

New User ID Creation

Preliminary

This document details the necessary steps required to assign a new user an NT-AS domain account and create associated directories and files that will enable the user to work with a home directory, access application software, etc.

Stage One: User group co-ordinator

- 1.1 Obtain from the User Group Co-Ordinator an 'sgz' ID that will be used to uniquely identify the user on the NT-AS domain. e.g. sgz500

Stage Two: At the server, using User Manager for Domains

- 2.1 Copy the template account (sgz402t) to the new ID. e.g. sgz500
- 2.2 Fill in the fields following the example below:-
 - i) Username: sgz500
 - ii) Full Name: Bill Bloggs
 - iii) Description: Dustman
 - iv) Password: sgz500

n.b. Ensure that the 'change password at next logon' checkbox is enabled.
- 2.3 Click on the 'groups' button and add the user to the appropriate groups:
e.g. DA_WORLD
DA_BSD
SW_WP52
SW_123R4W
- 2.4 Click on the 'profile' button to enter the user environment profile editor
- 2.4.1 Change the user's logon script name to reflect the user's new ID
e.g. sgz500.bat

Stage Three: At the server, using file manager to create the home directory

- 3.1.1 Select drive D
- 3.1.2 Select D:\DATA\HOME as the current directory
- 3.1.3 Create a sub-directory of the same name as the user ID e.g. sgz500
- 3.2.1 Select the new directory as the current directory
- 3.2.2 Select SHARE AS from the DISK menu
- 3.2.3 Accept the default share name
- 3.2.4 Set the comment to the same as the share name
- 3.2.5 Set the permissions similar to the following example:
sgz500 Full Control
- 3.3.1 Select PERMISSIONS from the SECURITY menu

3.3.2 Set the permissions similar to the following example:

Administrator Full Control
sgz500 Full Control

3.4.1 Copy the CONFIG and FILES sub-directories of the sgz402t template directory to the new user's home directory

Stage Four: At the server, using file manager to create the logon script

4.1 Select drive C

4.2 Select C:\WINNT\SYSTEM32\REPL\EXPORT\SCRIPTS as the current directory

4.3 Copy sgz402t.bat to user's ID batch file e.g. sgz500.bat

Stage Five: At the server, using notepad to edit the logon script

5.1 Open the file sgz500.bat, in the path:-

C:\WINNT\SYSTEM32\REPL\EXPORT\SCRIPTS

5.2 Edit the echo file statement to reflect the user's new ID

5.3 Edit the home directory connection statement to reflect the user's new ID

5.4 Edit the printer set connection statement to reflect the printer set assigned to the new user

Stage Six: At the server, using notepad to edit the 'mail' .ini files

6.1 Open the file schdplus.ini in the path:-

D:\DATA\HOME\SGZ500\CONFIG\MAIL

6.1.1 Edit the localuser and localpath statements to reflect the user's new ID

6.2.1 Open the file msmail.ini in the path:-

D:\DATA\HOME\SGZ500\CONFIG\MAIL\GSEP21

6.2.2 Edit the logon statement to reflect the user's new ID

6.3.1 Open the file msmail.ini in the path:-

D:\DATA\HOME\SGZ500\CONFIG\MAIL\GSEP22

6.3.2 Edit the logon statement to reflect the user's new ID

New Mail User Creation Procedures

Preliminary

The\export\connect\drives\std_sfw.bat file must contain the following lines:

COPY H:\CONFIG\MAIL\%MAIL_SRV%\MSMAIL.INI C:\WFW311

COPY H:\CONFIG\MAIL\SCHDPLUS.INI C:\WFW311

Stage One: At the server, using mail

1. Launch mail
2. From the mail menu select PostOffice Manager
3. Add user-
 - Name: e.g. Wozny, David
 - Mailbox: e.g. sgz500
 - Password: e.g. sgz500
 - n.b. Leave all other fields blank

Stage Two: At the server, using file manager

1. Create directories by copying the following structures from *sgz402t*-
 - H:\CONFIG\MAIL
 - schdplus.ini*
 - H:\CONFIG\MAIL\GSEP21
 - msmail.ini*
 - H:\CONFIG\MAIL\GSEP22
 - msmail.ini*
2. Edit the *schdplus.ini* file-
 - LocalUser=sgz???
 - LocalPath=h:\config\mail\sgz???.cal
- 3.1 Edit the *msmail.ini* file in GSEP21-
 - ServerPath=\\gsep21\wgpo
 - Login=sgz???
- 3.2 Edit the *msmail.ini* file in GSEP22-
 - ServerPath=\\gsep22\wgpo
 - Login=sgz???

Stage Three: At the server, using notepad

1. Open *sgz???.bat*
2. Insert the following section into the batch file by copying from *sgz402t.bat*

```
REM ***** START MAIL FILE DOWNLOADS *****
COPY H:\CONFIG\MAIL\SGZ???.CAL C:\WFW311
REM ***** START MAIL FILE DOWNLOADS *****
```

Stage Four: At a client, logged on with own ID (e.g. SWZ402)

1. Create directory c:\mail_id with multiple subdirectories SGZ???
2. Ensure that there are no cal, mmf, schedule.ini or mail.ini files in the c:\wfw311 directory
3. Move your own mmf & cal files to a safe area
4. Modify your own schedule.ini & msmtp.ini to SGZ???
5. Log out then log on
6. Log on to mail as SGZ??? password SGZ???
7. Create a new msmtp.mmf file
8. From the mail|options|server menu, change the local path to:-
h:\config\mail\msmail.mmf
9. Log out of mail
10. Log on to schedule+ using SGZ???
11. Accept prompt to create a new schedule file
12. Log out of schedule+
13. Ensure that msmtp & schedule+ operate correctly
14. Copy the file msmtp.mmf from h:\config\mail directory to c:\mail_id\sgz???
15. Copy the file SGZ???.CAL from c:\wfw311 to c:\mail_id\sgz???

Stage Five: At the server, using file manager

1. Connect X to GSE??? (the client being used for setup)
2. Copy files from x:\mail_id\gse??? to d:\data\home\sgz???\config\mail\

ID NAME CHANGING PROCEDURES ON NT

1.0 At Server

- 1.1 Copy the domain account
- 1.2 Copy sgz???.bat and modify, reflecting new ID name
- 1.3 Add permissions to home directory
- 1.4 Edit the mail and schedule ini files, reflecting the new ID name
- 1.5 Add a share, reflecting new ID name
- 1.6 Add mail users, prefix name by ZZZ, e.g ZZZWozny, Dave

2.0 At Client

- 2.1 In mail, use MAIL\BACKUP to copy file to h:\config\mail\safe.mmf
- 2.2 In schedule+ export appointments to h:\config\mail\sgz???.sch

3.0 At Server

- 3.1 Rename home directory
- 3.2 Stop sharing old share on home directory
- 3.3 Ensure that new share is correctly working

4.0 At Client

- 4.1 Log onto domain
- 4.2 Launch mail
- 4.3 Pick up the safe.mmf file and rename, to reflect new ID name
- 4.4 Log onto schedule+
- 4.5 Create a new calendar file
- 4.6 Import appointments from archive file
- 4.7 Delete any old mail and schedule+ files

5.0 At Server

- 5.1 Delete old account
- 5.2 - Ensure that after the next restore to the backup server that share name changes have been made.