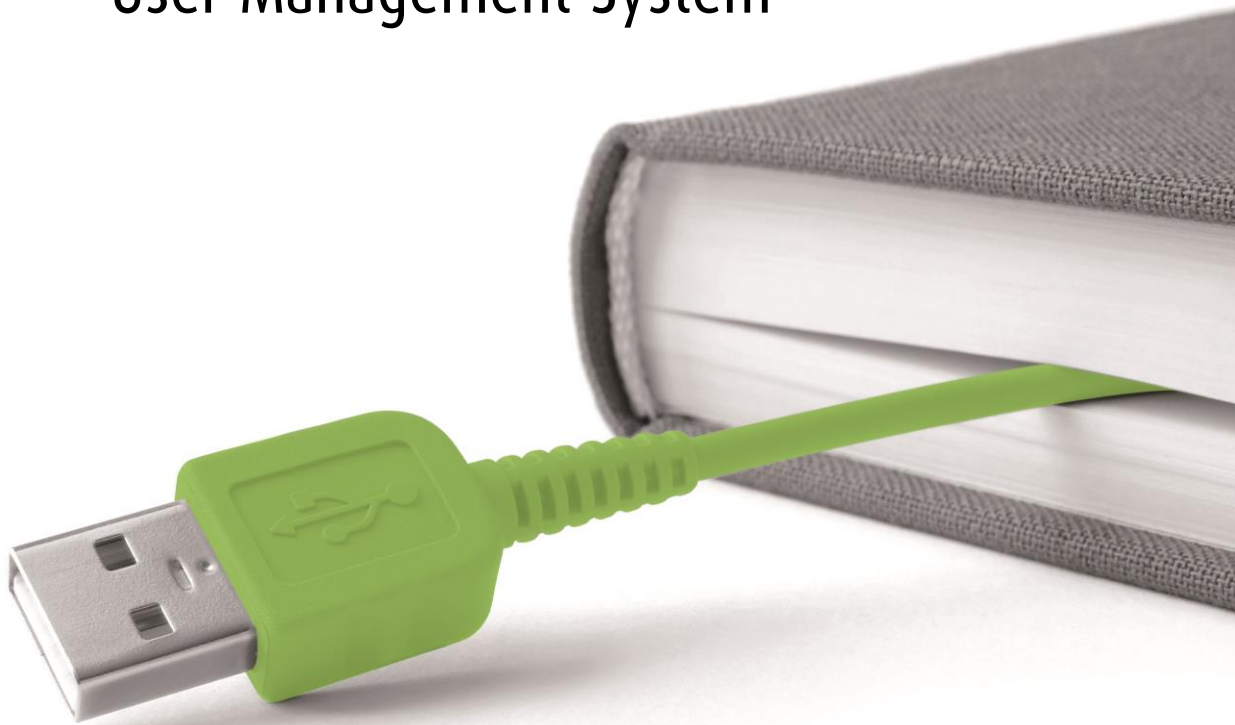




User Management System



www.inlogic.dk

Table of Contents

Configuration Manager	6
Settings	6
Database sources.....	6
SQL Connection	7
SMS	7
SMS server	7
Default messages.....	8
Mail accounts.....	10
Service Accounts.....	10
Clean up Directories	11
Email log	11
Services	12
Web services.....	12
Modules.....	13
UNI-Sync setup	13
Business settings.....	15
SLI Setup	16
Password Sync	18
PowerSave	18
Timetable.....	21
Timetable Data sources.....	21
EASY / SIS	21
Lectio	23
Timetable Format and content.....	24
Timetable Exchange settings.....	26
Grades.....	29
Help.....	30
Templates	32
Template editor	33
Data source.....	34
EASY	34
Criteria	37

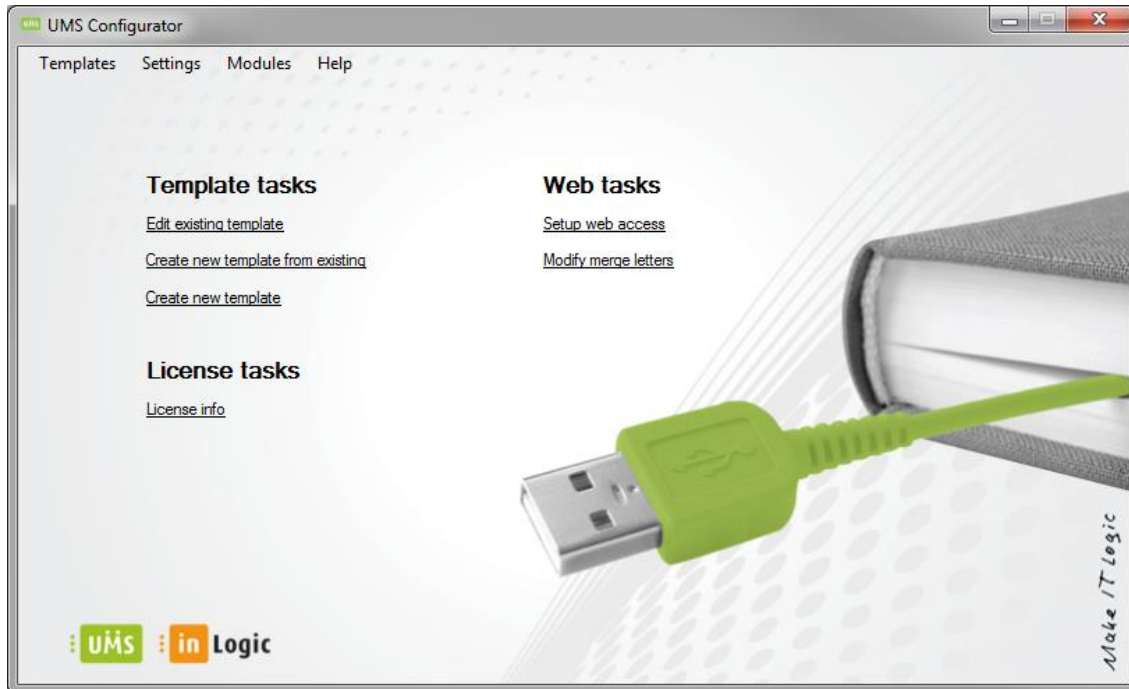
Lectio	39
Student / Teacher	39
LUDUS	40
Criteria	40
Tabulex Tea	42
Criteria	43
GAS	44
STADS	45
SIS	47
Criteria	49
Business	51
Guest Users	52
Multiple users	53
Destination	55
Delete options	59
Extra groups	60
Scripts	62
Userinfo	63
Homedrive	65
Terminal Server	67
Security	68
Group folders	69
Print management	70
PAS/Equitrac	70
PCounter	73
Computer accounts	74
AD Attributes	75
Activities	78
Exchange	80
Exchange 2003	80
Exchange 2007	81
Exchange 2010	82
Exchange 2010 – External mail	83

Live@edu / Office 365	84
Live@edu	85
Office 365	87
Password	89
Random Custom	91
Casepoint	92
Web group folders	94
Temporary folders	94
Permanent folders	96
UNI-Login	98
Elearningforce	99
Organization setting	102
IT rules	104
Fronter	106
Internet block	113
Integra	115
Password expiration	117
Web Setup	119
General settings	119
Search settings	121
Reset own password	124
Reset password for others	125
Which groups	126
Combine	129
Merge letters	131
SMS Templates	134
Disable/enable	136
Which groups	137
Combine	139
Web timetable	141
Subscriptions	142
Software requirements	143
Scenario 1:	143

One server does it all:.....	143
Scenario 2:	143
Server to handle import:	143
Server to run UMS:	143

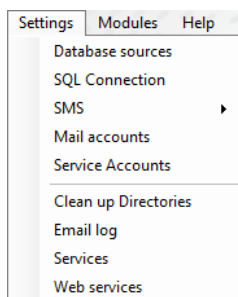
Configuration Manager

The main purpose of the software is to automatically update data in MS Windows Active Directory, with data from external databases such as EASY or SIS.



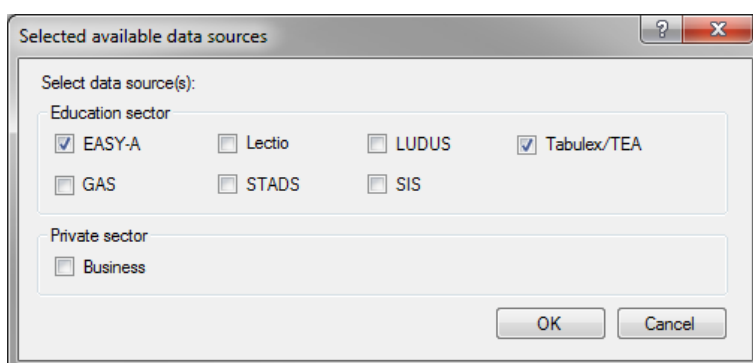
Settings

First of all the global settings for the UMS system needs to be set



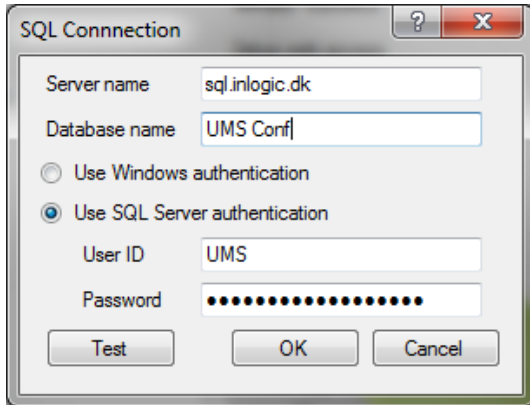
Database sources

Mark the systems you wish to be handled by UMS.



SQL Connection

Start by creating a MS SQL database and a user who is database owner.
Then you specify which server and MS SQL database to be used.
Choose authentication method and enter user credentials.



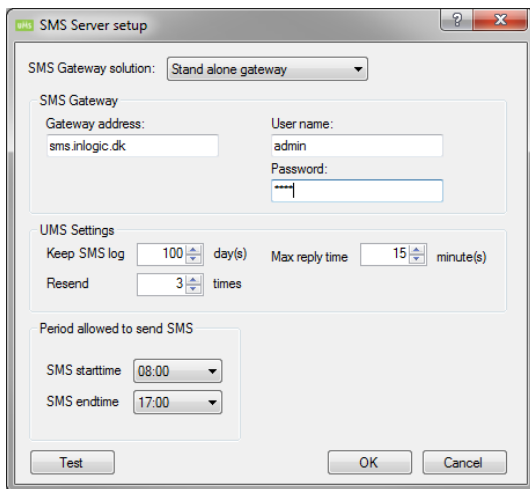
The SQL Connection dialog box contains the following fields and options:

- Server name: sql.inlogic.dk
- Database name: UMS Conf
- Use Windows authentication: ☐
- Use SQL Server authentication: ☒
- User ID: UMS
- Password: [masked with dots]
- Buttons: Test, OK, Cancel

SMS

SMS server

Choose the desired SMS Gateway solution depending on the schools setup and enter the relevant data.



The SMS Server setup dialog box contains the following fields and options:

- SMS Gateway solution: Stand alone gateway (dropdown)
- SMS Gateway section:
 - Gateway address: sms.inlogic.dk
 - User name: admin
 - Password: [masked with dots]
- UMS Settings section:
 - Keep SMS log: 100 day(s)
 - Max reply time: 15 minute(s)
 - Resend: 3 times
- Period allowed to send SMS section:
 - SMS starttime: 08:00
 - SMS endtime: 17:00
- Buttons: Test, OK, Cancel

SMS Gateway

“Gateway address”

Enter the full DNS name of the iSMS gateway.

“User name”

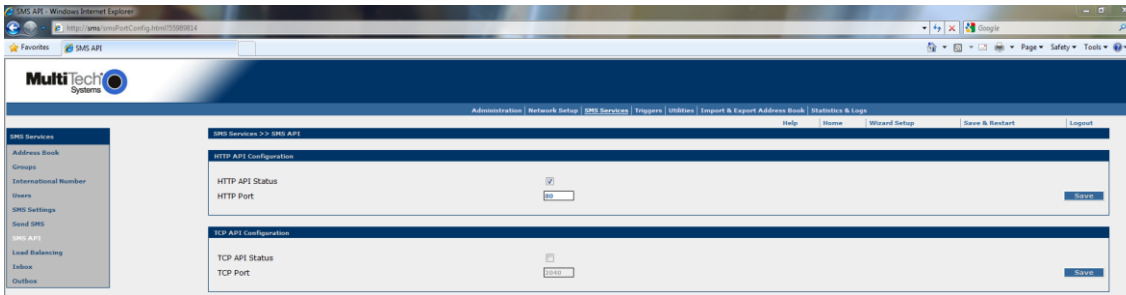
Enter a username of a user with permission to use the SMS gateway.
Username and associated password is set up directly in the iSMS Gateway admin site.

“Password”

Enter the password of a user specified.

Access your iSMS Gateway via web.

Mark "HTTP API status" and specify port 80 in "HTTP Port" and choose save.



UMS settings

"Keep SMS log"

Set how many days to keep the log files in the system.

"Max reply time"

Set the number of minutes the user has to answer a received mail.

"Resend"

Set how many times the gateway shall try to send the SMS, before sending the text in an e-mail.

Period allowed sending SMS

"SMS starttime"

Choose time of day from when it is possible to send messages using UMS.

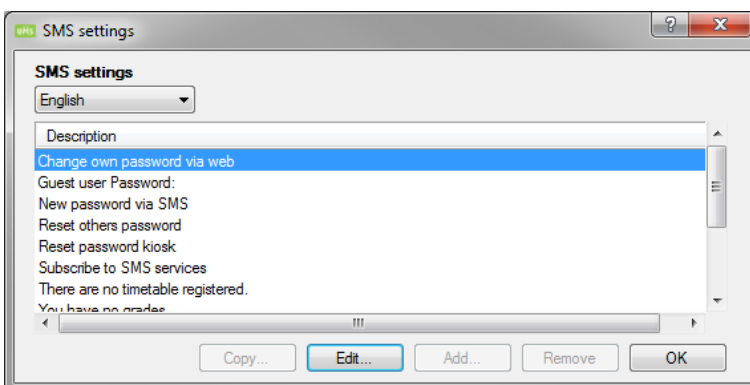
"SMS endtime"

Choose time of day when it is no longer possible to send messages using UMS.

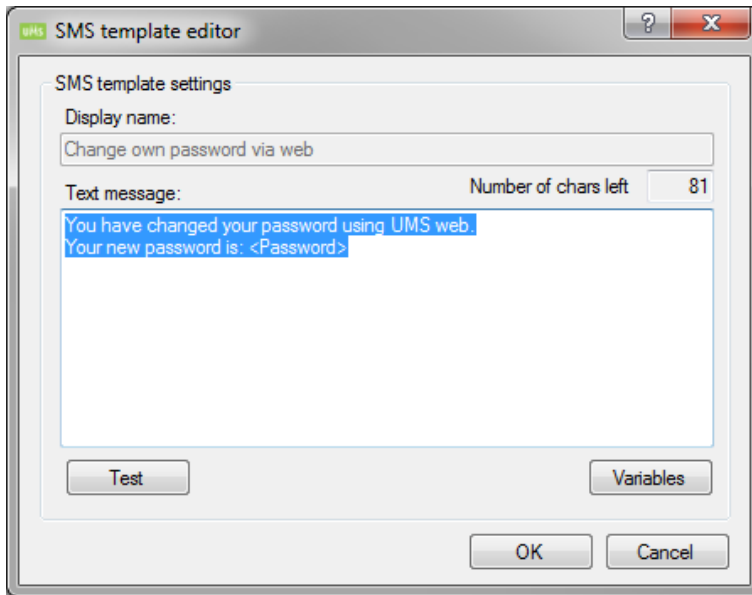
Default messages

It is possible to edit the system default messages, automatically sent when using the schools SMS services.

Choose the message to edit.



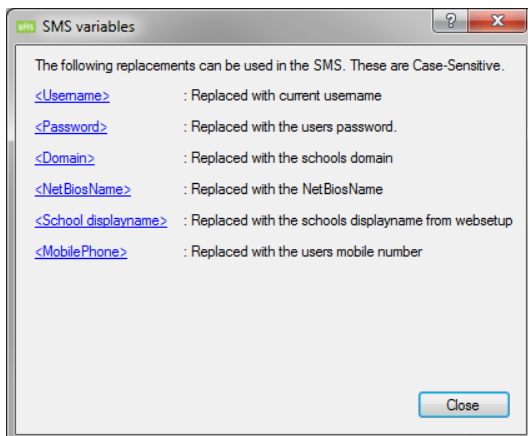
Edit the text sent to users.



The 'SMS template editor' window shows the following details:

- Display name:** Change own password via web
- Text message:** You have changed your password using UMS web. Your new password is: <Password>
- Number of chars left:** 81
- Buttons:** Test, Variables, OK, Cancel

It is possible to use several variables which will be replaced with system imported data.



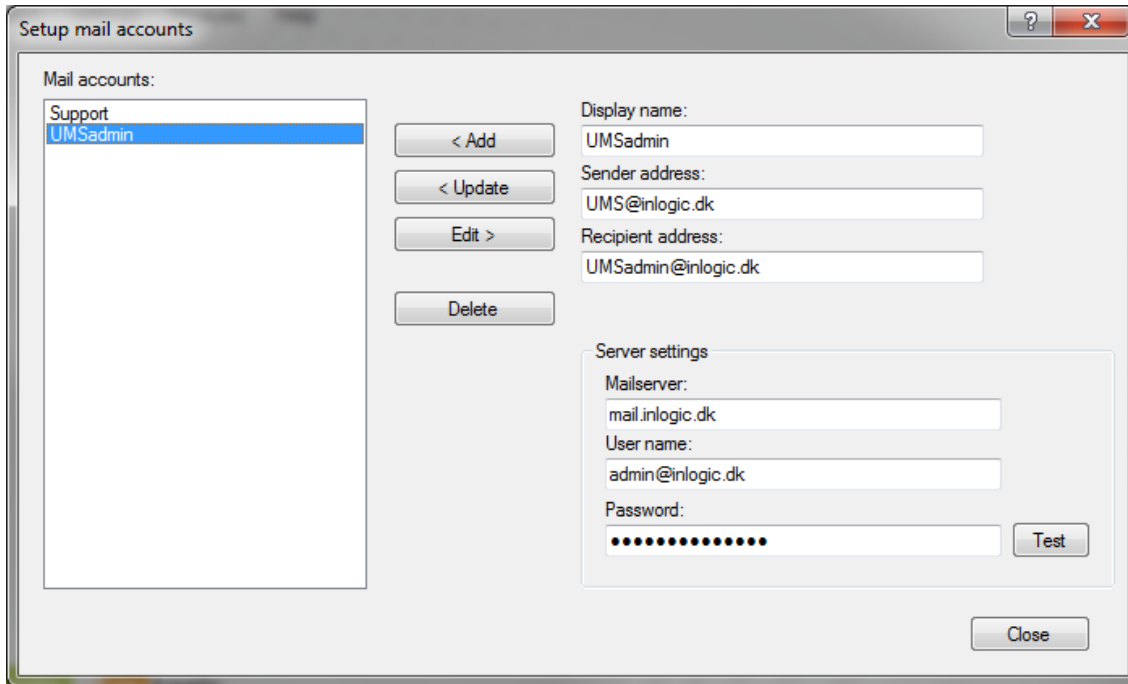
The 'SMS variables' window lists the following replacements:

- <Username>**: Replaced with current username
- <Password>**: Replaced with the users password.
- <Domain>**: Replaced with the schools domain
- <NetBiosName>**: Replaced with the NetBiosName
- <School displayname>**: Replaced with the schools displayname from websetup
- <MobilePhone>**: Replaced with the users mobile number

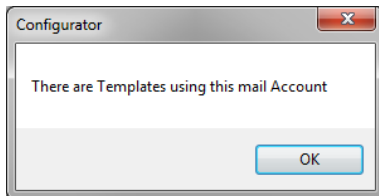
Close button is at the bottom right.

Mail accounts

Create a global mail account. This account will receive messages from the system in case it is unable to connect to the AD and similar scenarios which need attention.

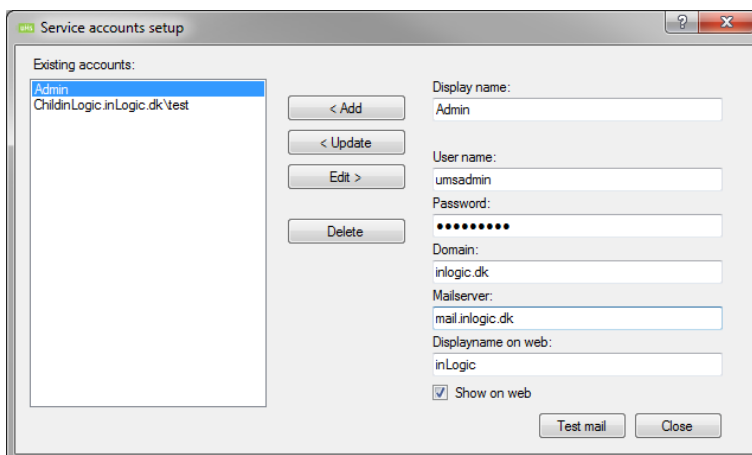


If you try to delete an account used by the system, you will be prompted.



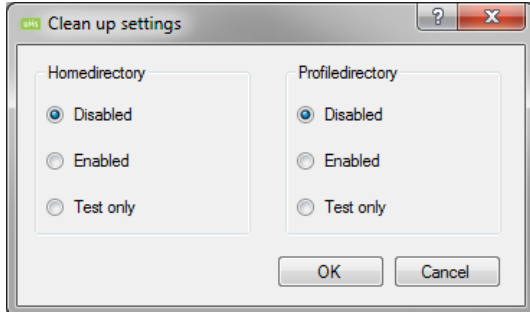
Service Accounts

Create the necessary accounts responsible for handling the actions initiated by the system.



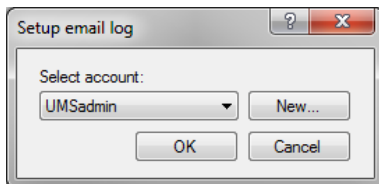
Clean up Directories

Here it is possible to mark “Test only” and thereby simulate the action taken by UMS. The job will run as normal and the given account will receive a log-file indicating the result. Having read and approved the result you can choose to mark “enabled” to activate it.



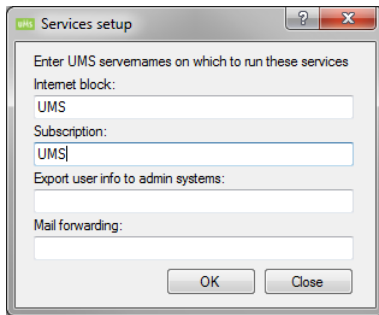
Email log

Choose one of the accounts, created in “Setup mail accounts”, which is to receive messages from the system.



Services

Enter the server names, for the servers, on which the services are to be started as a service.



UMS Services setup

Enter UMS servernames on which to run these services

Internet block:

UMS

Subscription:

UMS

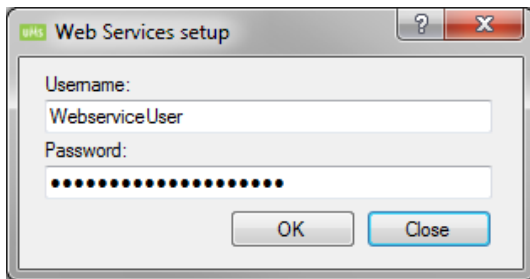
Export user info to admin systems:

Mail forwarding:

OK Close

Web services

Enter user credentials for the account responsible for running the web services.



UMS Web Services setup

Username:

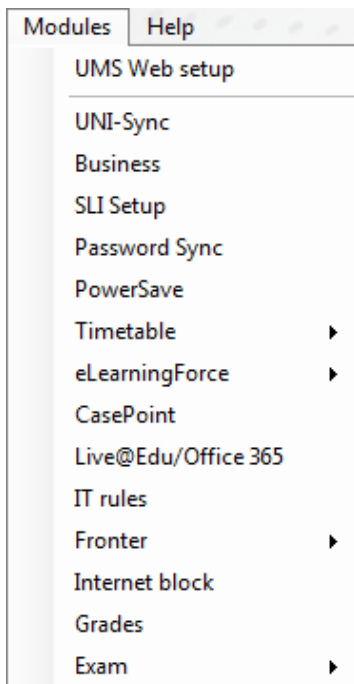
WebserviceUser

Password:

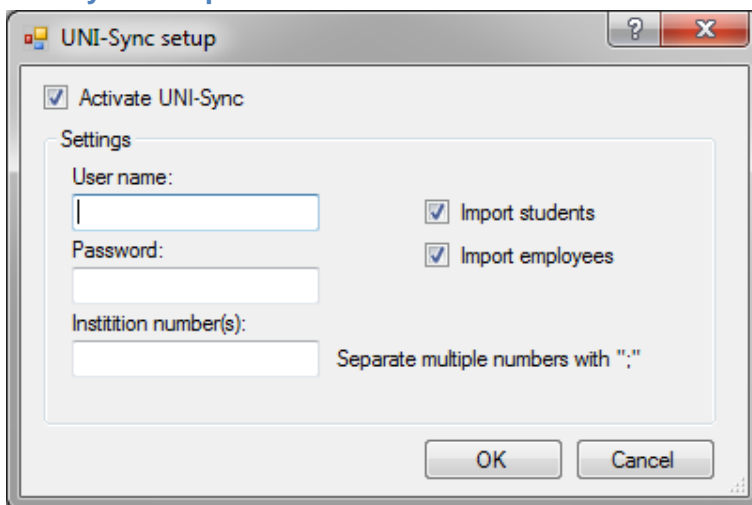
.....

OK Close

Modules



UNI-Sync setup



“Activate UNI-Sync”

Mark this to activate UNI-Sync.

This feature uses UNI-C’s webservice UNI-Sync. It is therefore necessary for the school to subscribes to this service

“User name”

Enter the username that has been provided by UNI-C.

“Password”

Enter the password that has been provided by UNI-C.

“Import students”

Mark this to include students in the import.

“Import employees”

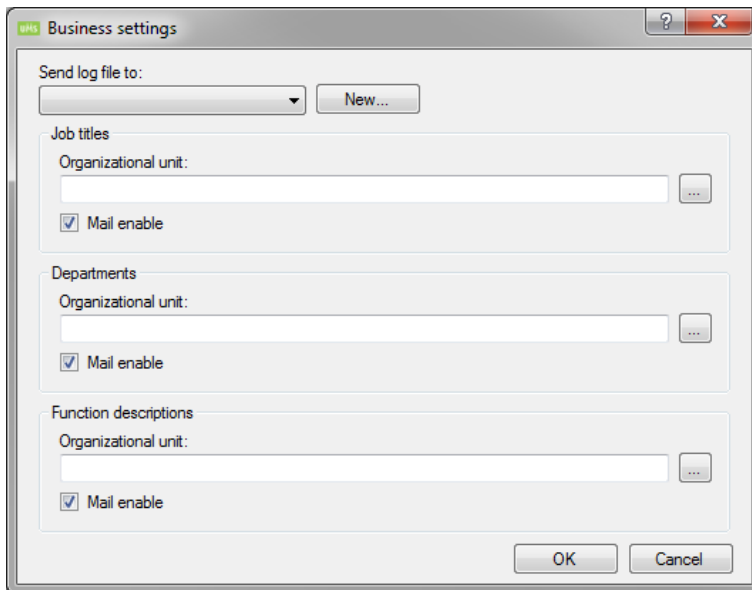
Mark this to include employees in the import.

“Institution number(s)”

Enter the institution number provided by UNI-C. Separate with “;” if multiple numbers exists. Pay attention to that it must be the same user for all the entered numbers.

Business settings

These features are primarily used by the private sector.



Job titles

“Organizational unit”

Specify the OU, in AD, where job titles are to be created.

“Mail enable”

Mark this to mail-enable the security group.

Departments

“Organizational unit”

Specify the OU, in AD, where departments are to be created.

“Mail enable”

Mark this to mail-enable the security group.

Function description

“Organizational unit”

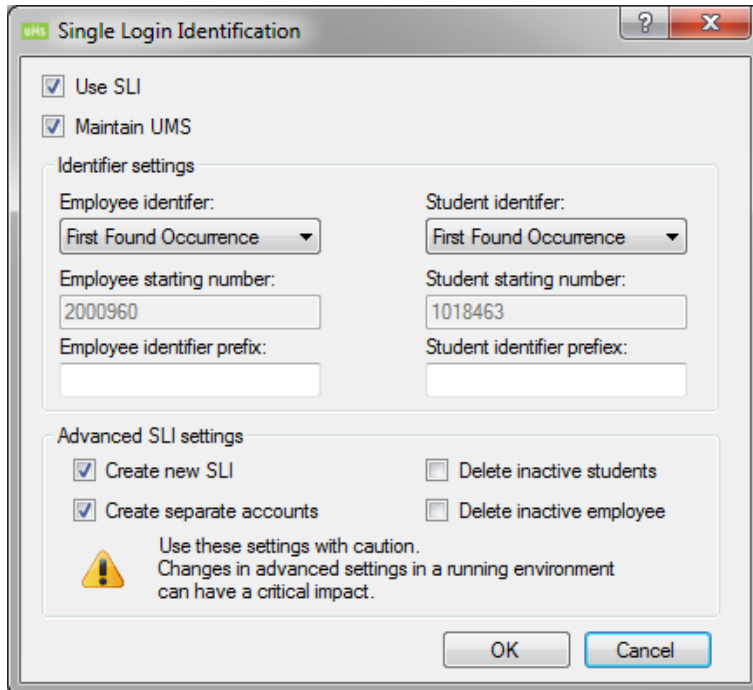
Specify the OU, in AD, where function descriptions are to be created.

“Mail enable”

Mark this to mail-enable the security group.

SLI Setup

If data is imported from several different databases, UMS is capable of gathering the users giving them one distinct ID called “Single Login Identification”. This means that it is possible to import from e.g. EASY, SIS, STADS and GAS but the user will only be given one unique user name, despite how many of the databases he are registered in.



“Use SLI”

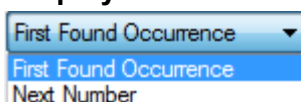
Mark this to activate SLI.

“Maintain UMS”

If this feature is unmarked, the data will not be updated in “student table”. In a test environment you can use this feature to check that the data is correct before affecting the live setup.

Identifier settings

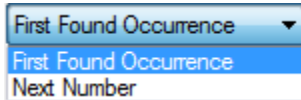
“Employee identifier”



If “First Found Occurrence” is chosen, the employee will be given the user name from the administrative system.

If “Next Number” is chosen, the employee will be given the next number in the sequel “Employee starting number”

“Student identifier”



A dropdown menu with three options: "First Found Occurrence" (selected), "First Found Occurrence", and "Next Number".

If “First Found Occurrence” is chosen, the student will be given the user name from the administrative system.

If “Next Number” is chosen, the student will be given the next number in the sequel “Employee starting number”

“Create new SLI”

Mark this to generate new SLI data.

Use this with caution as there will be generated new login identification for all users.

“Delete inactive students”

Removes deleted students from the SLI table – beware that there might be generated new logins for deleted users.

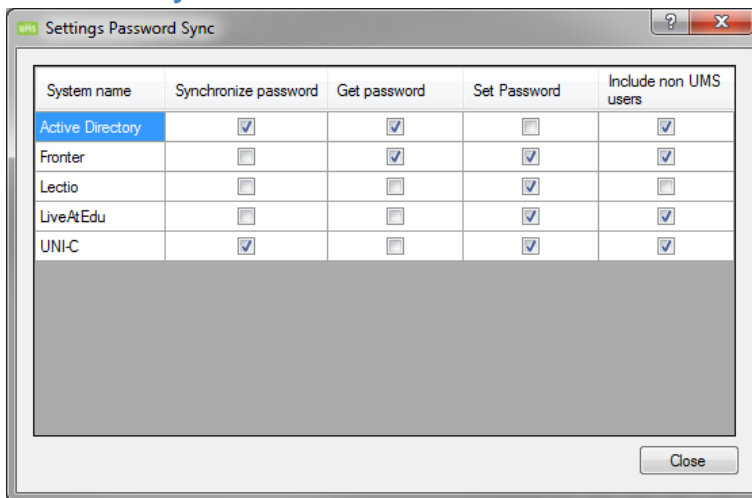
“Create separate accounts”

Mark this to create separate accounts for employees when these are also enrolled as students. This can be used if the employees want to differentiate their work account and student account.

“Delete inactive employees”

Removes deleted employees from the SLI table – beware that there might be generated new logins for deleted users.

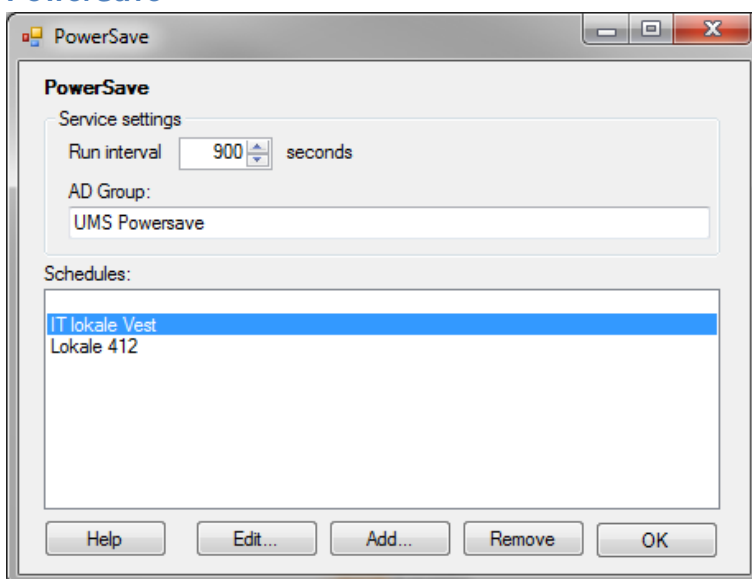
Password Sync



This feature makes it possible to synchronize passwords between different systems, such as UNI-C or other systems that UMS integrates to.

The systems chosen will be included in the synchronization.

PowerSave



“Run interval”

Specify how often to check for computers that are left turned on.

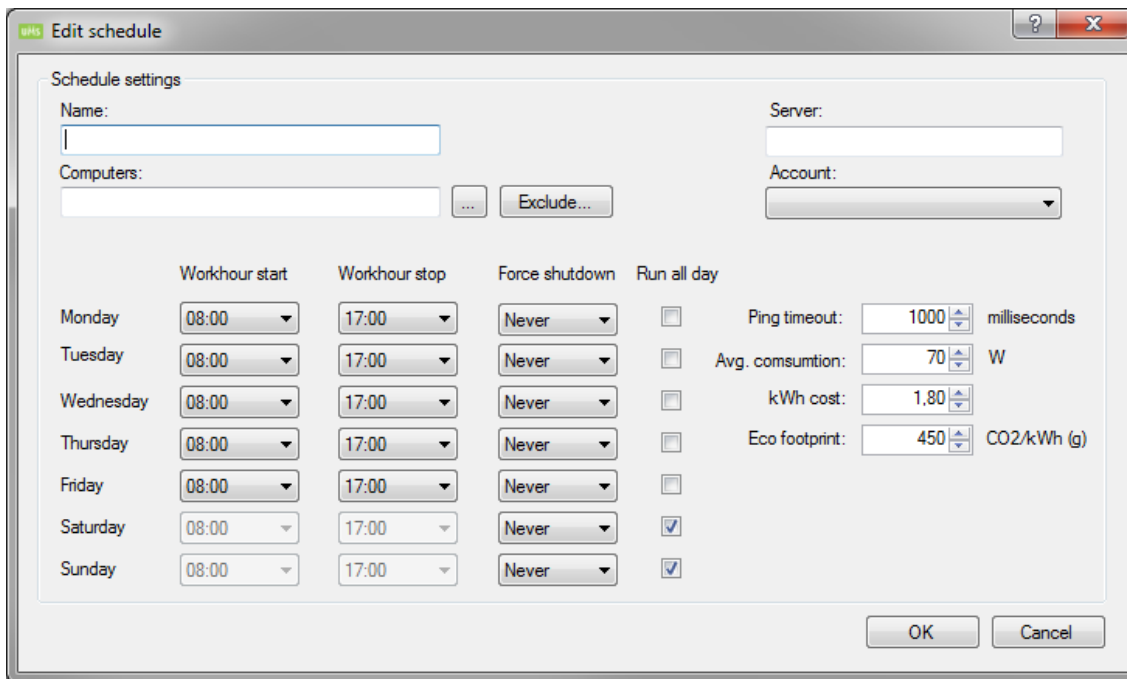
“AD Group”

Specify the group that will be able to access the Powersave graphs.

“Schedules”

Lists the Powersave schedules that have been created.

When adding a schedule several options can be set.



The "Edit schedule" dialog box contains the following fields and options:

- Name:** A text input field for the schedule name.
- Server:** A text input field for the server name.
- Computers:** A text input field with an "Exclude..." button next to it.
- Account:** A dropdown menu for selecting an account.
- Schedule settings table:**

	Workhour start	Workhour stop	Force shutdown	Run all day
Monday	08:00	17:00	Never	<input type="checkbox"/>
Tuesday	08:00	17:00	Never	<input type="checkbox"/>
Wednesday	08:00	17:00	Never	<input type="checkbox"/>
Thursday	08:00	17:00	Never	<input type="checkbox"/>
Friday	08:00	17:00	Never	<input type="checkbox"/>
Saturday	08:00	17:00	Never	<input checked="" type="checkbox"/>
Sunday	08:00	17:00	Never	<input checked="" type="checkbox"/>
- Ping timeout:** 1000 milliseconds
- Avg. consumption:** 70 W
- kWh cost:** 1.80
- Eco footprint:** 450 CO2/kWh (g)
- Buttons:** OK, Cancel

“Name”

Select a display name that will be shown in the Powersave window.

“Server”

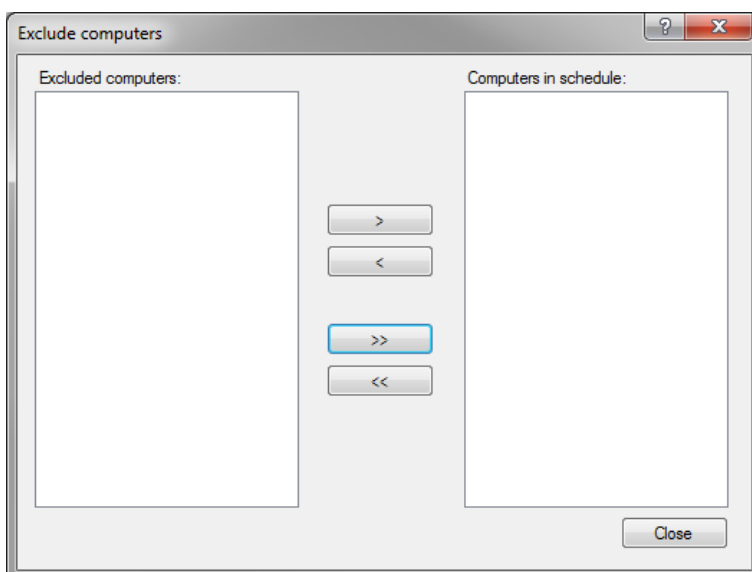
Enter FQDN or NETBIOS name depending on your network settings.

“Computers”

Select the computers to be handled by the Powersave module.

“Exclude”

It is possible to exclude computers to prevent these from being shut down by UMS.



The "Exclude computers" dialog box contains the following elements:

- Excluded computers:** A list box on the left for computers to be excluded.
- Computers in schedule:** A list box on the right for computers currently in the schedule.
- Buttons:**
 - >: Move one computer from the left list to the right list.
 - <: Move one computer from the right list to the left list.
 - >>: Move all computers from the left list to the right list.
 - <<: Move all computers from the right list to the left list.
- Close:** A button at the bottom right to close the dialog.

“Account”

Specify an account with necessary privileges to perform WMI calls on target machines.

“Workhour start – Workhour stop”

Within the specified period all machines that do NOT have a user logged in will be shutdown.

“Force shutdown”

If clock is set to 20:00 all machines WILL be shut down from 20:00 until “Workhour start” regardless of users logged on or not.

Users logged on will not be able to avoid being affected by the shutdown!

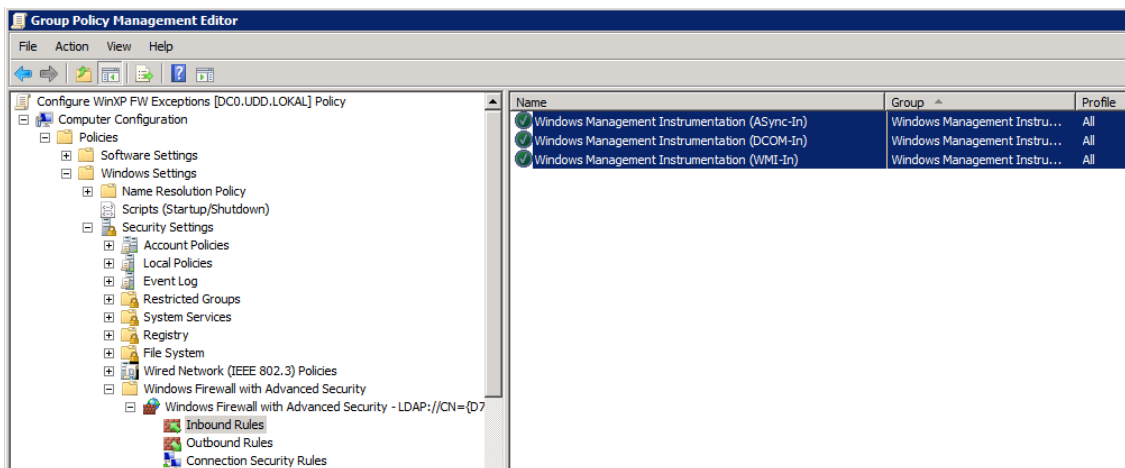


NB!

Use force shutdown with caution!

Firewall setup

Regarding vista/ windows 7 the following needs to be done:

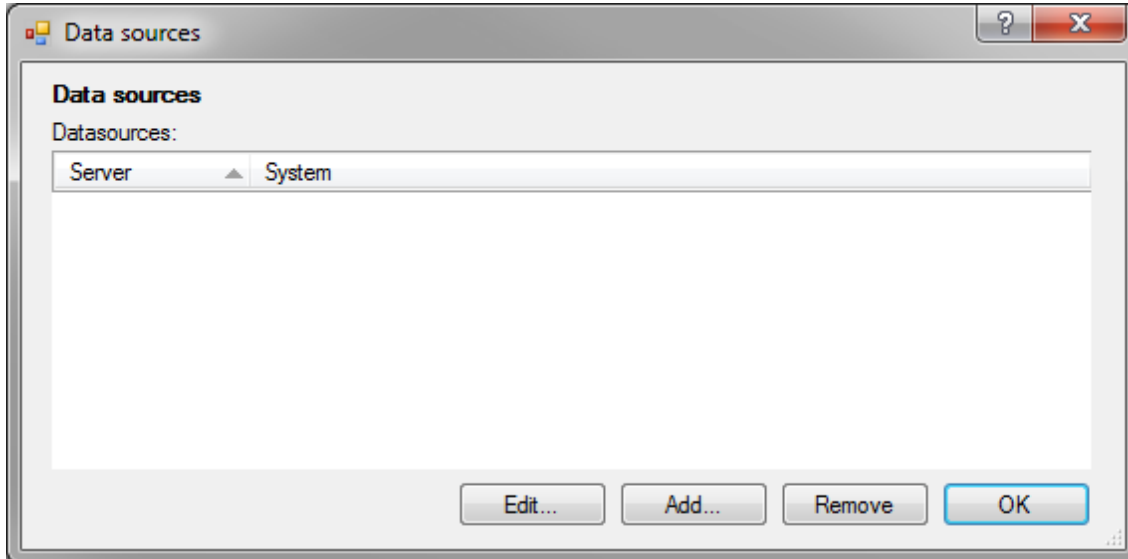


Regarding windows XP the following ports needs to be opened:
TCP 135, TCP 4168 and UDP 9256

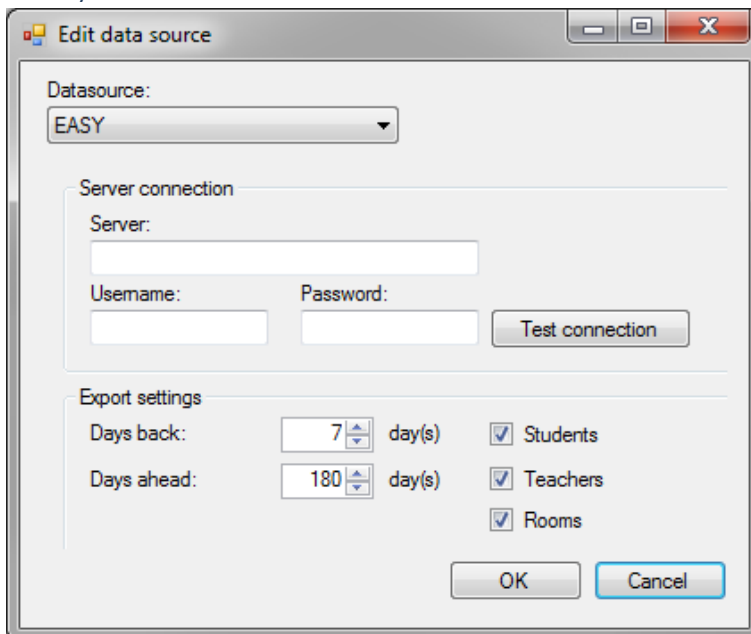
Timetable

Timetable Data sources

Add the necessary data sources.



EASY / SIS



“Server”

Enter the server name as it is presented in TNSnames.ora.

“User name”

Specify a user with sufficient privileges.

“Password”

Enter the correct password for the specified user.

“Days back”

Specify how many days back the system should search when creating “skemabrikker”.
Today’s date minus the specified number of days.

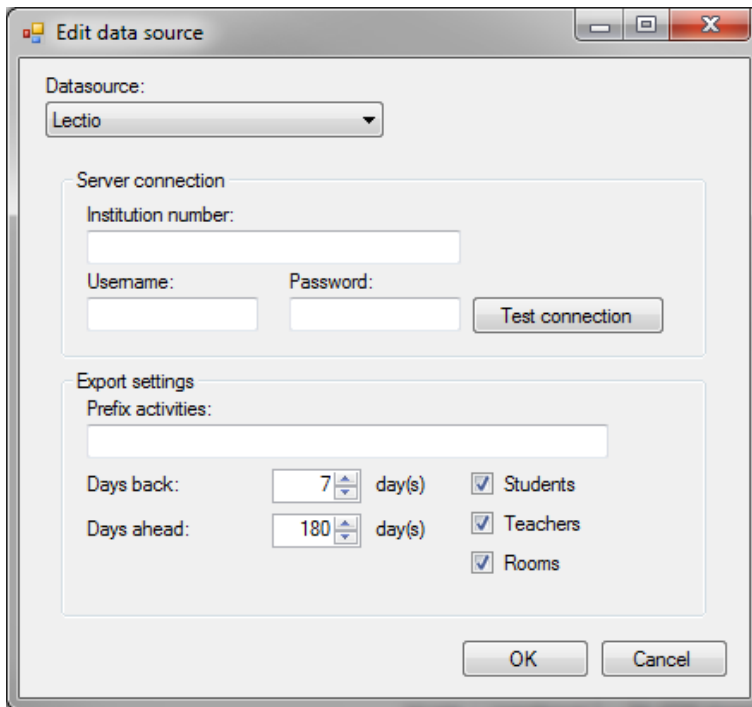
“Days ahead”

Specify how many days in advance the system should search when creating “skemabrikker”.
Today’s date plus the specified number of days.

“Students, Teachers and Rooms”

Fields marked will be included in the import.

Lectio



“Institution number”

Enter the institution number given by Lectio.

“User name”

Specify a user with sufficient privileges.

“Password”

Enter the correct password for the specified user.

“Prefix activities”

Enter a prefix to insert before activity name, if several different Lectio connections are used.

“Days back”

How many days back should the system search, the administrative system, for users that have stopped. This is simply to limit the amount of data being extracted.

“Days ahead”

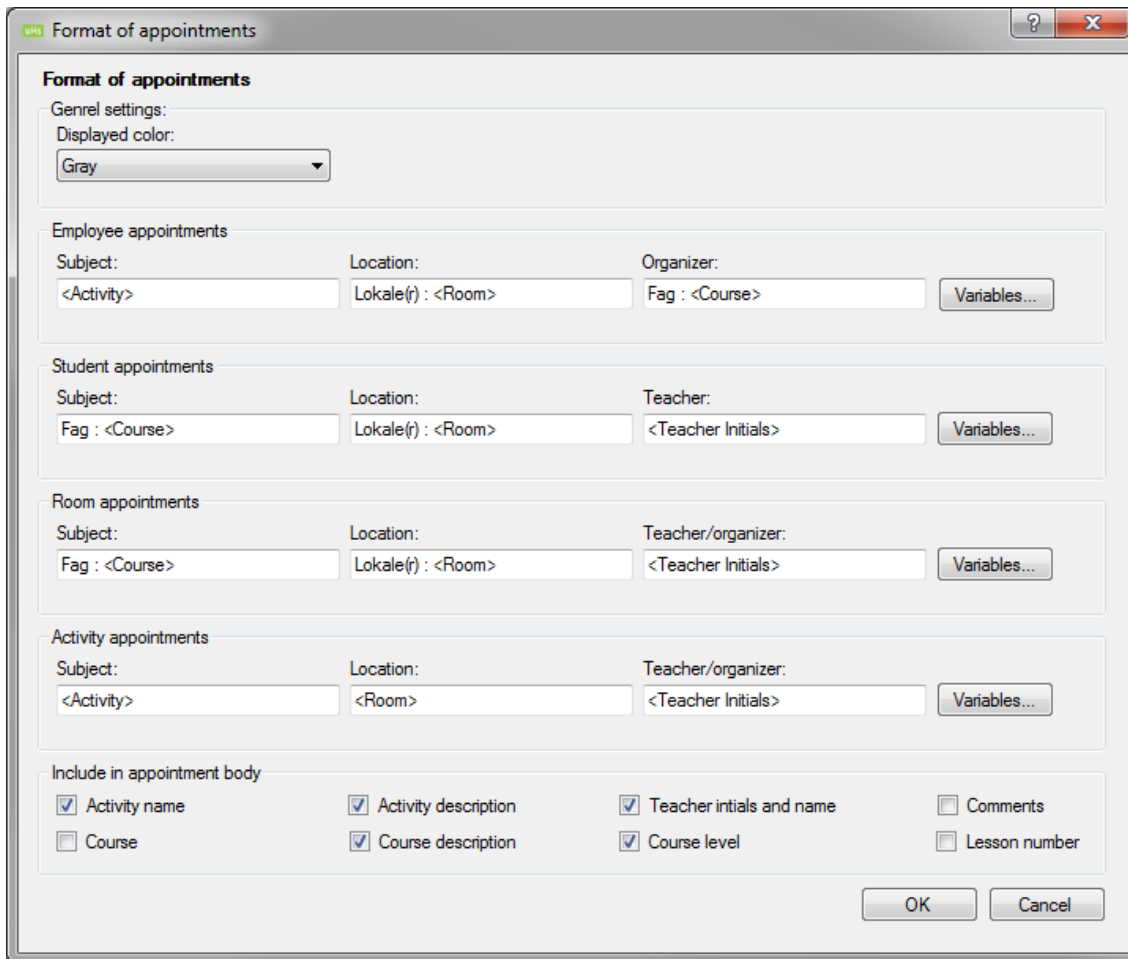
How many days before a user becomes active, in the administrative system, should he be imported and created.

“Students, Teachers and Rooms”

Fields marked will be included in the import.

Timetable Format and content

Define variables to display in the timetable.



“Displayed color”

Choose default color for activities in the timetable.

“Subject”

Enter which variable to display in subject.

“Location”

Enter which variable to display as location.

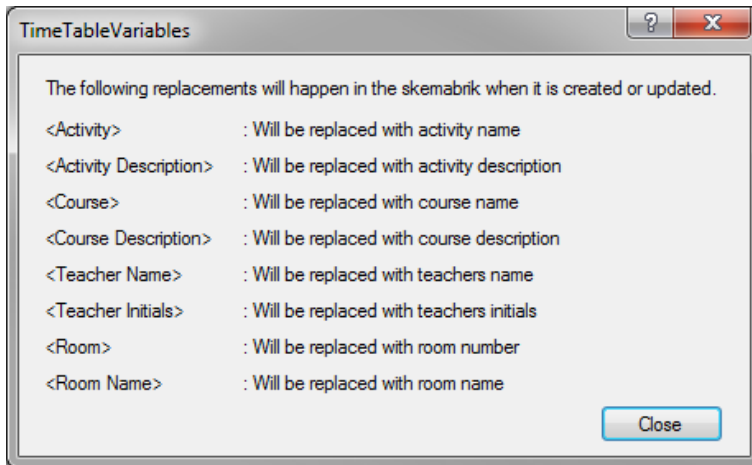
“Organizer”

Enter which variable to display as teacher.

“Include in appointment body”

Enter which variables to display in “skemabrikker”.

Available variables to use in “skemabrikker”.

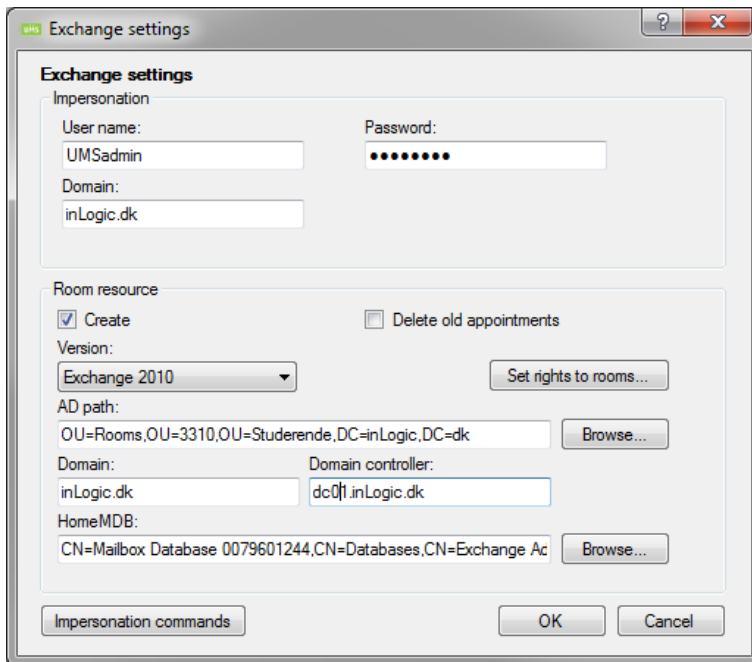


NB!

Anything entered that is not a replacement command will be considered as static text.

Timetable Exchange settings

Enter user name, password and domain (FQDN) for the service account to use.



The dialog box is titled "Exchange settings". It contains two main sections: "Impersonation" and "Room resource".

Impersonation section:

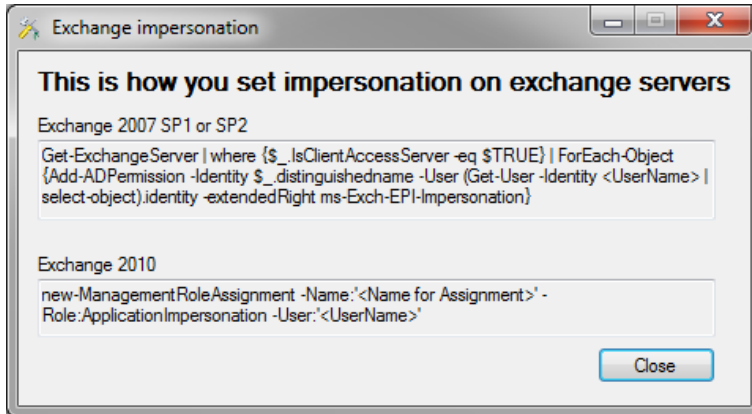
- User name: UMSadmin
- Password: (masked with dots)
- Domain: inLogic.dk

Room resource section:

- ☒ Create
- ☐ Delete old appointments
- Version: Exchange 2010 (dropdown menu)
- AD path: OU=Rooms,OU=3310,OU=Studerende,DC=inLogic,DC=dk (text field)
- Domain: inLogic.dk (text field)
- Domain controller: dc01.inLogic.dk (text field)
- HomeMDB: CN=Mailbox Database 0079601244,CN=Databases,CN=Exchange Ac (text field)

Buttons at the bottom: "Impersonation commands", "OK", "Cancel".

The user must be mail enabled and have the same Exchange mailbox version as the rooms, if rooms are enabled.



The dialog box is titled "Exchange impersonation". It contains a message: "This is how you set impersonation on exchange servers".

Exchange 2007 SP1 or SP2

```
Get-ExchangeServer | where {$_.IsClientAccessServer -eq $TRUE} | ForEach-Object {Add-ADPermission -Identity $_.distinguishedname -User (Get-User -Identity <UserName>) | select-object identity -extendedRight ms-Exch-EPI-Impersonation}
```

Exchange 2010

```
new-ManagementRoleAssignment -Name:'<Name for Assignment>' -Role:ApplicationImpersonation -User:'<UserName>'
```

Buttons: "Close".

“Create”

Mark to create rooms as a resource.

“Delete old appointments”

Mark this to delete old “skemabrikker”.

“Version”

Specify whether to use Exchange 2007 or 2010.
Using 2010 will activate “Set rights to rooms...”

“Set rights to rooms...”

To use a group it must be a Mail Enabled Universal Security Group.
If it is a distribution group, it will not work!

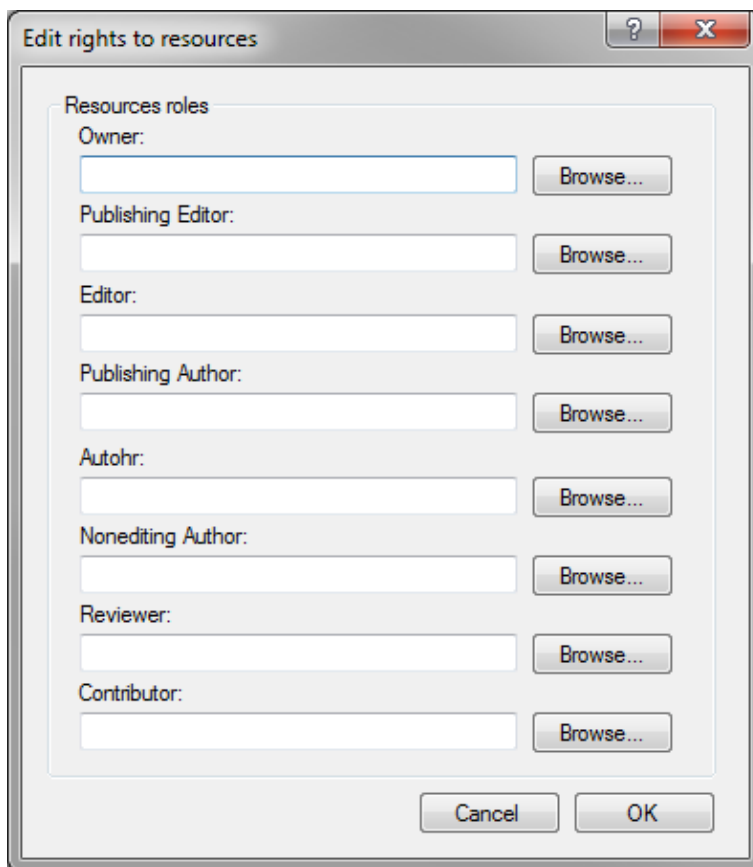
There is a bug if it has been automatically converted from UDG to USG.

The problem with the automatic conversion is that it does not modify the “msExchRecipientDisplayType” which still remain at 1.

EWS will not let you add a group unless the property value is 1073741833.

If you have a group that has been converted to a Universal Security Group and the value of its property is not set to 1073741833, then this is usually the problem.

What you can do is modify its property manually using ADSIedit. You should be very careful when doing so and you should only modify the property on a group that is already a Universal Security Group – Do not change this value for Global Groups!



”Owner”

Create, read, modify, and delete all items and files, and create subfolders. As the folder owner, you can change the permission levels others have for the folder. (Does not apply to delegates.)

”Publishing Editor”

Create, read, modify, and delete all items and files, and create subfolders. (Does not apply to delegates.)

"Editor"

Create, read, modify, and delete all items and files.

"Publishing Author"

Create and read items and files, create subfolders, and modify and delete items and files you create. (Does not apply to delegates.)

"Author"

Create and read items and files, and modify and delete items and files you create.

"NonEditing Author"

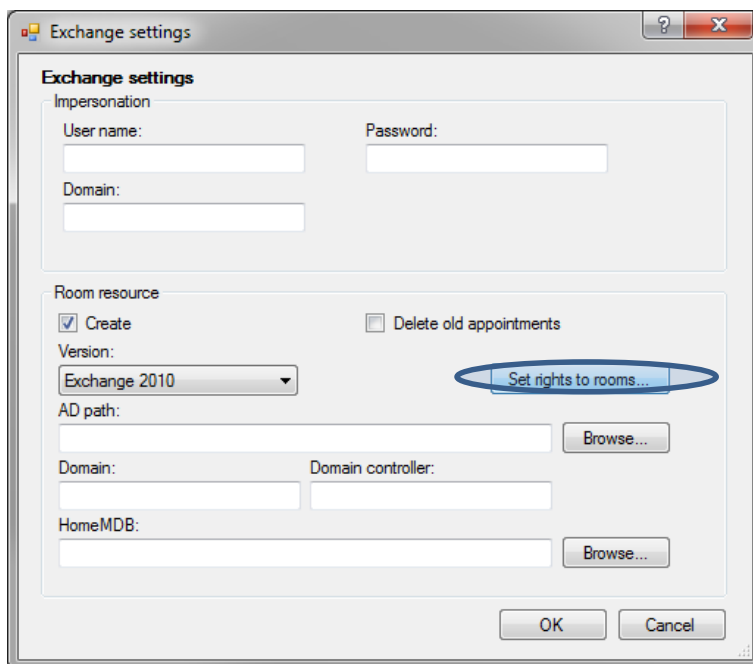
Create, read.

"Reviewer"

Read items and files only.

"Contributor"

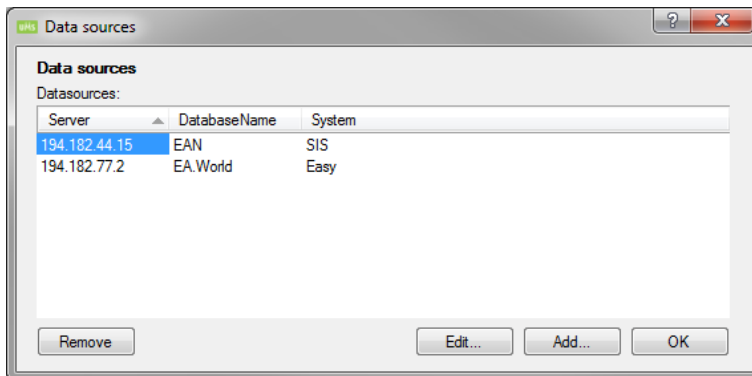
Create items and files only. The contents of the folder do not appear. (Does not apply to delegates.)



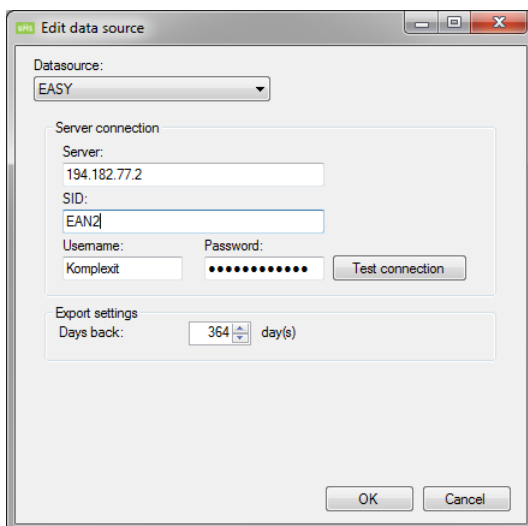
"eLearningForce, Casepoint, Live@Edu, IT rules, Fronter and Internet block" are described in template editor.

Grades

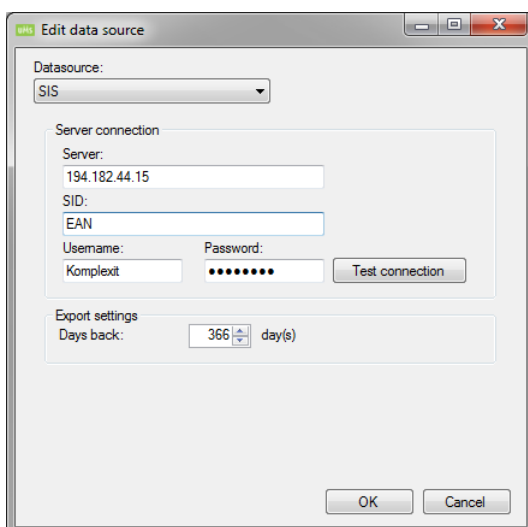
First you need to add a source and enter relevant data.



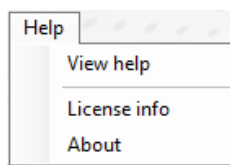
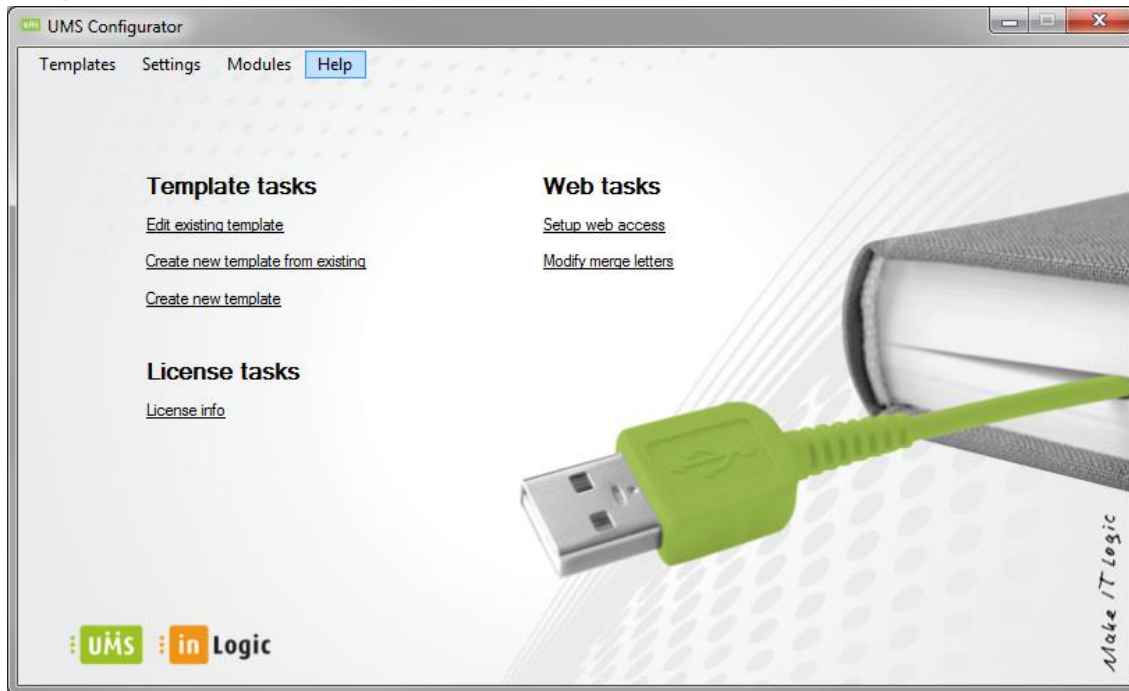
Extracting grades from EASY



Extracting grades from SIS



Help

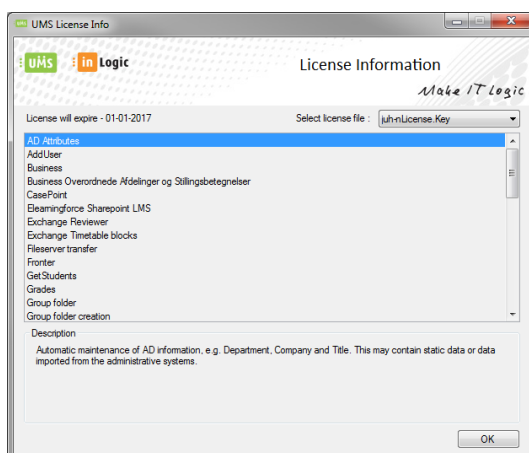


“View help”

Opens the manual in Adobe reader.

”License info”

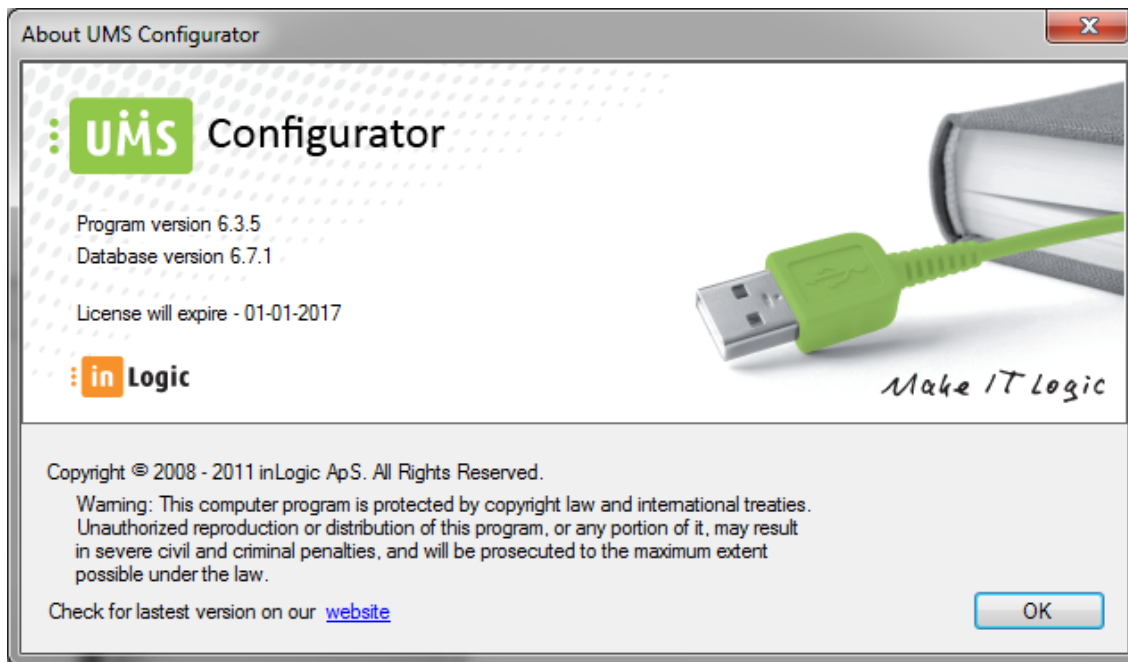
Scans the license for modules and shows these in a MultiSelect DataGridView.



“Select license file”

When multiple licenses exist it is possible to choose which one to scan.

“About”



“Program version”

Shows the actual UMS software version. Newer editions can be downloaded from inLogic's webpage: <http://www.inlogic.dk/support/download/>

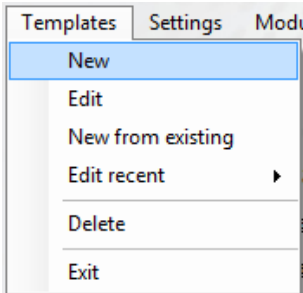
“Database version”

Shows the database version in use.

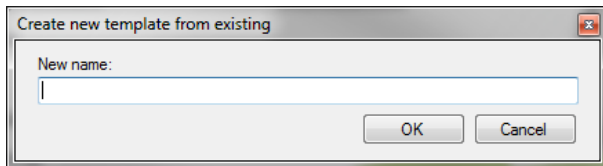
Templates

When the global settings are set you are ready to create the different templates.

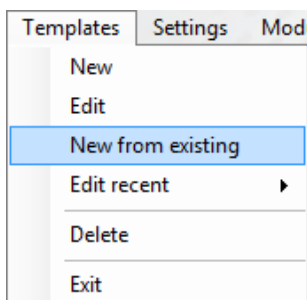
The first time you have to create a new template.



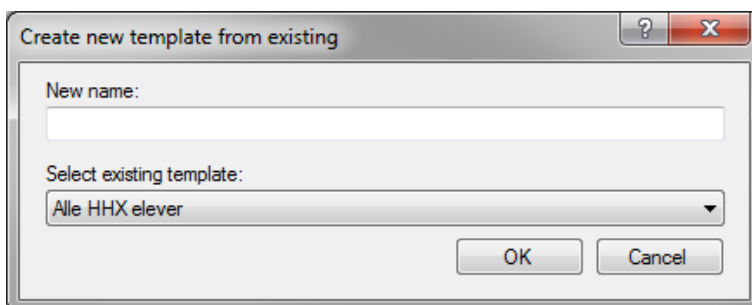
Choose "New" and enter a name for the template.



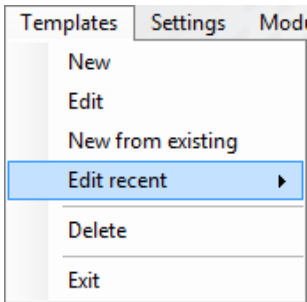
When you have to create a template similar to an existing template, it is possible to choose "New from existing" and correct the differences.



Choose from the drop-down which template to use as base.



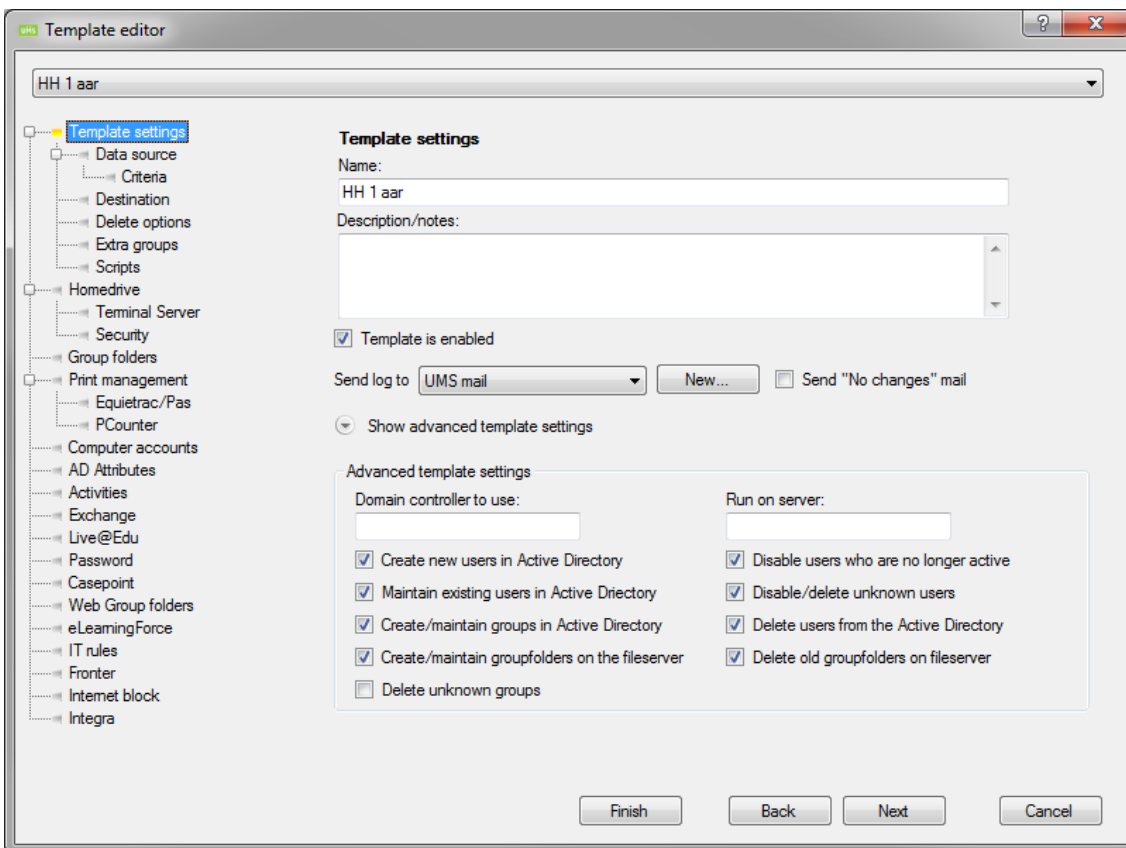
Having created several templates and need to make changes to one you choose "Edit recent" and you can choose from the last 10 templates you have made changes to.



Template editor

When you have chosen a name for the template you are ready to set the variables.

The drop-down, at the top of the window, shows which template you are making changes to. You are here able to switch the template to see differences or make changes.



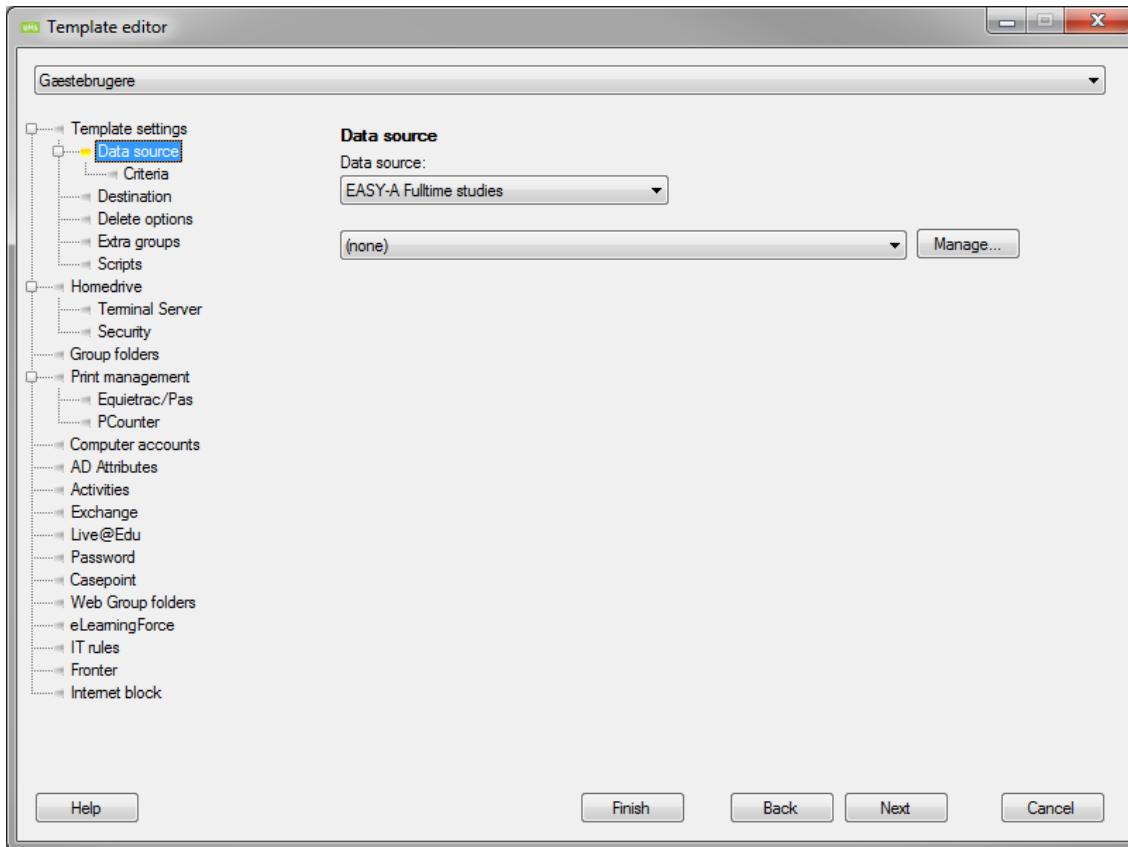
Data source

Here you are able to set the variables for the data sources you have chosen.

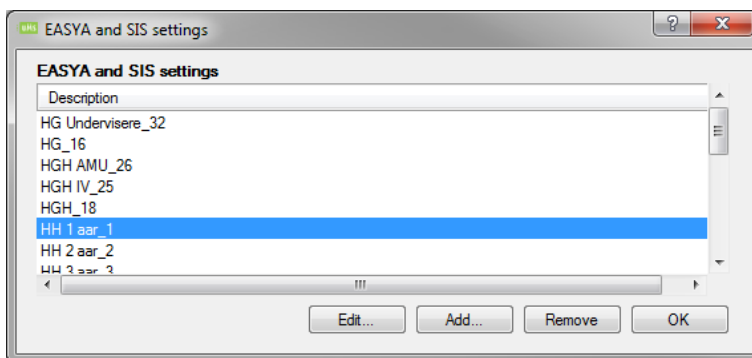
EASY

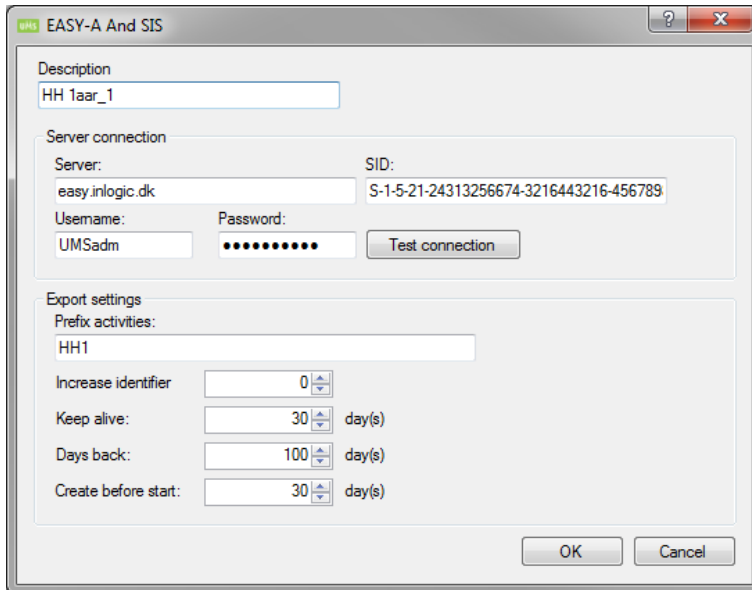
First specify which server to import from.

Then enter username and password for a user with privileges to read from EASY.



Create, edit or choose data source for the given template.





“Increase identifier”

If there is an import from several different administrative servers, of the same type, this function must be used for the system to distinguish between users across administrative systems.

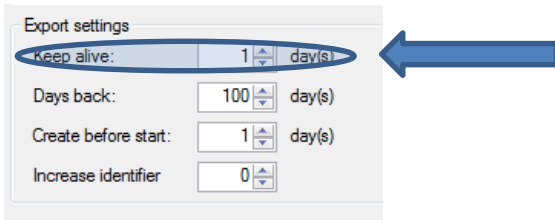
“Keep alive”

Specifies how long after a user has stopped in the administrative system that he still is to be imported as being active.

“Days back”

How many days back should the system search, the administrative system, for users that have stopped. This is simply to limit the amount of data being extracted.

If you for certain groups wish to disregard the days to keep alive you can set this under "Destination"



Export settings

Keep alive: 1 day(s)

Days back: 100 day(s)

Create before start: 1 day(s)

Increase identifier: 0

For these groups you have to mark "Disregard keepalive" under "Destination" → "Group settings"

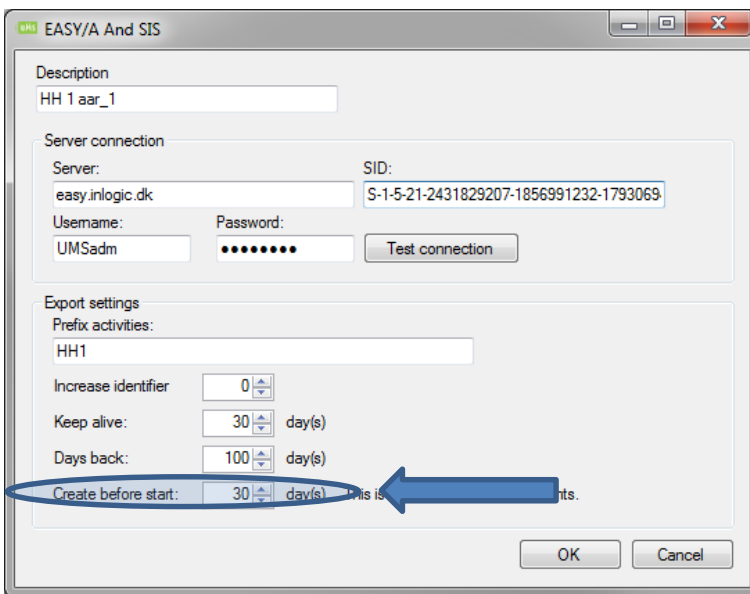


Group settings

Security group for template: Select... Disregard keepalive

Distribution group for template: Select... Disregard keepalive

EASY-A Employee, IV studies and AMU courses all have an extra feature to use.



EASY/A And SIS

Description: HH 1 aar_1

Server connection

Server: easy.inlogic.dk SID: S-1-5-21-2431829207-1856991232-1793069

Username: UMSadm Password: Test connection

Export settings

Prefix activities: HH1

Increase identifier: 0

Keep alive: 30 day(s)

Days back: 100 day(s)

Create before start: 30 day(s)

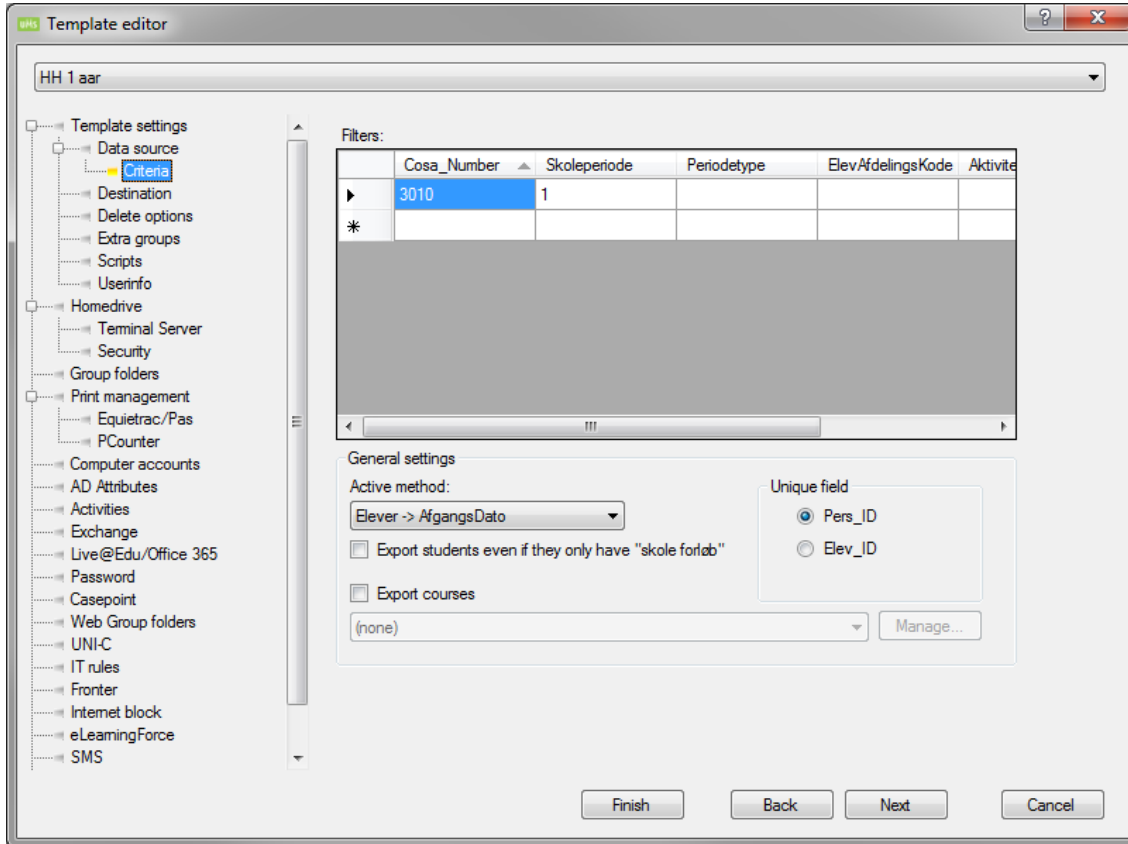
OK Cancel

"Create before start"

How many days before a user becomes active, in the administrative system, should he be imported and created.

Criteria

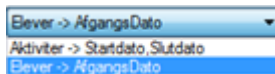
Here you determine which students to include in the import.



The screenshot shows the 'Template editor' window with the 'Criteria' section selected in the left-hand tree. The main area displays a table with the following columns: Cosa_Number, Skoleperiode, Periodetype, ElevAfdelingsKode, and Aktivite. The first row has the value '3010' in the Cosa_Number column and '1' in the Skoleperiode column. Below the table, there are 'General settings' including an 'Active method' dropdown set to 'Elev -> AfgangsDato', checkboxes for 'Export students even if they only have "skole forløb"' and 'Export courses', and a 'Unique field' section with radio buttons for 'Pers_ID' (selected) and 'Elev_ID'. At the bottom are buttons for 'Finish', 'Back', 'Next', and 'Cancel'.

"Active method"

Here you choose which field should determine whether the user is active or not.



The screenshot shows a dropdown menu with the following options: 'Elev -> AfgangsDato', 'Aktiviter -> Startdato, Slutdato', and 'Elev -> AfgangsDato'.

"Elev → AfgangsDato"

This point refers directly to "afgangsfeltet" in Easy / SIS.

If the field is not filled, the user is considered active.

"Aktiviteter → Startdato, Slutdato"

Here it is the activity that determines whether the user is active or not. This is typically used for users such as "kursister" for whom you do not specify a departure date.

"Export students even if they only have "skole forløb"

If checked Students with only "skole forløb" will be imported.

"Unique field"

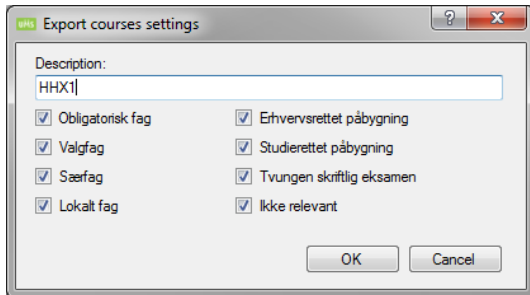
Here you determine which field, from the administrative system, to be used as student number.

If there are multiple administrative systems, use SLI mode. This is to ensure that there is exactly one student number per person.

"Export courses"

If checked "skolefag" will be imported. This is primarily used by UMS LMS, and can be used by the institution itself.

Choose which "skolefag" to include in the import.



The dialog box titled "Export courses settings" has a "Description:" field containing "HHX1". Below it are two columns of checkboxes, all of which are checked:

- Obligatorisk fag
- Valgfag
- Særfag
- Lokalt fag
- Erhvervsrettet påbygning
- Studierettet påbygning
- Tvungen skriftlig eksamen
- Ikke relevant

At the bottom are "OK" and "Cancel" buttons.

IV Student

Having chosen IV Student, under Data source, enables the following criteria.

Filters:		
	Cosa_Number	AktivitetsAfdeling
▶	3010	
*		

It is possible to specify which "AktivitetsAfdeling" to include in the import.

Employee

Having chosen Employee, under Data source, enables the following criteria.

Filters:		
	Afdeling	Ansvarsområde
*		

To import employees you here specify which "Ansvarsområde" to include in the import for the given template.

If nothing is specified all employees will be included in the import.

AMU

Having chosen AMU, under Data source, enables the following criteria.

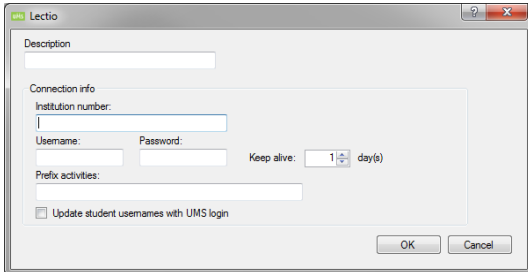
Filters:		
	Cosa_Number	AktivitetsAfdeling
*		

It is possible to specify which "AktivitetsAfdeling" to include in the import.

Lectio

Student / Teacher

Enter username and password for a user with privileges to read from Lectio and the schools institution number.



The image shows the 'Lectio' configuration window. It has a 'Description' field at the top. Below it is the 'Connection info' section, which includes an 'Institution number' field, 'Username' and 'Password' fields, and a 'Keep alive' dropdown set to '1 day(s)'. There is also a 'Prefix activities' field and a checkbox for 'Update student usernames with UMS login'. At the bottom are 'OK' and 'Cancel' buttons.

Requirements:

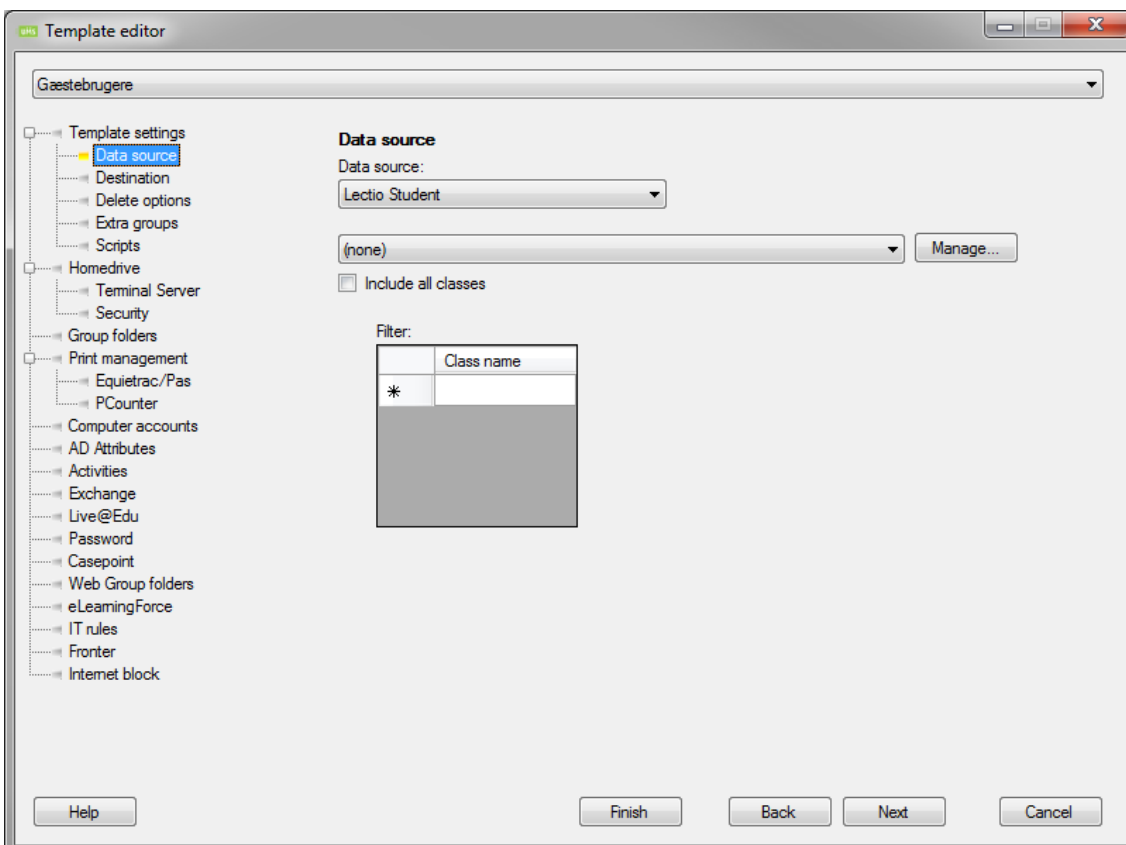
Excel 2010 x86 must be installed on the server.

“Keep alive”

Specifies how long after a user has stopped in the administrative system that he still is to be imported as being active.

“Update student usernames with UMS login”

Change the student username registered in Lectio with the one from the UMS system.



The image shows the 'UMS Template editor' window. On the left is a tree view with categories like 'Template settings', 'Homedrive', 'Terminal Server', 'Security', 'Group folders', 'Print management', 'Computer accounts', 'AD Attributes', 'Activities', 'Exchange', 'Live@Edu', 'Password', 'Casepoint', 'Web Group folders', 'eLearningForce', 'IT rules', 'Fronter', and 'Internet block'. The 'Data source' category is selected. The main area shows 'Data source' set to 'Lectio Student' and a dropdown for '(none)' with a 'Manage...' button. There is a checkbox for 'Include all classes' and a 'Filter' section with a table.

	Class name
*	

At the bottom are 'Help', 'Finish', 'Back', 'Next', and 'Cancel' buttons.

“Include all classes”

Mark this to include all classes in the import.

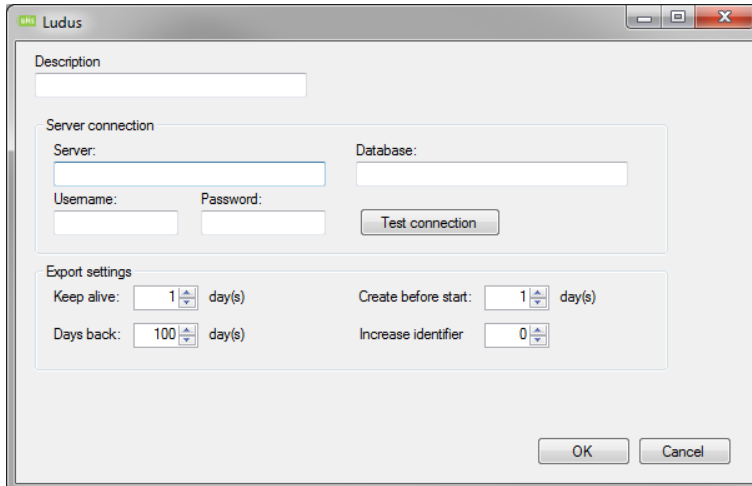
“Filter”

Enter class names. All classes beginning with what you enter will be included in the import.
Only valid for students!

LUDUS

First specify which server to import from and the database name.

Then enter username and password for a user with privileges to read from LUDUS.



“Keep alive”

Specifies how long after a user has stopped in the administrative system that he still is to be imported as being active.

“Days back”

How many days back should the system search, the administrative system, for users that have stopped. This is simply to limit the amount of data being extracted.

“Create before start”

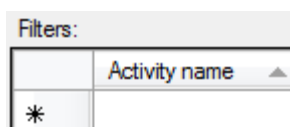
How many days before a user becomes active, in the administrative system, should he be imported and created.

“Increase identifier”

If there is an import from several different administrative servers, of the same type, this function must be used for the system to distinguish between users across administrative systems.

Criteria

Student



Enter the activity name for activities to be included in the import.

It is possible to include all activities beginning with the letter “a” just by entering the letter “a” as the activity name and so forth.

Teacher / Employee

Data source:

Ludus-Teacher	Ludus-Employee
---------------	----------------

Enter the personnel group code for the staff you wish to include in imports.

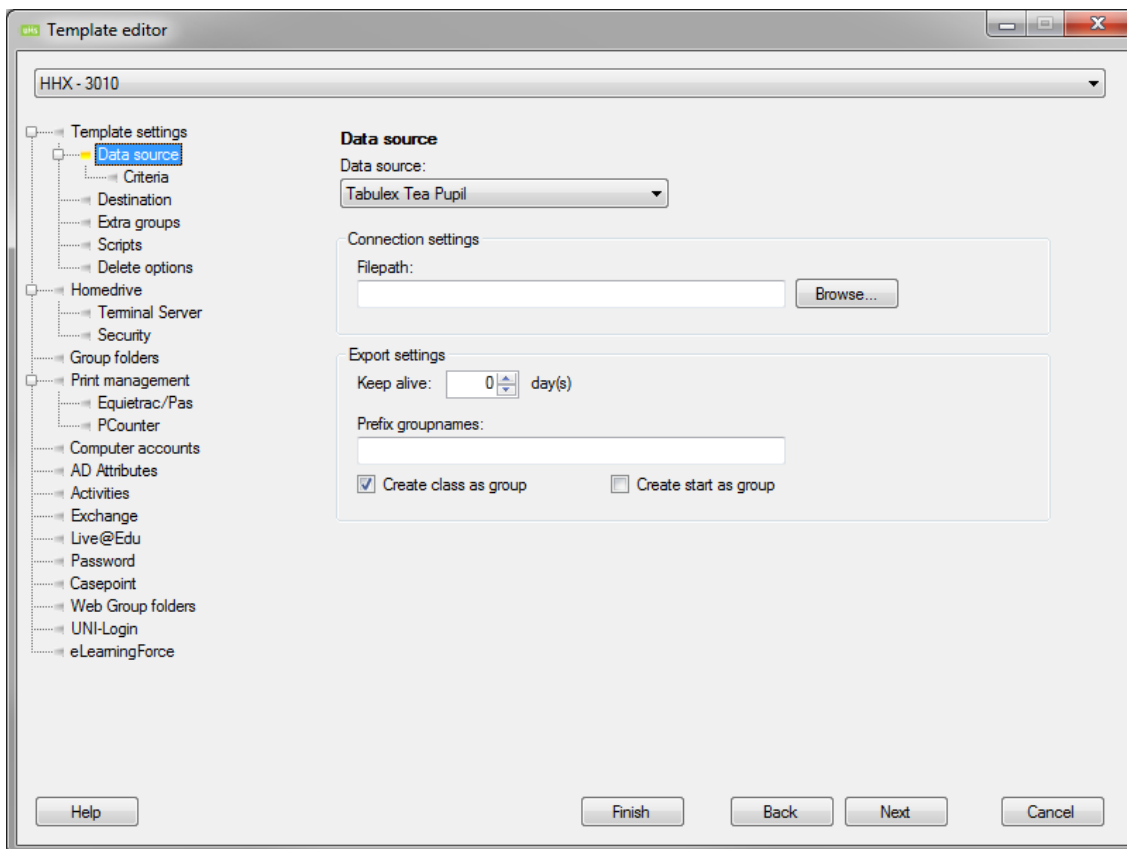
As with students it is possible to enter for instance “avu” and then include all personnel groups beginning with “avu” and so forth.

Filters:

	Personal group
*	

Tabulex Tea

Enter file path to where extracted files are stored.



“Keep alive”

Specifies how long after a user has stopped in the administrative system that he still is to be imported as being active.

“Prefix groupname:”

Insert text string before groupname.

“Create class as group”

Mark this and the user's class e.g. 1A will be created as a group

“Create start as group”

Mark this to create the user's start (year and class track) as a group, e.g. 2010A.

Criteria

Pupil

Filters:

	Skole kode	Klassetrin	Klassespor	Klasse betegnelse
*				

Enter the variable needed for the pupils you wish to include in imports.

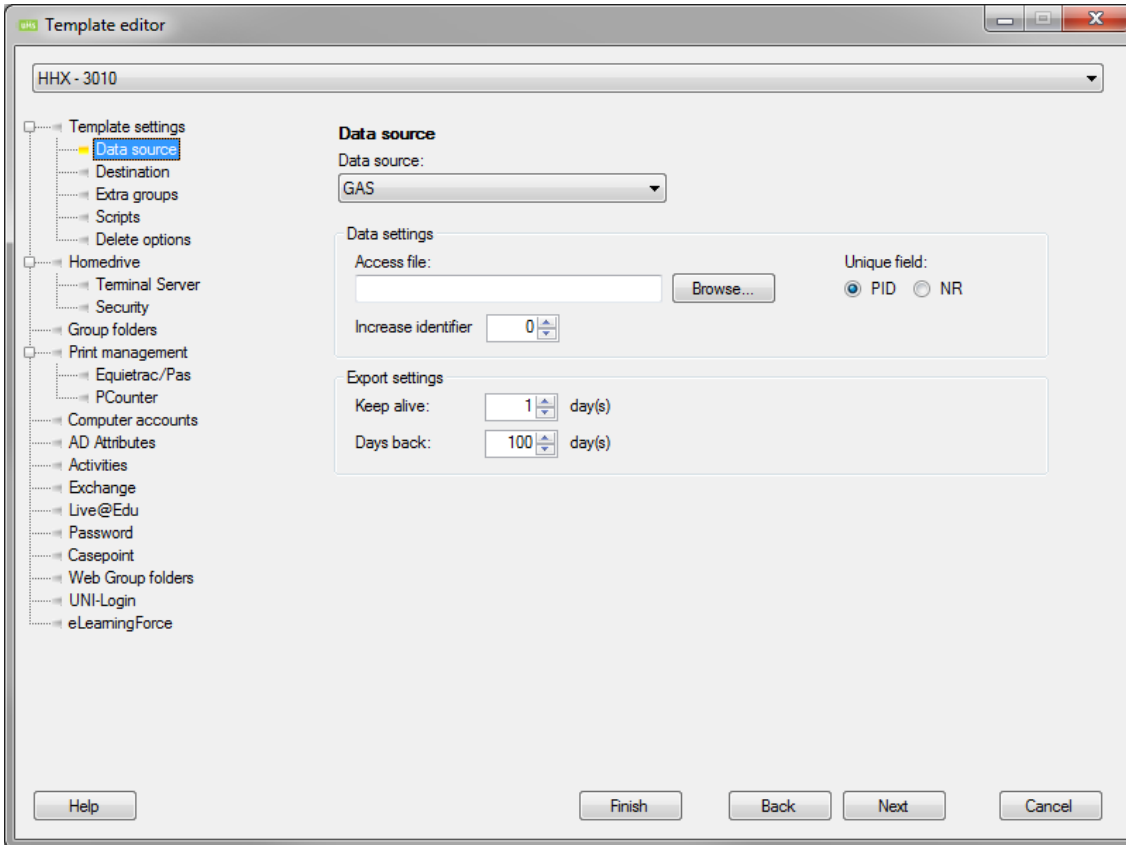
Teacher

Filters:

	Skole kode	Type beskrivelse	Type ID	Holdnavn
*				

Enter the variable needed for the staff you wish to include in imports.

GAS



The screenshot shows the 'Template editor' window for the 'HHX - 3010' template. The left sidebar lists various settings categories, with 'Data source' selected. The main area is divided into three sections:

- Data source:** A dropdown menu set to 'GAS'.
- Data settings:**
 - Access file:** A text input field with a 'Browse...' button.
 - Unique field:** Radio buttons for 'PID' (selected) and 'NR'.
 - Increase identifier:** A spinner box set to '0'.
- Export settings:**
 - Keep alive:** A spinner box set to '1' day(s).
 - Days back:** A spinner box set to '100' day(s).

At the bottom, there are buttons for 'Help', 'Finish', 'Back', 'Next', and 'Cancel'.

“Access file”

Enter the full UNC path containing the Access database file name.

“Unique field”

Here you determine which field, from the administrative system, to be used as student number.

If there are multiple administrative systems, use SLI mode. This is to ensure that there is exactly one student number per person.

“Increase identifier”

If there is an import from several different administrative servers, of the same type, this function must be used for the system to distinguish between users across administrative systems.

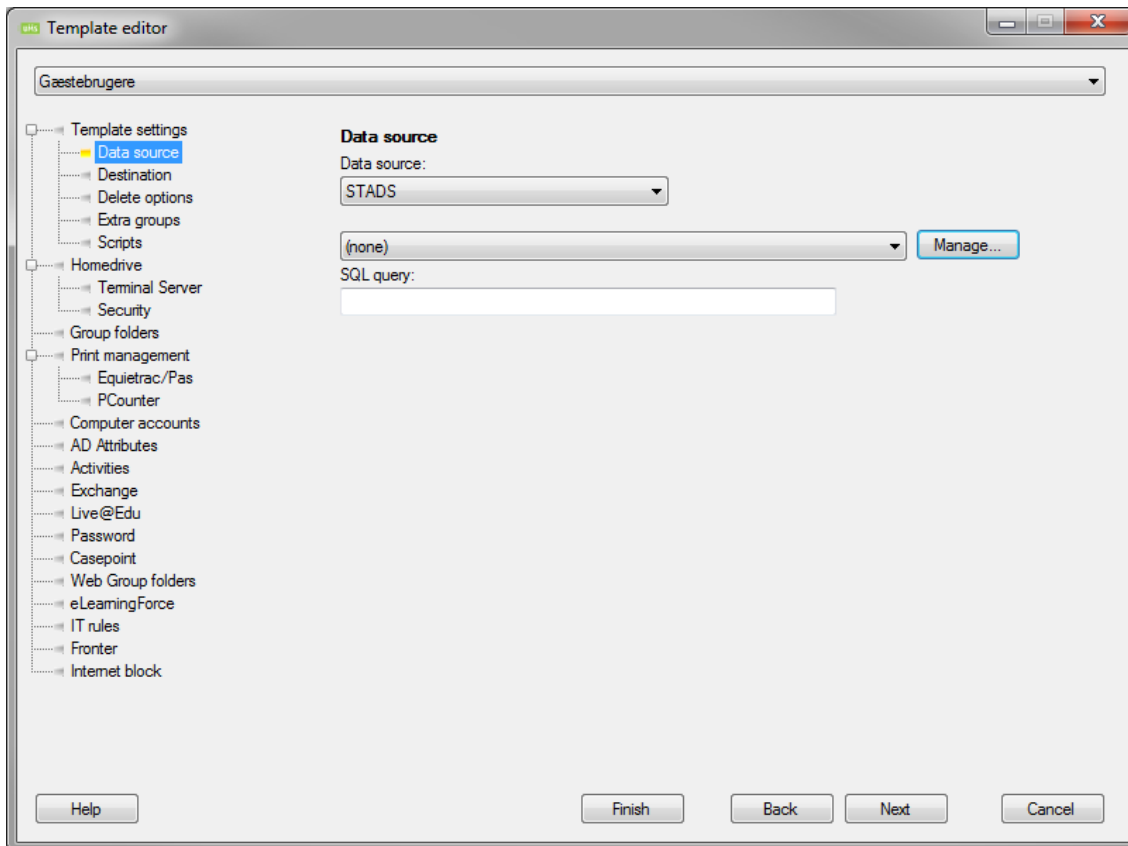
“Keep alive”

Specifies how long after a user has stopped in the administrative system that he still is to be imported as being active.

“Days back”

How many days back should the system search, the administrative system, for users that have stopped. This is simply to limit the amount of data being extracted.

STADS



“SQL query”

Here you can enter an SQL statement that can be used to differentiate the students to be included in imports. However, this requires knowledge of STADS database.

2 examples are shown below:

The first sentence indicates that it must be a student number with less than 5 characters or exactly 6 characters, where the student number must not start with 5.

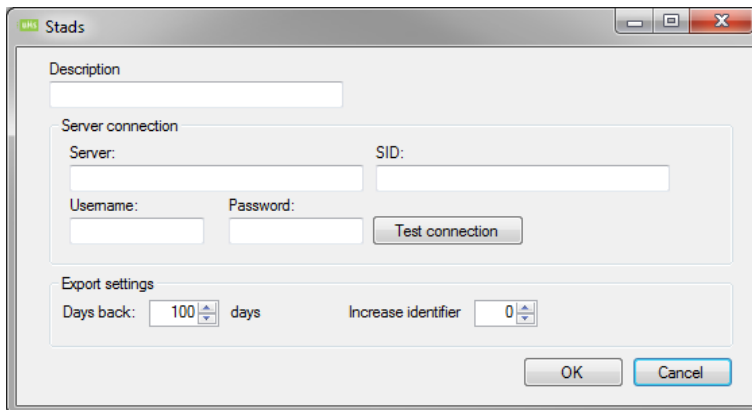
```
((Length(RAG_AKTSTUD.StudieNr) <= 5) Or ((Length(RAG_AKTSTUD.StudieNr) = 6) And (SUBSTR(RAG_AKTSTUD.StudieNr, 1, 1) <> '5')))
```

The second sentence indicates that it must be a student number exactly 6 characters, where the student number must start with 5.

```
((Length(RAG_AKTSTUD.StudieNr) = 6) And (SUBSTR(RAG_AKTSTUD.StudieNr, 1, 1) = '5'))
```

Specify which server to import from.

Then enter username and password for a user with privileges to read from STADS.



“Days back”

When activities are being imported from STADS, it is the activity ending date that determines whether it should be included. If the end date for the activity is within the current date minus the specified number, then the activity is included.

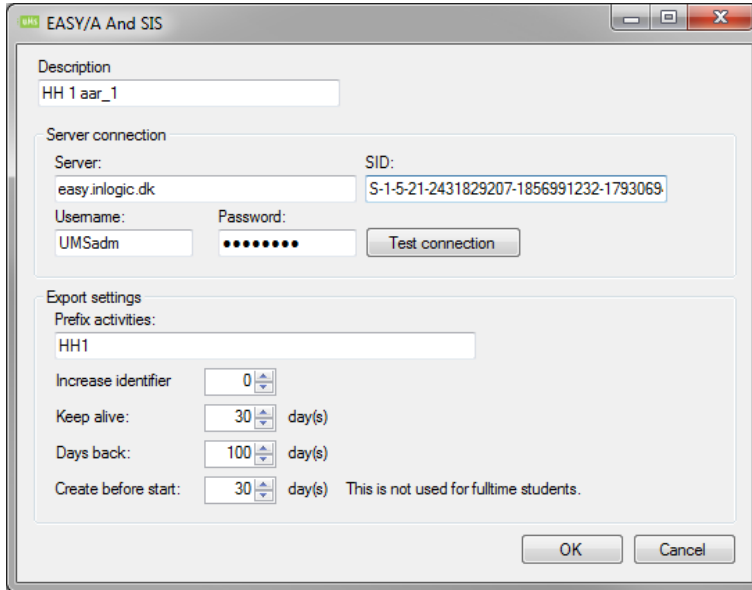
“Increase identifier”

If there is an import from several different administrative servers, of the same type, this function must be used for the system to distinguish between users across administrative systems.

SIS

First specify which server to import from.

Then enter username and password for a user with privileges to read from Easy.



“Increase identifier”

If there is an import from several different administrative servers, of the same type, this function must be used for the system to distinguish between users across administrative systems.

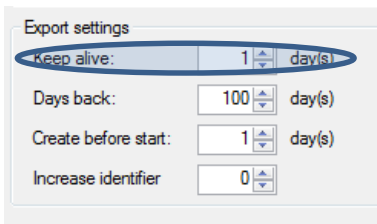
“Keep alive”

Specifies how long after a user has stopped in the administrative system that he still is to be imported as being active.

“Days back”

How many days back should the system search, the administrative system, for users that have stopped. This is simply to limit the amount of data being extracted.

If you for certain groups wish to disregard the days to keep alive you can set this in "Destination".



Export settings

Keep alive: 1 day(s)

Days back: 100 day(s)

Create before start: 1 day(s)

Increase identifier: 0

For these groups you have to mark "Disregard keepalive" in "Destination" → "Group settings"

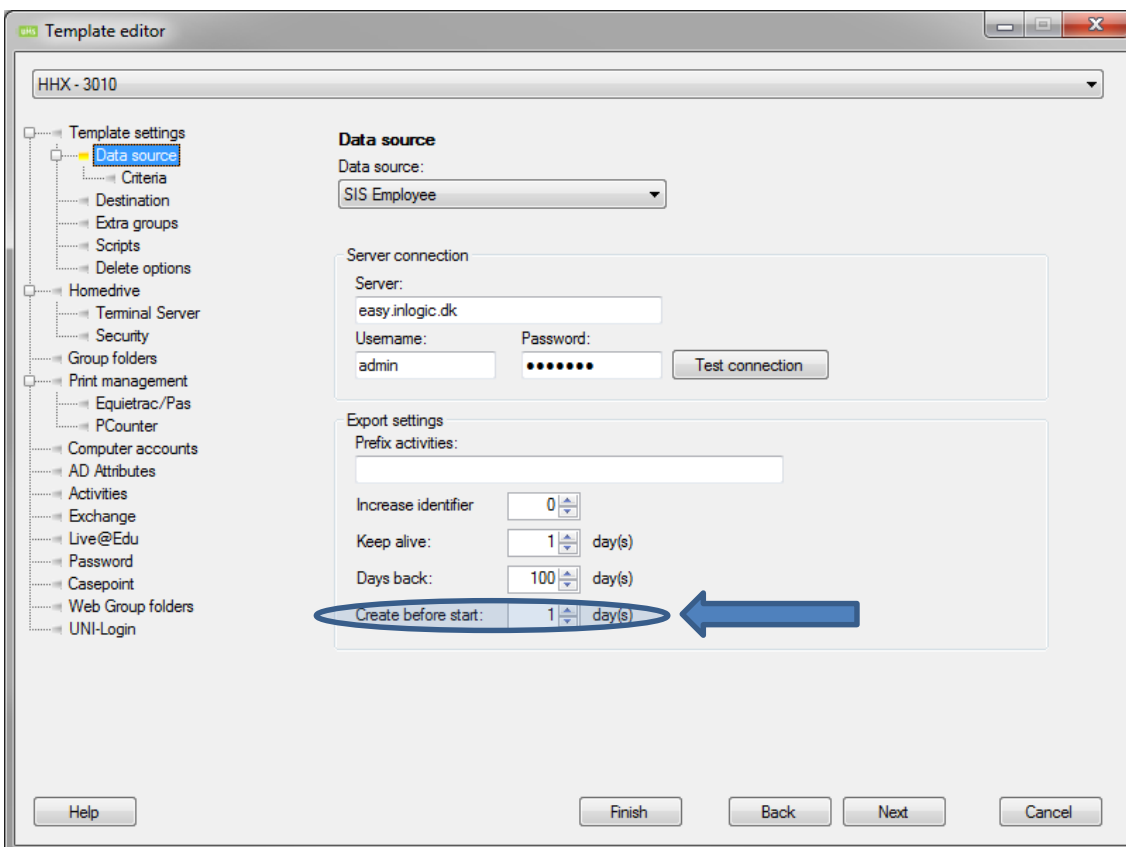


Group settings

Security group for template: Select... Disregard keepalive

Distribution group for template: Select... Disregard keepalive

SIS Employee, IV studies and AMU courses all have an extra feature.



Template editor

HHX - 3010

Template settings

- Data source
- Criteria
- Destination
- Extra groups
- Scripts
- Delete options

Homdrive

- Terminal Server
- Security
- Group folders

Print management

- Equitrac/Pas
- PCounter

Computer accounts

- AD Attributes
- Activities
- Exchange
- Live@Edu
- Password
- Caspoint
- Web Group folders
- UNI-Login

Data source

Data source: SIS Employee

Server connection

Server: easy.inlogic.dk

Username: admin Password: Test connection

Export settings

Prefix activities:

Increase identifier: 0

Keep alive: 1 day(s)

Days back: 100 day(s)

Create before start: 1 day(s)

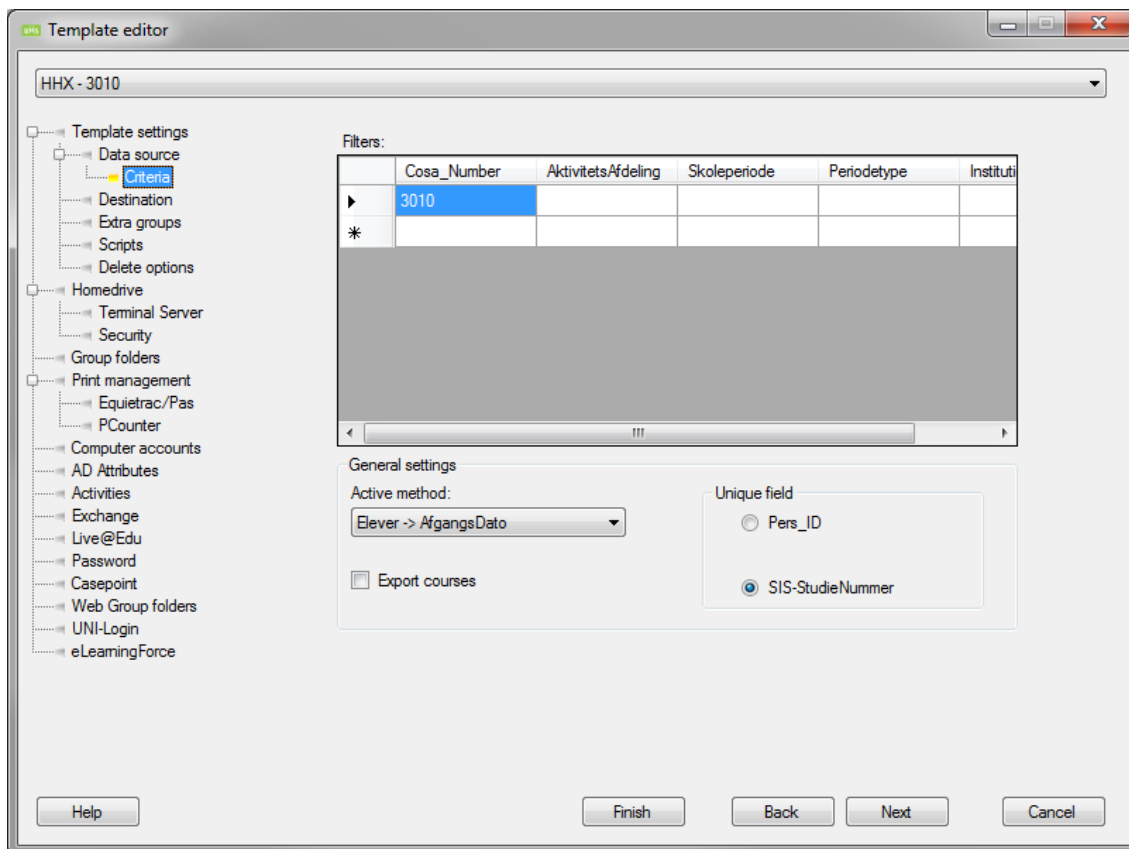
Help Finish Back Next Cancel

"Create before start"

How many days before a user becomes active, in the administrative system, should he be imported and created.

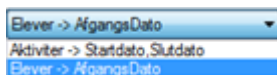
Criteria

Here you determine which students should be included in the import.



"Active method"

Here you choose which field should determine whether the user is active or not.



"Elever → AfgangsDato"

This point refers directly to "afgangsfeltet" in Easy / SIS.

If the field is not filled, the user is considered active.

"Aktiviteter → Startdato, Slutdato"

Here it is the activity that determines whether the user is active or not. This is typically used for users such as "kursister" for whom you do not specify a departure date.

"Unique field"

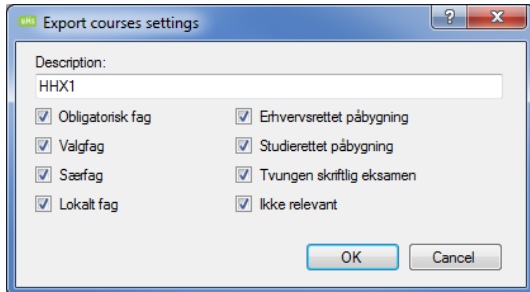
Here you determine which field, from the administrative system, to be used as a student number.

If there are multiple administrative systems, use SLI mode. This is to ensure that there is exactly one student number per person.

"Export courses"

If checked, "skolefag" will be imported. This is primarily used by UMS LMS, and can be used by the institution itself.

Choose which "skolefag" to include in the import.



SIS-AMU

Having chosen SIS-AMU, under Data source, enables the following criteria.

Filters:			
	Cosa_Number	AktivitetsAfdeling	InstitutionsKode
*			

It is possible to specify which "AktivitetsAfdeling" and or "InstitutionsKode" to include in the import.

SIS-Employee

Having chosen SIS-Employee, under Data source, enables the following criteria.

Filters:		
	Afdeling	Ansvarsområde

It is possible to specify which "Afdeling" or "Ansvarsområde" to include in the import.

NOTE: It is possible to choose whether to use "Afdeling" or "Ansvarsområde" as criteria.

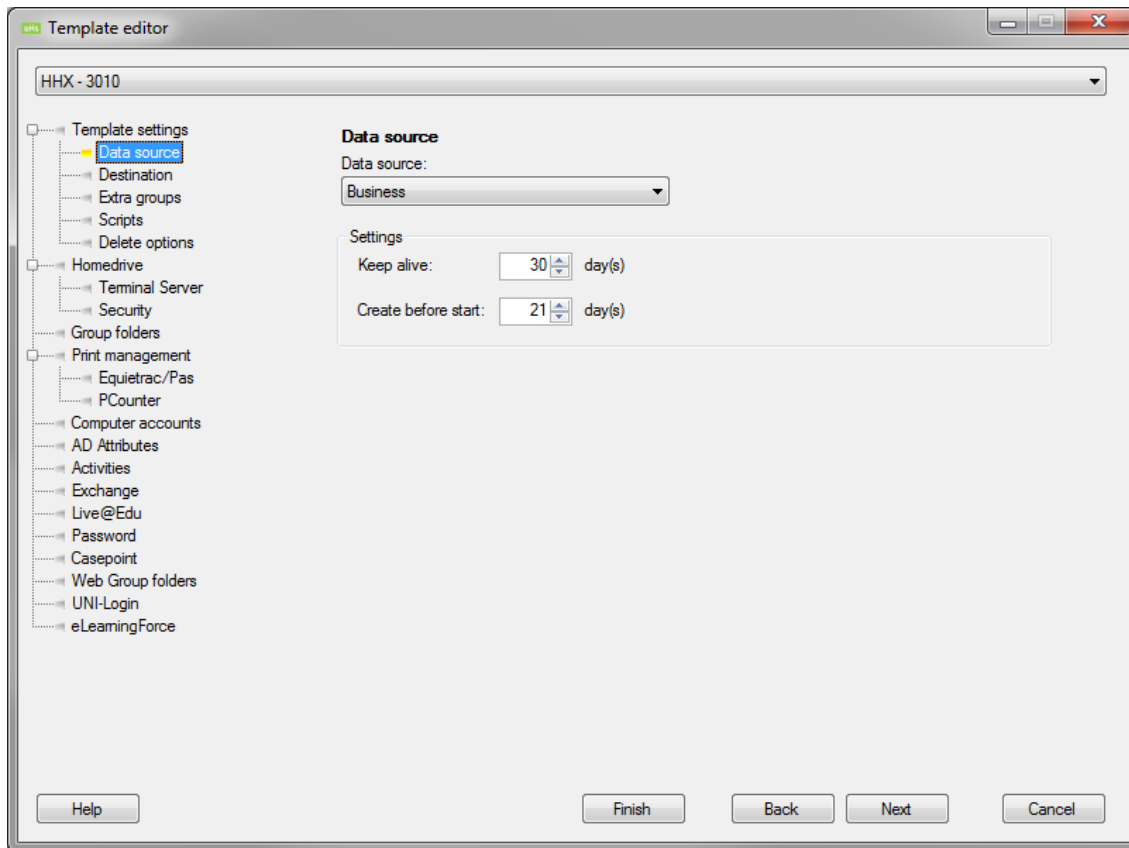
SIS-IV

Having chosen SIS-IV, under Data source, enables the following criteria.

Filters:		
	Cosa_Number	AktivitetsAfdeling
*		

It is possible to specify which "AktivitetsAfdeling" to include in the import.

Business



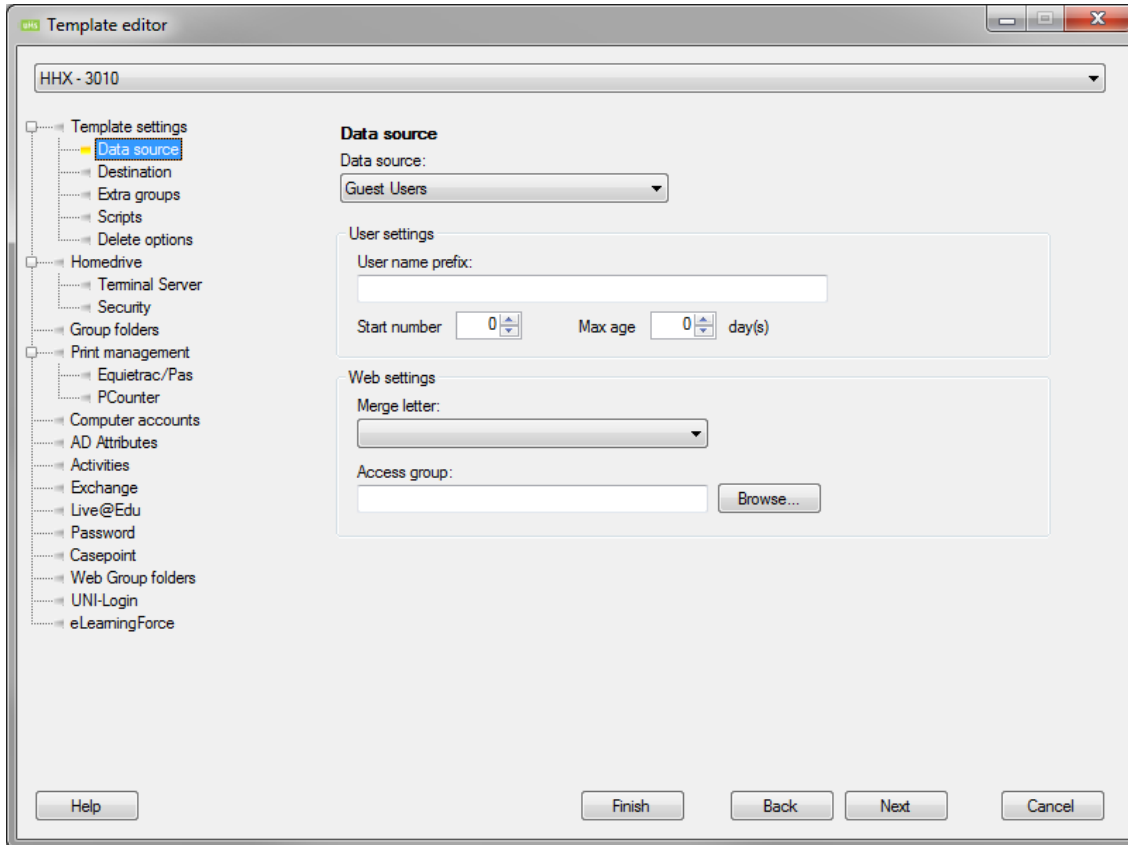
“Keep alive”

Specifies how long after a user has stopped in the administrative system that he still is to be imported as being active.

“Create before start”

How many days before a user becomes active, in the administrative system, should he be imported and created.

Guest Users



The screenshot shows the 'Template editor' window for 'HHX - 3010'. The left sidebar lists various template settings, with 'Data source' selected. The main area displays the configuration for 'Guest Users' under the 'Data source' section. It includes a 'User settings' section with a 'User name prefix' field, a 'Start number' spinner set to 0, and a 'Max age' spinner set to 0 days. The 'Web settings' section includes a 'Merge letter' dropdown and an 'Access group' field with a 'Browse...' button. At the bottom are 'Help', 'Finish', 'Back', 'Next', and 'Cancel' buttons.

“User name prefix”

Here you enter the prefix you want the guest users to be created with.

This means that guest users are created with that prefix, followed by the "Start number".

“Start number”

Enter the number that users will be granted after the specified prefix.

For example if "User name prefix" is the GuestWest and "Start number" is "50 ", then users will be called GuestWest50, GuestWest51 and so forth.

“Max age”

Enter a maximum life span in days for this type of users.

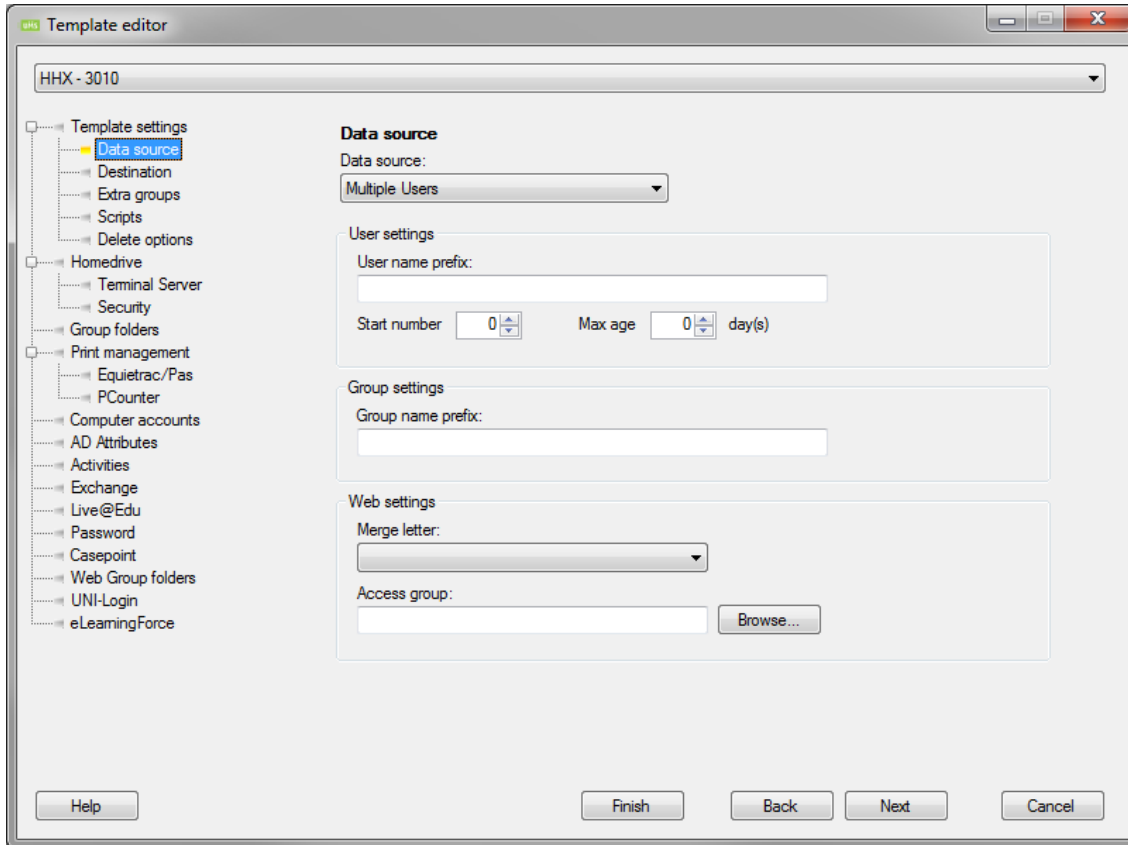
“Merge letter”

Specify the "merge letter" template to be used as default, when creating guest users.

“Access group”

Here you specify the group in AD, whose members shall be able to create guest users for this configuration.

Multiple users



“User name prefix”

Here you enter the prefix you want the users to be created with.

This means that users are created with that prefix, followed by the "Start number".

“Start number”

Enter the number that users will be granted after the specified prefix.

For example if "User name prefix" is the AMUWest and "Start number" is "1 ", then users will be called AMUWest1, AMUWest2 and so forth.

“Max age”

Enter a maximum life span in days for this type of users.

“Group name prefix”

Here you enter the prefix you want the groups to be created with.

This means that groups are created with that prefix, followed by the name given at the creation in UMS web.

For example, if the "Group name prefix" is 2MUgroup and you choose to call the group "- Udvikling" when creating it, then the group will be called "2MUgroup - Udvikling".

This is also the name that will be shown during a search in UMS web.

“Merge letter”

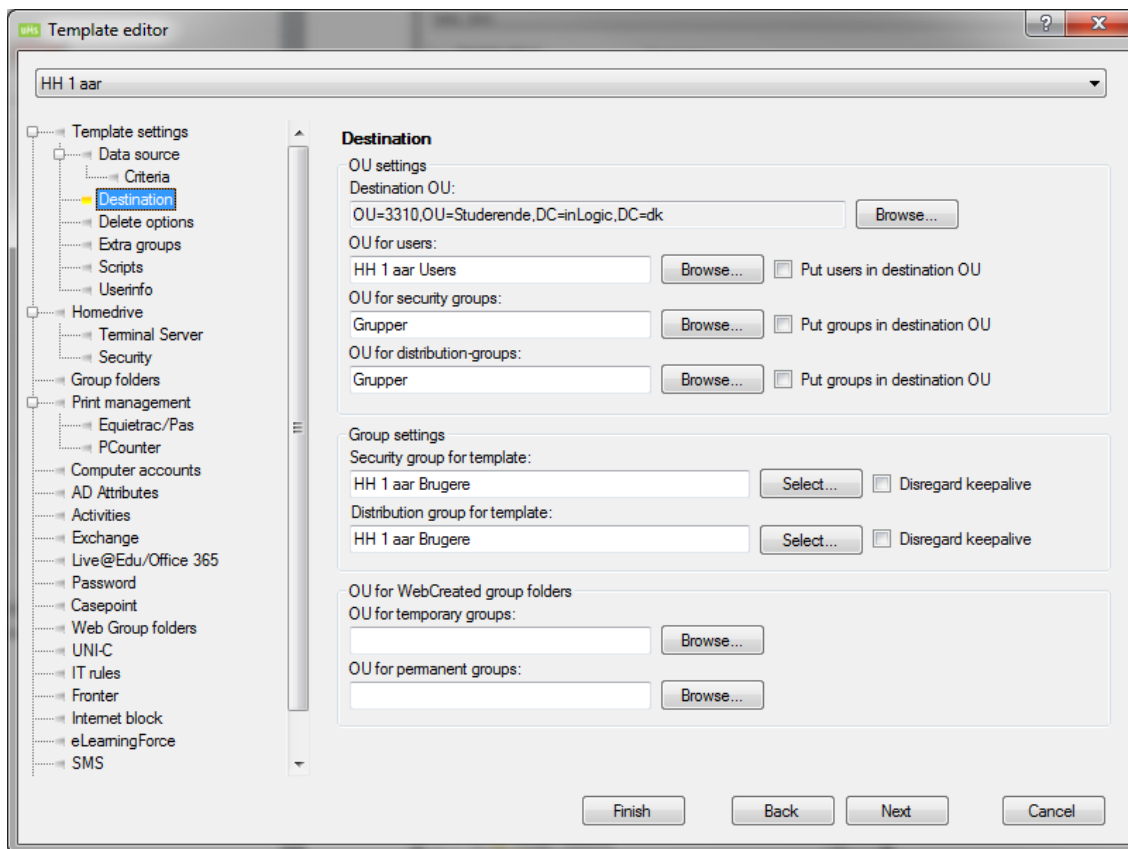
Specify the "merge letter" template to be used as default, when creating multiple users.

“Access group”

Here you specify the group in AD, whose members shall be able to create users for this configuration.

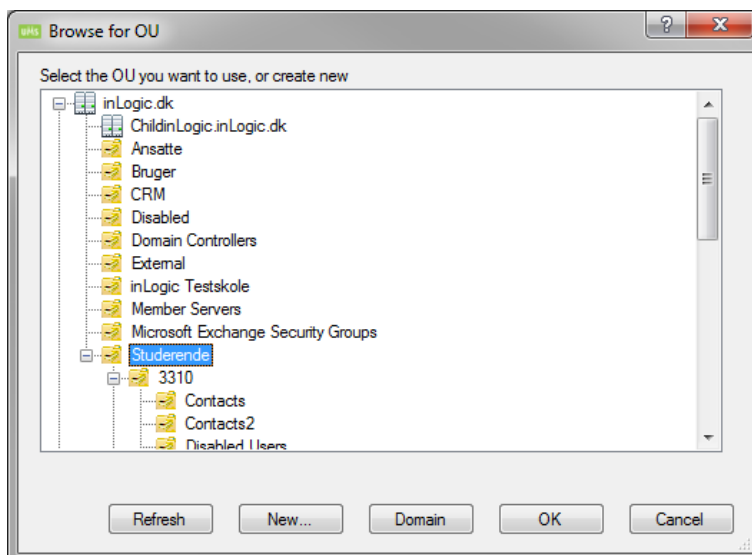
Destination

Specify where in the AD that the active template is to save its data.



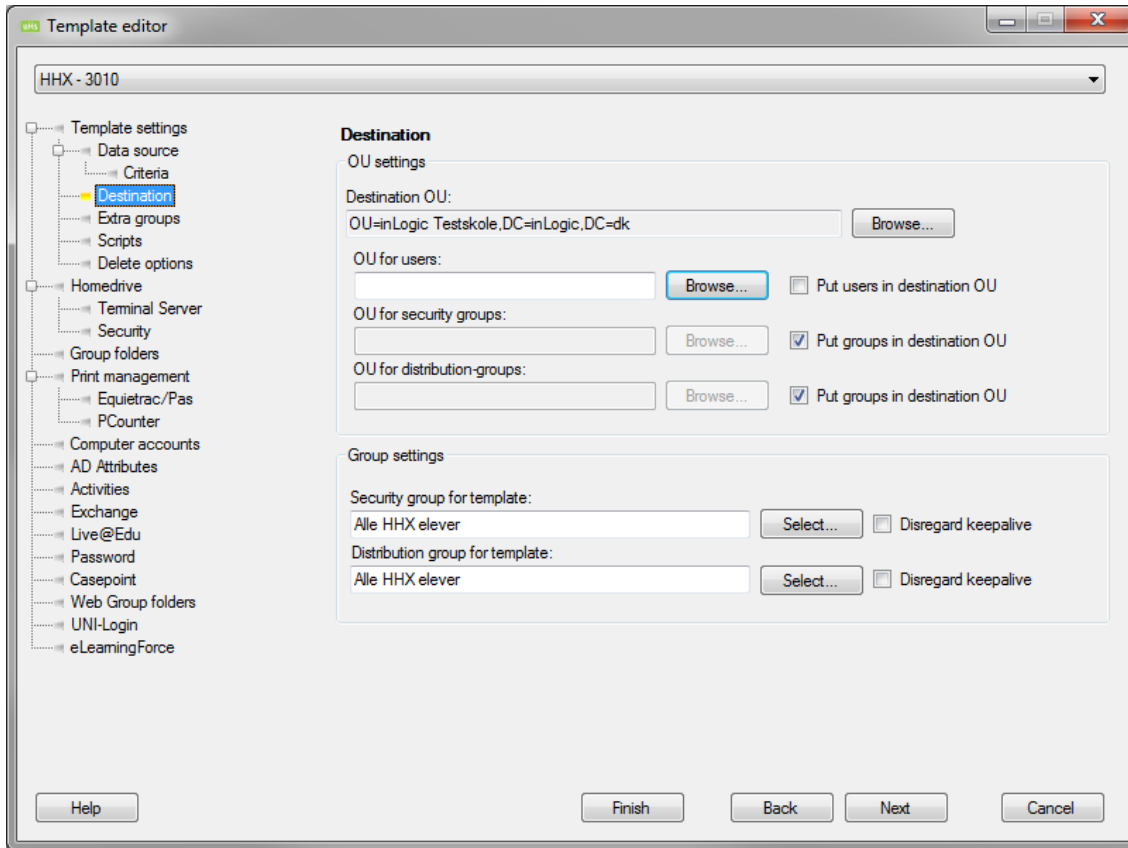
“Destination OU”

You can browse for an existing OU or create a new one.

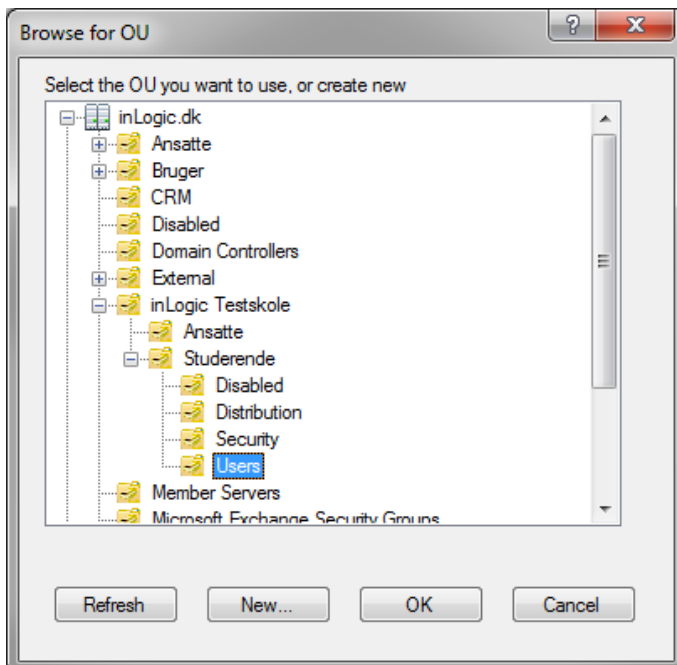


“OU for users, security group and distribution group”

You can choose to store users, security groups and distribution groups in separate OU's or you can mark the "Put [subject] in destination OU" and all data will be saved in this specific OU.

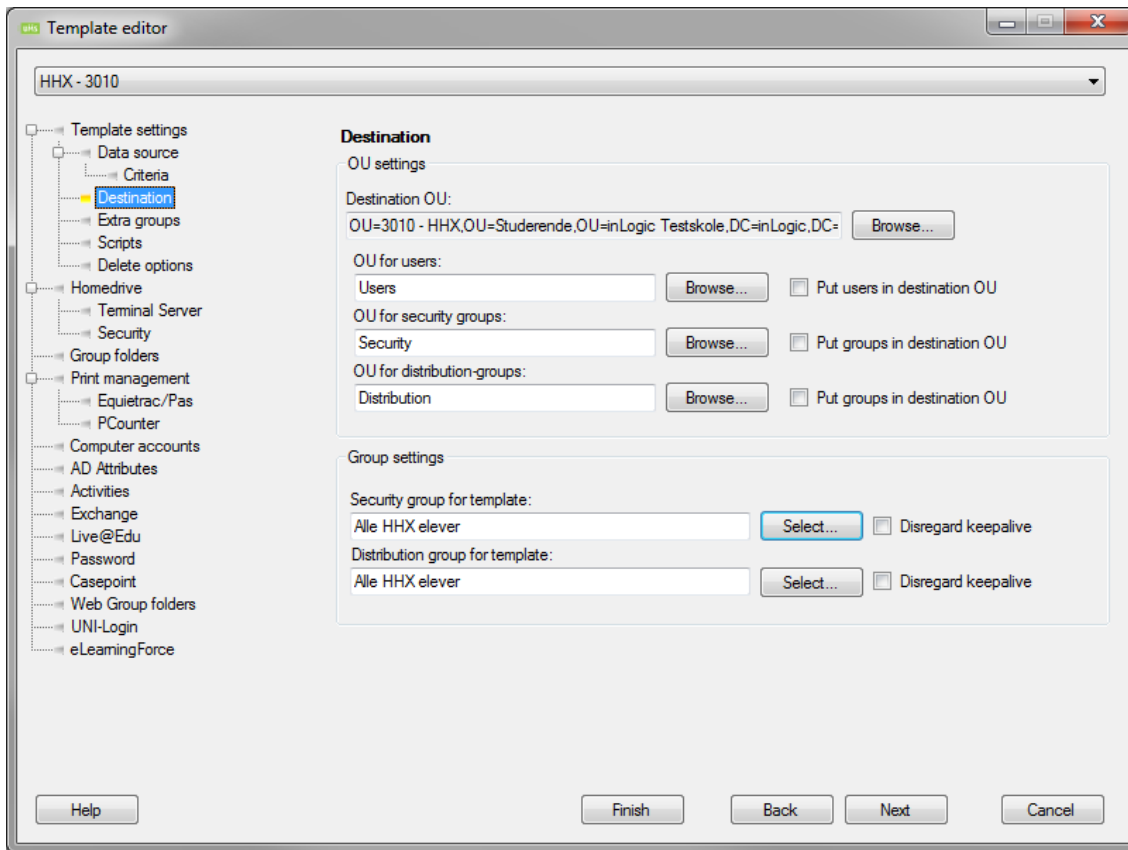


If you wish you can make distinct OU's like below.

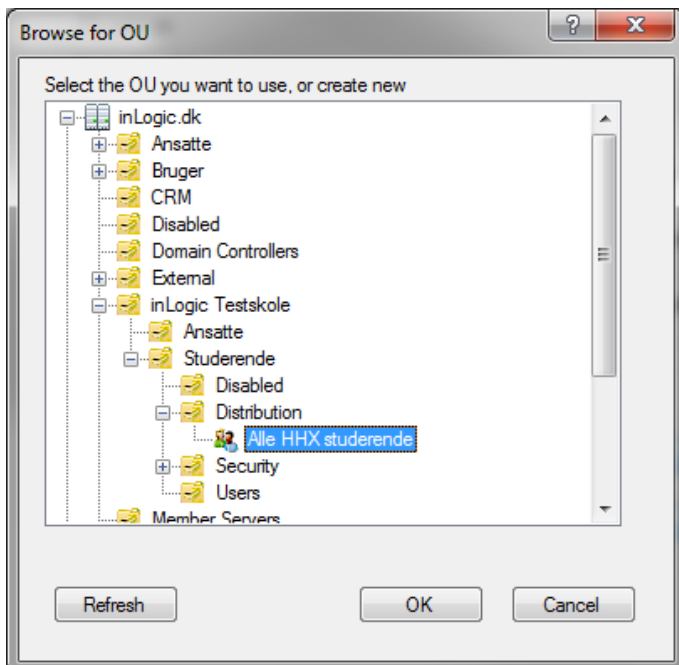


"Group settings"

Here you can enter text directly and the group will be created when the program is executed. The groups will be created and placed accordingly to what you have selected in "OU for security group and distribution group".



Or you can browse the AD and select an existing group.



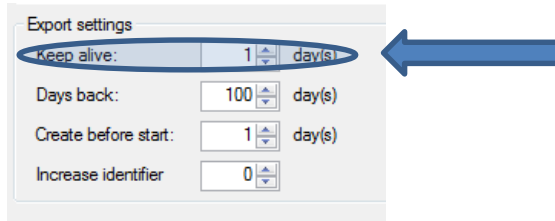
These groups are automatically maintained for the users in the active template.

"Disregard keepalive"

Mark this if you wish to disregard the settings from the template.

“Keep alive”

Specifies how long after a user has stopped in the administrative system that he still is to be imported as being active.

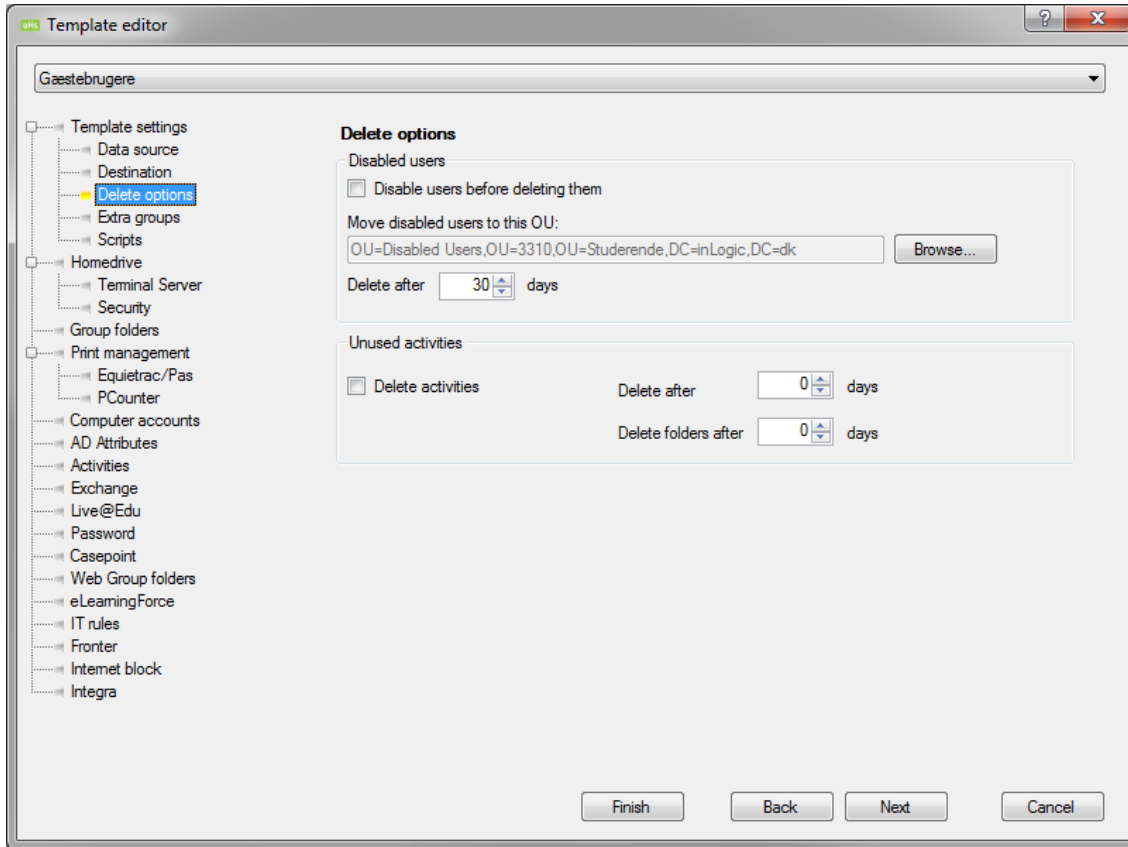



NB!

Users manually created and placed in OU's handled by UMS will be deleted by UMS!
This is due to UMS being a fully automated system and therefore maintains the OU's specified by you.

Delete options

When the users stop you can choose to have them moved to a different OU. They will be deactivated, removed from the groups that are familiar to the UMS and hidden from the exchange address list.



Disabled users

“Do not delete users”

Mark this to disable users instead of having them deleted.

“Delete after”

Set the numbers of days the users are to be disabled before being deleted.

Unused activities

“Delete activities”

If the activities are deleted in the administrative system before the end date is reached, they will remain until manually deleted. This can be automated by marking “Delete unknown groups” under “Advanced template settings” in Template settings.

“Delete after”

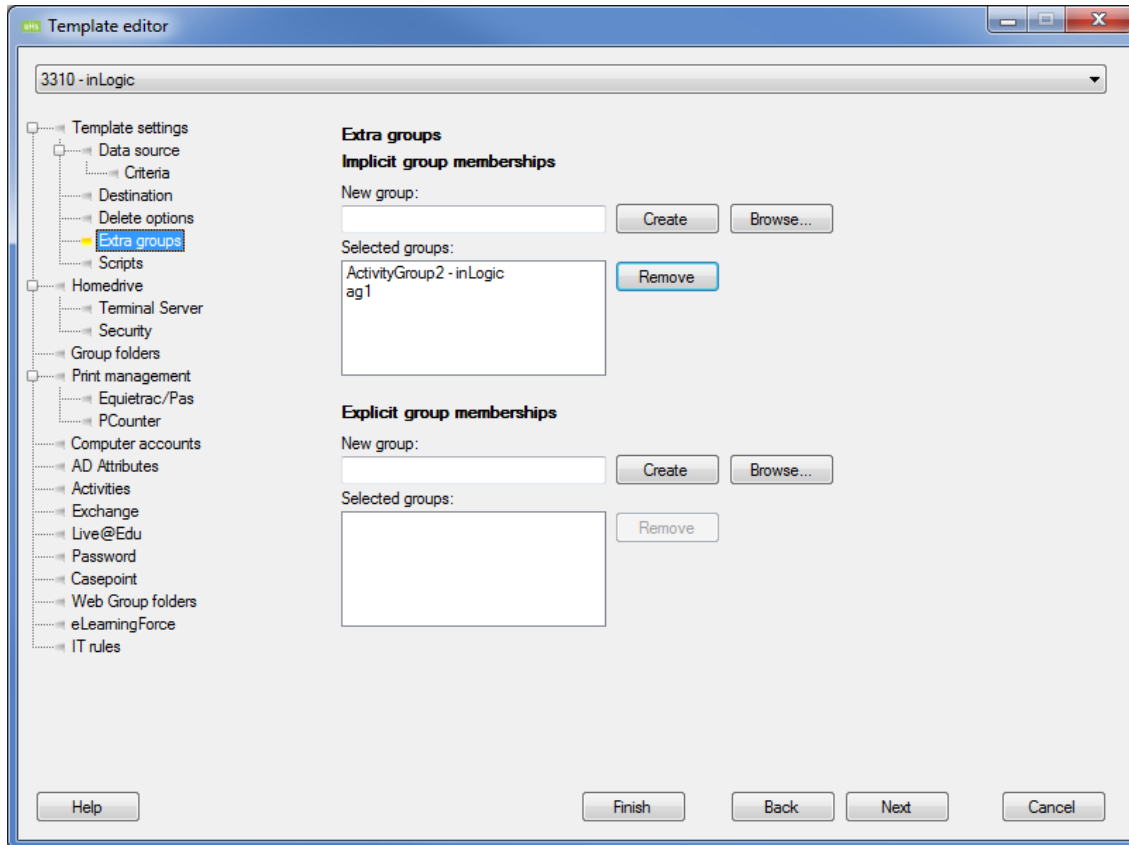
Days to keep alive before deleting activity group in AD.

“Delete folder after”

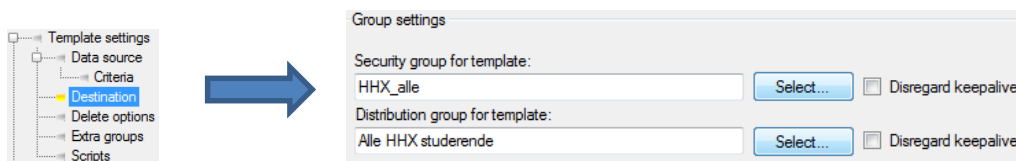
If “Group folders” is activated, you here specify the amount of days to keep the groups in AD and on fileserver before deleting them.

Extra groups

Additional rights can be given to the users.



The groups specified in “Group settings” in the “Destination” window will be put into the extra groups and not the users themselves.

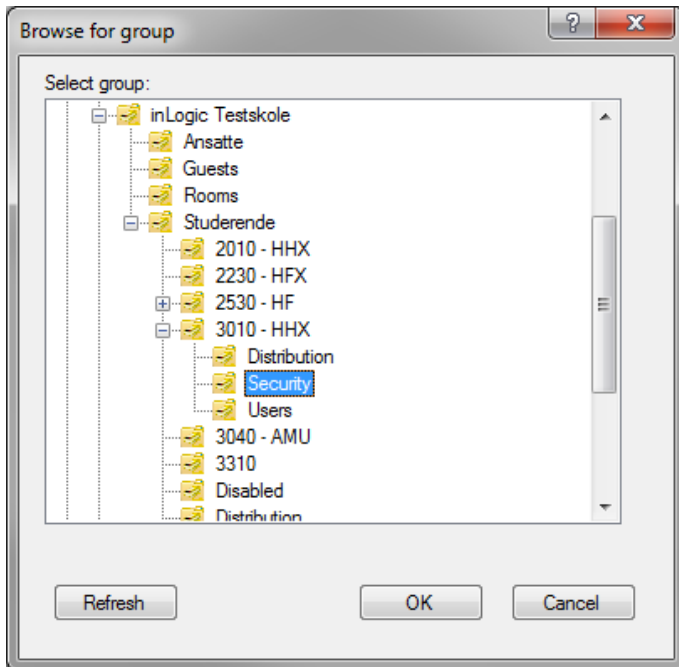


Use “Explicit group memberships” with caution.

These groups will not automatically be handled by UMS and users will therefore not be removed.

This is primarily used when having firewalls or a network structure (WLANs), which do not support implicit group memberships.

Select existing group from AD



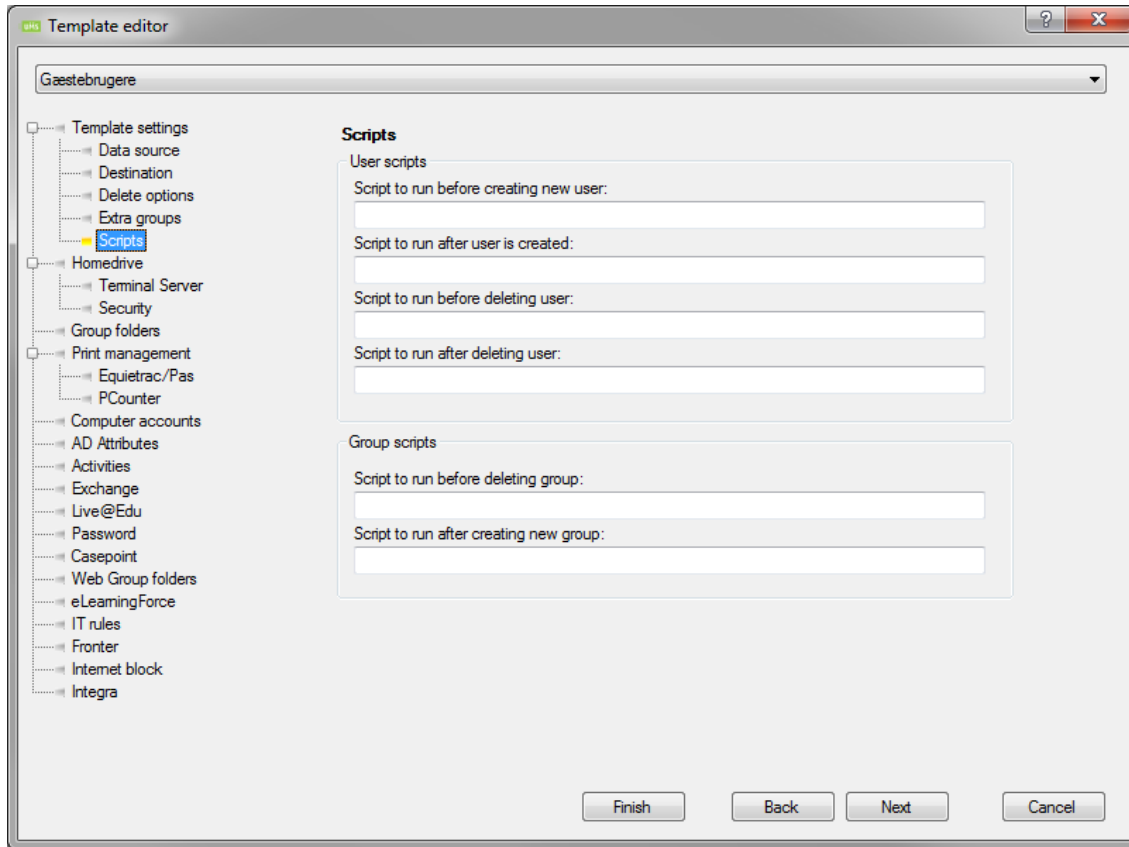
Scripts

User scripts

It is possible to execute scripts before and/or after creating and deleting users.

Group scripts

It is possible to execute scripts before deleting and/or after creating groups.



The scripts must be in the same directory as AddUser.exe.

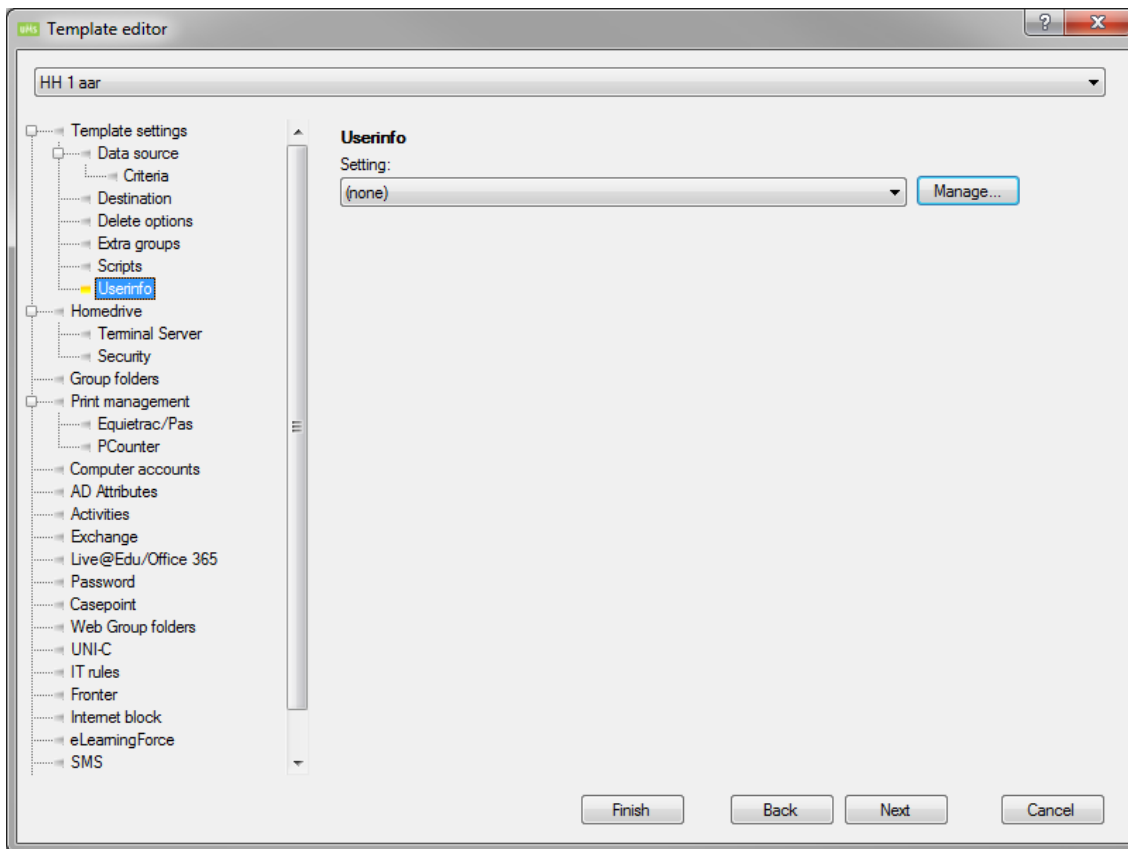
The script/program will be called with 2 parameters. The first is Username and the second is the domain controller where the user was created.

Example:

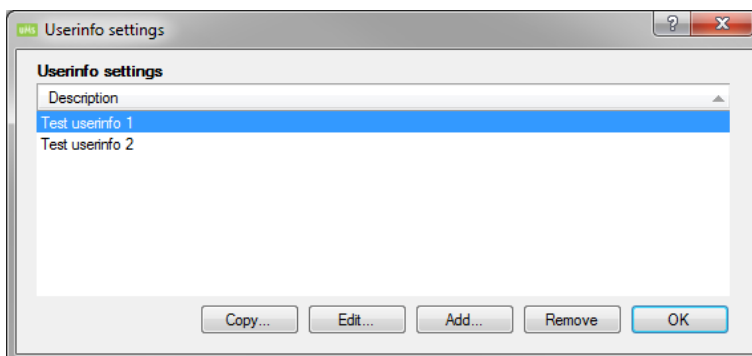
BackupHomedrive.bat <Username> <DomainController>

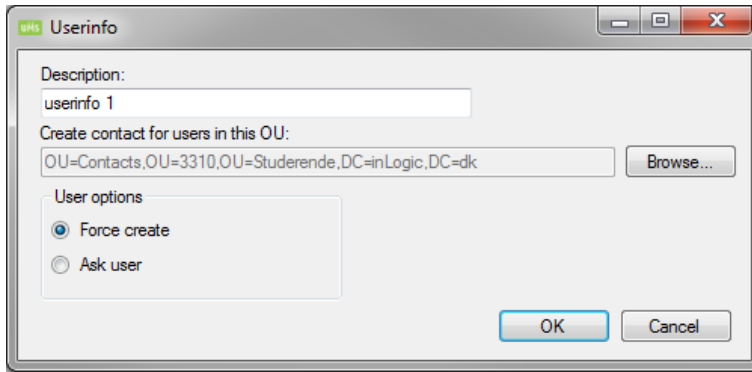
Userinfo

Here you specify where to place the contacts created when allowing the users to enter their private mail address.



Choose an existing template or create a new.





“Description”

Enter a descriptive name.

“Create contact for users in this OU”

Browse and choose which OU to place the contacts in.

User options

“Force create”

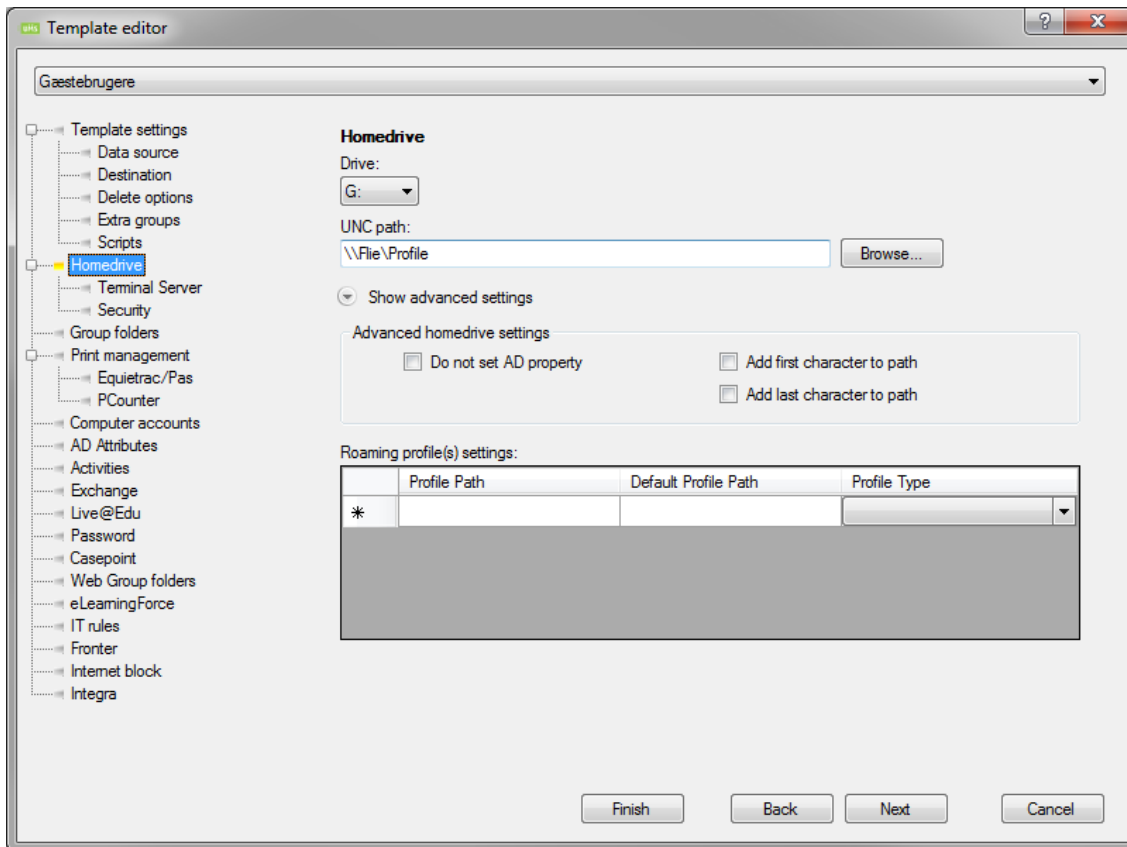
Update the user without prompting. The redirection is activated without prompting the user.

“Ask user”

Prompt the user to accept the change. The user will be asked to confirm the mail redirect.

Homedrive

Here you specify where to place “Home Directory” and “Profile Directory”.



The screenshot shows the 'Template editor' window for 'Gæstbrugere'. The left sidebar lists various settings categories, with 'Homedrive' selected. The main area is titled 'Homedrive' and contains the following fields and options:

- Drive:** A dropdown menu set to 'G:'.
- UNC path:** A text box containing '\\File\\Profile' and a 'Browse...' button.
- Show advanced settings:** A checkbox that is currently checked.
- Advanced homedrive settings:** A section containing three checkboxes:
 - ☐ Do not set AD property
 - ☐ Add first character to path
 - ☐ Add last character to path
- Roaming profile(s) settings:** A table with the following structure:

	Profile Path	Default Profile Path	Profile Type
*			

At the bottom of the window are four buttons: 'Finish', 'Back', 'Next', and 'Cancel'.

“Drive”

Specify what drive to place the Directories on.

“UNC path”

Browser or enter the path where the folders are to be placed.

Show advanced settings

“Do not set AD property”

Mark this if you do **NOT** wish to set “Home Drive” and “Home Directory” in AD. You can choose to let a login script do this.

“Add first character to path”

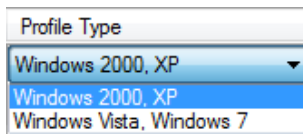
Mark this is you wish to add first username character to profile and home directory path.

“Add last character to path”

Mark this is you wish to add last username character to profile and home directory path.

“Roaming profile(s) settings”

Remember to specify which profile type is used.



Vista and Windows 7 will automatically add “.v2” to the profile name. If the users have access to machines with Windows 2000/XP and Vista/Windows 7, both types should be specified to avoid problems.

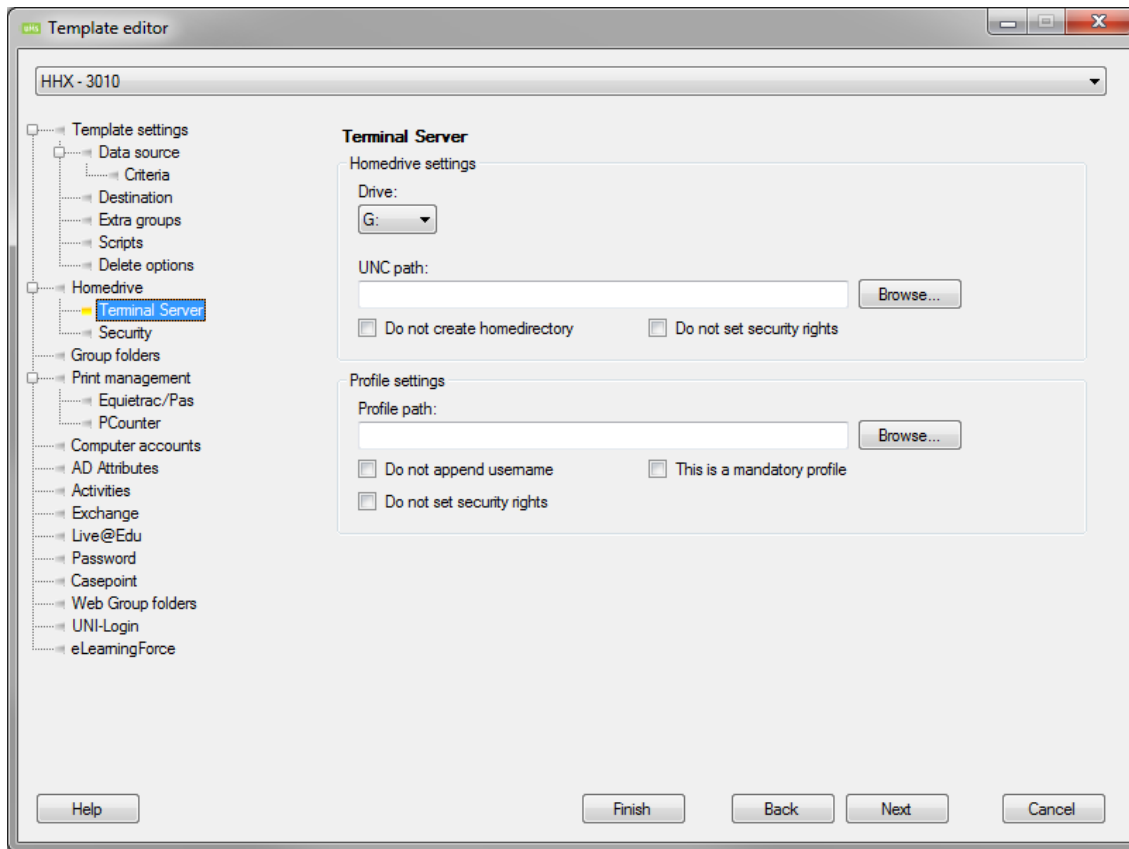


NB!

Folders manually created and placed in folders handled by UMS will be deleted by UMS!
This is due to UMS being a fully automated system and therefore maintains the folders specified by you.

Terminal Server

Here you specify where to place “Home Directory” and “Profile Directory”.



Drive”

Specify what drive to place the Directories on.

“UNC path”

Browser or enter the path where the folders are to be placed.

”Do not create home directory”

Mark this is you do not want to create home directories for the users.

“Do not set security rights”

Mark this if you do not want to add other rights to folders than default specified.

“Profile path”

Enter or browse and choose where to place the folders.

“Do not append username”

Mark this is you do wish to append username to profile path.

“This is a mandatory profile”

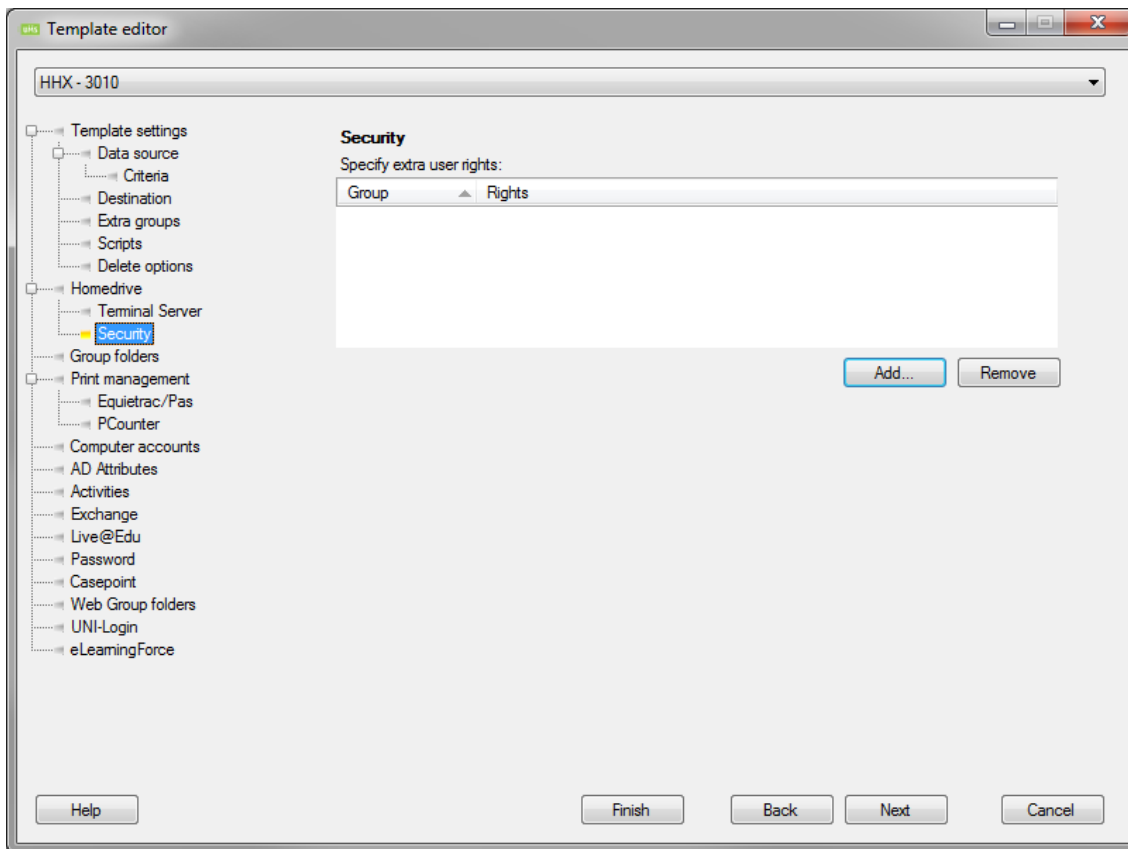
Mark this to make the profiles of the type mandatory profile.

“Do not set security rights”

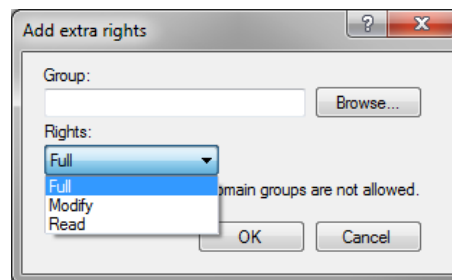
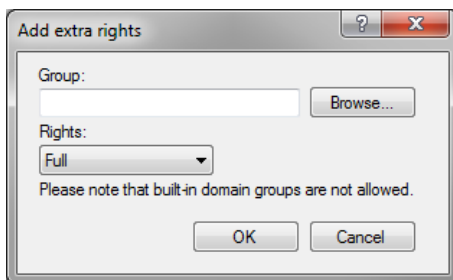
Mark this if you do not want to add other rights to folders than default specified.

Security

Additional privileges for groups that need to be able to access “Home Directory” and “Profile Directory”

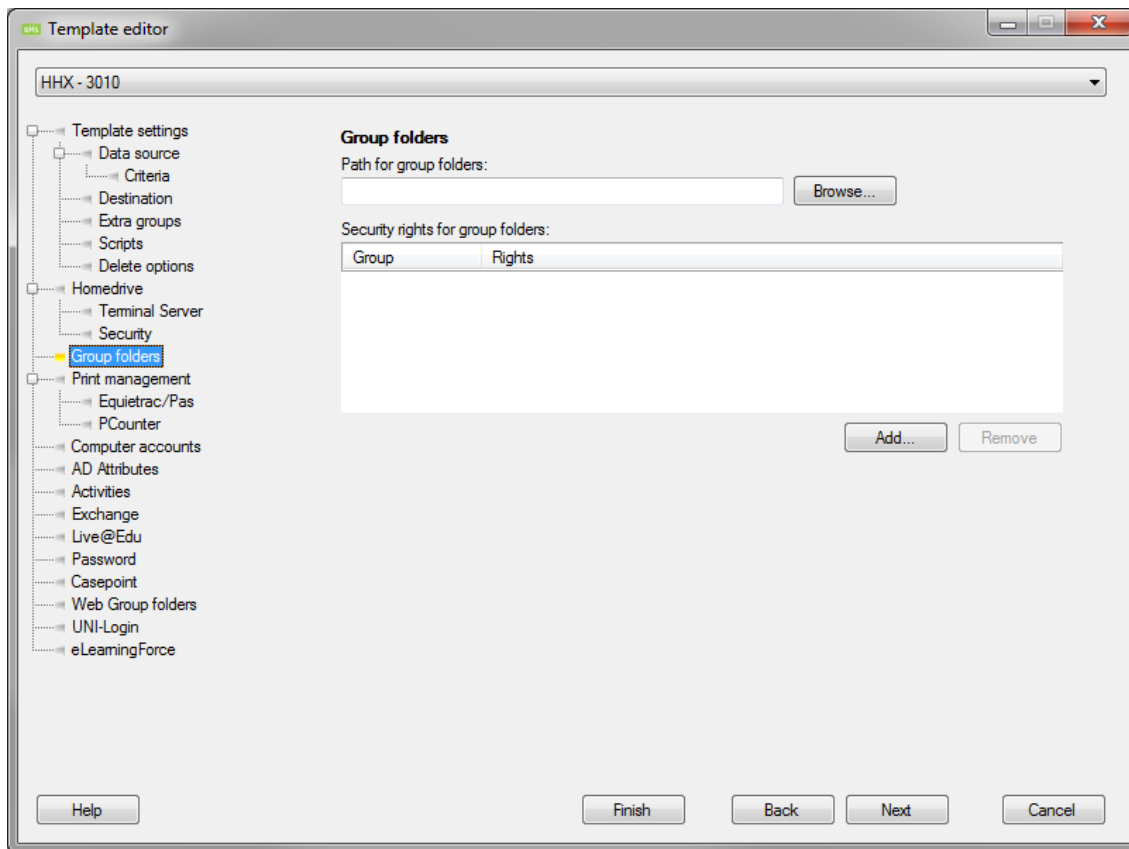


To add a group, choose the group from the AD and specify the level of rights you wish to grant the group.



Group folders

If there is to be created group folders, imported from the source databases such as EASY or SIS, this is where you specify it. It is the activities that will be created.

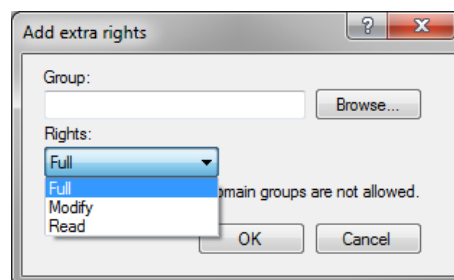
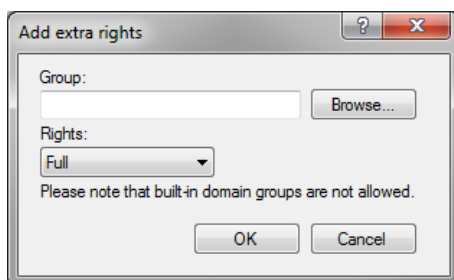


“Path for groupfolders”

Browser and choose or enter the UCN path where the folders are to be placed.

“Security rights for group folders”

To add a group, choose the group from the AD and specify the level of rights you wish to grant the group.



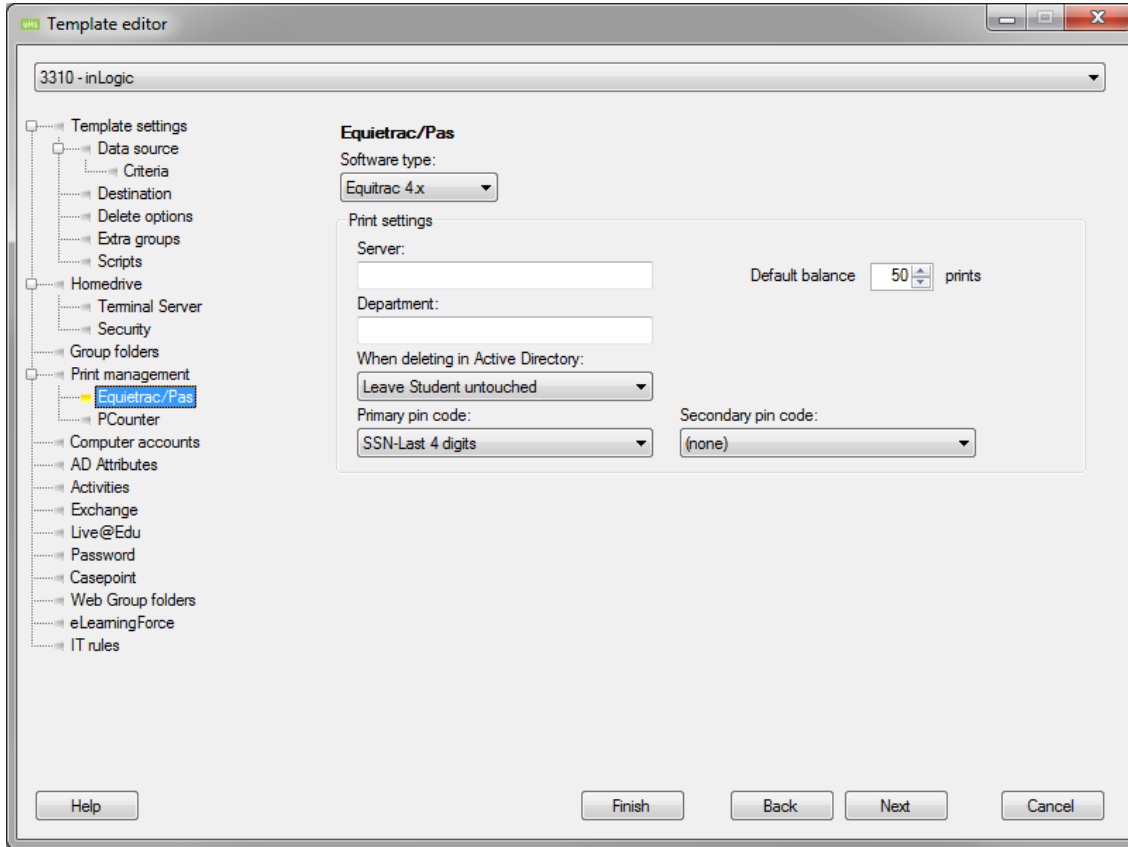
This is in addition to the default privileges that Domain Admins and the activity itself are granted.

[Default privileges: Domain admins – Full, Activities – Modify]

Print management

PAS/Equitrac

Specify settings for PAS and its successor Equitrac.



The screenshot shows the 'Template editor' window for '3310 - inLogic'. The left sidebar lists various settings categories, with 'Equitrac/Pas' selected under 'Print management'. The main area displays the 'Equitrac/Pas' settings, including a 'Software type' dropdown set to 'Equitrac 4x'. Below this is a 'Print settings' section with fields for 'Server', 'Department', 'When deleting in Active Directory' (set to 'Leave Student untouched'), 'Primary pin code' (set to 'SSN-Last 4 digits'), and 'Secondary pin code' (set to '(none)'). A 'Default balance' field is set to '50 prints'. At the bottom are buttons for 'Help', 'Finish', 'Back', 'Next', and 'Cancel'.

“Server”

Specify the print server.

“Default balance”

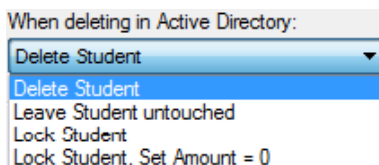
Enter the default print amount for the users at creation.

“Department”

Specify the department for the users.

“When deleting in Active Directory”

When users are deleted in AD, you can specify how to handle this.



The screenshot shows the 'When deleting in Active Directory:' dropdown menu. The options are: 'Delete Student' (selected), 'Delete Student', 'Leave Student untouched', 'Lock Student', and 'Lock Student, Set Amount = 0'.

“Primary pin code”

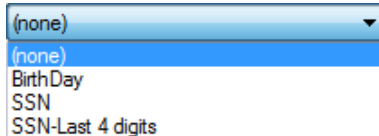
Choose what to use as primary pin code.

It is possible to choose between birthday, SSN or the last 4 digits in the SSN, as described below.

Birthday = 270482 (27.04 1982)

SSN = 2704821658 (27.04.82-1658)

SSN-last 4 digits = 1658 (1658)



A dropdown menu with a blue header bar containing the text "(none)". Below the header, the menu is open, showing four options: "(none)", "BirthDay", "SSN", and "SSN-Last 4 digits". The "(none)" option is currently selected and highlighted in blue.

“Secondary pin code”

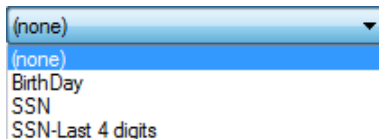
Choose what to use as secondary pin code.

It is possible to choose between birthday, SSN or the last 4 digits in the SSN, as described below.

Birthday = 270482 (27.04 1982)

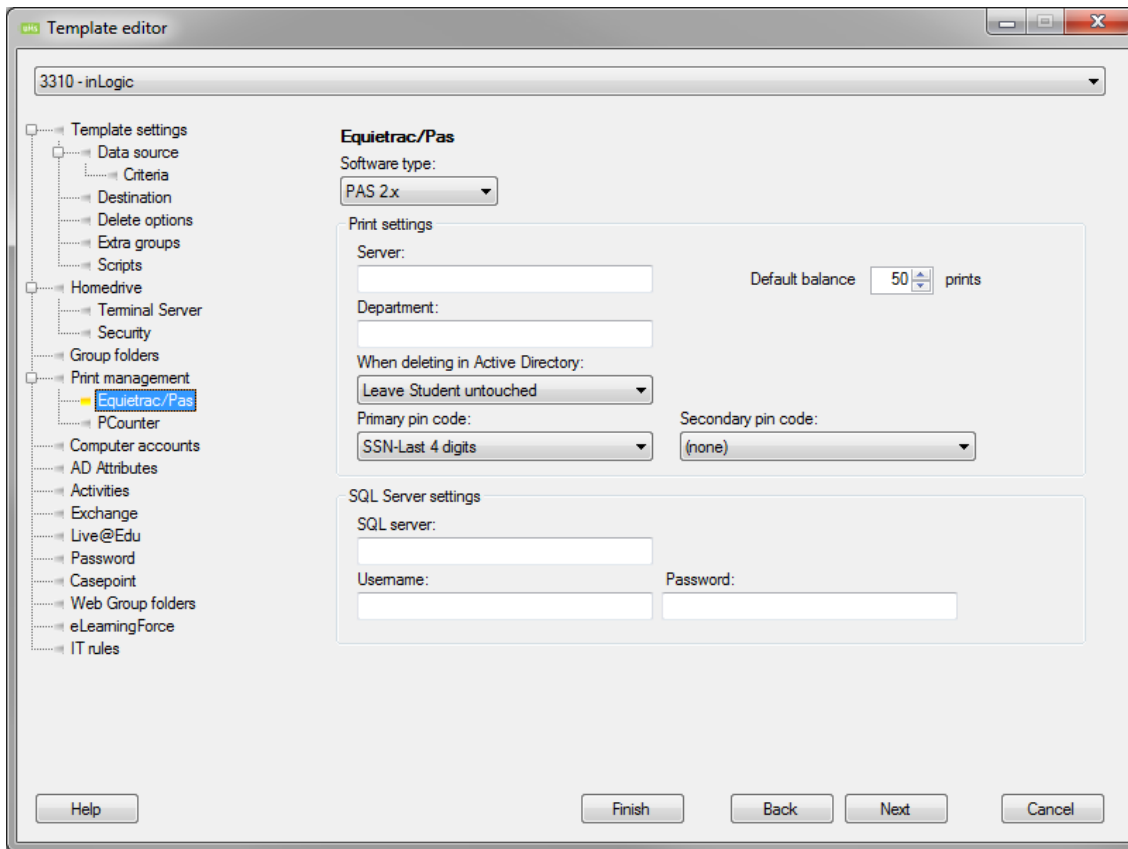
SSN = 2704821658 (27.04.82-1658)

SSN-last 4 digits = 1658 (1658)



A dropdown menu with a blue header bar containing the text "(none)". Below the header, the menu is open, showing four options: "(none)", "BirthDay", "SSN", and "SSN-Last 4 digits". The "(none)" option is currently selected and highlighted in blue.

With PAS you also need to specify which SQL server to use.
Then enter username and password for a user with relevant privileges.



The screenshot shows the 'Template editor' window for '3310 - inLogic'. The left sidebar lists various template settings, with 'Equitrac/Pas' selected under 'Print management'. The main area displays the configuration for 'Equitrac/Pas'.

Equitrac/Pas

Software type: PAS 2x

Print settings

Server: [text field] Default balance: 50 prints

Department: [text field]

When deleting in Active Directory: Leave Student untouched

Primary pin code: SSN-Last 4 digits Secondary pin code: (none)

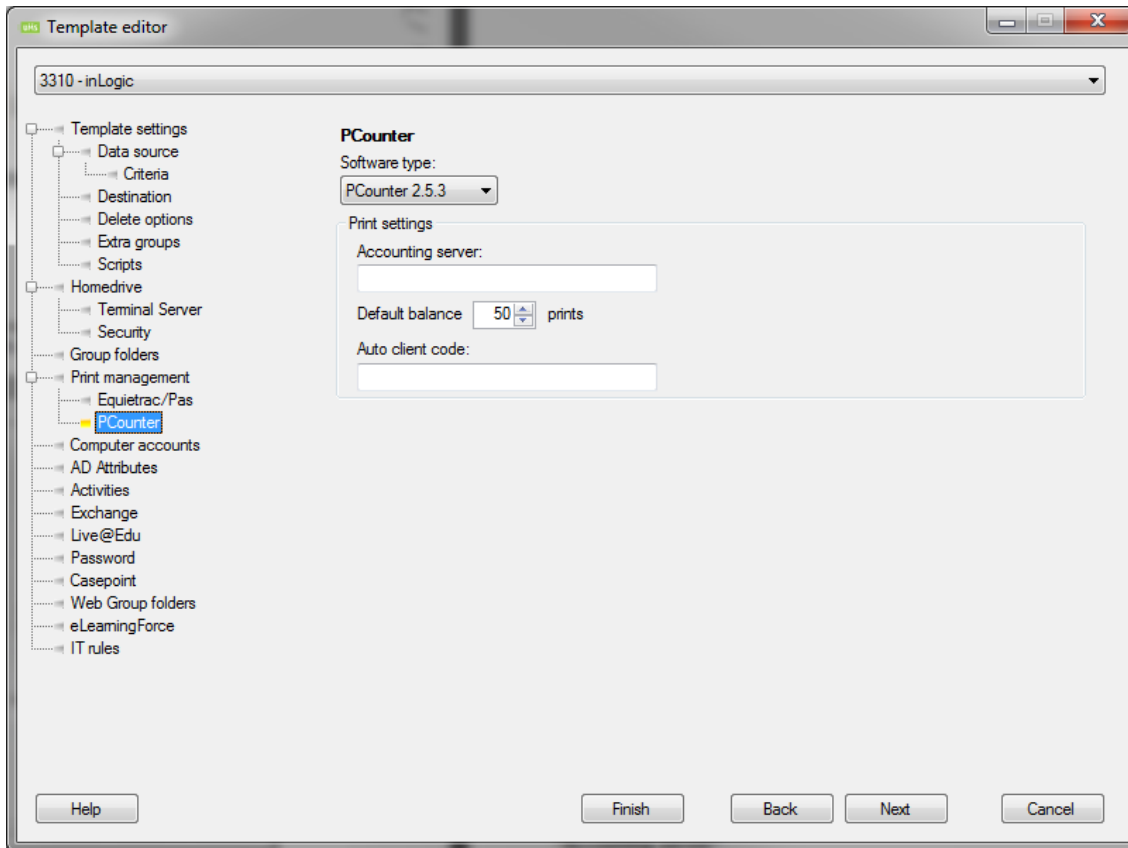
SQL Server settings

SQL server: [text field]

Username: [text field] Password: [text field]

Buttons at the bottom: Help, Finish, Back, Next, Cancel

PCounter



“Accounting server”

This must be the NETBIOS name of the server.

“Default balance”

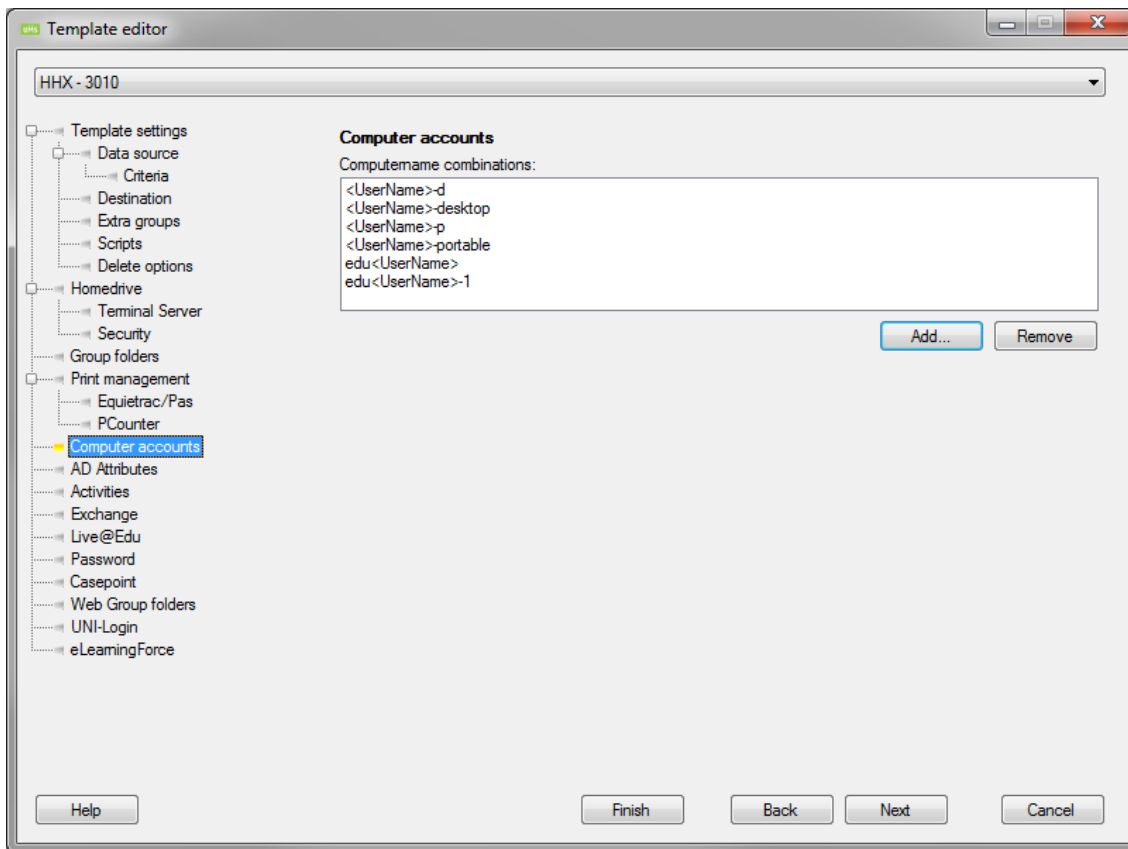
Enter the default print amount for the users at creation.

“Auto client code”

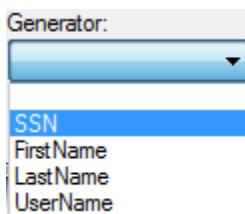
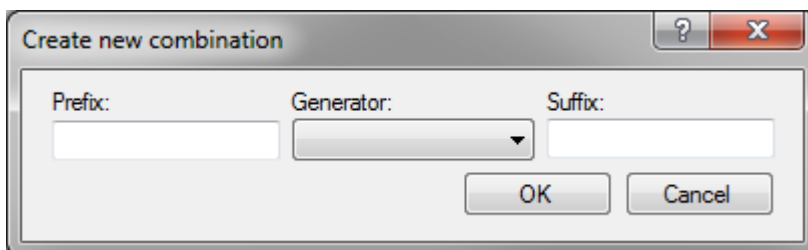
Assign a “client code” for the users in the template.

Computer accounts

If users are allowed to join the domain with their personal computers you can here specify which computer account to delete when users stops.



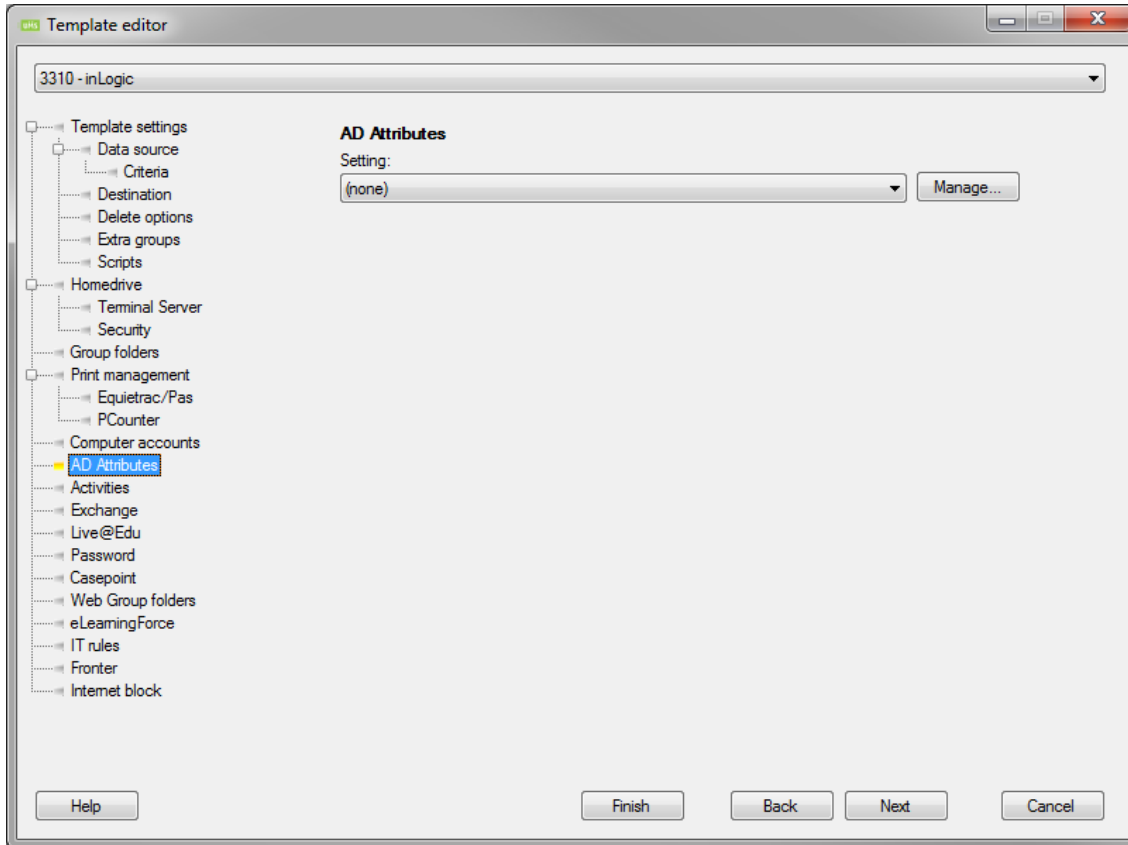
This is the computer combination that will be deleted when a user is deleted.



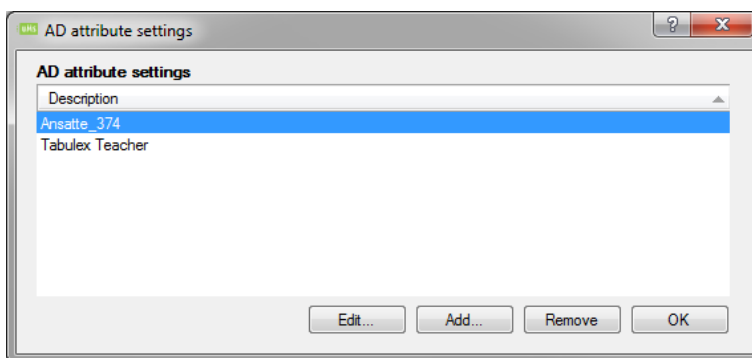
AD Attributes

Specify which attributes to modify in AD for users or groups. It is possible to use manually entered text or data from the database or a combination of both.

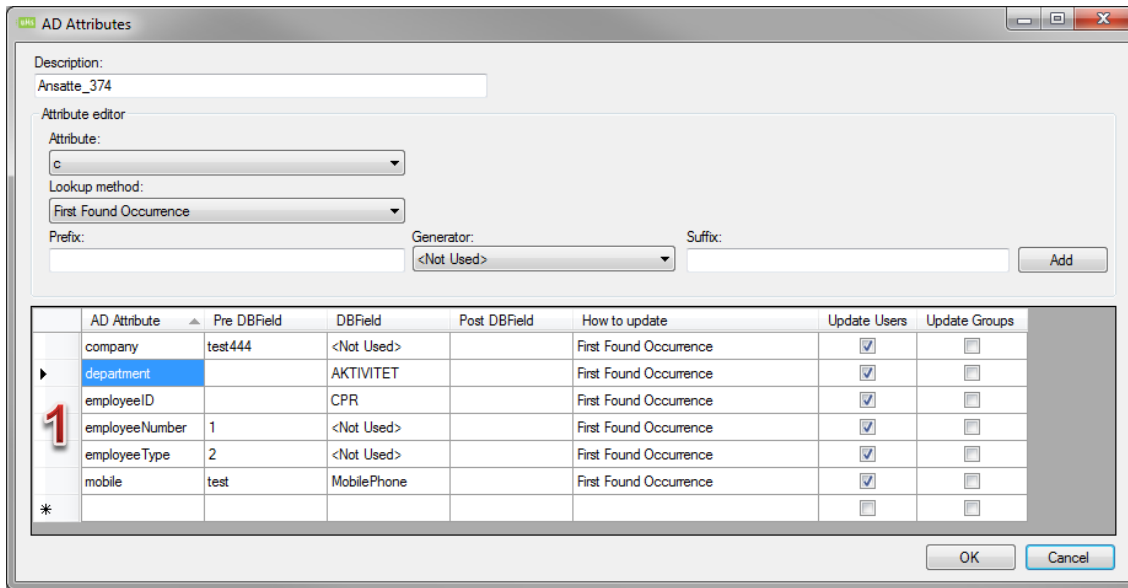
Choose an existing template or create new.



First time you have to "Add" the needed data and create a template.



Enter the necessary data.



	AD Attribute	Pre DBField	DBField	Post DBField	How to update	Update Users	Update Groups
	company	test444	<Not Used>		First Found Occurrence	<input checked="" type="checkbox"/>	<input type="checkbox"/>
▶	department		AKTIVITET		First Found Occurrence	<input checked="" type="checkbox"/>	<input type="checkbox"/>
	employeeID		CPR		First Found Occurrence	<input checked="" type="checkbox"/>	<input type="checkbox"/>
1	employeeNumber	1	<Not Used>		First Found Occurrence	<input checked="" type="checkbox"/>	<input type="checkbox"/>
	employeeType	2	<Not Used>		First Found Occurrence	<input checked="" type="checkbox"/>	<input type="checkbox"/>
	mobile	test	MobilePhone		First Found Occurrence	<input checked="" type="checkbox"/>	<input type="checkbox"/>
*						<input type="checkbox"/>	<input type="checkbox"/>

“Description”

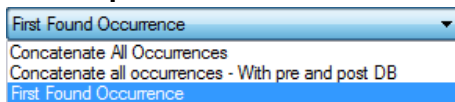
Enter a descriptive name for the template.

Attribute editor

“Attribute”

Choose the attribute that is to be maintained by UMS.

“Lookup method”



“First Found Occurrence”

UMS will use the first found value and update the attribute with this. This should only be used if the attribute value does not appear multiple times in the system.

“Concatenate All Occurrences”

If the attribute value appears multiple times you can choose to concatenate the instances.

“Concatenate All Occurrences – With pre and post DB”

If the attribute value appears multiple times you can choose to concatenate the instances with the data entered in “prefix” and “suffix”.

“Prefix”

Enter a prefix if needed.

“Generator”

Choose what to update the selected attribute with.

“Suffix”

Enter a suffix if needed.

“Update Users”

Mark this to update the users with the chosen attribute value.

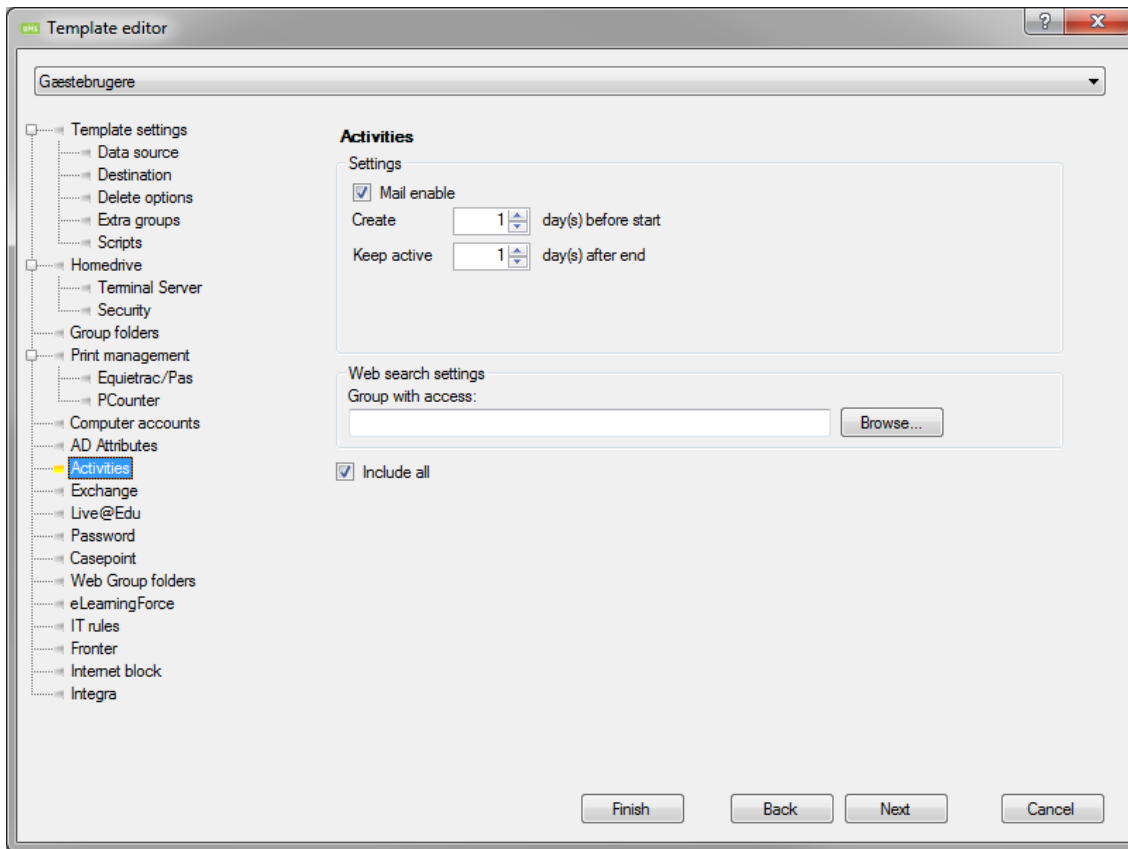
“Update Groups”

Mark this to update the groups with the chosen attribute value.

To delete a line you have to mark the entire line at the far left **1** and press “del” on the keyboard.

Activities

This field deals with the activities retrieved from the administrative systems.



The screenshot shows the 'Template editor' window for 'Gästebrugere'. The left sidebar lists various settings categories, with 'Activities' highlighted. The main panel shows the 'Activities' settings, which include a 'Settings' section with a 'Mail enable' checkbox (checked), a 'Create' spinner set to 1 day(s) before start, and a 'Keep active' spinner set to 1 day(s) after end. Below this is a 'Web search settings' section with a 'Group with access' text box and a 'Browse...' button. At the bottom, there is an 'Include all' checkbox (checked) and four buttons: 'Finish', 'Back', 'Next', and 'Cancel'.

“Mail enable”

Mark this to mail enable the security groups.

“Create”

Specify when to create activities in AD and on Web.

“Keep alive”

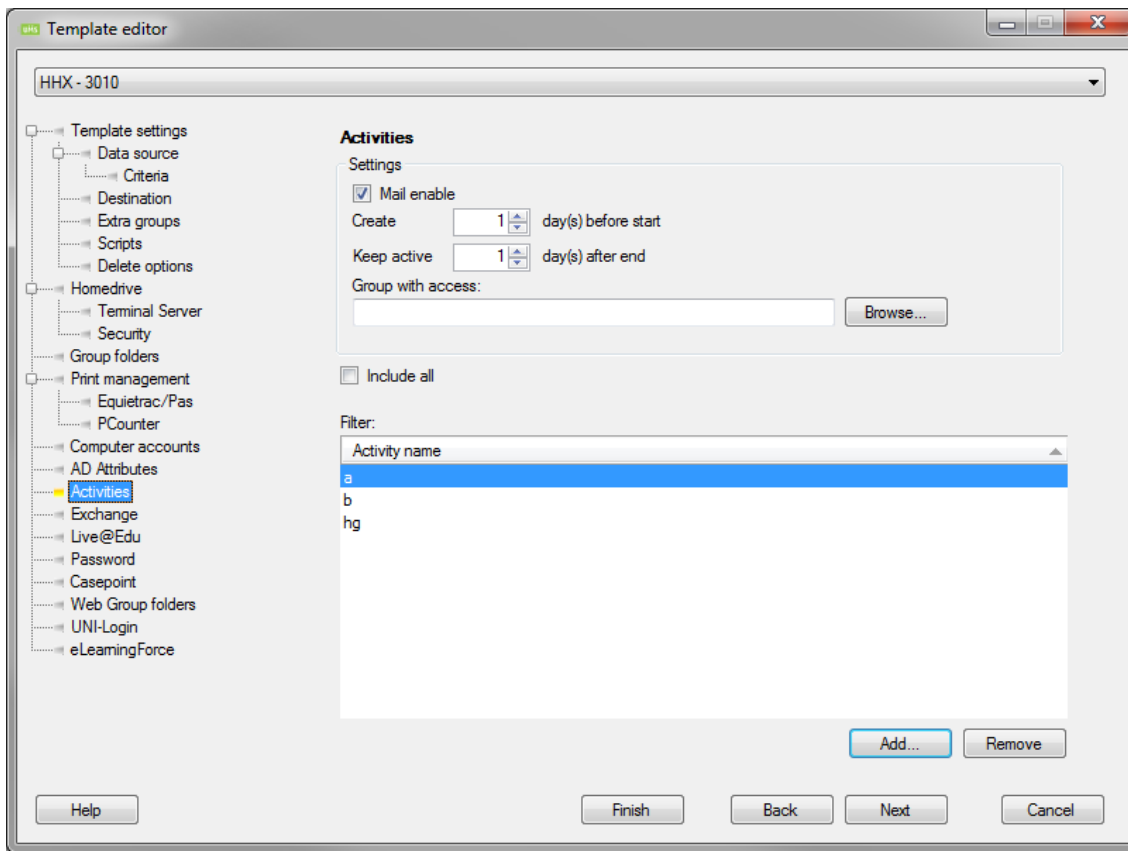
Specify how long to keep activities alive in AD and on the Web after activity end date.

Web search settings

“Group with access”

Members of this group will be able to search for, and see, the activities created.

If you do not “include all” you can specify which activities to include.



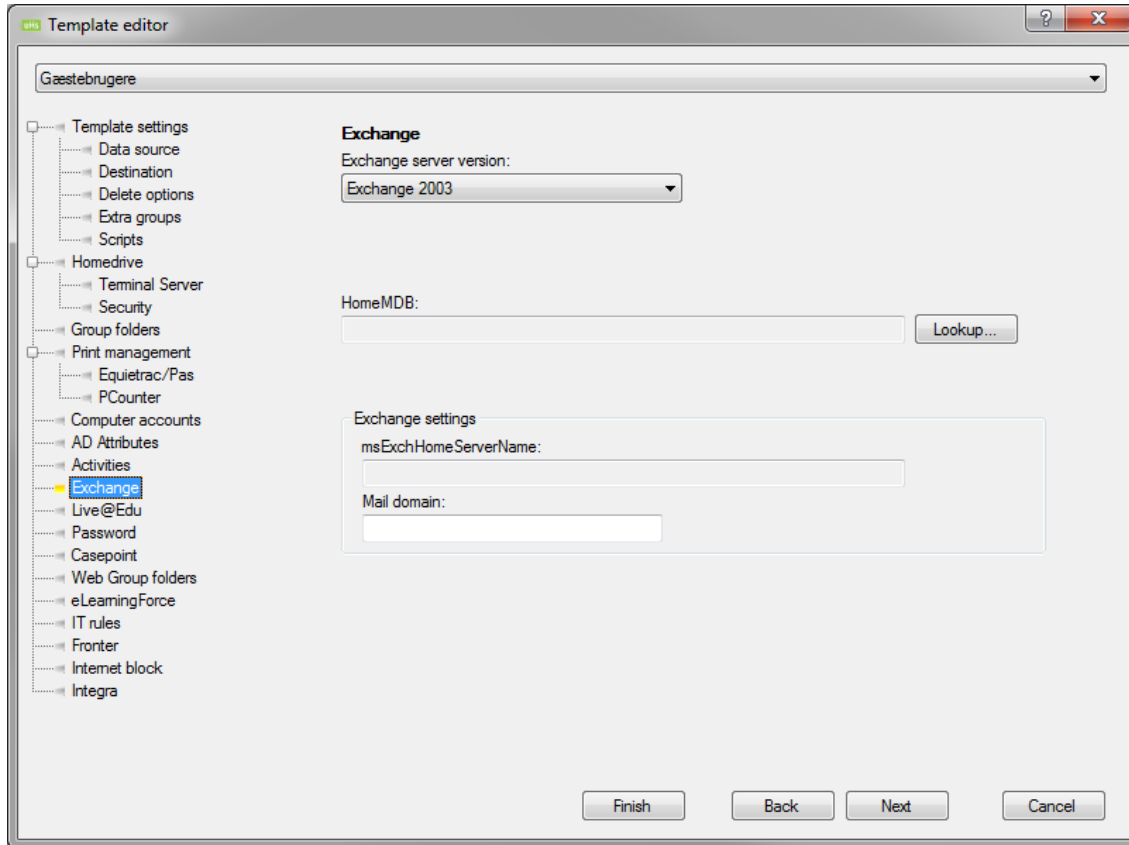
You can enter activity names. All activities beginning with what you enter is included.

Exchange

UMS supports Exchange 2003, 2007 and 2010.

Remember to set impersonation rights for skemabrikker to work.

Exchange 2003



The screenshot shows the 'Template editor' window for the 'Gæsteborgere' template. The left sidebar lists various settings categories, with 'Exchange' highlighted. The main area displays the 'Exchange' configuration section, which includes a dropdown for 'Exchange server version' set to 'Exchange 2003', a text field for 'HomeMDB' with a 'Lookup...' button, and an 'Exchange settings' box containing fields for 'msExchHomeServerName' and 'Mail domain'. At the bottom, there are 'Finish', 'Back', 'Next', and 'Cancel' buttons.

“HomeMDB”

You determine which mail server to use and what “Store” the users mailbox is placed in by selecting HomeMDB.

Select a user and UMS copies the HomeMDB attribute to be used for this template.

Exchange settings

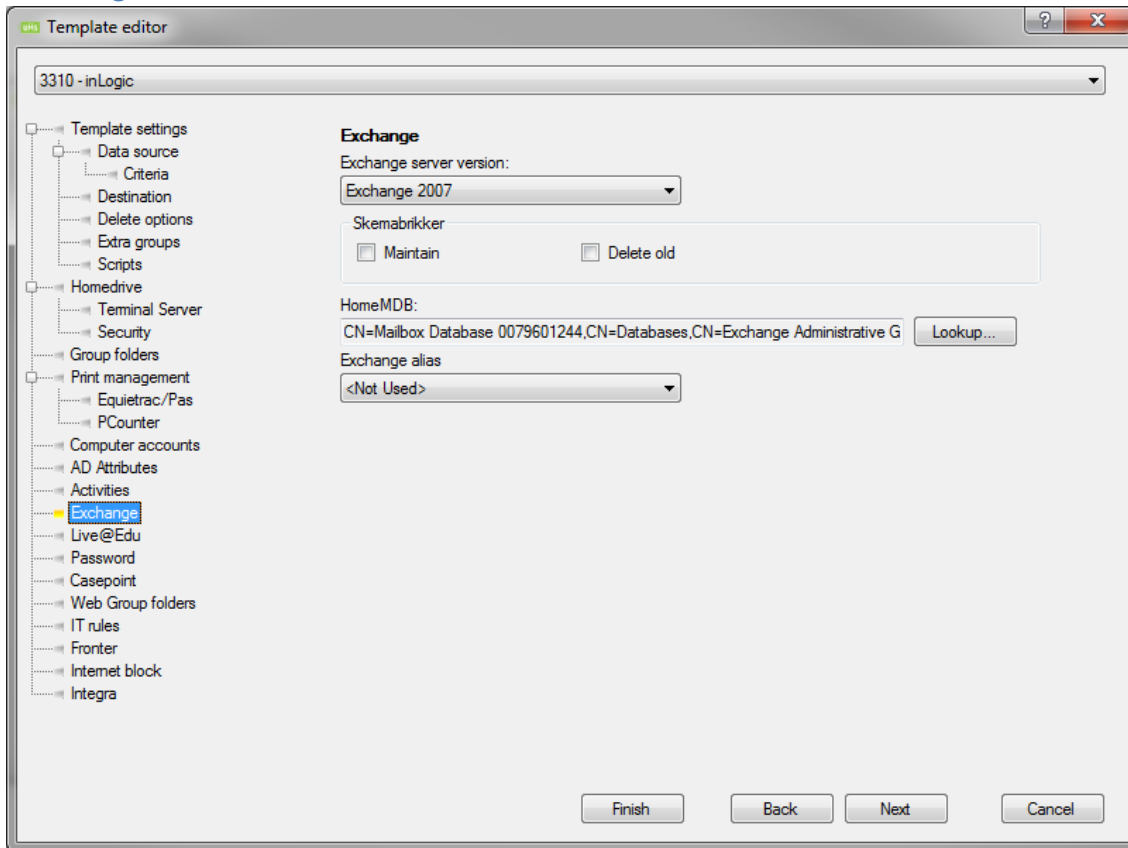
“msExchHomeServerName”

Is filled automatically with the attribute from the user chosen in “HomeMDB”.

“Mail domain”

Specify the mail domain.

Exchange 2007



Skemabrikker

“Maintain”

Mark this to activate the use of “skemabrikker” for the template.

“Delete old”

Mark this to have UMS clean up old “skemabrikker”. If unchecked “skemabrikker” will remain in the calendar.

“HomeMDB”

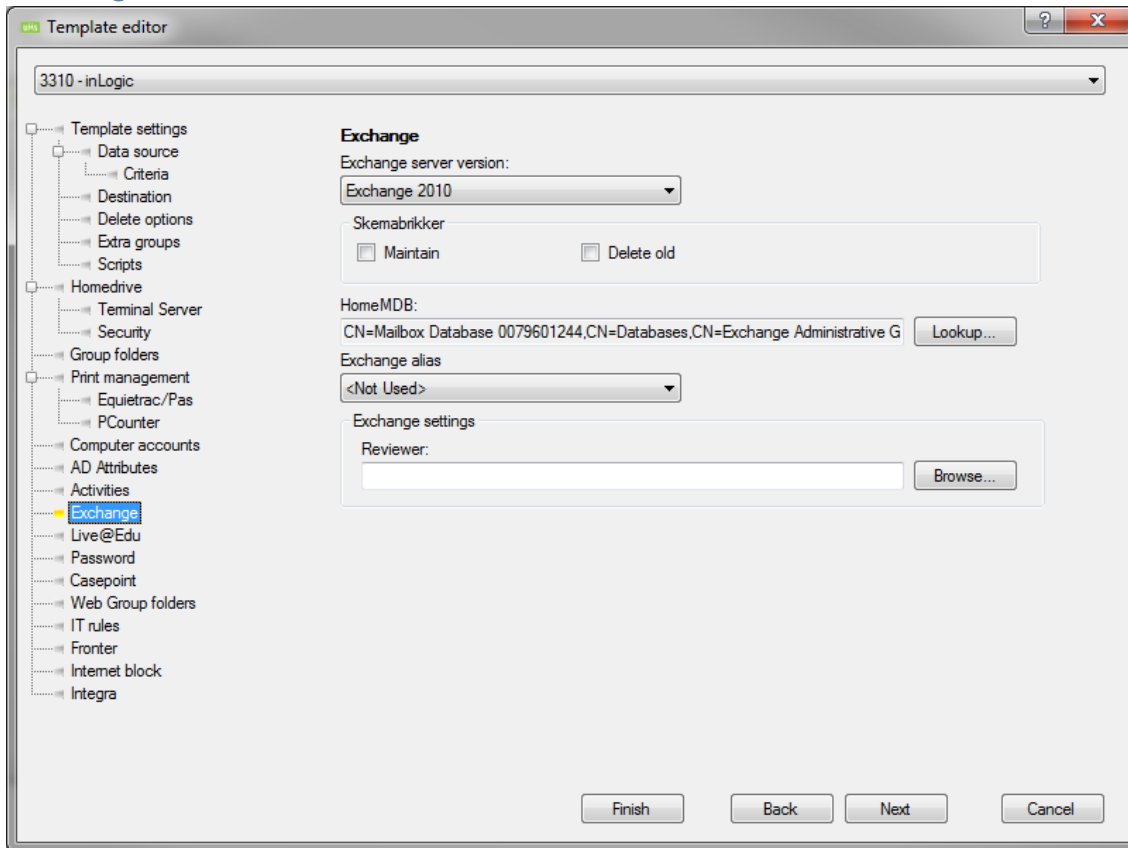
You determine which mail server to use and what “Store” the users mailbox is placed in by selecting HomeMDB.

Select a user and UMS copies the HomeMDB attribute to be used for this template.

“Exchange alias”

Specify an alias to use as mail address to simplify usernames for e.g. employees.

Exchange 2010



Skemabrikker

“Maintain”

Mark this to activate the use of “skemabrikker” for the template.

“Delete old”

Mark this to have UMS clean up old “skemabrikker”. If unchecked “skemabrikker” will remain in the calendar.

“HomeMDB”

You determine which mail server to use and what “Store” the users mailbox is placed in by selecting HomeMDB.

Select a user and UMS copies the HomeMDB attribute to be used for this template.

“Exchange alias”

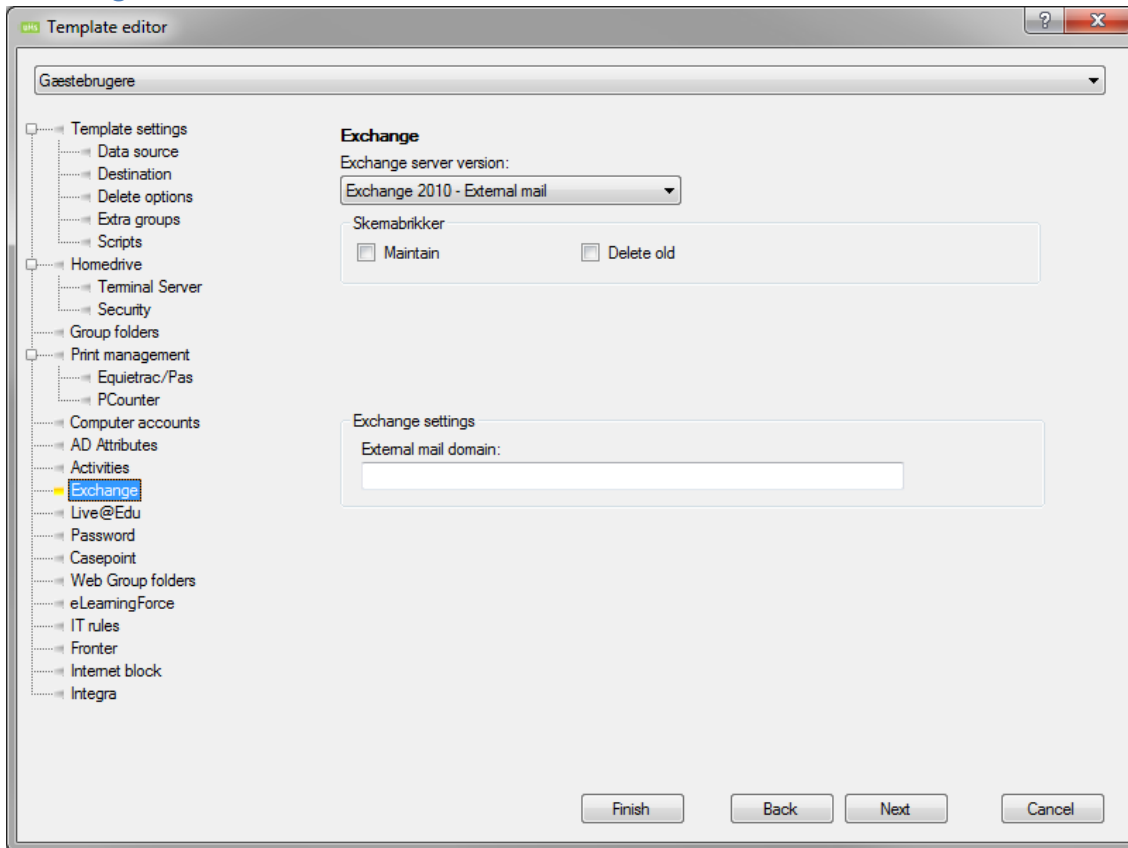
Specify an alias to use as mail address to simplify usernames for e.g. employees.

Exchange settings

“Reviewer”

Specify an AD group to be given reviewer rights on the templates users.

Exchange 2010 – External mail



Template editor

Gæstebrugere

- Template settings
 - Data source
 - Destination
 - Delete options
 - Extra groups
 - Scripts
- Homedrive
 - Terminal Server
 - Security
- Group folders
- Print management
 - Equitrac/Pas
 - PCounter
- Computer accounts
- AD Attributes
- Activities
- Exchange**
- Live@Edu
- Password
- Caseworkpoint
- Web Group folders
- eLearningForce
- IT rules
- Frontier
- Internet block
- Integra

Exchange

Exchange server version:

Exchange 2010 - External mail

Skemabrikker

☐ Maintain ☐ Delete old

Exchange settings

External mail domain:

Finish Back Next Cancel

Skemabrikker

“Maintain”

Mark this to activate the use of “skemabrikker” for the template.

“Delete old”

Mark this to have UMS clean up old “skemabrikker”. If it is left unchecked “skemabrikker” will remain in the calendar.

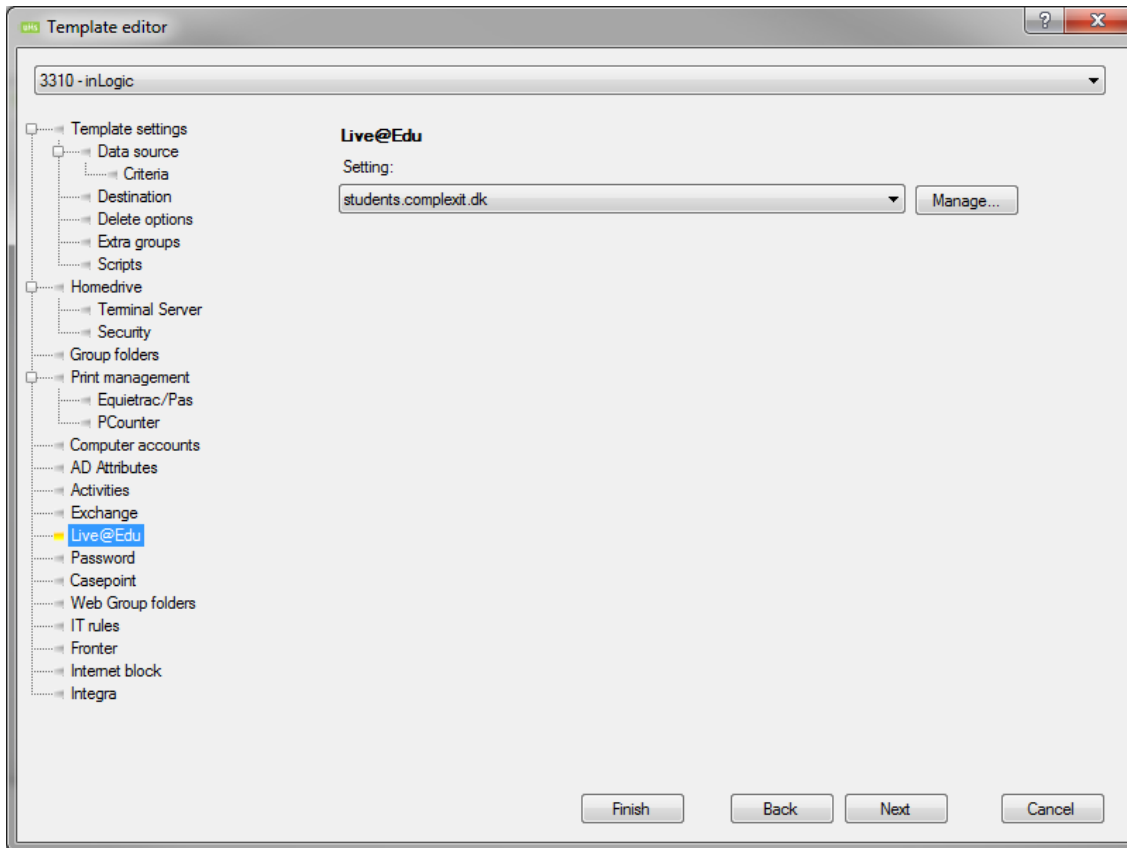
Exchange settings

“External mail domain”

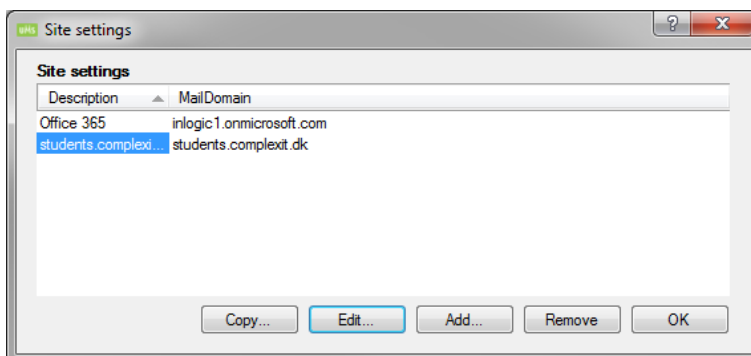
Specify the external mail domain to be used.

Live@edu / Office 365

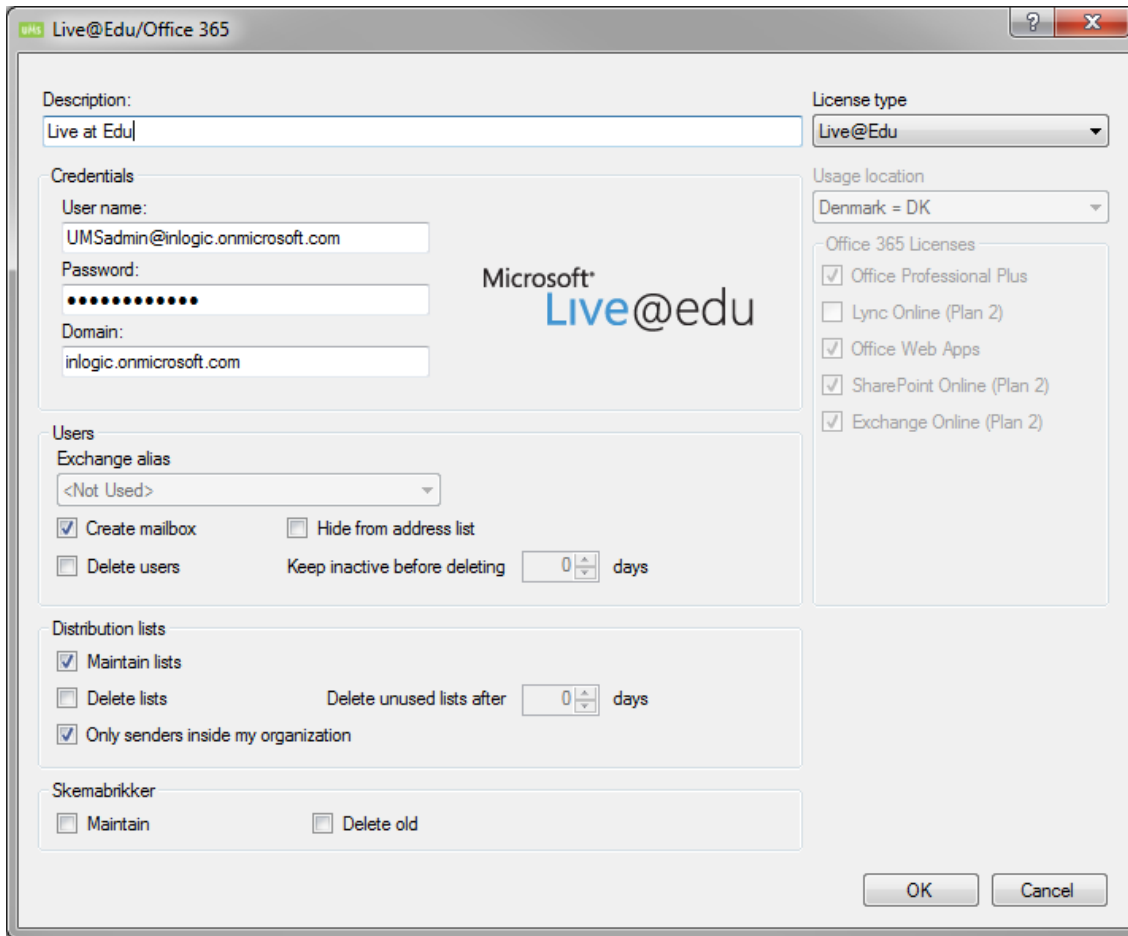
Choose an existing template or create new.



First time you have to "Add" the needed data and create a template.



Live@edu



Enter Admin credentials for a service account with sufficient privileges to access Windows Live.

Users

“Exchange alias”

Specify an alias to use as “mail-to” to simplify usernames for e.g. employees.

“Create mailbox”

Mark to mail-enable the users.

“Hide from address list”

Mark this to hide users from global address lists.

“Delete users”

Mark this to delete users when they are no longer active in the administrative system.

“Keep inactive before deleting”

Specify in days how long the user is to remain disabled in Live@edu before deletion.

Distribution lists

“Maintain lists”

Mark this to create distribution groups in Live@edu. The groups will be created, updated and deleted if this is specified.

“Delete lists”

Mark this to delete distributions groups when they are no longer active in the administrative system.

“Delete unused lists after”

Specify in days how long the distribution groups are to be kept alive in Live@edu before deletion.

Skemabrikker

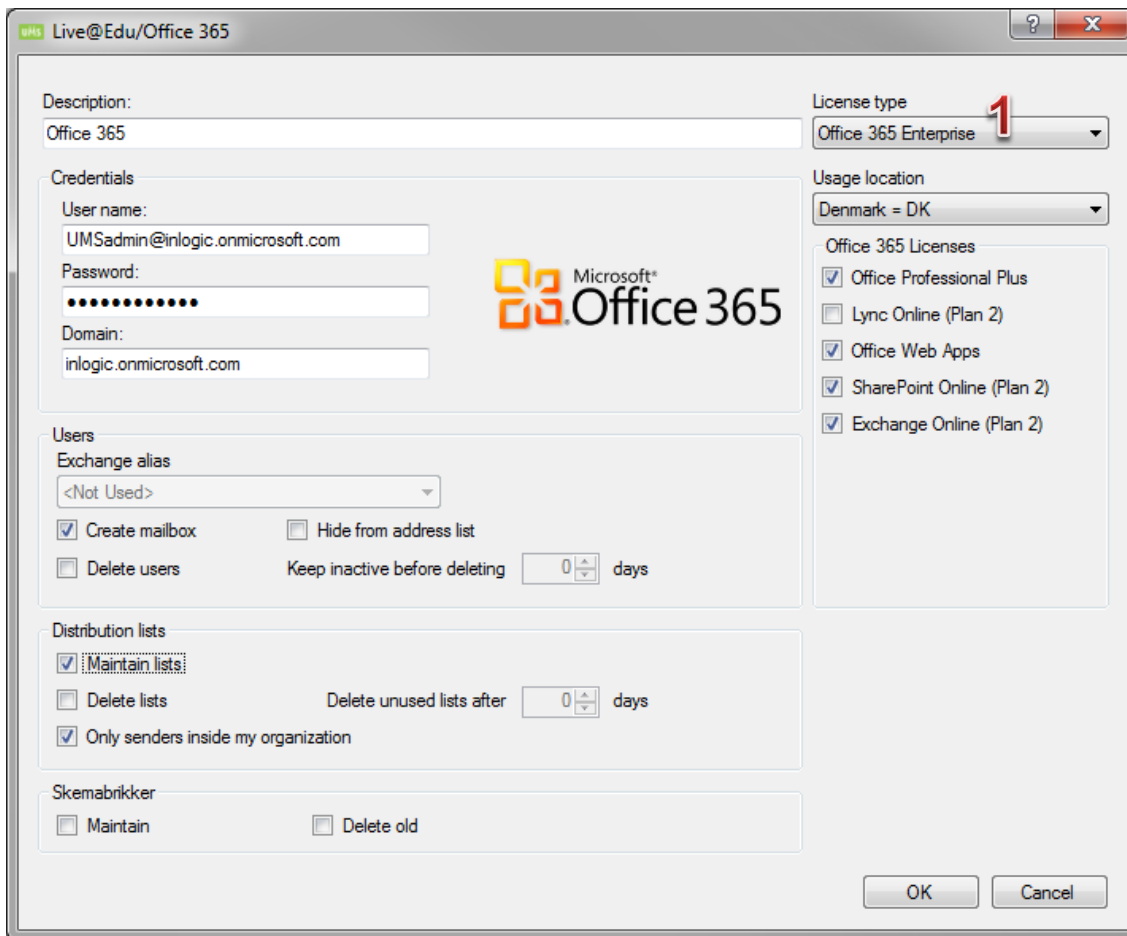
“Maintain”

Mark this to create “skemabrikker” in Live@edu. They will be created, updated and deleted if this is specified.

“Delete old”

Mark this to delete old “skemabrikker” from calendars.

Office 365



Enter Admin credentials for a service account with sufficient privileges to access Windows Live.

Users

“Exchange alias”

Specify an alias to use as “mail-to” to simplify usernames for e.g. employees.

“Create mailbox”

Mark to mail-enable the users.

“Hide from address list”

Mark this to hide users from global address lists.

“Delete users”

Mark this to delete users when they are no longer active in the administrative system.

“Keep inactive before deleting”

Specify in days how long the user is to remain disabled in Live@edu before deletion.

Distribution lists

“Maintain lists”

Mark this to create distribution groups in Live@edu. The groups will be created, updated and deleted if this is specified.

“Delete lists”

Mark this to delete distributions groups when they are no longer active in the administrative system.

“Delete unused lists after”

Specify in days how long the distribution groups are to be kept alive in Live@edu before deletion.

“Only senders inside my organization”

With this marked only users in the domain are able to send to distribution groups.

Skemabrikker

“Maintain”

Mark this to create “skemabrikker” in Live@edu. They will be created, updated and deleted if this is specified.

“Delete old”

Mark this to delete old “skemabrikker” from calendars.

“License type”

When choosing “Office 365...” it is possible to specify which fields to present to the users. Some might want to give the users the full package, while others might want to offer specific parts of the full package such as “Exchange Online” and “Office Professional Plus”.

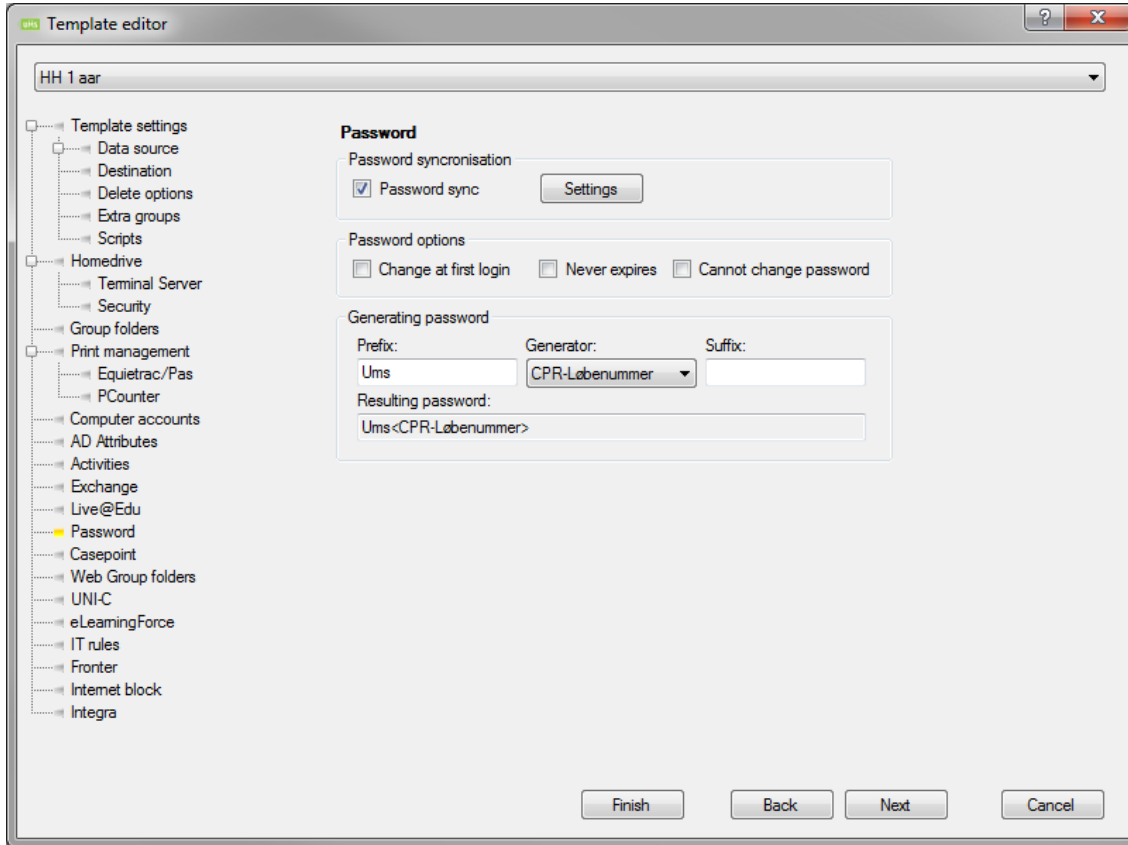
“Usage location”

Specify the country where the license will be used.

Password

It is possible to combine variables for automatic creation of customizable passwords.

Users are default asked to change password at first login. The module “Password-selvbetjening” makes it possible for the users to do this outside the domain and they can hereafter access their webmail e.g. from home.



The screenshot shows the 'Template editor' window with a tree view on the left and a main settings area on the right. The 'Password' section is selected in the tree view. The main area contains the following settings:

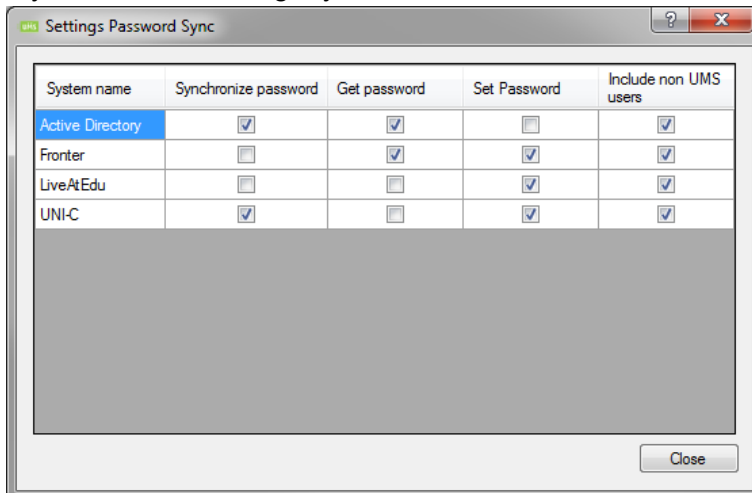
- Password synchronisation:**
 - ☒ Password sync (with a 'Settings' button next to it)
- Password options:**
 - ☐ Change at first login
 - ☐ Never expires
 - ☐ Cannot change password
- Generating password:**
 - Prefix:
 - Generator: - Suffix:
 - Resulting password:

At the bottom of the window are buttons for 'Finish', 'Back', 'Next', and 'Cancel'.

“Password sync”

Mark this to enable password synchronization.

If you choose “Settings” you will be able to choose how and what to synchronize.



The 'Settings Password Sync' dialog box contains a table with the following data:

System name	Synchronize password	Get password	Set Password	Include non UMS users
Active Directory	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Fronter	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
LiveAtEdu	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
UNI-C	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>

Below the table is a large empty text area and a 'Close' button at the bottom right.

Password options

“Change password at first logon”

Will force the users to change password at first logon. Without “Password-selvbetjening” they have to be logged on to the schools domain.

“Never expires”

If you wish to disable the need to change password at a given period.

“Cannot change password”

Prevent the user from changing password.

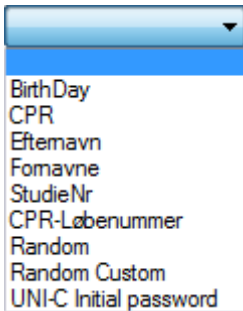
Generating password

“Prefix”

Optional text to enter before “Generator” variable.

“Generator”

Choose from different variables that can be combined with “Prefix” and/or “Suffix”.



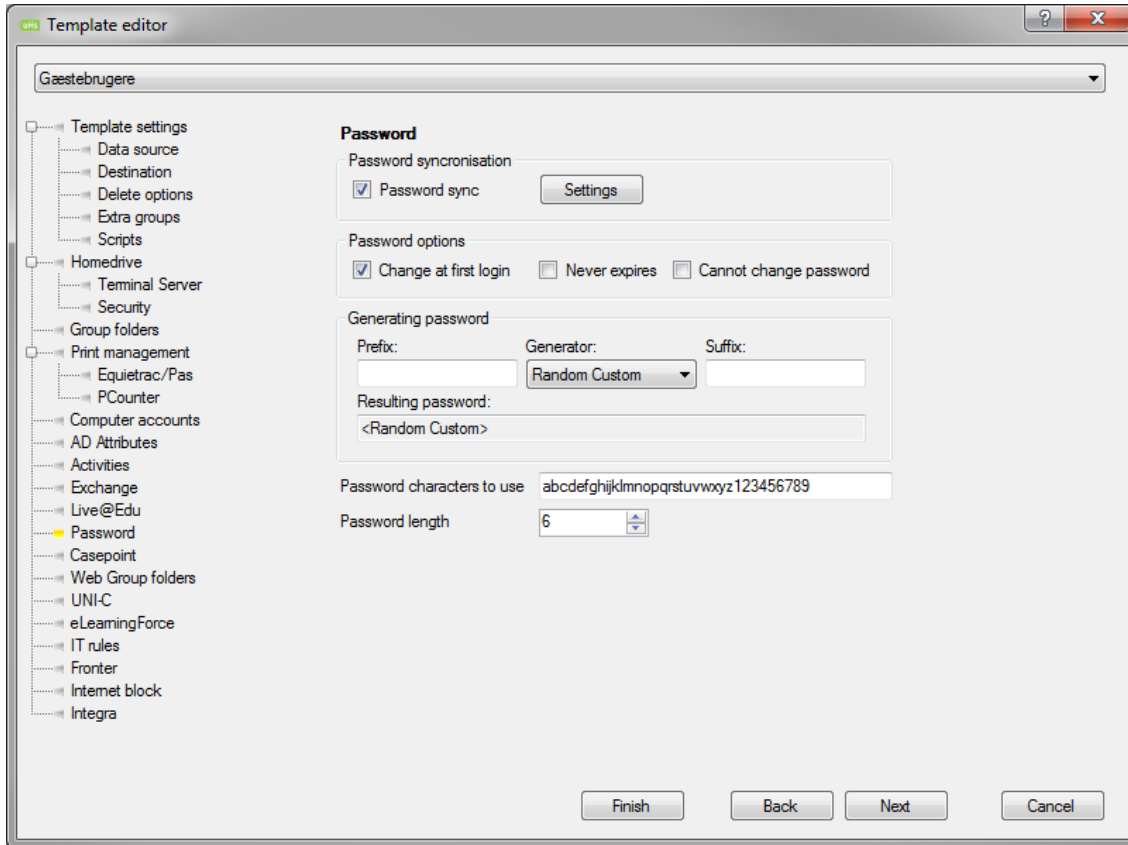
“Suffix”

Optional text to enter after “Generator” variable.

Random Custom

With this you can enter the desired characters and specify the minimum length. The system will then generate passwords using the entered characters.

This feature is only usable for Guests and Multiple users.



The screenshot shows the 'Template editor' window for the 'Gæstbrugere' template. The left sidebar lists various settings categories, with 'Password' selected. The main area displays the 'Password' configuration options:

- Password synchronisation:** A checkbox for 'Password sync' is checked, with a 'Settings' button next to it.
- Password options:** A checkbox for 'Change at first login' is checked. There are also unchecked checkboxes for 'Never expires' and 'Cannot change password'.
- Generating password:**
 - Prefix:** An empty text field.
 - Generator:** A dropdown menu set to 'Random Custom'.
 - Suffix:** An empty text field.
 - Resulting password:** A text field displaying '<Random Custom>'.
- Password characters to use:** A text field containing 'abcdefghijklmnopqrstuvwxyz123456789'.
- Password length:** A spinner box set to '6'.

At the bottom of the window are four buttons: 'Finish', 'Back', 'Next', and 'Cancel'.

“Password characters to use”

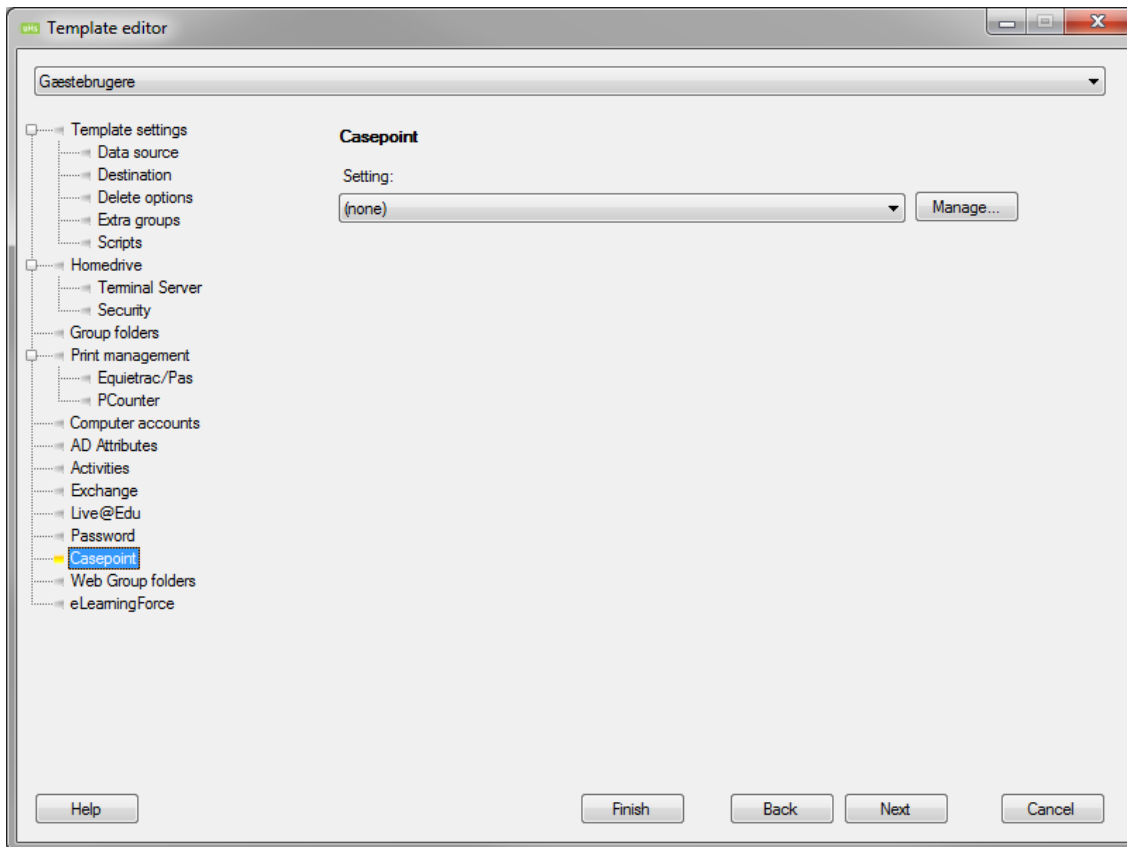
Specify which characters UMS can use to auto generate passwords.

“Password length”

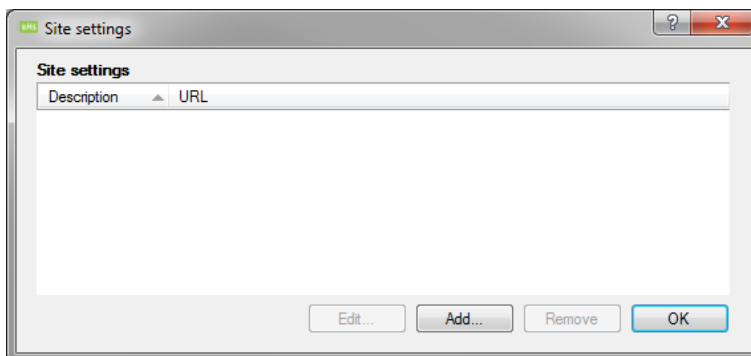
Specify the minimum length of new passwords.

Casepoint

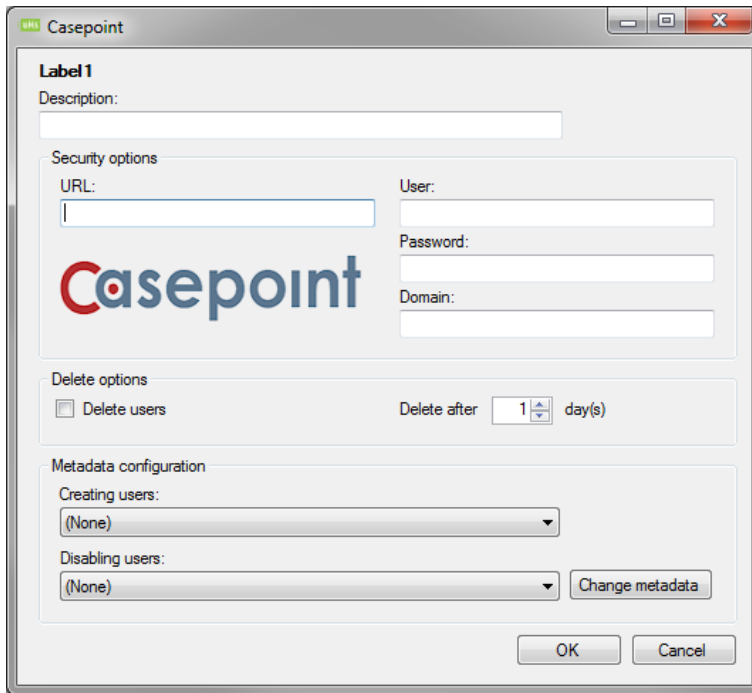
Choose an existing template or create new.



First time you have to "Add" the needed data and create a template.



Enter the necessary data.



The image shows a 'Casepoint' configuration window. It has a 'Label1' section with a 'Description' field. Below this is a 'Security options' section containing 'URL:', 'User:', 'Password:', and 'Domain:' fields. A large 'Casepoint' logo is also present. Underneath is a 'Delete options' section with a checkbox for 'Delete users' and a 'Delete after' spinner set to '1' day(s). The 'Metadata configuration' section includes 'Creating users:' and 'Disabling users:' dropdown menus, both currently set to '(None)', and a 'Change metadata' button. At the bottom are 'OK' and 'Cancel' buttons.

Enter URL to Casepoint.

Then enter credentials for a user with sufficient privileges to access Casepoint.

“Delete users”

Specify whether to delete a user’s “sagsakter” or leave them in Casepoint.

“Delete after”

Specify in days how long to keep a user’s “sagsakter” before deleting them.

“Creating users”

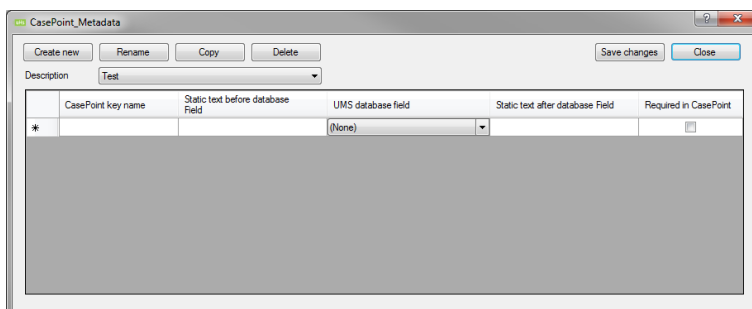
Choose which template to use when creating users in Casepoint.

“Disabling users”

Choose which template to use when disabling users in Casepoint.

“Change metadata”

Allows you to edit metadata.



The image shows a 'CasePoint_Metadata' window. It has a toolbar with 'Create new', 'Rename', 'Copy', 'Delete', 'Save changes', and 'Close' buttons. Below the toolbar is a 'Description' dropdown menu. The main area contains a table with the following columns: 'CasePoint key name', 'Static text before database Field', 'UMS database field', 'Static text after database Field', and 'Required in CasePoint'. The first row has an asterisk in the first column, is empty in the second, has '(None)' in the third, is empty in the fourth, and has a checkbox in the fifth. Below the table is a large empty text area.

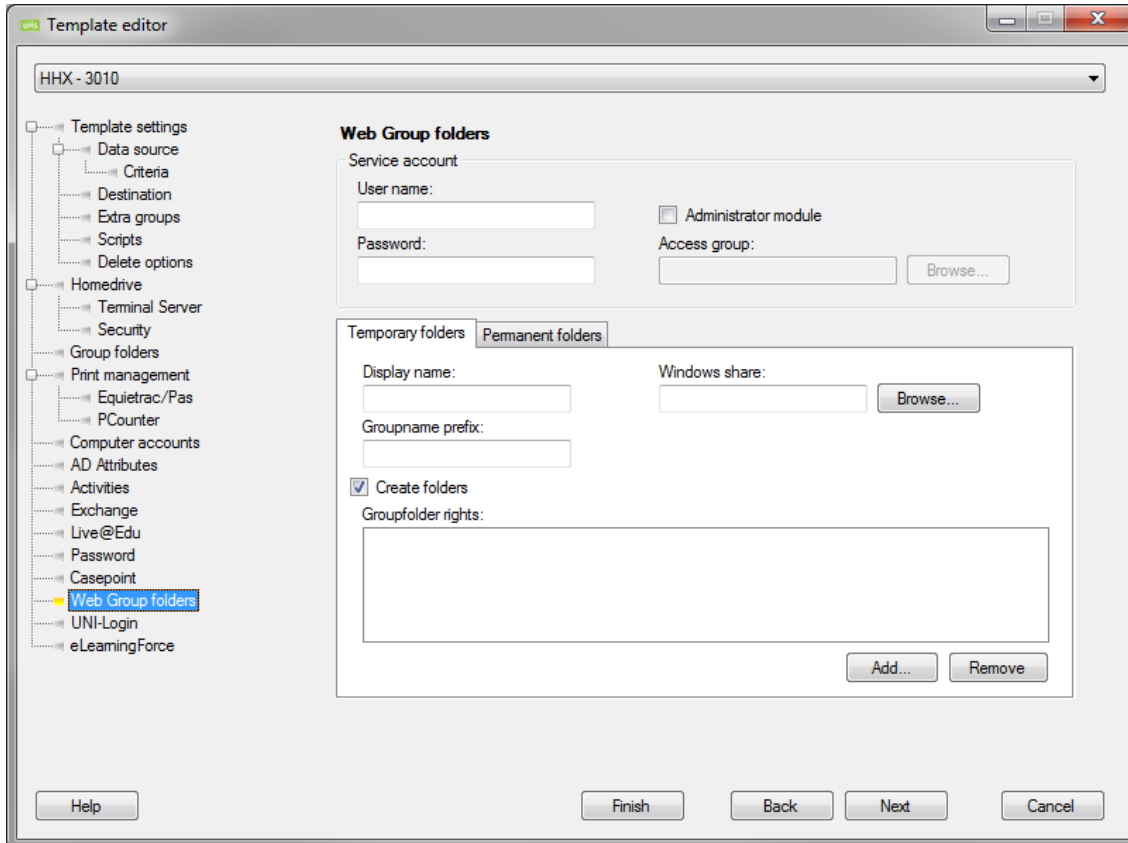
Web group folders

Enter credentials for a service account with sufficient privileges to make changes to the AD.

“Administrator module”

If you chose to activate “Administrator module” it is possible to specify a security group. This group will be granted access to a special “Create group folder” website.

Temporary folders



The screenshot shows the 'Template editor' window with the 'Web Group folders' tab selected. The left sidebar lists various configuration categories, with 'Web Group folders' highlighted. The main area contains the following fields and options:

- Service account:**
 - User name: [text input]
 - Password: [text input]
 - ☐ Administrator module
 - Access group: [text input] [Browse...]
- Temporary folders / Permanent folders:**
 - Display name: [text input]
 - Windows share: [text input] [Browse...]
 - Groupname prefix: [text input]
 - ☒ Create folders
 - Groupfolder rights: [text area]
 - [Add...] [Remove]

At the bottom of the window are buttons for Help, Finish, Back, Next, and Cancel.

“Display name”

The name entered here, is the path that is presented to the user as the location of the group folders.

This is a virtual path solely used by UMS.

“Windows share”

Specify the UCN path where the folders are to be placed. The path will not be visible for the users.

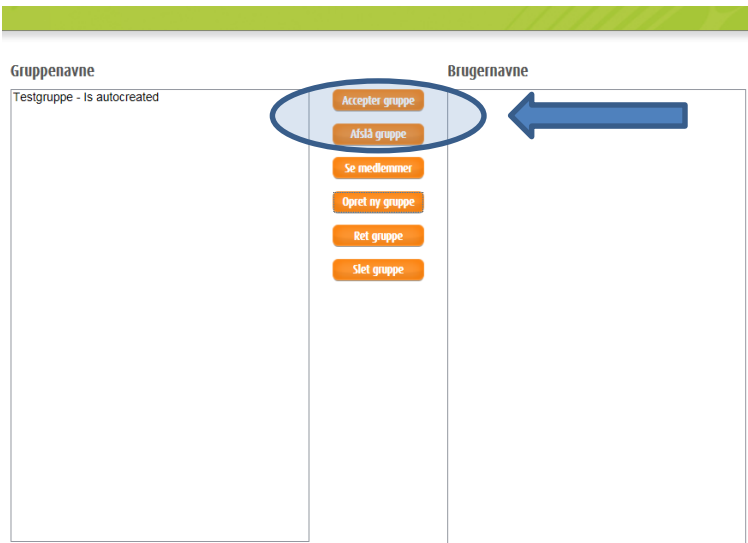
“Groupname prefix”

Specify a prefix which will be added to the group names created in UMS frontend.

“Create folders”

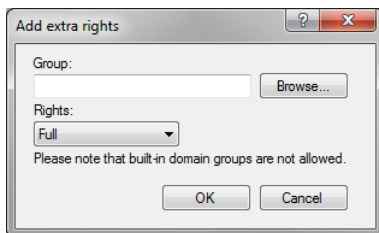
Mark this to automatically create group folders. If this is left unmarked a member of the Admin group must manually approve for the groups to be created.

Manually accept or decline creation of group.

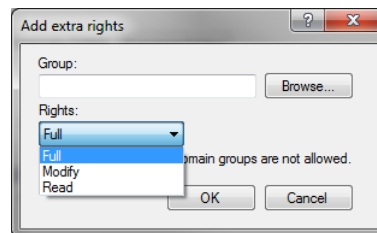


The screenshot shows a web interface with two main columns: 'Gruppenavn' and 'Brugernavn'. Under 'Gruppenavn', there is a list of groups, including 'Testgruppe - Is autocreated'. To the right of this list, there is a vertical menu of actions: 'Accepter gruppe', 'Afslå gruppe', 'Se medlemmer', 'Opret ny gruppe', 'Ret gruppe', and 'Slet gruppe'. The 'Accepter gruppe' button is circled in blue. A blue arrow points from the 'Brugernavn' column towards the 'Accepter gruppe' button.

To add extra rights, choose the group from the AD and specify the level of rights you wish to grant the group.

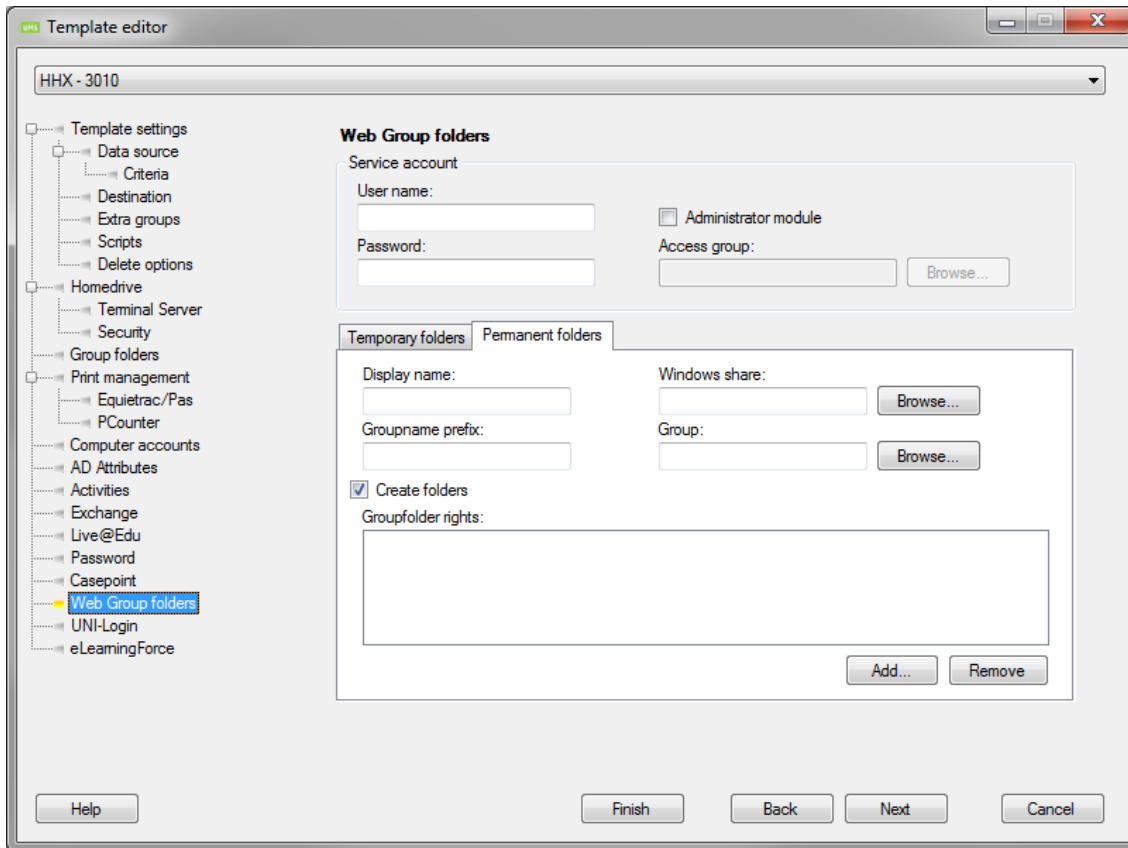


The 'Add extra rights' dialog box has a 'Group' text field with a 'Browse...' button next to it. Below this is a 'Rights' dropdown menu currently set to 'Full'. A note at the bottom states: 'Please note that built-in domain groups are not allowed.' There are 'OK' and 'Cancel' buttons at the bottom.



This screenshot shows the same 'Add extra rights' dialog box, but the 'Rights' dropdown menu is open, displaying a list of options: 'Full', 'Full', 'Modify', and 'Read'. The 'Group' field and other elements remain the same.

Permanent folders



The screenshot shows the 'Template editor' window for 'HHX - 3010'. The left sidebar lists various template settings, with 'Web Group folders' highlighted. The main area is divided into two tabs: 'Temporary folders' and 'Permanent folders'. The 'Permanent folders' tab is active, showing fields for 'Display name', 'Windows share', 'Groupname prefix', and 'Group'. There are also checkboxes for 'Create folders' and 'Administrator module', and a 'Groupfolder rights' section with an 'Add...' button. The bottom of the window has 'Help', 'Finish', 'Back', 'Next', and 'Cancel' buttons.

“Display name”

The name entered here, is the path that is presented to the user as the location of the group folders.

This is a virtual path solely used by UMS.

“Windows share”

Specify the UNC path where the folders are to be placed. The path will not be visible for the users.

“Groupname prefix”

Specify a prefix which will be added to the group names created in UMS frontend.

“Group”

Specify a AD group that will be able to create both temporary and permanent groups.

The members of this group will also be able to choose any of the “Display name” groups. This applies to both temporary and permanent group folders.

Gruppenfolderen vil blive placeret her:

Indtast det gruppenavn du ønsker og tilføj brugere til gruppen.

Prefix for gruppe:

Gruppenavn:

Juh - Justin Howson

Indtast brugernavn:

Vælg gruppefolder type:

☒ Midlertidig
☐ Permanent

Tilføj bruger
Fjern bruger

- HH 1 aar
- HH 2 aar
- HH 3 aar
- KVU
- KVU VVU
- HH Undervisere
- Kursus Undervisere
- IT Afdeling
- HG
- KVU-M
- HGH
- LoenPersonale
- Kursus
- KVU MAK
- KVU MAK IV

OK Fortryd

“Create folders”

Mark this to automatically create group folders. If this is left unmarked a member of the Admin group must manually approve for the groups to be created.

Gruppenavn: Testgruppe - Is autocreated

Brugernavn:

Accepter gruppe
Afslå gruppe
Se medlemmer
Opret ny gruppe
Ret gruppe
Slet gruppe

To add extra rights, choose the group from the AD and specify the level of rights you wish to grant the group.

Add extra rights

Group: Browse...

Rights: Full

Please note that built-in domain groups are not allowed.

OK Cancel

Add extra rights

Group: Browse...

Rights: Full
Full
Modify
Read

Please note that built-in domain groups are not allowed.

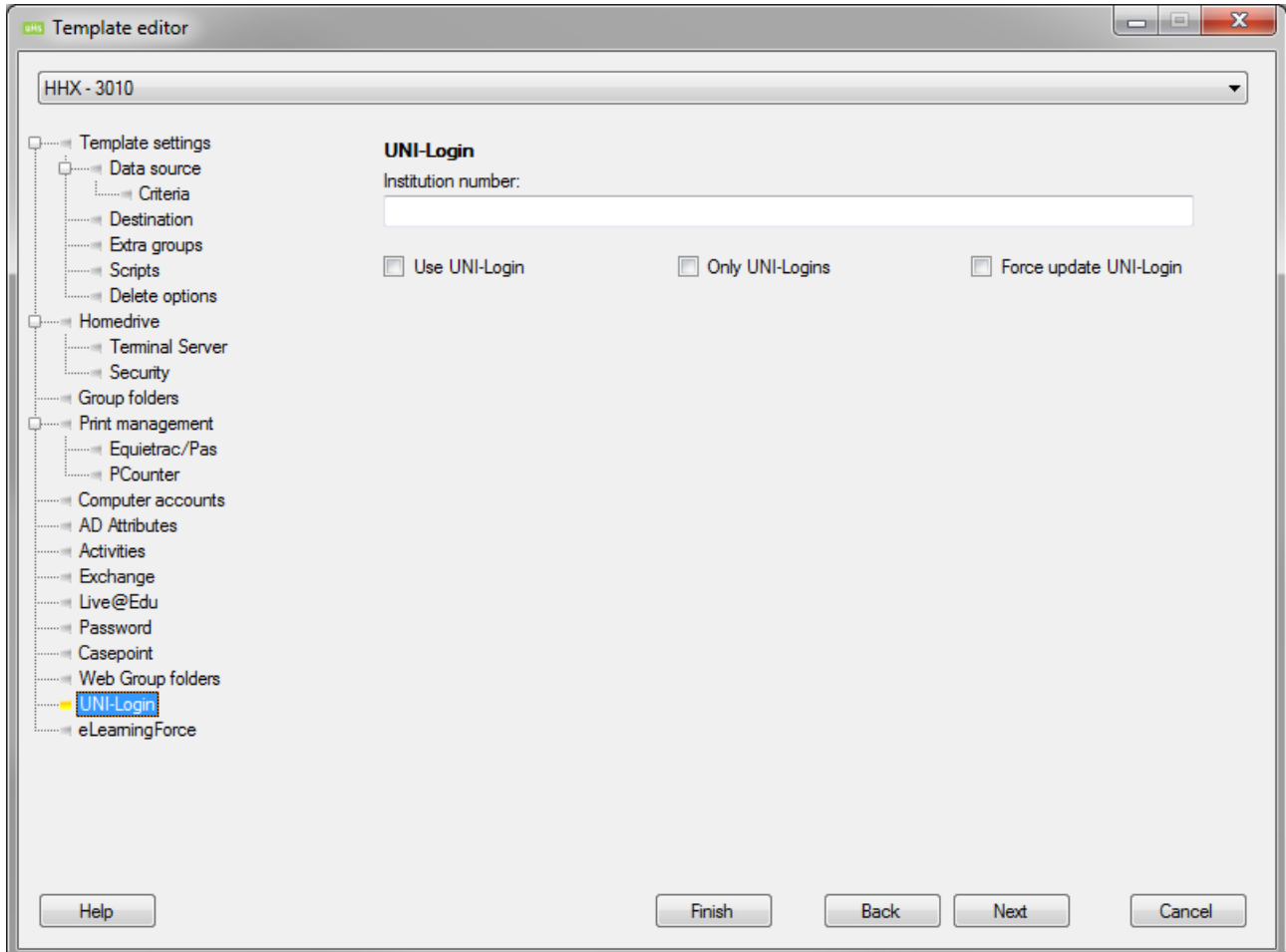
OK Cancel

UNI-Login

When UNI-sync is activated the following can be specified.

Enter the institution number given by UNI-C. This is used to upload data to UNI-C using UMS Dataprovider.

Leave blank if UMS Dataprovider is not used.



The screenshot shows the 'Template editor' window with a tree view on the left and a configuration area on the right. The tree view includes categories like 'Template settings', 'Homedrive', 'Print management', and 'UNI-Login'. The 'UNI-Login' category is selected. The configuration area for 'UNI-Login' includes a text field for 'Institution number' and three checkboxes: 'Use UNI-Login', 'Only UNI-Logins', and 'Force update UNI-Login'. The 'Institution number' field is empty. The 'Use UNI-Login' checkbox is checked. The 'Only UNI-Logins' and 'Force update UNI-Login' checkboxes are unchecked. At the bottom of the window are buttons for 'Help', 'Finish', 'Back', 'Next', and 'Cancel'.

“Use UNI-Login”

If UNI-Login exist for user this is used otherwise SLI rules will apply.

“Only UNI-Logins”

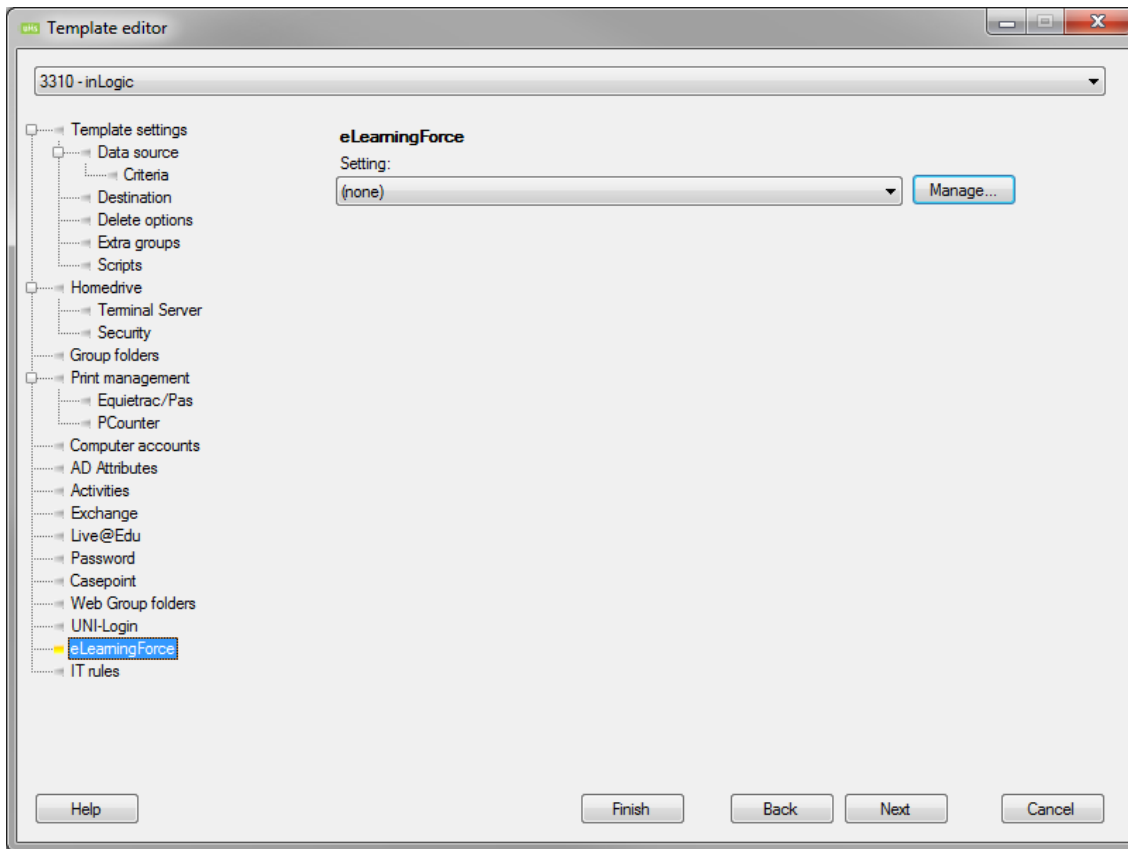
Users will only be created if UNI-Login exists. SLI is overridden.

“Force update UNI-Login”

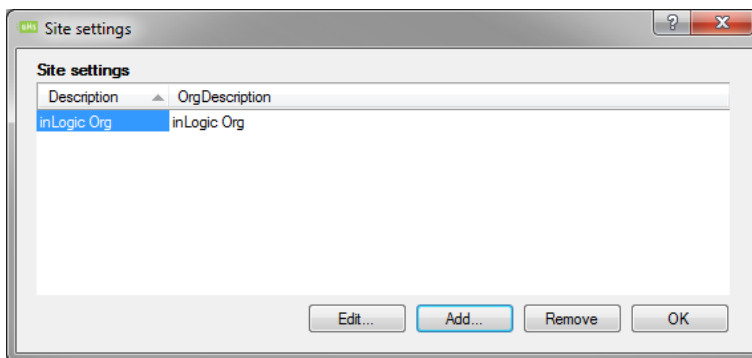
If user changes at UNI-C, for instance changes CPR-nr which generates a new UNI-Login at UNI-C, this feature forces the existing username to be updated in the UMS database with the one newly provided by UNI-C.

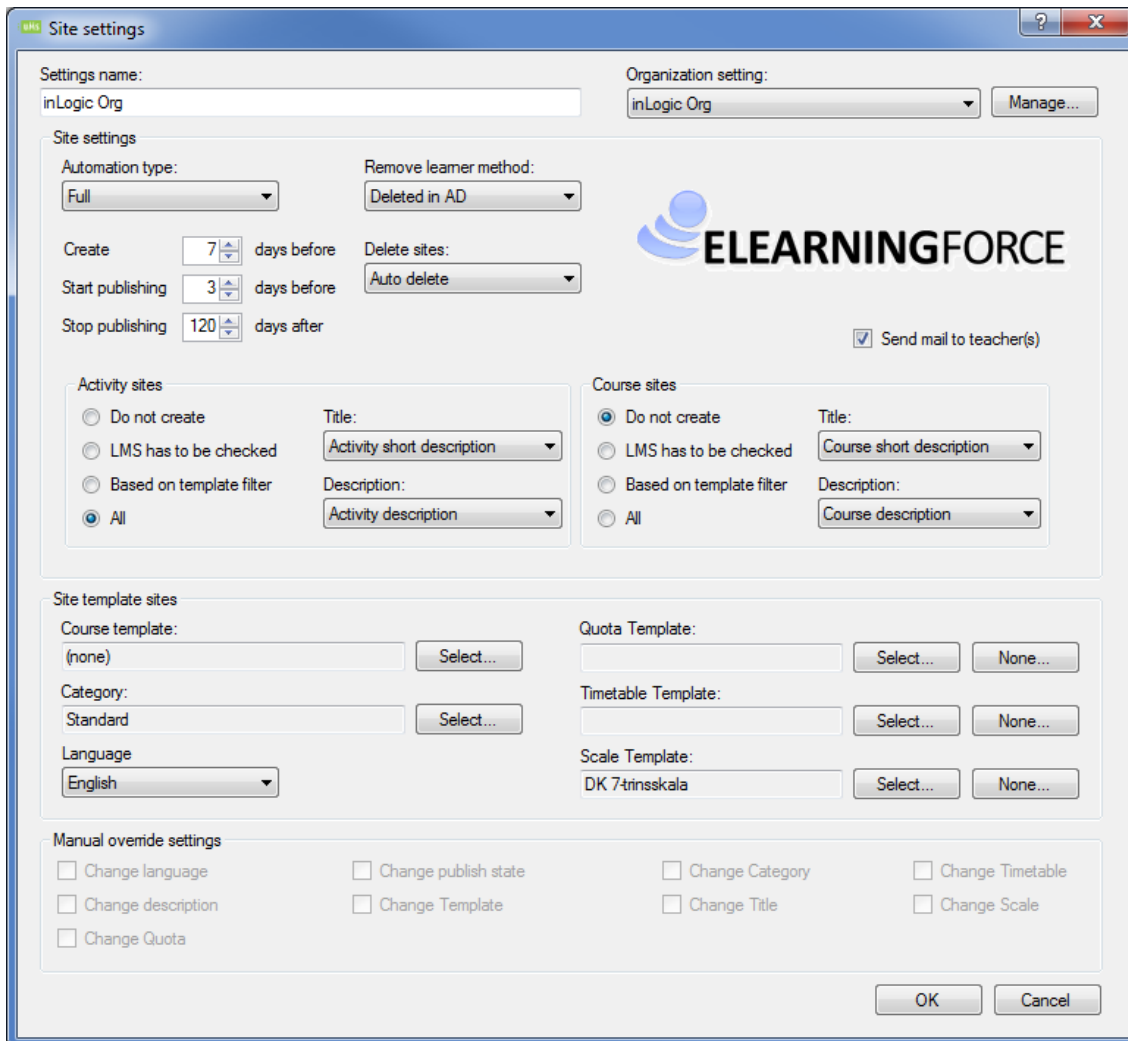
Elearningforce

Choose an existing setting or create new.



Choose which setting to enable for the given template





“Settings name”

Enter a descriptive name for the template.

“Organization setting”

Choose which organizational setting to use.

“Automation type”

Choose whether to make it fully automatic or semi-automatic.

“Remove learner method”

Decide whether to remove learners when they are deleted in AD or when they have finished a course.

“Create “x” days before”

How many days before a course becomes active, in the administrative system, should it be created.

“Publish “x” days before”

How many days before a course becomes active, in the administrative system, should it be published.

“Stop publishing “xx” days after”

How many days after the course becomes inactive, in the administrative system, should it no longer be published.

“Delete sites”

Decide whether to delete sites automatically or manually.

Activity sites

“Do not create”

Mark if activities should not be created as sites.

“LMS has to be checked”

Mark this to make sure that LMS is checked in the administrative system.

“Based on template filter”

Mark this to create the activities based on a template filter.

“All”

Create all activities from the administrative system without filtering.

“Title”

Choose a title for the site.

“Description”

Choose a description for the site.

Course sites

“Do not create”

Mark if activities should not be created as sites.

“LMS has to be checked”

Mark this to make sure that LMS is checked in the administrative system.

“Based on template filter”

Mark this to create the activities based on a template filter.

“All”

Create all activities from the administrative system without filtering.

“Title”

Choose a title for the site.

“Description”

Choose a description for the site.

Site template sites

“Course template”

Choose which template to use creating new sites.

“Category”

Choose which category to use.

“Language”

Choose which language to use.

“Quota template”

Choose a quota template to use.

“Timetable template”

Choose timetable template to use.

“Scale template”

Choose a scale template to use

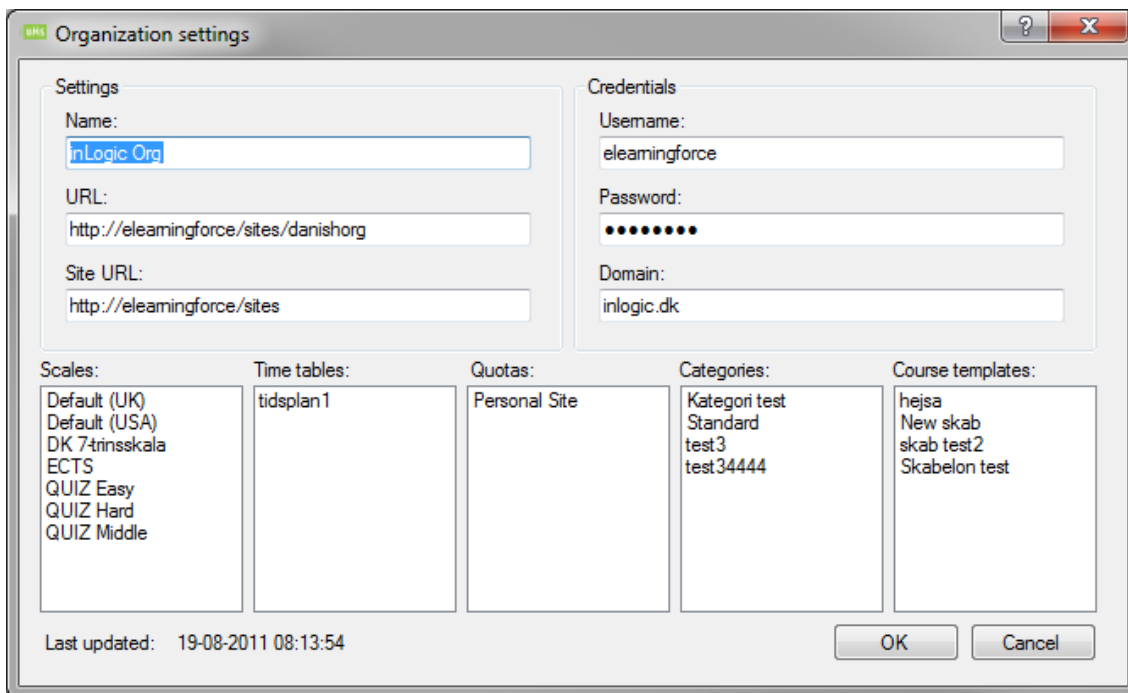
“Manually override settings”

If semi-automatic is enabled, this will become active.

It enables the settings to be overridden, by manually entered data, before site creation.

Organization setting

Enter the relevant data from Elearningforce.



Settings

“Name”

Enter a descriptive name for the school.

“URL”

Enter the URL provided by ELEARNINGFORCE.

“Site URL”

Enter the Site URL provided by ELEARNINGFORCE.

*Credentials***“Username”**

Enter the username provided by ELEARNINGFORCE.

“Password”

Enter the password provided by ELEARNINGFORCE.

“Domain”

Enter the domain for the user to access the LMS system.

“Scales”

Will be filled automatically when UMS has access to the LMS system.

“Time tables”

Will be filled automatically when UMS has access to the LMS system.

“Quotas”

Will be filled automatically when UMS has access to the LMS system.

“Categories”

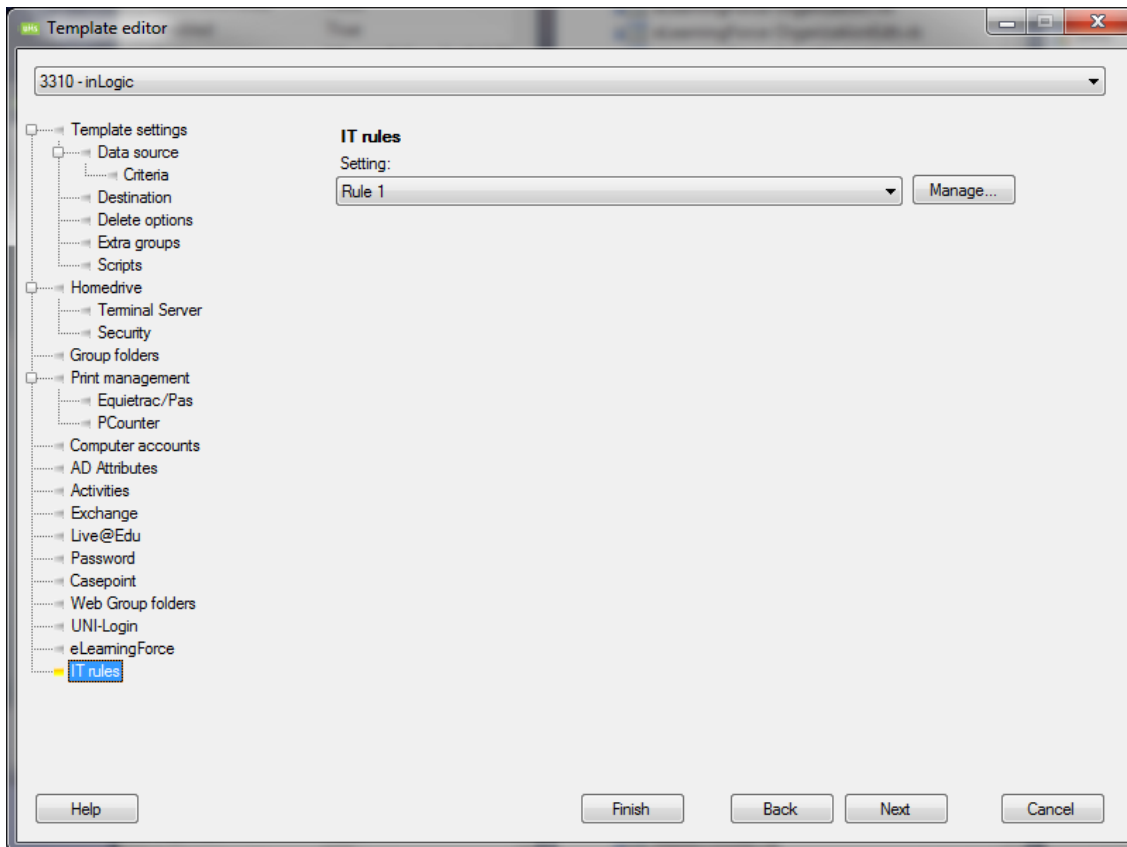
Will be filled automatically when UMS has access to the LMS system.

“Course templates”

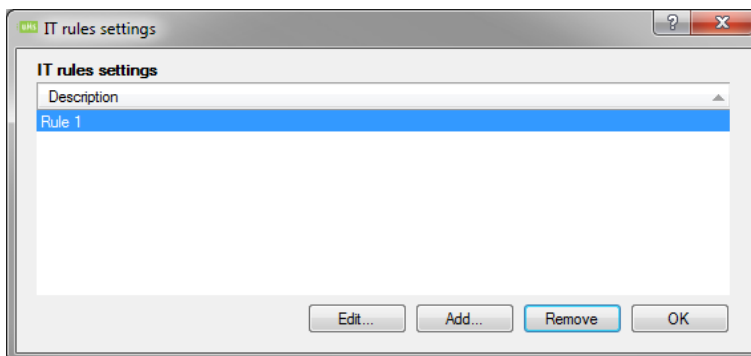
Will be filled automatically when UMS has access to the LMS system.

IT rules

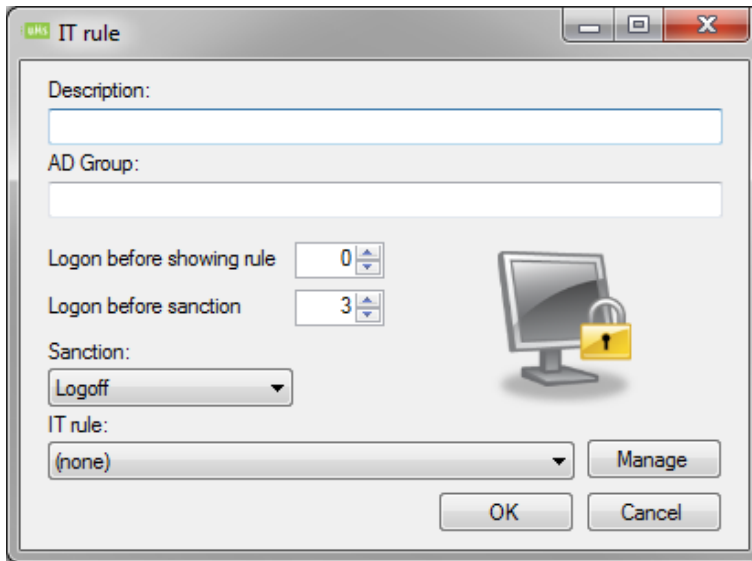
Choose an existing setting or create new.



Choose the desired action – “edit, add, remove or accept”.



IT rule settings



“Description”

Enter a descriptive name for the rule.

“AD Group”

Users will be added to this group when they have accepted the IT-policy

“Logon before showing rule”

Set amount of logins before rule will be shown

“Logon before sanction”

Set amount of logins, without accepting the IT rules, before sanction will take effect.

“Sanction”

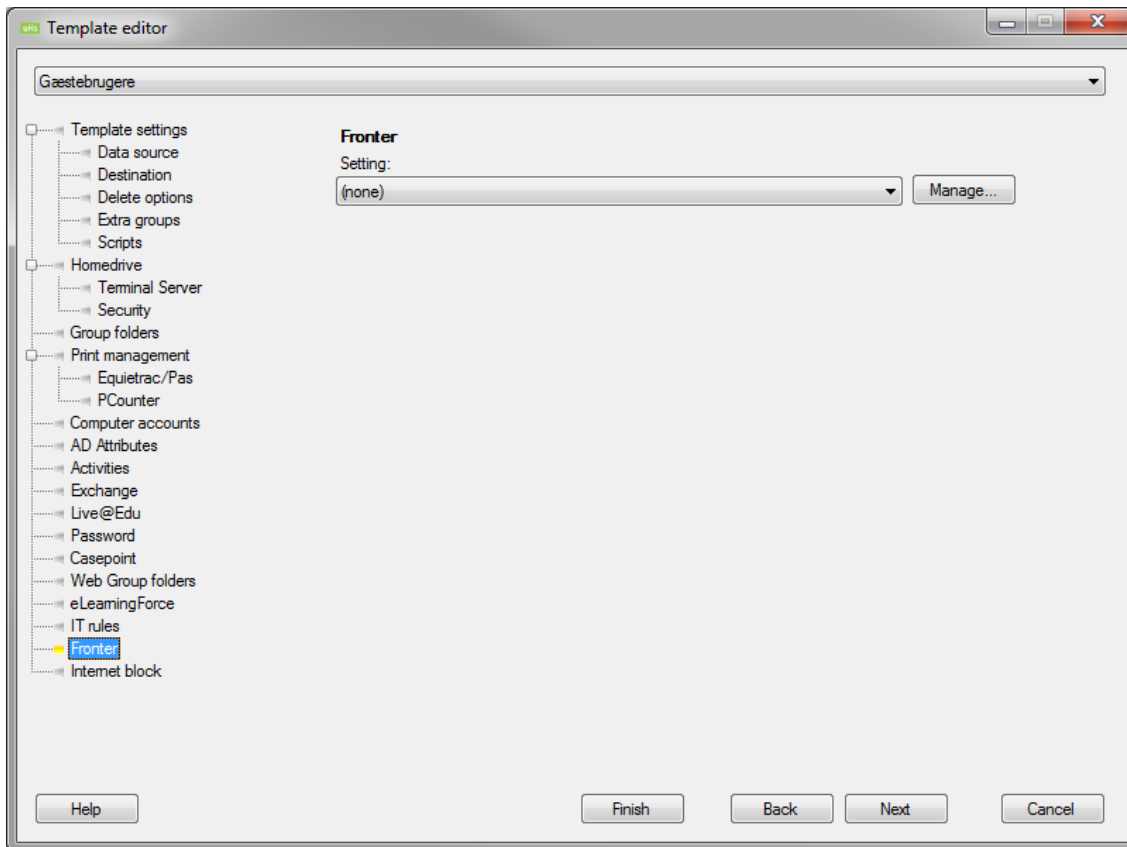
Choose desired sanction for users not accepting the IT rules.

“IT rule”

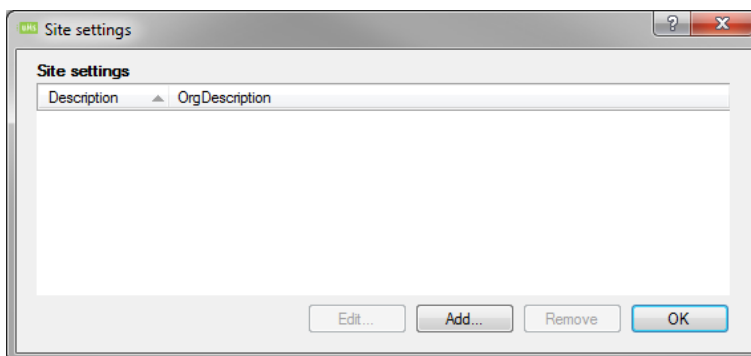
Choose the text template to be presented for the user.

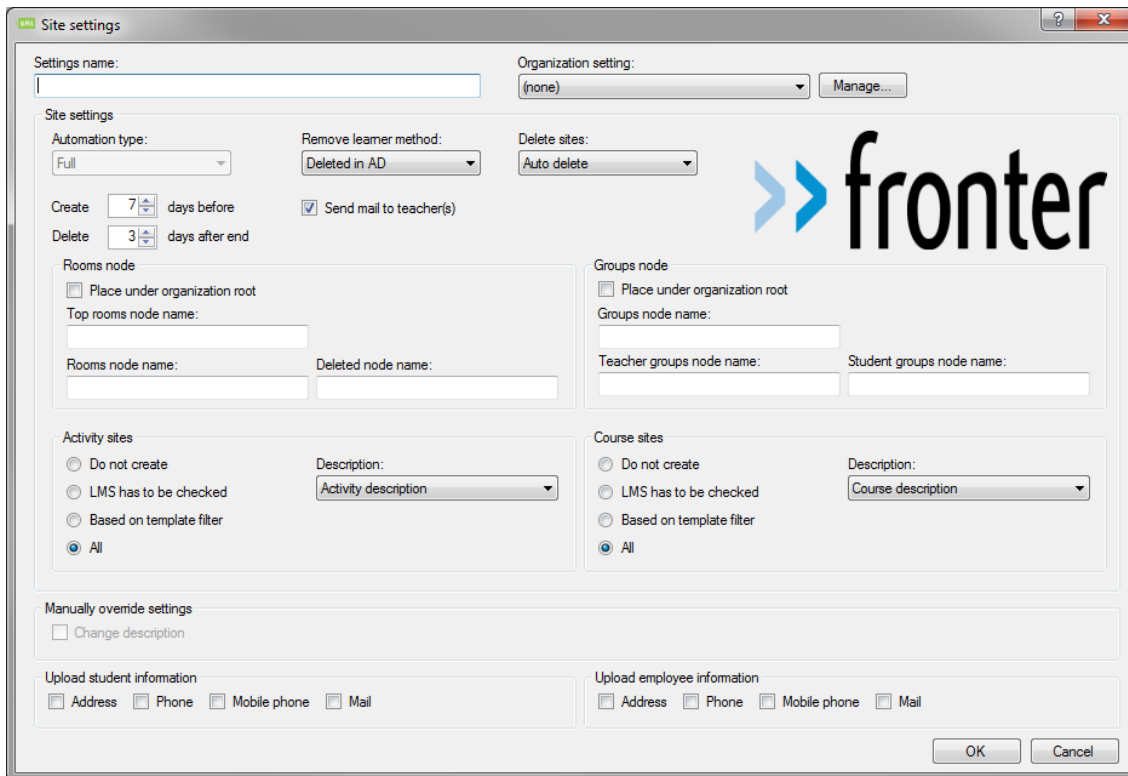
Fronter

Choose an existing setting or create new.



Choose the desired action – “edit, add, remove or accept”.





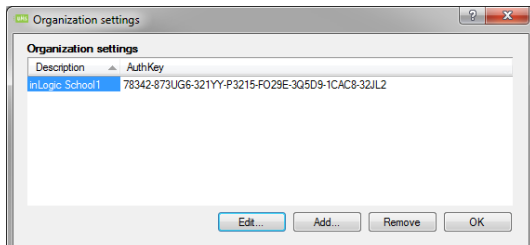
The 'Site settings' dialog box is used to configure various aspects of a site. It includes fields for 'Settings name' and 'Organization setting'. The 'Site settings' section contains options for 'Automation type', 'Remove learner method', 'Delete sites', 'Create' (7 days before), 'Delete' (3 days after end), and 'Send mail to teacher(s)'. The 'Rooms node' section has checkboxes for 'Place under organization root' and fields for 'Top rooms node name', 'Rooms node name', and 'Deleted node name'. The 'Groups node' section has checkboxes for 'Place under organization root' and fields for 'Groups node name', 'Teacher groups node name', and 'Student groups node name'. The 'Activity sites' section has radio buttons for 'Do not create', 'LMS has to be checked', 'Based on template filter', and 'All', along with a 'Description' dropdown. The 'Course sites' section has similar radio buttons and a 'Description' dropdown. The 'Manually override settings' section has a checkbox for 'Change description'. The 'Upload student information' and 'Upload employee information' sections have checkboxes for 'Address', 'Phone', 'Mobile phone', and 'Mail'. The dialog box has 'OK' and 'Cancel' buttons at the bottom right.

“Settings name”

Enter a descriptive name for the template.

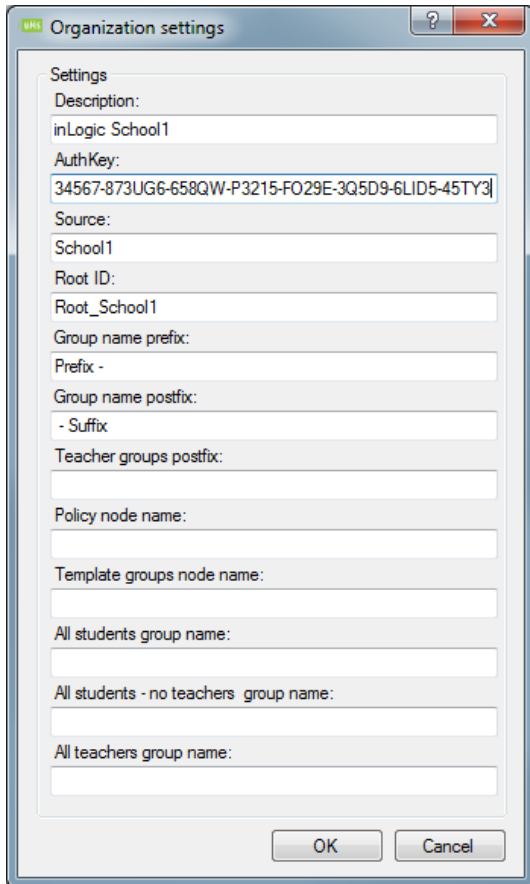
“Organization setting”

Choose which organizational setting to use.



The 'Organization settings' dialog box displays a table of organizational settings. The table has two columns: 'Description' and 'AuthKey'. The first row shows 'inLogic School1' with the AuthKey '78342-873UG6-321YY-P3215-F029E-3Q5D9-1CAC8-32JL2'. Below the table are buttons for 'Edit...', 'Add...', 'Remove', and 'OK'.

Description	AuthKey
inLogic School1	78342-873UG6-321YY-P3215-F029E-3Q5D9-1CAC8-32JL2



The image shows a screenshot of the 'Organization settings' dialog box. It contains several text input fields for configuring an organization. The fields are: Description (with 'inLogic School1' entered), AuthKey (with a long alphanumeric string entered), Source (with 'School1' entered), Root ID (with 'Root_School1' entered), Group name prefix (with 'Prefix -' entered), Group name postfix (with '- Suffix' entered), Teacher groups postfix (empty), Policy node name (empty), Template groups node name (empty), All students group name (empty), All students - no teachers group name (empty), and All teachers group name (empty). At the bottom are 'OK' and 'Cancel' buttons.

Settings

“Description”

Enter a descriptive name for the Organization setting.

“AuthKey”

Enter the schools authentication key.

“Source”

Enter the source given by Fronter.

“Root ID”

Enter the root ID given by Fronter.

“Group name prefix”

Text to append as prefix when creating groups.

“Group name suffix”

Text to append as suffix when creating groups.

“Teacher groups postfix”

Text to append as suffix to teacher groups.

“Policy node name”

Display name for policy.

“Template groups node name”

Display name for template groups.

“All students group name”

Display name for student groups including employees that are also enrolled as students.

“All students – no teachers group name ”

Display name for student groups exclusive employees.

“All teachers group name”

Display name for employee groups.

Site settings

“Automation type”

Choose whether to make it fully automatic or semi-automatic.

“Remove learner method”

Decide whether to remove learners when they are deleted in AD or when they have finished a course.

“Delete sites”

Decide whether to delete sites automatically or manually.

“Create “x” days before”

How many days before a course becomes active, in the administrative system, should it be created.

“Delete “x” days after end”

How many days after a course becomes inactive, in the administrative system, should it be deleted.

“Send mail to teacher(s)”

Notify the teachers about the created sites.

Rooms node

“Place under organization root”

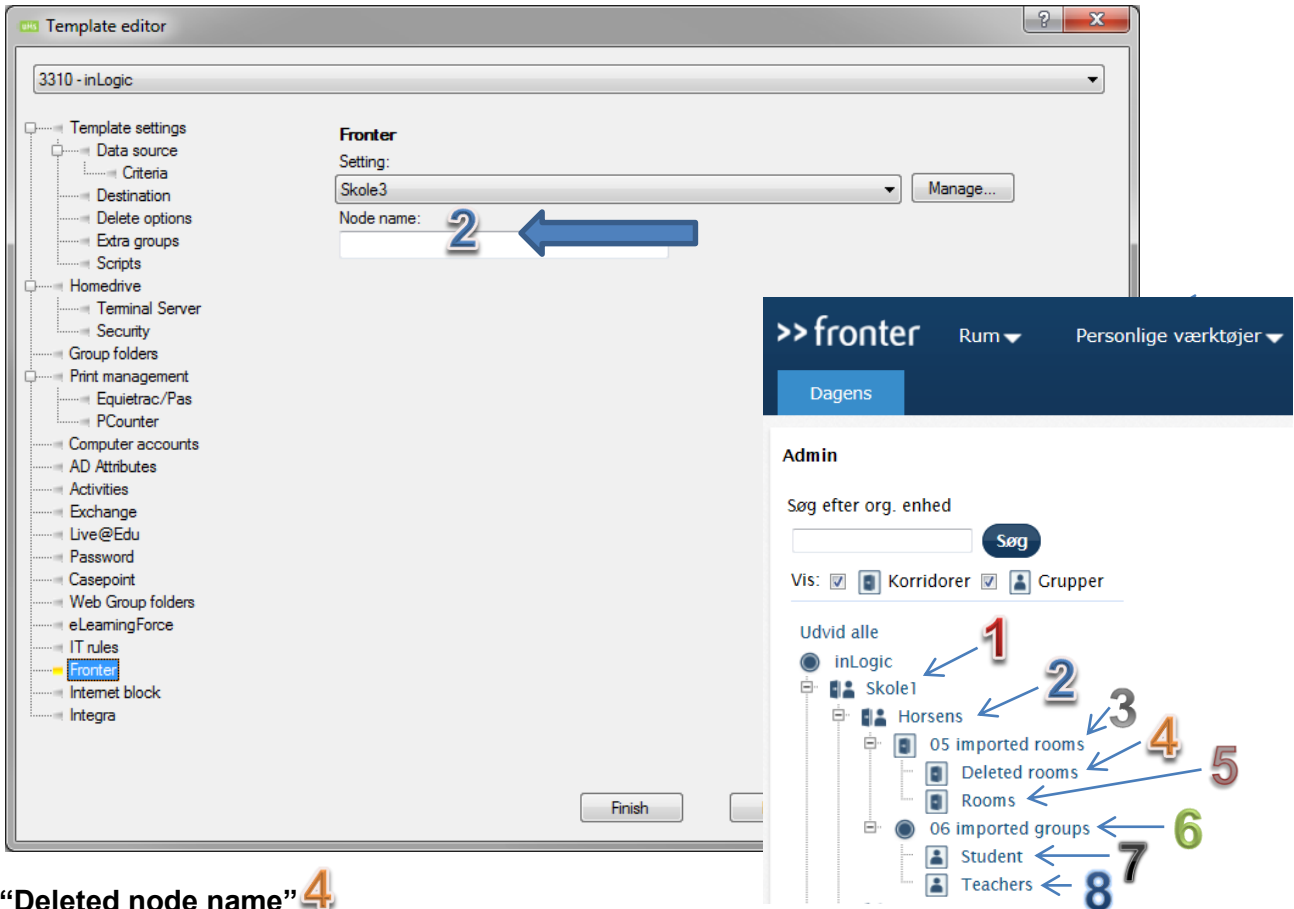
Choose to place under the organizational root. If unmarked it will be placed under **1** (Skole1) specified as source in “Organization settings”.

“Top rooms node name” **3**

Display name for the top room’s node name. Fronter advises the users to call it “05 Imported rooms”.

“Rooms node name” **5**

Display name for the room’s node.



“Deleted node name” 4

Display name for the deleted room's node.

Group node

“Place under organization root”

Choose to place under the organizational root. If unmarked it will be placed under the specified node.

“Groups node name” 6

Display name for the top room's node name. Fronter advises the users to call it “06 Imported groups”.

“Teacher groups node name” 7

Display name for the teacher group.

“Student groups node name” 8

Display name for the student group.

Activity sites

“Do not create”

Mark this to prevent creation of sites.

“LMS has to be checked”

Mark this to make sure that LMS is checked in the administrative system.

“Based on template filter”

Mark this to create the activities based on a template filter.

“All”

Create all activities from the administrative system without filtering.

“Description”

Choose a description for the site.

Course sites

“Do not create”

Mark this to prevent creation of sites.

“LMS has to be checked”

Mark this to make sure that LMS is checked in the administrative system.

“Based on template filter”

Mark this to create the activities based on a template filter.

“All”

Create all activities from the administrative system without filtering.

“Description”

Choose a description for the site.

Manually override settings

“Change description”

If semi-automatic is enabled, this will become active. It enables the settings to be overridden, by manually entered data, before site creation.

Upload student information

“Address”

Choose to upload the home address.

“Phone”

Choose to upload the home phone.

“Mobile phone”

Choose to upload the private mobile phone.

“Mail”

Choose to upload the private mail.

Upload employee information

“Address”

Choose to upload the home address.

“Phone”

Choose to upload the home phone.

“Mobile phone”

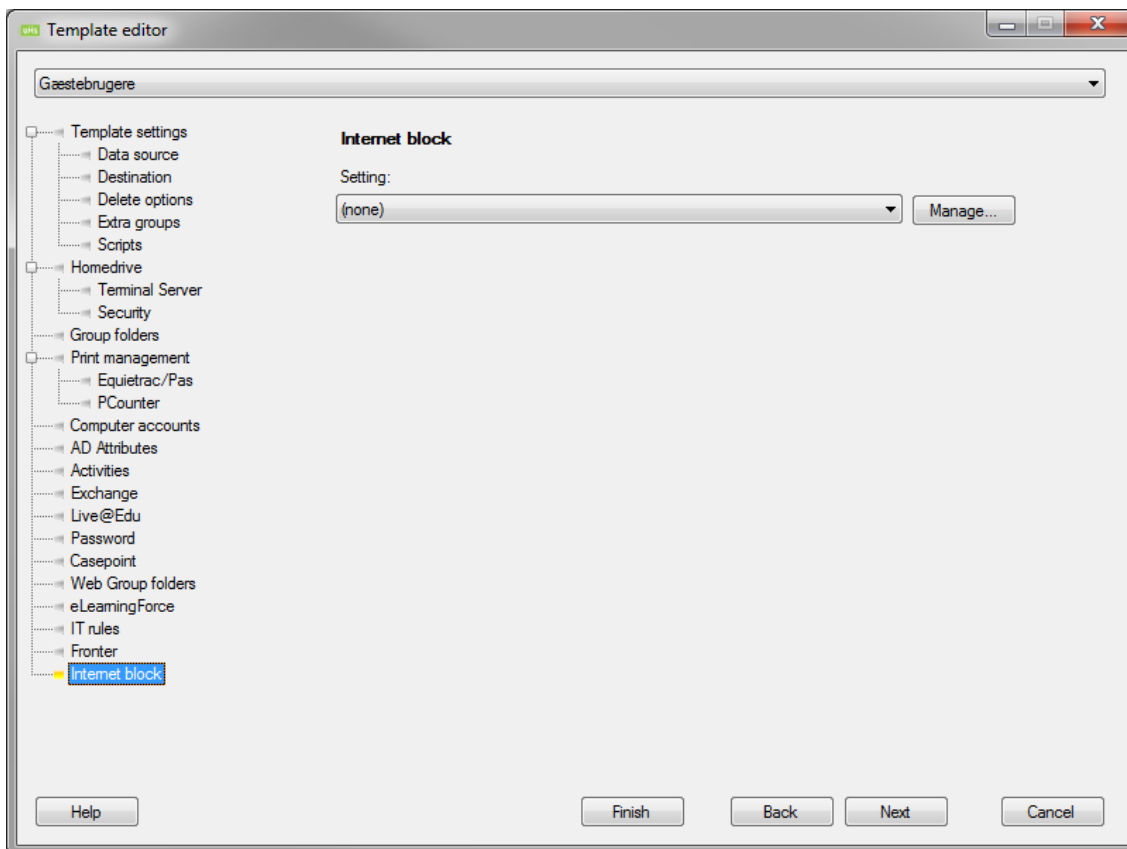
Choose to upload the private mobile phone.

“Mail”

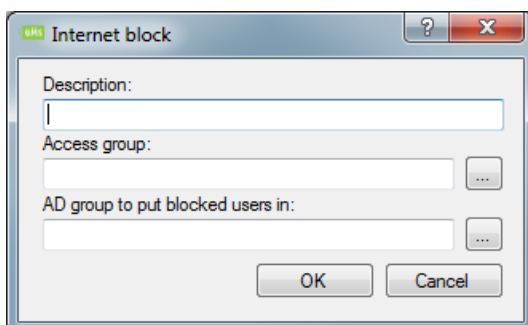
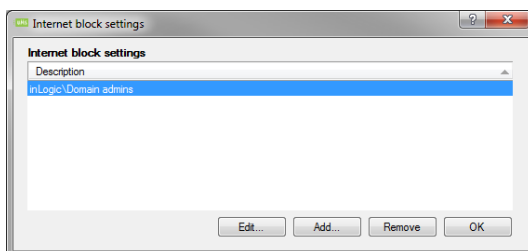
Choose to upload the private mail.

Internet block

Specify a group with privileges to block internet for activities and students.



Choose the desired action – “edit, add, remove or accept”.



“Description”

Enter a descriptive name for the rule.

“Access group”

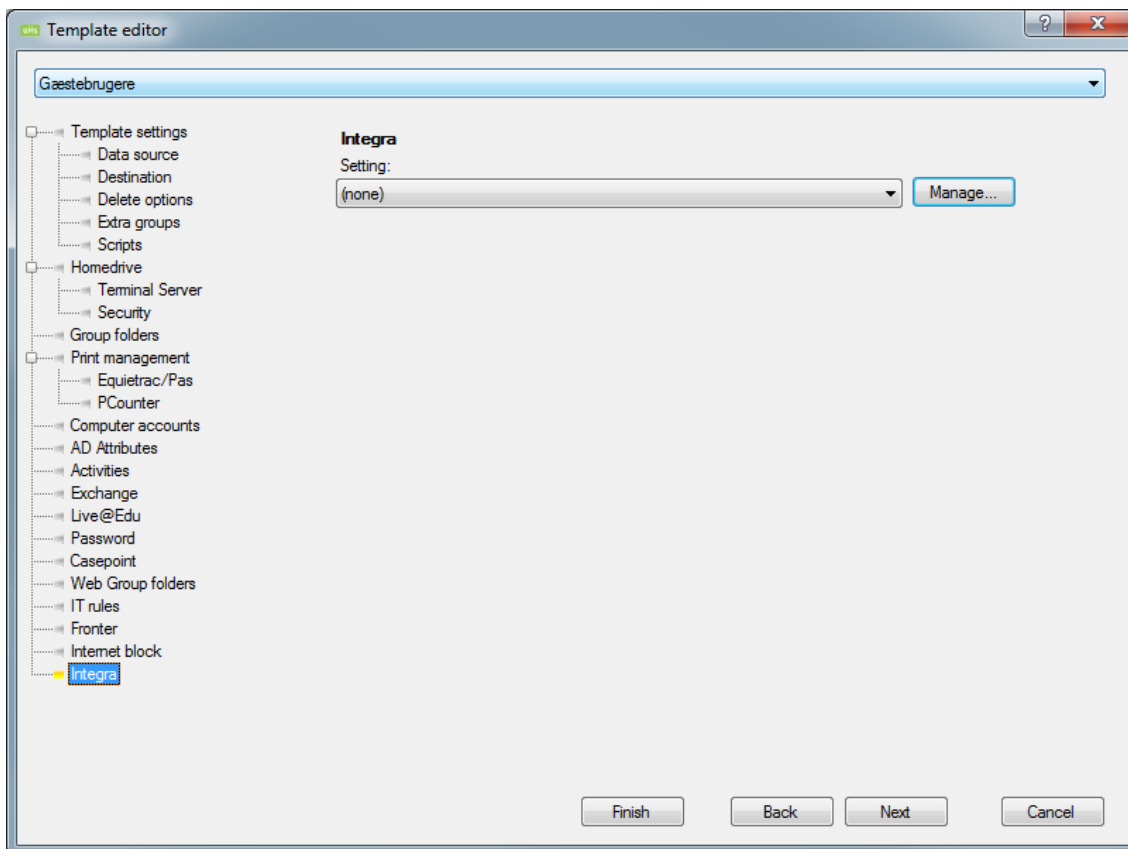
Specify a group which members are able to block users.

“AD group to put blocked users in”

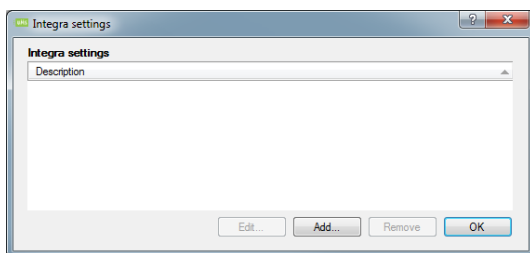
Specify which group to place the blocked users in.

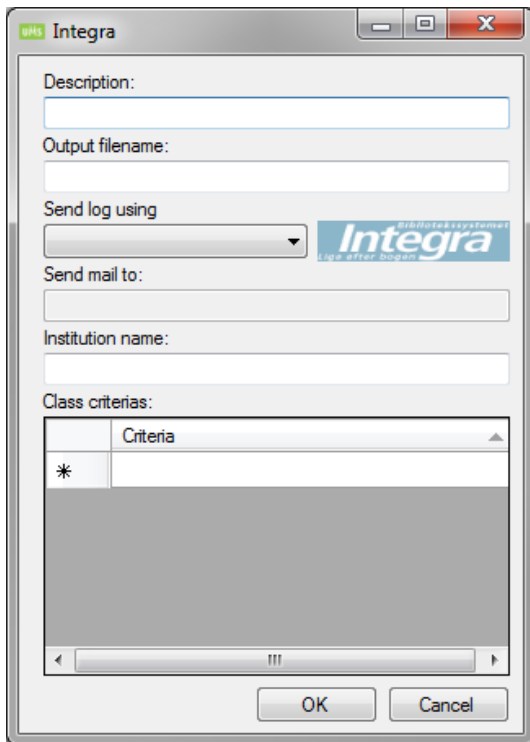
Integra

Manage your Integra.



Choose the desired action – “edit, add, remove or accept”.





“Description”

Enter a descriptive name.

“Output filename”

Enter the desired filename e.g. integraExport.txt. It is also possible to enter full UNC.

“Send log using”

Specify account to use sending logfiles.

“Send mail to”

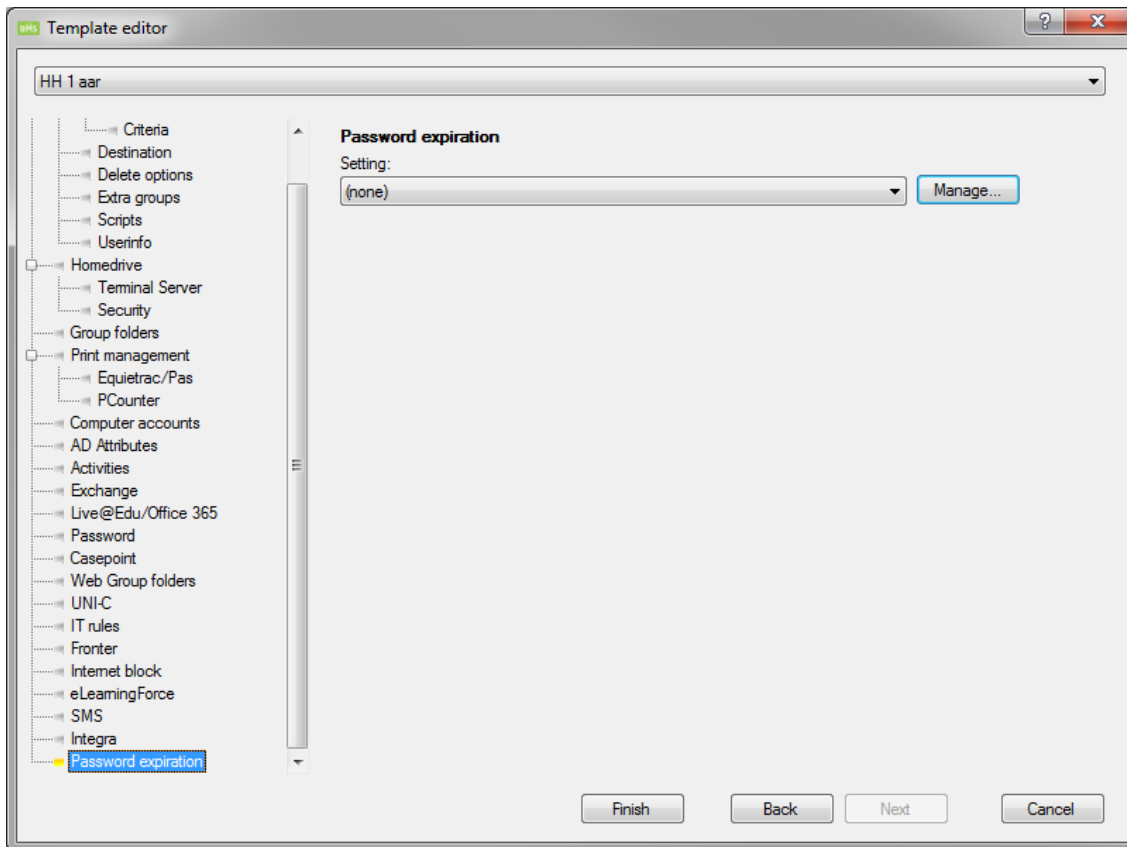
Specify account that will receive the logfiles.

“Class criteria”

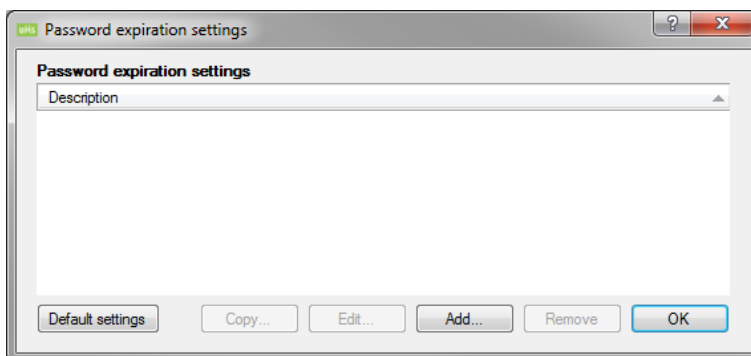
Specify which classes to include in export to file.

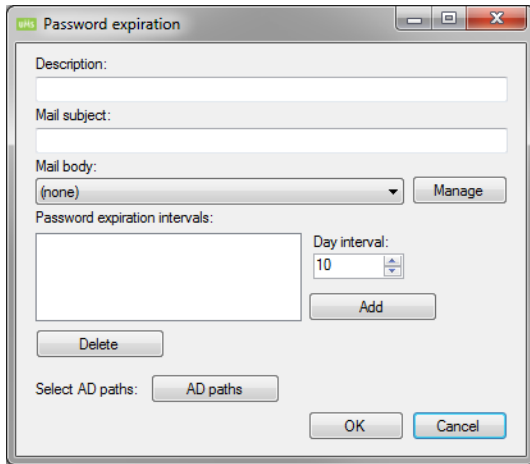
Password expiration

Alert the users automatically when their passwords are about to expire.



First of all create a template to use.





“Description”

Enter a descriptive name.

“Mail subject”

Type the text that will appear in the subject field.

“Mail body”

Type the text to be shown in the mail.

“Manage”

It is possible to create a template or choose an existing.

“Password expiration intervals”

It is possible to specify several intervals where the user will be notified.

“Day interval”

Determine how many days before expiration the users will be notified.

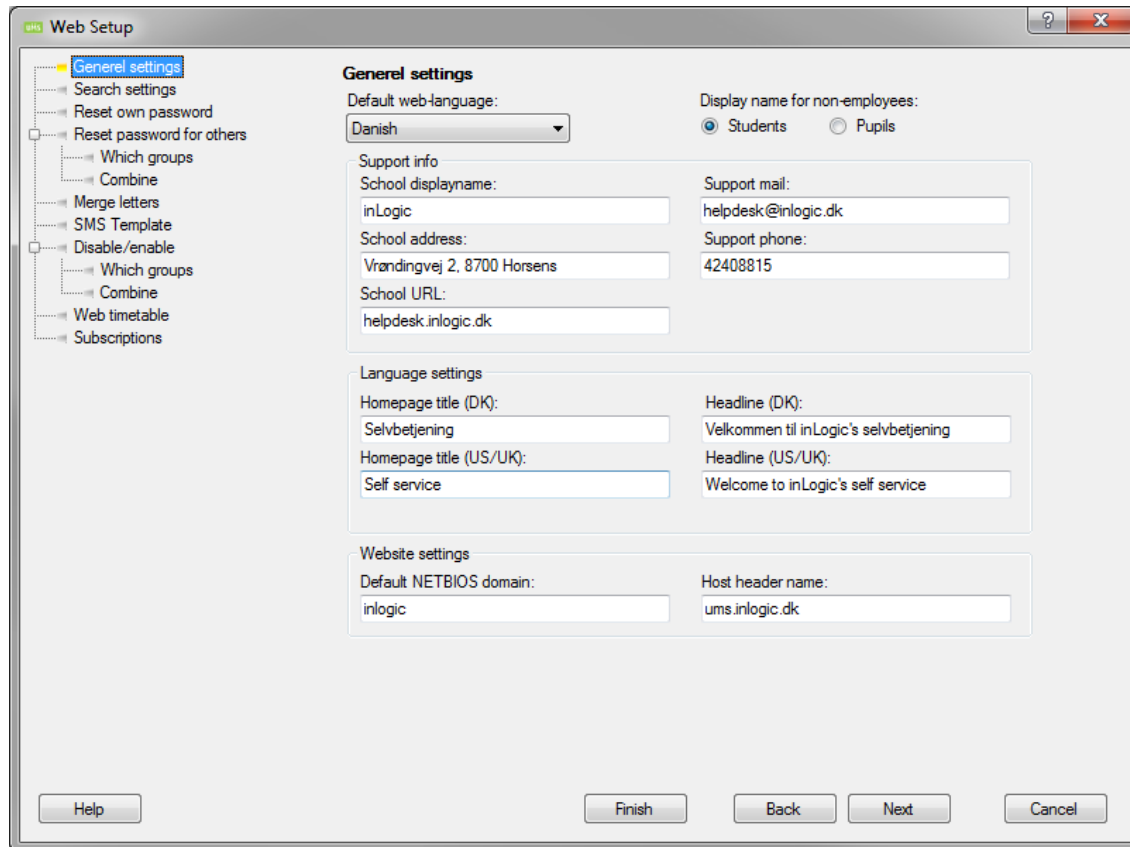
“Select AD paths”

Specify OU's.

Web Setup

General settings

Specify the settings for the UMS frontend.



The screenshot shows the 'Web Setup' window with the 'General settings' tab selected. The left sidebar lists various settings categories, and the main area contains the following configuration options:

- General settings**
 - Default web-language: Danish (dropdown)
 - Display name for non-employees: ☒ Students ☐ Pupils
- Support info**
 - School displayname: inLogic
 - School address: Vredningvej 2, 8700 Horsens
 - School URL: helpdesk.inlogic.dk
 - Support mail: helpdesk@inlogic.dk
 - Support phone: 42408815
- Language settings**
 - Homepage title (DK): Selvbetjening
 - Homepage title (US/UK): Self service
 - Headline (DK): Velkommen til inLogic's selvbetjening
 - Headline (US/UK): Welcome to inLogic's self service
- Website settings**
 - Default NETBIOS domain: inlogic
 - Host header name: ums.inlogic.dk

At the bottom of the window are buttons for 'Help', 'Finish', 'Back', 'Next', and 'Cancel'.

“Default web language”

Define the default language for the members of this template when accessing UMS web.

“Display name for non-employees”

Choose whether to present non-employees as students or pupils on UMS web.
This is the user type seen in e.g. a search.

Support info

“School display name” **1**

Enter the desired school name.



“School address” **2**

Enter the schools address.

“School URL”

Enter the schools webpage URL. This is the site the user will be directed to when clicking the schools display name marked with the number 1 above.

“Support mail” **3**

Enter the email address for the schools support team.

“Support phone” **4**

Enter the phone number for the schools support team.

Language settings

“Homepage title (DK)” **5**

Enter a title for the page, which will also be shown as title when making a bookmark. Will be shown when Danish is selected in “Default web language”.

“Headline (DK)” **6**

Enter a welcome text for the users. Will be shown when Danish is selected in “Default web language”.

“Homepage title (US/UK)” **5**

Enter a title for the page, which will also be shown as title when making a bookmark. Will be shown when English is selected in “Default web language”.

“Headline (US/UK)” **6**

Enter a welcome text for the users. Will be shown when English is selected in “Default web language”.

Website settings

If basic authentication is used for the UMS self-service site the following needs to be specified.

“Default NETBIOS domain”

Enter the NETBIOS name for the domain.

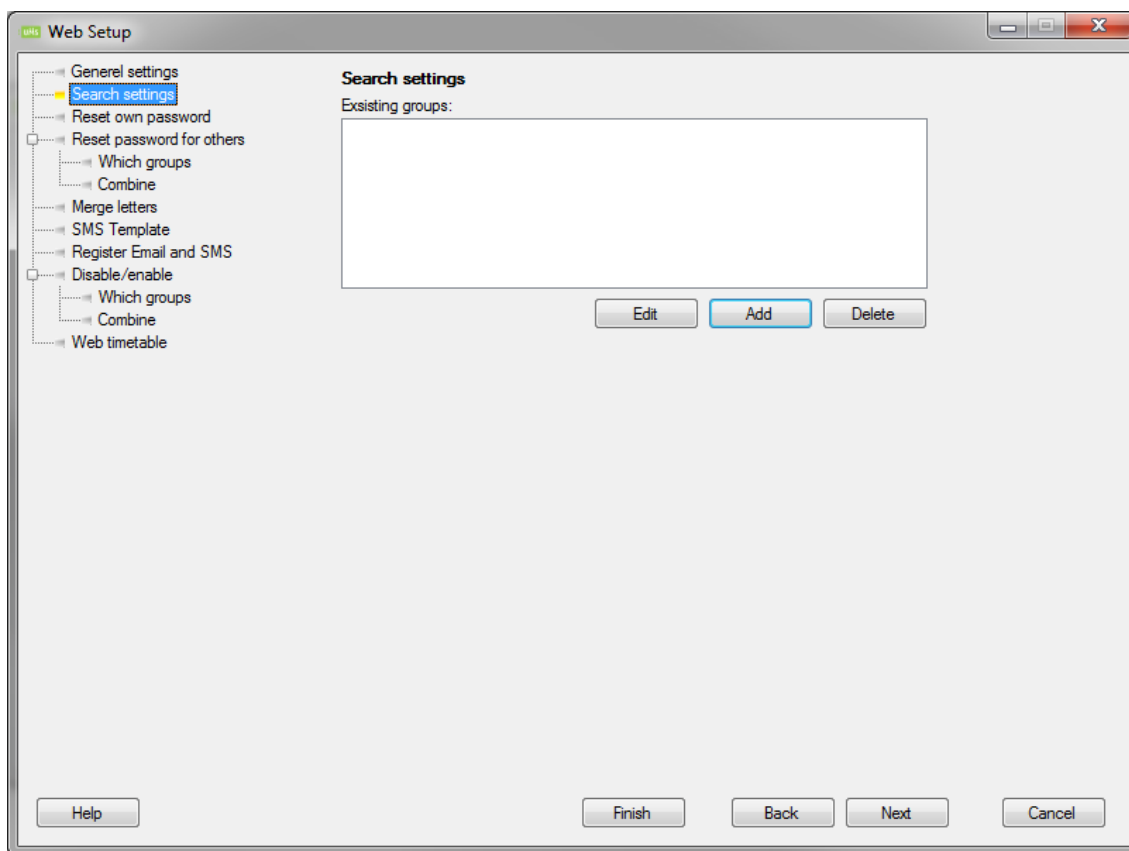
“Host header name”

Enter the host header name for the site.

Search settings

Create groups with search privileges and determine visibility of additional items.

If no groups are created the search functionality in UMS Web will be disabled.

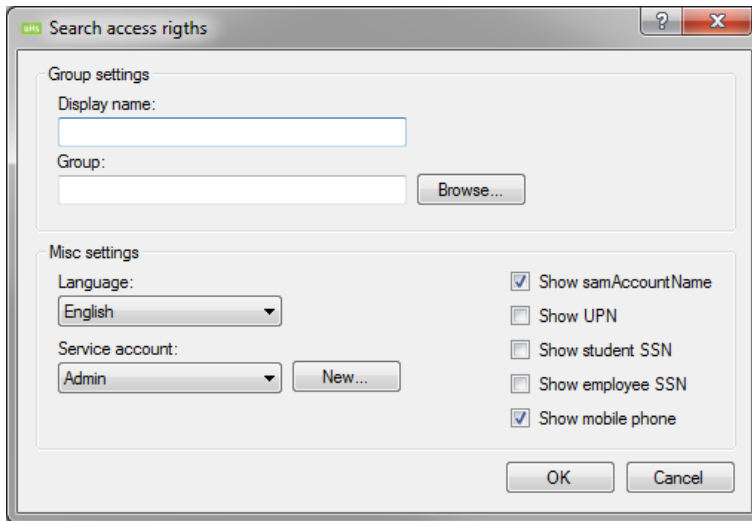


Adding members to the created group will allow the members to use the search functionality in UMS and give them privileges to see the marked items in “Search access rights” → “Misc settings”.

This can be:

- SAMaccountName
- UPN
- Student SSN
- Employee SSN
- Mobile phone number

Group settings



“Display name”

Enter a desired display name for the Group.

“Group”

Specify existing group in AD that UMS will check that the user is a member of.

“Language”

If you select another language in regard to what has been chosen in UMS standard language under "General settings", the site will be show in the selected language. This only applies if the user is a member of the group specified above. This is useful if you have foreign students or employees and link directly to this site.

“Service account”

Specify existing account in AD with sufficient privileges to perform the task.

“Show samAccountName”

Legacy feature, which will be deleted when the old UMS front-end is no longer used.

“Show UPN”

If the user performing a search has sufficient privileges UPN will be shown in the info box attached to users.

“Show Student SSN”

If the user performing a search has sufficient privileges SSN will be shown in the info box attached to students.

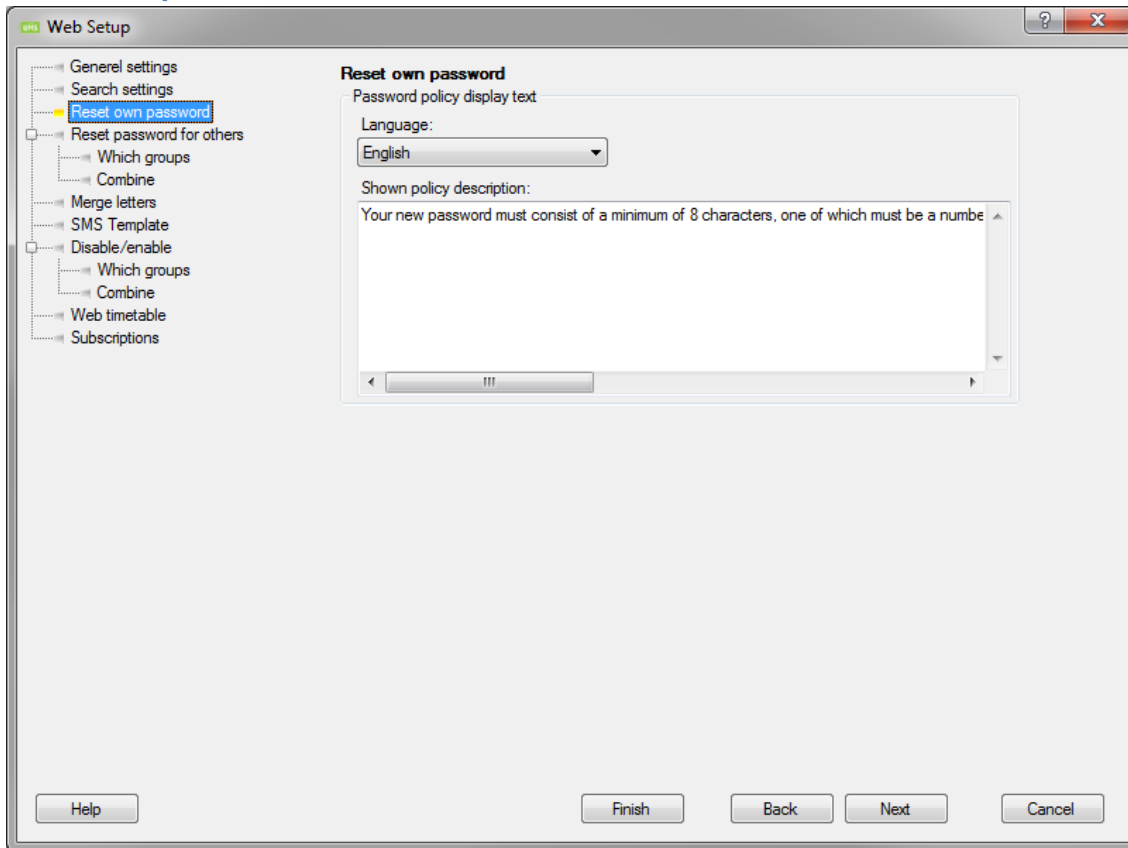
“Show employee SSN”

If the user performing a search has sufficient privileges SSN will be shown in the info box attached to employees.

“Show mobile phone”

If the user performing a search has sufficient privileges the mobile number will be shown in the info box attached to users.

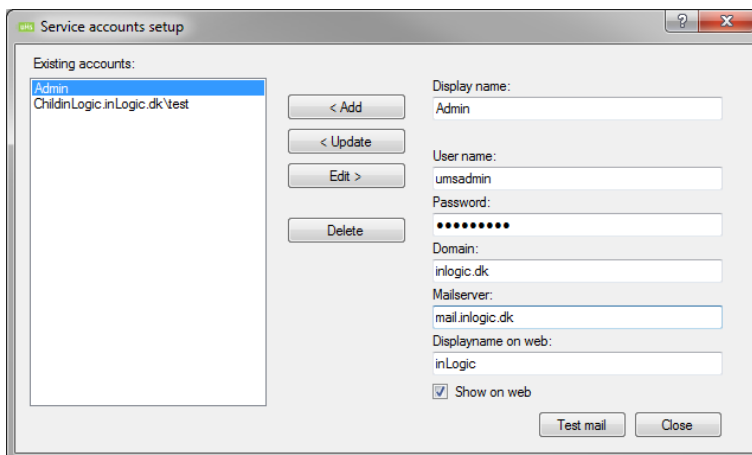
Reset own password



“Language”

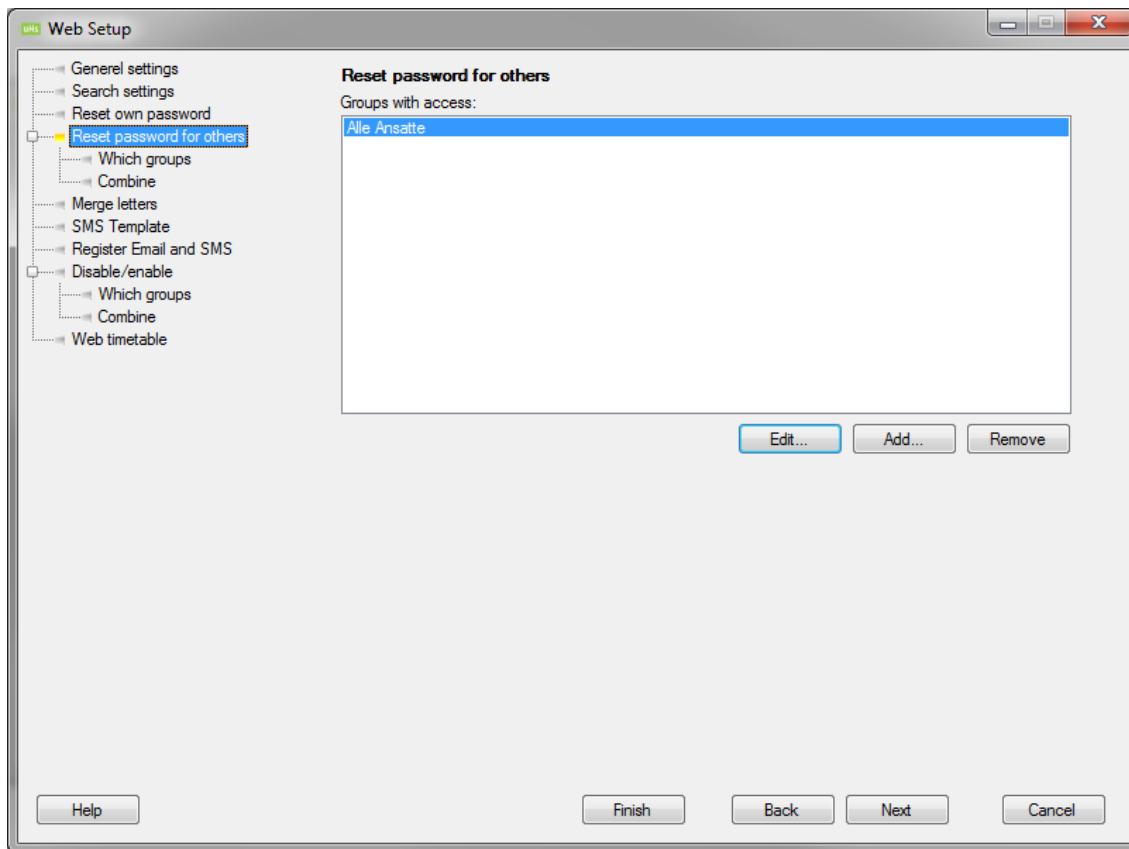
Enter the desired message for both the Danish and English language to display.

If no account exists in UMS with sufficient privileges you must create one in AD and then enter the users' credentials and the domain specific data here.

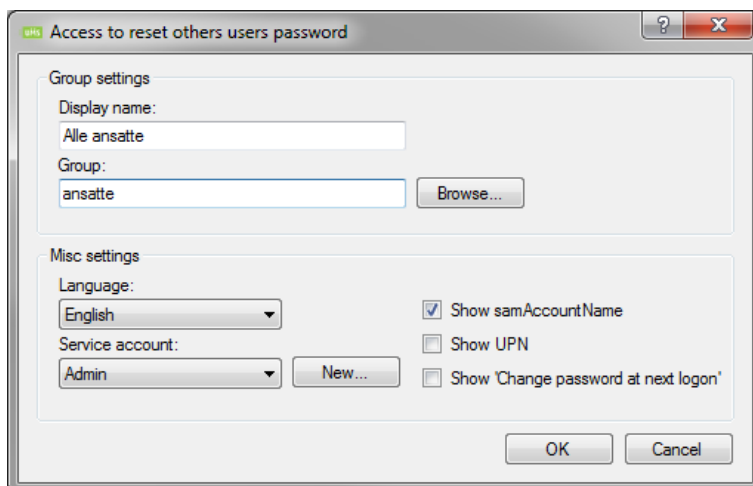


Reset password for others

Specify which groups that are allowed to change password for other groups. This feature can be used to grant teachers the rights to change password for students.



Create a group that will be able to change password for other groups.



“Display name”

Enter a desired display name for the Group.

“Group”

Specify existing group in AD that UMS will check that the user is a member of.

If the user is a member of this group he will be able to change password for the group that is allowed to have their password changed.

“Language”

If you select another language in regard to what has been chosen in UMS standard language under "General settings", the site will be show in the selected language. This only applies if the user is a member of the group specified above. This is useful if you have foreign students or employees and link directly to this site.

“Service account”

Specify existing account in AD with sufficient privileges to perform the task.

“Show samAccountName”

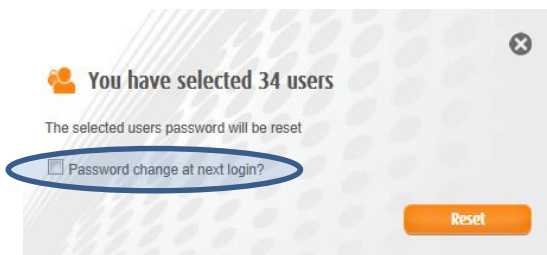
Show samAccountName in the info box.

“Show UPN”

Show UPN in the info box.

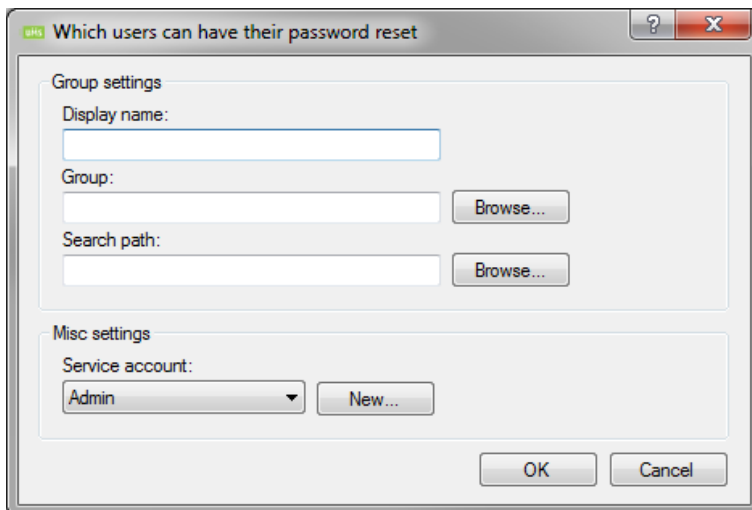
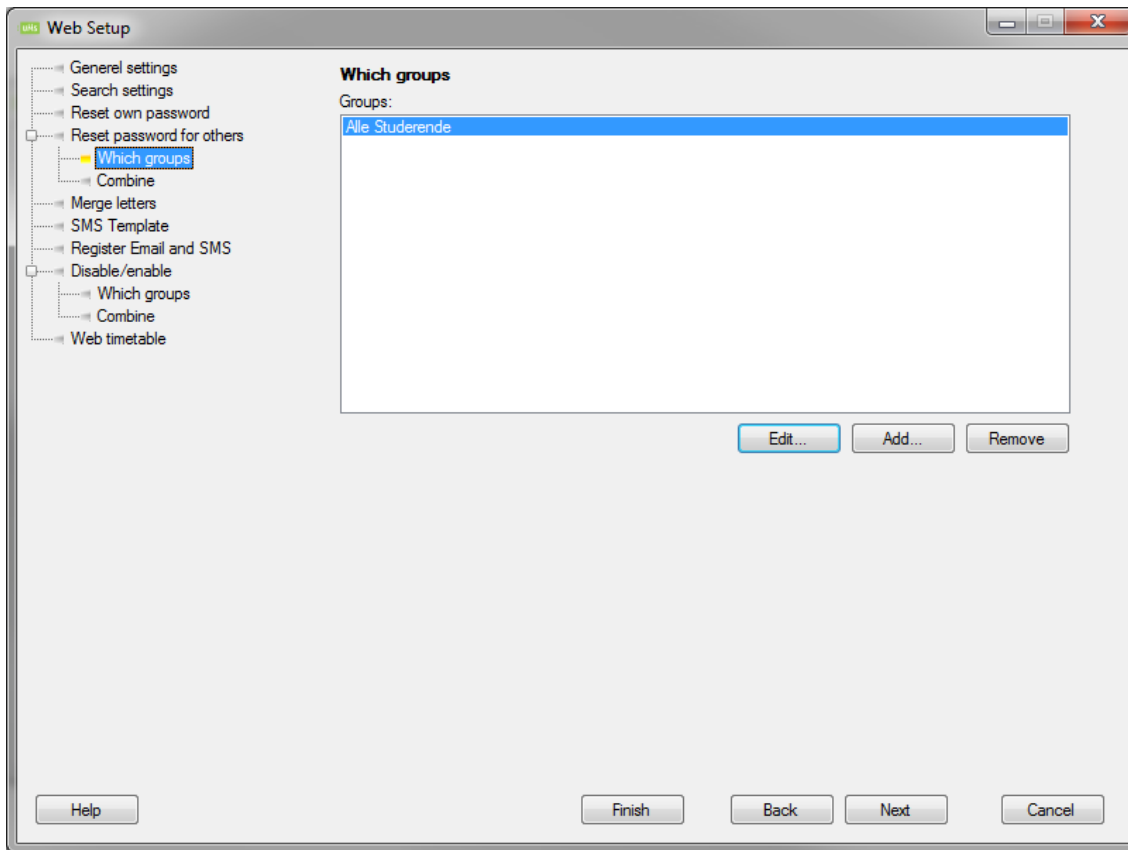
“Show “Change password at next login”

The “group with access” will be able to choose to force the users to change their password at next logon after having reset it.



Which groups

Specify which groups that can have their password changed.



“Display name”

Enter a desired display name for the Group.

“Group”

Specify existing group in AD that UMS will check that the user is a member of.

“Search path”

If AD path is entered it will only search for users under this path. E.g.
OU=Students,DC=inLogic,DC=DK.

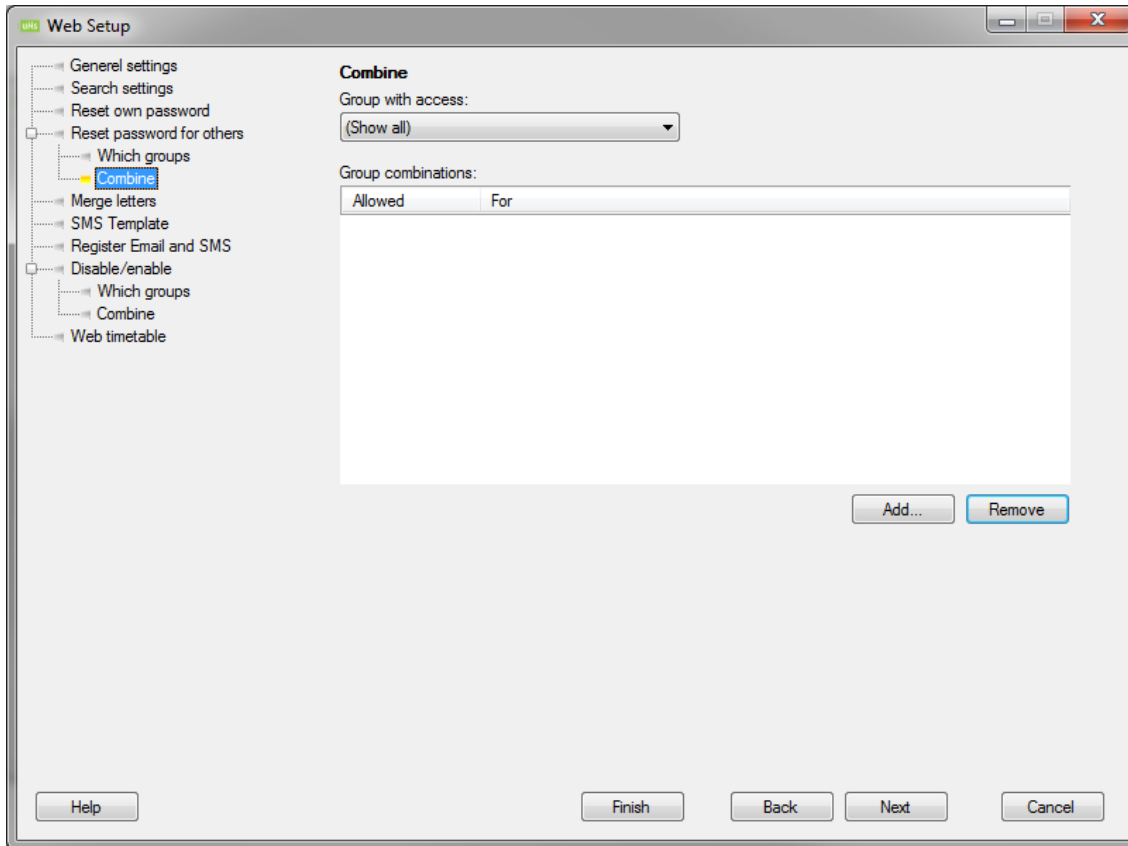
If left blank the entire AD will be traversed.

“Service account”

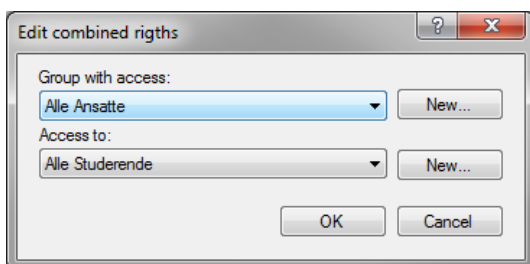
Chose an account with sufficient privileges to perform the desired task.

Combine

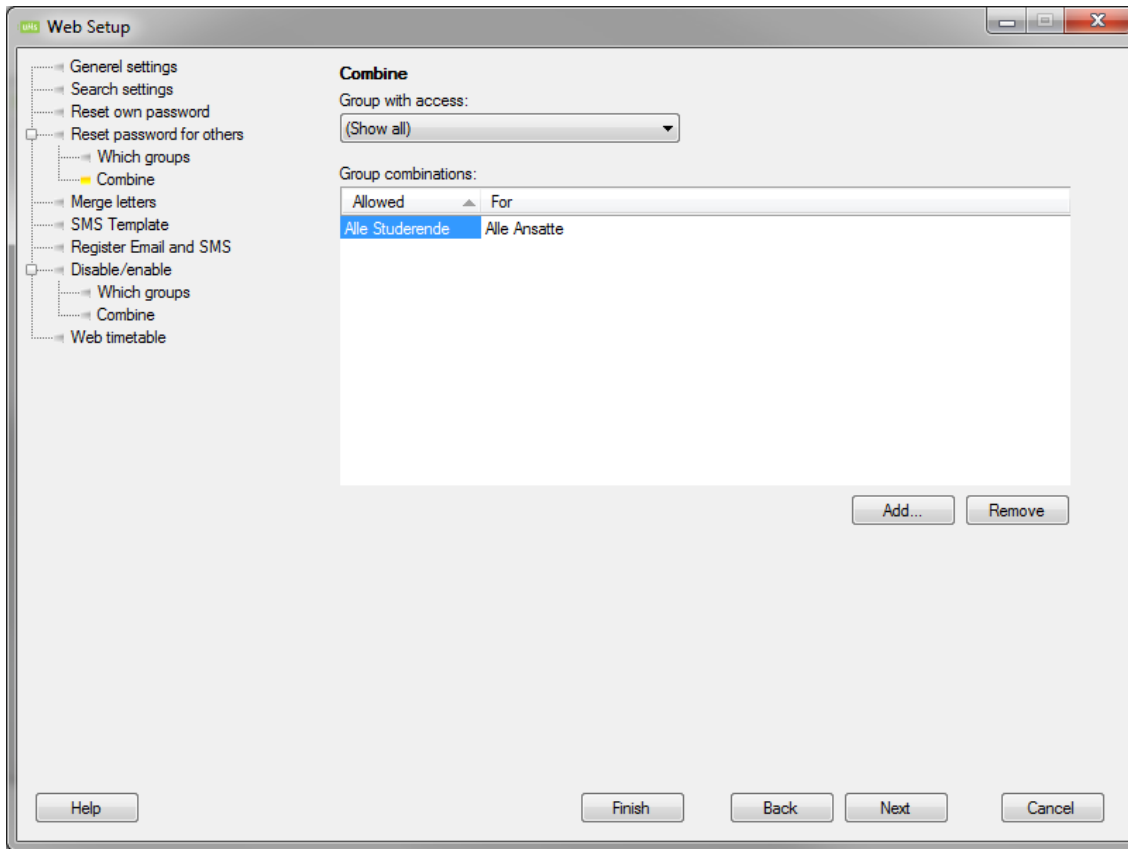
Combine the groups able to change password with the groups allowed to have their password changed.



First you chose the group that will be able to change password and second you chose the group that will have their password changed.

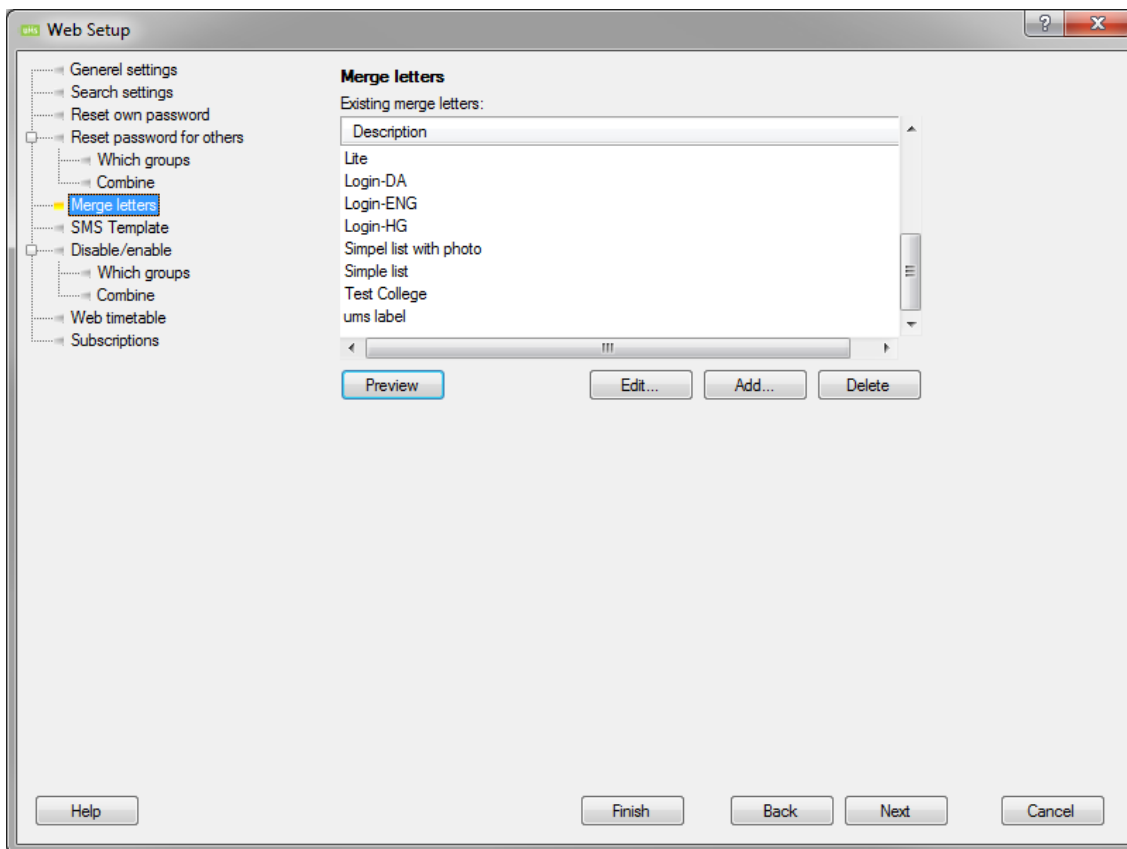


Overview of the groups specified.

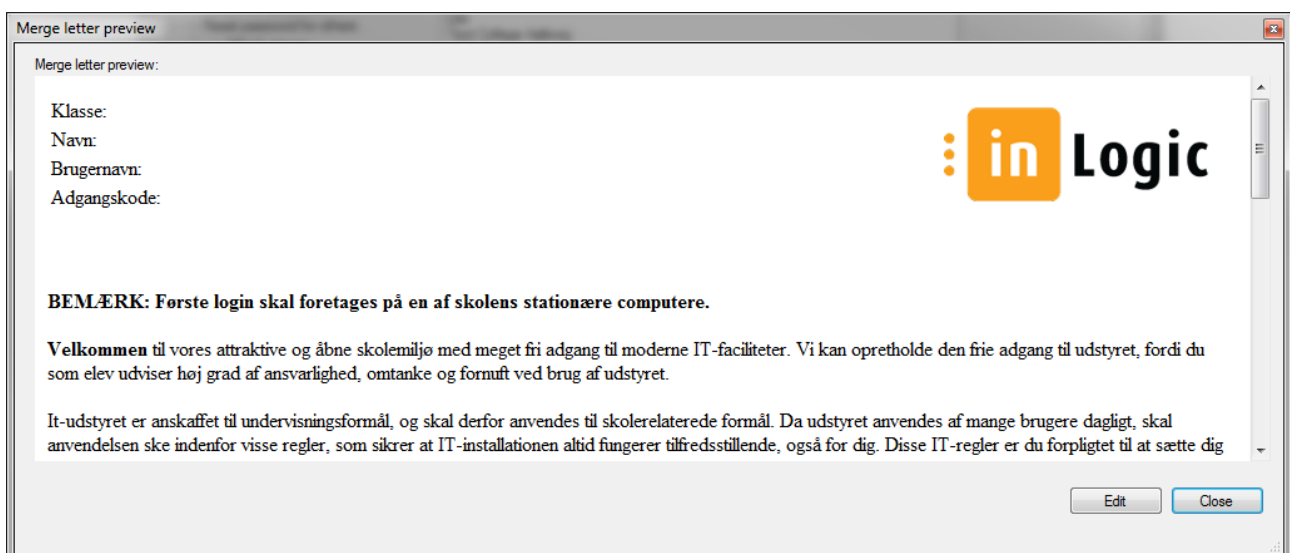


Merge letters

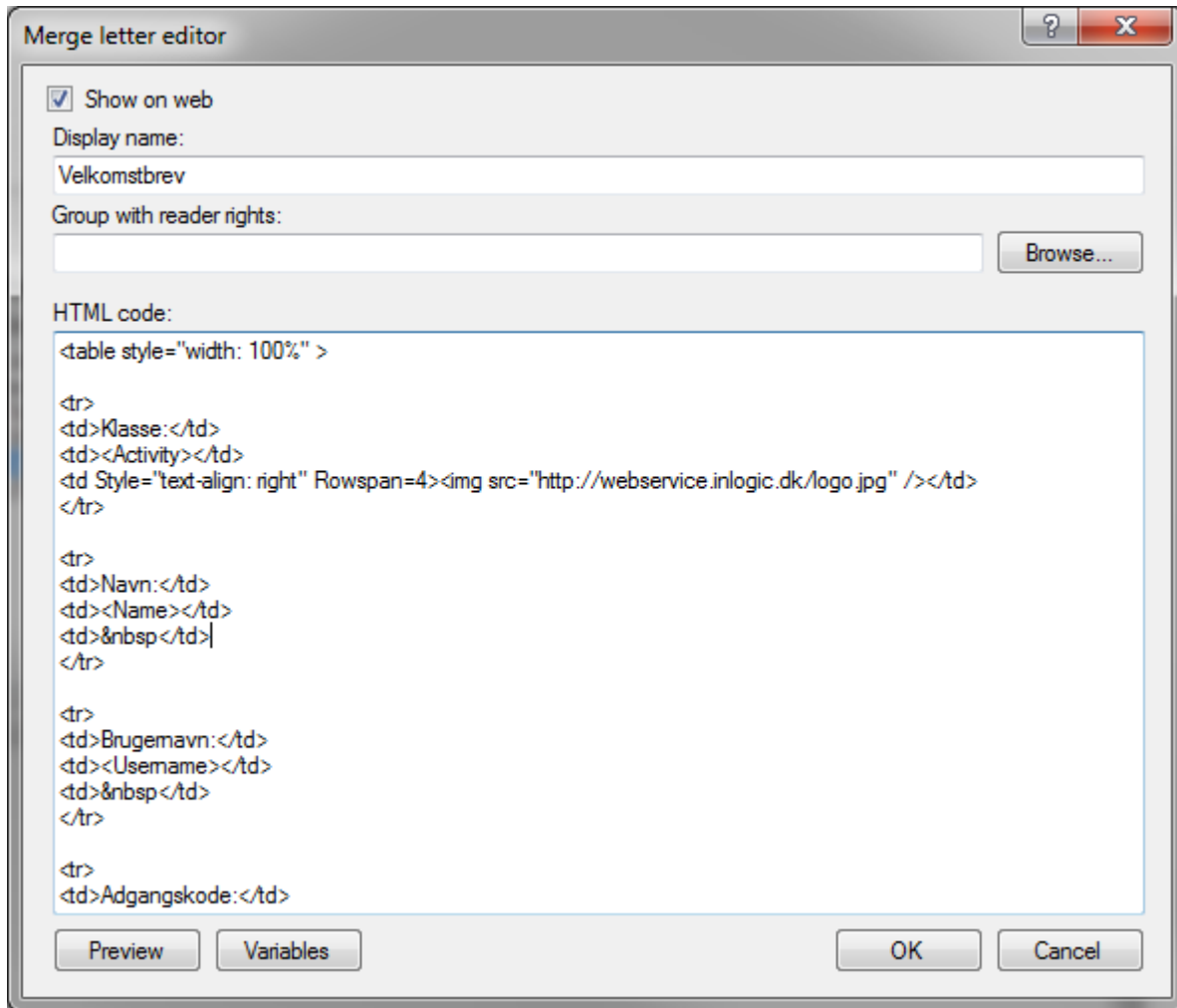
Create merge letters containing automatic content replacement commands.



Existing merge letters can be previewed and edited if needed.



Create or edit merge letter.



The dialog box is titled "Merge letter editor". It contains the following fields and controls:

- ☒ Show on web
- Display name:
- Group with reader rights:
- HTML code:

```
<table style="width: 100%" >

<tr>
<td>Klasse:</td>
<td><Activity></td>
<td style="text-align: right" Rowspan=4></td>
</tr>

<tr>
<td>Navn:</td>
<td><Name></td>
<td>&nbsp;</td>
</tr>

<tr>
<td>Brugernavn:</td>
<td><Username></td>
<td>&nbsp;</td>
</tr>

<tr>
<td>Adgangskode:</td>
</tr>
```
-

“Show on web”

Here you chose whether or not it should be visible in the UMS Frontend. This is useful having default templates for “Guest users” and “Mass users”.

“Display name”

Enter a desired display name for the merge letter. This is the name that the users will be able to choose in UMS Frontend.

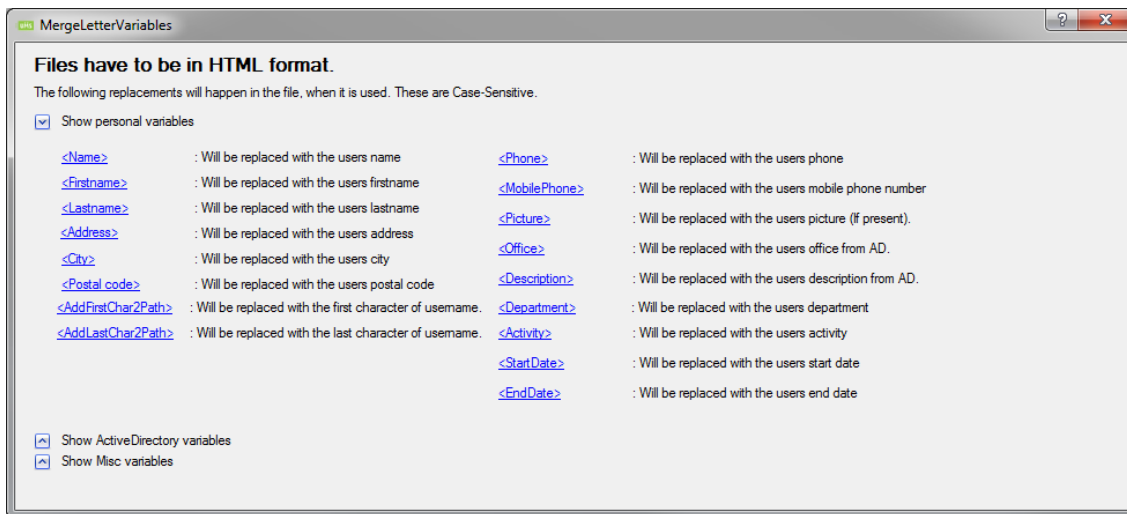
“Group with reader rights”

Chose the group whose members will be able to select the template in the UMS Frontend. If a user in not part of the specified group he will not be able to see the template in the UMS Frontend.

“HTML code”

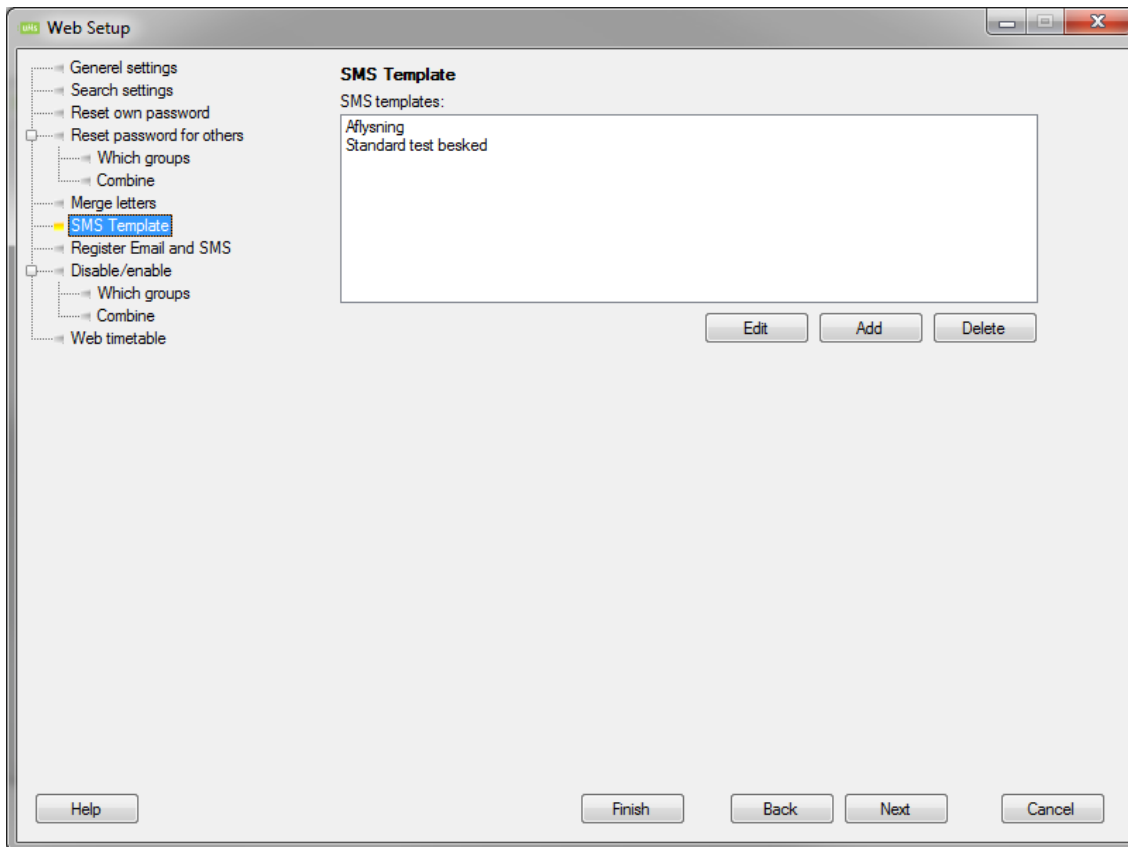
Insert the merge letter’s HTML code here.

The available content replacement commands

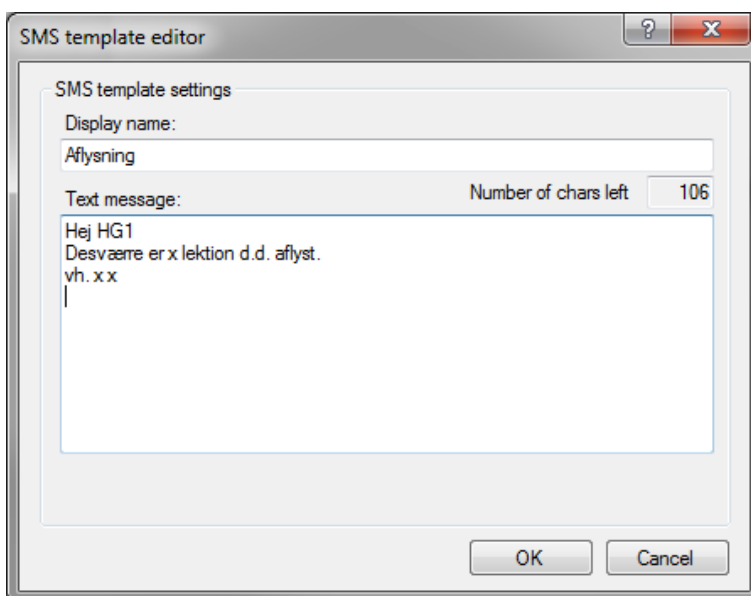


SMS Templates

Create preconfigured SMS templates.



You can either create a new template or edit existing.



“Display name”

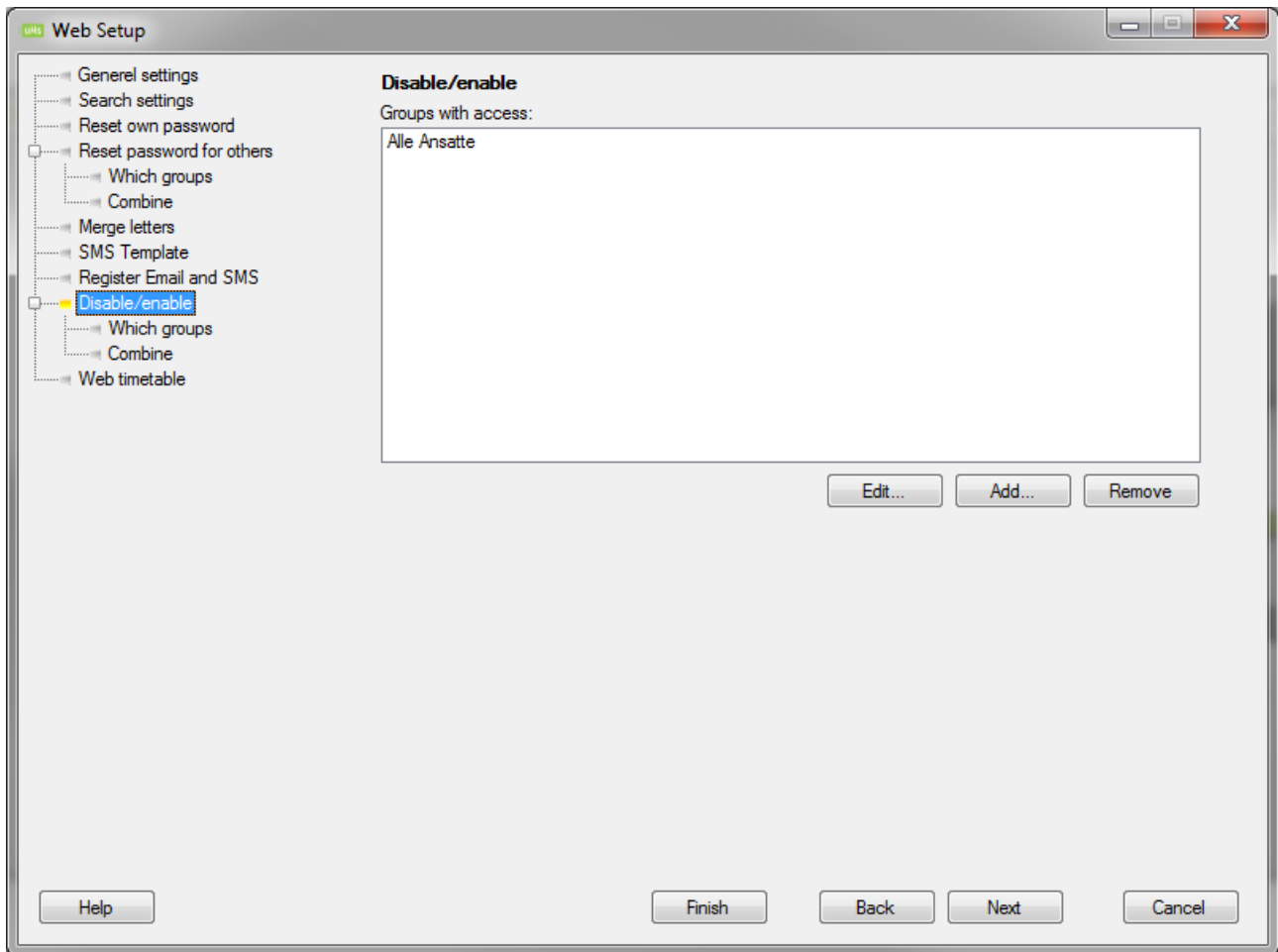
Enter a desired display name for the SMS template. This is the name that the users will be able to choose in UMS Frontend.

“Text message”

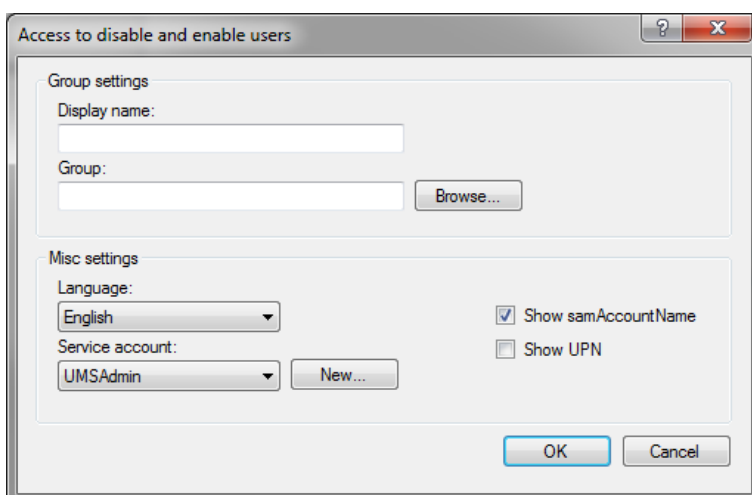
Enter the message to be sent when selecting this template.

Disable/enable

Specify which groups that are allowed to disable/enable other groups.



Specify a group capable of disabling/enabling other users.



“Display name”

Enter a desired display name for the Group.

“Group”

Specify existing group in AD that UMS will check that the user is a member of.

If the user is a member of this group he will be able to change password for the group that is allowed to have their password changed.

“Language”

If you select another language in regard to what has been chosen in UMS standard language under "General settings", the site will be show in the selected language. This only applies if the user is a member of the group specified above. This is useful if you have foreign students or employees and link directly to this site.

“Service account”

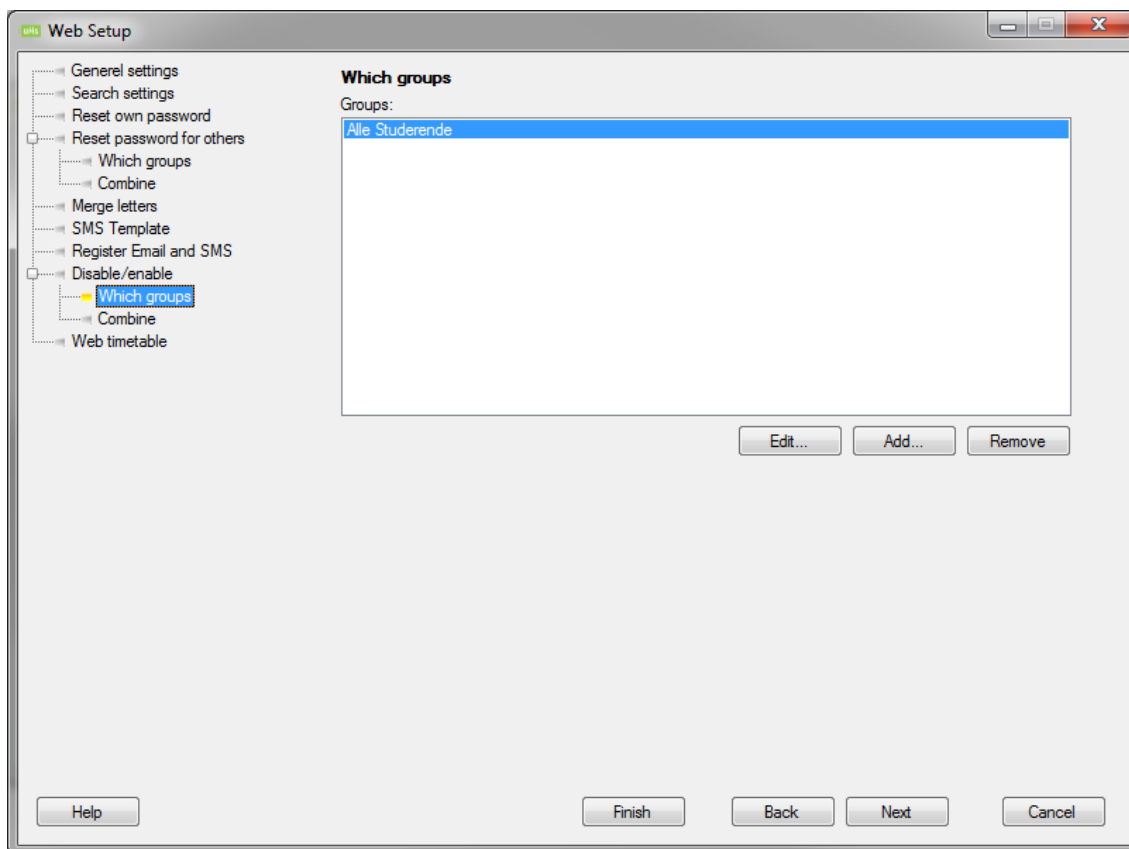
Specify existing account in AD with sufficient privileges to perform the task.

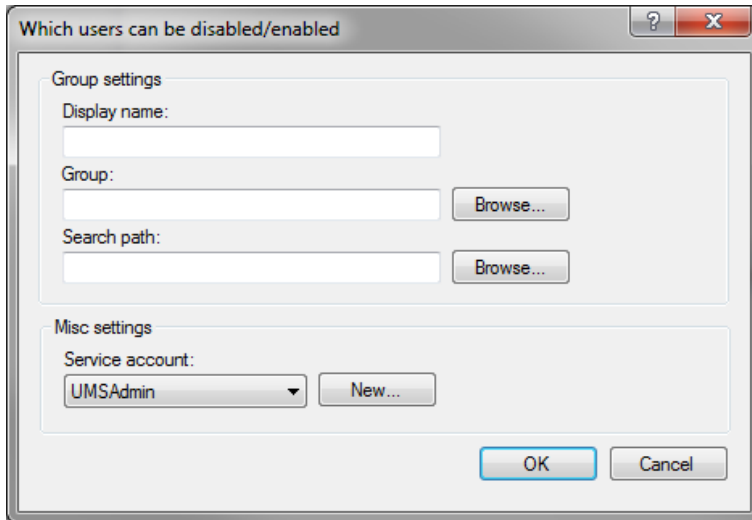
“Show samAccountName”

“Show UPN”

Which groups

Specify which groups that can be disabled/enabled.





“Display name”

Enter a desired display name for the Group.

“Group”

Specify existing group in AD that UMS will check that the user is a member of.

If the user is a member of this group he will be able to change password for the group that is allowed to have their password changed.

“Search path”

If AD path is entered it will only search for users under this path. E.g.

OU=Students,DC=inLogic,DC=DK.

If left blank the entire AD will be traversed.

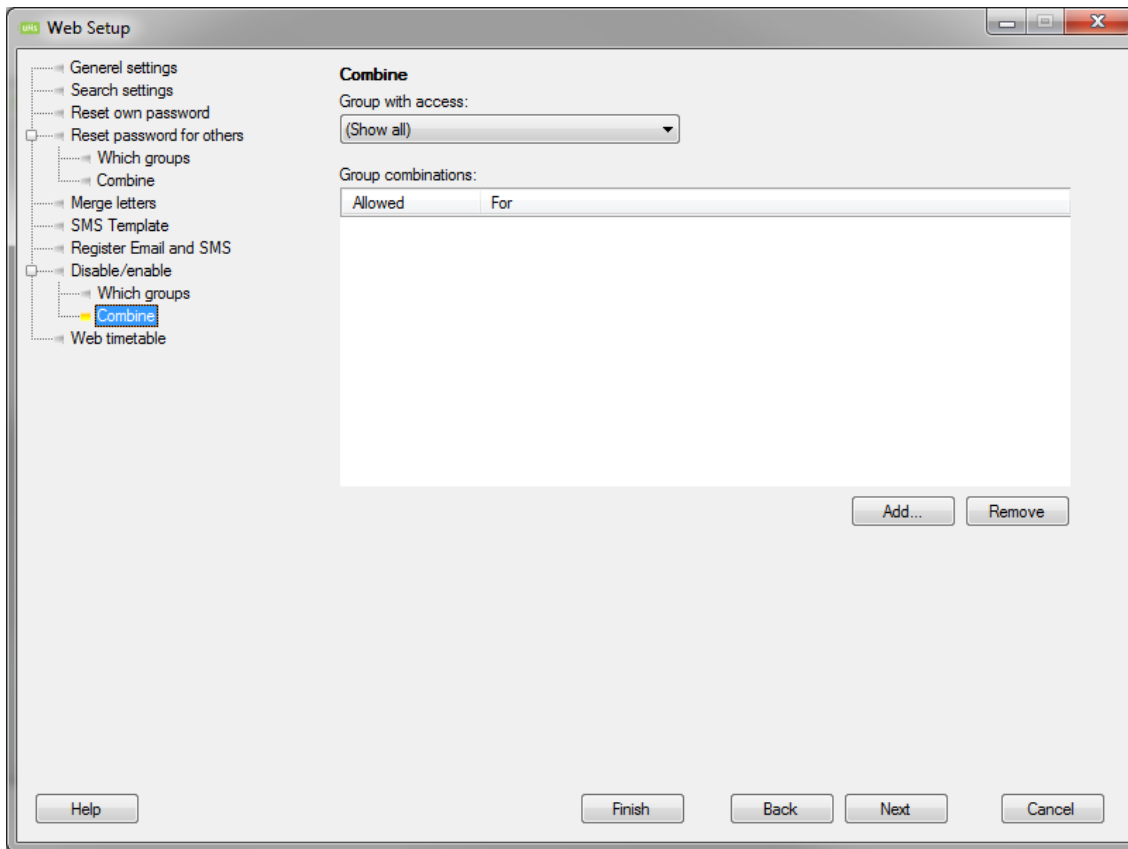
“Service account”

Specify existing account in AD with sufficient privileges to perform the task.

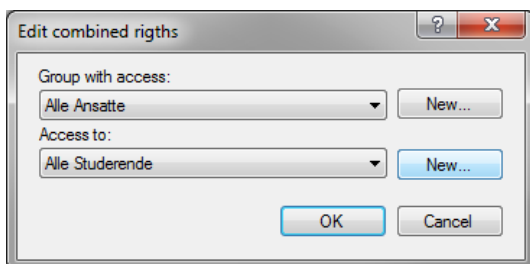
Disabled users will be highlighted with a red color and the reason will be shown in the info box.

Combine

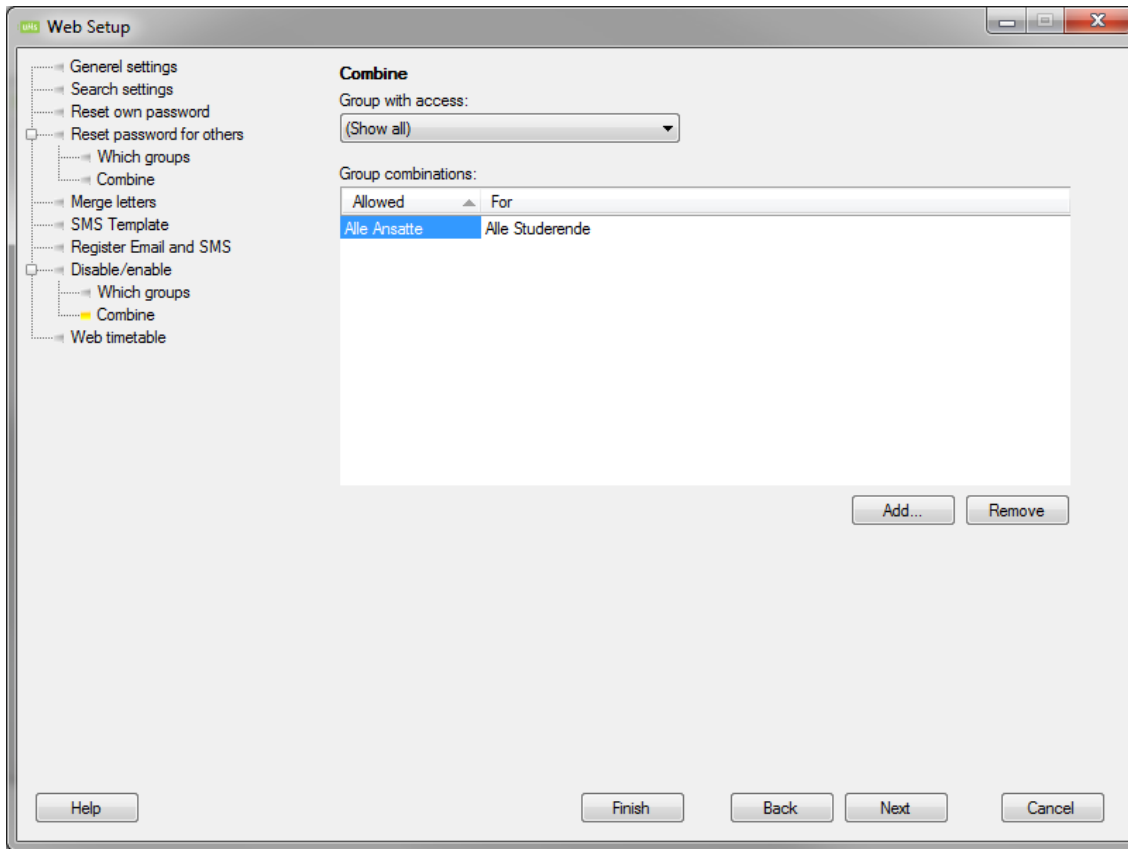
Combine the groups able to disable/enable with the groups allowed to be disabled/enabled.



First you chose the group that will be able to disable/enable and second you chose the group that can be disabled/enabled.

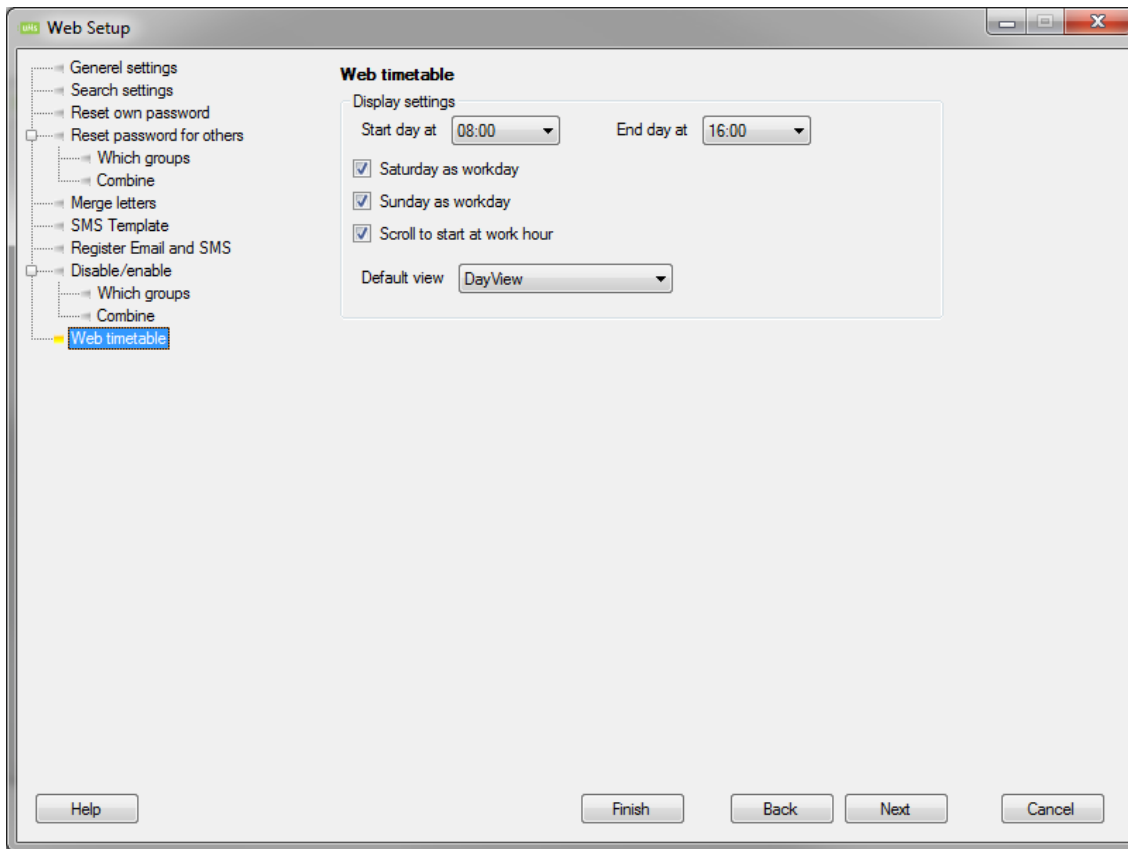


Overview of the groups specified.



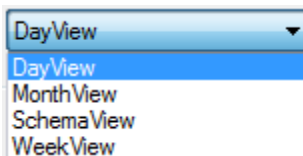
Web timetable

Define the settings for how the timetable is to be presented on the website.



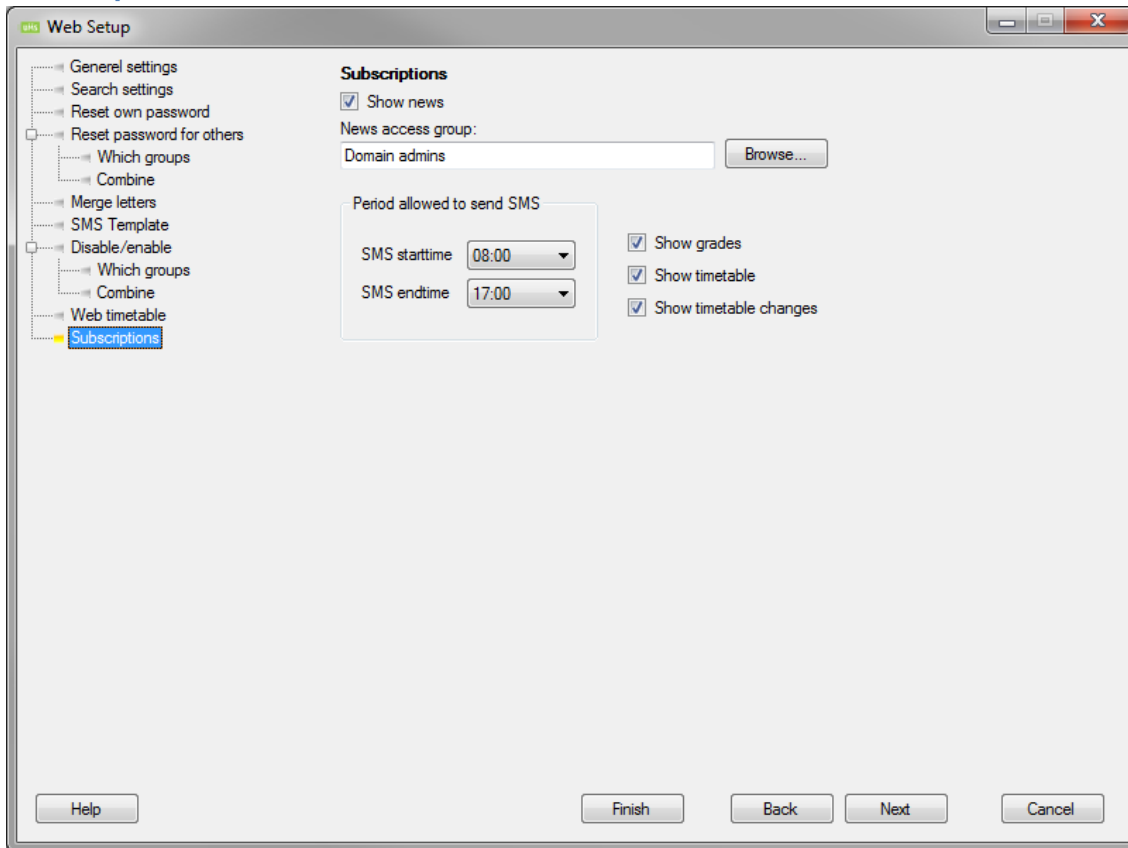
The screenshot shows the 'Web Setup' window with the 'Web timetable' section selected in the left-hand tree. The 'Web timetable' section is expanded, showing 'Display settings'. The 'Start day at' is set to '08:00' and 'End day at' is set to '16:00'. The 'Saturday as workday' checkbox is checked, the 'Sunday as workday' checkbox is checked, and the 'Scroll to start at work hour' checkbox is checked. The 'Default view' dropdown is set to 'DayView'. At the bottom of the window are buttons for 'Help', 'Finish', 'Back', 'Next', and 'Cancel'.

Specify which view should be shown as default.



The screenshot shows a dropdown menu for the 'Default view' setting. The menu is open, showing the following options: 'DayView' (selected), 'MonthView', 'SchemaView', and 'WeekView'.

Subscriptions



The screenshot shows the 'Web Setup' window for UMS. The left sidebar contains a tree view with the following items: General settings, Search settings, Reset own password, Reset password for others, Which groups, Combine, Merge letters, SMS Template, Disable/enable, Which groups, Combine, Web timetable, and Subscriptions (highlighted in blue). The main area is titled 'Subscriptions' and contains the following settings:

- ☒ Show news
- News access group: Domain admins (with a 'Browse...' button)
- Period allowed to send SMS:
 - SMS starttime: 08:00 (dropdown)
 - SMS endtime: 17:00 (dropdown)
- ☒ Show grades
- ☒ Show timetable
- ☒ Show timetable changes

At the bottom of the window are buttons for 'Help', 'Finish', 'Back', 'Next', and 'Cancel'.

“News access group”

Specify group with rights to create and edit news.

Software requirements

Scenario 1:

One server does it all:

OS: MS Windows Server 2008 R2 x64

SQL: MS 2008 x64

Exchange: Exchange management tools x64

.NET: .NET Framework 4.0 x64

ODBC: Oracle or Sybase (depends on administrative system in use)

IIS: IIS 7

Scenario 2:

Server to handle import:

OS: MS Windows Server 2008 R2 x64

ODBC: Oracle or Sybase (depends on administrative system in use)

.NET: .NET Framework 4.0 x64

Server to run UMS:

OS: MS Windows Server 2008 R2 x64

SQL: MS 2008 x64

Exchange: Exchange management tools x64

.NET: .NET Framework 4.0 x64

IIS: IIS 7