

# Gigi Organisation Administrator Documentation



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## 1 Introduction

This document should guide an Organisation Administrator through the processes to administer an organisation account within Gigi.

The structure of the document is according how to obtain the preconditions needed to act as Organisation Administrator and the workflow to administer an organisation account.

The documentation is based on the software release 0.1-63-g15f6a8ad.

This documentation covers only the needs of an Organisation RA Agent. All elements used by an ordinary user are covered in the documentation “Gigi User Documentation”. There are separate documentations for users with the role RA Agent, Org RA Agent and Supporter.

## 2 Definition Organisation Administrator

An Organisation Administrator (Org Admin) is a normal RA Agent who is empowered to act as administrator to an organisation account.

Two levels of Organisation Administrators are available:

- Org Admin - can verify the domains and issue certificates
- Master Org Admin - can additionally add or remove Org Admins

## 3 Precondition To Act As Org Admin

An Org Admin must meet the precondition of a normal RA Agent. Additional to that he needs to be trained to verify organisations. This current knowledge needs to be proofed by passing the Organisation Administrator Data Protection Challenge on the Quiz-System.

The last success full passed test needs to be no older then 12 months.

The Org Admin is appointed by the executive representative of the organisation. An Organisation RA Agent or an Organisation Administrator of the organisation will grant the appropriate rights.

## 4 Get Org Admin Rights

To act as Org Admin a change to the organisation account is needed. An Org Admin has an additional menu entry to get access to organisation account.

They can either see a list of organisation to which they have been appointed as Org Admin or to switch to an organisation account.

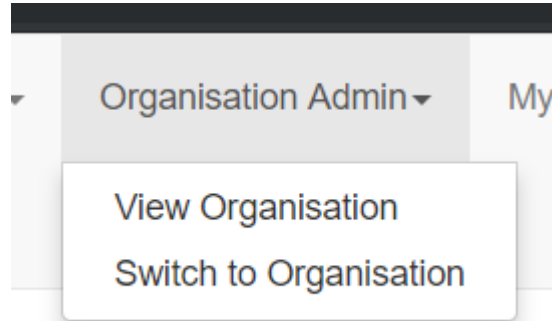


Figure 1: Screenshot Organisation Admin menue

## 4.1 View Organisation

After View organisation is used a list of organisation accounts is displayed.

# View Organisation

AT

ACME

Figure 2: Screenshot View organisation list

By clicking onto the organisation link the list of all Org Admins for the organisation is given.

## View Organisation

### ACME

Name	Email	Master	
Marcus M	[REDACTED]	Master	<input type="checkbox"/>

Figure 3: Screenshot View Organisation Administrator

## 4.2 Switch To Organsiation

There are two ways to switch to an organsiation account.

#### 4.2.1 Switch Via Organisation Admin Menue

After Switch to Organsiation is used a list of organisation is displayed.

## Switch to Organisation

### My Organisations

ACME

18

[Switch to this organisation](#)

Figure 4: Screenshot Switch to Organisation list

Use the button Switch to this organsiation to get access to the organsiation account.

After the switch all tasks as Org Admin can be done. This is displayed with a change of the login status on the right hand top corner of the website.

Logged in as ACME (on behalf of Marcus M) via  
Password.

[Logout](#)

Figure 5: Screenshot Login status

To switch back to the personal account use Switch to Organisation from the Organsiation Admin menue.

## Switch to Organisation

### My Organisations

[Switch back to personal context](#)

ACME

18

[Switch to this organisation](#)

Figure 6: Screenshot Switch to personal account

Now Switch back to personal context is used.

#### 4.2.2 Switch Via My Account

The switch to an organisation account and back can also be done over the way My Account - My Details. At the end of the page the switch can be made.

## 5 Verify Domain

A domain to an organisation account can only be entered to the account through an Organisation RA Agent.

An Org Admin needs to verify the domain to prove that the domain is still controlled from the organisation.

All listed domains can be viewed with Verification - Domains

### Domains

Domains	
Status	Address
not verified	<a href="#">acme.org</a>

### Add Domain

Please contact your Organisation RA Agent to add a domain.

Figure 7: Screenshot List of Domains

The verification of a domains is done as described in the “Gigi User Documentation”.

## 6 Issue Certificate

A precondition to issue certificate in an organisation account is that the top level domain of the email address is a verified domain.

The Org Admin MUST verify the identity of a person a certificate is used for. They MUST keep a record of the identity proof.

The general process of creating a certificate is described in the “Gigi User Documentation”.

The only difference is in the available key types and the use of names.

For a personal certificate any name can be entered. The Org Admin MUST be sure about the identity of the person.

Select the appropriate key type according to the needs:

**New Certificate**

**Key type**    
Select desired type. To have your name added to a certificate you need to get your name verified with at least 50 [Verification Points \(VP\)](#).

**Your name**    
For a client certificate you need to enter a name with at least 50 VP or 'SomeCA User' will be used.  
 For a server certificate leave this field blank.

**SANs**

Figure 8: Screenshot Create certificate

**Key type**    
 ssl-client (orga) av  
 mail (orga)  
**Your name**    
 ssl-server (orga)  
 For a client certificate you

Figure 9: Screenshot Choose certificate profile

Key type	Description
ssl-client (orga)	Used for authentication and login
mail (orga)	Used to sign and encrypt documents and emails
ssl-client + mail (orga)	Used for authentication & login and sign & encrypt documents & emails
ssl-server (orga)	Used for SSL/TLS encryption on servers
codesign (orga)	Used for signing code, only available with code signing ability

## 7 Remove Certificate

A certificate can be removed as discribed in the “Gigi User Documentation”.

## 8 Adding Or Removing Org Admin

There are two ways to add or remove an Org Admin of an organisation account.

- An Organisation RA Agent can grant and remove access rights
- A Master Org Admin can grant and remove access rights

### View Organisation

#### ACME

Name	Email	Master	
Marcus M	[REDACTED]	Master	<input type="checkbox"/> <input type="button" value="X"/>
<input type="text"/>			<input type="checkbox"/> <input type="button" value="Add"/>

Figure 10: Screenshot View Organisation Administrator

### 8.0.1 Add Org Admin

Add the preferred email address to the personal account of the designated Org Admin to the field. With the checkbox master a Mast org Admin is defined. With Add the Org Admin is added to the organisation account.

If the entered email address points to an account who has not the needed precondition, fullfil requirements to be an RA Agent, the request will be rejected and error messages will be displayed.

### 8.0.2 Remove Org Admin

To remove an Org Admin from an organisation account use the “X” Button.