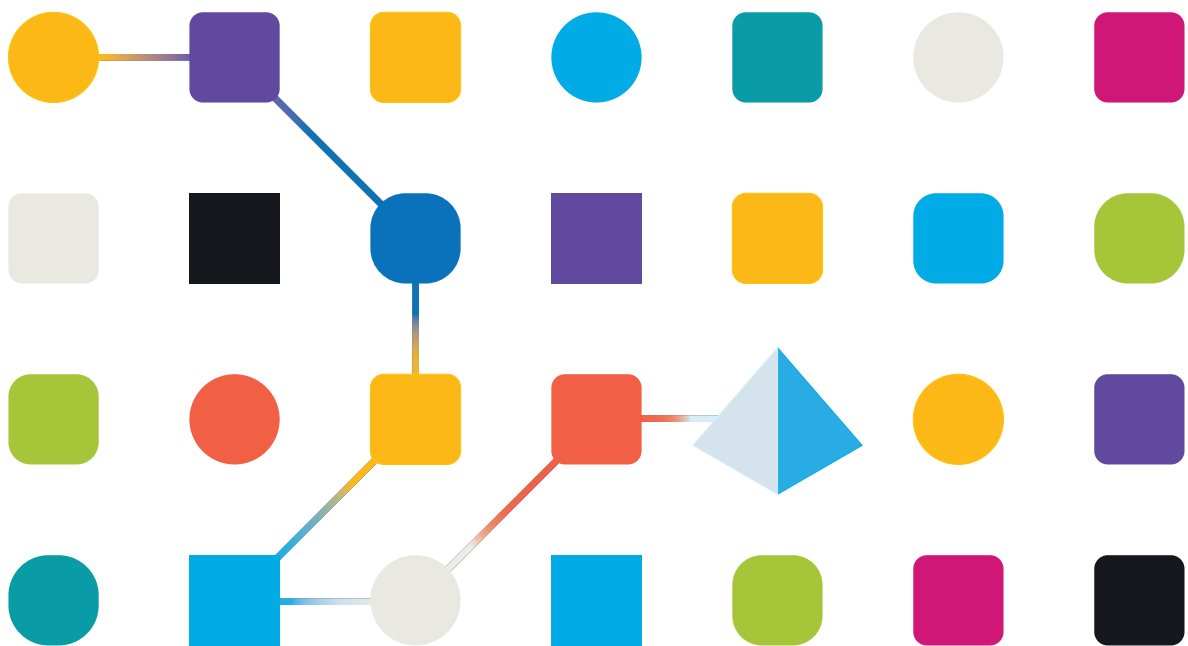




# Blue Prism Hub 4.4

## User Guide

Document Revision: 3.1



## Trademarks and Copyright

The information contained in this document is the proprietary and confidential information of Blue Prism Limited and should not be disclosed to a third-party without the written consent of an authorized Blue Prism representative. No part of this document may be reproduced or transmitted in any form or by any means, electronic or mechanical, including photocopying without the written permission of Blue Prism Limited.

© 2024 Blue Prism Limited

“Blue Prism”, the “Blue Prism” logo and Prism device are either trademarks or registered trademarks of Blue Prism Limited and its affiliates. All Rights Reserved.

All trademarks are hereby acknowledged and are used to the benefit of their respective owners. Blue Prism is not responsible for the content of external websites referenced by this document.

Blue Prism Limited, 2 Cinnamon Park, Crab Lane, Warrington, WA2 0XP, United Kingdom.  
Registered in England: Reg. No. 4260035. Tel: +44 370 879 3000. Web: [www.blueprism.com](http://www.blueprism.com)

# Contents

- Hub ..... 4
- Administration and configuration ..... 5
  - Hub restrictions ..... 6
  - Settings ..... 7
- Using Hub ..... 47
  - Localization ..... 47
  - Dashboards ..... 47
  - Automation Lifecycle Management plugin ..... 51
  - Control Room plugin ..... 52
  - Interact plugin ..... 53

# Hub

Blue Prism brings together the principles of cloud, Robotic Process Automation (RPA) and artificial intelligence (AI) designed to automate and digitize the execution of knowledge-based work. Digital workers are deployed into business operations and work by emulating the way people use business systems, the decisions they make and the processes they follow, to augment, replace, or digitize manual work processes.

As the digital workforce landscape matures in an organization, operators and sponsors need to scale their approaches and methodologies to manage their automation investment. Management information on the digital workforce needs to be transparent across the business and intuitive to interpret, in addition best-practices need to be monitored to ensure alignment to industry standards. Blue Prism® Hub provides new and existing Blue Prism users with a productivity platform for the management of the automation lifecycle. Hub caters for the individual roles within the robotic operating model (ROM) with a set of capabilities to ensure the successful, scalable delivery of an automation strategy.

Hub has been created as a lightweight 'empty' application which is then populated by a series of plugins or features. This forms what is referred to as the plugin architecture which allows the Blue Prism team to iterate features and make them available for consumption by Hub administrators.

Each Hub instance contains a Plugin Repository page that allows administrators to view and deploy new plugins as well as update existing plugins.

This user guide is split into two key sections, the [administration interface](#) and the use of the [individual plugins](#) from a user perspective.

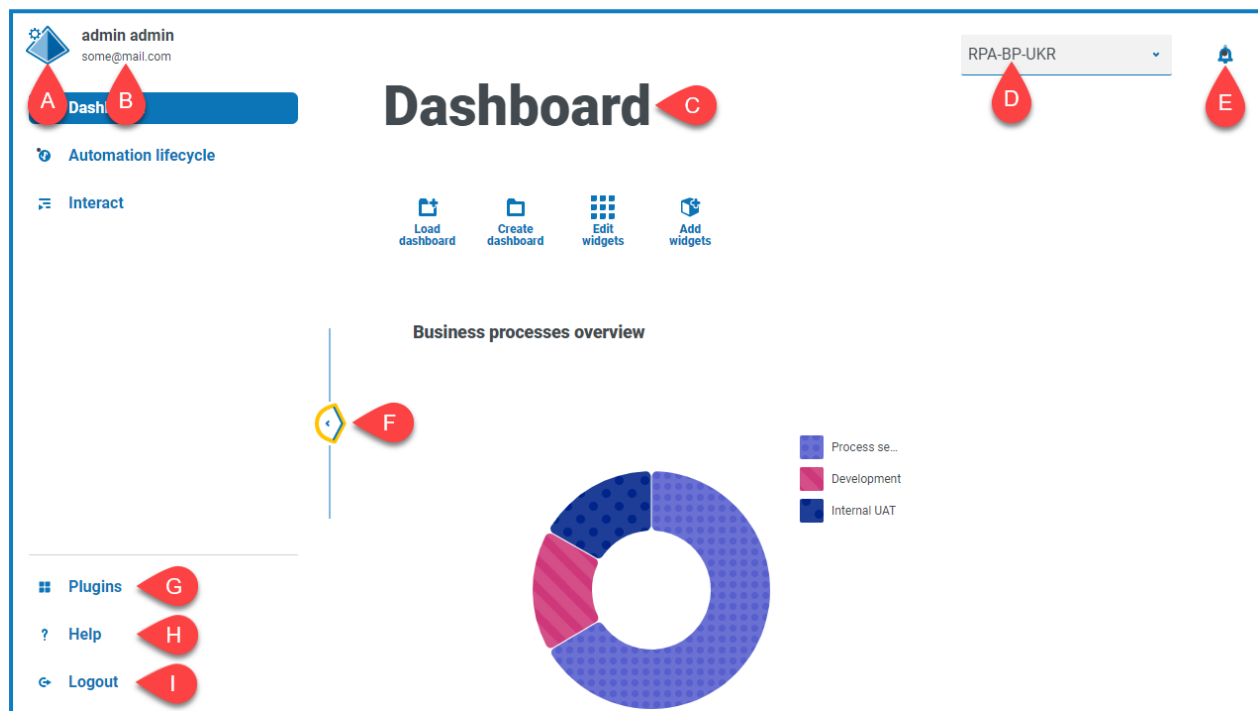
## Administration and configuration

When Hub is installed for an organization, it is delivered with a main administrator role. This role is used to configure the environment with information for items such as email and connection to your RPA database.

Hub utilizes Role Based Access Control (RBAC) to ensure that users can only access functionality required to perform their role within their organization.

The top navigation bar in Hub provides access to the system settings. The settings that are available depend upon the user role. There are a number of settings which are not available to users without administrator capabilities enabled on their account, as detailed below.

The features on the top navigation bar include:



When the navigation menu on the left is expanded (as shown above), these features are shown:

- A. **Profile icon** - Defined by the user in their [profile](#). If you are:
  - A user, this provides a link to your [profile](#) page.
  - An administrator, this provides a link to the system [settings](#) from which the following can be controlled:
    - Personal profile and audit.
    - Platform management.
    - User management.
- B. **User information** - This is hidden when the navigation menu is collapsed.
- C. **Page title** - The area of the Hub user interface you are currently using.
- D. **Environment** - The currently selected environment. Environments are set up in the [environment manager](#) and can be selected here.
- E. **Notification alerts** - Notifications are created by the [Automation Lifecycle Management](#) plugin. Only notifications that you are authorized to see, or that are applicable to you, will show when you click the alert.

- F. **Toggle menu** - Opens and closes the menu. When the menu is open, the names of the menu items display. When the menu is closed, icons display for each menu item.
- G. **Plugins** - Opens the Plugins page where you can view and download available plugins.
- H. **Help** - Opens the Online Help. Right-click and select **Open link in new tab** to open in a separate browser tab.
- I. **Logout** - Logs you out.


## Hub restrictions

The following table list the restrictions enforced when using Hub.

Item	Restriction	Related sections
Password Restrictions	Passwords must: <ul style="list-style-type: none"><li>• Contain at least 1 upper-case</li><li>• Contain at least 1 number</li><li>• Contain at least 1 special character</li><li>• Be at least 8 characters in length</li><li>• Be different to the last five passwords</li><li>• Be no longer than 32 characters</li></ul>	<a href="#">Profile on page 9</a> and <a href="#">Users on page 24</a>
Profile Image	Less than 1MB and no greater than 1920 x 1080 pixels	<a href="#">Profile on page 9</a>
Dashboard Widgets	Limited to 20 widgets per dashboard	<a href="#">Dashboards on page 47</a>
Brand Logo	PNG, JPEG or JPG no greater than 30KB	<a href="#">Customization on page 19</a>

## Settings


The Settings page enables you to manage Hub. You only have access to the Settings page if you are an administrator. If you are a user, you will only have access to the [Profile page](#) which opens when you click your profile icon.

 To open the Settings page, click your profile icon. The Settings page displays if you are an administrator. The Profile page displays if you are a user.

## Overview

<b>Profile</b>	The Profile page enables you to change your information, display preferences and your password. For more information, see <a href="#">Profile on page 9</a> .
<b>Audit</b>	Administrators can view a history of audited system activities. For more information, see <a href="#">Audit on page 10</a> .

## Platform management

 The email and database settings are defined as part of the Hub installation and configuration process, see the [Hub installation guide](#). These are essential for normal operation.

<b>Environment management</b>	Administrators can add connections to Blue Prism RPA databases, manage existing connections and delete redundant RPA databases. For more information, see <a href="#">Environment management on page 13</a> .
<b>Email configuration</b>	Administrators can change the SMTP host details. Changes should be made in conjunction with your own IT Support team to ensure that the configuration and credentials match your organization's email server. For more information, see <a href="#">Email configuration on page 16</a> .
<b>Customization</b>	Administrators can customize the theme used by the Interact user interface. The theme allows the administrator to set the theme name, brand color and brand logo. For more information, see <a href="#">Customization on page 19</a> .
<b>Plugin management</b>	Administrators can view the currently installed plugins description and version number. Any updates or additional available plugins are also shown. For more information, see <a href="#">Plugin management on page 21</a> .

## User management

<b>Users</b>	Administrators can add, modify or retire users, and assign their access permissions and roles. For more information, see <a href="#">Users on page 24</a> .
<b>Roles and permissions</b>	Administrations can add, edit, and delete roles. For more information, see <a href="#">Roles and permissions on page 30</a> .
<b>Registrations</b>	Administrators can manage registration requests that new users have raised for


	<p>access to Interact.</p> <p>For more information, see <a href="#">Registrations on page 34</a>.</p>
<b>Authentication settings</b>	<p>Administrators can enable, disable, and configure authentication settings.</p> <p>For more information, see <a href="#">Authentication settings on page 36</a>.</p>
<b>Service accounts</b>	<p>Administrators can add, edit, or delete service accounts.</p> <p>For more information, see <a href="#">Service accounts on page 43</a>.</p>




## Profile

Profile settings allow you to change your information and Hub viewing preference. You can change:

- Your password.
- Your profile first and last names.
- Your email address.
- Your profile picture - this displays in the profile icon. This image will only be used in Hub.
- Your Hub display theme - dark or light.

 You cannot change your username.


 To open the Profile page, click your profile icon to open the Settings page, and then click **Profile**. click your profile icon and the Profile page displays.

### Change your profile

1. On the Profile page, click **Edit**.

The Profile page becomes editable, indicated by the **Edit** button changing to a **Cancel** button and the fields becoming editable.

2. Update the following as required:
  - Update your first name, last name or email address.
  - Toggle the **Dark theme** on or off. By default, Hub is displayed in the light theme.
  - Click **Upload** to select your profile image. The image will be displayed within the prism icon. Images cannot be greater than 1 MB in size.
3. Click **Save** to save your changes. If you do not want to save your changes, click **Cancel**.

 The **Save** button will only become active once you have made a change to the theme setting.

### Change your password

1. On the Profile page, click **Update password**.

The Update your password dialog displays.

2. Enter your current password.
3. Enter and repeat your new password.
4. Click **Update**.

Your password is changed.

## Audit

Audit enables you to view audited system activities. This area is only available if you are an administrator.



To open the Audit page, click your profile icon to open the Settings page, and then click **Audit**.

The screenshot shows the Audit page interface. At the top, there are four icons with callouts: A (Edit view), B (Filter), C (Save view), and D (Load view). Below these is a 'Rows per page' dropdown set to 5, with callout F. The main table has columns: Audit ID, Category, Event, Audited By, IP address, Created On, and a 'Selected' column with checkboxes. Callout E points to a 'View log' icon at the top right, and callout G points to the 'Selected' column header. The table contains five rows of audit data.

Audit ID	Category	Event	Audited By	IP address	Created On	Selected (0)
74e7089b-3dec-4918-a5e8-856365efeda6	Role management	Deleted role	admin		23/02/2021 16:25:33	<input type="checkbox"/>
65bf3ea8-63de-4c80-b2d7-fee341a36579	Role management	Added role	admin		23/02/2021 16:22:21	<input type="checkbox"/>
4a4a379e-8819-46bf-bf9e-f53698dfb590	User management	User login	admin		23/02/2021 13:02:45	<input type="checkbox"/>
49d6f096-53fa-4409-abd3-fdaa8f54142d	User management	User login	admin		22/02/2021 17:28:56	<input type="checkbox"/>
9c42e66c-217b-4a1c-830b-882866d14e...	User management	User login	admin		22/02/2021 12:02:27	<input type="checkbox"/>

The Audit page provides you with the following information and functions:

- A. **Edit view** - Define the columns that are displayed. You can then show or hide the columns using the toggle switches.
- B. **Filter** - Filter the information that is displayed. You can turn on the [required filters](#) and enter or select the appropriate information for display, for example, you could turn on the **Category** filter and select **User management**.
- C. **Save view** - Save your current column settings. You can enter a name for your view to make it easily identifiable when loading views.
- D. **Load view** - Load a saved view. You can select the required view and click **Apply**.
- E. **View log** - View the [details](#) of an audit item.
- F. **Rows per page** - Enter a number, or use the up and down arrows, to change the number of rows seen on a page.
- G. **Previous and Next** - Click **Previous** or **Next** to move through the pages of audit items.

### View an item

1. On the Audit page, select the check box for the item you want to view.
2. Click **View log**.




The details of the event displays.

## Use the filters on the Audit page

The filters enable you to easily find audit events based on the selected criteria.

1. On the Audit page, click **Filter** to open the Filter panel.
2. Use the toggle to turn on the required filter and complete the information to find the audit event. You can apply multiple filters at the same time.

The available filters are:

Filter	Description
<b>Audit ID</b>	Enter the audit identifier, or part of the identifier.
<b>Category</b>	<p>Select a category from the drop-down list. The available categories are:</p> <ul style="list-style-type: none"> <li>• <b>User management</b> - Includes events related to users, such as management of users by administrators and user access information.</li> <li>• <b>SMTP management</b> - Includes changes to SMTP settings.</li> <li>• <b>Role management</b> - Includes events related to roles.</li> <li>• <b>Authentication management</b> - Includes events related to Authentication settings, such as management of the connections and syncing.</li> <li>• <b>Service accounts</b> - Includes events related to Service accounts, such as management of the accounts and key regeneration.</li> <li>• <b>Business process</b> - Includes events related to business processes, such as creating, retiring, and activating business processes.</li> </ul> <div>  If you select a category, the options in the <b>Event</b> filter will be limited to only those that are in the selected category.         </div> <p>If you have the following plugins installed, these additional categories are also available:</p> <ul style="list-style-type: none"> <li>• <b>Automated Lifecycle Management (ALM):</b> <ul style="list-style-type: none"> <li>• <b>Process definitions</b> - Includes events related to process definitions, such as the management of the definitions and the sign off workflow.</li> </ul> </li> <li>• <b>Interact:</b> <ul style="list-style-type: none"> <li>• <b>Interact</b> - Includes events related to the Interact Forms plugin, such as the management of the forms, and increasing the major version number.</li> <li>• <b>Interact Submissions</b> - Includes events related to Interact, such as the end-user submission of forms and approval workflow.</li> </ul> </li> </ul>
<b>Event</b>	<p>Select an event from the drop-down list. This display all results for this specific audit event.</p> <div>  If you use the <b>Category</b> filter, the events shown in the drop-down list are limited to those for that category.         </div> <div>  If you want to view all the events for a selected category, turn the <b>Event</b> filter off and just use the <b>Category</b> filter.         </div>

Filter	Description
Audited By	Enter a user's username or account name, or part of the name.
IP address	Enter the public IP address, or part of the address.
Created On	<p>Enter a date range:</p> <ul style="list-style-type: none"><li>• In the first field, select the earliest date.</li><li>• In the second field, select the latest date.</li><li>• If required, adjust the time fields. By default, the earlier date has the time 00:00:00 and the later date has the time 23:59:59, thereby including the full day.</li></ul> <p>This displays any audit events during this time frame.</p>

The information on the Audit page is immediately filtered.



If you have set the filters but want to view the unfiltered information again, either turn off the required filters, or remove any settings within the filter so that it is blank.

3. Click **Close drawer** to close the filter panel.

## Environment management

The environment manager displays your connected databases. This area is only available if you are an administrator.

# Environment management

Here you can see your configured database connections, and also add new ones.

## Connected environments

### Hub

Database name: Hub  
Server name or IP address:  
10.0.0.4

A

### RPA-BP-UKR

Database name: RPA-BP-UKR  
Server name or IP address:  
sqlserver.database.windows.net


B C D

Add connection  
E

By default, you will see the database for Hub (A) and the RPA database that was configured as part of the initial installation process (C).

You can [add](#) (E) database connections using the environment manager. If any connections are added, you need to click the refresh icon (B) on the database tile to bring the details of the digital workforce and queues across to Hub. If this is not done, you will not be able to see the Digital Workers or queues in that particular RPA environment.

You can also [delete](#) (D) redundant database connections.

 To open the Environment manager, click your profile icon to open the Settings page, and then click **Environment management**.

## Add a Blue Prism database connection

1. On the Environment manager page, click **Add connection** to add an additional RPA database connection.

The Add connection page displays.

2. Enter the database connection configuration parameters.

**Add connection** X Cancel

Once you've configured and added a connection, it will appear in your list of environments.

### Database configuration

**Authentication type \***  
This will dictate the form of authentication your database uses

☒ SQL with SQL authentication  
☐ SQL with Windows Authentication  
☐ SaaS SQL

**Server name or IP address \***  
This will be the server name or IP address of where your Blue Prism database resides.

**Connection name \***  
Enter your friendly name for this connection.

**Database name \***  
This will be the name of your Blue Prism database.

**Timeout \***  
Enter the seconds for which the system caches the LDAP server response result.


### Database authentication

**User ID \***

**Password \***

Add connection

When all the fields are complete, the **Add connection** link is available.

 You must ensure that your database password does not contain an equals sign (=), semi-colon (;), or speech marks ("). These characters are not supported, and will lead to issues when trying to connect to the database.

3. Click **Add connection** to save the details.

The connection is created and displayed in the environment manager.

4. In the Environment manager, click the refresh icon on your new connection. This updates the information in Hub with the digital workforce and queues held in the database.

## Delete a database connection

You can delete a connection to a database only if there are no dependencies on that database. You will not be able to delete a database if:

- Interact forms are dependent on a queue within that RPA database, for example, submitting a form to a queue.
- The ALM process definitions use objects defined within that RPA database.

You must amend the forms or process definitions to point at an alternative database to remove the dependence.

The delete function allows you to remove any databases that have accidentally been added and are not in use, for example, if the wrong database information has been added during configuration.

To delete an RPA database:

1. On the Environment manager page, click the delete icon on the database tile.  
If there are no dependencies, a message displays asking you to confirm the deletion. If there are dependencies, an error message displays in the top right corner of the Hub user interface.
2. Click **Yes** to confirm the deletion.


## Email configuration

Email settings allows you to change the configuration of SMTP and configure email for notifications, such as password reset requests from users. This area is only available if you are an administrator. Changes should be done in conjunction with your own IT Support team to ensure that the configuration and credentials match your organization's email server.

You can configure your email settings to use one of the following authentication methods:

- Username and password
- Microsoft OAuth 2.0

Whenever you save the SMTP settings, a test email is sent to you to ensure the setup is correct. If you don't receive a test email after saving the changes, check the details and update accordingly.

 To open the Email configuration page, click your profile icon to open the Settings page, and then click **Email configuration**.

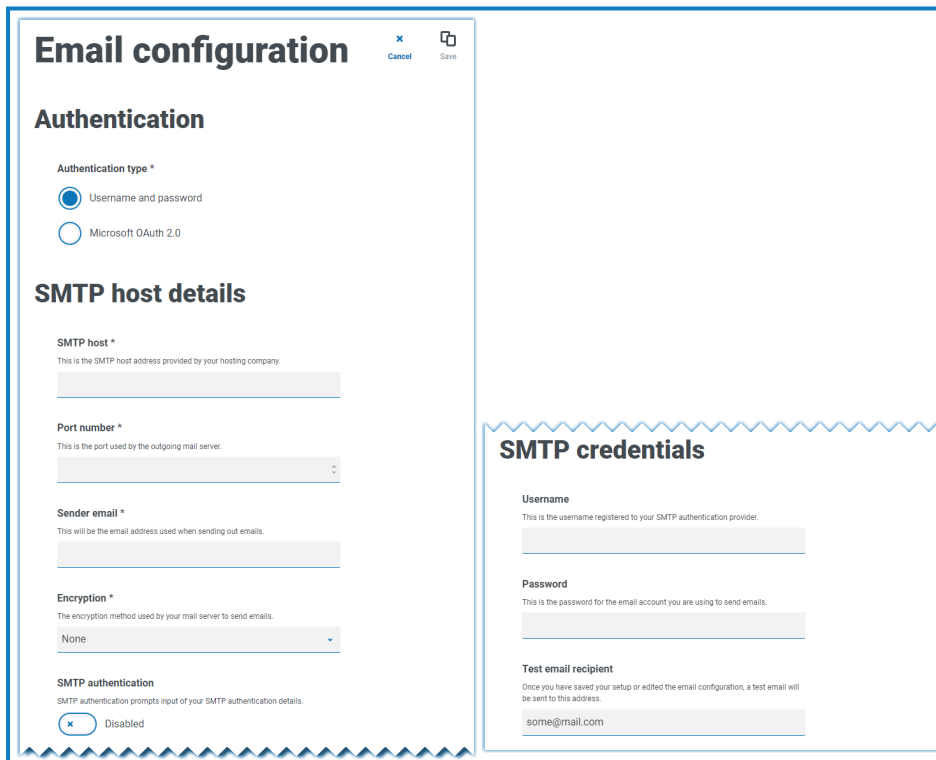
### Update the email settings

The email settings are entered as part of the initial configuration of Hub. You only need to change these settings in the event of an IT infrastructure change, such as a different SMTP host, or a change to the existing host which affects these settings.

### Username and password authentication

1. On the Email configuration page, click **Edit**.
2. In the Authentication section, under **Authentication type**, select **Username and password**.

The Email configuration page refreshes to display the appropriate fields:



The screenshot displays the 'Email configuration' dialog box. It features a title bar with 'Cancel' and 'Save' buttons. The main content is divided into three sections: 'Authentication', 'SMTP host details', and 'SMTP credentials'. The 'Authentication' section has two radio buttons: 'Username and password' (selected) and 'Microsoft OAuth 2.0'. The 'SMTP host details' section includes fields for 'SMTP host', 'Port number', and 'Sender email', each with a descriptive subtitle. The 'SMTP credentials' section has fields for 'Username' and 'Password', also with subtitles. At the bottom left, there is a section for 'SMTP authentication' with a 'Disabled' toggle. At the bottom right, there is a 'Test email recipient' field with the placeholder 'some@mail.com'.



3. Enter the following information:

- **SMTP host** - The address of your SMTP host.
- **Port number** - The port number used by the outgoing mail server.
- **Sender email** - The email address that is used when sending emails. The email recipients will see this as the From address.
- **Encryption** - The encryption method used by the email server to send the emails.
- **SMTP authentication** - Select this if the SMTP authentication prompts for input of authentication details. If you set this to **Enabled**, the **Username** and **Password** become mandatory fields.
- **Username** - The username for the SMTP authentication.
- **Password** - The password for the account.
- **Test email recipient** - The test email will be sent to this email address. This defaults to the email address of the user who is making the changes and cannot be changed.

4. Click **Save** to save your changes.

### Microsoft OAuth 2.0 authentication

You can use the Microsoft OAuth 2.0 authentication service provided by Azure Active Directory to connect to the SMTP host. Your IT Support team will need to register an application in Azure AD and provide you with the Application (client) ID, Directory (tenant) ID and the client secret to complete the information in step 3. For information about finding these details in Azure AD, see the [Microsoft documentation](#).



If you are using Microsoft OAuth 2.0, the Mail.Send permission in Azure Active Directory must be enabled. This must be configured by your IT Support team in Azure Active Directory. For more information, see [Troubleshoot a Hub installation](#) in the Blue Prism Hub Install Guide.

1. On the Email configuration page, click **Edit**.
2. In the Authentication section, under **Authentication type**, select **Microsoft OAuth 2.0**.

The Email configuration page refreshes to display the appropriate fields:

The screenshot shows the 'Email configuration' dialog box. It has a title bar with 'Cancel' and 'Save' buttons. The main content is divided into two sections: 'Authentication' and 'SMTP host details'. In the 'Authentication' section, under 'Authentication type \*', the 'Microsoft OAuth 2.0' radio button is selected. In the 'SMTP host details' section, there is a 'Sender email \*' field with a placeholder text 'This will be the email address used when sending out emails.' and a text input field. To the right of the 'Authentication' section is a separate panel titled 'SMTP credentials' which contains four fields: 'Application ID \*' (with a subtext 'Application ID - this is used to identify the application.'), 'Directory ID \*' (with a subtext 'Directory ID - this is your globally unique identifier.'), 'Client secret \*' (with a subtext 'Client secret - this is a secret only known to your application and authorization server.'), and 'Test email recipient' (with a subtext 'Once you have saved your setup or edited the email configuration, a test email will be sent to this address.') and a text input field containing 'some@mail.com'.

3. Enter the following information:

- **Sender email** - The email address that is used when sending emails. The email recipients will see this as the From address.
- **Application ID** - This information is the Application (client) ID defined in Azure AD and will be provided to you by your IT Support team.
- **Directory ID** - This information is Directory (tenant) ID defined in Azure AD and the will be provided to you by your IT Support team.
- **Client secret** - This is the client secret as generated by Azure AD and will be provided to you by your IT Support team and controls the authentication process
- **Test email recipient** - The test email will be sent to this email address. This defaults to the email address of the user who is making the changes and cannot be changed.


4. Click **Save** to save your changes.

## Customization

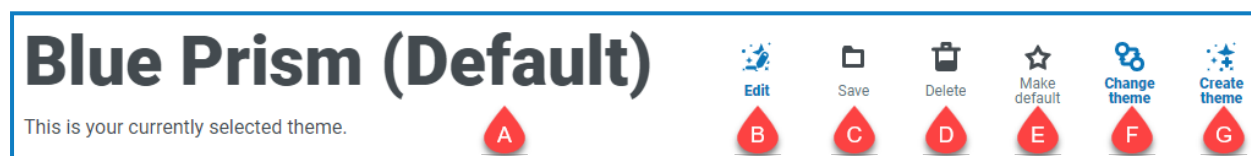
Customization settings allow you to change the appearance of the Interact user interface. This area is only available if you are an administrator. You can create themes that control the following:

- **Theme name** - This is also the brand name that will appear on the user interface.
- **Brand color** - This is the color that will be used by buttons and labels in the user interface.
- **Brand logo** - This is an image that will be used as the logo on the user interface.

You can create multiple themes which can be applied dependent upon the user, providing a different look and feel depending on who logs in. The default theme is automatically selected when creating a user, however, this can be changed.

 To open the Customization page, click your profile icon to open the Settings page, and then click **Customization**.


When you open the Customization page, the default theme displays:




This provides you with the following information and functions:

- A. Name of the currently displayed theme.
- B. **Edit** - Edit the theme that is currently displayed.
- C. **Save** - Save any changes you have made. This icon is only active when you are editing a theme.
- D. **Delete** - Delete the currently displayed theme. This icon is only active if you have more than one theme.
- E. **Make default** - Set the currently displayed theme to be the default for the system. This icon is only active if the current theme is not the default.
- F. **Change theme** - Select which theme you want to display on the page.
- G. **Create theme** - Create a new theme.

### Edit and save a theme

1. On the Customization page, click **Edit theme**.  
The Theme page becomes editable, indicated by the **Edit theme** button changing to a **Cancel** button and the **Reset** buttons becoming active.
2. If required, change the theme **Name**.  
As you type, the *Create theme* title also changes.
3. If required, change the **Primary color** by clicking the color bar. You can:
  - Select a color using the sliding bar.
  - Enter a value using the text boxes. You can click on the  icon to toggle between the different types; RGB, HSL or Hex.
4. If required, click **Upload** to change the logo to a file of your choice.

5. Click **Save** to save your changes. If you do not want to save your changes, click **Cancel**.

 The **Save** button will only become active once you have made a change to theme setting.

### Delete a theme

1. With the theme you want to delete shown on the screen (see [Change the theme below](#)), click **Delete**.

A message displays asking you to confirm the deletion.


2. Click **Yes** to delete the theme.

### Set a new default theme

1. With the theme you want to use shown on the screen (see [Change the theme below](#)), click **Make default**.

(Default) appears next to the theme name and a notification appears confirming the change. The theme change will be seen in Interact.

### Change the theme

 The **Change Theme** icon changes the theme that you are currently viewing. If you want to make changes to the theme itself, you need to [edit](#) the theme.

1. On the Customization page, click **Change theme**.

A list of available themes displays.

2. Click the theme you want to view.

The selected theme displays.

3. Close the list to return to the main tools.

### Create a new theme


1. On the Customization page, click **Create theme**.

The Create theme page displays.

2. Enter the theme **Name**.

As you type, the *Create theme* title also changes.

3. Click the **Primary color** bar to change the color. You can:

- Select a color using the sliding bar.
- Enter a value using the text boxes. You can click on the  icon to toggle between the different types; RGB, HSL or Hex.

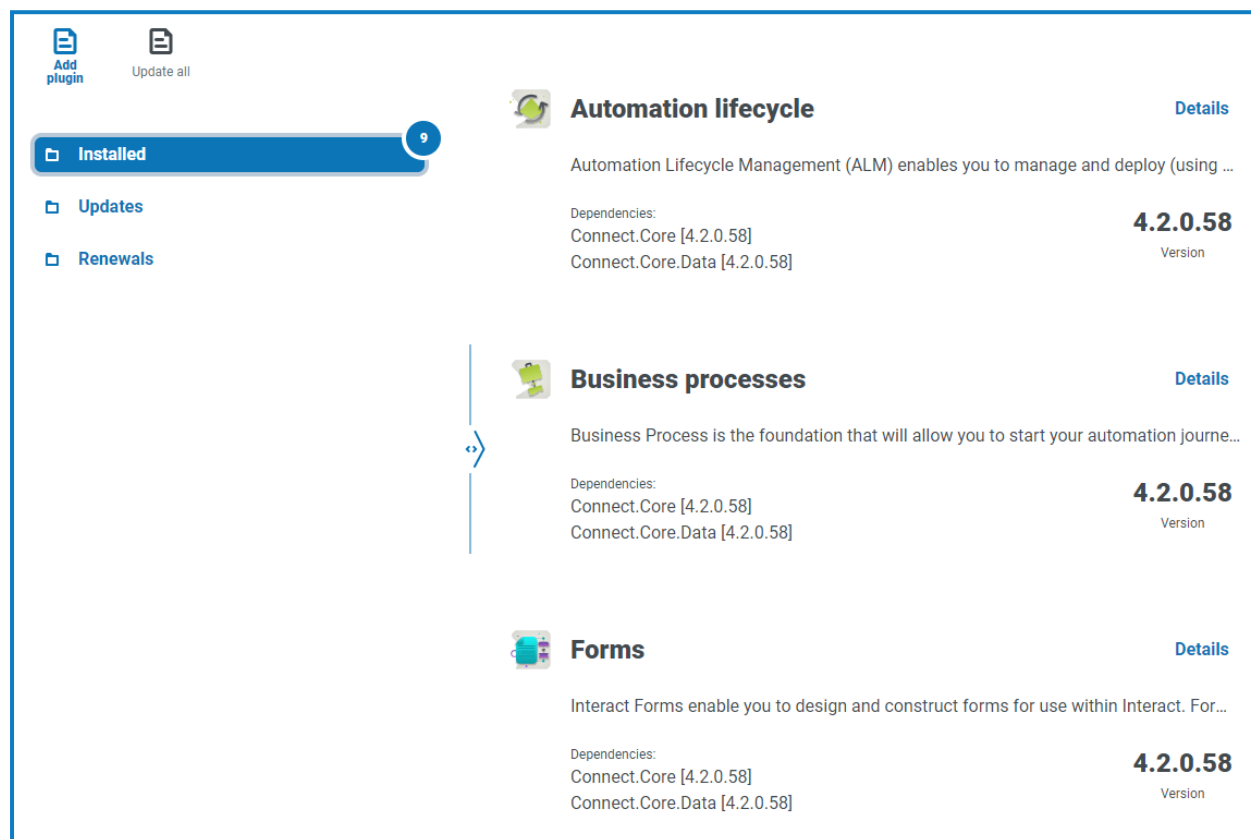
4. Click **Upload** to change the logo to a file of your choice.

5. Click **Create theme** to save your new theme.

## Plugin management

Plugin management displays the details of the installed plugins, some of these are available by default during the installation process. You can manage your existing plugs, update them and add new plugins. This area is only available if you are an administrator.

Plugins are the heart of Hub and are self-contained features that can be individually installed and customized to provide information about your automated processes. Some plugins also provide development tools to assist in the building of automations.



The screenshot displays the 'Plugin management' page. On the left, there's a sidebar with 'Add plugin' and 'Update all' buttons. Below them, a list of installed plugins is shown: 'Automation lifecycle', 'Business processes', and 'Forms'. Each plugin entry includes a description, dependencies, and the version number 4.2.0.58. The 'Automation lifecycle' entry shows dependencies: Connect.Core [4.2.0.58] and Connect.Core.Data [4.2.0.58]. The 'Business processes' entry shows dependencies: Connect.Core [4.2.0.58] and Connect.Core.Data [4.2.0.58]. The 'Forms' entry shows dependencies: Connect.Core [4.2.0.58] and Connect.Core.Data [4.2.0.58].


To open the Plugin management page, click your profile icon to open the Settings page, and then click **Plugin management**.

### View installed plugins

When you open Plugin management, the currently installed plugins are displayed. The plugin name, an extract from the description and the version numbers are shown. To view:

- More information about a plugin, click **Details**.
- Information about any updates, click **Updates**. Note that this feature is not currently available for Hub on-premises.
- Information about any upcoming or pending license renewals, click **Renewals**. If any plugins require a license renewal, a number is shown next to the **Renewals** link showing the number of updates. If no number is shown, there are no renewals.

## Add a plugin

 When a plugin is installed, the website will automatically restart. It is therefore essential that the installation of plugins is performed out of hours or during maintenance windows.

1. On the Plugin management page, click **Add plugin**.


The Open dialog displays to enable you to find a local file.

2. Navigate to, and select, the plugin file and click **Open**.

The plugin file uploads and installs. The website automatically restarts to complete the installation.

## Update plugins

When an update is available, a number appears next to the **Updates** link.

 This functionality is only available for Hub on-premises installations immediately following an upgrade. The on-premises version is unable to check for updates online between upgrades.

1. On the Plugin management page, click **Updates**.

The potential updates display showing details of the new version.

2. Click **Update all** to update all the plugins.

A message displays confirming the plugins have been updated.

3. Click **OK**.

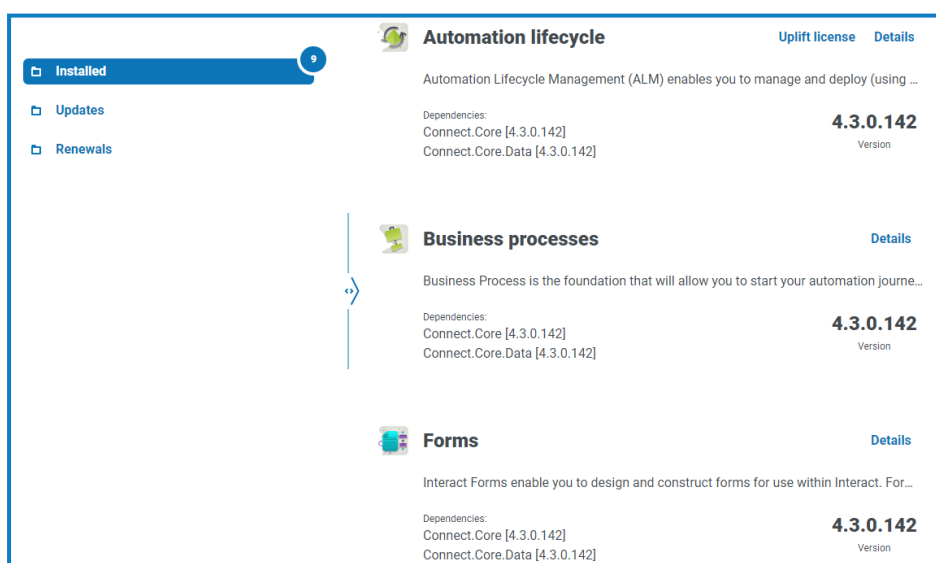
The site restarts.

## Uplift license

The **Uplift license** option is only available when there has been an update to the licensing model used by a plugin between released versions. It enables you to load a new license for your plugin outside of the normal renewal period.

1. On the Plugin management page, click **Installed**.

The installed plugins display.



**Automation lifecycle** [Uplift license](#) [Details](#)

Automation Lifecycle Management (ALM) enables you to manage and deploy (using ...

Dependencies: Connect.Core [4.3.0.142] **4.3.0.142**  
Connect.Core.Data [4.3.0.142] Version

**Business processes** [Details](#)

Business Process is the foundation that will allow you to start your automation journe...

Dependencies: Connect.Core [4.3.0.142] **4.3.0.142**  
Connect.Core.Data [4.3.0.142] Version

**Forms** [Details](#)

Interact Forms enable you to design and construct forms for use within Interact. For...


Dependencies: Connect.Core [4.3.0.142] **4.3.0.142**  
Connect.Core.Data [4.3.0.142] Version

2. Click **Uplift license** for the required plugin. In the example above, the option appears for Automated lifecycle.

The Renew license key panel displays.

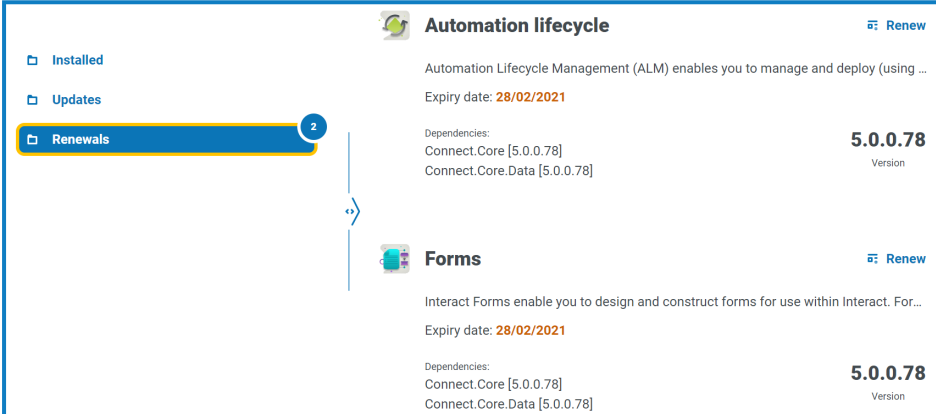
3. Upload a valid license and click **Finish** to apply.

## Renew plugins

 You are given 14 days notice before the license is due to expire.

1. On the Plugin management page, click **Renewals**.

The expiring plugins display.



Plugin Name	Expiry Date	Version	Action
Automation lifecycle	28/02/2021	5.0.0.78	Renew
Forms	28/02/2021	5.0.0.78	Renew

2. Click **Renew** next to the required plugin.
3. Upload a valid license and click **Finish** to apply.

## Users

User settings allow you to add, edit, and retire users accounts in the system. You are also able to set the user's access to Hub and Interact and their roles within these. Before you configure users, it is recommended that [user roles](#) are configured.

The Users page displays a list of existing users. You can click on a user to view their information. If only native authentication has been configured in your environment, the Authentication type field is hidden.

The screenshot shows the 'ALM Approver' user details page. On the left, there is a list of users: 'admin admin' (some@mail.com), 'ALM Approver' (alm\_approver1@noreply.com), 'Interact Approver' (interact-approver@mail.com), and 'Interact User' (interact-user@noreply.com). The 'ALM Approver' user is selected. The main area shows the 'User details' for 'ALM Approver' with fields for Username (\*), First name (\*), Last name (\*), Email address (\*), and Theme (\*). Below this is the 'Assign roles and privileges' section, which includes a 'Select permission(s) \*' list with checkboxes for Hub, Hub administrator, Interact, and Approver. There are also dropdown menus for 'Hub roles' and 'Interact roles'.

To open the Users page, click your profile icon to open the Settings page, and then click **Users**.

### Find users

The Users page includes two methods for finding users:

- **Search field** - This is located above the list of users. Start typing a user's name to filter the search results, the list dynamically filters as you enter more characters.
- **Filters** - The filters enable you to easily find a specific user or types of users based on the selected criteria. Click **Filter** to view and use the filters. By default, the filters are set to show you only the 'live' users and not the retired users. If you want to see all the users, turn off the **Live** filter. For more information, see [Use the filters on the Users page on page 27](#).



## Add users

1. On the Users page, click **Add user**.

The Create user section displays.

**Create user**

**User details**

Username \*

First name \*

Last name \*

Email address \*

Theme \*

Blue Prism (Default)

**Assign roles and privileges**

Select permission(s) \*

☐ Hub

☐ Hub administrator

☐ Interact

☐ Approver

Hub roles

Interact roles

Create user

2. Enter the user's details:

- **Username**
- **First name**
- **Last name**
- **Email address**
- **Theme** - The default theme is automatically selected. You can select a different theme for the user. See [Customization on page 19](#) for more information about themes.

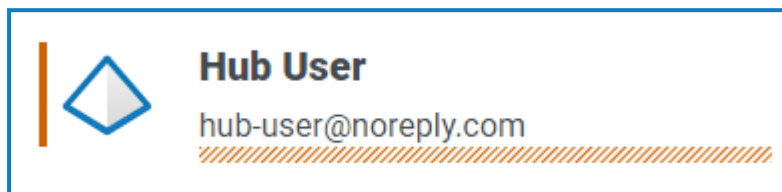
3. Select the permissions for the user:

- **Hub** - Select this check box for standard Hub users and administrators.
- **Hub administrator** - Select this check box to give administrator permissions to the user role. You must select **Hub** before this option becomes available.
- **Interact** - Select this check box to enable the user to be assigned Interact Forms. See the [Interact user guide](#) for more information.
- **Approver** - Select this check box to give approval rights for Interact to the user role. You must select **Interact** before this option becomes available.

## 4. Select the roles for the user:


- **Hub roles** - Select the Hub roles required for the user. If the required role has not yet been created, you can edit the user at a later date to assign new roles.

If the user is created without a Hub role, the user is underlined in the user list to indicate that the user setup has not been completed, for example:



The user will be able to log in to Hub, but they will not be able to perform any tasks as they will not have access to any plugins.

- **Interact roles** - Select the Interact roles required for the user. If the required role has not yet been created, you can edit the user at a later date to assign new roles. You can select more than one role.


 Users can also be added to roles from the [Roles and Permissions](#) page.

5. Click **Create user**.

The Create password dialog displays.

## 6. Select one of the password options:

- **Send the user a password update email** - This sends the user an email prompting them to enter a password on login using a link.
- **Manually update the user's password** - This enables you to set a password for the user.


 Passwords must obey the restrictions within Hub. For more information, see [Hub restrictions on page 6](#).

7. Click **Continue** and follow the instructions on screen.8. Finally, click **Create** to create the user.

The new user displays in the list of users.

### Edit users

1. On the Users page, select the required user and click **Edit**.
2. Change the information as required.


 You cannot change their username.

3. Click **Save** to apply your changes.

### Retire users

1. On the Users page, select the required user and click **Retire**.

A message displays asking you to confirm.

 You can use the **Live** filter to filter the user list for retired users. See [Find users on page 24](#).

## 2. Click **Yes**.

The user is retired and the **Retire** icon is replaced with the **Make live** icon. You can use this to reinstate the user if required. The user is also underlined in the user list to indicate they are retired.

## Unlock users

If a user enters their password incorrectly five times, they will be locked out of the system for three hours. Alternatively, you can unlock their account for them.

### 1. On the Users page, select the required user and click **Unlock**.

A notification message displays confirming the user has been successfully unlocked.



You can use the **Locked** filter to filter the user list for locked users. See [Find users on page 24](#).

## Change password

Users can change their own password using the Profile page (for more information, see [Profile on page 9](#)). If a user has forgotten their password, they can use the **Forgot password** link on the login page. However, you can change their password if needed. For example, you may need to do this in the scenario where a user was an Interact Approver and they have left your organization and there are outstanding forms to be approved in Interact by them. Depending upon your organization's policy, you could access their account and process these.



You cannot change the password of another administrator.

### 1. On the Users page, select the required user and click **Change password**.

The Change password screen displays.

### 2. Enter a new password for the user in both fields. The password must meet the character restrictions, however, the restriction regarding password reuse is not applied. For more information, see [Hub restrictions on page 6](#).

### 3. Click **Submit**.

A notification message displays confirming the user's password has been changed.

## Use the filters on the Users page




The filters enable you to easily find a specific user or types of users based on the selected criteria.

### 1. On the Users page, click **Filter** to open the Filter panel.

### 2. Use the toggle to turn on the required filter and complete the information to find the user. You can apply multiple filters at the same time.

The available filters are:

Filter	Description
<b>Username</b>	Enter the user's username, or part of their username.
<b>Email address</b>	Enter the user's email address, or part of their email address.
<b>Locked</b>	Select the locked status of the user from the drop-down list; the options are: <ul style="list-style-type: none"><li>• <b>Locked</b> - Displays all the users who have had their accounts locked.</li><li>• <b>Unlocked</b> - Displays all the users with unlocked accounts.</li></ul>

Filter	Description
<b>Live</b>	<p>Select the live status of the user from the drop-down list; the options are:</p> <ul style="list-style-type: none"> <li>• <b>Live</b> - Displays all the users who have active log in credentials.</li> <li>• <b>Retired</b> - Displays all the users who have been retired by the administrator and can no longer log in.</li> </ul> <p> By default, the <b>Live</b> filter is already turned on. You can turn this off if you want to view all the users.</p>
<b>Setup status</b>	<p>Select the setup status of the user from the drop-down list; the options are:</p> <ul style="list-style-type: none"> <li>• <b>Setup correctly</b> - Displays all the users who are correctly setup within Hub, that is, they have completed user credentials and assigned roles.</li> <li>• <b>Needs action</b> - Displays all the users who's user accounts are not correctly configured, for example, they may be missing their roles.</li> </ul>
<b>Domain</b>	<p>Enter the name of a domain, or part of a name. This matches against the domain names that are specified in the <a href="#">Authentication settings</a> page, and displays any users that were imported into Hub from the matching domain.</p> <p> If you have entered part of a domain name, the results display for all partial matches. There maybe users from other domains as well as the one you intended.</p>
<b>Connection name</b>	<p>Enter the name of a connection, or part of a name. This matches against the connection names that are specified in the <a href="#">Authentication settings</a> page, and displays any users that were imported into Hub using the matching connection.</p> <p> If you have entered part of a connection name, the results display for all partial matches. There maybe users from other connections as well as the one you intended.</p>
<b>Access</b>	<p>Select the access level of the user from the drop-down list. These are based on the permissions level given to the user; the options are:</p> <ul style="list-style-type: none"> <li>• <b>Hub</b> - Access to Hub.</li> <li>• <b>Interact</b> - Access to Interact.</li> <li>• <b>Approver</b> - Access to Interact with approver permissions.</li> </ul>
<b>Hub role(s)</b>	<p>Enter the name of the role, or part of the role name. This searches against any roles that have Hub set as the role type.</p>
<b>Interact role(s)</b>	<p>Enter the name of a role, or part of the role name. This searches against any roles that have Interact set as the role type.</p>
<b>Themes</b>	<p>Select the theme from the drop-down list. The users who have the selected theme are displayed.</p>

The information on the Users page is immediately filtered.



If you have set the filters but want to view the unfiltered information again, either turn off the required filters, or remove any settings within the filter so that it is blank.


3. Click **Close drawer** to close the filter panel.

## Roles and permissions

Roles and permissions allow you to create roles and assign permissions to specific areas of Hub or Interact to these roles. This area is only available if you are an administrator. Before you [configure users](#), it is recommended that user roles are configured. If roles are not configured, users will be able to log on but, without a role assigned, they will get a limited display and no access to features or functionality.

The Roles and permissions page displays a list of existing roles. There are predefined roles automatically created as part of the Hub installation process. These are indicated by a blue tick, for example, the Hub Administrator role. These automatically created predefined roles are locked and cannot be changed or deleted, although you can add users to them. You can click on a role to view the permissions.

The screenshot shows the 'Hub Administrator' interface for managing roles. On the left, a sidebar lists roles: 'Automation Lifecycle Manage...' (Hub, with a blue tick), 'Hub Administrator' (Hub, with a blue tick and highlighted in blue), 'Human Resources' (Interact), and 'Interact Approver' (Interact, with a blue tick). The main area is titled 'Role information' and contains the following fields: 'Role name \*' (text input with 'Hub Administrator'), 'Select role type' (radio buttons for 'Hub' and 'Interact'), 'Role description' (text area), 'Add plugin' (dropdown menu with options '# Automation lifecycle', '# Forms', and '# Business processes'), 'Add user' (text input with 'Type to find another one' and a dropdown menu showing '# (admin) admin admin'). At the top right of the main area are icons for 'Edit', 'Save', and 'Delete'.

 To open the Roles and permissions page, click your profile icon to open the Settings page, and then click **Roles and permissions**.

### Find roles

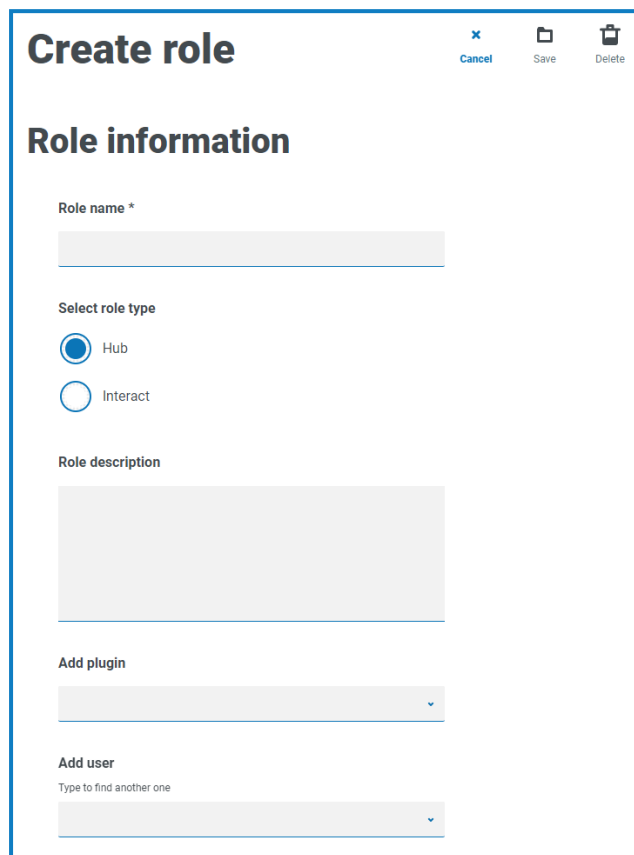
The Roles and permissions page includes two methods for finding roles:

- **Search field** - This is located above the list of roles. Start typing the name of a role to filter the search results, the list dynamically filters as you enter more characters.
- **Filters** - The filters enable you to easily find a specific role or roles with specific permissions based on the selected criteria. Click **Filter** to view and use the filters. For more information, see [Use the filters on the Roles and permissions page on page 32](#).

## Add roles

1. On the Roles and permissions page, click **Create role**.

The Create role section displays.



2. Enter a role name and select whether it applies to **Hub** or **Interact**.
3. If required, enter a description.
4. Select the items that you want the role to have access to. If you have selected:
  - **Hub**, select the required plugins from the **Add plugin** drop-down list.
  - **Interact**, select the required forms from the **Add forms** drop-down list.

You can select more than one item from the list.

5. Select the users that will be assigned this role from the **Add user** drop-down list. The list only displays users who have appropriate privileges, for example, if the role is for Interact, it will only display Interact users and not Hub users. See [Users on page 24](#) for more information on user permissions.




Users can also be added to roles from the [Users](#) page.

6. Click **Save** to create the role.


## Edit roles

1. On the Roles and permissions page, select the required role and click **Edit**.
2. Change the information as required.

 You cannot change the role type. If you are editing a role that displays a blue tick, you can only amend the users assigned to the role.

3. Click **Save** to apply your changes

## Delete roles

 You cannot delete a role that displays a blue tick. This is a role that was automatically created when installing Hub or a plugin.

1. On the Roles and permissions page, select the required role and click **Delete**.  
A message displays asking you to confirm.

2. Click **Yes**.

The role is deleted and a confirmation notification displays.

## Use the filters on the Roles and permissions page


The filters enable you to easily find a specific role based on the selected criteria.

1. On the Roles and permissions page, click **Filter** to open the Filter panel.
2. Use the toggle to turn on the required filter and complete the information to find the required role.  
You can apply multiple filters at the same time.

The available filters are:

Filter	Description
<b>Type</b>	Select the role type from the drop-down list. The options are: <ul style="list-style-type: none"><li>• <b>Hub</b> - Displays the roles which have Hub set as the role type.</li><li>• <b>Interact</b> - Displays the roles which have Interact set as the role type.</li></ul>
<b>Description</b>	Enter a term or word to search against the text in the Role description.
<b>Hub plugins</b>	Enter the name, or part of the name, of the Plugin that you want to search against. For example: <ul style="list-style-type: none"><li>• <b>Automation lifecycle</b> - Displays all roles which have access to ALM.</li><li>• <b>Forms</b> - Displays all roles which have access to Interact Forms.</li><li>• <b>Business process</b> - Displays all roles which have access to the Business process plugin.</li><li>• <b>Control Room</b> - Displays all roles which have access to Control Room.</li></ul>
<b>Interact forms</b>	Enter the name, or part of the name, of the Interact Form that you want to search against.



Filter	Description
Users	<p>Enter a user's username, or part of their username, to find the roles that are associated with that user.</p> <div> If you have entered part of a username, the roles display for all partial matches. These may be for other users as well as the one you intended.</div>

The information on the Roles and permissions page is immediately filtered.



If you have set the filters but want to view the unfiltered information again, either turn off the required filters, or remove any settings within the filter so that it is blank.

3. Click **Close drawer** to close the filter panel.


## Registrations

The Registrations page enables you to manage registration requests that new users have raised for access to Interact. This area is only available if you are an administrator.

Users can request an Interact user account from the registration page:

`https://{hostname}##/user-registration`

The Registrations page displays the submitted registration requests, which you can approve or deny.

 To open the Registrations page, click your profile icon to open the Settings page, and then click **Registrations**. A numerical value is shown against the Registrations option on the Settings page if there are outstanding requests.

### Approve a request

The user will need to be assigned a role before they will be able to access any forms in Interact. You can either do this as part of the approval process, as shown below, or you can approve the request and then [edit the user](#).

1. On the Registrations page, select the user and click **Edit**.
2. Select the required role from the drop-down list. This is the only field you can edit.
3. Click **Save**.
4. Click **Approve**.

The user is removed from the registrations list and displays on the [User](#) page. The user receives an email providing a one-time use link to complete registration by entering a password and they can then access Interact.

### Reject a request

1. On the Registrations page, select the user and click **Deny**.

The access request is rejected and the user details are removed from the list.

### Use the filters on the Registrations page


The filters enable you to easily find a specific user based on the selected criteria.

1. On the Registrations page, click **Filter** to open the Filter panel.
2. Use the toggle to turn on the required filter and complete the information to find the user. You can apply multiple filters at the same time.

The available filters are:

Filter	Description
<b>Username</b>	Enter the user's username, or part of their username.
<b>Email address</b>	Enter the user's email address, or part of their email address.
<b>Interact role(s)</b>	Enter the name of a role, or part of the role name. This searches against any roles that have Interact set as the role type.

The information on the Registrations page is immediately filtered.

 If you have set the filters but want to view the unfiltered information again, either turn off the




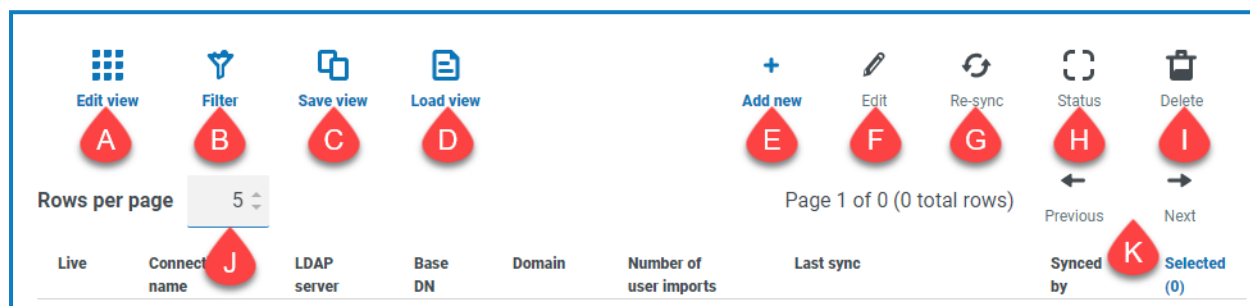
required filters, or remove any settings within the filter so that it is blank.

3. Click **Close drawer** to close the filter panel.

## Authentication settings

Authentication settings allows you to the configure a Lightweight Directory Access Protocol (LDAP) connection to an organization's Active Directory environment. This area is only available if you are an administrator.


 To open the Authentication settings page, click your profile icon to open the Settings page, and then click **Authentication settings**.



The Authentication settings page provides you with the following information and functions:

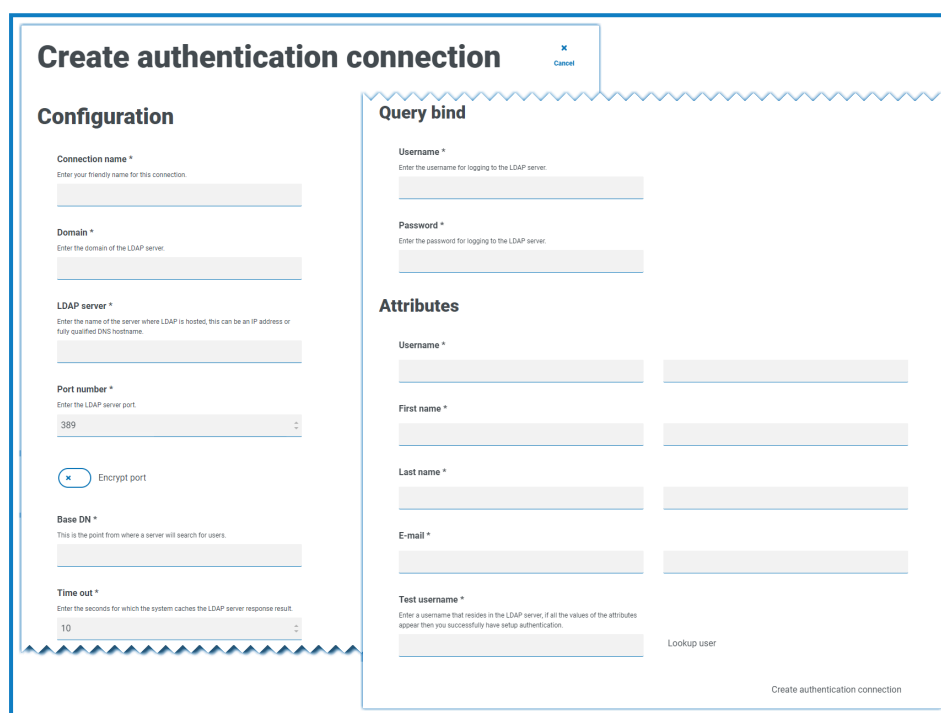
- A. **Edit view** - Define the columns that are displayed. You can then show or hide the columns using the toggle switches.
- B. **Filter** - Filter the information that is displayed. You can turn on the [required filters](#) and enter or select the appropriate information for display, for example, you could turn on the **Domain** filter and enter the domain name.
- C. **Save view** - Save your current column settings. You can enter a name for your view to make it easily identifiable when loading views.
- D. **Load view** - Load a saved view. You can select the required view and click **Apply**.
- E. **Add new** - Add a [new connection](#).
- F. **Edit** - [Edit the selected connection](#) details.
- G. **Re-sync** - [Re-sync the users](#) with Hub. You need to do this if new users are added to Active Directory.
- H. **Status** - This icon changes when you select a connection based on the [status of the connection](#).
- I. **Delete** - [Delete the selected connection](#). You can only delete a retired connection.
- J. **Rows per page** - Enter a number, or use the up and down arrows, to change the number of rows seen on a page.
- K. **Previous and Next** - Click **Previous** or **Next** to move through the pages.

## Add a new connection

 If you add more than one LDAP connection into Hub which contain the same users (such as name, email address, and domain), duplicate users will be created which could lead to login issues. When synchronizing the users in the procedure described below, ensure that you only select the users that you require to prevent duplicate users from being imported.


1. On the Authentication settings page, click **Add new**.

The Create authentication connection page displays.



2. Complete the Configuration fields:

- **Connection Name** - A name that you want the connection to be known as.
- **Domain** - The name of the domain you are connecting to, for example “bp”.

 Do not use the fully qualified domain name (FQDN) of your domain. You must use the short name format.

- **LDAP Server** - The hostname of the LDAP server, for example blueprism-srv1.local.
- **Port Number** - The port number it operates on, by default this is port 389.
- **Encrypt port** - Select this option if you want to encrypt the port. If you use port 636 (the LDAPS port), you should turn on this option.
- **Base DN** - The starting point within the Active Directory where the system begins to look for users, for example dc=blueprism, dc=local.

3. Complete the Query Bind fields:
  - **Time Out** - The timeout period in seconds that the system will wait to get a response from the Active Directory server.
  - **Query Bind Username** - An Active Directory user that has access to the organization's LDAP system.
  - **Query Bind Password** - The password for the Active Directory user.
4. Complete the Attributes fields. The purpose of this section is to map the Active Directory attributes to the Hub fields. The text entered in these fields must match named attributes within the user profile in Active Directory. You can use the Active Directory Users and Computers (ADUC) tool to find the user attributes by selecting a user and then clicking the **Attribute Editor** tab to view the mapping of attributes to values.
  - **Username** - The Active Directory attribute name for the username, for example, 'SAMAccountName'.
  - **First Name** - The Active Directory attribute name for the user's first name, for example, 'givenname'.
  - **Last Name** - The Active Directory attribute name for the user's last name, for example, 'sn'.
  - **E-mail** - The Active Directory attribute name for the user's email, for example, 'mail'.
5. To test that everything is set up correctly, enter the username in the **Test Username** field and click **Lookup User**. The text entered in the **Test Username** field must match the text format of the Active Directory Attribute. For example, if the username is set to:
  - 'SAMAccountName', then the test data is likely to be in the format *domain\user*.
  - 'name', then the test data is likely to be in the format *user*.

The associated information will be retrieved and populated in the corresponding Attributes fields, for example:

**Create authentication connection**

**Configuration**

**Connection name \***  
Enter your friendly name for this connection.  
AD Domain Connection

**Domain \***  
Enter the domain of the LDAP server.  
mycompany.com

**LDAP server \***  
Enter the name of the server where LDAP is hosted, this can be an IP address or fully qualified DNS hostname.  
10.10.108.10

**Port number \***  
This is the port used by the LDAP server.  
389

☒ Encrypt port

**Base DN \***  
This is the point from where a server will search for users.  
DC=mycompany,DC=com

**Time out \***  
Enter the seconds for which the system caches the LDAP server response result.  
30

**Query bind**

**Username \***  
Enter the username for logging to the LDAP server.  
admin

**Password \***  
Enter the password for logging to the LDAP server.  
.....

**Attributes**

**Username \***  
SAMAccountName  
fred.smith

**First name \***  
givenname  
Fred

**Last name \***  
sn  
Smith

**E-mail \***  
mail  
fred.smith@mycompany.com

**Test username \***  
Enter a username that resides in the LDAP server, if all the values of the attributes appear then you successfully have setup authentication.  
mycompany/fred.smith

**Lookup user**


Create authentication connection

6. Click **Create authentication connection**.

A notification message displays confirming the connection is successful and you are prompted to import users.

7. Click **Yes** to synchronize now. Alternatively, you can select **No** and synchronize later using the process in [Synchronize Active Directory users on the next page](#).


A message displays indicating the number of users found.

 When importing a large number of users (for example, tens of thousands), the database transaction log files for the databases AuthenticationServerDB, HubDB and InteractDB will increase in size. If the size of the transaction log file of any of these three database is restricted by either a maximum file size that is too small or the file is not permitted to increase in size, the import may fail. It is therefore recommended that you enable the autogrow setting for the database transaction log files and set the growth setting to 1024 MB, whilst ensuring a sufficient maximum size is set to prevent the import from failing. For more information on autogrowth, see [Microsoft's documentation](#).

8. Click **Proceed**.

A list of users display. These have not yet been imported to Hub as you need to configure the permissions and roles for the required users.

9. Select a user to import and assign the appropriate Hub roles and/or any Interact responsibilities.

 If you configure a user to have a Hub Administrator role, they will have access to all the plugins and features of Hub, including the ability to create new Database and LDAP connections and other security features so it is important to assign this role with care.

10. Repeat for all required users.

11. Click **Save access and roles**.

Only the users that have had their roles and permissions defined are saved and the [Users page](#) displays with the new users shown.

## Edit a connection


1. On the Authentication settings page, select the check box for the required connection.

2. Click **Edit**.

3. Edit the information as required. You can not change the domain, LDAP server, port number or base DN.

4. Click **Save**.

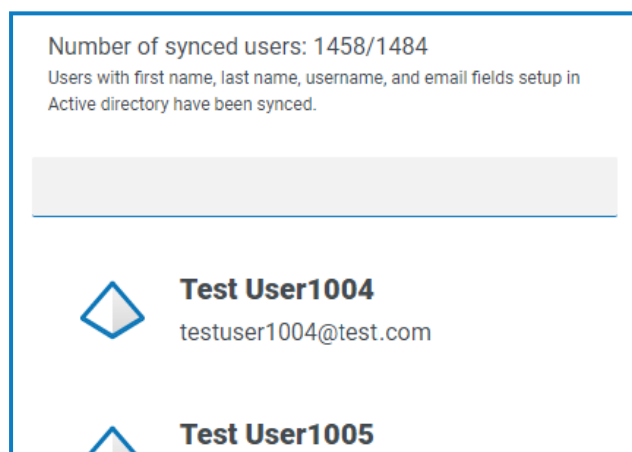
## Synchronize Active Directory users


 When importing a large number of users (for example, tens of thousands), the database transaction log files for the databases AuthenticationServerDB, HubDB and InteractDB will increase in size. If the size of the transaction log file of any of these three database is restricted by either a maximum file size that is too small or the file is not permitted to increase in size, the import may fail. It is therefore recommended that you enable the autogrow setting for the database transaction log files and set the growth setting to 1024 MB, whilst ensuring a sufficient maximum size is set to prevent the import from failing. For more information on autogrowth, see [Microsoft's documentation](#).

When additional users are added to Active Directory, those users must be synchronized with Hub.

1. On the Authentication settings page, select the check box for the required connection.
2. Click **Re-Sync**.

A message displays above the list of users showing the number of synced users (those with valid information in Active Directory - first name, last name, username and email) against the total number of users found. Only synced users are displayed in the list. You will need to configure the permissions and roles for the required users.



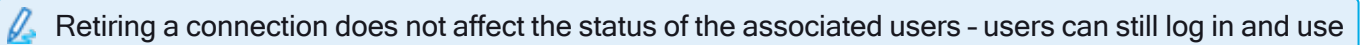
 For more information about the Active Directory Attributes that supply Hub with the first name, last name, username and email, see [Add a new connection on page 37](#). Hub will only sync users which have information in all the mapped attributes.

3. Select the required user to add to the Hub user base, assigning the appropriate Hub roles and/or any Interact responsibilities.
4. Repeat for all required users.
5. Click **Save access and roles**.

Only the users that have had their roles and permissions defined are saved and the [Users page](#) displays with the new users shown.



## Retire and reinstate a connection

 Retiring a connection does not affect the status of the associated users - users can still log in and use the applications. All users associated with an LDAP connection can be retired by [deleting the connection](#).

1. On the Authentication settings page, select the check box for the required connection.

If the connection is:

- Live, the **Status** icon displays as **Retire**.
- Retired, the **Status** icon displays as **Make Live**.

2. To retire a connection:

- a. Click **Retire**.

A message displays asking you to confirm.

- b. Click **Yes**.

The connection is retired and **Retire** changes to **Make Live**.

3. To make a retired connection live, click **Make Live**.

The connection is instantly reinstated and **Make Live** changes to **Retire**.

 You can use the **Live** filter to filter the list for retired connections.

## Delete a connection

You can only delete a [retired connection](#).

1. On the Authentication settings page, select the check box for the required connection.

2. Click **Delete**.

A message displays asking you to confirm.

3. Click **Yes**.

The connection is deleted and all users associated with it are retired.


## Use the filters on the Authentication settings page

The filters enable you to easily find a specific connection or similar connections based on the selected criteria.

1. On the Authentication settings page, click **Filter** to open the Filter panel.
2. Use the toggle to turn on the required filter and complete the information to find the required connection. You can apply multiple filters at the same time.

The available filters are:

Filter	Description
<b>Live</b>	Select the status of the connection from the following options: <ul style="list-style-type: none"><li>• <b>Live</b> - Displays the active connections; those that have not been retired.</li><li>• <b>Retired</b> - Displays the connections that have been retired by an administrator.</li></ul>

Filter	Description
<b>Connection name</b>	Enter the full or partial name of a connection.
<b>LDAP Server</b>	Enter the hostname of the server, or part of the server hostname.
<b>Base DN</b>	Enter the Base DN, or part of the Base DN to match against.
<b>Domain</b>	Enter the full or partial name of a domain.
<b>Number of user imports</b>	<p>Enter a numerical range:</p> <ul style="list-style-type: none"> <li>• In the first field, enter the lowest number of imports.</li> <li>• In the second field, enter the highest number of imports.</li> </ul> <p>This displays any connections that have imported users within that range.</p>
<b>Last sync</b>	<p>Enter a date range:</p> <ul style="list-style-type: none"> <li>• In the first field, select the earliest date.</li> <li>• In the second field, select the latest date.</li> <li>• If required, adjust the time fields. By default, the earlier date has the time 00:00:00 and the later date has the time 23:59:59, thereby including the full day.</li> </ul> <p>This displays any connections that have synced during this time frame.</p>
<b>Synced by</b>	<p>Enter a user's username, or part of their username.</p> <div>  If you have entered part of a username, the results display for all partial matches. These may be for other users as well as the one you intended. </div>

The information on the Authentication settings page is immediately filtered.



If you have set the filters but want to view the unfiltered information again, either turn off the required filters, or remove any settings within the filter so that it is blank.


3. Click **Close drawer** to close the filter panel.

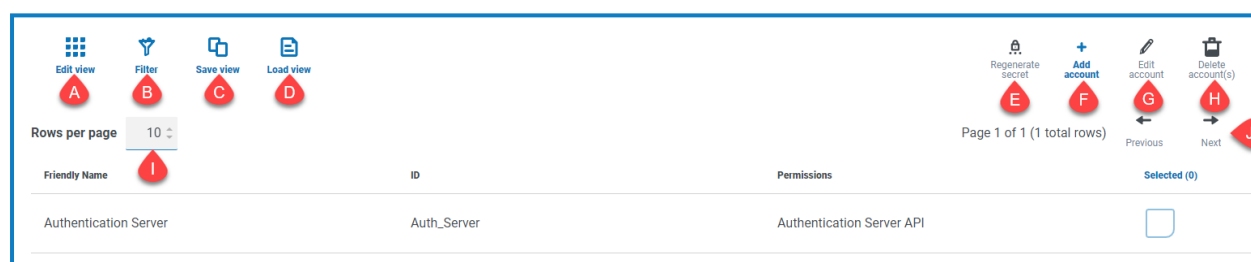
## Service accounts

The Service accounts page allows you to manage the authenticated application accounts. This area is only available if you are an administrator.

Service accounts are used by applications that need to get access tokens for their own use rather than on behalf of a user. These access tokens can then be used to make authenticated requests to APIs. The APIs that service accounts can get access tokens for are:

- **Authentication Server API** - A service account must be created for any applications that integrate with the Authentication Server API. For more details, see the [Authentication Server configuration guide](#).
- **Blue Prism API** - A service account must be created for any third-party applications that integrate with the Blue Prism API. For more details, see the [Blue Prism API install guide](#).
- **Interact Remote API** - A service account must be created for any applications that integrate with the Interact Remote API, such as the Blue Prism interactive client. For more details, see the [Interact Web API Service user guide](#).

 To open the Service accounts page, click your profile icon to open the Settings page, and then click **Service accounts**.



Friendly Name	ID	Permissions	Selected (0)
Authentication Server	Auth_Server	Authentication Server API	<input type="checkbox"/>

The Service accounts page provides you with the following information and functions:

- Edit view** - Define the columns that are displayed. You can then show or hide the columns using the toggle switches.
- Filter** - Filter the information that is displayed. You can turn on the [required filters](#) and enter or select the appropriate information for display, for example, you could turn on the **Permissions** filter and select **Blue Prism API**.
- Save view** - Save your current column settings. You can enter a name for your view to make it easily identifiable when loading views.
- Load view** - Load a saved view. You can select the required view and click **Apply**.
- Regenerate secret** - [Create a new secret](#) for an existing service account.
- Add account** - [Add](#) a new service account.
- Edit account** - [Edit](#) the details of an existing service account.
- Delete account(s)** - [Delete](#) one or more service accounts.
- Rows per page** - Enter a number, or use the up and down arrows, to change the number of rows seen on a page.
- Previous and Next** - Click **Previous** or **Next** to move through the pages of service accounts.

## Add a service account

1. On the Service accounts page, click **Add account**.
2. Enter a unique ID for the client application and a friendly name for the client in the Authentication Server database.
3. Under **Permissions**, select the appropriate option:
  - **Blue Prism API** - The service account secret is used to get an access token to authenticate with the Blue Prism API.
  - **Authentication Server API** - The service account secret is used to make authenticated requests to the Authentication Server API.
  - **Interact Remote API** - The service account secret is used to get an access token to authenticate with the Interact Remote API.
4. Click **Create service account**.

Settings > Service accounts > Add a service account

## Add a service account

**ID \***  
Client ID which uniquely identifies the client application to the identity provider.

Auth\_Server

**Name \***  
Client name in the Authentication Server database.

Authentication Server

**Permissions**  
The API(s) to which the client has access.

☐ Blue Prism API

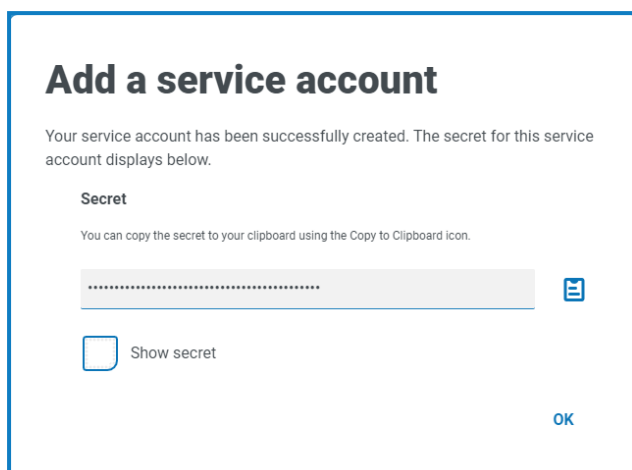
☒ Authentication Server API

☐ Interact Remote API

Create service account

The Add a service account dialog displays with a generated secret, which will be used to get the access token to the selected API(s).

- Click the Copy to Clipboard icon to copy the generated secret to your clipboard.



- Click **OK** to close the dialog.

The Service accounts page displays with the newly created account.


### Regenerate secret

If you have misplaced a previously generated secret for an existing service account, you can generate a new secret.

- On the Service accounts page, select the required service account and click **Regenerate secret**.  
The new secret for the service account displays.
- Click the Copy to Clipboard icon to copy the generated secret to your clipboard.
- Click **OK** to close the dialog.

### Edit a service account

- On the Service accounts page, select the required service account and click **Edit account**.
- Change the information as required.

 You cannot change the client ID for a service account.

- Click **Save** to apply your changes.

### Delete service accounts

- On the Service accounts page, select the required service account(s) and click **Delete account(s)**.  
A message displays asking you to confirm the deletion.
- Click **Yes** to delete the selected account(s) or **No** to cancel.

## Use the filters on the Service accounts page

The filters enable you to easily find a specific service account based on the selected criteria.

1. On the Service accounts page, click **Filter** to open the Filter panel.
2. Use the toggle to turn on the required filter and complete the information to find the service account. You can apply multiple filters at the same time.

The available filters are:

Filter	Description
<b>Friendly Name</b>	Enter the service account name, or part of a name.
<b>ID</b>	Enter the service account identifier, or part of the identifier.
<b>Permissions</b>	Select the appropriate permission level option. You can select more than one option. If you do not select any permission levels, all levels are included on the Service accounts page.

The information on the Service accounts page is immediately filtered.



If you have set the filters but want to view the unfiltered information again, either turn off the required filters, or remove any settings within the filter so that it is blank.

3. Click **Close drawer** to close the filter panel.

## Using Hub

This section details the user functionality in Hub. What the user sees and has access to is determined by the role they have been assigned. Plugins are assigned to roles and then users are allocated a specific role, thereby inheriting the plugins.

In this topic:

- [Localization](#)
- [Dashboards](#)
- [Automation Lifecycle Management plugins](#)
- [Control Room plugin](#)
- [Interact plugin](#)

### Localization

When you open the login page for Authentication Server, localization settings are automatically applied from your web browser. The login page and Hub display in the language most compatible with the language settings configured in the browser. If the language selected in your browser settings is not supported, English is used as the default. If required, you can manually change the language you want to use from the drop-down list on the login page. The supported languages are:

- English (United States)
- French (Français)
- German (Deutsch)
- Japanese (日本語)
- Spanish (Latin American) (Español)
- Simplified Chinese (中文)

### Dashboards

When first starting Hub the default display is a blank Hub dashboard - this is the same whether you are a Hub administrator or a standard Hub user.

The dashboard is a configurable page that provides a tailored view of your automation processes. To configure information displayed by the dashboard, [add widgets](#). You can also create multiple dashboards to represent different views of the information available to enable you to efficiently manage your automations.

#### Create a dashboard

1. On the Dashboard page, click **Create dashboard**.
2. Enter a name and a description for the dashboard.
3. Click **Save**.

A notification message displays confirming the dashboard has been created. You are now ready to [add widgets](#) to your dashboard.

## Add widgets

Widgets are the dashboard components that can be used to visually display different kinds of information, for example, the Business Process Overview widget. Up to 20 widgets can be added to each dashboard.

1. Click **Add widgets** to display a list of available widgets.
2. To view more details about a widget, click its information button.

Information about the widget displays, for example:



Click **Cancel** to close the details window.


3. Click the widget name to add it to the dashboard.

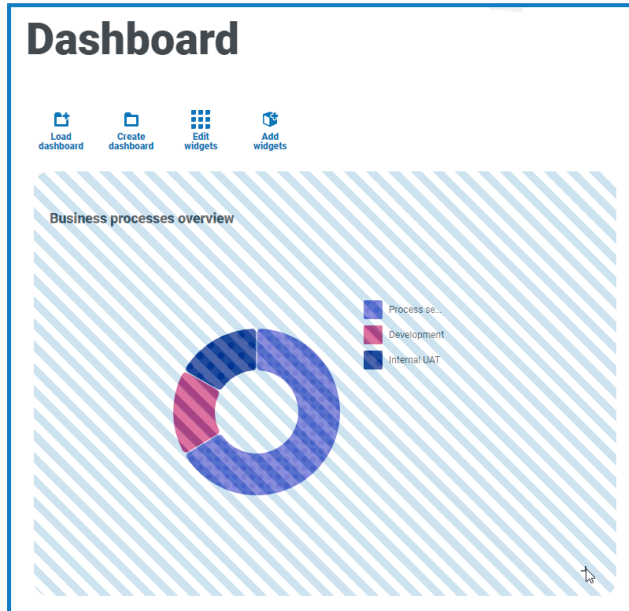
The widget appears on the dashboard and a success message is displayed.



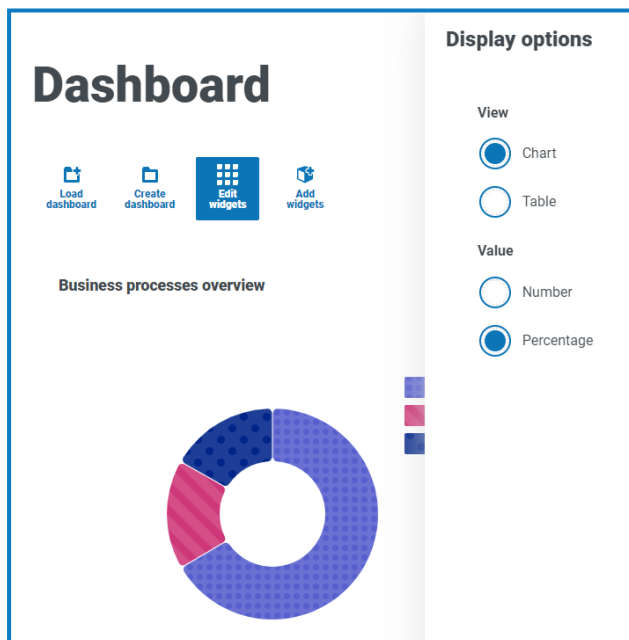
## Configure widgets

A widget can be:

- **Moved and resized** - Move widgets by dragging and dropping to the required position on the dashboard. Widgets can also be resized by grabbing the bottom right corner  and dragging to fit to the size required.



- **Customized** - Many of the widgets are customizable. Click **Edit widgets** and click **Options** next to the required plugin.



## Remove a widget

1. Click **Edit widgets**.
  2. Click **Remove** on the required widget.
- The widget is removed from the dashboard.


## Change the displayed dashboard

1. On the Dashboard page, click **Load dashboard**.  
A list of available dashboards displays.
2. Click the required dashboard.  
The Dashboard page refreshes with the selected dashboard.

## Delete a dashboard

1. On the Dashboard page, click **Load dashboard**.  
A list of available dashboards displays.
2. Click the delete icon against the required dashboard.  
A message displays asking you to confirm.
3. Click **Yes** to delete the dashboard.  
A notification message displays confirming the dashboard has been deleted.

## Automation Lifecycle Management plugin

 The Automation Lifecycle Management plugin is an optional service that requires an additional license key to operate. The Automation Lifecycle Management plugin also includes the Business Processes component, which is freely available to use and required by [Interact Forms](#).

The Blue Prism Digital Workers provide an unparalleled skill and capability set with further use cases being addressable with each new release. Whilst capability is important, Blue Prism have paid equal attention to the usability during the delivery cycle, ensuring enterprises are provided with guard rails to ensure best practices are met.

Using Blue Prism's Automation Lifecycle Management (ALM) capability within Hub, enterprises that are early on in their RPA/IA journey can benefit from application-driven controls to ensure the key milestones of a successful delivery are met.

The ALM plugin provides a framework for business analysts to:

- Capture the process definition of the business process
- Delivering exception handling in a consistent manner
- Review and sign-off the process structure.

In addition, ALM includes Wireframer which enables the efficient definition of business objects and actions, using best practice techniques, that can be used as part of an automation process. The benefits of designing using this methodology is that it allows the developers to rapidly deploy business objects and actions that will form the structure of the business process being automated.

For more information, see the [ALM user guide](#) and the [Wireframer user guide](#).

## Control Room plugin



The Control Room plugin is an optional service that is freely available to use. The Control Room plugin is compatible with Blue Prism 7.0 or later and requires the Blue Prism API.

The Control Room plugin allows you to monitor your digital workforce in a web client, and run schedules. It provides the following features:


- **Work Queues** - Monitor the status of work queue items and track queue activity.
- **Sessions** - View, filter, and organize session activity in each environment.
- **Schedules and Tasks** - View, run, and monitor schedules and tasks.
- **Digital Worker Health** - View and monitor the Digital Workers in each environment.

The Control Room plugin also provides a number of [dashboard widgets](#), which you can apply and customize to monitor your Blue Prism environments at a glance. These are:

- **Monthly utilization diary** - Enables you to view the utilization of your digital workforce for each day of a month.
- **Utilization chart** - Enables you to view the utilization efficiency of your digital workforce.
- **Utilization heatmap** - Enables you to view patterns, peaks and troughs of activity for the digital workforce.
- **Work queue compositions** - Enables you to view the composition of work queue items across your work queues.

For more information, see the [Control Room user guide](#).

## Interact plugin

 The Interact plugin is an optional service that requires an additional license key to operate and forms part of the Interact service offering.

### Forms

As a digital workforce expands the addressable use cases of an enterprise, there is a further need for Digital Workers and humans to collaborate in the end-to-end execution of a business process. In addition, innovative ways of assigning work to a digital workforce are required to provide flexibility on who can interact with the resource. Blue Prism Interact provides new and existing Blue Prism users with a collaboration interface for an end user's interaction with their digital workforce within a business process. Initiate, verify, receive and authorize varied work related to your business processes. In addition, Blue Prism Interact reduces the skill criteria required by allowing users to create dynamic web interfaces either by using the no-code form designer or using a Blue Prism Visual Business Object (VBO) to create forms based on the business process requirements.

Blue Prism Interact functionality is split across two Blue Prism components; firstly, a developer utilizing Hub and the Forms plugin to create and publish Forms for an end user to utilize; secondly the end user interface where they can, by utilizing published Forms, interact with the digital workforce.

For more information, see the [Interact plugin user guide](#).