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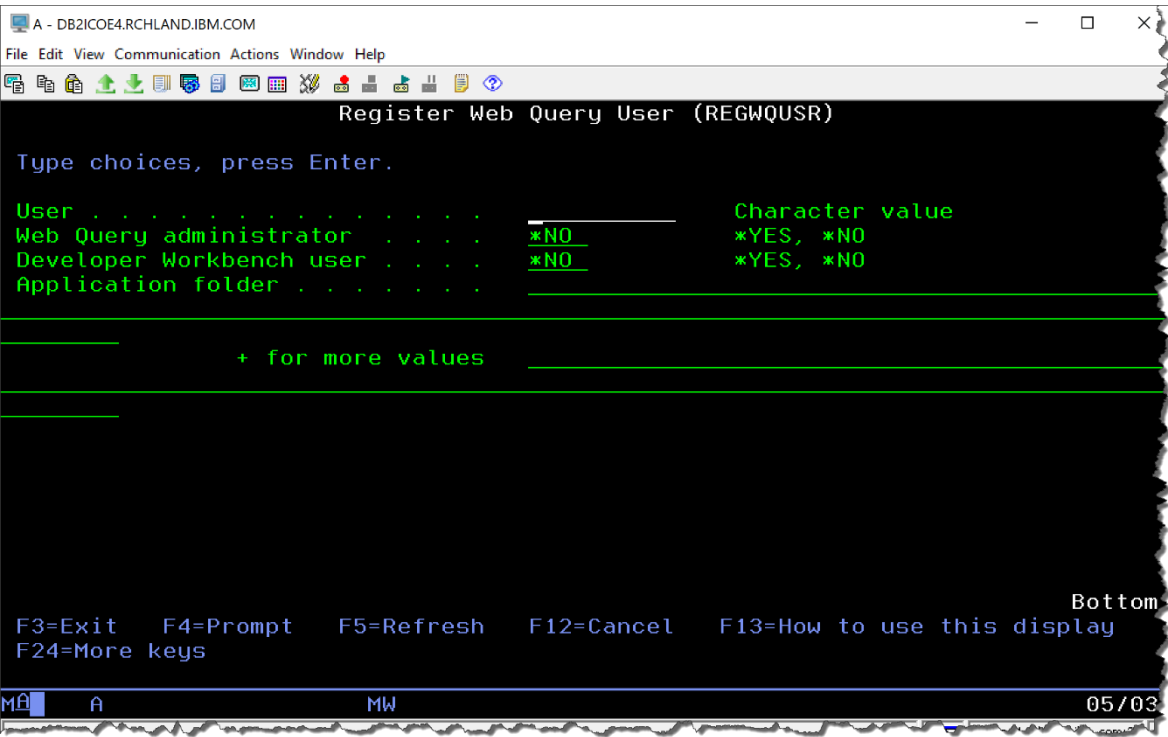
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1 To add a user as a Db2 Web Query Administrator:

REGWQUSR WQADMIN(*YES)

You can also use this to remove users as administrators

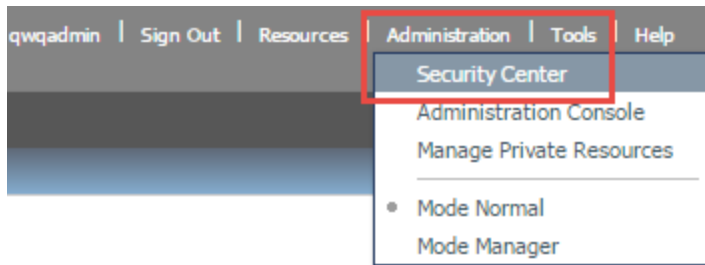
RMVWQUSR WQADMIN(*YES)



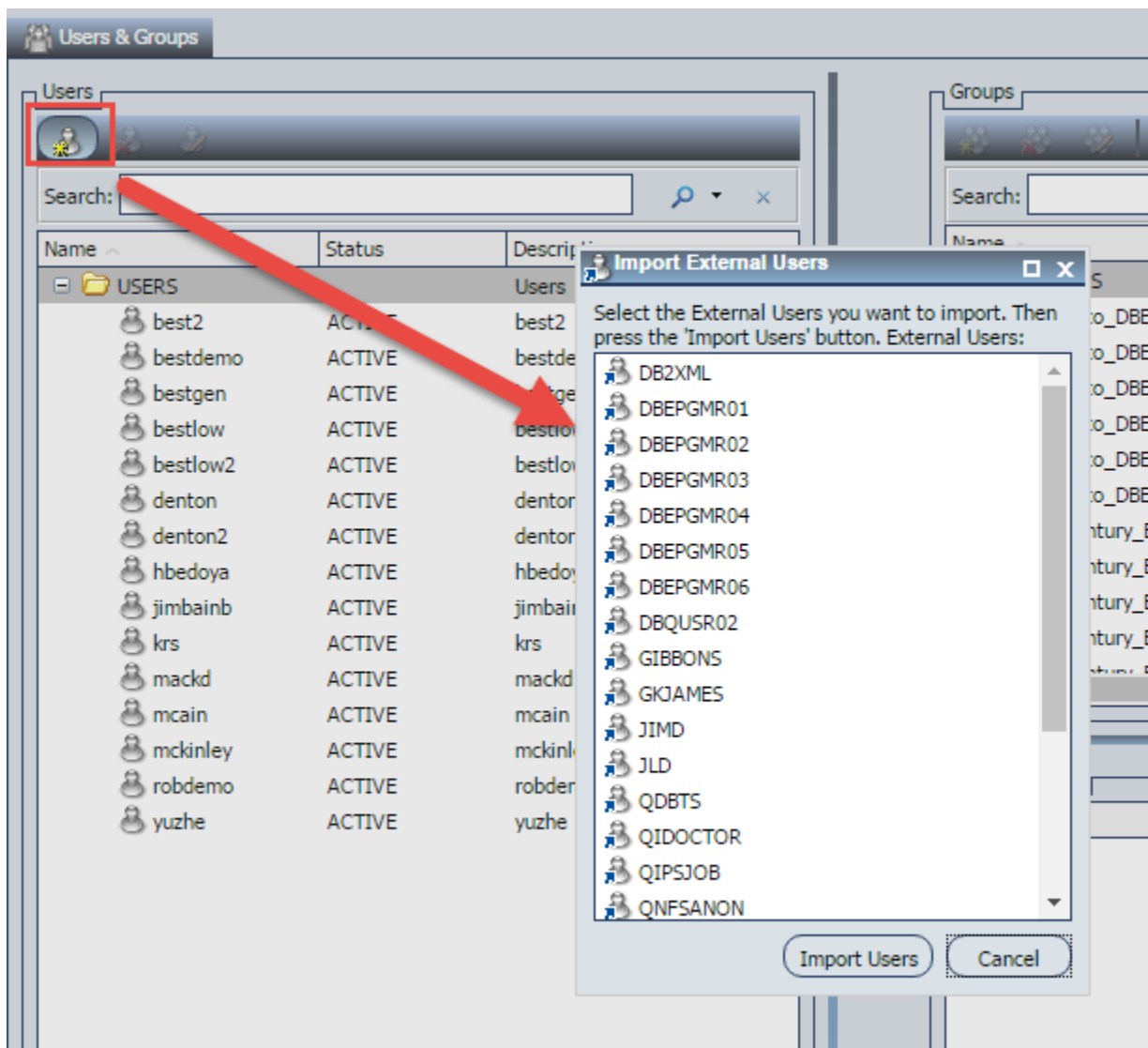
2 To add other individual users and assign them roles:

- 1. Sign on as the Db2 Web Query Administrator userid you just added or was previously added.

2. Import and add all users you want to have do this lab into Security Center.
Click on Administration and Security Center



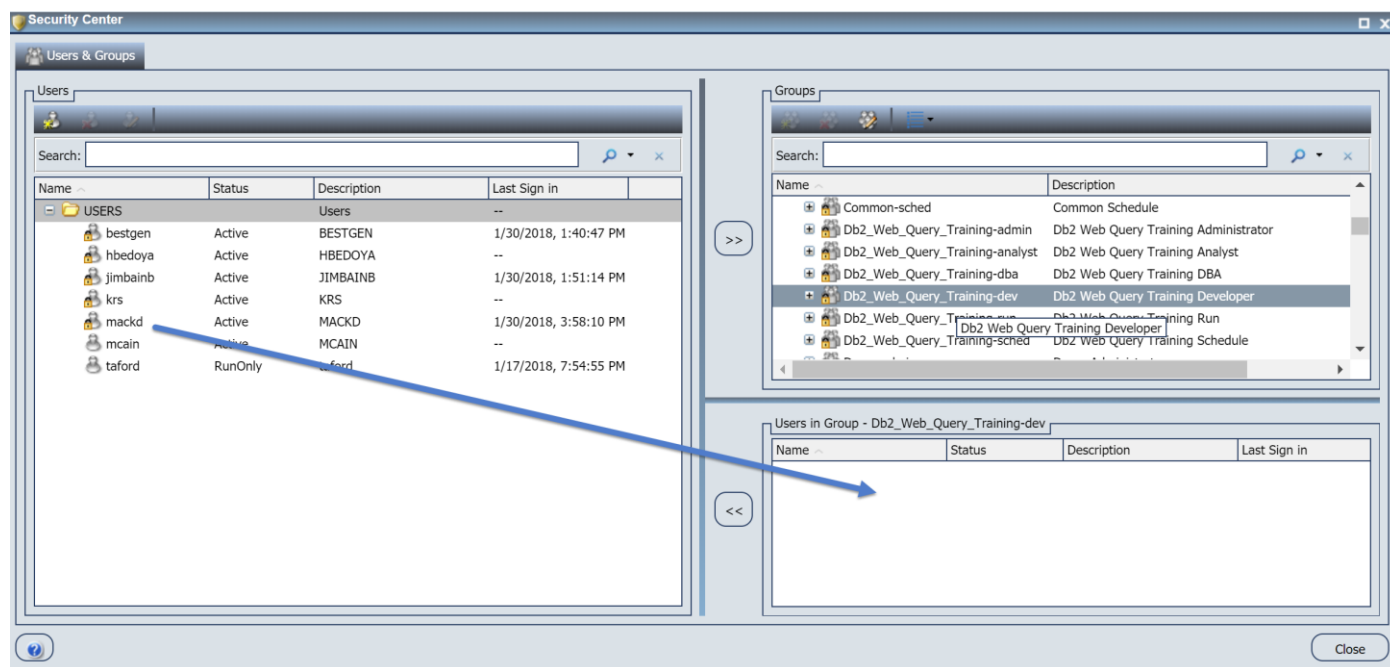
Click on the NEW USER ICON to bring up a list of all IBM i User Profiles.



Click on (or control click to select multiple users) to add users to Db2 Web Query, then click on "Import Users."

3 Assigning users to a "top level folder"

In the upper righthand box called "Groups", select the folder of interest. In this example, the folder is called "Db2 Web Query Training."



To add users as a report DEVELOPER with rights to create and edit reports, drag and drop users from the left-hand side into the lower right-hand side to add them to the "Db2_Web_Query_Training-dev" group. This group provides them report author capabilities.

NOTE: USERS defined as Db2 Web Query Administrators do not need to be individually added to each of top-level folder groups as they have all rights. In fact, it is a best practice to NOT add Db2 Web Query administrators to the individual folder groups because it can actually reduce their authorities.

Note that there are SIX groups for each top-level folder. Each of those six roles dictates functions a user can use within that folder. If a user is not added to ANY group of a specific folder, that folder will not even show up on their repository tree view on the left-hand side of the main BI Portal screen.

Other group roles include:

- **Analyst:** They can create and edit their own private reports, but they cannot publish reports
- **DBA:** Can work with meta data
- **RUN:** Can RUN reports, but cannot edit/create

- **SCHED:** Can work with the GUI Job Scheduler to create “schedules” to automate report execution and distribution.
- **ADMIN:** Within that folder can create subfolders and other functions
-

Click “Close”

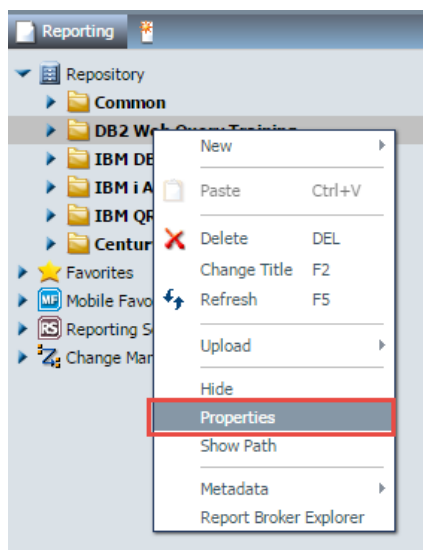
4 Assigning Synonym (Meta Data) application folders to the application PATH of a top-level folder.

Meta data SYNONYMS are the backbone of Db2 Web Query reports and dashboards. While reporting objects (a report, a chart, a dashboard, a schedule) are stored in “Top Level Folders”, the SYNONYMS that represent your data source are stored in APPLICATION Folders.

Normally, a Top-Level Folder, when created, will also create an Application Folder of the same name. When you right click on a top-level folder and do NEW -> REPORT it presents you with a list of synonyms in all of the application folders available to that. We call that list of synonyms its application PATH. You can almost think of this like a library list – a list of synonyms in application folders that you can use to build reports over within the top-level folder that you clicked on. And order matters.

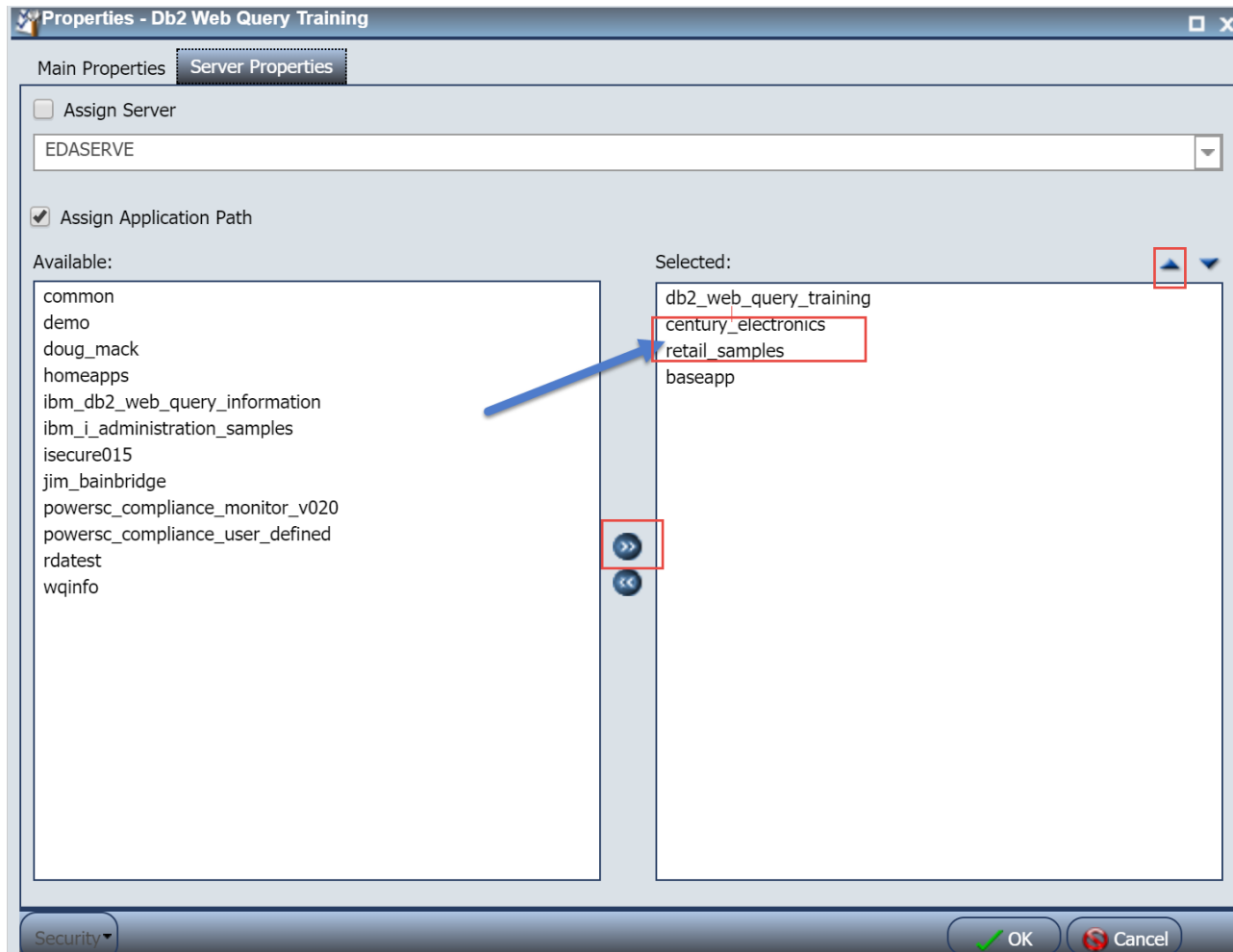
By default, you will see synonyms that are within the application folder of the same name as the top-level folder. However, there is often the need to present synonyms that may exist in a different APPLICATION folder.

To add an additional APPLICATION folder to a top-level folder’s application path, right click on the Db2 Web Query Training folder and select “Properties:”



Choose the "Server Properties" tab at the top. On the left hand side you should see a list of application folders available to be in this top level folder's PATH.

Make sure "Db2 Web Query Training", "Century Electronics," and "Retail Samples" are all moved to the right hand side path and placed above the BaseApp folder. You can use the double arrow >> to move that over into the Selected path area and the UP/Down arrows to set the order within the path. Your path should look like this:



What you are doing is making synonyms (metadata) stored in the Century Electronics and Retail Samples APPLICATION folders accessible to report authors that are building reports in Db2 Web Query Training TOP LEVEL folder. I.e., application path is like a library list in the sense that it defines a search order for "synonyms."

Click OK when finished.