

# Nastavitev storitve eVEM - ZZZS Kadrovski vmesnik e- VEM

V tem prispevku

Zadnja sprememba 27/07/2023 2:44 pm CEST | Objavljeno 27/12/2022

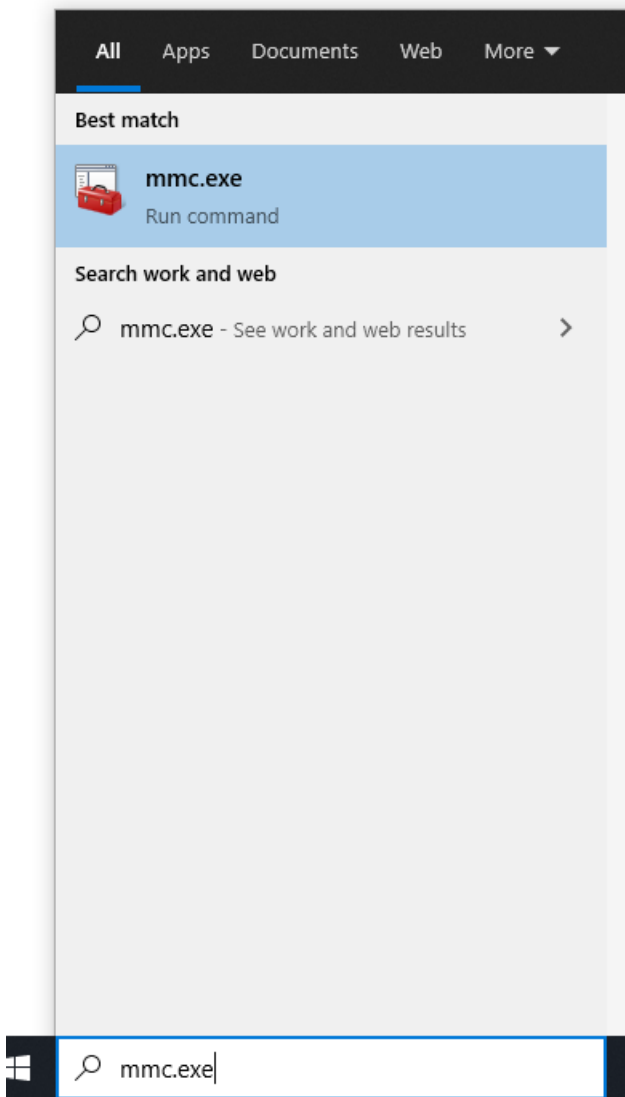
Za nastavitev storitve eVEM - ZZZS Kadrovski vmesnik e-VEM je potrebno, da imate nameščeno aplikacijo Saop ePoštar. Če le tega nimate oddajte zahtevek za namestitev na našo tehnično podporo.

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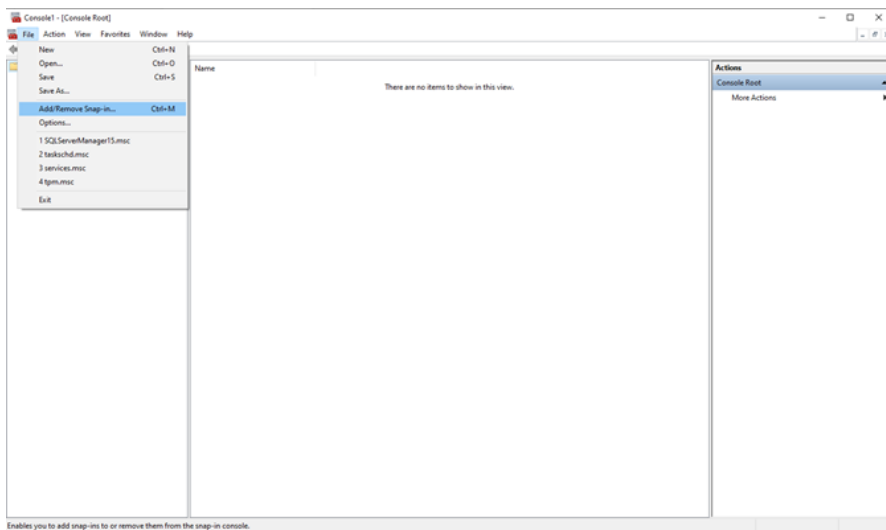
## Postopek uvoza digitalnega potrdila v Saop

1

Na glavnem računalniku/strežniku, kjer se nahaja Saop gremo na start in napišemo mmc.exe

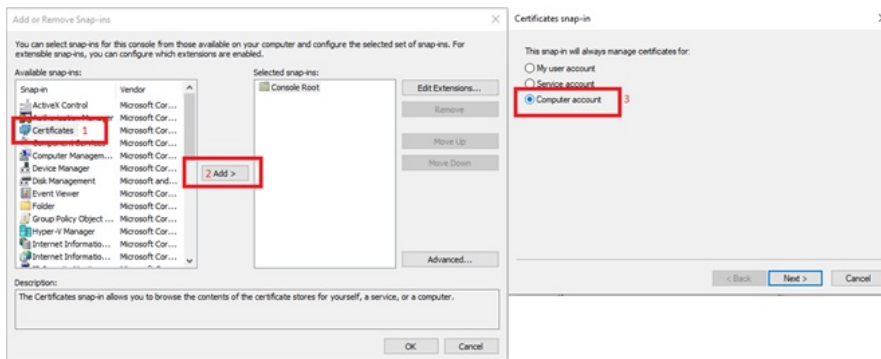


2 Gremo na File--> Add\Remove Snap-in



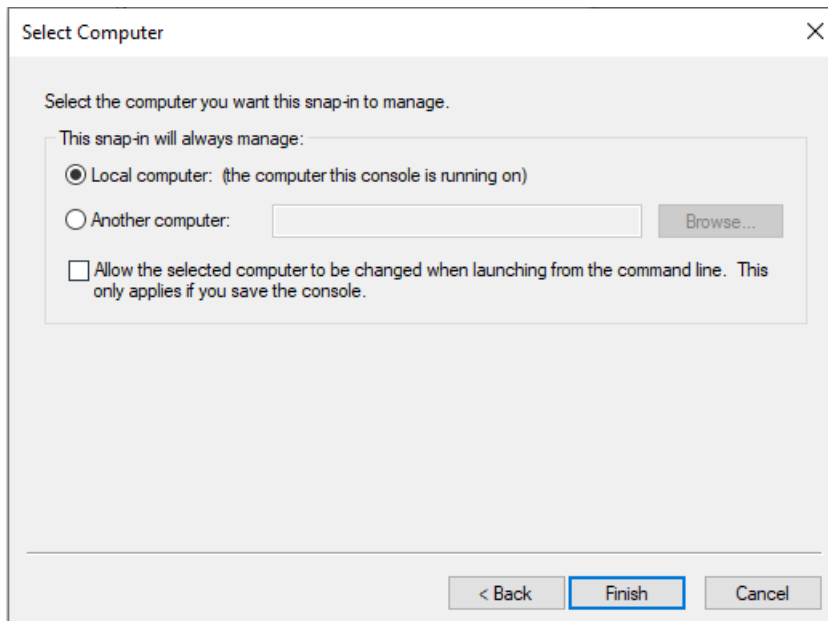
3

Izberemo Certificate-->Add-->Computer account-->nato damo naprej



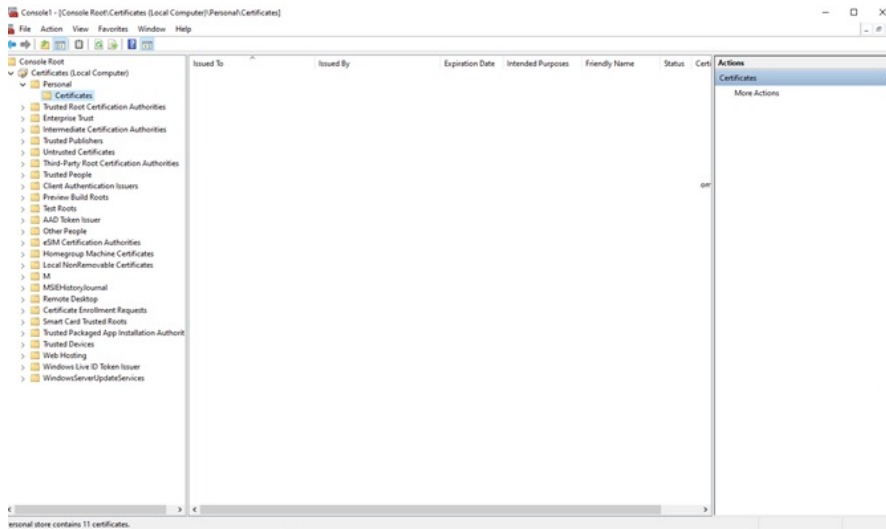
4

Pustimo izbrilo Local Computer in damo Finish ter nato OK.



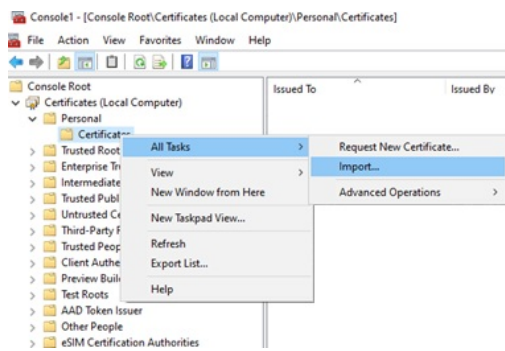
5

Gremo pod Personal-->Certificates kjer se nam odpre seznam že uvoženih certifikatov



6

Desni miškin klik na Certificates nam ponudi opcijo All Tasks-->Import ter nato naprej



7

Gremo pod Browse in izberemo digitalno potrdilo katero želimo uvoziti in damo naprej



← Certificate Import Wizard

**File to Import**

Specify the file you want to import.

File name:

Browse...

Note: More than one certificate can be stored in a single file in the following formats:

Personal Information Exchange- PKCS #12 (.PFX,.P12)

Cryptographic Message Syntax Standard- PKCS #7 Certificates (.P7B)

Microsoft Serialized Certificate Store (.SST)

Next

Cancel

8

Vpišemo geslo za uvoz certifikata katerega smo pridobili s strani Sigence ter izberemo kljukico, da je omogočen izvoz digitalnega potrdila če želite, da je to omogočeno ter nato damo naprej.



← Certificate Import Wizard

**Private key protection**

To maintain security, the private key was protected with a password.

Type the password for the private key.

Password:

Display Password

Import options:

- Enable strong private key protection. You will be prompted every time the private key is used by an application if you enable this option.
- Mark this key as exportable. This will allow you to back up or transport your keys at a later time.
- Protect private key using virtualized-based security(Non-exportable)
- Include all extended properties.

Next

Cancel

9

Damo naprej ter finish



← Certificate Import Wizard

**Certificate Store**

Certificate stores are system areas where certificates are kept.

Windows can automatically select a certificate store, or you can specify a location for the certificate.

- Automatically select the certificate store based on the type of certificate
- Place all certificates in the following store

Certificate store:

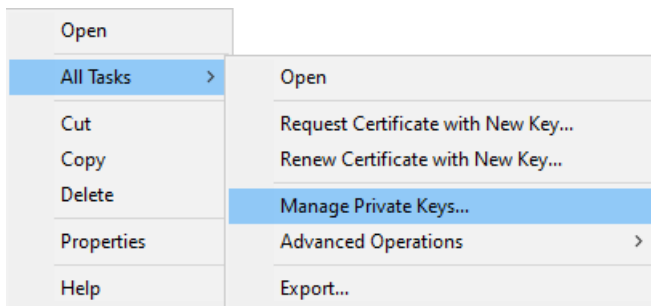
Browse...

Next

Cancel

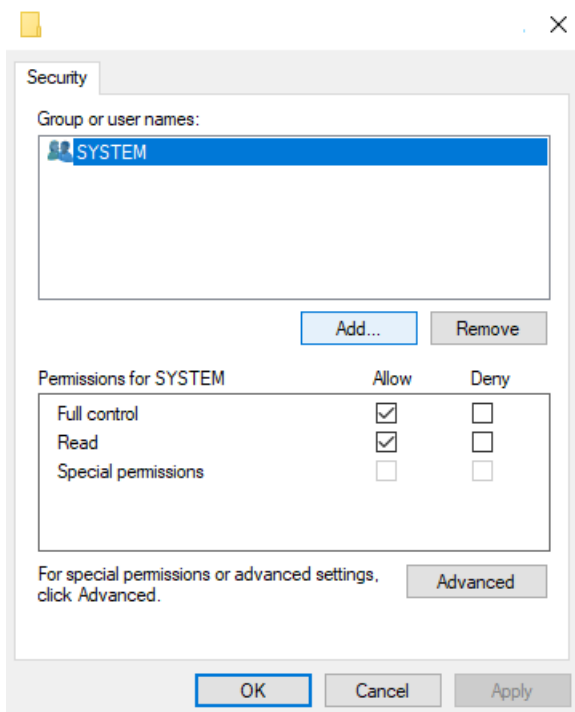
10

Po uvozu certifikata gremo z miškinim desnim klikom na njega ter izberemo All Tasks-->Manage Private Keys



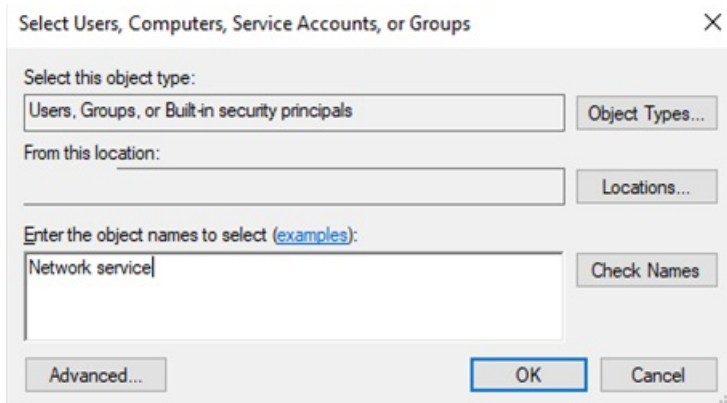
11

Kliknemo Add



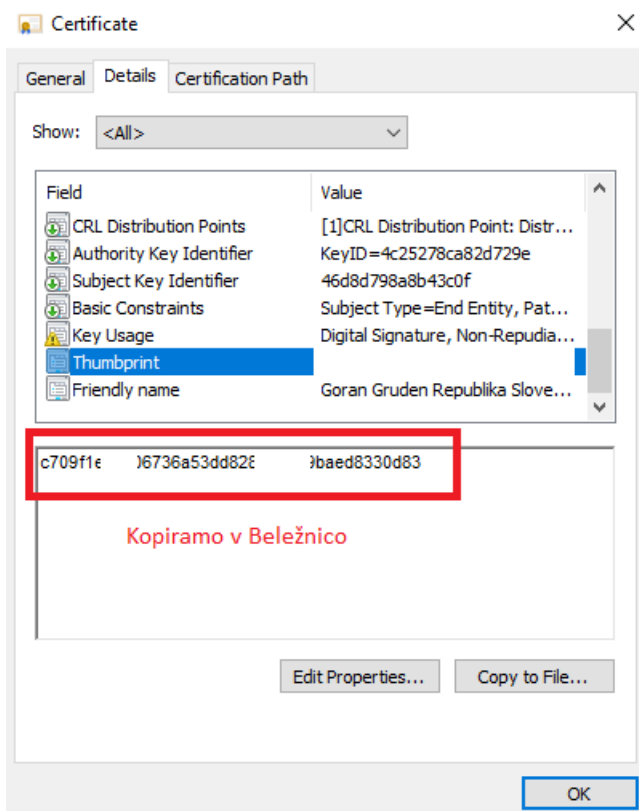
12

Vpišemo Network service in damo Ok ter nato še enkrat Ok, da pridemo nazaj na seznam certifikatov.



### 13

Z dvoklikom odpremo certifikat in gremo na Details in z drsnikom na dno kje imamo razpoznavni odtis (Thumbprint) katerega kopiramo v beležnico. Če ima razpoznavni odtis presledke je potrebno le te pobrisati tako, da so številke in znaki skupaj brez presledkov. Za predstavo more biti razpoznavni odtis tak brez presledkov če so jih pobrišemo: 0bf0c4886646422b6f78e2d780e517da936f3860



Sedaj ko imamo uvožen certifikat in razpoznavni odtis v beležnici bomo ta razpoznavni odtis vpisali v spodnjem postopku vklopa storitve.



## Postopek vklopa storitve eVEM - ZZS Kadrovski vmesnik e-VEM:

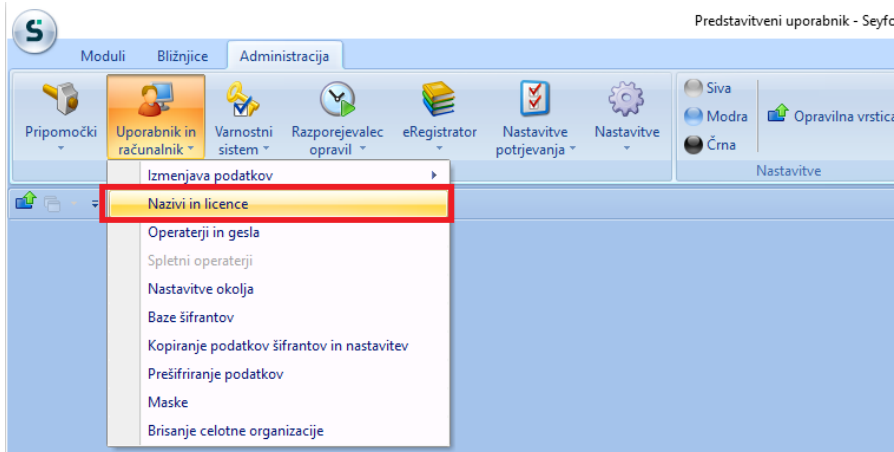
1

Najprej zaženete program Saop, ter se prijavimo kot skrbnik



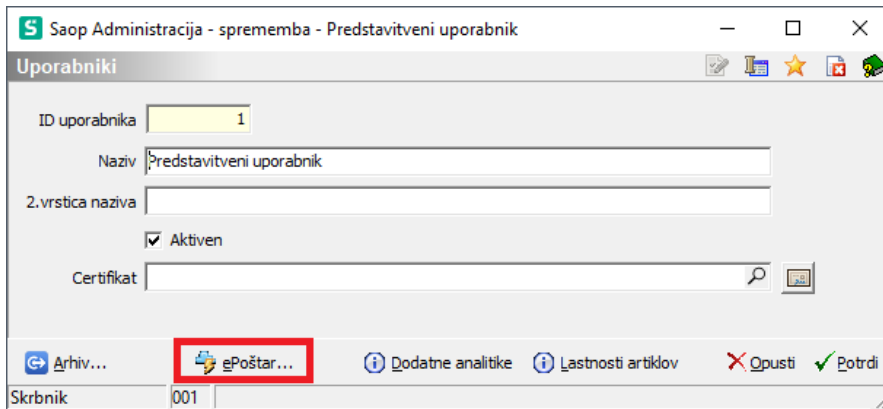
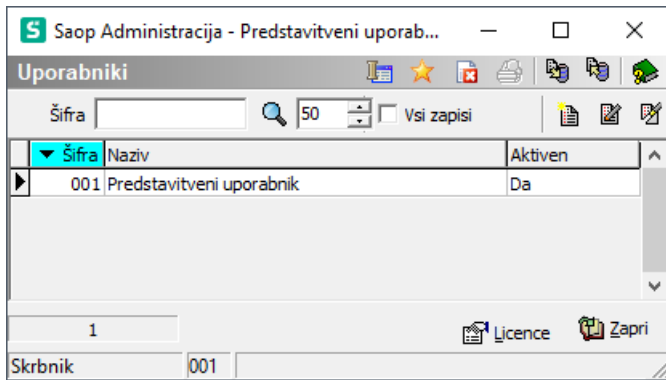
2

Nato gremo pod Administrator --> Uporabnik in računalnik --> Nazivi in licence



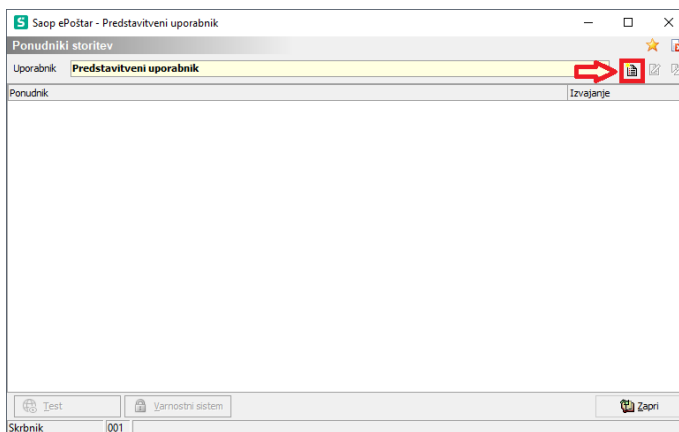
3

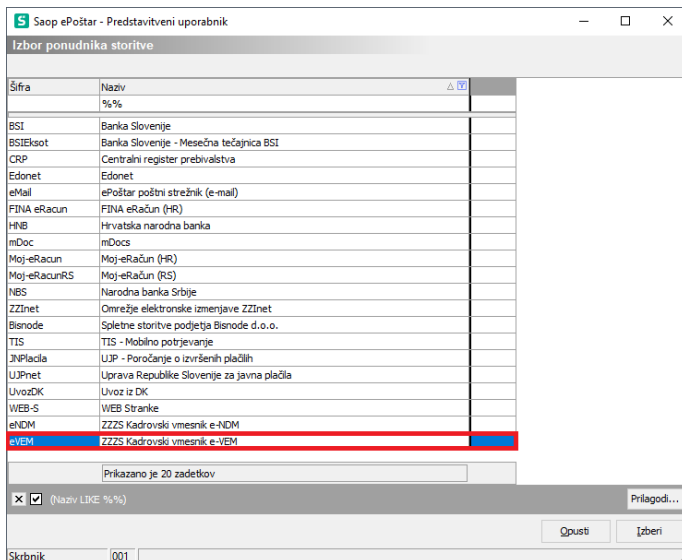
Z dvoklikom izberemo svoje podjetje, nato pa kliknemo na ePoštar



4

Kliknemo na gumb vnosi zapisi in z dvoklikom izberemo "WEB-S - WEB Stranke"

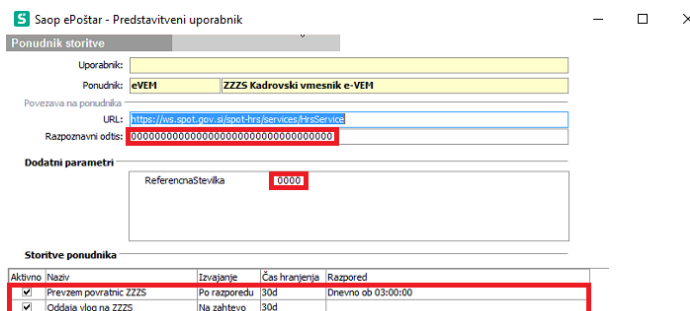




5 Vpišemo "Razpoznavni odtis" spletnega digitalnega potrdila, katerega smo registrirali za storitev eVEM ter pod "ReferencnoStevilko" 4-mestni enolični identifikator katerega smo prejeli od ZZZS. Nato naredimo dvoklik na izbranih storitvah ponudnika. V oknu ki se nam odpre, obkljukamo "Aktivna storitev", pod "Čas hranjenja" vpišemo: 30d

6

ter nastavimo "Razpored" izvajanja storitev kot prikazuje primer na sliki:



7

Če se želimo prepričati ali zadeva deluje kliknemo na ZZZS Kadrovski vmesnik e-VEM in damo test. Če nam izpiše Test ok je storitev uspešno nastavljena.

The image shows two overlapping windows from the iCenter help center. The top window is titled "Saop ePoštar - Predstavitveni uporabnik". It features a header "Ponudniki storitev" and a search bar containing "Predstavitveni uporabnik". Below this, a table lists providers, with the first entry "ZZS Kadrovski vmesnik e-VEH" highlighted in red and marked with a red "1". At the bottom of this window, a "Test" button is highlighted with a red "2". The bottom window is titled "SAOP ePoštar - Aktivnost storitve ePoštarja" and displays a gear icon with a green checkmark, the text "Test: Test", and a blue bar indicating the "Čas zadnjega izvajanja" (Last execution time) as "06.09.2021 08:16:04". A "V redu" button is located at the bottom right of this window.