



WinSuite™

Access Management Suite

Version 3.51

GETTING STARTED

This manual contains information on how to install both the Server software and the Client software for WinSuite. It also explains how to get started with WinSuite by adding Users and Groups.

Important: After you have read this manual and installed WinSuite, you should read the **Administration Manual**.

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Registering the Software

In order to continue using WinSuite beyond the Evaluation period you will need to load a valid Licence File, and complete the registration process using the WinSuite Licensing & Registration Wizard.

Registering WinSuite will automatically entitle you to free upgrades within the same version number (e.g. version 3.51 to 3.60).

Support

Should you have any queries concerning WinSuite, please contact the supplier of this software, or go to <http://www.nditech.com>.

Trademarks

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ABOUT THE SOFTWARE

WinSuite Version 3.51 is designed to run on Windows NT/2000/2003 Servers with Windows 95/98/Me/NT Workstation 4.0 and Windows 2000/XP Professional Client computers.



The term Windows Client computer refers to any Windows 95/98/ME/NT Workstation 4.0 or 2000/XP Professional computer that is connected to a Windows NT/2000/2003 Server. It will be used as such throughout the rest of this manual.

If you have a NetWare Server on your network, you may want to use the WinSuite NetWare Edition. If you do not have a server on your network, you should use the WinSuite 95/98 Edition.



A minimum screen resolution of 800 x 600 is recommended when running the WinSuite Administrator program.



WinSuite relies on the existence of the built in NT/2000/2003 Server Group called **Domain Admins** (as viewed in the NT Server **User Manager for Domains** program or the 2000/2003 Server **Active Directory Users and Computers** snap-in). This Group must exist as the built-in NT/2000/2003 Server Global Group **Domain Admins** and not be called something else.

Special Notes:



Very important information is indicated by a circled exclamation mark in the margin.



Other notable information is indicated by a triangle in the margin.

Text highlighted in **bold** represents menu titles, options or features.

DEFINITION OF TERMS

User

A User is any person using a computer on which the WinSuite *Client* software has been installed, and who logs on to an NT/2000/2003 Server via the WinSuite Logon. Normally, a User will not have access to the WinSuite *Server* software (i.e. the WinSuite User Import Wizard and WinSuite Administrator).

Administrator

Any person who has responsibility for setting up the NT/2000/2003 Server and maintaining the system of Groups, Users, access rights, etc. using the WinSuite Administrator program. An Administrator is *any* member of the built-in NT/2000/2003 Server Global Group **Domain Admins**.

Group

A logical division of Users who all require the same access rights and operating environment. The **Global** Groups available on the NT/2000/2003 Server dictate the Groups available in the WinSuite Administrator. Each User is a member of at least one Group and, by default, each User is always a member of the built-in NT/2000/2003 Server Global Group **Domain Users**.

Screen Manager

Replaces the standard Windows Desktop and **Start Menu** providing a fixed and controlled working environment for Users. The use of Screen Manager is optional.

Database

The files that define WinSuite Groups and Users, and the restrictions that relate to them.

WINSUITE INTRODUCTION

What is WinSuite?

The primary purpose of WinSuite is to stabilise the operating environment on multi-user computers. Multi-user in this sense implies that more than one person may use a single computer during a working day. The inherent complexity and fragility of the standard Windows Operating System can cause problems in this situation. For example, a User can change the configuration of a computer to the point where other Users become less productive. Intervention by a Support Technician is usually required to correct these problems, which takes time and effort.

WinSuite can be used to make the fragile components of the Windows Operating System inaccessible to the User, thereby greatly reducing the risk of the computer being unavailable or unusable for the next User. WinSuite can be used to automatically set up an operating environment that suits each User's needs, which may be different from the needs of the previous User. This operating environment can include the style, colour, composition and content of the user interface, locked system settings, pre-set printer and mouse defaults, prescribed folder and file access, and automated private connection to local area network resources.

Overview

WinSuite has two main components: the NT/2000/2003 *Server* software and Windows *Client* software.



WinSuite Client software can only be installed and run on Windows 95/98/ME/NT Workstation or 2000/XP Professional computers.



Remember that throughout the rest of this manual, Windows 95/98/ME/NT Workstation and 2000/XP Professional computers will simply be referred to as Windows Client computers.

NT/2000/2003 Server Software

The Administration programs are comprehensive and easy to use. The Administration software is installed and run *from* the NT/2000/2003 Server itself. There is no need for you to install the Administration software on each Windows Client computer.

The NT/2000/2003 Server Administration software consists of:

The WinSuite User Import Wizard — this allows the *mass* creation of User accounts on your NT/2000/2003 Server. User information can be imported from a **.csv** (comma separated values) or **.txt** (text) file. You can designate which information from the **.csv** or **.txt** file should be imported. This includes:

- Username (to a maximum of 20 characters)
- Full Name (to a maximum of 256 characters)
- Description (to a maximum of 48 characters)
- Group (to a maximum of 20 characters)
- Group Description (to a maximum of 256 characters)
- Initial Password (to a maximum of 14 characters)

The WinSuite User Import Wizard will also create:

- An *individually* shared User Home Folder on the NT/2000/2003 Server where each User's work can be stored without other Users being able to access it. (You will need to ensure the option to **Create Users Shares** is ticked when you import your Users.)
- A Logon Script that maps the shared User Home Folder to a drive letter on the Client computer. The Logon Script can also be used to install the WinSuite Client software automatically via a Logon Script associated with a member of the built-in NT/2000/2003 Server Global Group **Domain Admins**.



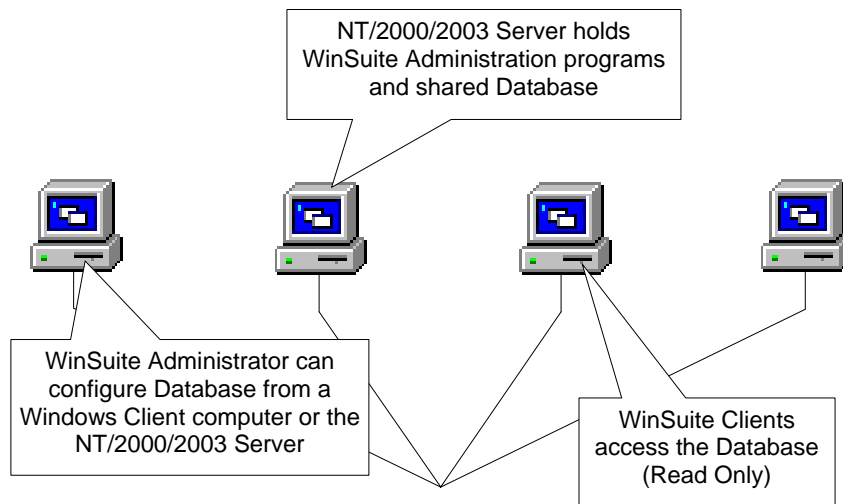
Automatic rollout of the WinSuite Client software assumes that the Client computers already have the necessary network protocols and software installed to connect to the NT/2000/2003 Server.

The WinSuite Administrator — this allows an Administrator to set:

- The **Global** NT/2000/2003 Server Groups that have WinSuite restrictions applied to them. (You don't have to give WinSuite restrictions to all Users if you don't need to.)
- How Users are to logon to the WinSuite Client computers. Users can logon to the Client computers by:
 - Typing their Username and Password.
 - Selecting their Username from a list and typing their Password.
 - Selecting their Full Name from a list and typing their Password.
 - Selecting a Group from a list, *then* using one of the above options.
 - Inserting a valid card into a card reader connected to the Client computer.
- The Site Logo, Site Name, Date and Time on the fully customisable WinSuite Logon screen, which replaces the native Windows logon screen.
- Logon restrictions so Users can only use the computer for a set amount of time each day or week.
- Which shortcuts should appear on the Desktop and Start Menu for each Group.
- Which Programs the Users in each Group are allowed to run.
- Which Drives (local hard drives, diskette drives and CD-ROMs/DVDs) each Group can access, and the location Users will be forced to use when opening and saving their files (using Open/Save/Save As dialog boxes).
- NTFS style Folder and File permissions for any 95/98/Me computers on your network.
- Which Internet Explorer controls and tools are available to Users.
- Office 2000/XP restrictions — including preventing Users from customising how individual Office 2000/XP applications look, and controlling where Open/Save/Save As dialog boxes are directed to.
- What actions the computer should take on Startup and Shut Down — including setting default Wallpapers, Screen Savers and Schemes on Startup, as well as clearing the Internet cache and History of sites visited on Shut Down/Log Off.
- Program Usage Logging — which records who logged on to each computer on your network, when they logged on, what programs they ran, and when they logged off.

Windows Client Software

The WinSuite Client software can be installed either manually or automatically using a Logon Script. The native Windows logon screen is replaced by a WinSuite Logon screen, which can display a site logo, site name, date and time. An Administrator can customise the exact look of the WinSuite Logon screen.



Logging On

In all cases, the Client component differentiates between Users by presenting them with a logon screen. Once the User has logged on, the Client component interrogates the Database of Users, Groups and configurations previously set up in the WinSuite Administrator component and then delivers the appropriate operating environment for that User, in accordance with their Group membership.



Unlike the standard Windows logon, Users cannot bypass the WinSuite Logon. The **Shutdown** button is optional and the text and graphic at the top of the logon screen can also be customised.

User Home Folders

The term User Home Folders refers to the location where Users are expected to Save work to and Open work from, i.e. the location opened by default when they use the Open/Save/Save As dialog boxes. On stand-alone computers running Windows 95/98/ME this is usually **C:\My Documents**; on computers running Windows NT Workstation, it is usually **C:\Winnt\Profiles\USERNAME\Personal**; and on Windows 2000/XP Professional computers, it is usually **C:\Documents and Settings\USERNAME\My Documents**.

When Client computers are attached to a network, User Home Folders can exist on another computer that the User is not actually using. When Client computers are connected an NT/2000/2003 Server, the User Folders are usually located on the NT/2000/2003 Server itself.

There are many benefits to having User Folders held centrally on a Server. Users can access their work regardless of which Client computer they logon to, meaning they do not always have to work on the same computer. Also, Users' work is more secure as the Server is likely to have its hard disk 'backed up', unlike individual Client computers, and the Server itself is usually kept in a more physically secure location.

When installing WinSuite on your NT/2000/2003 Server, you are asked to "Select User's Folder Location". By default, this is **C:\Users**, but you can also select your own location. The WinSuite User Import Wizard will be able to use this information to create a Home Folder for each User that you import — see the **WinSuite User Import Wizard** section later in this manual.

The WinSuite User Import Wizard always creates and shares each User Home Folder individually. The share name given to each User Home Folder is the Username being imported, *followed by* a dollar (\$) sign. Putting a dollar sign at the end of its share name *hides* the shared folder. This means that when a User browses the network using Network Neighborhood/My Network Places, they will only be able to see the User Home Folder that belongs to them — *none of the other User Home Folders will be displayed*.

Sharing Users Home Folders on an individual basis has many benefits, some of which are:

- Increased security, as Users cannot easily see the names of all other Users on the network.
- Faster and easier navigation, as Network Neighborhood/My Network Places does not have to display all the User Home Folders on the Server (reducing the display time and making it less cluttered). This is particularly beneficial when there are a large number of User Home Folders on the Server.

The WinSuite Client software always tries to re-direct all Open/Save/Save As dialog boxes to the appropriate User Home Folder. However, some programs will not always go to the Users Home Folder because they have their own specific settings either in the registry, in an **.ini** file or even hard coded into the program. The **Administration Manual** contains advice on how you can prevent this using WinSuite's Screen Manager Desktop Display instead of the standard Windows Desktop — see **Changing a Shortcut's Properties** in the chapter on **Screen Manager**.



User Home Folders are usually located on the NT/2000/2003 Server in the folder you specify when you install the WinSuite Server software (**C:\Users** by default). However, if the NT/2000/2003 Server is unavailable for some reason, the User's work for that session (*and* any subsequent sessions until the User successfully logs back on to WinSuite without any error messages) will be saved to the relevant location on the local computer. This is usually **C:\My Documents\Username** on 9x/Me computers, and **C:\Documents and Settings\Username\My Documents** on NT/2K/XP computers. This means Users *could* have Home Folders on the Client computers *and* the NT/2000/2003 Server.



If you disable browsing of drive C: in the WinSuite Administrator, Users *may not* be able to access their temporary Home Folder on the local computer when the NT/2000/2003 Server is unavailable. This will depend on whether you have set their Group restrictions to allow them access to local hard disks when the network is unavailable. If Users *do not* have access to drive C: in this situation, they should save their work to floppy diskette (provided you have not disabled browsing of drive A: or disallowed access to floppy diskette drives). For more information about disabling access to particular drives, see the section on the **Drives** tab in the **Administration Manual**.



Ensure the drive you select for the User's Home Folder location is the *largest* drive on the controlling NT/2000/2003 Server. *All* Users work will be stored here and the disk can fill up very *rapidly*. If you already have an existing User's Folder location on your NT/2000/2003 Server you *must* select that.

Windows XP "Synchronisation Complete" Error

The WinSuite User Import Wizard supplied with WinSuite v3.0, and above, protects the User Home Folders it creates by setting NTFS permissions on each folder. The NTFS permissions are set to give **Full Control** of each folder to the *individual* User *and* any member of the built-in NT/2000/2003 Server Global Group **Domain Admins**. No other Users or Groups have access to that folder (unless specified within the WinSuite User Import Wizard). The Home Folder *Share* is then left unprotected so that **Everyone** has **Full Control**.

Previous versions (prior to 3.50) of the WinSuite User Import Wizard did not set the NTFS permissions on User Home Folders. Permissions were instead set on the Home Folder Share (i.e. instead of protecting the folder itself, access to the *Share* from a Client computer was restricted to the *individual* User *and* members of the built-in NT/2000/2003 Server Global Group **Domain Admins**). Having the Home Folder Shares protected in this way can lead to an error message being displayed when Users log off from XP Professional computers that have the WinSuite Client software installed. The error displayed will be similar to the following:

**"Synchronisation Complete
Errors occurred while Windows was synchronising your data."**

This error only occurs on XP Professional computers running the WinSuite Client software AND logging onto a Windows 2000/2003 Server. It does *not* occur if they are logging to an NT Server. For information on how to resolve this issue, see the document **Upgrade.doc** located in the root folder of your WinSuite CD-ROM.



If you are using the WinSuite 3.50 (or later) User Import Wizard to create all the User accounts and Home Folders/Shares on your Server, you should not experience this problem.

INSTALLING WINSUITE SERVER SOFTWARE

Preparing your Network

Before you install WinSuite on your NT/2000/2003 Network computers, the network must already be installed and operating correctly. All connected computers must be communicating properly. (It does not matter which network protocol you are using on your network.)

Installing the Software



We strongly recommend you take time to read the WinSuite **Administration Manual**. You should only proceed with installing WinSuite once you have done this, and you are happy you understand the principles of Desktop security.

On the NT/2000/2003 Server computer:

The WinSuite installation program can only be run on a Windows NT/2000/2003 Server. The installation program cannot be run on a Windows Client computer. If you are installing WinSuite on an NT Server, it must be the Primary Domain Controller (PDC). If you are installing WinSuite on a 2000/2003 Server, it must be the Server holding the PDC Emulator (FSMO) role.



To complete the installation successfully, you must also be logged on to the NT/2000/2003 Server as a member of the built-in NT/2000/2003 Server Global Group **Domain Admins**.

- 1) Logon to the NT/2000/2003 Server as a member of the built-in NT/2000/2003 Server Global Group **Domain Admins**.
- 2) Insert the CD into the CD-ROM drive. (If the **Welcome to WinSuite** program does not start automatically, browse to the root folder of the CD and run **Welcome.exe**.)
- 3) Once the Welcome program is running click on **Install WinSuite**.



This starts the setup program. The first screen you will see is the **Welcome** screen, which checks the network connection. The next screen is the **Copyright Notice**. Please read this carefully before continuing to install WinSuite.

- 4) If you do not agree with the conditions contained in the copyright notice, **Cancel** the installation. Otherwise, click on **OK**. This will take you to the next **Welcome** screen. Click on **Next**.
- 5) **Important Information** — WinSuite uses a line in a network Logon Script to install the WinSuite Client software on Windows 95/98/ME/NT Workstation and 2000/XP Professional computers.



This line will be created automatically when you use the WinSuite User Import Wizard.

However, the line is disabled to prevent all of your Users having WinSuite installed before you have had a chance to test it. The **WinSuite User Import Wizard** section will give you further instructions on how to enable the line in the Logon Script.

Click on **Next**.

- 6) **Important Information** — if you only want to install WinSuite Client software on certain computers, you do not need to enable the line in the Logon Script. Simply visit those computers on which you want to install the WinSuite Client software, and install the software manually. Please read **Installing WinSuite Client Software** later in this manual for instructions on how to do this.
- 7) Click on **Next**.
- 8) **Select Server Folder** — this is the folder on the NT/2000/2003 Server where the WinSuite Administration software will reside. By default, this is **C:\Program Files\WinSuite\Admin**. The folder also needs a **Share Name** so the WinSuite Administration software can be run *from* the Client computers if necessary. The default share name for the **Server** folder is **WSAdmin**. However, if you want to install the WinSuite Administration software into a different folder, then **Browse** for a new folder and/or rename the share.



WinSuite always creates the WSAdmin share on the NT/2000/2003 Server, as a *hidden* share. This means that whatever share name you use, WinSuite will automatically put a dollar (\$) sign at the end of it. This makes the WinSuite Administration software more secure as the Server folder will not be listed in Network Neighborhood/My Network Places.



Only *one* User from the built-in NT/2000/2003 Server Global Group **Domain Admins** will be able to connect to and use the hidden Server folder from a Client computer. This enables any member of the built-in NT/2000/2003 Server Global Group **Domain Admins** to use the WinSuite Administration software from any Client computer, but reduces the possibility of two or more members of the built-in NT/2000/2003 Server Global Group **Domain Admins** using the WinSuite Administration software simultaneously.

- 9) Click on **N**ext.
- 10) **Select RollNT Folder** — this is the folder on the NT/2000/2003 Server where the WinSuite Client setup software will reside. By default, this is **C:\Program Files\WinSuite\RollNT**. The folder also needs a **Share Name** so the Client computers can access the folder on the NT/2000/2003 Server and have the WinSuite Client software installed. The default share name for the RollNT folder is **RollNT**. However, if you want to install the WinSuite Client setup software into a different folder, then **Browse** for a new folder and/or rename the share.



WinSuite always creates the RollNT share on the NT/2000/2003 Server, as a *hidden* share. This means that whatever share name you use, WinSuite will automatically put a dollar (\$) at the end of it. This makes the WinSuite Client software more secure as the RollNT folder will not be listed in Network Neighborhood/My Network Places.

- 11) Click on **N**ext.
- 12) **Select WinSuite Database Folder** — the folder on the NT/2000/2003 Server where the WinSuite Database will reside. By default, this is **C:\Program Files\WinSuite\Config**. The folder also needs a **Share Name** so the Client computers can make a copy of the up-to-date WinSuite Database. The default share name for the WinSuite Database folder is **Config**. However, if you want the WinSuite Database to reside in a different folder, then **Browse** for a new folder and/or rename the share.



WinSuite always creates the Config share on the NT/2000/2003 Server, as a *hidden* share. This means that whatever share name you use, WinSuite will automatically put a dollar (\$) sign at the end of it. This makes the WinSuite Database more secure as the WinSuite Database folder will not be listed in Network Neighborhood/My Network Places.

- 13) Click on **N**ext.

- 14) **Select Log Folder Location** — the folder on the NT/2000/2003 Server where the WinSuite Log Files will reside. By default, this is **C:\Program Files\WinSuite\Logs**. The folder also needs a **Share Name** so the Client computers can write any Log Files they create to the NT/2000/2003 Server. The default share name for the Log Folder is **Logs**. If you want the Log Files to reside in a different folder, then **Browse** for a new folder and/or rename the share.



WinSuite always creates the Logs share on the NT/2000/2003 Server, as a *hidden* share. That means that whatever share name you use, WinSuite will automatically put a dollar (\$) sign at the end of it. This makes the WinSuite Log Files more secure as the Log Folder will not be listed in Network Neighborhood/My Network Places.



The WinSuite install sets NTFS permissions on the **Logs** folder so that **Everyone** has **Write** access to it. This means Program Usage logs and/or Stringent Security logs can be written to this folder regardless of who is logged onto the Client computer, and what rights they have on the Server. For more information about the logging options available in WinSuite, see the **Administration Manual**.



You should not change the NTFS permissions that are set on the Logs folder. Doing so may prevent any log files from being written back to the Server.

- 15) Click on **Next**.
- 16) **Select User's Folder Location** — the *root* folder on the NT/2000/2003 Server where all the User's Home Folders will be created. By default, this is **C:\Users**. The folder also needs a **Share Name** so *any* member of the built-in NT/2000/2003 Server Global Group **Domain Admins** can get access to all the User's folders from any Client computer if required. The default share name for the Users Folder is **Users**. However, if you want the User's Home Folders to reside in a different *root* folder, then **Browse** for a new folder and/or rename the share.



Unlike the previous folders, WinSuite does not create a hidden share on the NT/2000/2003 Server for the Users folder. This is to ensure the **Windows XP "Synchronisation Complete" Error** described on page 13 does not occur.

Only *one* User from the built-in NT/2000/2003 Server Global Group **Domain Admins** will be able to connect to and use the share from a Client computer. This enables any member of the built-in NT/2000/2003 Server Global Group **Domain Admins** to access all the User's Home Folders from any Client computer, but reduces the possibility of two or more members of the built-in NT/2000/2003 Server Global Group **Domain Admins** getting access simultaneously.



For more information about User Home Folders, see the **User Home Folders** section on page 11.

- 17) Click on **N**ext.
- 18) **Select Start Menu Folder** — the **Start Menu** folder on the NT/2000/2003 Server where shortcuts to the WinSuite Administration programs will reside. To change this folder, you can either select an alternative from the list or type a folder name in the text box above it (the folder you specify will always appear on the **Start | P**rograms menu).



To specify a path including subfolders, use the backslash character to separate each folder name. For example, entering **Security\WinSuite** would locate the WinSuite program shortcuts in the **Start | P**rograms | **S**ecurity | **W**inSuite folder.

- 19) When you are happy with the location you have specified, click on **N**ext.
- 20) The installation can now take place. Click on **N**ext to start the file copying process — the files will be copied from the CD and the necessary shares created for you.
- 21) When the installation is complete, a confirmation message will be shown. Click on **F**inish.

You have now completed the installation of the WinSuite Server software. You must now:

- Run the WinSuite User Import Wizard to create some Users on your NT/2000/2003 Server (unless your Users already exist).
- Run the WinSuite Administrator program to specify which NT/2000/2003 Server Groups you want as WinSuite Groups and set restrictions for them — see the **WinSuite Administrator** section later in this manual.
- Install the WinSuite Client software on some Windows Client computers. This enables you to check that the Client software installs and operates correctly, before rolling it out to the remainder of your network — see the **Installing WinSuite Client Software** section later in this manual.
- Remove the **REM** statement from the Users Logon Script, BUT only if you want the Client software to be installed automatically when a **Domain Admins** User logs on — see the **Installing WinSuite Client Software** section later in this manual.

Please read the remainder of this document and the **Administration Manual** before you start using *any* of the WinSuite Administration software.

UNINSTALLING WINSUITE SERVER SOFTWARE



Uninstall WinSuite Client software **FIRST!**



You **MUST** first uninstall the WinSuite Client software from **ALL** the computers that have it installed. Failing to do this will leave those computers in an unstable and possibly inaccessible state. See the **Uninstalling WinSuite Client Software** section later in this manual for instructions on how to do this, both manually and automatically via an NT/2000/2003 Server Logon Script.

When you are *sure* that the WinSuite Client software has been uninstalled from *all* the Client computers on the network:

- 1) Logon to the NT/2000/2003 Server as a member of the built-in NT/2000/2003 Server Global Group **Domain Admins**.
- 2) Click on the **Start | Settings | Control Panel** menu item. When the Control Panel window appears, double-click on the **Add/Remove Programs** icon.
- 3) Select **WinSuite** from the list of installed programs and click on the **Add/Remove** button (the **Change/Remove** button on a Windows 2000/2003 Server).
- 4) Follow the on-screen instructions.

WINSUITE USER IMPORT WIZARD

On an NT Server, the User Manager for Domains program is responsible for the creation of User accounts. On a Windows 2000/2003 Server, the Active Directory Users and Computers snap-in is responsible for User accounts. Manually adding a large number of Users with either of these programs is time consuming and laborious. The WinSuite User Import Wizard allows an Administrator to create Users in numeric order starting from a particular value or import a **.csv** or **.txt** file of Users and Groups directly into the NT/2000/2003 Server. This is a more efficient way of adding a lot of User/Group data than entering the data manually.



The WinSuite User Import Wizard is designed for the *mass* creation of *new* Users on the NT/2000/2003 Server. When importing Users, take care to import *new* Users only. Do *not* import **.csv** or **.txt** files that contain *updated* lists of Users, some of whom already exist. Otherwise, you will end up with the same physical User having more than one User account on the NT/2000/2003 Server.



Until you have licensed the WinSuite software, using the built-in Licensing & Registration Wizard, the WinSuite User Import Wizard will only import a maximum of 10 Users at any one time. Once the software is licensed, the number of Users you can import (and the speed at which they will be created) is determined only by the resources available on your Server computer (processor, RAM, etc).

When using the WinSuite User Import Wizard to import Users and Groups from a **.csv** or **.txt** file, an Administrator can designate which information should be imported from the file; this can include:

- Username (to a maximum of 20 characters)
- Full Name (to a maximum of 256 characters)
- Description (to a maximum of 48 characters)
- Group (to a maximum of 20 characters)
- Group Description (to a maximum of 256 characters)
- Initial Password (to a maximum of 14 characters)

The WinSuite User Import Wizard can automatically create User Home Folders on the NT/2000/2003 Server, where each User's work can be stored. These folders will be named in accordance with the Username of the person logging on to the system, followed by a dollar (\$) sign. This makes the User Home Folders more secure as they will not be listed in Network Neighbourhood/My Network Places. NTFS permissions are also set so that only the *individual* User, plus *any* members of the built-in NT/2000/2003 Server Global Group **Domain Admins**, can access each User Home Folder.



The WinSuite User Import Wizard enables you to give other Groups access to the User's Home Folders that are created. But only members of **Domain Admins** will get access by default.



If you have existing User accounts and Home Folders/Shares on your Server that were created using an older version of the WinSuite User Import Wizard, you should see **Windows XP "Synchronisation Complete" Error** on page 13.

A Logon Script will also be created for all Users. This maps the User's hidden Home Folder to a drive on the Windows Client computer. It also contains a line that, when enabled, will *automatically* install the WinSuite Client software onto the Client computer when a member of the built-in NT/2000/2003 Server Global Group **Domain Admins** logs on.

Running the WinSuite User Import Wizard

To run the WinSuite User Import Wizard on the NT Primary Domain Controller (PDC) or on the 2000/2003 Server with the PDC Emulator (FSMO) role, click on the **Start | Programs | WinSuite | User Import Wizard** command.



The WinSuite User Import Wizard will only run on an NT/2000/2003 Server computer. The program *cannot* be run on a Windows Client computer. You must also be logged on to the NT/2000/2003 Server as a member of the built-in NT/2000/2003 Server Global Group **Domain Admins** for the Import Wizard to import your Users.



The WinSuite User Import Wizard can also be run on an NT Server that is a Backup Domain Controller (BDC), or a 2000/2003 Server that is a Domain Controller (DC). The only reason to do this is that you have Users who are usually authenticated by a BDC/DC Server, and so having their User Home Folders located on the BDC/DC Server would be a more efficient use of resources. Before you run the WinSuite User Import Wizard on a BDC/DC Server, you must, on the BDC/DC Server computer:

- Create a *root* User's folder (unless one already exists) that will contain all the User Home Folders on the BDC/DC Server, e.g. **C:\Users**. Ensure that the drive you are selecting for the User Home Folders is the *largest* drive on your BDC/DC Server computer. *All* Users work will be stored here and the disk can fill up very *rapidly*. If you already have a User Home Folders location on your BDC/DC Server, you do not need to create a new one.
- Share the *root* User's folder — the share name you use should *not* end with a dollar (\$) sign so the folder is *not* hidden.

- Ensure that only the built-in NT/2000/2003 Server Global Group **Domain Admins** (and any other Global Groups you require, *except Everyone or Domain Users*) has **Full Control** of the share. *If you already have a shared User Home Folders location on your BDC/DC, you do not need to re-share it.*
- On the BDC/DC Server computer, click on the **Start | Run** command, then type **regedit.exe** in the Run dialog box — this will start the Registry Editor.
- Now open the following key:

HKEY_LOCAL_MACHINE\SOFTWARE

- Right-click in an empty area of the right-hand pane, and click on the **New | Key** command. Enter the following name for the new key — registry keys are case-sensitive, so type it exactly as it appears here, with an uppercase **D**:

Dacoll

- Make sure the new **Dacoll** key you just created is open, then right-click in an empty area in the right-hand pane, and click on the **New | Key** command again. Enter the following name for the new key — remember registry keys are case-sensitive:

WinSuite

- Make sure the new **WinSuite** key is open, then right-click in an empty area of the right-hand pane, and click on the **New | String Value** command. Enter the following name for the new value — string values are also case-sensitive so the **U** and the **D** should be uppercase:

UsersDir

- Double-click on the new **UsersDir** value, and enter the User Home Folders location you created on the *local* hard disk of the BDC/DC Server computer, e.g. **C:\Users**.
- Close the Registry Editor, then open Windows Explorer.
- On the Windows Explorer menu bar, click on the **Tools | Map Network Drive** command.

- Look in the **Drive** box and notice the letter of the drive you are going to map, then type the following into the **Path** box:

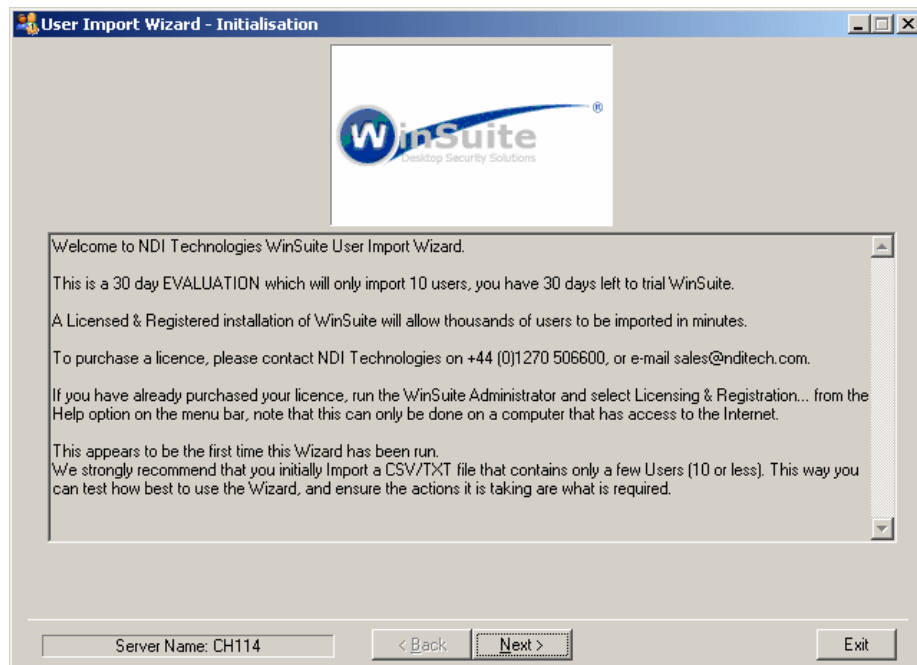
\\YOURPDCSERVERNAME\WSADMIN\$

Where **YOURPDCSERVERNAME** is the computer name (*not* the Domain name) of the PDC/PDC Emulator Server on which WinSuite is installed and where **WSADMIN\$** was the share name given to the **Admin** folder when you installed WinSuite on the Server.

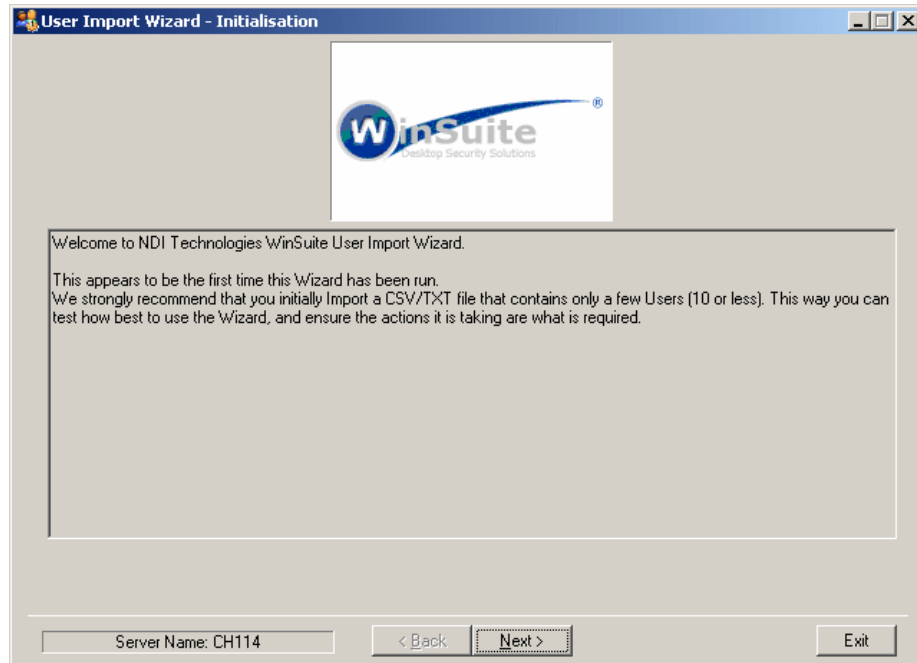
- Ensure the **Reconnect at logon** option is *not* ticked, then click on the **OK** button.
- A new mapped drive will be displayed in the left pane of the Windows Explorer window. Click on this drive to display its contents in the pane on the right, then double-click on the program called **Smcsvnt.exe** and begin using the Wizard as described next.

Using the WinSuite User Import Wizard

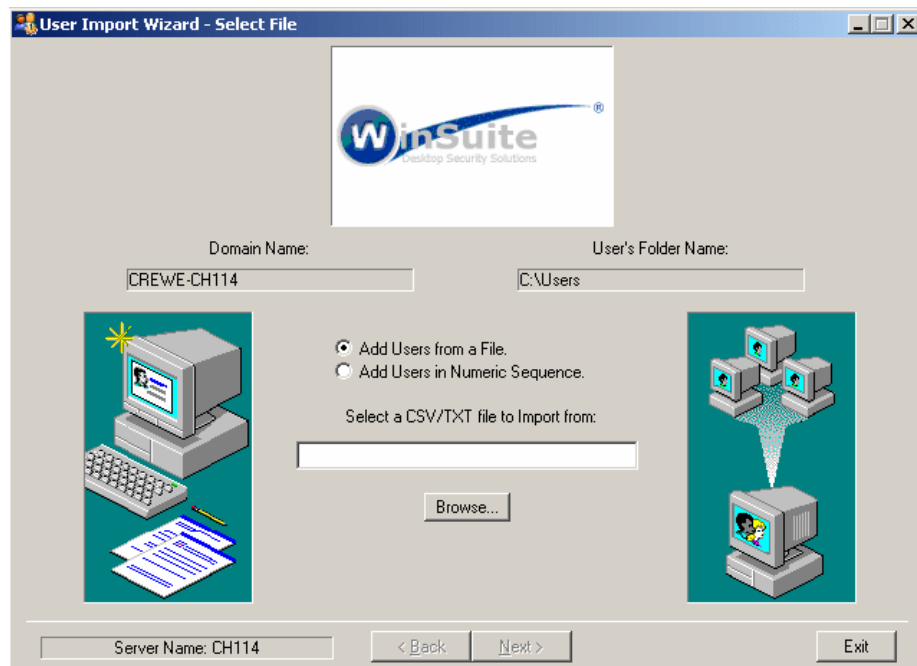
If you run the WinSuite User Import Wizard without having licensed the WinSuite software, you will be presented with the following screen telling you this is a 30 day Evaluation which will only import 10 Users at a time:



If you have already licensed the WinSuite software, but are running the WinSuite User Import Wizard for the first time, you will be presented with the following screen:



Otherwise, you will be presented with the **Select File** screen:



You can add Users from a CSV/TXT file or in numeric sequence from a starting point that you specify.

Adding Users from a File

Select a CSV/TXT file to import by clicking on the **Browse** button and selecting a file. At this point, it is worth mentioning that you should test the import functionality and file format suitability by choosing a file containing *less than ten Users*. This way, if you make a mistake, you will not have so many Users/Groups to delete from User Manager for Domains or Active Directory Users and Computers before you try again.



Remember that until you have licensed the WinSuite software, WinSuite User Import Wizard will only import a maximum of 10 Users at any one time, regardless of the number of Users you try to import.

Click on the **Next** button. You will then see something similar to the screen below, with your User data presented in columnar format:

Not Required	Not Required	Not Required	Not Required	Not Required
Abbotts	Jason Abbotts	3	GC	24/01/02
Abbotts	Sophie Abbotts	N1	NJH	04/07/02
Banks	Alice Banks	4	B	19/01/02
Barefoot	Joel Barefoot	4	D	29/04/02
Edwards	Chantelle Edwards	N1	NJH	30/05/02
Elderton	Alice Elderton	3	LB	29/04/02
Groves	Jack Groves	3	GC	22/07/02
Guest	Natalie Guest	3	GC	14/09/01
Harrington	Lydia Harrington	R	JMH	15/01/02
Harris	Richard Harris	4	B	04/03/02
Jones	Ryan Jones	N1	NJH	04/03/02
Jones	Samuel Jones	4	D	15/09/01
Keer-Keer	Lyam Keer-Keer	R	JMH	17/09/01
Ker	Louise Ker	3	GC	04/05/02
Mattocks	Charlotte Mattocks	4	D	08/06/02
Mayle	Daniel Mayle	4	B	09/08/02
Mckenzie	Lauren Mckenzie	R	JMH	23/12/01

Right mouse click a column to change it's designation.

Initial Password will be the Username.
 (To a maximum of 14 characters)

Initial Password will be Blank

Server Name: CH114 < Back Next > Exit

You must now choose a WinSuite designation (i.e. Username, Full Name, Initial Password, Group or Group Description) for each column of data you want to import. To choose a WinSuite designation for a particular column, right-click on the column and choose the designation from the pop-up menu. When you choose a WinSuite designation, the **column header** changes to reflect your choice.

The designation you choose for a column tells WinSuite User Import Wizard what information the column contains about each User. If a column contains data that you do not want to import into WinSuite, you can leave it set to **Not Required**.



You *must*, at the very least, select a **Username** column before you can click on the **Next** button.

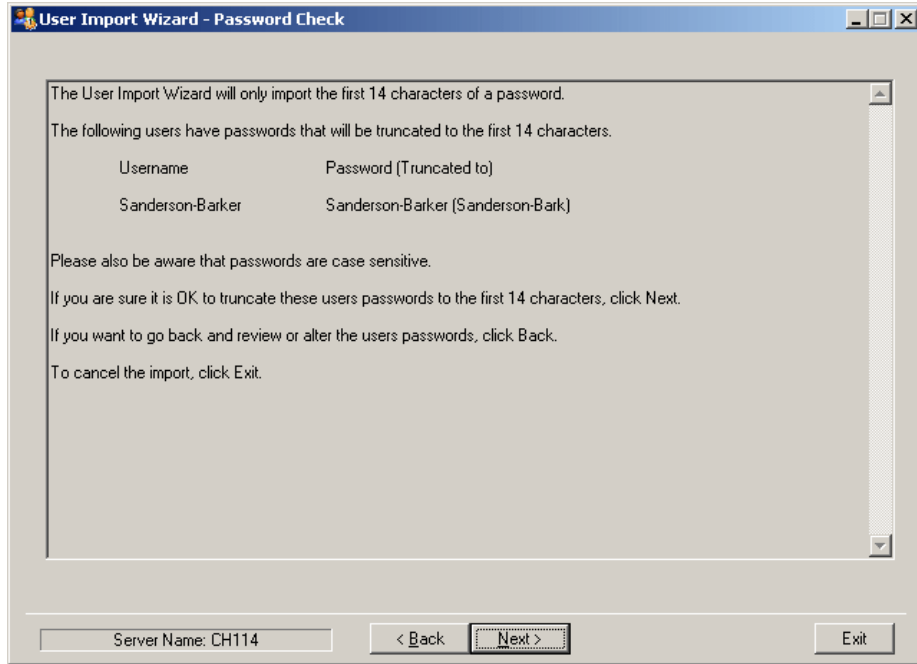
If you have *not* already designated a column as the Users' **Initial Passwords**, you will need to choose one of the options at the bottom of the **Column Designation** screen. These options enable you to specify whether you want the Users' **Initial Passwords** to be the same as their Usernames or left blank. If you have already designated one of your columns of data as the Users' **Initial Passwords**, these two options will be greyed out.



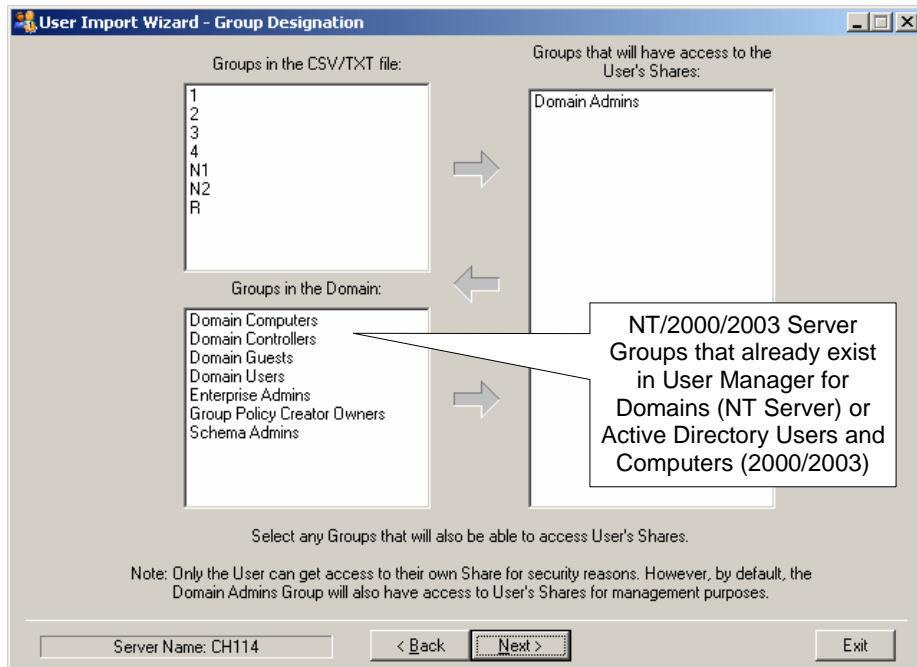
Be *extremely* careful when deciding what the Users' **Initial Password** setting will be. It is very easy to simply right-click on a column and designate it as the **Initial Password** column then, after all the Users have been imported, forget which column you set.

Also remember that WinSuite User Import Wizard allows a maximum of 20 characters for a Username and 14 characters for a Password. If you have selected **Initial Password will be the Username** or designated a column containing entries longer than 14 characters as the **Initial Password**, the Password will in fact only be the first 14 characters. This may lead to Users having the same Passwords where the first 14 characters of the Username or column entry are the same.

When you are happy with the designations you have set, click on the **Next** button. If any of the entries you have designated as the **Initial Password** are longer than 14 characters, you will be presented with the **Password Check** screen. This enables you to see each of the entries that will be truncated — the truncated entry appears in brackets:

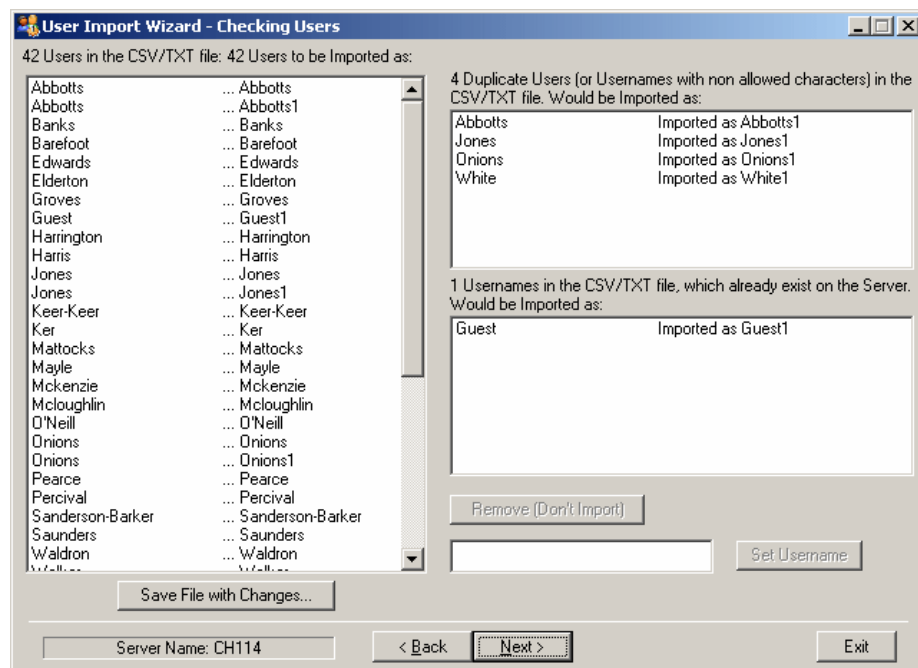


Otherwise the **Group Designation** screen will be displayed:



This screen enables you to specify which other Groups already on the NT/2000/2003 Server (bottom left column) and which Groups about to be imported (top left column) will be able to access the hidden User Home Folders. By default, the built-in NT/2000/2003 Server Global Group **Domain Admins** *always* gets access to the User Home Folders. If you require another Group to have access to these folders, click on that Group in the top left or bottom left column, then click on the appropriate blue arrow to add the Group to the column on the right. (The built-in NT/2000/2003 Server Global Group **Domain Admins** *cannot* be removed from the column on the right.)

When you are happy with the designations you have set, click on the **Next** button — the **Checking Users** screen will be displayed:



This screen displays any issues that were found in the CSV/TXT file being imported and proposes how WinSuite User Import Wizard will resolve these issues.

The *first* column of names in the box on the left side of the screen displays all the **Usernames** from the column you designated earlier, as they appear in the CSV/TXT file. The *second* column in the box displays the Usernames *exactly* as they will be imported into the NT/2000/2003 Server.

The list at the *top right* of the screen displays the duplicate Usernames found in the CSV/TXT file *and/or* Usernames that contain characters that the NT/2000/2003 Server will *not* allow.



A Username cannot be identical to any other User *or* Group name in the Domain or computer being administered. It can contain up to 20 uppercase or lowercase characters except for the following:

“ / \ [] : ; | = , + * ? < >

A Username cannot consist solely of periods (.) and forward slashes (/) or spaces.

WinSuite User Import Wizard resolves these issues automatically. If a duplicate Username is found in the CSV/TXT file, WinSuite User Import Wizard adds a number to the end of the Username to be imported. Where a Username is found that has 21 or more characters, the last 2 characters are removed. Characters that are not allowed by the NT/2000/2003 Server are also removed.



Remember, WinSuite User Import Wizard has the following *maximum* character restrictions:

- Username (Max 20 characters)
- Full Name (Max 256 characters)
- Description (Max 48 characters)
- Group (Max 20 characters)
- Group Description (Max 256 characters)
- Password (Max 14 characters)

The list at the *bottom right* displays those Usernames in the CSV/TXT file which *already* exist on the NT/2000/2003 Server. WinSuite User Import Wizard resolves this problem by adding a number (increasing *from* 1 to 99 for *each* duplicate Username) to the end of the Username to be imported.

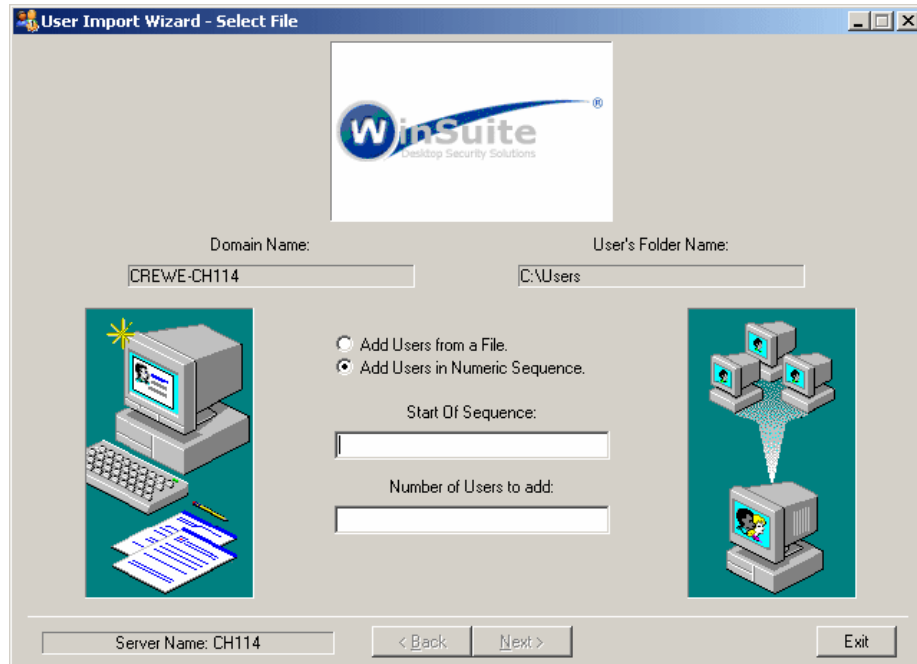
If you want to change one of the Usernames to be imported, click on the name in the box on the left — the Username will appear in the text box at the bottom right of the screen. Amend the Username accordingly, then click on the **Set Username** button.

If any of the Usernames being imported are not required, click on the name in the box on the left, then while it is highlighted, click on the **Remove (Don't Import)** button. (You can select multiple Usernames to remove at once by holding down **CTRL** or **SHIFT** as you select the names.)

When you are happy with the Usernames being imported, click on the **Next** button — now go to the **Default User Settings** section later in this manual.

Adding Users in Numeric Sequence

When the Select File screen is displayed, select the **Add Users in Numeric Sequence** option — the **Select File** screen will now look similar to the following:



This option is designed to make it easier when adding a series of bar code numbers as Usernames. This is something you will need to do if you want your Users to logon to WinSuite by inserting a card into a bar code reader connected to their computer — see the **Administration Manual** for more information about this logon setting.

Enter the first bar code number in the sequence into the **Start Of Sequence** box, and the number of User accounts you want to create in the **Number of Users to add** box. When you click on **Next**, WinSuite User Import Wizard will create a series of Usernames numbered in order, starting from the number entered in the **Start Of Sequence** box. Consider the following example:

Start Of Sequence: **2000009122736**
 Number of Users to add: **8**

The following Usernames will be created:

2000009122736	2000009122739	2000009122742
2000009122737	2000009122740	2000009122743
2000009122738	2000009122741	

Although the **Add Users in Numeric Sequence** is designed to help with the creation of User accounts based on bar code numbers, you can enter any string, including letters and numbers or a combination of both, into the **Start Of Sequence** box.

If the string you enter in the **Start Of Sequence** box does not end with a number, WinSuite User Import Wizard will automatically add a zero (0) to the end of the first Username it creates and this will be used as the first number in the sequence. Again, consider the following example:

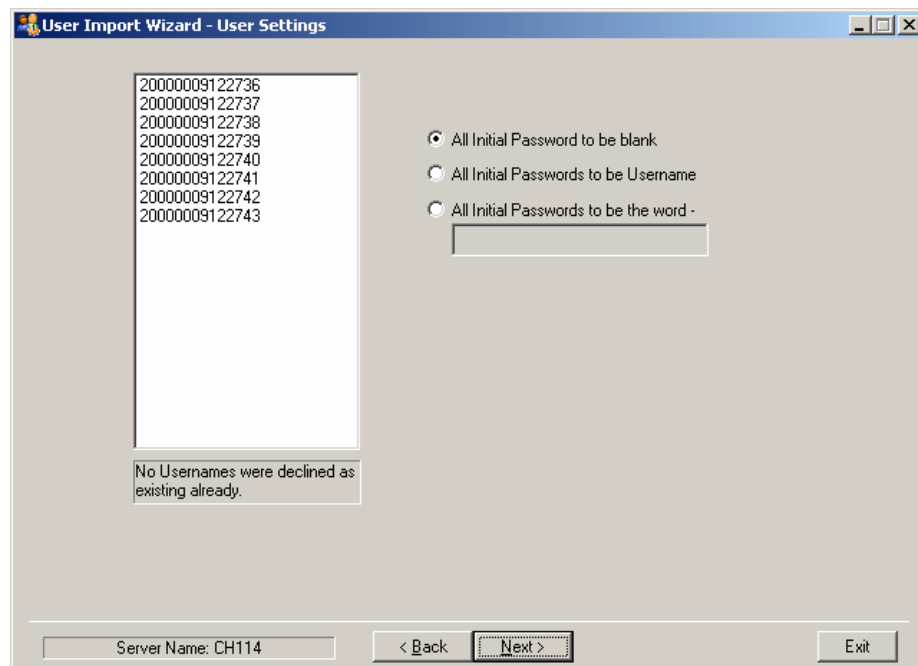
Start Of Sequence: **User**
Number of Users to add: **8**

The following Usernames will be created:

User0	User3	User6
User1	User4	User7
User2	User5	

When you add Users in numeric sequence, WinSuite User Import Wizard does NOT check how many characters there are in the Usernames that it is going to create. You may be adding thousands of Users, and validating all the Usernames would be extremely inefficient. However, WinSuite will only recognise the first 20 characters so you should restrict the Usernames you create to this length.

Once you have entered the **Start Of Sequence** string and the **Number of Users to add**, click on the **Next** button — the **User Settings** screen will be displayed:



Default User Settings

Once you have specified which Users you want to import, you need to decide what settings you want to apply to those Users. You can do this using the **Default User Settings** screen:

The screenshot shows the 'User Import Wizard - Default User Settings' dialog box. The settings are as follows:

- User Must Change Password at Next Logon
- User Cannot Change Password
- Password Never Expires
- Password Expires in Days
- Password at Least Characters. (Allows Blank Password).
The shortest password set has 0 characters.
- Logon Script Name:
- Home Drive:
- Add NET TIME statement to Logon Script
- Create User Shares (these should NOT be created in the Libraries Edition)
- Create User Folders in Groups.

At the bottom, the 'Server Name' is 'CH114'. The 'Next >' button is highlighted.

This screen allows the Administrator to apply default Password settings to *all* the Users that will be imported into the NT Server User Manager for Domains program or the 2000/2003 Server Active Directory. Be aware that these settings will apply to *all* Users being imported.

The **Home Drive** setting specifies which drive letter will be designated to the Users when they logon. Each User will use the *same* drive letter, but it will be mapped to their own User Home Folder. This is where Users will be able to save their own work without anyone else being able to see or access it.

The **Logon Script Name** field will be greyed out if no **.bat** or **.cmd** files (Logon Scripts) already exist on the NT/2000/2003 Server. WinSuite User Import Wizard will automatically create a Logon Script (if one does *not* already exist) and put lines similar to the following in it:

```
@BREAK OFF
@ECHO OFF
@if "%OS%"=="Windows_NT" GOTO Inst_WS >nul
@NET USE H: /HOME >nul
@NET TIME \\CH114 /SET /YES >nul
```

```
:Inst_WS
```

```
REM !*! SOFTWARE THEFT IS ILLEGAL *!*!
```

```
REM Before YOU implement WinSuite across the network,
REM please ENSURE that YOU have SUFFICIENT WinSuite
LICENCES to cover
REM ALL of the Windows Client computers on which YOU want to
run WinSuite.
```

```
REM @\\CH114\RollNT$\Townt.exe /W /I >nul
```

By default, an NT/2000/2003 Server stores Logon Scripts in the **NETLOGON** share. The easiest way to display the contents of this share is to type the following in the Run dialog box, or the **Address** bar in Network Neighborhood/My Network Places or Windows Explorer:

```
\\YOURSERVERNAME\NETLOGON
```

Where **YOURSERVERNAME** is the computer name (*not* the Domain name) of the NT/2000/2003 Server on which WinSuite is installed.

If the **Add NET TIME statement to Logon Script** item is selected, a line will be added to the Logon Script created by WinSuite User Import Wizard, which will synchronise the clock on any 9x/Me computers with that of the NT/2000/2003 Server. Note that this line will *not* affect any NT/2000/XP computers. It will read as follows:

```
@NET TIME \\YOURSERVERNAME /SET /YES >nul
```

The **Create User Shares** item allows you to specify whether or not you want WinSuite User Import Wizard to create the appropriate User Home Folder shares for you. You would normally leave this option ticked.

If the **Create User Folders in Groups** item is selected, the User Home Folder shares will be created within Group subfolders, rather than just within the root **Users** folder itself. If you have a lot of Users, it is often useful to group User Home Folders in this way.

When you are happy with the default User settings, click on the **Next** button — the **Summary** screen will be displayed explaining exactly the selections that have been made and what actions WinSuite User Import Wizard is about to take. Click on the **Import** button and you will be asked to confirm that you want to import the Users. If you are, click **OK**.

When all the Users have been imported, a final summary screen will be displayed telling you if the Usernames were imported successfully, and listing any errors that occurred.

Once you have all the Users and Groups you want in the NT/2000/2003 Server User Manager for Domains program/Active Directory Users and Computers snap-in, you need to:

- Run the WinSuite Administrator program to set some (or all) of your NT/2000/2003 Server User Manager for Domains/Active Directory Users and Computers Groups as WinSuite Groups, and give those WinSuite Groups Restrictions. See the Administration Manual.
- Then run the Setup.exe program on some Client computers to ensure WinSuite Client software is working as required. See the Installing WinSuite Client Software section of this manual.
- Finally, if required, remove the REM statement from the Users Logon Script, who are members of the built-in NT/2000/2003 Server Global Group Domain Admins, to automatically install WinSuite Client software when they logon — see the Installing WinSuite Client Software section of this manual.



ENSURE YOU HAVE SUFFICIENT WINSUITE LICENSES TO COVER ALL OF THE WINDOWS CLIENT COMPUTERS ON WHICH YOU WANT TO RUN WINSUITE.

SOFTWARE THEFT IS ILLEGAL.

Please read the remainder of this document and the **Administration Manual** before you start using *any* of the WinSuite Administration software.

THE WINSUITE ADMINISTRATOR

The WinSuite Administrator is used to:

- Select the logon settings and style for the Client computers.
- Define the operating environment (WinSuite restrictions) for your selected Groups.



To make Administration easier, WinSuite requires the Administrator to organise Users into Groups. It is less complicated and less time-consuming to deal with Groups of Users than it is to deal with each User on an *individual* basis. WinSuite caters for individual User requirements by allowing Groups to contain a *single* User.

The WinSuite Administrator program can be run on the NT/2000/2003 Server on which it is installed, or from any Windows Client that is *already a part of the NT/2000/2003 Server Domain*. To run the WinSuite Administrator, you *must* be logged on as a member of the built-in NT/2000/2003 Server Global Group **Domain Admins**.

Running the WinSuite Administrator on the Server

To run the WinSuite Administrator on the NT/2000/2003 Server, click on the **Start | Programs | WinSuite | WinSuite Administrator** shortcut.



If you are not logged onto the account under which the WinSuite Server software was installed, the **WinSuite Administrator** shortcut will probably not be available in the **Start Menu**. In this case, you can use the **Start | Run** command to run the file **Adminws.exe** (usually located in the **C:\Program Files\WinSuite\Admin** folder). Alternatively, you can create a shortcut to this file.

Running the WinSuite Administrator on a Client

To run the WinSuite Administrator from a Client computer:

- 1) Logon to the Client computer as a member of the built-in NT/2000/2003 Server Global Group **Domain Admins** — by default, the WinSuite Administrator Logon screen will be displayed:



If the WinSuite software has not been licensed, this screen will also contain an **Uninstall** button. This button will enable you to uninstall the WinSuite Client software from the computer you are using.



Once the Evaluation period has expired, only the Uninstall button will be available — all the other buttons on the WinSuite Administrator Logon screen will be greyed out.

- 2) Click on the **WinSuite Administrator** button.

You can choose whether or not to **Show this screen each time an Administrator logs on**. This option is computer-specific — it will only affect the Client computer you are using.

If you have chosen not to show the WinSuite Administrator Logon screen on the Client you are using, you can still run the WinSuite Administrator by doing the following:

- 1) While logged onto the Client computer as a member of the built-in NT/2000/2003 Server Global Group **Domain Admins**, open Windows Explorer.
- 2) On the menu bar of Windows Explorer, click on the **T**ools | **M**ap **N**etwork **D**rive command.
- 3) Look in the **D**rive box and notice the letter of the drive you are going to map, then type the following into the **P**ath box:

\\YOURSERVERNAME\WSADMIN\$

Where **YOURSERVERNAME** is the computer name (*not* the Domain name) of the NT/2000/2003 Server on which WinSuite is installed and where **WSADMIN\$** was the share name given to the folder containing the WinSuite Administration software when you installed WinSuite on the NT/2000/2003 Server.

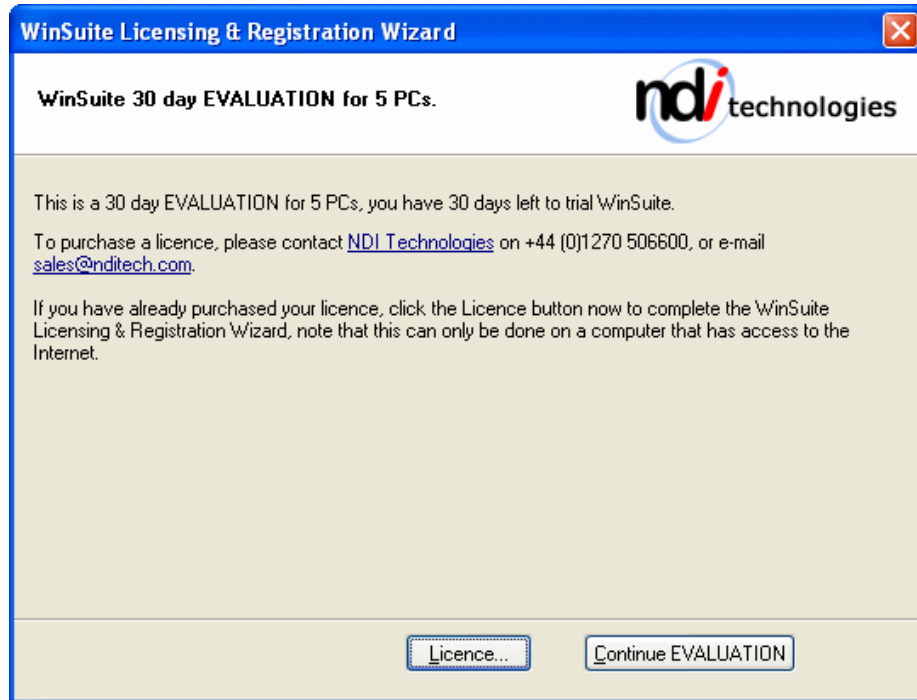
- 4) Make sure the **R**econnect at logon option is *not* ticked, then click on the **O**K button.
- 5) A new mapped drive will appear in the left pane of the Windows Explorer window. Click on this drive to display its contents in the pane on the right.
- 6) Double click on the program called **Adminws.exe**:



To start displaying the WinSuite Administrator Logon screen again on a particular Client computer, simply run the file **Smauto32.exe** located in the **...WinSuite\Screen** folder on the Client.

Licensing Your Software

If you have not yet licensed the WinSuite software, you will be presented with the following dialog box each time you run the WinSuite Administrator:

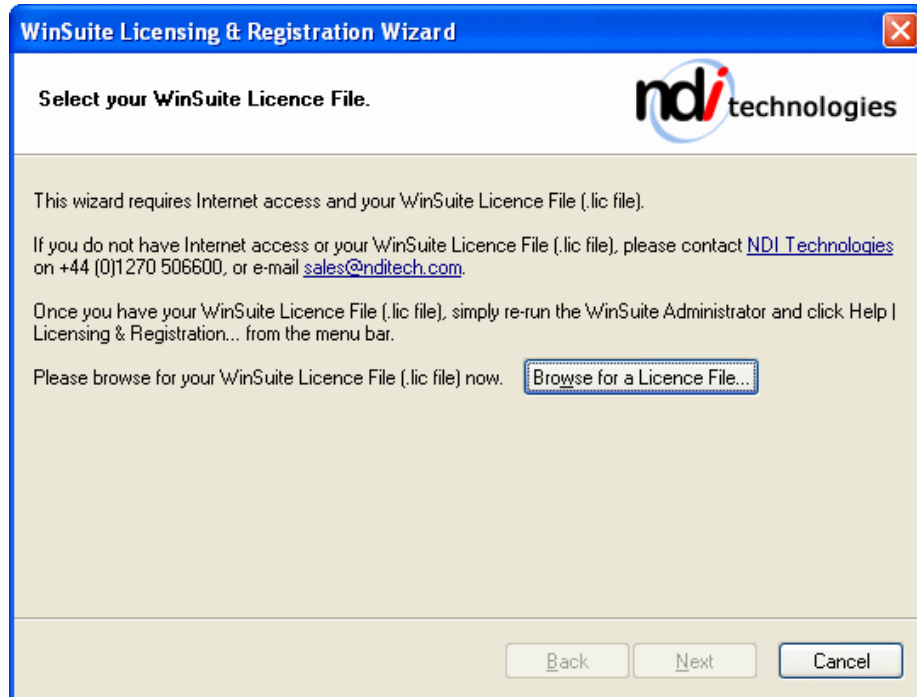


This dialog box explains that you are using a 30 day EVALUATION for 5 PCs, and tells you how many days of the Evaluation period remain.

If you have a valid WinSuite licence file, you can click on the **L**icence button at the bottom of the dialog box to begin the Licensing & Registration Wizard (note that you must have access to the Internet to complete the registration process).

Otherwise you can click on the **C**ontinue EVALUATION button (providing the Evaluation period has not expired). When you click on **C**ontinue EVALUATION the WinSuite Administrator will open, enabling you to set up your system of Groups and restrictions.

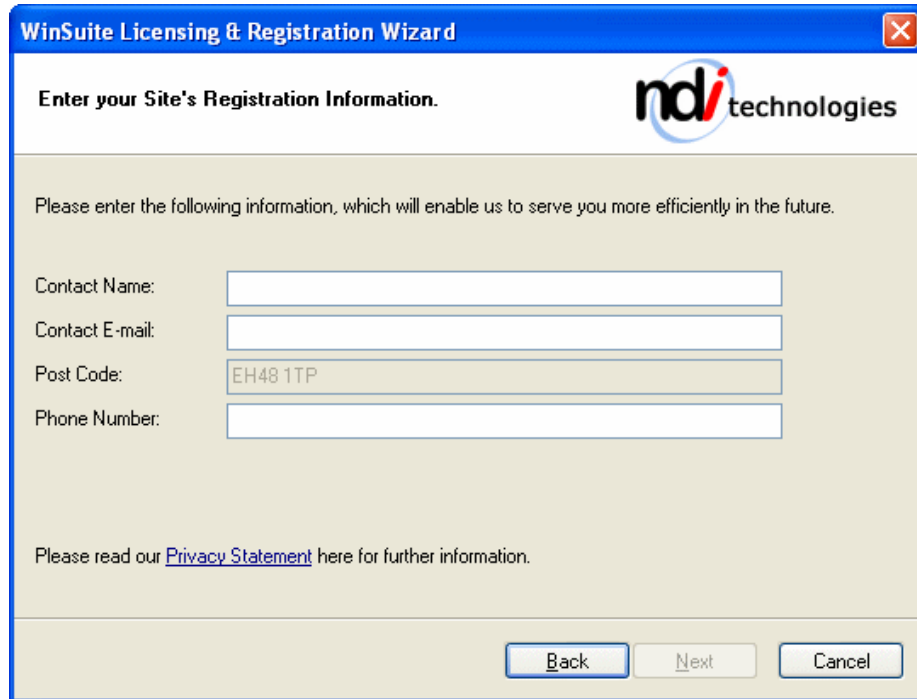
When you click on the **L**icence button, you will be presented with the next Licensing & Registration Wizard dialog box:



Click on the **Browse for Licence File** button and locate your licence file (.lic). This file will usually be located on a separate 3½ floppy diskette supplied with your software.

Once you have located the licence file, click on **Open** in the Select a Licence File dialog box. Providing you have loaded a valid WinSuite 3.5 licence file, you will be returned to the above dialog box. Otherwise an error message will be displayed telling you the licence file is not valid.

When you have successfully loaded a valid licence file, click on the **Next** button. You will then be presented with the next Licensing & Registration Wizard dialog box:



The image shows a Windows-style dialog box titled "WinSuite Licensing & Registration Wizard". The title bar is blue with a close button (X) on the right. Below the title bar, the text "Enter your Site's Registration Information." is displayed on the left, and the "ndi technologies" logo is on the right. The main area has a light beige background and contains the following text: "Please enter the following information, which will enable us to serve you more efficiently in the future." Below this are four input fields: "Contact Name:" (empty), "Contact E-mail:" (empty), "Post Code:" (containing "EH48 1TP"), and "Phone Number:" (empty). At the bottom of the main area, there is a link: "Please read our [Privacy Statement](#) here for further information." At the very bottom of the dialog box, there are three buttons: "Back", "Next", and "Cancel".

Now enter your registration details. Note that the information you are asked to provide will vary, depending on the type of licence you have purchased.



On completing the Licensing & Registration Wizard, your details will be sent via a secure (SSL) connection to our Registration database. If you have any questions regarding how this information might be used, please click on the link to our **Privacy Statement** at the bottom of the dialog box.

Click on the **N**ext button — this button will only become available once each field contains valid information (the Licensing & Registration Wizard checks that entries such as e-mail addresses, post codes and telephone numbers are in a valid format).

When you click on **N**ext, you may be required to enter further registration information (depending on the type of licence you have). If this is the case, simply complete each field as required, and click **N**ext to continue. Otherwise you will be presented with the final Licensing & Registration Wizard dialog box:

The image shows a Windows-style dialog box titled "WinSuite Licensing & Registration Wizard". The window has a blue title bar with a close button in the top right corner. On the left side, there is a vertical blue bar containing a small icon of a computer monitor and mouse. The main content area is white and contains the following text:

Your Licensing & Registration Information

Site Name 1: My Site Name
Site Name 2: CW2 7BB
OEM Name: NDI Technologies Ltd
Domain Name: YOURDOMAIN
Number of Licences: 22
Licences in use:
Edition: NT/2K Networks
Version: 3.5
Date Issued: 26/03/2003 at 13:57
Licence Type: Retail
Date Registered: PENDING
Contact Name: NDI Support
Contact E-mail: support@nditech.com
Post Code: CW2 7BB
Phone Number: 01270 506600

The above information is registered with NDI Technologies.

If you have a new Licence File that you want to use to increase your "Number of Licences", please click the Licence button now.

At the bottom right of the dialog box, there are two buttons: "Licence" and "Cancel".

This dialog box enables you to check the registration details you have provided. If any of the information displayed in this dialog box is incorrect, use the **Back** button to return to the appropriate dialog box, then correct your details as required.

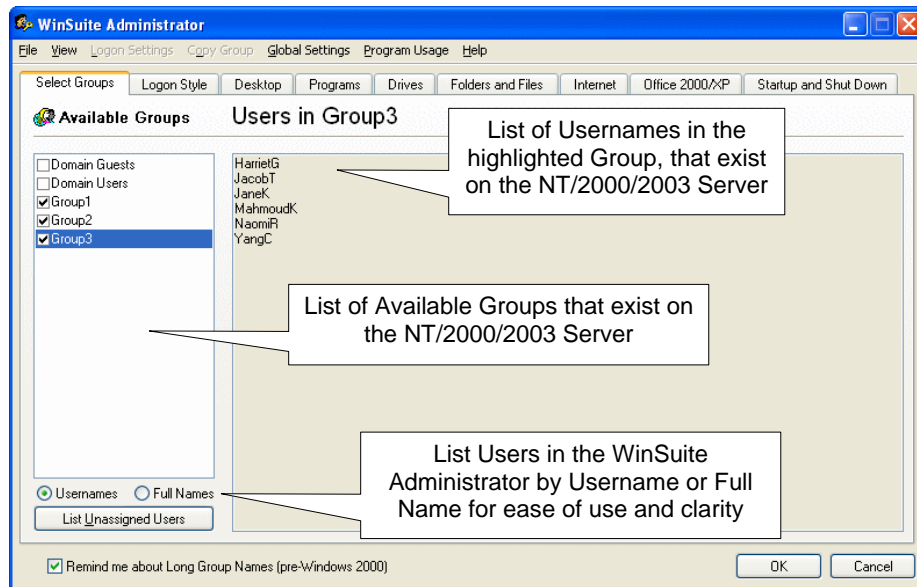
To licence the WinSuite software, and submit your details to our Registration database, click on the **Licence** button at the bottom of the dialog box (remember you *must* have a connection to the Internet to complete the Licensing & Registration process). If you have any questions about how your details might be used, click on the link to our **Privacy Statement** before clicking on the **Licence** button.

Once your details have been entered into our database, a message box will be displayed telling you that the registration process has been successful. If you receive an error message, please check the following before contacting our support helpdesk:

- That your connection to the Internet is working correctly.
- That the correct date is set on the computer from which you are running the Licensing & Registration Wizard.

Using the WinSuite Administrator

Whether you chose to continue your Evaluation or licence the WinSuite software, you will now be presented with the WinSuite Administrator — it will look similar to the following:



Before you start to use the WinSuite Administrator, please note the following system rules:



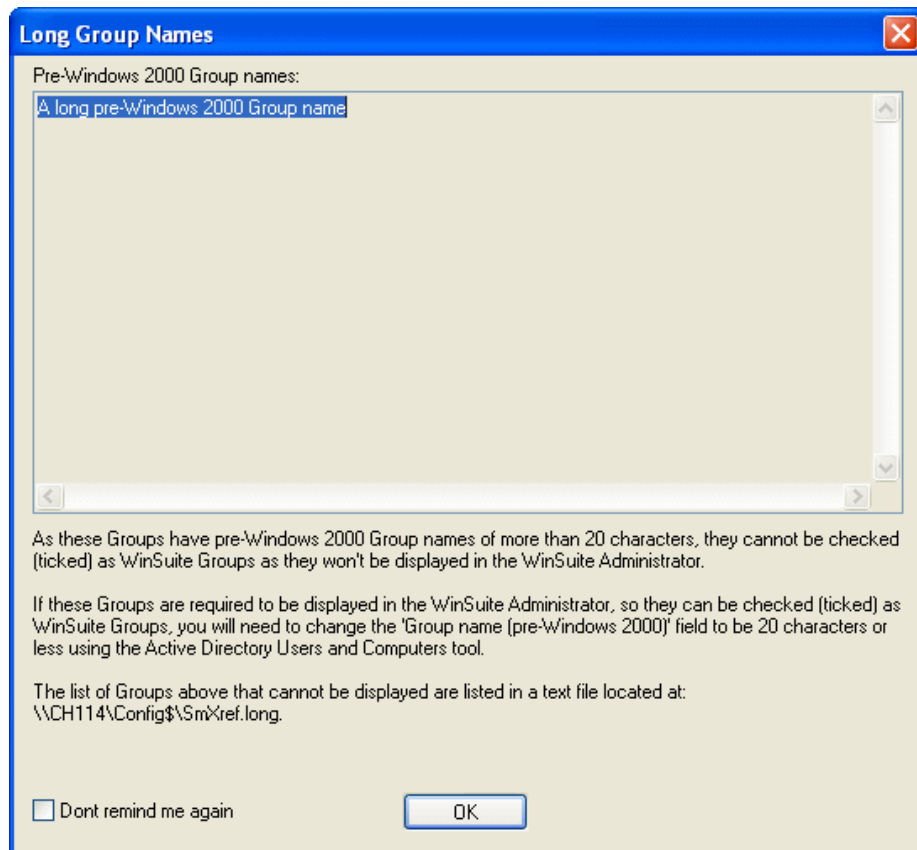
On an NT Server, only **Global** Groups are listed in the **Available Groups** list; **Local** Groups do not appear. On a Windows 2000/2003 Server, both **Global** and **Universal** Groups are listed (although WinSuite treats them in exactly the same way). **Nested** Windows 2000 Groups are **NOT** listed in the WinSuite Administrator.



WinSuite only recognises Group names up to 20 characters in length. On an NT Server, you cannot create Group names longer than 20 characters. However, when you create a new Group on a Windows 2000/2003 Server, you are asked to specify a Group name and a pre-Windows 2000 Group name, both of which can be up to 64 characters.



If you are using a 2000/2003 Server and have Groups with pre-Windows 2000 names longer than 20 characters, those Groups will NOT be displayed in the WinSuite Administrator. However, a dialog box will be displayed when you run the Administrator, listing the Groups that will not be displayed. This dialog box will appear every time you run the Administrator unless you change the pre-Windows 2000 names of these Groups to be 20 characters or less, or you specify that the dialog box should not be displayed again, e.g. by ticking **Don't remind me again**:



The list of Groups with pre-Windows 2000 names longer than 20 characters will also be written to a file called **SmXref.long** and saved in the **WinSuite\Config** folder on the Server. The exact path of this file is shown at the bottom of the Long Group Names dialog box.

Remember that this only affects Windows 2000/2003 Servers; you cannot create Group names longer than 20 characters on an NT Server. The only way to use any of the Groups listed in the Long Group Names dialog box (or **SmXref.long**) as WinSuite Groups is to change the pre-Windows 2000 Group names to be 20 characters or less.



Users and Groups *cannot* be added, amended or deleted using the WinSuite Administrator. You must use the NT Server **User Manager for Domains** program or the Windows 2000/2003 Server **Active Directory Users and Computers** snap-in to add, amend or delete Users and Groups. Alternatively, you can use the **WinSuite User Import Wizard** to add large numbers of Users and Groups to your Server.

When you add, amend or delete Users/Groups you need to *refresh and save* the WinSuite Database. The **WinSuite Administrator** will do this automatically every time it is opened.

However, if the WinSuite Administrator is already open when you add, amend or delete any Users or Groups, you will need to refresh the WinSuite Database manually. To do this make sure the **Select Groups** tab is displayed in the WinSuite Administrator, then click on the **View | Refresh the list of Users and Groups** command in the menu bar at the top of the WinSuite Administrator, then save the Database.



The built-in NT/2000/2003 Server Global Group **Domain Admins** does not appear in the **Available Groups** list, this is to prevent that Group from being given WinSuite restrictions. If any members of the built-in NT/2000/2003 Server Global Group **Domain Admins** are required to have WinSuite restrictions, use the **User Manager for Domains** program (NT Server) or the **Active Directory Users and Computers** snap-in (2000/2003 Server) to put those Users into an additional **Global** Group.



Before you continue, you should practise setting up some WinSuite Groups and restrictions. Your WinSuite Database *must* contain at least *one* ticked WinSuite Group before you will be able to install the Client software on any Windows Client computers.

INSTALLING WINSUITE CLIENT SOFTWARE

Preparing your Network

Before you try to install the WinSuite Client software, your NT/2000/2003 network must already be installed and operating correctly. WinSuite does not rely on any specific network protocol being used on your network, but all connected computers must be communicating properly.



If you cannot browse the NT/2000/2003 Server using Network Neighborhood/My Network Places on the Windows Client then there is something wrong with the network connections or the network software setup on either the Client computer or the Server computer or both. You must rectify the problem before you go on to install WinSuite Client software.

WinSuite Client software can be installed in one of two ways:

- 1) Manually on each computer where WinSuite is required. This can be useful when you only require certain computers to have WinSuite installed. Installing manually is also recommended if this is the first time that you have used WinSuite. Installing manually on a few Windows Client computers will ensure that the WinSuite Client software is working as desired.
- 2) Automatically as part of a Logon Script that runs for Users who are members of the built-in NT/2000/2003 Server Global Group **Domain Admins**. This is the *fastest* and easiest way to install the WinSuite Client software onto your Windows Clients.



Before you can install the Client software on any Windows Client computers, your WinSuite Database MUST contain at least one ticked WinSuite Group — see the previous section on the WinSuite Administrator for more information.



To install the WinSuite Client software on any Windows Client computer, you must logon as a member of the built-in NT/2000/2003 Server Global Group Domain Admins.



ENSURE YOU HAVE SUFFICIENT WINSUITE LICENCES TO COVER ALL OF THE WINDOWS CLIENT COMPUTERS ON WHICH YOU WANT TO RUN WINSUITE.

SOFTWARE THEFT IS ILLEGAL.

Installing WinSuite Client Software Manually



To install the WinSuite Client software on any Windows Client computer, you must logon as a member of the built-in NT/2000/2003 Server Global Group Domain Admins.

On the Windows Client computer:

- 1) Open Windows Explorer.
- 2) On the menu bar of Windows Explorer, click on the **T**ools | **M**ap **N**etwork **D**rive command.
- 3) Look in the **D**rive box and notice the letter of the drive you are going to map, then type the following into the **P**ath box:

\\YOURSERVERNAME\ROLLNT\$

Where **YOURSERVERNAME** is the computer name (*not* the Domain name) of the NT/2000/2003 Server on which WinSuite is installed and where **ROLLNT\$** was the share name given to the **ROLLNT** folder when you installed WinSuite on the Server.

- 4) Ensure the **R**econnect at logon option is *not* ticked, then click on the **O**K button.
- 5) A new mapped drive will be displayed in the left pane of the Explorer window. Click on this drive to display its contents in the pane on the right.
- 6) Double click on the program called **S**etup.exe:



Setup.exe

- 7) In the message box that appears, click on the **C**ontinue button.
- 8) When installing WinSuite Client software manually you can choose to **S**how WinSuite Install/Uninstall messages. Leave the checkbox next to this option ticked if you want to see these messages; otherwise click in the checkbox to deselect this option.

The **Show WinSuite Install/Uninstall messages** option allows you to see what is happening as the WinSuite Client software is installed/uninstalled. You should only use this option if you are experiencing problems with the Client software install/uninstall.

- 9) Click on the **OK** button. The WinSuite Client software will install and the computer will reboot.
- 10) When the computer has finished booting up, you should see the new secure WinSuite Logon screen — you have now successfully installed the WinSuite Client software.



On Windows NT Workstation and 2000/XP Professional Clients, NTFS permissions are applied to the local WinSuite folders. This is to prevent any accidental or malicious "tampering". *You should not do anything to change the permissions on these folders* as this may prevent WinSuite from functioning correctly.

Installing WinSuite Client Software Automatically as part of an NT/2000/2003 Server Logon Script

Windows Client computers logging onto an NT/2000/2003 Server have the ability to process Logon Scripts. These are usually small batch files containing instructions which can be used to set up drive mappings, synchronise the Client computer's clock with that of the authenticating Server, etc. WinSuite can be installed as part of a Logon Script, requiring no User intervention. This can be useful when it is not desirable or practical to visit each computer and install the software manually.

Each User can have his or her own Logon Script. However, this is not usually very practical. It is easier from a management point of view to give all Users (or Groups of Users) a single Logon Script.



To install the WinSuite Client software on any Windows Client computer, you must logon as a member of the built-in NT/2000/2003 Server Global Group Domain Admins.

Manually setting up a Logon Script is quite simple. However, if you used the WinSuite User Import Wizard it will have created a Logon Script for you automatically (if one did not already exist). This Logon Script will contain lines similar to the following:

```
@BREAK OFF
@ECHO OFF
@if "%OS%"=="Windows_NT" GOTO Inst_WS >nul
@NET USE H: /HOME >nul
@NET TIME \\CH114 /SET /YES >nul
```

```
:Inst_WS
```

```
REM !*! SOFTWARE THEFT IS ILLEGAL !*!
```

```
REM Before YOU implement WinSuite across the network,
REM please ENSURE that YOU have SUFFICIENT WinSuite
LICENCES to cover
REM ALL of the Windows Client computers on which YOU want to
run WinSuite.
```

```
REM @\\CH114\RollNT$\Townt.exe /W /I >nul
```

It will also have associated this Logon Script with each User being imported. All you have to do is activate the WinSuite Client installation routine inside the Logon Script.



REMEMBER, AS SOON AS THE WINSUITE CLIENT INSTALLATION ROUTINE INSIDE THE LOGON SCRIPT HAS BEEN ACTIVATED, ALL THOSE USERS THAT HAVE THE LOGON SCRIPT ASSOCIATED WITH THEIR DOMAIN ADMINS USERNAME, WILL HAVE THE WINSUITE CLIENT SOFTWARE INSTALLED. THIS COULD CREATE A SIGNIFICANT AMOUNT OF NETWORK TRAFFIC.

By default, an NT/2000/2003 Server stores Logon Scripts in the **NETLOGON** share. Remember, the easiest way to display the contents of this share is to type the following in the Run dialog box, or the **Address** bar in Network Neighborhood/My Network Places or Windows Explorer:

```
\\YOURSERVERNAME\NETLOGON
```

Where **YOURSERVERNAME** is the computer name (*not* the Domain name) of the NT/2000/2003 Server on which WinSuite is installed.

To activate the WinSuite Client installation routine:

- 1) On the NT/2000/2003 Server, open the **NETLOGON** share.
- 2) Right-click on the file **Logon.bat** and click on the **E**dit command in the context menu. This will open the file in Notepad.

- 3) Remove the **REM** statement from the start of the line that looks similar to:

```
REM @\\YOURSERVERNAME\RollNT$\Townt.exe /W /I
```

- 4) Close Notepad and when asked if you want to save the changes you have made, click on the **Yes** button.
- 5) Logon to one of the Windows Client computers as a member of the built-in NT/2000/2003 Server Global Group **Domain Admins**, with whom the Logon Script is associated — the WinSuite Client software will install automatically (a splash screen will appear saying **Checking Software Please Wait**), then the computer will reboot.
- 6) When the computer has finished booting up, you should see the new secure WinSuite Logon screen — you have now successfully installed the WinSuite Client software.

The WinSuite Client software is intelligent enough to know when it is already installed on a computer. So the next time a User logs on, it will not try to reinstall itself. However, a splash screen will momentarily appear saying **Checking Software Please Wait**.



Currently, WinSuite does not self-repair, so leaving this line active in the Logon Script will not repair a WinSuite installation if it has become damaged.

- 7) When you are happy that WinSuite is installed on all the computers you want, you can put the **REM** statement back into the Logon Script to deactivate the WinSuite Client software installation routine. This is advisable to reduce the time it takes for computers to logon to the NT/2000/2003 Server.



On Windows NT Workstation and 2000/XP Professional Clients, NTFS permissions are applied to the local WinSuite folders. This is to prevent any accidental or malicious "tampering". *You should not do anything to change the permissions on these folders* as this may prevent WinSuite from functioning correctly.

User Test of WinSuite Client Software

When you have completed the WinSuite Client installation process, your WinSuite Client computer will reboot and you will be presented with the WinSuite Logon screen.

You should now try logging on to the Client computer. The instructions given below assume the default logon settings and style. If you have changed these using the WinSuite Administrator, the method you use to logon will be slightly different.

- 1) Double-click on one of the Group names available in the **Select a Group** box — **Username** and **Password** boxes will appear enabling you to logon as a member of this Group.
- 2) Type the Username of someone who is a member of the Group you just selected, then click in the **Password** box and type their Password, if necessary.
- 3) Now click on the **LOGON** button at bottom right of the logon screen or press **Enter**.
- 4) You should now be logged on to your WinSuite Client computer. If you have applied any restrictions to this Group using the WinSuite Administrator, check that they are being correctly enforced.

If you have changed the logon settings and/or style, the probable differences you will encounter when logging on are:

- You may need to logon as a User *before* selecting a Group. In this case, if the User is only a member of one Group, you will *not* need to select a Group at all.
- You may need to select the User from a drop-down list rather than type their Username into a text box. In this case, Users may also be listed using their Full Names rather than their Usernames.
- You may need to insert a valid card into a card reader connected to the Client computer.

When you want to log off from the WinSuite Client computer, do one of the following:

- If the **Start Menu** contains a **Log Off** command, click on this command, then click on the **Yes** button.
- Otherwise, click on the **Shut Down** command in the **Start Menu**, then select **Close all programs and log on as a different user** and click on the **OK** button.

You should now find yourself back at the WinSuite Logon screen.

Administrator Test of WinSuite Client Software

It is good practice to test that you can logon to the built-in NT/2000/2003 Server Global Group **Domain Admins** and receive *no* WinSuite restrictions. To logon to the built-in NT/2000/2003 Server Global Group **Domain Admins**:

- 1) Right-click on the letter **W** in the word **WinSuite** at the extreme bottom left of the WinSuite Logon screen *or* press **ALT+W** on the keyboard — you should be presented with a box to **Enter your Username**.
- 2) Enter the Username for any member of the built-in NT/2000/2003 Server Global Group **Domain Admins**, then click in the **Enter your Password** box and type the appropriate Password for this User.
- 3) Click on the **LOGON** button or press **Enter** — you should now be logged on to the WinSuite Client without *any* restrictions being applied to your computer.

UNINSTALLING WINSUITE CLIENT SOFTWARE

You can uninstall WinSuite Client software from Windows Client computers in one of two ways:

- 1) Manually from each computer on which WinSuite is installed.
- 2) Automatically as part of an NT/2000/2003 Server Logon Script. This is the *fastest* and easiest way to uninstall the WinSuite Client software from Windows Clients.



To uninstall WinSuite Client software you must logon as a member of the built-in NT/2000/2003 Server Global Group Domain Admins.

Uninstalling WinSuite Client Software Manually

On the Windows Client computer:

- 1) Logon as a member of the built-in NT/2000/2003 Server Global Group **Domain Admins**.
- 2) Open Windows Explorer.
- 3) On the menu bar of Windows Explorer, click on the **T**ools | **M**ap **N**etwork **D**rive.
- 4) Look in the **D**rive box and notice the letter of the drive you are going to map, then type the following into the **P**ath box:

\\YOURSERVERNAME\ROLLNT\$

Where **YOURSERVERNAME** is the computer name (*not* the Domain name) of the NT/2000/2003 Server on which WinSuite is installed, and where **ROLLNT\$** was the share name given to the **RollNT** folder when you installed WinSuite on the Server.

- 5) Ensure the **Reconnect at logon** option is *not* ticked, then click on the **OK** button.
- 6) A new mapped drive will appear in the left pane of the Windows Explorer window. Click on this drive to display its contents in the pane on the right.

- 7) Double click on the program called **Setup.exe**:

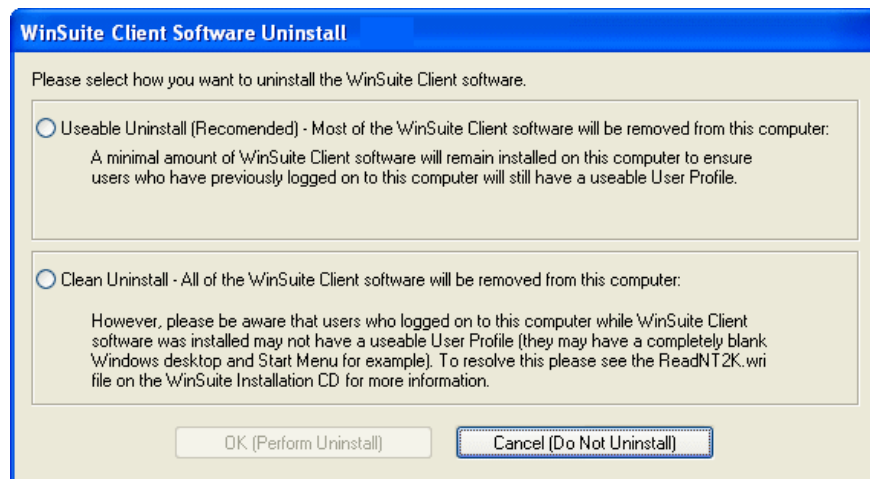


Setup.exe

- 8) When uninstalling WinSuite Client software manually you can choose to **Show WinSuite Install/Uninstall messages**. Tick the checkbox next to this option if you want to see these messages; otherwise leave this checkbox empty.

The **Show WinSuite Install/Uninstall messages** option allows you to see what is happening as the WinSuite Client software is installed/uninstalled. You should only use this option if you are experiencing problems with the Client software install/uninstall.

- 9) Click on the **OK** button to continue. You now have the choice of *either* a **Useable Uninstall**, *or* a **Clean Uninstall**:



A **Useable Uninstall** leaves a *minimal* amount of WinSuite Client software on the NT/2K/XP computer. This ensures that *any* User, who logged on while the WinSuite Client software was installed, will get a *useable* Profile after it is uninstalled. Users who have *previously* logged on will get a message telling them to log off and log back on to ensure they get a *working* Start Menu *and* a Windows Desktop with relevant shortcuts on it. *Other* WinSuite restrictions will *still* be in force (e.g. the removal of the **Start | Run** command etc).



This also applies to any Windows 9x/Me Clients using User Profiles.

A **Clean Uninstall** removes ALL the WinSuite Client software (incl. registry entries, etc). However, on Windows NT Workstation and 2000/XP Professional Clients, *any* User who logged on while the WinSuite Client software was installed may *not* get a useable Profile after it is uninstalled. Their **Start Menu** and Windows Desktop *may be blank*, and *other* WinSuite restrictions they previously had could *still* be in force (e.g. the removal of the **Start | Run** command, etc).



This also applies to any Windows 9x/Me Clients using User Profiles.

If you want to *ensure* that WinSuite is *completely* uninstalled from *all* NT/2K/XP computers, *and* that these computers will *no* longer impose any previous WinSuite restrictions, take the **Clean Uninstall** option. *Then log back onto each NT/2K/XP computer as a member of the built-in NT/2000/2003 Server Global Group **Domain Admins** and delete the User Profiles that were created while WinSuite was installed. Please be aware that any User documents stored in these Profiles will also be deleted. For more information, see the document **ReadMe.wri** (located in the root folder of your WinSuite CD-ROM).*

- 10) Once you have selected the option you want, click on the **OK (Perform Uninstall)** button. The WinSuite Client software will uninstall and the computer will reboot.
- 11) When the computer has finished booting up, you should see the standard Windows Logon screen. You have now successfully uninstalled the WinSuite Client software.

Uninstalling WinSuite Client Software Automatically as part of an NT/2000/2003 Server Logon Script

Windows Client computers logging onto an NT/2000/2003 Server have the ability to process Logon Scripts. These are usually small batch files containing instructions which can be used to set up drive mappings, synchronise the Client computer's clock with that of the authenticating Server, etc. WinSuite can be uninstalled as part of a Logon Script, requiring no User intervention. This is the *fastest* and easiest way to uninstall the WinSuite Client software from Windows Clients.

Each User can have his or her own Logon Script. However, this is not usually very practical. It is easier from a management point of view to give all Users (or Groups of Users) a single Logon Script.

Manually setting up a Logon Script is quite simple. However, if you used the WinSuite User Import Wizard it will have created a Logon Script for you automatically (if one did not already exist). This Logon Script will contain lines similar to the following:

```
@BREAK OFF
@ECHO OFF
@if "%OS%"=="Windows_NT" GOTO Inst_WS >nul
@NET USE H: /HOME >nul
@NET TIME \\CH114 /SET /YES >nul
```

```
:Inst_WS
```

```
REM !*! SOFTWARE THEFT IS ILLEGAL *!*!
```

```
REM Before YOU implement WinSuite across the network,
REM please ENSURE that YOU have SUFFICIENT WinSuite
LICENCES to cover
REM ALL of the Windows Client computers on which YOU want to
run WinSuite.
```

```
REM @\\CH114\RollNT$\Townt.exe /W /I >nul
```

It will also have associated this Logon Script with each User being imported. All you have to do is activate the WinSuite Client installation routine inside the Logon Script.

By default, an NT/2000/2003 Server stores Logon Scripts in the **NETLOGON** share. The easiest way to display the contents of this share is to type the following in the Run dialog box or the **Address** bar in Network Neighborhood/My Network Places or Windows Explorer:

```
\\YOURSERVERNAME\NETLOGON
```

Where **YOURSERVERNAME** is the computer name (*not* the Domain name) of the NT/2000/2003 Server on which WinSuite is installed.

To activate the WinSuite Client uninstall routine:

- 1) On the NT/2000/2003 Server, open the **NETLOGON** share.
- 2) Right-click on the file **Logon.bat** and click on the **Edit** command in the context menu. This will open the file in Notepad.

- 3) Remove the **REM** statement from the start of the line that looks similar to:

```
REM @\\YOURSERVERNAME\RollNT$\Townt.exe /W /I
```

- 4) Now choose whether you want to perform a **Useable Uninstall** or a **Clean Uninstall** (for more information, see step 9 of the previous section, **Uninstalling WinSuite Client Software Manually**).

To perform a **Useable Uninstall**, remove the **I** from **/I** and replace it with **UU**, so it looks similar to:

```
@\\YOURSERVERNAME\RollNT$\Townt.exe /W /UU
```

To perform a **Clean Uninstall**, remove the **I** from **/I** and replace it with **UC**, so it looks similar to:

```
@\\YOURSERVERNAME\RollNT$\Townt.exe /W /UC
```

- 5) Close Notepad and when asked if you want to save the changes you have made, click on the **Yes** button.
- 6) Now when those built-in NT/2000/2003 Server Global Group **Domain Admins** Users, with whom the Logon Script is associated, logon to their Windows Client computers, the WinSuite Client software will uninstall automatically (provided they logon as members of the built-in NT/2000/2003 Server Global Group **Domain Admins**). A splash screen will appear saying **Checking Software Please Wait**, then the computer will reboot.



It is *not* advisable to include many Users in the built-in NT/2000/2003 Server Global Group **Domain Admins**. Therefore, you might want to create a User specifically for the purpose of uninstalling the Client software. For example, you could create a User called **Uninstall** and make them a member of the built-in NT/2000/2003 Server Global Group **Domain Admins**. If you then associated the Logon Script with this User, anyone would be able to logon to the built-in NT/2000/2003 Server Global Group **Domain Admins** with the username **Uninstall** and complete the uninstall process (provided you have given them the password).



Once the Client software has been removed from all your computers, you should disable the **Uninstall** User account or delete it completely. This will prevent Users logging on in future as a member of the built-in NT/2000/2003 Server Global Group **Domain Admins**. *This is very important!*

- 7) When the computer has finished booting up, the Users should see the standard Windows logon screen. You have now successfully uninstalled the WinSuite Client software.

The WinSuite Client software is intelligent enough to know when it has already been uninstalled from a computer. So the next time a User logs on, it will not try to uninstall itself again. However, a splash screen will momentarily appear saying **Checking Software Please Wait..**

- 8) When you have successfully uninstalled WinSuite from all the computers you want, you can put the **REM** statement back into the Logon Script to deactivate the WinSuite Client software uninstall routine. This is advisable to reduce the time it takes for computers to logon to the NT/2000/2003 Server.

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