

## GroupEase Administrator Help

GroupEase Administrator gives the Network Administrator an easy way to configure a file server for GroupEase. It also allows for the upgrade of the current GroupEase user count. Note that pressing the F1 key will provide help information on the function you are currently using. Additional information on the Notes functions follows:

**Configure**

Configure GroupEase

**User Count**

Display/Change User Count

**Server: ETHOSOFT**

Current File Server

A rectangular button with a grey gradient background and a thin black border. The word "Configure" is written in a bold, black, sans-serif font, centered within the button.

## **Configure GroupEase**

GroupEase Configuration is invoked by pressing the button pictured above, selecting the Administrator *File* menu followed by *GroupEase Configuration*, or by pressing the ALT and C keys simultaneously. The configuration process must be done by a user with Supervisory privileges. The configuration requires information for configuring the Server, the Toolbar, CardData and Scheduler.

Server Configuration requires the trustee (NetWare Group) and the NetWare Volume that will be used to define which users can access the GroupEase functionality. This information is used to create the GroupEase share directory on the file server shown called GEShare. Note that this directory will be hidden from view. The CardData, Scheduler, Phone and Notes subdirectories are also created beneath the GroupEase share directory. Additionally, the license type and serial number are created in this subdirectory and hidden from view.

Toolbar Configuration requires the selection of at least one checkbox associated with the GroupEase Toolbar. Selection of functionality here will include that functionality on the GroupEase Toolbar on all client nodes when GroupEase is started. To remove specific GroupEase functionality from the main GroupEase Toolbar, de-select the associated checkbox.

CardData Configuration defines the trustee (NetWare Group) that will be given Add, Delete, and Modify Card rights on the GroupEase CardData interface. By default the group EVERYONE will be used.

Scheduler Configuration defines the trustee (NetWare Group) that will be given Add, Delete, and Modify Entry rights on the GroupEase Scheduler interface. By default the group EVERYONE will be used.

Note that if you have previously configured a file server with GroupEase and want to move the GEShare directory to another volume, you can simply MOVE the whole directory manually. This directory must be a root directory on the volume you select. You MUST remove the original copy after the move has been completed.

A small rectangular button with a grey gradient and a thin black border. The text "User Count" is centered on the button in a black, sans-serif font.

## **Display/Change User Count**

When GroupEase is installed the first time, the license information in the form of the number of GroupEase simultaneous users and the serial number are copied to the file server. When the GroupEase Toolbar is running, this information is available by selecting the GroupEase *Help* menu followed by the *About* entry. You can also get this information as a supervisor using the Administrator by pressing the button pictured above, selecting the Administrator *File* menu followed by *GroupEase User Count*, or by pressing the ALT and U keys simultaneously. If you require more licenses, please contact Ethosoft, Inc. to receive a modify key (be prepared to give your serial number and account name) that will enable you to change the number of users that can run GroupEase simultaneously.

Server: ETHOSOFT

## **Current File Server**

The current file server that you are attached to is displayed in the GroupEase Administrator toolbar as pictured above. Note that the configuration and user count process will use this file server as the basis of initialization and modification.

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