Sierra WebPAC

# How to Set Up and Use Web Master and Web Options

## The following information is intended for administrators

* Setting up a user for Web Master
* Setting up a user for Web Options
* Sample Web Options File

Information on accessing Web Master and Web Options functions is intended for staff members who use them.

* Use Web Master
* Use Web Options

See also:

Related Information at the end of this article.

**Setting up a user for Web Master**

1. Verify that the user is authorized for function 560 (Web Master). See Permissions Used by Sierra.
2. Access the Sierra Admin App. Choose Authorizations and Authentication | Users | (+)<user> | Edit | >Workflows. Make sure the user has a workflow assigned that includes Web Master. If the user does not, add a workflow that includes Web Master and Save.

**Note:** The Administration "pattern" workflow includes Web Master and Web Options functions. Pattern workflows are default workflows loaded on your Sierra system. You may assign them or use them as a "pattern" when creating new workflows.

1. Next, choose Options | Web Master Options. Specify processes available to the user in Web Master options and Save.

### Use Web Master

1. Access Sierra Desktop.
2. Choose Function | >Web Master.
3. The default process will display. Click the Select Process dropdown to choose a different process.

**Note:** If authorized, the user has the option of specifying a default process in Settings. To change the default process, the authorized user should access Sierra Desktop and choose Admin | Settings | >Web Master. Update the default selection. Click Save Settings and OK.

## Setting up a user for Web Options

1. Verify that the user is authorized for function 32 (System Codes).
2. Access the Sierra Admin App. Choose Authorizations and Authentication | Users | (+)<user> | Edit | >Workflows. Make sure your user has a workflow assigned that includes Web Options. If the user does not, add a workflow that includes Web Options and Save.

**Note:** Your Administration "pattern" workflow includes Web Master and Web Options functions. Pattern workflows are default workflows loaded on your Sierra system. You may assign them or use them as a "pattern" when creating new workflows.

1. Next, choose Settings | Web Options. Specify processes available to the user in Sierra Web Options. Be sure to add the following files:

|  |  |  |
| --- | --- | --- |
| **File** | **Display Label** | **Ports** |
| /http/live/screens/wwwoptions | Live | 80, 443 |
| /http/staging/screens/wwwoptions | Staging | 2082, 444 |

Add any additional files that should be available to this user. Click **Save**.

### Use Web Options

1. Access Sierra Desktop.
2. Choose Function | >Web Options.
3. Choose the file you wish to edit from the Select a File dropdown list and Open.

**Note:** If authorized, the user has the option of updating Web Options file settings and adding files in Settings. To change Web Options file settings, the authorized user should access Sierra Desktop and choose Admin | Settings | >Web Options. Make updates, then click Save Settings and OK.

## Sample Web Options File

You may wish to download a new sample Web Options file when Innovative makes one available. For information on retrieving, editing, and uploading the file, see [Download WebPAC Example Sets and Photoshop Files](https://csdirect.iii.com/downloads/webopac_custom_files.php) and [Using the Sample Web Options File](https://documentation.iii.com/sierrahelp/Default.htm#sgwpac/sgwpac_update_web_opt.html).

## Related Information:

* [Administering User Options](https://documentation.iii.com/sierrahelp/Default.htm#sadmin/sadmin_useraccts_auths_users_options.html)
* [Administering Web Master Options](https://documentation.iii.com/sierrahelp/Default.htm#sadmin/sadmin_useraccts_auths_users_options_web_master.html)
* [Permissions Used by Sierra](https://documentation.iii.com/sierrahelp/Default.htm#sril/sril_auth.html)
* [Sierra Administration Application (Admin App)](https://documentation.iii.com/sierrahelp/Default.htm#sadmin/sadmin_app.html)
* [Updating Web Options](https://documentation.iii.com/sierrahelp/Default.htm#sgwpac/sgwpac_update_web_opt.html)
* [Using Settings](https://documentation.iii.com/sierrahelp/Default.htm#sgil/sgil_settings.html)
* [Using Web Master](https://documentation.iii.com/sierrahelp/Default.htm#sgil/sgil_web_master.html)

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