

# Directions for Managing Your OS X File Server with: Workgroup Manager - Tiger

**Background Info:** Workgroup Manager lets you manage the File Server from a workstation or from the server. User lists and User data folders are located on the server. Users can access their documents from any computer that is networked to the server. To set preferences for applications, you must be on the OS X workstation where the applications reside.

User data is stored in the User's data folder which resides on the File Server. User data folders will be created automatically by Workgroup Manager if the client workstations are OS X. OS X User folders will be created in the folder designated as the User's "Home" folder at the first log in.



**Log In Directions:** Log in to a computer workstation as Administrative, password = debug. **OR** Go to the server. Launch the Workgroup Manager application, At the prompt, Log In. The Address will be your server's IP Address, the User Name = **diradmin**, Password = **Debug**. Click "Connect." When Workgroup Manager starts, if there is a lock in the bottom left corner, click on it, the Name is "root" and the password is "Debug".

**The following steps vary according to the configuration of computers and systems.  
Determine which directions match your configuration and continue.**

If you are:

- adding a new User **follow step #1**
- locking an application for an OS X client **follow step #2**
- changing the Dock for an OS X client **follow step #3**
- deleting Users **follow step #4**
- create a new group and setup folder privileges **follow step #5**

## Step 1 - Adding New Users:

1. Click on Accounts.
2. Click on the icon of the single head. The "Basic" tab should be highlighted. 
3. Click on "New User". 
4. Enter the User's name.
5. The "User ID" for Students should be in the format of GradYear/Sequence# (eg. 200601)
6. The "User ID" for Faculty should be in the format of 110/Sequence# (eg. 11001)
7. The Short Name for the user will be populated automatically by the system.
8. Enter the initial password of "123". Enter the password again to verify it.
9. Click the "Groups" tab. Click "+" to open the listing. If the user is a student, drag the "Student" group from the User's list on the right to the Other Groups window. If the user is a member of Faculty drag the "Faculty" group from the User's list on the right to the "Other Groups" window. This sets all of the application privileges.
10. Click on the "Home" tab.
11. Click the "+" button.
12. "Server/Share Point URL:" Enter the correct information: AFP://IP address/User Volume (such as `afp://192.168.254.38/UserVolume`).  
"Path" - Enter the following: Group folder/User's name ( such as 2003/Jane Doe).  
"Home" - Enter the following: /Network/Servers/servername.local/UserVolume/2003/Jane Doe
13. Click on Save.

14. Log out under the Apple menu.
15. Log in as the new user on an OS X workstation. A folder will be created for them automatically.

**To edit an existing User:** Click on Accounts. Click on the User's name in the left window, make changes and save. Use this to correct names misspelled, change passwords, etc.




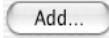

## Step 2 - Setting up Group Application Preferences:

**Background Info:** Log in as Administrative to a workstation that contains the applications. OS X clients are given access to all applications except those specified. To lock applications:

1. Click on Accounts.
2. Select the icon of multiple heads. Faculty and Student groups are shown.
3. Click on the group tab to modify.
4. Click on "Preferences" in the toolbar.
5. Click on "Applications".
6. The Items tab should be highlighted. Click on "Always" if it is not already selected.
7. Check "Allow approved applications to launch non approved applications". Make sure there is no check for: "User can open applications on local volumes".
8. Click on the "Add" button.
9. Locate the application that you want this group NOT to have access to and click on it.
10. Click on "Add".
11. Repeat steps 8-10 until all the applications are locked.
12. The "System Preference" tab is used to control system settings. These rarely change.
13. Click the "Apply Now" button, then click on "Done".



## Step 3 - Modifying the Group Dock Preferences:

**Background Info:** The "Dock" is a menu type bar that allows Users to quickly access applications and/or folders. The administrator can control the size of the dock, its location and what is in it. There is a pre-configured Dock for "Faculty" and a different one for "Students".

1. Click on Accounts.
2. Select the icon of multiple heads. Faculty and Student groups appear. 
3. Click on the group you want to work with.
4. Click on "Preferences". 
5. Select "Dock". 
6. Make sure "Always" is checked.
7. If you are adding an application to the Dock, click "Add" next to the "Applications" window.
8. Find the application that you want to add. Click on it and select "Add". 
9. To add documents and folders to the dock, click on Add to the right of the "Documents and Folders" window. Find the items you wish to add.
10. Repeat steps 6 - 8 until all items are selected.
11. Click the "Apply Now" button, then "Done". 

## Step 4 - Deleting Users and Folders:

### To delete a User:

1. Click on the "Accounts icon. 
2. Click on the icon of the single head. 
3. Click on the User that you want to delete.
4. Click the red "Delete" icon in the toolbar.

### To delete a User's folder: (this must be done from the file server)

1. Open the User Volume.
2. Find the users folder.
3. Drag the User's folder or the group folder to the trash.

## Step 5 - Create New Groups, Group Folders and Set Folder Privileges:

### Create a New Group:

1. Click on Accounts
2. Click on the icon of the multiple heads.
3. Click on New Group.
4. Enter a name of the group. Enter a short name for the group.
5. Leave the Group ID alone.
6. Click "+", a window with a list of all users will open
7. Drag the users from the window that opened to the group.
8. Save.



### Adding Users to a Group:

1. Click on Accounts
2. Click on the icon of the multiple heads
3. Select the group that you want the user to be in
4. Click "+", a window with a list of all users will open
5. Drag the users from the window that opened to the group.

### Create a Group Folder:

1. Open the User Volume
2. Click "File" then "New Folder" in the menu bar
3. Name the folder

### Set Group Folder Privileges:

1. Open Workgroup Manager.
2. Click on Sharing. 
3. Highlight the new folder.
4. Click on Access.
5. Click on the "Users & Groups" button at the bottom of window. ( A window will expand to the right.) 
6. "Owner" should be set to "root". Set access to Read & Write.
7. Next to Group. Enter the name of the group to have access. Set access to Read & Write (or whatever access level you want).
8. Set Everyone to None (or whatever access level you want).
9. Save.