



**LISTSERV Maestro Admin Tech Doc 20**

# **Ownership of Items in LISTSERV Maestro**

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This document is a LISTSERV Maestro Admin Tech Doc. Each admin tech doc documents a certain facet of the LISTSERV Maestro administration on a technical level. This document is number 20 of the collection of admin tech docs and explains the topic "Ownership of Items in LISTSERV Maestro".

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# 1 Mail Job and Report Ownership

In LISTSERV Maestro, the user that initially creates a new job or tracking report is that job's or report's owner. Only the owner has the right to execute certain job or report related actions:

- Assign collaboration rights on the job to other group members
- Change the job information (job title and ID-prefix)
- Delete the job
- Re-open, retry or close a failed job in the outbox.
- Assign collaboration rights on the report to other group members
- Delete the report

These special job and report related actions can only be executed by the owner, and the rights to execute them can also not be granted to any other user.

Therefore, it is important that there is an owner for each job and each report, because only the owner can execute these actions.

Under normal conditions, there will of course always be such an owner, because the initial creator will automatically become the owner.

However, under certain circumstance, a job may lose its owner:

- If an account is deleted in the Administration Hub (and therefore also in the Maestro User Interface), and during delete the "Keep data owned by the account" option was chosen, then all jobs and reports that were owned by that account are now without an owner.
- If an account which was a member of a group "A" is changed, so that it is now a member of group "B" (or not a member of any group any longer), then all jobs and reports that were owned by that account are now without an owner. (See below for additional details about how job and report rights and ownership are affected when an account's group is changed.)

The ownership of mail jobs, no matter if they still have an owner or not, can be manipulated by the administrator, i.e. the administrator can assign any mail job to a new owner (even if that mail job still has an owner). The administrator can also delete any mail job. This is available through the **admin** login at the Maestro User Interface.

The following list describes how job and report rights are affected when an account is changed or ownership of a job or report is transferred:

- **Account name is changed, account not in a group**

The account keeps ownership of all jobs and reports.

The account stays the owner of all jobs and reports of which it previously was the owner. Since the account is not a member of a group, neither before nor after the change, no team collaboration rights on the jobs and reports are affected.

- **Account name is changed, account member of a group**

The account keeps ownership of all jobs and reports and they stay within the same group.

The account stays the owner of all jobs and reports of which it previously was the owner. The team collaboration rights on the jobs and reports are not affected, e.g. all other members in

the same group that had any rights on the jobs or reports before the change have the same rights after the change.

- **Group is added to a non-group account**

The account keeps ownership of all jobs and reports and takes them with it into the new group.

The account stays the owner of all jobs and reports of which it previously was the owner. Since the account was not a member of a group before the change, no team collaboration rights on the jobs and reports are affected. However, after the change the account is a member of a group, so now the user of the account can execute her job or report owner's right to assign team collaboration rights on any of the jobs or reports to any of the other members in the group.

- **Group is removed from a group account**

The account loses ownership of all jobs and reports. They stay in the old group.

All rights that the account previously had on any jobs or reports are removed. This means, that the account loses all team collaboration rights on all jobs and reports that are owned by other members of the account's old group, as well as that the account loses all job and report ownerships of all jobs and reports that the user of the account created herself while the account was still a member of the old group.

The team collaboration rights that other members of the old group may have on those jobs and reports are unaffected. However, these jobs do now no longer have an owner (since the old owner has left the group). Therefore it probably becomes necessary that the administrator uses the mechanism described in this chapter to assign a new owner to the job.

- **Group of a group account is changed – account becomes member of different group**

The account loses ownership of all jobs and reports. They stay in the old group.

All rights that the account previously had on any jobs or reports are removed. This means, that the account loses all team collaboration rights on all jobs and reports that are owned by other members of the account's old group, as well as that the account loses all job and report ownerships of all jobs and reports that the user of the account created herself while the account was still a member of the old group.

As a result, the account joins the new group as a "fresh" member, without any team collaboration or job or report ownership rights.

The jobs and reports that were created by the user of the account while still in the old group "stay" in the old group, e.g. the team collaboration rights that other members of the old group may have on those jobs and reports are unaffected. However, these jobs do now no longer have an owner (since the old owner has left the group). Therefore it probably becomes necessary that the administrator uses the mechanism described in this chapter to assign a new owner to the job.

- **Ownership of a job/report is transferred, previous owner not in a group**

The new account gets all ownership rights on the job or report. The original owner loses all rights (including ownership).

- **Ownership of a job/report is transferred, previous owner in a different group than new owner**

The new account gets all ownership rights on the job or report. For all other accounts (e.g. the previous owner and the members of the old group), their ownership or team collaboration rights are removed.

- **Ownership of a job/report is transferred, previous owner in same group as new owner**

The new account gets all ownership rights on the job or report. The original owner loses all rights (including ownership). However, any other accounts that may have team collaboration rights on the job or report do keep these rights – they are preserved.

## 2 Drop-In, Content Template, Target Group and Sender Profile Ownership

Drop-ins, content templates, recipient target groups and sender profiles are utility items in LISTSERV Maestro, for which ownership is handled as described below.

If such an item is created by a user that is not a member of a group, then this item is owned by that user, and can be used only by him.

If the item is created by a user that is a member of a group, then this item is owned by the group, i.e. all accounts in the group can use this item, and all accounts with the necessary right to create items of that type can also modify or delete it.

An item can also lose its owner and become ownerless, if one of the following happens:

- If an item is owned by a non-group account, and that account is deleted with the option “Keep data owned by the account”.
- If an item is owned by a group and the group is deleted with the option “Keep data owned by the group and its accounts”, or the last account of that group is deleted with the option “Keep data owned by the account or group”, or the last account of that group is moved out of the group (into another group or made into an account without a group).

The ownership of all these items, no matter if they still have an owner or not, can be manipulated by the administrator, i.e. the administrator can assign any item to a new owner (even if that item still has an owner). The administrator can also delete any such item. This is available through the **admin** login at the Maestro User Interface.

If an item is moved to a new owner, and an item with the same name already exists in the scope of the new owner, then the moved item is renamed to give it a unique name. For example, an item called “sample” is renamed to “sample1”, unless this name is also already in use, in which case it is renamed to “sample2”, etc.

The following list describes how ownership of an item is affected when an account is changed:

- **Account name is changed, account not in a group**

The account keeps ownership of all items of which it previously was the owner.

- **Account name is changed, account member of a group**

Since the items are owned by the account's group anyway, their ownership is not affected, i.e. they are still owned by the same group as before.

- **Group is added to a non-group account**

Ownership of all items previously owned by the account is transferred to the group that the account joins. All members in that group will then share ownership of these items. The account also gains ownership of all items which previously existed in the group it joins.

- **Group is removed from a group account**

Since the items are owned by the group, the account loses access to them. They stay in the old group. The account which now no longer belongs to a group does not have ownership of any items, until new ones are created with this account.

- **Group of a group account is changed** – account becomes member of different group

Since the items are owned by the old group, the account loses access to them. They stay in the old group. The account gains ownership of all items which previously existed in the new group it joins.

### 3 Subscriber Warehouse Ownership

A subscriber warehouse is the container of all subscriber datasets, subscriber lists and lookup tables of a certain owner. There are two possible types of owners of a subscriber warehouse:

- Subscriber warehouse owned by a user which is not a member of a group: Each user which is not a member of a group owns his individual subscriber warehouse, and thus all subscriber datasets, subscriber lists and lookup tables in it. Only this owner can use the objects in his subscriber warehouse.
- Subscriber warehouse owned by a group: Each group owns its group's subscriber warehouse with all its subscriber datasets, subscriber lists and lookup tables. All member in the group (provided they own the necessary user right) may use the objects in this subscriber warehouse. Any subscriber dataset, subscriber list or lookup table which is created by any user in the group will be part of this one group-owned subscriber warehouse.

A subscriber warehouse (and the objects in it) can lose its owner and become ownerless, if one of the following happens:

- If a subscriber warehouse is owned by a non-group account, and that account is deleted with the option "Keep data owned by the account".
- If a subscriber warehouse is owned by a group and the group is deleted with the option "Keep data owned by the group and its accounts", or the last account of that group is deleted with the option "Keep data owned by the account or group", or the last account of that group is moved out of the group (into another group or made into an account without a group).

The ownership of a subscriber warehouse, no matter if it still has an owner or not, can be manipulated by the administrator, i.e. the administrator can assign a subscriber warehouse to a new owner (even if the subscriber warehouse still has an owner). However, he can only assign the whole subscriber warehouse to a new owner, not the individual subscriber datasets, subscriber lists or lookup tables in it.

Actually, not the subscriber warehouse is assigned to a new owner, but simply all objects in it are moved from the subscriber warehouse of the old owner to the subscriber warehouse of the new owner. I.e. the old owner (if he still exists) remains the owner of his own subscriber warehouse (only it is now empty), and the moved objects are simply added to the already existing subscriber warehouse of the new owner (which might even have been empty before).

The administrator can also delete a subscriber warehouse (of a certain owner) or any object in it. Subscriber warehouse objects can be deleted on several levels:

- Delete the whole subscriber warehouse. Actually, this does not really delete the subscriber warehouse, but it simply deletes all subscriber datasets, subscriber lists and lookup tables in it, i.e. the subscriber warehouse remains, but is now empty.
- Delete a dataset in the warehouse: This deletes the subscriber dataset and all subscriber lists in it.
- Delete a subscriber list: This deletes only the selected subscriber list.
- Delete a lookup table: This deletes only the selected lookup table. However, a lookup table can only be deleted in this fashion if it is not currently used by any subscriber dataset or subscriber list.

The features to manipulate ownership of the objects in a subscriber warehouse and to delete them are available through the **admin** login at the Maestro User Interface.

If the objects in a subscriber warehouse are moved to a new owner, and the subscriber warehouse of the new owner did already contain objects before, and an object with the same name as one of the moved objects already exists in the subscriber warehouse of the new owner, then the moved object is renamed to give it a unique name. For example, an object called "sample" is renamed to "sample1", unless this name is also already in use, in which case it is renamed to "sample2", etc.

The following list describes how ownership of the objects in a subscriber warehouse is affected when an account is changed:

- **Account name is changed, account not in a group**

The account keeps ownership of his subscriber warehouse and all objects in it.

- **Account name is changed, account member of a group**

Since the subscriber warehouse is owned by the account's group anyway, its ownership is not affected, i.e. it is still owned by the same group as before.

- **Group is added to a non-group account**

All objects in the subscriber warehouse previously owned by the account are transferred to the subscriber warehouse of the group that the account joins. Thus, all members in that group will then share ownership of these new objects in their subscriber warehouse. The account also gains access to the group subscriber warehouse and all objects in it (i.e. both the ones that were already there and the ones that moved with him). The previous (now empty) subscriber warehouse of the account is discarded as it is no longer needed.

- **Group is removed from a group account**

Since the subscriber warehouse is owned by the group, the account loses access to it. Instead, the account gets his own new subscriber warehouse only that it is initially empty. Thus the account which now no longer belongs to the group does not have ownership of any objects, until new ones are created with this account.



- **Group of a group account is changed** – account becomes member of different group

Since the subscriber warehouse is owned by the old group, the account loses access to it and the objects in it. It stays with the old group. The account however gains access to the objects in the subscriber warehouse owned by the new group it joins.