



## Part 4 Contents

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### **1 Introduction to Apple User and Group Manager 4-3**

- What's in this part of the manual 4-4
- What is User and Group Manager? 4-4
  - Compatible network servers 4-5
- Starting to use User and Group Manager 4-6

### **2 Viewing Server, User, and Group Information 4-9**

- Using the Network Browser window 4-10
  - Opening the Network Browser window 4-11
  - Sorting the server list 4-11
  - Selecting a different zone 4-12
  - Adding servers to the Personal Servers List 4-13
- Using the Personal Servers List 4-15
  - Opening the Personal Servers List 4-15
  - Sorting the Personal Servers List 4-16
  - Removing servers from the Personal Servers List 4-16
- Using the server information window 4-17
  - Opening the server information window 4-17
  - Sorting the users and groups list 4-20
  - Opening the user information window 4-21
  - Opening the group information window 4-23

### **3 Working With Users and Groups 4-25**

Copying users and groups between servers 4-26

    Setting password preferences 4-26

    Copying users and groups 4-28

Working with users 4-33

    Creating a new user 4-33

    Changing user information 4-34

    Setting user attributes for several users 4-36

    Deleting users 4-39

Working with groups 4-40

    Creating a new group 4-40

    Changing group information 4-41

    Deleting groups 4-41

Comparing servers and groups 4-42

    Comparing servers 4-42

    Comparing groups 4-44

    Copying users to another list 4-45

    Deleting or removing users from a list 4-46

### **4 Importing and Exporting Information 4-47**

Importing a users and groups list 4-48

Exporting a users and groups list 4-51

### **Appendix A Server Specifics 4-53**

Supported features 4-54

Server characteristics 4-55

Server specifications 4-57

### **Appendix B Setting Up a FirstClass Server 4-59**

**Index 4-61**

1

## Introduction to Apple User and Group Manager



Apple User and Group Manager is an application program that helps you manage users on different network servers. This part of the manual describes how to use the User and Group Manager application. This chapter introduces this part of the manual and provides general information about User and Group Manager. It also explains how to start the application.

## What's in this part of the manual

Here's what you'll find in the remaining chapters of this part:

- Chapter 2, “Viewing Server, User, and Group Information,” tells you how to locate servers on your network, add servers that you use frequently to your own list, and view the list of users and groups defined for a server. It also explains how to view user and group information.
- Chapter 3, “Working With Users and Groups,” explains how to move users and groups from one server to another server or group. It also describes how to compare the user lists of groups or servers to see how they are different. In addition, this chapter tells you how to create, delete, and rename users and groups for a server and specify attributes of users.
- Chapter 4, “Importing and Exporting Information,” tells you how to import and export users and groups by using text files.
- Appendix A, “Server Specifics,” provides details about how User and Group Manager works with different types of network servers. It also provides information about the specifications for each type of server that User and Group Manager supports.
- Appendix B, “Setting Up a FirstClass Server,” explains how to set up a FirstClass server to work with User and Group Manager.

## What is User and Group Manager?

User and Group Manager is an application that allows you to manage users and groups on network servers from your workstation.

Its main purpose is to allow you to copy user and group information from one server to another using drag-and-drop methods. With User and Group Manager, you no longer need to reenter lists of users and groups when you set up additional network services. For example, if you've already set up users and groups for At Ease for Workgroups, you can easily copy this information to your AppleShare server.

With User and Group Manager, you can compare groups or servers to one another to see how the lists of users and groups are different. You can use this feature to determine whether or not two servers have the same users.



Depending on the server you are using, User and Group Manager allows you to create, rename, and delete users and groups. In addition, you can add users to groups or remove them from groups.

You can also specify certain user attributes, such as the At Ease user type, require users to change their password (or prevent them from changing it), and prevent users from logging in to the server.

## Compatible network servers

User and Group Manager only works with certain types of network servers. To work with an AppleShare or Mac OS–based FirstClass server, you must install software on the server that allows User and Group Manager to access the server’s information. (See Chapter 2, “Installing the Apple Network Administrator Toolkit,” in Part 1 of this manual.)

You can use User and Group Manager with the following types of servers:

- **At Ease for Workgroups 4.0 servers**

You can use all the features of User and Group Manager with an At Ease for Workgroups 4.0 server. At Ease for Workgroups 4.0 is included with the Network Administrator Toolkit. You do not need to install any User and Group Manager server software for an At Ease server. However, you do need to set up the At Ease server. (See Part 2 of this manual to learn how to set up an At Ease server.)

- **AppleShare file servers**

You can use all the features of User and Group Manager with an AppleShare file server (version 3.0 or later).

- **FirstClass servers**

User and Group Manager has limited compatibility with SoftArc’s FirstClass servers (version 2.5 or later).

*Note:* In addition to installing the User and Group Manager server software on a FirstClass server, you must set up the server to work with User and Group Manager. See Appendix B in this part of the manual for instructions on setting up the FirstClass server.

See Appendix A, “Server Specifics,” for information about the features you can use with each type of server, how the servers work with User and Group Manager, and the specifications for each type of server.

## Starting to use User and Group Manager

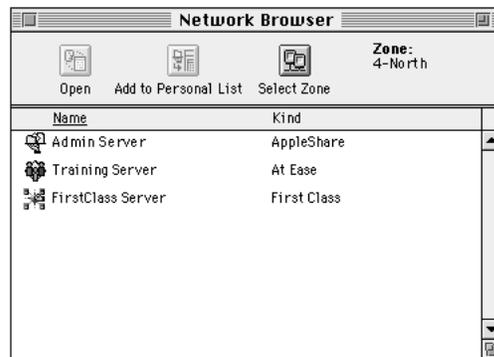
To start using User and Group Manager, you must open the application and begin working with the Network Browser and Personal Servers List windows.

To open User and Group Manager:

- In the Finder, open the Network Administrator Toolkit folder and double-click the User and Group Manager icon.

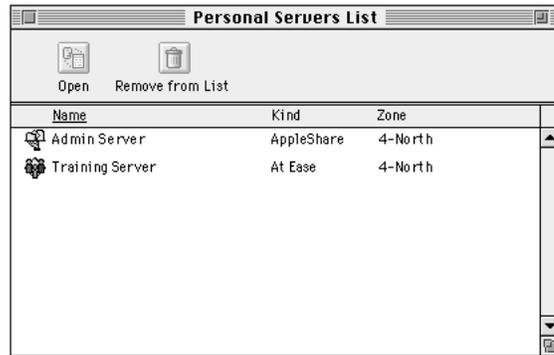


When you open User and Group Manager the first time, the Network Browser window opens automatically.



This window displays all the At Ease servers in the same zone as your workstation, as well as all the AppleShare and Mac OS–based FirstClass servers in that zone on which you have installed the appropriate User and Group Manager server software. The left column shows the name of the server; the column on the right shows what kind of server it is.

The Network Browser window continues to open automatically each time you open the application until you add a server to the Personal Servers List. After that, the Personal Servers List window opens automatically.



To open the Network Browser or Personal Servers List window, if it is not open, you can choose the name of the window you want to open from the Windows menu.

The next chapter describes how to use the Network Browser and Personal Servers List windows.



# 2

## Viewing Server, User, and Group Information



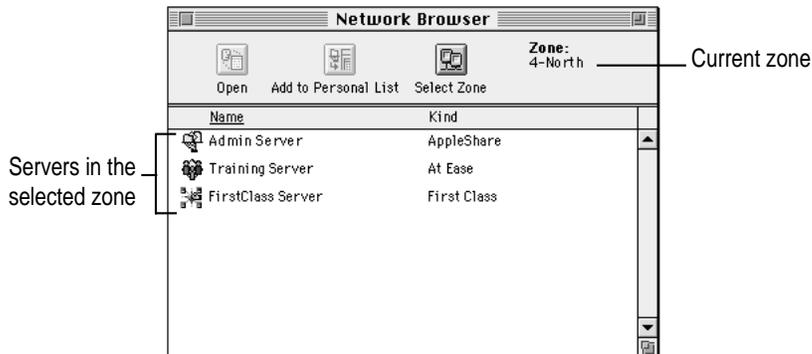
User and Group Manager provides convenient access to user and group information that resides on the servers in your network. To see this information, you must locate the servers in your network.

This chapter shows you how to

- use the Network Browser window
- add servers to the Personal Servers List for quick access to the servers you use most frequently
- view information about a server, including a list of users and groups, by opening a server information window
- view information about a specific user by opening a user information window
- view information about a specific group by opening a group information window

## Using the Network Browser window

The Network Browser window lists all the At Ease servers on your network, as well as all the AppleShare and FirstClass servers on which you have installed the User and Group Manager server software.



When the Network Browser opens, User and Group Manager searches the zone in which your workstation is located for all the servers with which it is compatible and lists those servers in the Network Browser window.

*Note:* If your network does not include zones, the Zone field does not appear in the window.

Using the Network Browser window, you can

- change the sorting of the list
- select a different zone
- add a server to the Personal Servers List
- display a list of users and groups defined for a server

For more information on displaying lists of users and groups, see “Opening the Server Information Window” later in this chapter.

## Opening the Network Browser window

When you open User and Group Manager, the Network Browser window opens automatically until you add servers to the Personal Servers List. If the window does not open automatically, you can open it.

To open the Network Browser window:

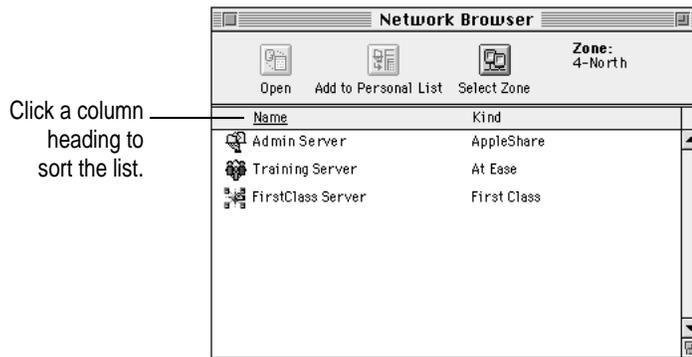
- **Choose Show Network Browser from the Windows menu.**

## Sorting the server list

You can sort the list of servers in the Network Browser window by name or by kind. By default, User and Group Manager sorts the list alphabetically by server name. If you sort the list by kind, then you can view all the AppleShare, At Ease, and FirstClass servers together.

To sort the servers in the list:

- **Click the column heading (Name or Kind) for the kind of sort you want to do.**



User and Group Manager underlines the heading you click and sorts the list alphabetically by that column.

## Selecting a different zone

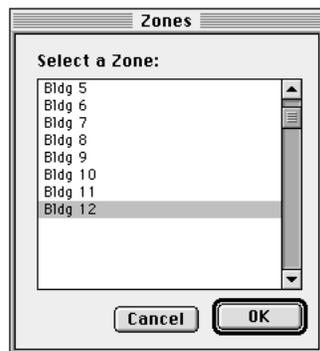
If your network has multiple zones, you can search for servers in a different zone by using the Select Zone button.

*Note:* If your network does not include zones, the Zone field is empty. If you click the Select Zone button, a message appears telling you that there are no zones available on your network.

To select a different zone:

- 1 **Click the Select Zone button.**

The Zones dialog box appears.



- 2 **Select the name of the zone you want and click OK.**

The Network Browser window changes to show the servers in the zone you selected. If there are no At Ease, AppleShare, or Mac OS–based FirstClass servers in the zone, the list will be empty.

## Adding servers to the Personal Servers List

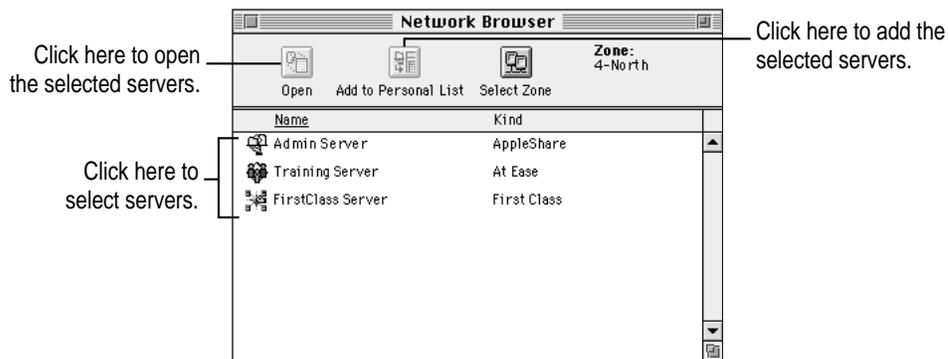
You can add servers you frequently need to manage to the Personal Servers List. The Personal Servers List eliminates the need to browse the network, possibly across different zones, to find servers.

To add a server to the Personal Servers List:

- 1 **If necessary, in the Network Browser window, select the zone where the server is located.**

See “Selecting a Different Zone” earlier in this chapter.

- 2 **Select the server or servers you want to add to the Personal Servers List.**



- 3 **Click the Add to Personal List button.**

A message appears telling you that the item was added to the list.

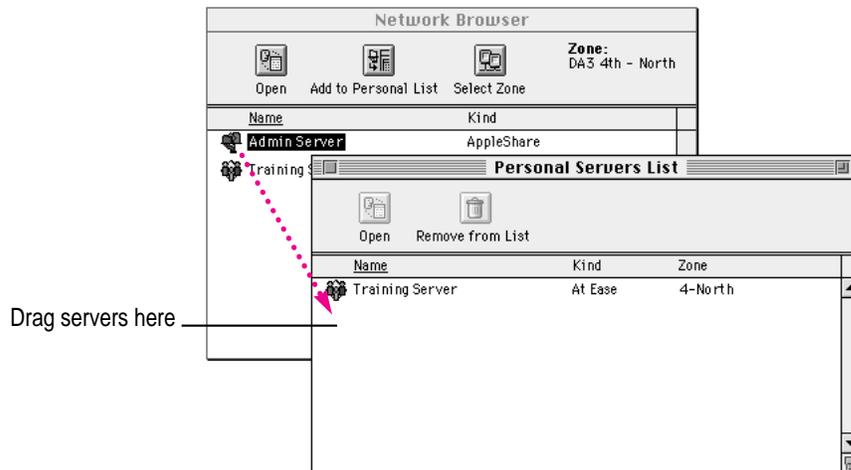
- 4 **Click OK.**

### Dragging a server to the Personal Servers List

You can also use drag-and-drop methods to add a server to the Personal Servers List.

To add a server to the Personal Servers List using drag-and-drop:

- 1 If necessary, in the Network Browser window, select the zone where the server is located.
- 2 Select the server you want to add to the Personal Servers List.
- 3 If the Personal Servers List isn't open, choose Show Personal Servers List from the Windows menu.
- 4 Drag the selected server from the Network Browser window to the Personal Servers List window.



User and Group Manager adds the server to the Personal Servers List.

## Using the Personal Servers List

The Personal Servers List lets you create and maintain a list of servers that you frequently manage. Because the Personal Servers List can display servers located in different zones, using the list eliminates the need to switch between zones to find servers. You can add and remove servers on the list as needed.

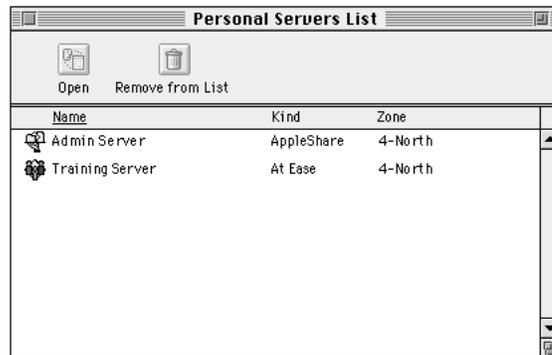
### Opening the Personal Servers List

Once you have added a server to the Personal Servers List, it opens automatically each time you open User and Group Manager. However, if the window is not open you can open it.

To open the Personal Servers List:

- **Choose Show Personal Servers List from the Windows menu.**

The Personal Servers List window opens.



## Sorting the Personal Servers List

You can sort the Personal Servers List by name, by kind, or by zone. By default, User and Group Manager sorts the list alphabetically by server name. If you sort the list by kind, you can view all the AppleShare, At Ease, and FirstClass servers together. If you sort the list by zone, you can view all the servers located in the same zone.

To sort the servers in the list:

- Click the column heading (Name, Kind, or Zone) for the kind of sort you want to do.



User and Group Manager underlines the heading you click and sorts the list alphabetically by that column.

## Removing servers from the Personal Servers List

To remove a server or servers from the Personal Servers List:

- 1 Select the server or servers you want to remove from the list.
- 2 Click Remove from List.



## Using the server information window

You can open a window that lists the users and groups on a server and displays other information about the server. To open this window, you must have the appropriate password to gain access to the server. To see the list of users and groups on an At Ease server, you also need an Administrator's user name.

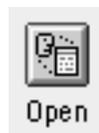
### Opening the server information window

To open a server information window:

- 1 In the Network Browser or Personal Servers List, double-click the server you want information about.

Or:

Select the server or servers you want information about and click Open.



The Administrator Validation dialog box appears. For an AppleShare or FirstClass server, the dialog box looks similar to this one.



For an At Ease server, the dialog box looks similar to this one.



*Note:* If the server is not running, a message appears to explain the problem.

**2 Enter the information required by the dialog box and click OK.**

The password and, if required, the user name that you enter must allow you to administer the selected server. You should enter this information:

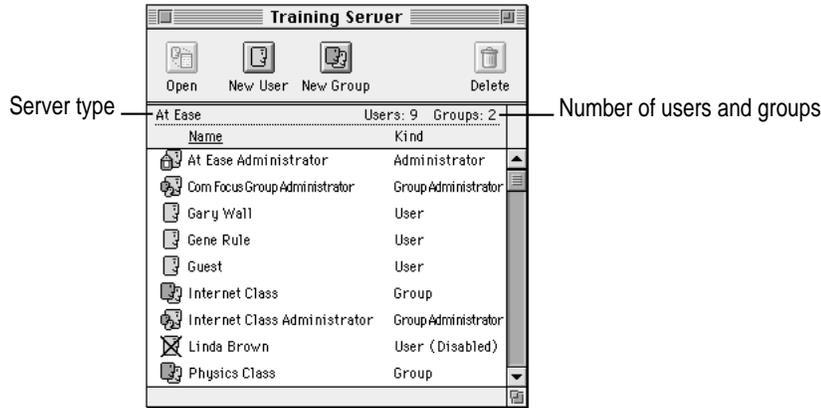
- For an AppleShare server, enter the Admin Key password you enter to open the AppleShare Admin program on that server.
- For an At Ease server, enter the user name and password for an At Ease Administrator.

**IMPORTANT** You cannot use the name and password for an At Ease Workgroup Administrator.

- For a FirstClass server, enter the “batch admin” password for the server.

**IMPORTANT** The “batch admin” password must be the same as the “gateway” password for the User and Group Manager server software installed on the FirstClass server. For more information, see Appendix B.

The server information window opens.



The name of the server appears in the title bar of the window. The information line above the column headings shows the type of server (At Ease, AppleShare, or FirstClass) on the left. On the right is the number of users and groups defined for the server.

The list in the main part of the window shows the users and groups defined for the server. The left column shows the name of the item and the right column shows the type of item. (The icon to the left of each item also indicates the type of item.) Items in the list can be one of these types:

-  Administrator
-  Group Administrator—At Ease only (called “Workgroup Administrator” in At Ease)
-  Group
-  User
-  User (Disabled)—a user denied login privileges

*Note:* Items appear dimmed if you have made changes to them that the server has not completed. You cannot select or open these items.

For information about working with users and groups in the server information window, see Chapter 3.

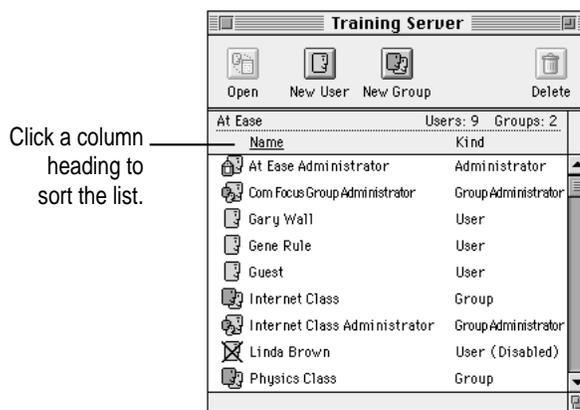
*Note:* User and Group Manager allows you to open server information windows for three servers with up to 1000 users each. If you need to work with more servers or with servers that contain more users, or you receive messages that User and Group Manager does not have enough memory, you can increase the memory available to the program. To do so, quit the program and select its icon in the Finder. Choose Get Info from the File menu, enter a new setting in the “Preferred size” field, and close the window.

### Sorting the users and groups list

You can sort the users and groups list in the server information window by name or by kind. By default, User and Group Manager sorts the list alphabetically by name. If you sort the list by kind, you can view all the items of the same type together.

To sort the users and groups list:

- Click the column heading (Name or Kind) for the kind of sort you want to do.



User and Group Manager underlines the heading you click and sorts the list alphabetically by that column.

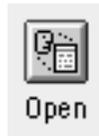


## Opening the user information window

Using the server information window, you can open a user information window for any user that appears in the users and groups list.

To open the user information window:

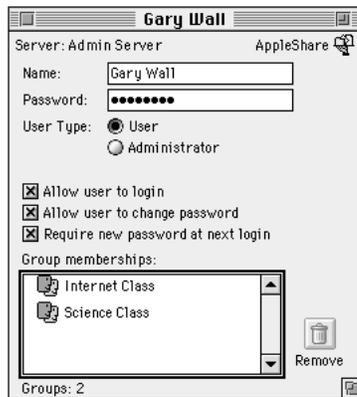
- 1 In the server information window, select a user name.
- 2 Click Open.



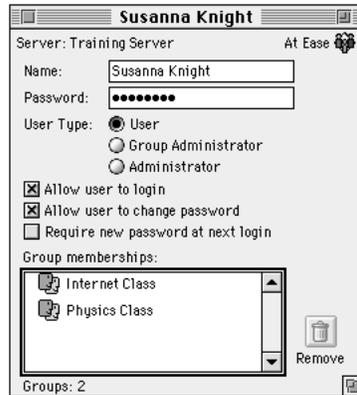
You can also choose Open from the Users menu.

The user information window opens. The options in the window depend on the type of server.

### AppleShare user information window



### At Ease user information window



### FirstClass user information window



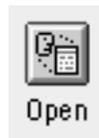
The window shows the user name in the title bar, and the server name and type below the title bar. The “Group memberships” list shows all the groups in which the user is a member. The number of group memberships appears below the list. See “Working With Users” in Chapter 3 for information about creating a user and changing user information.

## Opening the group information window

Using the server information window, you can open a group information window for any group that appears in the users and groups list.

To open a group information window:

- 1 In the server information window, select a group name.
- 2 Click Open.



You can also choose Open from the Users menu.

The group information window opens.



The window shows the name of the group in the title bar and in the Name field. The server name and type appear below the title bar. The “Group members” list shows all the users in the group. The number of members appears below the list.

See “Working With Groups” in Chapter 3 for information about creating groups and changing group information.



# 3

## Working With Users and Groups



User and Group Manager allows you to manage users and groups on At Ease, AppleShare, and FirstClass servers.

In this chapter you'll learn how to

- copy users and groups from one server to another server
- create new users, change information about existing users, and delete users
- create new groups, add to groups, remove users from groups, and delete groups
- compare the users in two groups or on two servers

*Note:* You cannot use some of the features described in this chapter with a FirstClass server. For more information, see Appendix A.

## Copying users and groups between servers

With User and Group Manager you can use convenient drag-and-drop methods to copy users and groups from one server to another. User and Group Manager allows you to drag users and groups between most windows that display server, user, or group information.

You can copy users and groups from one server to another server of the same type, or to a server of a different type. If the servers are the same type, all the settings for the users' attributes remain the same except their passwords.

If the servers are different types, User and Group Manager manages the user attribute settings as follows:

- If both servers support a user attribute, User and Group Manager maintains the setting.
- If the destination server does not support a user attribute of the source server, the attribute is dropped. The attribute is disabled in the user information window.
- If the destination server includes a user attribute not supported by the source server, User and Group Manager sets the default value for the attribute.

### Setting password preferences

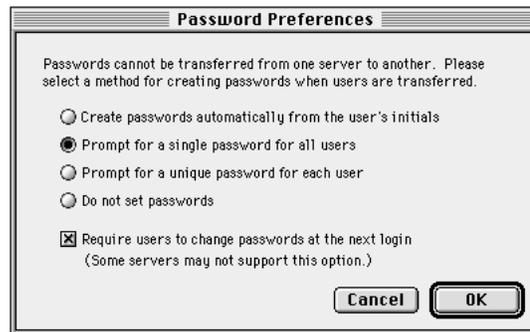
When you copy users from one server to another, User and Group Manager cannot transfer the user passwords from the source server. Although the users are added to the destination server, their current passwords are dropped.

User and Group Manager can create new passwords for you, or you can specify a new password for all or each of the users you copy. You specify your preferences for creating passwords using the Password Preferences dialog box. You may want to set these preferences before you copy users and groups to another server.

To set password preferences:

**1 Choose Password Preferences from the Edit menu.**

The Password Preferences dialog box appears.



**2 Select the option you want to use.**

You can select one of these options:

■ **Create passwords automatically from the user's initials**

This option creates a password from the user's initials in lowercase letters. For example, the user "John Doe" would be assigned the password "jd."

If the user name is one word (for example, "John"), the password is created using the first character of the name.

This option, while not very secure, provides each user with a password that is easy to remember.

■ **Prompt for a single password for all users**

This option allows you to specify a single password for all the users that you are copying. When you copy users or groups to another server, a dialog box appears for you to enter the password.

■ **Prompt for a unique password for each user**

This option allows you to assign a separate password for each user you are copying. When you copy users or groups to another server, a dialog box appears for you to enter a password for each user.

*Note:* You may not want to select this option if you will be copying a large number of users. You will be required to enter a password for each user.

- **Do not set passwords**

This option does not create passwords for the users you copy to another server. Users will not be required to enter passwords when they log in.

- 3 **Select “Require users to change passwords at the next login” if you want to require users to change their passwords the first time they log in.**

Because the passwords that User and Group Manager creates may not be secure, you may want to select this option to force users to change their passwords the first time they log in.

*Note:* This feature is not supported with FirstClass servers.

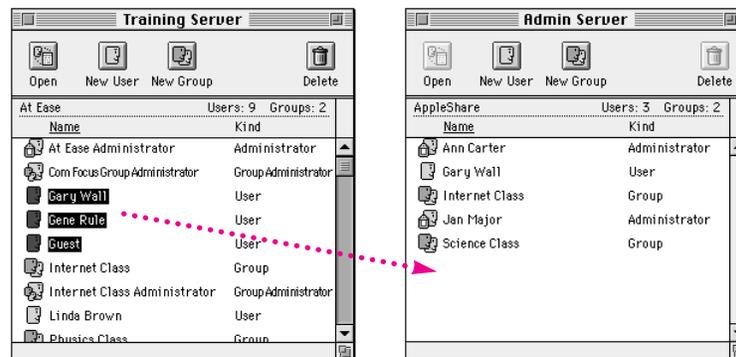
- 4 **Click OK.**

### Copying users and groups

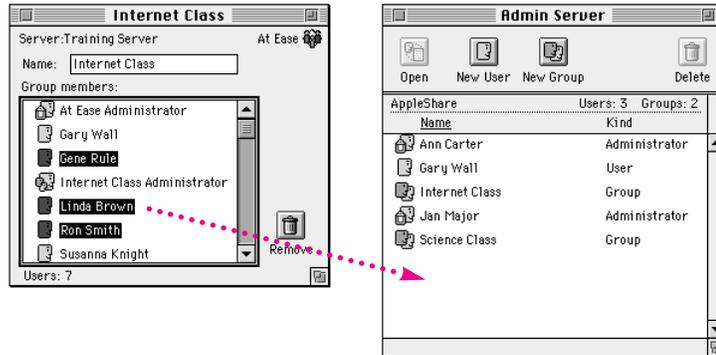
To copy users and groups between servers, you need to open a server information window for each server. You can also copy users and groups between servers by using the user information and group information windows. See “Using the Server Information Window” in Chapter 2 for information about opening these windows.

Here are the ways in which you can copy users and groups from one server to another server:

**Drag one or more users from a server information window to another server information window.**

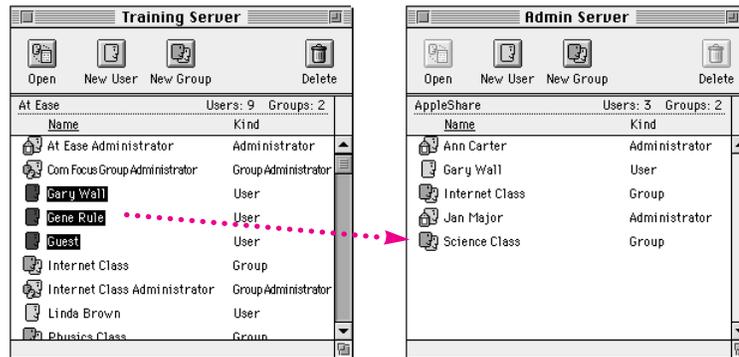


Drag one or more users from a group information window to a server information window.



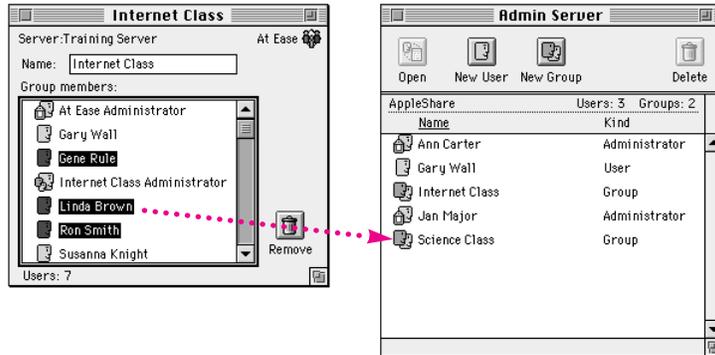
This adds the selected users to the destination server, but not the group.

Drag one or more users from a server information window to a group icon in another server information window.



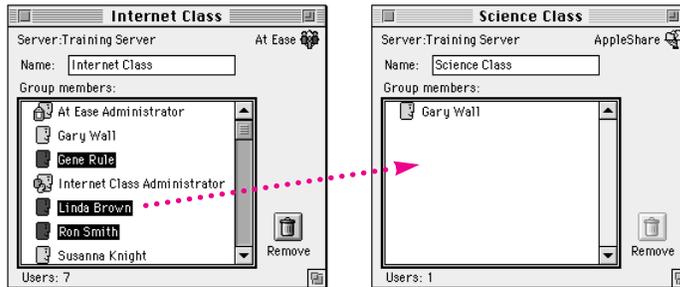
This adds the selected users to the designated group on the destination server.

**Drag one or more users from a group information window to a group icon in a server information window.**



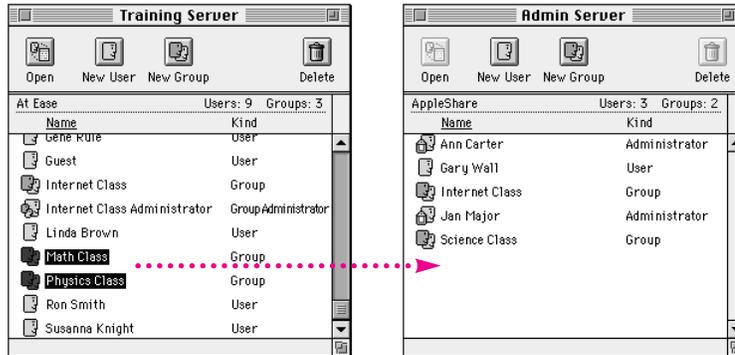
This adds the selected users to the designated group on the destination server.

**Drag one or more users from a group information window to a group information window for a group on the destination server.**



This adds the selected users to the designated group on the destination server.

Drag one or more groups from a server information window to another server information window.



You can also drag combinations of users and groups between server information windows.

You cannot drag

- a user into a user information window
- a group into a group information window
- a group into a user information window of a user belonging to another server

To copy users and groups from one server to another:

- 1 Open the windows for both servers.
- 2 In the window for the source server, select the items you want to copy to the destination server.
- 3 Drag the selected items to the window for the destination server.
- 4 If the destination server has a user with the same name as one you are adding, a message appears telling you that the user cannot be copied to the server. Click OK.
- 5 If a message appears asking you to confirm an action, decide what you want to do, then click the appropriate button.

You will receive confirmation messages

- if you drag one or more users to a group information window
- if you drag one or more groups to a server information window
- if you drag one or more groups to a server information window, and the server has a group with the same name

**IMPORTANT** If you click OK to the confirmation message that appears in this case, the users in the group on the destination server are replaced by the users in the group on the source server.

- 6 If requested, enter a password and click OK. Repeat for each user, if requested.

Depending on the password preference you selected, you may see one or more dialog boxes that ask you to enter a password.



User and Group Manager copies the users and groups to the destination server and sets the password for each user according to your preferences. The new users and groups appear in the destination server information window.

## Working with users

User and Group Manager allows you to create, rename, and delete users. You can also change the user type and other attributes.

**IMPORTANT** You cannot use some of these features with a FirstClass server. See Appendix A, “Server Specifics,” for more information.

### Creating a new user

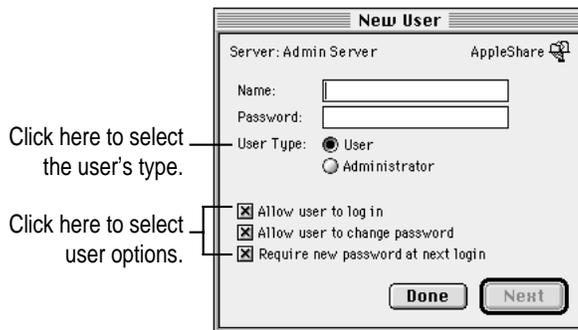
To create a new user:

- 1 In a server information window, click **New User**.



You can also choose New User from the Users menu.

The New User dialog box appears.



The dialog box shows the name of the server and its type. The user types and options available in the dialog box depend on the type of server. See Appendix A, “Server Specifics,” to learn which options each server supports.

**2 Type a name and password for the user.**

You can type any text you want in these boxes. The server may limit the length of the user name and password. See Appendix A for more information.

**3 Select a user type.**

The user types available depend on the type of server. For AppleShare servers, you can select User or Administrator. For At Ease servers, you can also select Group Administrator. You cannot set the type for a user on a FirstClass server.

**4 Select the options you want to use.**

You can select any of these options (if available):

- **Allow user to log in** Select this option if you want to allow the user to log in to the server.
- **Allow user to change password** Select this option if you want to allow the user to change his or her password.
- **Require new password at next login** Select this option if you want to require this user to change his or her password the next time he or she logs in to the server.

**5 Click Next to add another user, or click Done to close the dialog box.**

If you click Next, User and Group Manager saves the current user and clears the dialog box so that you can create another new user.

When you are done, the new users appear in the server information window.

## Changing user information

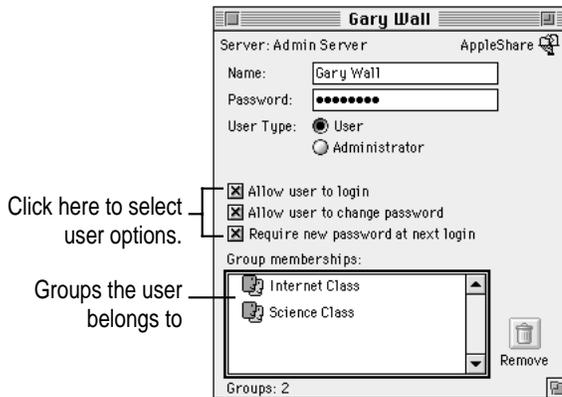
To change information for an existing user:

**1 In the server information window for a server, double-click a user name.**

You can also select the user then click the Open button, or choose Open from the Users menu.



A user information window opens.



**2** If you wish, change the name, password, user type, or other options for the user.

For information about the options available, see “Creating a New User” earlier in this chapter.

*Note:* If you change the name or password of the AppleShare user that the At Ease server uses to connect to the AppleShare server, you will need to redefine the login information for the At Ease server using At Ease Administration. For information on how to do this, see Part 2 of this manual.

User and Group Manager sends any group membership changes to the server immediately. Other changes are sent to the server when you close the window.

**IMPORTANT** Changes do not take effect until the server processes them. The server may require some time before completing the changes. During this time the user’s name will be dimmed in the server information window.

**3** To add the user to a group, drag the group from another window to the “Group memberships” list.

**4** To remove the user from a group, select the group in the “Group memberships” list and click the Remove button.

**5** Click the close box when you’re finished working with the user information window.

## Setting user attributes for several users

You can change certain user attributes by selecting users and choosing commands from the Users menu. Because you can select more than one user at a time, you can change the attributes for several users at once.

All of these attributes correspond to the options that appear in the user information window.

*Note:* You cannot set these options for users on a FirstClass server.

### Setting the “Allow login” attribute

To set the “Allow login” attribute for several users:

- 1 In the window in which they appear, select the users you want to change.
- 2 Choose Allow Login from the Users menu.

The Allow Login dialog box appears.



- 3 Select the option you want and click Change.

If you select “Do not allow users to log in,” the icon for each of the selected users will appear with an X over it in the server information window.

### Setting the “Allow password change” attribute

To set the “Allow password change” attribute for several users:

- 1 In the window in which they appear, select the users you want to change.
- 2 Choose Allow Password Change from the Users menu.

The Allow Password Change dialog box appears.



- 3 Select the option you want and click Change.

### Setting the “Require new password” attribute

To set the “Require new password” attribute for several users:

- 1 In the window in which they appear, select the users you want to change.
- 2 Choose Require New Password from the Users menu.

The Require New Password dialog box appears.



- 3 Select the option you want and click Change.

### Setting the user type

To set the user type for several users:

- 1 In the window in which they appear, select the users you want to change.
- 2 Choose Change User Type from the Users menu.

The Change User Type dialog box appears.



*Note:* If the users are on an At Ease server, the Group Administrator option also appears in the dialog box.

- 3 Select the option you want and click Change.

### Changing the password

To change the password for several users:

- 1 In the window in which they appear, select the users you want to change.
- 2 Choose Change Password from the Users menu.

The Change Password dialog box appears.



**3 Type the new password and click Change.**

User and Group Manager changes the password for all the selected users to the password you specified.

## Deleting users

User and Group Manager allows you to delete users. You can delete one or more users at a time, and you can delete users and groups at the same time.

To delete users from a server:

**1 In the server information window, select the users you want to delete.**

*Note:* You can also select users in the User Comparison window, described in “Comparing Servers and Groups” later in this chapter.

**2 Click Delete, or choose Delete Users from the Users menu.**

*Note:* If you selected both users and groups to delete, the command shown is Delete Users and Groups.

A message appears asking you to confirm that you want to delete the users.

If you delete the users, User and Group Manager dims the user names in the server information window and sends instructions to the server to delete the users. The users are removed from the server information window when the server finishes deleting them.

## Working with groups

User and Group Manager allows you to create, rename, and delete groups. You can also add users to a group and remove users from a group.

*Note:* You will need to use the administration program for the server to set some attributes, such as access privileges, for new groups.

**IMPORTANT** You cannot use some of these features with a FirstClass server. See Appendix A, “Server Specifics,” for more information.

### Creating a new group

To create a new group:

- 1** In the server information window, click **New Group**.

You can also choose New Group from the Users menu.

The New Group dialog box appears.



The dialog box shows the name of the server and its type.

- 2** Type a name for the new group in the **Name** field.
- 3** Click **Next** to add another group, or click **Done** to close the dialog box.

If you click Next, User and Group Manager saves the current group and clears the dialog box so that you can create another new group.

When you are done, the new groups appear in the server information window.

After you have created a new group, you can add members as described in the next section.

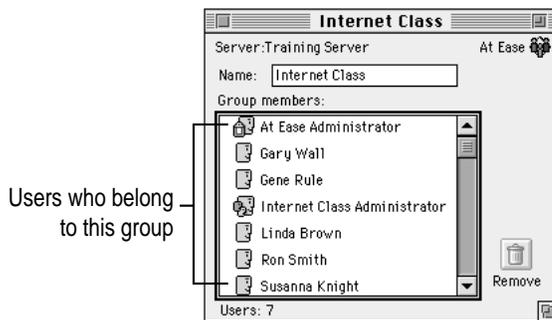
## Changing group information

To change information for an existing group:

- 1 In the server information window, double-click the name of the group you want to change.

You can also select the group and click Open, or choose Open from the Users menu.

The group information window appears.



- 2 Type a new name in the Name field if you want to change the group's name.
- 3 To add users to the group, drag the users from other windows to the "Group members" list.

You can also add users to a group by dragging the users to the group icon in the server information window.

- 4 To remove a user from the group, select the user and click Remove.
- 5 Click the close box when you're finished working with the group information window.

## Deleting groups

User and Group Manager allows you to delete groups. You can delete one or more groups at a time, and you can delete users and groups at the same time. When you delete a group, you do not delete the users in the group.

*Note:* You cannot delete groups from a FirstClass server.

To delete groups from a server:

- 1 In the server information window, select the groups you want to delete.**
- 2 Click Delete, or choose Delete Groups from the Users menu.**

*Note:* If you select users and groups to delete, the command shown is Delete Users and Groups.

A message appears asking you to confirm that you want to delete the groups.

If you delete the groups, User and Group Manager dims the groups in the server information window and sends instructions to the server to delete the groups. The groups are removed from the server information window when the server finishes deleting them.

## Comparing servers and groups

User and Group Manager allows you to compare servers and groups to determine whether or not they have the same members. You can then copy users from one group or server to another, or delete users that are unique to one list.

You can compare servers, groups on different servers, or groups on the same server.

*Note:* You cannot compare a server to a group.

### Comparing servers

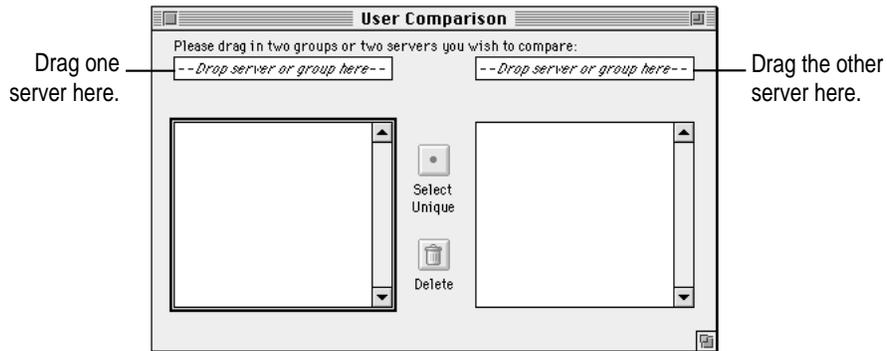
To compare servers:

- 1 Open the Network Browser window or the Personal Servers List window.**



**2 Choose Show User Comparison from the Windows menu.**

The User Comparison window opens.



**3 Drag a server icon from the Network Browser or the Personal Servers List window into one of the boxes at the top of the User Comparison window.**

If you do not have the server information window open for the server, you are asked to enter your password and user name (if required).

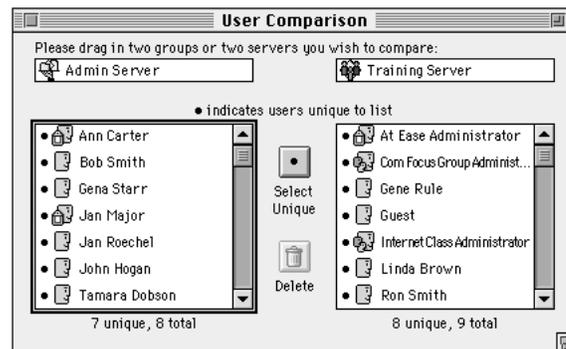
The server's name appears in the box.

**4 Drag another server icon into the other box at the top of the window.**

If you do not have the server information window open for the server, you are asked to enter your password and user name (if required).

The server's name appears in the other box.

The lists of users for both servers appear in the window.



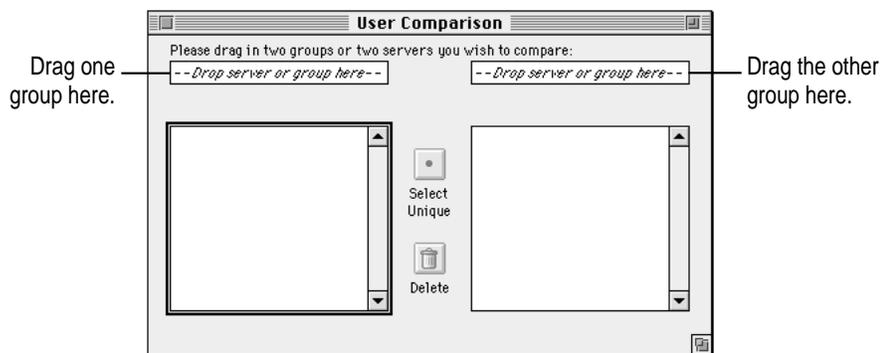
Users who are in one list but not the other are called “unique users.” Unique users appear at the top of the list with a dot next to the icons.

## Comparing groups

To compare groups:

- 1 **Open the server information window or windows that contain the groups.**
- 2 **Choose Show User Comparison from the Windows menu.**

The User Comparison window opens.



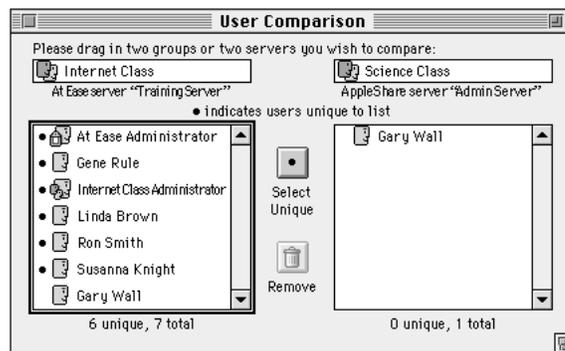
- 3 **Drag a group icon into one of the boxes at the top of the User Comparison window.**

The group’s name appears in the box. The server name and type appear below the box.

- 4 Drag another group icon into the other box at the top of the window.

The group's name appears in the other box.

The lists of users for both groups appear in the window.



Users who are in one list but not the other are called “unique users.” Unique users appear at the top of the list with a dot next to the icons.

### Copying users to another list

After you have compared two servers or groups, you may want to copy users from one list to another.

To copy users to another list:

- 1 Select the users you want to copy.  
*If you want to copy unique users only, click Select Unique.*

If there are no unique users, Select Unique is dimmed and unavailable.

- 2 Drag the selected users to the other list.

If you are comparing two servers or two groups from different servers, User and Group Manager copies the users to the destination server as described in “Copying Users and Groups Between Servers” earlier in this chapter.

If you are comparing two groups on the same server, User and Group Manager adds the users to the other group.

*Note:* You can also add users to a list by dragging them from another window, such as the server information window, to the list in the User Comparison window.

## Deleting or removing users from a list

After you have compared two servers or groups, you may want to delete users from one list.

To delete users from a list:

- 1** **Select the users you want to delete.**  
*If you want to delete unique users only, click Select Unique.*

If there are no unique users, Select Unique is dimmed and unavailable.

- 2** *If you are comparing servers, click Delete.*  
*If you are comparing groups, click Remove.*

If you are comparing servers and you select a unique user in a server list, the button reads “Delete.” Clicking the button deletes the user from the server, if the server allows that feature. A message appears asking you to confirm that you want to delete the user.

If you are comparing groups and you select a unique user in a group list, the button reads “Remove.” Clicking the button removes the user from the group, but does not delete the user from the server.

# 4

## Importing and Exporting Information



You can use the methods described in earlier chapters to move users and groups directly between servers that User and Group Manager supports. For network servers that User and Group Manager does not support, you can import and export information as text files.

This chapter explains how to import a text file that contains a list of users and groups. It also explains how to export a users and groups list to a text file so that you can import it to another application.

## Importing a users and groups list

You can import a tab-delimited or comma-delimited text file to User and Group Manager. The file can contain user names and passwords and group assignments for each user.

You can create the text file by exporting the information from another application, such as a database or spreadsheet. You should see the manual that came with the application to learn how to export data from the application to a tab-delimited or comma-delimited text file.

You can also create the text file that you will import by using a word-processing application to type the text. You should separate the name, password, and group for each user with a tab or a comma. You should separate each user with a carriage return.

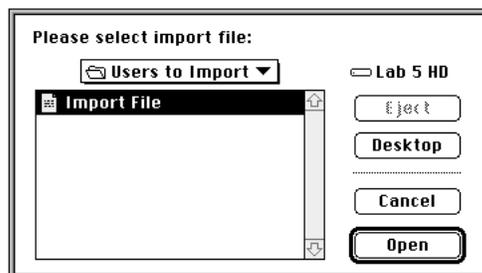
To import a users and groups list:

- 1 **Open the server information window for the server into which you want to import the users and groups list.**

See “Opening the Server Information Window” in Chapter 2 of this part of the manual.

- 2 **Choose Import File from the File menu.**

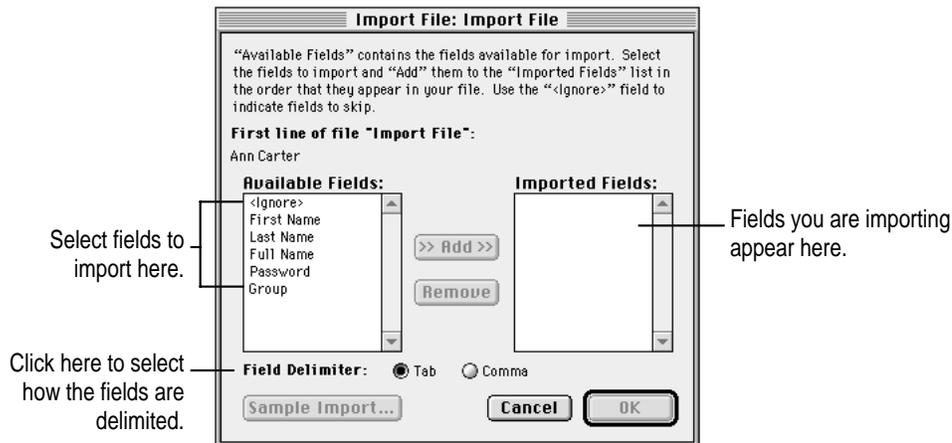
The following dialog box appears:



- 3 **Locate the text file you want to import and select it.**

**4 Click Open.**

The Import File dialog box appears.



The Available Fields list on the left shows the type of information you can import to the server.

**5 Select the field in the Available Fields list that corresponds to the first field in the import file and click Add. Repeat for each field in the order in which they occur in the import file.**

The fields move into the Imported Fields list on the right.

The Available Fields list includes an “<Ignore>” item. Add <Ignore> to the Imported Fields list to avoid importing data from a field in the import file. You can do this if the import file contains fields of information that you do not want to import.

If you add the First Name and Last Name fields, User and Group Manager combines the two names, separated by a space, to create a single user name.

If you add the First Name or Last Name field to the Imported Fields list, you cannot add the Full Name field to the list. If you add the Full Name field, you cannot add the First Name or Last Name field.

**6 Select how the fields in the import file are delimited.**

You can choose one of these options:

---

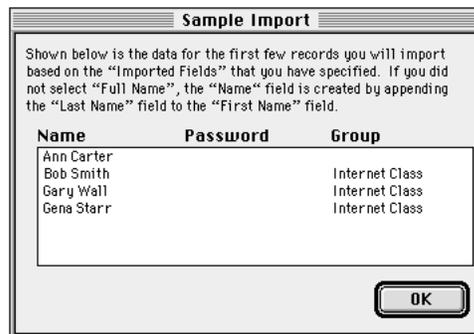
**Tab** (the default)      If the fields in the import file are separated by tabs (tab-delimited)

**Comma**                      If the fields in the import file are separated by commas (comma-delimited)

---

**7 To verify that the import fields are in the correct order, click Sample Import.**

The Sample Import dialog box shows how the information will be imported.



**8 Click OK to close the Sample Import dialog box.**

You can change the list of imported fields and try the sample again if necessary.

**9 To change the Imported Fields list, select a field in the Available Fields list and click Add or select a field in the Imported Fields list and click Remove.**

**10 If the fields are correct, click OK to import the file.**



## Exporting a users and groups list

You can export to a text file a list of user names and group memberships defined for a server. You can then import the list to another application. You might do this so that you can format and print a list of users using a word-processing application. You might also import the list to a server that is not supported by User and Group Manager.

**IMPORTANT** You cannot export passwords to a text file.

By default, User and Group Manager exports just the user names. In the export file, each user name is separated by a carriage return.

You can select to export group names also. If you do, each user name is separated from its group name by a tab character in the export file. The information for each user is separated by a carriage return. If a user name is assigned to more than one group, that user name appears in the export file once for each group to which it is assigned.

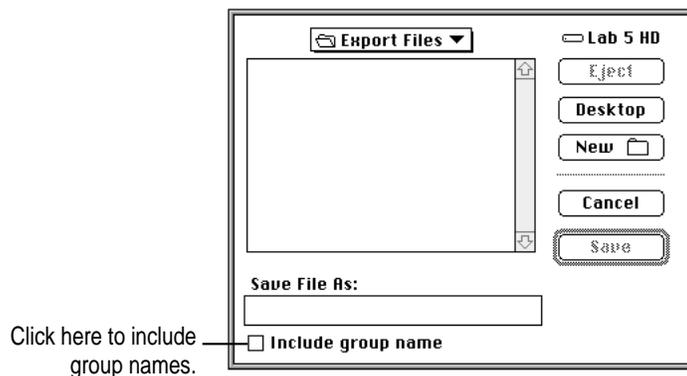
To export a users and groups list:

- 1 **Open the server information window for the server from which you want to export the users and groups list.**

See “Opening the Server Information Window” in Chapter 2 of this part of the manual.

- 2 **Choose Export File from the File menu.**

The following dialog box appears:



- 3** Type a name for the file in the Save File As field.
- 4** Select “Include group name” if you also want to export group names.
- 5** Locate where you want to save the file and click OK.

User and Group Manager exports the information to the text file.





## Appendix A Server Specifics



Each type of network server that User and Group Manager supports works in a unique way. In addition, each type of server has specific limitations and specifications. This appendix provides information about each server's specific characteristics, which may help you understand a problem you are having when you use User and Group Manager.

## Supported features

The following table lists the features of User and Group Manager. A check mark (√) in the column for each type of server (At Ease, AppleShare, or FirstClass) indicates that you can use the feature with that type of server.

Feature	At Ease	AppleShare	FirstClass
<b>Operations</b>			
Create user	√	√	√
Create group	√	√	–
Delete user	√	√	√
Delete group	√	√	–
Rename user	√	√	–
Rename group	√	√	–
Add user to group	√	√	√
Remove user from group	√	√	√
Set user attributes	√	√	–
Set user password	√	√	–
<b>User types</b>			
Administrator	√	√	√
User	√	√	√
Group Administrator*	√	–	–
<b>User settings</b>			
Allow user to login	√	√	–
Allow user to change password	√	√	–
Require new password	√	√	–

\* The Group Administrator corresponds to the At Ease Workgroup Administrator.



## Server characteristics

This section lists certain unique characteristics in the ways User and Group Manager works with each type of server.

To use User and Group Manager with an AppleShare or FirstClass server, you must install the User and Group Manager server software on the server. This software, called an *agent*, receives requests for information or for changes to existing information from the User and Group Manager application and communicates them to the server. The server software returns the requested information or the results of the change.

### At Ease servers

- Before you use the User and Group Manager application with an At Ease server, you must create an At Ease Administrator for the server using At Ease Administration.
- The User and Group Manager application mounts the At Ease server volume and makes changes directly to the At Ease database.
- If an error occurs, a message appears in the User and Group Manager application to explain the problem.

### AppleShare file servers

- The User and Group Manager server software for AppleShare, called AppleShare Agent, must be installed on the AppleShare server.
- User and Group Manager communicates with the AppleShare Agent software to make changes to user and group information on the server.
- You cannot use the User and Group Manager application with an AppleShare server if the AppleShare Admin application is open on the server.
- If an error occurs, a message appears in the User and Group Manager application to explain the problem.

### FirstClass servers

- The User and Group Manager server software for a FirstClass server is called FirstClass Agent. It must be installed on the server to use the User and Group Manager application with a FirstClass server.
- FirstClass Agent communicates with the FirstClass server as a FirstClass gateway. See Appendix B to learn how to configure the FirstClass server to communicate with this gateway.
- FirstClass servers version 2.7.1 or earlier take approximately six minutes to respond to any request from User and Group Manager. This delay occurs the first time you open the server information window for the FirstClass server and when you change user or group information.
- FirstClass Agent accumulates change requests from User and Group Manager until it does not receive a change request for 15 seconds. It then opens a connection with the FirstClass server and sends the requests as a “batch admin” request.
- FirstClass Agent cannot notify User and Group Manager when the FirstClass server completes requested changes or when an error occurs. It does forward the “batch admin” log file to the “Admin” mail account on the FirstClass server. Using the FirstClass client software, you can log in as the “Admin” user and read the replies in your Mailbox.



## Server specifications

This section provides detailed information about the specifications for each type of server.

### At Ease server

Max. number of users:	4000
Max. number of groups:	200
Max. groups per user:	200
Max. users per group:	1000
Min. password length:	0 characters
Max. password length:	31 characters
Min. user name length:	1 character
Max. user name length:	31 characters
Requires unique user and group names:	no

### AppleShare server

Max. number of users:	4000
Max. number of groups:	400
Max. groups per user:	42
Max. users per group:	4000
Min. password length:	0 characters <sup>1</sup>
Max. password length:	8 characters <sup>1</sup>
Min. user name length:	1 character
Max. user name length:	31 characters
Requires unique user and group names:	yes

<sup>1</sup> User and Group Manager does not support password length limits that can be set in AppleShare Admin.

### FirstClass server

Max. number of users:	4000 <sup>1</sup>
Max. number of groups:	200 <sup>2</sup>
Max. groups per user:	200
Max. users per group:	1000
Min. password length:	0 characters
Max. password length:	12 characters
Min. user name length:	1 character
Max. user name length:	15 characters
Requires unique user and group names:	yes

<sup>1</sup> User and Group Manager cannot determine the number of users for which the server is licensed.

<sup>2</sup> User and Group Manager cannot create groups on a FirstClass server.





## Appendix B Setting Up a FirstClass Server



To use the User and Group Manager application with a FirstClass server, you must install the User and Group Manager server software, called FirstClass Agent, on the FirstClass server. You must also configure the FirstClass server to communicate with FirstClass Agent as a FirstClass gateway. In addition, you must enable the FirstClass batch administration feature.

This appendix describes how to set up the FirstClass server to communicate with FirstClass Agent.

**IMPORTANT** FirstClass sends confirmation and error messages to the “Admin” user as FirstClass mail. Because of this, you should not rename the “Admin” user account. These messages are the only status information that FirstClass provides for changes requested by User and Group Manager.

To set up the FirstClass server:

- 1 Using the FirstClass client software, log in to the FirstClass server as an administrator.
- 2 Open the Multi-Site Setup folder that appears on the FirstClass desktop.
- 3 Open the Multi-Site Setup icon that appears in the folder.
- 4 Make sure the checkbox labeled “Allow batch administration” is checked.

- 5 If necessary, enter a password in the Password text box.**

You will need this password for step 16. This is also the password you will need when you open the users and groups list for the server in User and Group Manager.

- 6 Close the Multi-Site Setup window and click Save in the dialog box that appears.**
- 7 Close the Multi-Site Setup folder window.**
- 8 Open the Gateways folder that appears on the FirstClass desktop.**
- 9 Choose Gateway Settings from the Admin menu, then choose Add from the submenu.**

A New Gateway window opens.

- 10 In the “Remote server serial number” text box, enter this value: 3123456789 .**
- 11 Close the New Gateway window and click Save in the dialog box that appears.**
- 12 Select the New Gateway icon and rename the gateway.**  
“User and Group Gateway” is recommended.
- 13 Choose List Users from the Admin menu.**
- 14 Make sure the “Gateways & Routers” checkbox is selected in the dialog box that appears, then click OK.**
- 15 In the window that appears, double-click the name of the gateway you entered in step 12.**
- 16 In the Password text box, type the password you entered in step 5.**
- 17 Close the window and click Save in the dialog box that appears.**



If you can't find what you're looking for in this index, look in *Macintosh Guide*—available in the **Guide** (🔍) menu on your computer.



## Index

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### A, B

- Administrator Validation dialog box 4-17, 4-18
- agent software 4-55–4-56, 4-59
- Allow Login command (Users menu) 4-36
- Allow Login dialog box 4-36, 4-37
- Allow Password Change command (Users menu) 4-37
- Allow Password Change dialog box 4-37
- AppleShare file servers
  - Administrator Validation dialog box for 4-17
  - agent software for 4-55
  - characteristics of 4-55
  - displayed in Network Browser window 4-6, 4-10
  - features supported by 4-5, 4-54
  - password for 4-18
  - selecting user type for 4-34
  - specifications for 4-57
  - user information window for 4-21
- At Ease servers
  - Administrator Validation dialog box for 4-18
  - characteristics of 4-55
  - displayed in Network Browser window 4-6, 4-10

- features supported by 4-5, 4-54
- password for 4-18
- selecting user type for 4-34
- specifications for 4-57

### C

- Change Password command (Users menu) 4-38
- Change User Type command 4-38
- Change User Type dialog box 4-38
- commands
  - Allow Login (Users menu) 4-36
  - Allow Password Change (Users menu) 4-37
  - Change Password (Users menu) 4-38
  - Change User Type (Users menu) 4-38
  - Delete Groups (Users menu) 4-42
  - Delete Users (Users menu) 4-39
  - Delete Users and Groups (Users menu) 4-42
  - Export File (File menu) 4-51
  - New Group (Users menu) 4-40
  - New User (Users menu) 4-33
  - Open (Users menu) 4-21, 4-23, 4-41
  - Password Preferences (Edit menu) 4-27
  - Require New Password (Users menu) 4-37

- Show Network Browser (Windows menu) 4-11
- Show Personal Servers List (Windows menu) 4-14, 4-15
- Show User Comparison (Windows menu) 4-44, 4-45
- comparing
  - groups 4-44, 4-45
  - servers 4-42–4-44
- copying
  - combinations of users and groups between server information windows 4-31
  - selected users to designated group on destination server 4-29, 4-30
  - selected users to destination server 4-29
  - users and groups between servers 4-26–4-32
  - users and groups from one server to another 4-32
  - users to another list 4-45, 4-46
- creating
  - new groups 4-40
  - new users 4-33–4-34

## D

- Delete Groups command (Users menu) 4-42
- Delete Users and Groups command (Users menu) 4-42
- Delete Users command (Users menu) 4-39
- deleting
  - groups from a server 4-41, 4-42
  - users from a list 4-46
  - users from a server 4-39
- dimmed items in server information window 4-19

## E

- Edit menu, Password Preferences command 4-27
- Export dialog box 4-51
- Export File command (File menu) 4-51
- exporting
  - users and groups lists 4-51–4-52
  - user names 4-51

## F

- File menu
  - Export File command 4-51
  - Import File command 4-48
- file servers. *See* AppleShare file servers
- FirstClass Agent software 4-56, 4-59
- FirstClass servers
  - Administrator Validation dialog box for 4-18
  - agent software for 4-55
  - characteristics of 4-56
  - displayed in Network Browser window 4-6, 4-10
  - features supported by 4-5, 4-54
  - groups cannot be deleted from 4-41
  - password for 4-18
  - password preferences cannot be set for 4-28
  - setting up 4-59–4-60
  - specifications for 4-58
  - user attributes cannot be set for users on 4-36
  - user type cannot be set for 4-34

## G, H

- group information window
  - changing information for an existing group with 4-41
  - dragging users to and from 4-29, 4-30
  - opening 4-23
- groups. *See also* users
  - adding users to 4-35, 4-41
  - changing information for an existing group 4-41–4-42
  - comparing 4-44, 4-45
  - copying 4-26–4-32
  - creating 4-40
  - displayed in server information window 4-19
  - list of. *See* users and groups list
  - names of, exporting 4-51
  - naming 4-40, 4-41
  - removing users from 4-35, 4-41
  - renaming 4-41
  - viewing information about 4-23
  - viewing list of 4-17–4-23
  - working with 4-40–4-46

## I, J

- Import dialog box 4-48
- Import File command (File menu) 4-48
- Import File dialog box 4-49
- importing a users and groups list 4-48–4-50

## K

- kind
  - sorting Personal Servers List by 4-16
  - sorting users and groups list by 4-20

## L

- login, setting “Allow login” attribute for several users 4-36

## M

- memory
  - increasing memory used by User and Group Manager 4-20
- menus
  - Edit menu 4-27
  - File menu 4-51
  - Users menu 4-21, 4-23, 4-33–4-45
  - Windows menu 4-11, 4-14, 4-15

## N

- names
  - exporting 4-51
  - naming new groups 4-40
  - renaming groups 4-41
  - sorting Personal Servers List by 4-16
  - sorting users and groups list by 4-20
- Network Browser window
  - comparing servers with 4-42
  - opening 4-6, 4-7, 4-11
  - purpose of 4-10
  - selecting a different zone in 4-12
  - servers displayed in 4-6, 4-10
  - sorting server list in 4-11
  - using 4-10–4-12
- network servers. *See* servers
- network zones. *See* zones
- New Group command (Users menu) 4-40
- New Group dialog box 4-40
- New User command (Users menu) 4-33
- New User dialog box 4-33

## O

- Open command (Users menu) 4-21, 4-23, 4-41
- opening
  - group information window 4-23
  - Network Browser window 4-6, 4-7, 4-11
  - Personal Servers List window 4-7, 4-15
  - server information window 4-17–4-20
  - User and Group Manager 4-6
  - user information window 4-21–4-22

## P, Q

- Password Preferences command (Edit menu) 4-27
- Password Preferences dialog box 4-26, 4-27
- passwords
  - “Allow password change” attribute 4-37
  - cannot be exported to a text file 4-51
  - changing for several users 4-38
  - for AppleShare file servers 4-18
  - for At Ease servers 4-18
  - for FirstClass servers 4-18
  - “Require new password” attribute 4-37
  - setting 4-26–4-28, 4-32
- Personal Servers List window
  - adding servers to 4-13–4-16
  - comparing servers with 4-42
  - opening 4-7, 4-15
  - removing servers from 4-16
  - sorting 4-16
  - using 4-15–4-16

## R

- removing
  - servers from the Personal Servers list 4-16
  - users from a list 4-46
- Require New Password command (Users menu) 4-37

## S

- Sample Import dialog box 4-50
- server information window 4-17–4-23
  - changing information for an existing group with 4-41
  - changing user information with 4-34
  - contents of 4-19
  - creating a new group with 4-40
  - creating a new user with 4-33
  - deleting groups with 4-42
  - dimmed items in 4-19
  - dragging users to and from 4-28, 4-29, 4-31
  - exporting a users and groups list with 4-51
  - importing a users and groups list with 4-48
  - opening 4-17–4-20
  - opening group information window with 4-23
  - opening user information window with 4-21–4-22
  - sorting users and groups list in 4-20
- servers. *See also* AppleShare file servers; At Ease servers; FirstClass servers *or specific topic*
  - adding to the Personal Servers List 4-13–4-16
  - characteristics of 4-55–4-56
  - comparing 4-42–4-44

- compatibility of 4-5
- copying users and groups between 4-26–4-32
- creating and maintaining a list of frequently used servers 4-15–4-16
- deleting groups from 4-41, 4-42
- deleting users from 4-39
- displayed in Network Browser window 4-6, 4-7, 4-10
- features supported by 4-54
- importing and exporting information for servers unsupported by User and Group Manager 4-47–4-52
- passwords for 4-18
- removing from Personal Servers List 4-16
- sorting list of in Network Browser window 4-11
- specifications for 4-57–4-58
- user types for 4-34
- viewing information about 4-17–4-23
- Set Password dialog box 4-32
- Show Network Browser command (Windows menu) 4-11
- Show Personal Servers List command (Windows menu) 4-14, 4-15
- Show User Comparison command (Windows menu) 4-44, 4-45
- sorting
  - Personal Servers List 4-16
  - server list in Network Browser window 4-11

## T

- text files, tab- or comma-delimited
  - exporting 4-51–4-52
  - importing 4-48–4-50

## U

- User and Group Manager. *See also specific topic*
  - features of 4-54
  - introduction to 4-3–4-7
  - memory used by 4-20
  - opening 4-6
  - purpose of 4-4, 4-5
  - servers compatible with 4-5
  - starting to use 4-6, 4-7
- user comparison window 4-44, 4-45
- user information window
  - adding users to a group with 4-35
  - for AppleShare servers 4-21
  - for At Ease servers 4-22
  - for FirstClass servers 4-22
  - opening 4-21–4-22
  - removing users from a group with 4-35
- users. *See also groups*
  - adding to a group 4-35, 4-41
  - changing information for an existing user 4-34–4-35
  - changing passwords for several users 4-38
  - changing user type 4-38
  - comparing 4-42–4-45
  - copying between servers 4-26–4-32
  - copying to another list 4-45, 4-46
  - creating a new user 4-33–4-34

- deleting from a server 4-39
- deleting or removing from a list 4-46
- displayed in server information window 4-19
- exporting names of 4-51
- list of. *See* users and groups list
- removing from a group 4-35, 4-41
- setting attributes for several users 4-36–4-39
- setting user type 4-38
- sorting list of in server information window 4-20
- viewing list of 4-17–4-23
- working with 4-33–4-39
- users and groups list
  - copying users to 4-45–4-46
  - deleting or removing users from 4-46
  - exporting 4-51–4-52
  - importing 4-48–4-50
  - sorting 4-20
- Users menu
  - Allow Login command 4-36
  - Allow Password Change command 4-37
  - Change Password command 4-38
  - Change User Type command 4-38
  - Delete Groups command 4-42
  - Delete Users command 4-39
  - Delete Users and Groups command 4-42
  - New Group command 4-40
  - New User command 4-33
  - Open command 4-21, 4-23, 4-41
  - Require New Password command 4-37

## V

- viewing server, user, and group information 4-9–4-23

## W, X, Y

### Windows menu

- Show Network Browser command 4-11
- Show Personal Servers List command 4-14, 4-15
- Show User Comparison command 4-44, 4-45

## Z

### zones

- displaying current zone 4-10
- displaying servers located in different zones 4-15–4-16
- selecting a different zone in Network Browser window 4-12
- sorting Personal Servers List by 4-16

Zones dialog box 4-12



Apple User and Group  
Manager 1.0

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