



GLOBALECS®

KNOWLEDGE BASE

HOW TO INVITE MULTIPLE GECS USERS TO ACCESS THE GECS WEB CLIENT ADMINISTRATOR

You can configure GECS to send email to your GECS users inviting them to access the GECS Web Client Administrator.

To access the GECS Web Client Administrator you open a browser and enter the URL for your GECS Web Manager program.

The URL is made up of the Web Manager's IP Address and Port number in the format of `http://nnn.nnn.nnn.nnn:nnnn`.

You can find this URL from the main GECS System manager machine in the Global ECS desktop folder by right clicking on the "Administrator - Web Clients" icon and selecting the "Properties" option. The "Web Document" tab will display the URL. Such as

`http://123.456.789.10:2013/`

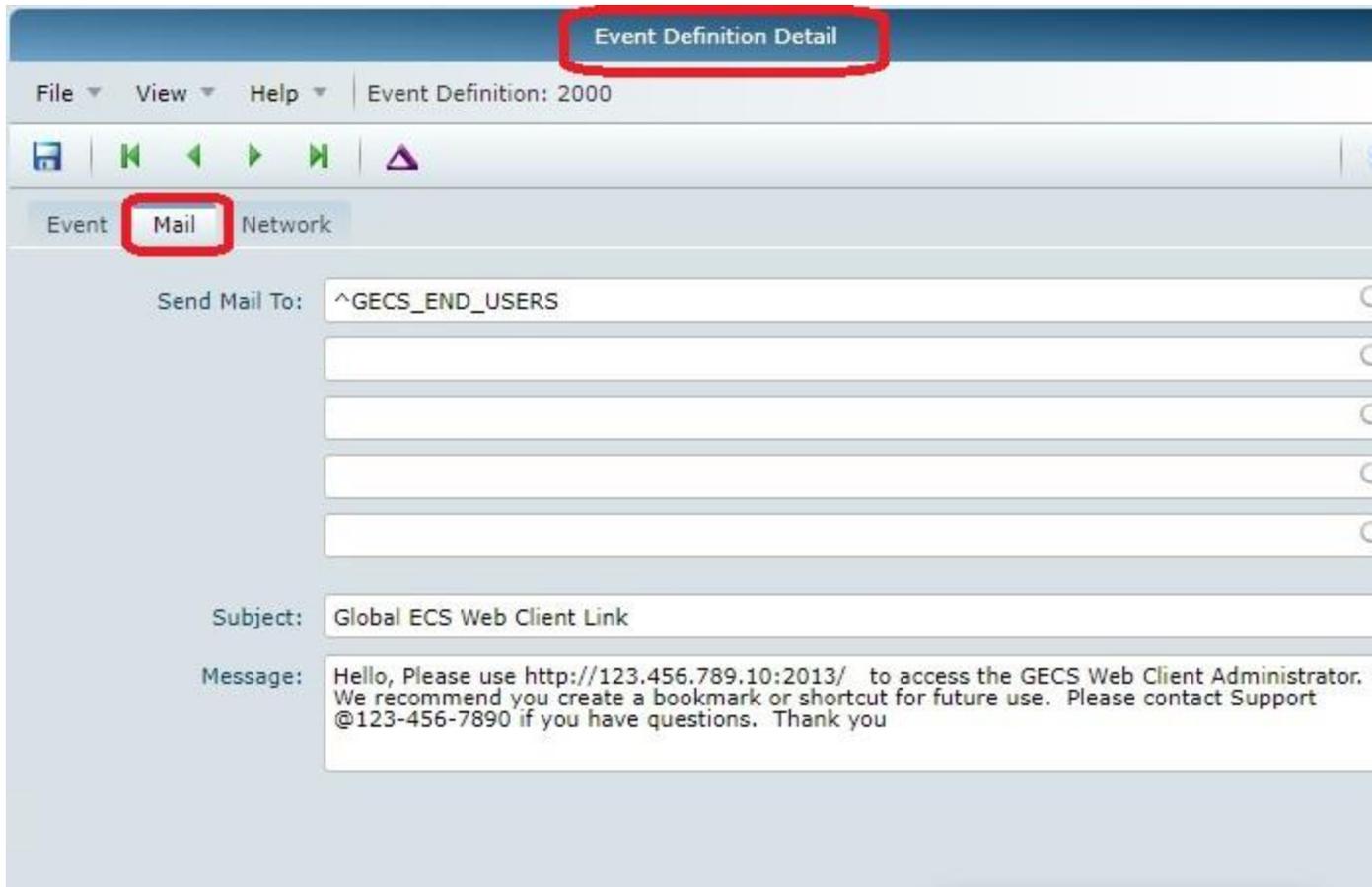
You can also find the IP address and port number of your GECS components using the Administrator client program in the System View module.

To configure GECS to send an email to your GECS users inviting them to access the Web Client Administrator you can use GECS custom Events.

1. From the GECS Administrator, go to the Event Definitions module. Click the "Add User Event Definition" button to create a new custom Event Definition. The Event Definition number can be any unused number over 1000. Add a description such as 2000 - GECS Web Client Link. Then update the "Mail" tab.



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2. Use the “Send Mail To:” fields to add the GECS Users, Mail groups or Notification Lists for the GECS users who need the Web Client link. Enter an email Subject such as “Global ECS Web Client Link”. In the Message field, enter your Web Client Administrator URL and a message telling the user to copy the URL to into their web browser to access their GECS system. Let them know they can create a bookmark or shortcut to save time when accessing the URL in the future.
3. Save the Event Definition. Right click this new Event Definition and from the Event Definition list and select the “Create Event” option. This will generate the event and cause an email to get sent to the GECS users you selected.