

SECTION 4**Server Management: System Administration**


















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There are four sections in the Server Management Area.

System Administration

This is the one you will use most often.

System Administration
Smart-Net System Administration

 Change Passwords	 Users and Groups	 File Sharing	 Mail Aliases	 Internet Management	 Smart-Net Update Service
 Assign Admin Permissions	 Intranet Login Options	 User Applications Manager	 Intranet Control-Panel	 Desktop Management	 Global Bookmarks
 Multimedia Gallery	 MailWatch	 Profile Management	 Daily Notices	 My Notes Admin	


Change password



Change Passwords

If a user forgets his/her password, the system administrator can not work out what it is. They can, however, change it so the user can get back in.

◀ Back

Change Passwords 

Change user passwords.

Enter Username:

New Password:

Retype New Password:

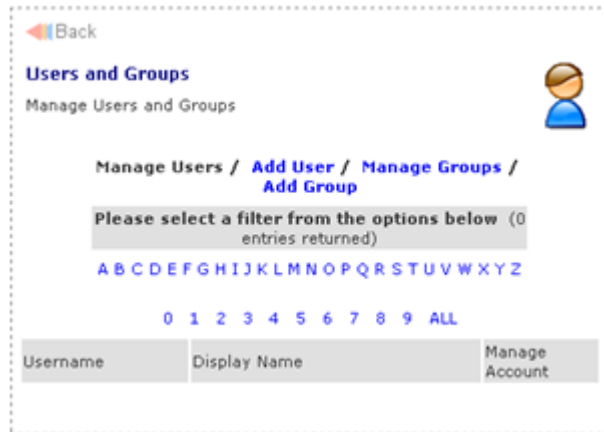
Users and Groups

Users and groups are created and managed here.



Users and Groups

In the manage users screen, select ALL to see a list of all the current users



Username	Display Name	Manage Account
murray	Murray Cameron	
myuser	my user	
newaccount	New User	
paula	Paula	

The icons:

Change password



Edit user details




Manage Users / Add User / Manage Groups / Add Group


Please edit user details below.

Username: student
 E-Mail Address: student@smartcom.co.nz
 Display Name:
 Internet Policy:
 Profile:
 Managed by:
 Allow Personal Webpage:
 Enforce Password Policy:
 Prevent User Password Change:
 Allow Remote Intranet Access:
 Group Memberships:

- Domain Users
- students
- Domain Admins
- Domain Guests
- libraryfiles

Disable account  Selecting this option is advisable when a user is to be away for some time but you expect that they will be back (eg. a teacher on a years leave).

This will lock the profile which will prevent any information stored on the users Home drive or their email from being accessed in their absence without deleting it.

Delete the account  When a user leaves the system, advise them to copy and remove and personal data first.

Deleting a user will remove all data from their Home drive and their email account

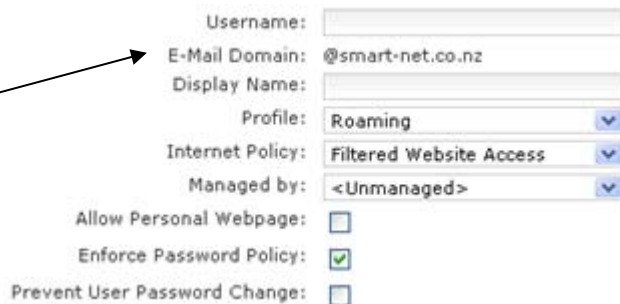
This should be done regularly at least at the end of each year.

Add User to create a new user identity on the network

Before setting up any users it is advisable to define the protocol for user names.

Some examples are: `firstname.lastname`,
`firstinitial.lastname`,
`firstname.last initial` etc do not use capitals or apostrophes

Username will create an email address at the same time as creating a user



A screenshot of a user creation form. It includes fields for Username, E-Mail Domain (set to @smart-net.co.nz), Display Name, Profile (set to Roaming), Internet Policy (set to Filtered Website Access), and Managed by (set to <Unmanaged>). There are also checkboxes for Allow Personal Webpage, Enforce Password Policy (checked), and Prevent User Password Change.

The **display name** is case sensitive
 Enter the user's proper name

The default option for **Profile** is Roaming. If you log on with a Domain log in, then other profiles can be created and will show here. Refer to **Section 4 Profile Management** for more details

Internet Policy

The drop down box gives you three options



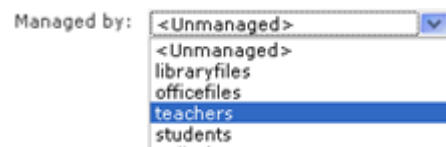
A dropdown menu for Internet Policy with three options: Filtered Internet Access (highlighted), Unfiltered Internet Access, and No Internet Access.

Filtered Internet access is the default.

You can create your own policies which will show here, refer to **Section 4 Internet Management** for more details

Managed by

The drop down box gives options for this user to have their home drive managed by another group of users.



A dropdown menu for Managed by with options: <Unmanaged>, libraryfiles, officefiles, teachers (highlighted), and students.

Refer **Section 2 Using the Network** for more details

Allow Personal Webpage will put a placeholder on the intranet page with details about where to access and store the web page.

If you choose to have the system **Enforce Password Policy** , each time the user changes his/her password, a check will be done to ensure that the password is difficult. To comply, the password must be at least 6 characters long, have a combination of upper and lower case letters and numbers and not be a word straight out of the dictionary.

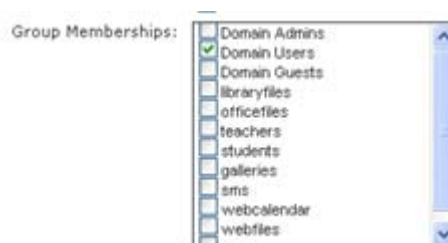
Prevent User Password Change is good for users that share a common username and DO NOT have internet access. Ie. Room1. This will prevent any individual in the class changing the password for everyone.

Allow Remote Intranet Access. Removing the tick from this box will block users that have remote access from logging in

Group Membership

This area is where you select the parts of the network that the user will have access to.

The following screenshot from the **Manage Groups** section will help you decide which groups users should belong to.



Group	Description	Manage Groups
Domain Admins	Netbios Domain Administrators	
Domain Guests	Netbios Domain Guests Users	
Domain Users	Netbios Domain Users	
galleries	Users who belong to this group are granted access to the galleries share where multimedia content can be stored.	
libraryfiles	Users who belong to this group are granted access to the library administration software.	
officefiles	Users who belong to this group are granted access to the officefiles share.	
sms	Users who belong to this group are granted access to the School Management System.	
students	Users who belong to this group are granted access to both studentwrite and studentread shares.	
teachers	Users who belong to this group are granted access to both teacherwrite and teacherread shares.	
webcalendar	Users who belong to this group can administer Web Calendars.	
webfiles	Users who belong to this group are granted access to the webfiles share.	

The people icon will allow you to view the members who belong to this group (and remove them from the group if they are not supposed to be there)

If you have need of another group, create it here then see **File Sharing** to allocate permissions to the group

File Sharing



File Sharing

Smart-Net comes with a pre configured set of shares that should cater to the needs of most schools. Should you wish to add an additional share, then first you must create a group to add users to, then add a share and specify which areas that the share will have access to.

File Sharing
Windows and Apple File Sharing

Manage Shares / Add File Share

Share Name	Path	Description	
libraryfiles	/smart/saturn/libraryfiles	Library Application	
officefiles	/smart/saturn/officefiles	Office Files	
sms	/smart/saturn/sms	SMS Applications	
studentread	/smart/saturn/studentread	Student Read	
studentwrite	/smart/saturn/studentwrite	Student Write	
teacherread	/smart/saturn/teacherread	Teacher Read	
teacherwrite	/smart/saturn/teacherwrite	Teacher Write	

Manage Shares / Add File Share

Enter Share Details

Share Name:

Windows 9x/ME clients will only see share names less than 13 characters.

Description:

Read Access

- Domain Admins
- Domain Users
- Domain Guests
- libraryfiles
- officefiles
- teachers
- students
- galleries
- sms
- webcalendar
- webfiles
- others
- admin
- solserv

Write Access

- Domain Admins
- Domain Users
- Domain Guests
- libraryfiles
- officefiles
- teachers
- students
- galleries
- sms
- webcalendar
- webfiles
- others
- admin
- solserv

When granting a group Write Access permissions that group must also have Read Access permissions.

User Limit: Maximum allowed
 Allow this number of users:

A drive letter will need to be assigned to the share.

Mail Aliases









A **mail alias**, is a created email address that has end user(s) specified for the receipt of emails.

There are 3 set up by default: Principal, Postmaster and ITContact.

The **Postmaster** alias will receive all mail that is incorrectly addressed or that is sent to users that don't exist (spam)

ITContact is an address that the system will send reports to

Manage E-Mail Aliases / Add E-Mail Alias

Alias	Users	
itcontact	sysadmin	 
postmaster	sysadmin	 
principal	sysadmin	 

Select the edit icon next to the alias

Remove the tick from the sysadmin user and select a valid user to receive the emails sent to this email address.

Manage E-Mail Aliases / Edit E-Mail Alias

Enter Alias Details

Alias Name:

Members:

- sysadmin
- Administrator
- annie
- b.boss
- david
- hgjnjhv
- john
- jungle
- lynda
- m.donald
- mike

Add External E-mail Address:

Distribution lists can also be set up here.

A distribution list set up in the mail aliases will allow the list to be used by anyone from any internet capable computer in the world. (– not just from within the school)

Add Mail Alias will bring up the screen to enter a new alias. Eg. **bot.** for the Board of Trustees.

Tick the boxes for the users that are members of the Board of Trustees

Manage E-Mail Aliases / Edit E-Mail Alias

Enter Alias Details



Alias Name:

Members:

- Administrator
- b.boss
- s.temple
- annie
- david

All other BOT members can have their external email addresses entered (one at a time) in the box at the bottom.

Press add after each one. Add External E-mail Address:

bot	Administrator, b.boss, s.temple, average.joe@paradise.net.nz, boss@bigcorporation.co.nz, janedoe@xtra.co.nz	 
-----	-------------------------------------------------------------------------------------------------------------	-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------

bot@yourdomain.school.nz is now a valid email address. Messages sent to this address will be copied and sent to every member of the distribution list.

Internet Management

There are several icons in this area



Internet Management



Web Site Filtering

There are over 900,000 web sites automatically blocked because of objectionable content. The three lists that are in the standard setup will allow you to add to the blocked list or provide access to previously blocked sites. The padlock indicates that the **list** cannot be removed.



Web Site Filtering

[Add Sites](#) / [Add Website List](#) / [View & Remove Sites](#)

Please enter details below.

Select the website lists you want to update.

List Name	Description	List Type	
<input type="checkbox"/> Blacklist	Block recently found objectionable sites.	blocked	
<input type="checkbox"/> Whitelist	Override blocked sites.	allowed	
<input type="checkbox"/> No Authentication	Authentication is not required to access these sites.		

Anything added to these lists will be specific to your school. To add a site to any of these lists, just tick the list and enter the details in the box below

Enter the website you want to block or allow.

You do not need to specify the `http://` or `www` prefix on websites.

You can also create your own lists here under **Add Website List**

Lists created here can be incorporated into **Internet Policies** and applied to different groups

Web Site Filtering
Add/Remove web sites to Smart-Net filtering software.

[Add Sites](#) / [Add Website List](#) / [View & Remove Sites](#)

Please enter details below.

List Name:

Description:

Specify whether it's an Allowed or Blocked list you're creating.

Allowed Site List
(users can access these sites)

Blocked Site List
(users cannot access these sites)

View & Remove Sites

All sites that you add will be specific to your school. They can be viewed or removed from here.

Web Site Filtering
Add/Remove web sites to Smart-Net filtering software.

[Add Sites](#) / [Add Website List](#) / [View & Remove Sites](#)

You can remove any sites from the website lists.

Select the website list you want to view.

Whitelist Domains

google.co.nz

google.com

Internet Policies



Internet Policies

The three default **Internet Policies** determine if you can get to the internet and how much you can see.

Internet Policies
Add/Remove Internet Policies.

[Manage Internet Policies](#) / [Add Internet Policy](#)

Policy Name	Description	
Filtered	Filtered Website Access	
Noaccess	No Internet Access	
Unfiltered	Unfiltered Website Access	



The people icon will allow you to see WHO has been granted this permission.

Add you own Internet Policy . The following example will allow students to only have access to the sites that are included in the Custom Allowed Site Lists Eg. Solar System, Underwater creatures etc (lists that you created in the Web Site List section above)

ALLOW access to these lists only

The 900,000+ blocked sites you don't see are divided up into these groups

To put users into this group, go to **Users/Groups** and **Manage Users** to modify a users Internet Policy status.

Internet Accounting



Internet Accounting allows monitoring and accounting for all Internet usage in almost real time. It is designed to account for all web based traffic passing through the Smart-Net proxy server.

Internet Accounting

Important Notes:

- Internet Accounting will only work when your Smart-Net server is setup to use Smart-Net as the proxy.
- Only web based traffic is accounted for. It does not monitor or account for FTP or E-mail traffic.
- Authentication from another server may be used however an account with the same name that is used to authenticate must exist on the Smart-Net server.

To Activate Internet Accounting,

Select **Settings** from the Internet Accounting menu and place a tick in the first box to Enable charging for Internet traffic

The price of 10¢ per MB of traffic is the default.

[Manage Users](#) / [Manage Groups](#) / [Add Group](#) / [Global Adjustments](#) / [Settings](#)

Enter accounting settings below.

Enable charging for Internet traffic:

Cost per/MB for Internet traffic:

Minimum amount required to use the Internet:

Manage Users

[Manage Users](#) / [Manage Groups](#) / [Add Group](#) / [Global Adjustments](#) / [Settings](#)

Please select a filter from the options below.

[A](#) [B](#) [C](#) [D](#) [E](#) [F](#) [G](#) [H](#) [I](#) [J](#) [K](#) [L](#) [M](#) [N](#) [O](#) [P](#) [Q](#) [R](#) [S](#) [T](#) [U](#) [V](#) [W](#) [X](#) [Y](#) [Z](#)

[0](#) [1](#) [2](#) [3](#) [4](#) [5](#) [6](#) [7](#) [8](#) [9](#) ALL

^ Username	Credit \$	Low Balance	Group	Policy	Status	Manage
teacher	0.00	Block	default	unfiltered	Ok	

All users on the network will automatically default to a \$0.00 balance, default Group and a Policy to Block internet usage if the user goes below their Low balance (of \$0.00) The Internet policy that has been assigned to a user will show in the Policy field.

Select the Edit icon in the Manage column

[Manage Users](#) / [Manage Groups](#) / [Add Group](#) / [Global Adjustments](#) / [Settings](#)

Change Internet settings for this user below.

Account Settings

Username	Balance \$	Low Balance	Group	Policy	Status	
teacher	0.00	Block	default	unfiltered	Ok	Apply

Note: If a user has a status of Low Balance they will be unable to access the Internet.

Apply Transactions

Transaction	Comment (optional)	Amount	
Deposit		0.00	Apply

Transaction History

Date/Time	Comment	Amount	Action	Old Balance	New Balance
2006-09-21 15:00:47	Current Daily Usage	0.00	Get Usage	N/A	0.00

This is where you can add money to a users account, make a charge or adjust the balance.

The transaction history will be updated daily at around midnight.

Internet Accounting allows group based management of all Internet accounts. The accounting groups are completely separate from the user groups listed under the 'Users and Groups' section for managing access to the server. The group based management allows for global changes to be made to users Internet account settings, Internet Policies and monetary transactions.

The status of an Internet account is determined by how much credit a user has and what the minimum amount required is to use the Internet. By default if a user has less than the minimum amount required their account status is set to 'Low Balance' and they will be unable to use the Internet. Optionally an action of 'Block' or 'Allow' can be set for each Internet account to determine what action to take when a user's account status is set to 'Low Balance'. When set to 'Block' a user will be prevented from using the Internet further until their credit meets or exceeds the minimum amount required. When set to 'Allow' a user will be allowed to continue using the Internet indefinitely.

Intranet Statistics

The reports in this section are based on activity within the Intranet



Intranet Statistics

Internet Statistics

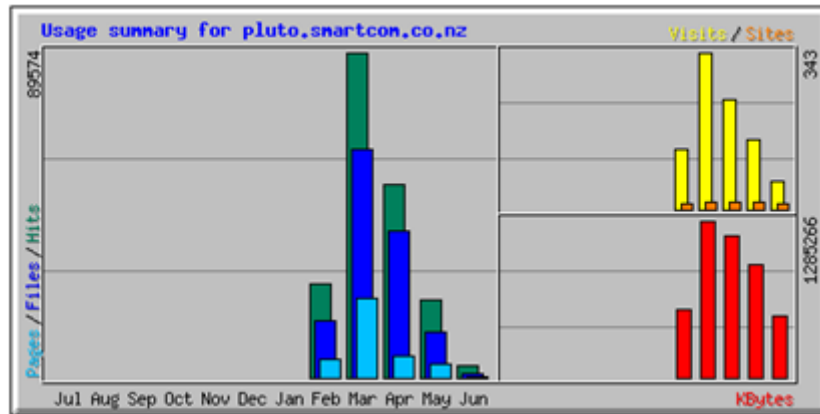
The detail in these reports are based on Internet activity.



Internet Statistics

Data is added to these reports every night.

You can click on the month (in blue) to drill down for more info.

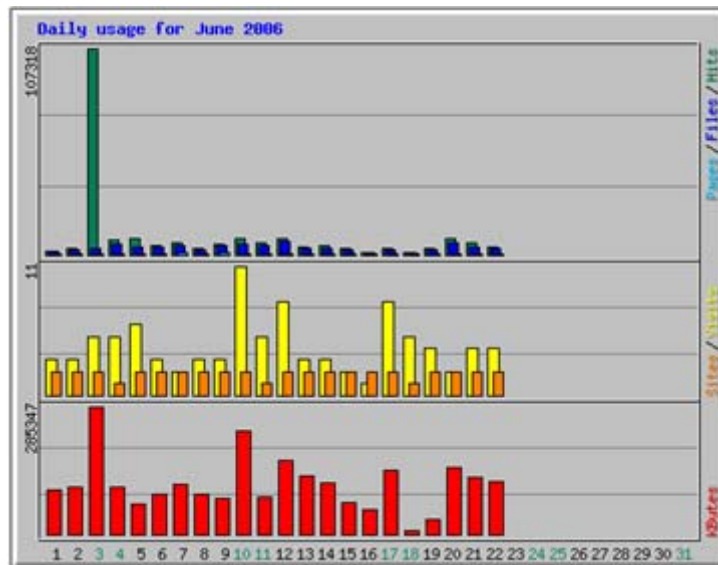


Summary by Month										
Month	Daily Avg				Monthly Totals					
	Hits	Files	Pages	Visits	Sites	KBytes	Visits	Pages	Files	Hits
Jun 2006	144	49	12	2	11	499795	61	274	1090	3177
May 2006	695	410	125	4	17	930039	151	3893	12735	21569
Apr 2006	1776	1350	194	8	16	1157309	241	5824	40507	53305
Mar 2006	2889	2027	711	11	15	1285266	343	22055	62864	89574
Feb 2006	1835	1123	364	9	12	559656	131	5107	15734	25701
Totals						4432065	927	37153	132930	193326

The information in these reports and graphs may often be an indicator that more investigation is required. See **Search Internet Logs**

[\[Daily Statistics\]](#) [\[Hourly Statistics\]](#) [\[URLs\]](#) [\[Entry\]](#) [\[Exit\]](#) [\[Sites\]](#) [\[Users\]](#) [\[Countries\]](#)

Each graph is also followed up with detailed information



Search Internet Logs

Refine the reports here by entering information in any, some or all fields.



Search Internet Logs

[Back](#)

Search Internet Logs

Display traffic reports based on recent Internet usage.

Custom Report / Quick Usage Reports

Display Options

Sort By (ascending) Display As

Search Parameters

Start Date End Date Download Size (KB)

IP Address Username Website Full/Part Search

It may take a few minutes to generate the report.

The information displayed below indicates that the user visited Google

Custom Internet Report

Generated on Friday, June 23, 2006

From Date: 2006-03-01 To Date: 2006-06-23

Date	IP	Username	Downloaded
2006-05-10 12:59:34	192.168.1.98	clinton	4.98K
http://www.google.co.nz/			
2006-05-10 13:00:45	192.168.1.98	clinton	4.98K
http://www.google.co.nz/			
2006-05-10 13:11:23	192.168.1.98	clinton	4.98K
http://www.google.co.nz/			
2006-05-10 13:35:09	192.168.1.98	clinton	4.98K
http://www.google.co.nz/			
2006-05-10 13:40:42	192.168.1.98	clinton	4.98K
http://www.google.co.nz/			
2006-05-10 13:44:22	192.168.1.98	clinton	4.98K
http://www.google.co.nz/			
2006-05-10 13:46:05	192.168.1.98	clinton	4.98K
http://www.google.co.nz/			

< First << Prev [Results per page: 20 | 50 | 100] Next >> Last >|

Page 1 of 1

Found 7 matches (7 items displayed)

Downloads By User Report

Generated on Friday, June 23, 2006

From Date: 2006-05-01 To Date: 2006-06-23

Username	Amount Downloaded
clinton	10.69 MB
connie	0.19 MB
kris	5.58 MB
paula	0.10 MB
rodders	0.00 MB
rodnav	0.00 MB

Smart-Net Update Service

Details of the last 20 update appears in this section

Updates are obtained nightly when you server checks in. You can manually update the server at any time by clicking on **Save Settings and Check for updates**



Smart-Net Update Service

Schoolzone sites are required to enter a valid schoolzone username & password and must have update 0154 to enable this service.

[Back](#)

Smart-Net Update Service

Smart-Net Software Update Service

Your Smart-Net server will check the Smart-Net Update Service for any new packages and security updates. The update service normally runs as an automated task between midnight and 3:00am. If your server has been offline for a long period of time we advise you to check for updates now.

The following fields should be used for an external proxy only e.g. SchoolZone

Specify Update Mirrors:

Update Username:

Update Password:

Smart-Net update service last sucessfully ran on: Thursday, 22nd of November 2007, 10:11AM

Last 20 updates applied:

- [+] 0257 - Smart Login for Mac OSX with Leopard support.
- [+] 0256 - Smart-Net web interface updates.
- [+] 0255 - Update eTrust 8.1 installation scripts.
- [+] 0254 - Restart Proxy Services
- [+] 0253 - Fix invalid redirection references in Squidguard's configuration file.
- [+] 0252 - Core updates.
- [+] 0251 - Smart-Net Service Pack 4
- [+] 0250 - Smart Login 1.6 plus PDF manual update.
- [+] 0249 - Smart-Net Online Documentation Update
- [+] 0248 - Timezone Update
- [+] 0247 - Core script updates.
- [+] 0246 - Unblock Xtra Mail
- [+] 0245 - Interface and command updates.
- [+] 0244 - Smart Login v1.60
- [+] 0243 - Update VPN functions.
- [+] 0242 - Fix SMB profile permissions.
- [+] 0241 - VPN Updates.
- [+] 0240 - SMTP authentication and VPN updates.
- [+] 0239 - Update DNS templates.
- [+] 0238 - Smart-Net Service Pack 3

[Show all updates...](#)

The Smart-Net header will indicate the update number your server is up to.



Assign Admin Permissions

This very powerful tool will allow you to assign permission to users to access the Server Management area



Assign Admin
Permissions

Select the user from the drop down box.

Back
Assign Admin Permissions
 Assign administrative permissions to users

Select a users name from the dropdown list, then select or deselect the applications they are allowed to access. To save changes to a users permissions click the Save Permissions button.

Check ONLY the areas this user will be allowed to have access to.

System Administration
 Smart-Net System Administration

<input type="checkbox"/> Change Passwords	<input checked="" type="checkbox"/> Users and Groups	<input type="checkbox"/> File Sharing	<input checked="" type="checkbox"/> Mail Aliases
<input type="checkbox"/> Internet Management	<input type="checkbox"/> Smart-Net Update Service	<input type="checkbox"/> Assign Admin Permissions	<input type="checkbox"/> Desktop Management

Select **Save Permissions** from at the top beside the username.

Now, when the user logs on, the Server Management link will be there.

AND


The user will only see the icons that they have been granted permission for.

General

Smart-Net Home
Our Intranet



Logged in as:
Fred Test
Log Out

Administration
Server Management



System Administration

Smart-Net System Administration

Users and Groups Mail Aliases

Intranet Login Options

This function will allow you customise the login page for your intranet. Select a name for your intranet and choose pictures to be displayed.



Intranet Login
Options

Intranet Login Options

Configure the intranet login screen



Enter your school name or another title for your school Intranet.

Intranet Settings

Intranet Title:

You may leave this field blank if you wish to keep the original display title of "Smart-Net Intranet"

Intranet Control Panel Position: Above Background Photo Below Background Photo

Any icons that are to be displayed on the front page can be positioned above or below the image you select.

to

Select an image and upload it. If more than one image is uploaded, then the images will be displayed on a random basis each time the page is refreshed. Note the maximum file size of 3MB.

Upload Background Images

* Upload Image:

You may only use .jpg and .gif files. They must be less than 3MB in file size.

Thumbnails of all the uploaded images will be displayed here so that they can be deleted when necessary.



User Applications Manager



User Applications
Manager

This function will allow you to remove the intranet icons for individuals or groups of users.

Back

User Applications Manager

Manage access to user applications.

Select a users name from the dropdown list, then select or deselect the applications the **user** is allowed to access.

<Select Username>

Or select a group name from the dropdown list, then select or deselect the applications the **group** is allowed to access.

Saving application settings for the selected group will overwrite all user's settings who are members of that group.

<Select Group>

Group based application settings do not get automatically applied when new user accounts are created.

Welcome to Smart-Net

Smart-Net User Applications Area.

 <input type="checkbox"/> Change Password	 <input type="checkbox"/> Smart-Net Webmail	 <input type="checkbox"/> Multimedia Gallery	 <input type="checkbox"/> My Network Files	 <input type="checkbox"/> Web Calendar
 <input type="checkbox"/> User Bookmarks	 <input type="checkbox"/> User Web Pages	 <input type="checkbox"/> My Notes		

Intranet Control Panel



Intranet
Control-Panel

Personalise your Intranet by creating links to your favourite sites.
Eg. Google, Library search etc.

In the Applications Drive, there is a folder of icons which has some of the more common picture icons already resized to fit the intranet.

If you have your own icon, ensure that it is sized appropriately and less than 40KB in size.



The default image (if you don't have one) is this...

Create New Intranet Site

* Title:

* URL:
 Please specify the full address for external sites, e.g. <http://www.google.com>.

* Description:

Open page in the current window/tab.

Allow this site icon to be viewable before logging in to the Intranet.

* Image: Use default image.

Only GIF or JPG images are accepted.
 Images must be less than 40 KB in size.

Global:

Global:

- libraryfiles
- officefiles
- principal
- sms
- students
- teachers

Removing the tick from **Global** will allow you to make the icon available for only a specified group of users.

The icons display on the Smart-Net intranet, below the user icons and above the Daily Notices.

Welcome to Smart-Net
 Smart-Net User Applications Area.

Change Password

Smart-Net Webmail

Multimedia Gallery

My Network Files

Web Calendar

User Bookmarks

User Web Pages

My Notes

Ask Jeeves for Kids

Google Web Search

Kids Click! Web Search

Library Search

SchoolZone MyDesktop

SchoolZone MyMail

Yahooligans

Daily Notices - Friday 28th September Show Notices:

Ticking the box to **Allow this site icon to be viewable before logging in to the Intranet** will place the icon on the Log In page as well



Desktop Management



Desktop Management

This area will allow you to put the Thunderbird Email Icon on each user's desktop. (PC only)

It also allows PC's to have Internet Explorer settings applied automatically.

Place a tick in the boxes to indicate what type of Operating Systems you have in your Network.

Global Bookmarks



Global Bookmarks

Bookmarks added in this section can be made for ALL users or just for specific groups. They show up in the User Bookmark section.

Global Bookmarks

Internet WWW Bookmarks



Global Bookmarks

Educational

- [Spelling help](#) - 100 most often misspelled words - **students**
- [TKI](#) - Educational Portal - **officefiles, students**

Search Engines

- [Google NZ](#) - Google search engine - **Global**

Smart-Net

- [Smart Computer Systems Ltd](#) - Smart-Net Resources - **officefiles, teachers**
- [Smart-Net Forums](#) - An online community for Smart-Net - **officefiles, teachers**

Students

- [Planets](#) - The Nine Planets - **Global**

To add a global bookmark, enter or copy the URL into the New Bookmark area.

New Bookmark

* Title:

* URL:

[Please specify the full address for external sites, e.g. http://www.google.com.](#)

Description:

* Category: ▼

Set Dates:

Start Date: 📅

End Date: 📅

* Global:

The Set Dates feature will allow the bookmark to show for a specified period of time only.

Remove the tick from Global to assign the bookmark to specific groups of users.

Multimedia Gallery



Multimedia Gallery


The Multimedia Gallery will automatically create an index every 15 minutes. If you can't wait, then this option will allow you to update the index immediately

◀ Back

Multimedia Gallery

Update the Multimedia Gallery index.

You can recreate the index for the Multimedia Galleries if you do not wish to wait for the automatic indexing service to run. The Multimedia Gallery index information can also be removed if required.



MailWatch



MailWatch

All email coming in through the server will pass through MailWatch. MailWatch is a program for analyzing mail traffic. As each message is received, MailWatch records summary information about it.

Jump to message:

Color Codes	
Bad Content/Infected	Red
Spam	Yellow
High Spam	Red
MCP	Blue
High MCP	Blue
Whitelisted	Green
Blacklisted	Black
Clean	White

Status	
MailScanner:	YES 2 children
Sendmail:	YES 3 proc(s)
Load Average:	0.95 1.03 0.94
Mail Queues	
Inbound:	0
Outbound:	0

Today's Totals	
Processed:	432 6.3Mb
Clean:	426 98.6%
Viruses:	0 0.0%
Top Virus:	None
Blocked files:	0 0.0%
Others:	0 0.0%
Spam:	2 0.5%
High Scoring Spam:	4 0.9%
MCP:	0 0.0%
High Scoring MCP:	0 0.0%

Messages are colour coded and any message that is classified as Bad Content/infected High Spam or Spam will be identified as "spam" in the Subject line. Delivery will be determined by the settings in **Mail Filtering Configuration**



Spam Filtering Configuration

(Refer section 5 System Configuration)

Any message that has a bad attachment or is classified as being infected with a virus will not be delivered. Mail scanner will have the message stored in quarantine. If the message is genuine, it can be released to the recipient from the mail scanner page.

Time	From	To	Subject	Size	Spam Score	Classification
23/06/06 15:05:48	sboitswiesxrn@kichimail.com	stephen@smart-net.co.nz	WORK FROM HOME AND MAKE MONEY!	21.8Kb	27.42	Spam
23/06/06 15:05:38	murray@smartcom.co.nz	bdale@mcauleyhigh.school.nz	Re: New Server	8.2Kb	0.00	W/L
23/06/06	dkouvanabh@smc.com	stephan@blackhat	*****!!!	3.4Kb	0.00	Clean

Check the () to get more information on the message.

Received on: 26/06/06 08:20:10
Received by: pluto.smartcom.co.nz
Received from: 24.107.175.162 [Add to Whitelist Add to Blacklist]
Received Via:
IP Address Hostname Country RBL Spam Virus All

The message can be added to black or white lists here, or copy and paste the sender information in the **Lists** area and add to the Blacklist

Add to Whitelist/Blacklist

From:

To: @

List: Whitelist Blacklist

Action:

Quarantine						
Release	Delete	SA Learn	File	Type	Path	Dangerous?
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/> As Ham <input type="button" value="v"/>	message	message/rfc822	20060626/spam/k5PKJreR007216	N
Alternate Recipient(s): <input type="text"/>						<input type="button" value="Submit"/>

If the message should have been delivered, you can release the message here or redirect it to a more suitable recipient.

Various reports are also available to you under the header **Reports**.

- 
- [Message Listing](#)
 - [Message Operations](#)
 - [Total Messages by Date](#)
 - [Top Mail Relays](#)
 - [Top Viruses](#)
 - [Virus Report](#)
 - [Top Senders by Quantity](#)
 - [Top Senders by Volume](#)
 - [Top Recipients by Quantity](#)
 - [Top Recipients by Volume](#)
 - [Top Sender Domains by Quantity](#)
 - [Top Sender Domains by Volume](#)
 - [Top Recipient Domains by Quantity](#)
 - [Top Recipient Domains by Volume](#)
 - [SpamAssassin Score Distribution](#)
 - [SpamAssassin Rule Hits](#)
 - [MCP Score Distribution](#)
 - [MCP Rule Hits](#)
 - [Audit Log](#)

Message Listing will allow you to access mail older than the most recent 50

Profile Management



Profile Management

Profile Management is used on occasions where users are logging on to workstations with a Domain Log on. (Not Smart Logon).

A profile is created and the desktop set up with appropriate icons. ie. .A Student Profile. When creating users, the Student profile can be assigned to that user.

In order to create a mandatory profile that we can assign users to, you must create a new user that you can log onto a workstation with. In this example, we will create a student profile called 'student'.

Create a new user called 'student.profile'. Give them a display name and add them to any groups that the profile needs access to. Also make them a member of 'Domain Admins'. - This is so that you can install software into the profile.

Now when you select the **Profile Management** icon, you should see the 'student' profile listed as **Unconfigured**.


In order to configure this profile, you need to log into a workstation as the profile user you created

Set up the desktop with all of the software, icons and shortcuts that will be required for this type of user and log off.

This will complete the configuration of the profile.

Complete the process for other groups ie. Teachers.

Now, when creating new users, the Profile section will give you the option of selecting from the profiles you have just created.

Profile: 
 Internet Policy:

Daily Notices




Daily Notices

Daily Notices show for each user when they login to the intranet area. These are displayed in categories.

Users that have been assigned the rights to the Daily Notices section can create, modify and delete Notices or categories here.

Notices can be created to display on one day only or on several consecutive days.

To quickly view the contents of a notice, click on the 'Notice Subject'.


 Back


Daily Notices
Add all of your daily notices here.

Your notice `Junior Choir` has been added.

Search

Enter Search Word








Start Date 

End Date 

Daily Notices



First | Prev [Notices per page: 10 | 20 | All] Next | Last



Check All | Clear All | Delete Checked Showing 3/3 notices | Page 1 of 1



	Notice Subject	Start Date	Expiry Date	Category 	
<input type="checkbox"/>	School Canteen	16-04-2007	16-04-2007	General	 
<input type="checkbox"/>	Junior Choir	16-04-2007	16-04-2007	Junior School	 
<input type="checkbox"/>	Netball	16-04-2007	18-04-2007	sports	 



Categories

Showing 4 Categories


General (1 notice)  


Junior School (1 notice)  

Senior School (0 notices)  

sports (1 notice)  

Modifying a Category

You can change the name of a category by clicking on modify icon. 
 Change the category name then click 'Update'

Modify Category 

Deleting a Category

When deleting a category, all the notices inside that category will also be deleted. You will get a warning first. If you want to keep the notices, edit them and assign them to a different category first. Once a category is deleted, there is no going back!



Viewing a Category

To view all of the notices inside a category, click on the Category name.
To view the contents of a notice, click on the Notice subject.

Create Category Create Notice Show All Notices

Search

Enter Search Word

Start Date

End Date

Category Search Results - General

First | Prev [Notices per page: 10 | 20 | All] Next | Last

[Check All](#) | [Clear All](#) | [Delete Checked](#) Showing 3/3 notices | Page 1 of 1

	Notice Subject	Start Date	Expiry Date	Category	
<input type="checkbox"/>	French Lessons	16-04-2007	16-04-2007	General	
<input type="checkbox"/>	School Canteen	16-04-2007	16-04-2007	General	
▶ Hot food is back! Healthy options for the Winter months will be available again from the beginning of term 2.					
<input type="checkbox"/>	Lost Property	16-04-2007	20-04-2007	General	

Categories

Showing 4 Categories

- General (3 notices)
- Junior School (1 notice)
- Senior School (0 notices)
- sports (1 notice)

Creating a Notice

To create a notice, click 'Create Notice'. A new box will appear at the bottom of the 'Daily Notices' box. Enter in the notice subject, content, select the category to be displayed in and the start and end dates. If you would like the notice to show for one day, select the start and end date to be the same.
Remember to click 'Save'.

Daily Notices

Add all of your daily notices here



Search

Enter Search Word

Start Date

End Date

- Categories**
- Showing 4 Categories
- General (7 notices)
 - Junior School (3 notices)
 - Senior School (6 notices)
 - Teachers (4 notices)

Category Search Results - Junior School

First | Prev [Notices per page: 10 | 20 | All] Next | Last

Check All | Clear All | Delete Checked Showing 3/3 notes | Page 1 of 1

	Notice Title	Start	Expiry	Folder	
<input type="checkbox"/>	Recipe Books for Sale	19-03-2007	06-04-2007	Junior School	<input type="button" value="X"/>
<input type="checkbox"/>	Cricket	27-03-2007	30-03-2007	Junior School	<input type="button" value="X"/>
<input type="checkbox"/>	Netball	02-04-2007	06-04-2007	Junior School	<input type="button" value="X"/>

Create Notice

Notice Subject:

Notice Content:

Category: [Select Folder] ▾

Start Date:

Expiry Date:

Modifying a Notice

To modify a current notice, click the modify icon. The information will popup in a box where 'Create notice' was. Change the required information then click save.

Daily Notices

Add all of your daily notices here



Search

Enter Search Word

Start Date

End Date

- Categories**
- Showing 4 Categories
- General (7 notices)
 - Junior School (3 notices)
 - Senior School (6 notices)
 - Teachers (4 notices)

Category Search Results - Junior School

First | Prev [Notices per page: 10 | 20 | All] Next | Last

Check All | Clear All | Delete Checked Showing 3/3 notes | Page 1 of 1

	Notice Title	Start	Expiry	Folder	
<input type="checkbox"/>	Recipe Books for Sale	19-03-2007	06-04-2007	Junior School	<input type="button" value="X"/> <input type="button" value="Modify Notice"/>
<input type="checkbox"/>	Cricket	27-03-2007	30-03-2007	Junior School	<input type="button" value="X"/>
<input type="checkbox"/>	Netball	02-04-2007	06-04-2007	Junior School	<input type="button" value="X"/>

Modify Notice

Notice Subject:

Notice Content:

Category: Junior School ▾

Start Date: 19-03-2007

Expiry Date: 06-04-2007

Deleting a Notice

To delete a notice, just click on the notices 'Delete Notice' icon. Confirm that you would like to delete the notice.

To delete more than one notice at a time, you can check the notices checkbox and then click 'Delete Checked'. You can also you 'Check All' to select every notice on the current page or 'Clear All' to deselect the check boxes.

Daily Notices
Add all of your daily notices here

Create Category Create Notice Show All Notices Your notice `50th School Anniversary` has been added.

Search

Enter Search Word GO!

Start Date GO!

End Date GO!

Daily Notices

First | Prev [Notices per page: 10 | 20 | All] Next | Last

Check All | Clear All | Delete Checked Showing 10/22 notes | Page 1 of 3

<input type="checkbox"/>	Notice	Start Date	End Date	Folder	
<input type="checkbox"/>	Jumping jacks	04-2007		General	
<input type="checkbox"/>	Birthdays	03-2007		General	
<input type="checkbox"/>	Assembly	03-2007		General	
<input type="checkbox"/>	Easter camp	04-2007		General	
<input type="checkbox"/>	Australian School Competition	13-03-2007	25-03-2007	General	
<input type="checkbox"/>	Hopscotch	21-03-2007	11-04-2007	General	
<input type="checkbox"/>	Harold the Giraffe	04-04-2007	04-04-2007	General	
<input type="checkbox"/>	50th School Anniversary	02-04-2007	06-04-2007	Junior School	
<input type="checkbox"/>	Cricket	02-04-2007	06-04-2007	Junior School	
<input type="checkbox"/>	School Fair	02-04-2007	06-04-2007	Junior School	

Categories

Showing 4 Categories

- General (7 notices)
- Junior School (5 notices)
- Senior School (6 notices)
- Teachers (4 notices)

Searching

There are three ways you can search for a notice. Firstly you can enter a few characters or a word such as 'giraffe'. The notice subject and content will be searched for the word.

You are also able to search by the notice start days. If you would like to see if there are any notices that start on a particular day, select only the 'Start Date' for your date search.

If you would like to find notices that start between two dates then choose both the 'Start' and 'End' dates.

Search

Enter Search Word GO!

08-07-2008 GO!

10-07-2008 GO!

Sorting

When notices are displayed, you are able to sort them by clicking on their column headers. When a column is sorted, it will show as a darker colour than the other headers.

You may also choose how many notes you would like to view at one time. The default is 10 notes at a time, but you do have the option to view 20 or all notices at once.

My Notes Admin

This area works with the same principal as Daily notices, except the notices show in the personal My Notes area.

My Notes Admin can push notes out to individual or groups of users.



My Notes Admin