

## #1 S2 +3 K4 Starting Administration

Administration involves two major activities: using **Application Manager's** Administration mode and using the **Desktop Administration** program. You can start workstation administration in any of the following ways:

- From **Applications Manager**, use the key sequence Ctrl+Alt+A to toggle into Administration mode. This action may prompt you for the password assigned to the current .WWR file. (If a password has not been set or if you log in as supervisor, you are not prompted.)

In Administration mode, additional **Applications Manager's** features are available to you. These features include the ability to create new Network Groups, and Subgroups and Items within Network Groups. You also have access to the Administration menu.

Choose Setup from the Administration menu. The currently opened APPMAN.WWR file automatically displays for editing. At this point, you may open other **Applications Manager** .WWR files or **Secure Station Tools** .WWR files or create new .WWR files of either type. Using the **Desktop Administration** program, you can set menu bar defaults and restrictions for users and determine which **Secure Station Tools** features users have access to, and change the logo display.

- If **Applications Manager** is not currently running and you want to start it in Administration mode directly, type APPMAN.EXE /A in the File/Run command line box.
- If you want to start the **Desktop Administration** program alone, type WWADMIN.EXE in the File/Run command line box.

We recommend that you assign a password to the .WWR files in **Desktop Administration** to keep unauthorized users from editing the rights files. As an added security measure, the administrator can move the WWADMIN.EXE file to a location that is on his or her path but not available to users.

Related topic

Exiting Administration

<sup>1</sup># PROC\_START\_ADMIN

<sup>2</sup>\$ Starting Administration

<sup>3</sup>+ admproc:005

<sup>4</sup>K Administration mode; Administration, starting

## #5 \$6 +7 K8 Adding a Network Group

The network administrator creates Network Groups in Administration mode for use by particular LAN users and LAN groups requiring common program access. Network Groups are protected from modification by users who do not have access to the New/Network Group menu item or to Network Group Properties menu items. To add a new network group, you must be in Administration mode.

1. Select New/Network Group from the **Applications Manager** File menu.

The New Network Group dialog box displays.

2. Type the description and filename of the new group. Network Group files are saved to the program directory if you don't specify otherwise in the Filename text box.

The description appears in the title bar or below the group's icon.

3. If you wish to assign a password, check the Password box and type it in the text box.

If a password is set, users must enter it whenever they attempt to access the group or its subgroups or items. They are not able to change the Network Group password.

4. To assign access rights to a subgroup in a Network Group, choose the Rights button and follow the Assigning Rights procedure.
5. To change the icon representing the group, choose the Change Icon button and follow the Changing Icons procedure.
6. To create group-specific help, choose the Edit Help button.
7. Choose OK to add the new Network Group.

Related topics

Assigning Rights

Changing Icons

New Network Group dialog box

For information on importing Program Manager groups and existing **Applications Manager** (.APP) files, see Importing existing groups into Applications Manager.

<sup>5</sup># PROC\_ADD\_NETWORK\_GROUP

<sup>6</sup>\$ Adding a Network Group

<sup>7</sup>+ admproc:010

<sup>8</sup>K Network Group, new

#9 \$10 +11 K12 **Assigning rights**

The network administrator can assign a LAN User or LAN Group access rights to a Network Group, Subgroup within a Network Group, or Item within a Network Group. The Rights button appears on the New and Properties dialog boxes when you are in Administration mode. To assign rights:

1. Choose the Rights button in the New or Properties dialog box.

The Access Rights dialog box displays with a list box of LAN Groups and LAN Users.

2. In the Access Rights box, select a LAN User or a LAN Group from the Groups and Users list box.

The Groups and Users list box shows all LAN Users and LAN Groups on your default server. LAN Groups are enclosed in brackets and appear at the end of the list. As you select a LAN Group in the list, the names of the LAN Users assigned to it display in the Users in Group list box. You may choose any combination of individual LAN Users and LAN Groups available. The entry <all users> is the default in the Granted Rights box.

3. Choose the Add button after each selection or double-click on an entry to move it to the Granted Rights box.

The Remove button is available to remove entries from the Granted Rights list.

4. Choose OK to assign rights and return to the previous dialog box.

Related topics

Access Rights dialog box

<sup>9</sup># PROC\_ASSIGN\_RIGHTS

<sup>10</sup>\$ Assigning rights

<sup>11</sup>+ admproc:015

<sup>12</sup>K Rights, assigning

## #13 \$14 +15 K16 Changing the password

If you have set password for a .WWR file, **Desktop Administration** requires that you enter it each time you attempt to open that file. Since the product is shipped without a password, you will want to set an initial password and change it periodically.

To reset the password:

1. Choose Options/Change Password on the **Administration** menu bar.
2. When the Change Password dialog box displays, enter your own password. Passwords, which are not case sensitive, appear "blind" for security reasons when entered.
3. When the Confirm Password dialog box displays, enter the password a second time for purposes of verification.

Related topics

Change Password dialog box

Confirm Password dialog box

<sup>13</sup># PROC\_CHANGE\_PASSWORD

<sup>14</sup>\$ Changing the password

<sup>15</sup>+ admproc:020

<sup>16</sup>K Password, changing; Administration, password

## #17 \$18 +19 K20 Creating a new .WWR file

To create a new .WWR file:

1. Choose New from the Desktop Administration File menu; then choose either **Applications Manager** or **Secure Station Tools**.

The **Desktop Administration** window indicates that you are editing either an **Applications Manager** (APPMAN.WWR) or **Secure Station Tools** (WWEXT.WWR) file.

2. Set a password. (Follow the Changing the Password procedure.)
3. Use the items on the Options menu to set defaults and restrictions for the .WWR file you are creating. (The Options menu items choices depend on whether you are editing an **Applications Manager** or **Secure Station Tools** .WWR file.)

The procedures you may follow are as follows:

Setting Menu Bar Defaults (Applications Manager only)

Setting Menu Bar Restrictions (Applications Manager only)

Setting Secure Station Tools Restrictions (Secure Station Tools only)

Changing the Logo Display

4. Choose Save As from the File menu to save the file. Follow the Saving a .WWR File procedure.

The **Applications Manager** program reads the first APPMAN.WWR file on the user's path and creates a menu bar and settings that reflect the defaults and restrictions you have defined. Likewise, the **Secure Station Tools** program reads the first WWEXT.WWR file on the user's path and starts the program according to the settings. Consequently, you can be very specific in restricting individual users by saving different .WWR files in directories on different users' paths.

The password in effect when you save a .WWR file is the one you will be prompted for when you attempt to reopen it.

If you work with both types of files in the same session, be sure to save your changes to one file before opening the next.

Changes to .WWR files take effect the next time the user starts up **Applications Manager** or **Secure Station Tools**.

Related topics

Changing the Password

Setting Menu Bar Defaults

Setting Menu Bar Restrictions

Setting Secure Station Tools Restrictions

Changing the Logo Display

Saving a .WWR File

<sup>17</sup># PROC\_CREATE\_NEW\_WWR\_FILE

<sup>18</sup>\$ Creating a new .WWR file

<sup>19</sup>+ admproc:025

<sup>20</sup>K .WWR file, new

#21 \$22 +23 K24 **Opening an existing .WWR file**

To open an existing .WWR file:

1. Choose Open from the **Administration** File menu.

The Open File dialog box displays.

2. Select the desired .WWR file from the File Name list box, changing network drives and directories if necessary to locate it. The .WWR files recognized by **Applications Manager** and **Secure Station Tools** are APPMAN.WWR and WWEXT.WWR respectively. (You can use other temporary file names for backup purposes as desired.)
3. Choose OK.

The **Desktop Administration** window indicates which type of file you are editing, and the Options menu commands correspond to that file type.

4. Enter a password if prompted for one. (If a password has not been set, you are not prompted.)

Related topics

Open File dialog box

<sup>21</sup># PROC\_OPEN\_WWR\_FILE

<sup>22</sup>\$ Opening an existing .WWR file

<sup>23</sup>+ admproc:030

<sup>24</sup>K .WWR file, opening

## #25 \$26 +27 K28 Saving a .WWR file

The procedure for saving .WWR files applies to both **Applications Manager** (APPMAN.WWR) and **Secure Station Tools** (WWEXT.WWR) files. It is important to retain the names automatically assigned to each of these files in order for each program to read its respective .WWR file. You may want to change a .WWR filename as a temporary administrative convenience or for backup purposes. However, be sure to reassign the file's default name when you want to use it again.

To save a new .WWR file:

1. Choose Save As from the **Administration** File menu.

The Save As dialog box displays with the default filename and extension for the type of file (**Applications Manager** or **Secure Station Tools**) you are saving. Use the Directories and Drives list boxes to change the directory for the .WWR file's location as desired.

2. Choose Save.

To save an existing .WWR file, choose Save from the File menu.

You can also use the Save As command to change the name or directory location of a .WWR file.

**Note:** You are prompted to save changes to a .WWR file when you attempt to open another .WWR file and when you select Exit without first saving your changes.

Related topics

Save As dialog box

<sup>25</sup># PROC\_SAVE\_WWR\_FILE

<sup>26</sup>\$ Saving a .WWR file

<sup>27</sup>+ admproc:035

<sup>28</sup>K .WWR file, saving

#29 S30 +31 K32 **Exiting Administration**

To exit the **Desktop Administration** program, choose Exit from the File menu. If you have not saved your changes during the session, a message box requests that you save them. Choosing Yes in this box saves the changes in the current .WWR file and closes the program. Choosing No disregards any changes you may have made and exits. If you have run the **Desktop Administration** program from **Applications Manager**, you remain in **Application Manager's** Administration mode.

To exit **Application Manager's** Administration mode, re-enter the key sequence Ctrl+Alt+A. This returns you to user mode.

<sup>29</sup># PROC\_EXIT\_ADMIN

<sup>30</sup>\$ Exiting Administration

<sup>31</sup>+ admproc:040

<sup>32</sup>K Administration, exiting; Administration mode



## #33 S34 +35 K36 **Setting menu bar defaults**

To set menu bar defaults:

1. Choose Menu Bar Defaults from the **Administration** Options menu. (This command is available if you are editing APPMAN.WWR or another **Applications Manager** .WWR file.)

The Menu Bar Defaults dialog box displays.

2. Select the items you want as defaults.
3. Choose OK.

When you save your defaults to the current .WWR file and place the file on a user's path, **Applications Manager** reflects these settings the next time it is run or when you attempt to open a group or item affected by the changes.

Default settings that pertain to individual windows (Horizontal Icon, Vertical Icon, and Text views and the Hierarchical option) apply to newly created group windows. For example, if you set the default view to Text, existing windows with Horizontal Icon or Vertical Icon displays are not affected. New group windows will automatically be assigned the current default setting -- Text, in this case.

The Menu Bar Defaults dialog box lets you set default settings for selected **Applications Manager** menu items. These are simply initial settings. A user may override these defaults by changing these settings for his or her workstation. To prevent a user from changing these settings, you must restrict the menu items controlling these settings from appearing on the user's menu.

### Related topics

[Applications Manager - Menu Bar Defaults dialog box](#)

<sup>33</sup># PROC\_SET\_MENU\_BAR\_DEFAULTS

<sup>34</sup>\$ Setting menu bar defaults

<sup>35</sup>+ admproc:045

<sup>36</sup>K Menu bar defaults, setting

The Menu Bar Restrictions dialog box contains an identical model of the Applications Manager menu bar. Clicking items that you want to restrict access to toggles them between present (checked) and removed (unchecked) in the menus. By "unchecking" items, you are able to regulate their use of Applications Manager.

By selecting only the menu choices you want certain groups of users to have, you are able to regulate their use of network resources. For example, you may want to set a menu bar default for Save Workspace on Exit and then remove that item from the menu in order to prevent users from resetting it.

The Menu Bar Restrictions dialog box initially displays in Edit mode with the Test button active. Once you have removed (unchecked) a menu item, you can view the actual look of the restricted menus by choosing the Test button. You are now in Test mode where you can see exactly which **Applications Manager** menu items will be available to users. You can toggle in and out of Test and Edit mode by selecting the corresponding button.

As administrator, you have complete control over the configuration of the **Applications Manager** menu bar. You can restrict any item on the menu bar and pull-down menus. If all of the items on a pull-down menu are restricted, the item is removed from the menu bar. You edit the APPMAN.WWR file to restrict menu bar items.

To set menu bar restrictions:

1. Choose Menu Bar Restrictions from the **Administration** Options menu. (This command is available if you are editing APPMAN.WWR or another **Applications Manager** .WWR file.)

The Menu Bar Restrictions dialog box displays in Edit mode with **Applications Managers'** full menu bar.

2. Choose one of the items from the menu bar.

For a new APPMAN.WWR file, the menus show all items present (checked). If you are editing an existing file, the menu represents currently set restrictions, which you may change.

3. Click the item that you want to remove from (or make present in) the menu.

Each time you click an item the menu closes, so you will need to repeat this process for each item you want to remove (or make present) on all four menus. Removing all items from a menu removes the menu name from the menu bar.

4. Choose the Test button and then each of the menu bar items to view a Test-mode version of the menus you just customized.

Only the items that were checked appear in the menu now.

5. Choose the Edit button to return to Edit mode.
6. Choose OK if all menu bar restrictions have been set.

To edit previously set restrictions, follow the above procedure, checking or unchecking the existing settings you need to change.

<sup>37</sup># PROC\_SET\_MENU\_BAR\_RESTRICTIONS

<sup>38</sup>\$ Setting menu bar restrictions

<sup>39</sup>+ admproc:050

<sup>40</sup>K Menu bar restrictions, setting

The Administration menu and its items are not present as they are always unavailable to users and always available to administrators.

If you remove all items from the Windows menu, Windows still remains on the menu bar and contains one grayed item. This is a requirement of MDI applications.

Related topics

Applications Manager - Menu Bar Restrictions dialog box

### Considerations

- When File/Run is restricted, users cannot run a program that is not on the menu. However, it is possible to run programs using the Command feature in the **Clock** Alarm Options dialog box. Alarm's Command feature may be restricted in the Secure Station Tools - Restrictions dialog box.
- Using the System Control box for exiting Windows is also disabled when File/Exit is restricted.
- If the Save Workspace on Exit option is restricted to users, the Save Workspace check box in the exit dialog box will be gray. If the menu bar default is on, this box will show a check even though it is grayed. If the option is not restricted, the user is able to check it on or off.

#41 \$42 +43 K44 **Changing the logo display**

The **McAfee** logo that displays automatically each time **Applications Manager** or **Secure Station Tools** starts can be customized.

To change the logo display:

1. Choose Logo Display from the **Administration** Options menu.

The Logo Display dialog box shows the default logo name in the Filename box.

2. Choose the down-arrow to select another Windows Metafile (.WMF) or bitmap file (.BMP) from the list box (or select the entry "None" to suppress the display of the logo).

OR

Choose the Browse button to view other available .WMF or .BMP files. Select a file in the Browse Logo dialog box and choose OK.

3. Click the Allow User Customization box on if you want to give **Applications Manager** and **Secure Station Tools** users the ability to change the logo file and background color on their own workstations. (Users can make these changes by editing the WIN.INI file.)
4. Edit the logo background color by replacing the default settings with new values for each color between 0 and 255.
5. Choose OK.

Related topics

Logo Display dialog box

Browse Logo dialog box

<sup>41</sup># PROC\_CHANGE\_LOGO\_DISPLAY

<sup>42</sup>\$ Changing the logo display

<sup>43</sup>+ admproc:055

<sup>44</sup>K Logo display, changing

#### #45 \$46 +47 K48 **Setting Secure Station Tools restrictions**

Using the options available in the Secure Station Tools - Restrictions dialog box, you are able to customize **Secure Station Tools**' features for your network needs. If **Applications Manager** is the workstation shell, including the customized **Secure Station Tools** modules in the network startup group would ensure that they load automatically at each workstation.

To set restrictions on security modules:

1. Choose Restrictions from the **Administration** Options menu. (This command is available if you are editing WWEXT.WWR or another **Secure Station Tools** .WWR file.)

The Secure Station Tools - Restrictions dialog box displays.

2. To enable the Clock, Intercom - Send, Intercom - Receive, and Secure Station modules, check the corresponding box.

A check in the box indicates the module is active. You may select any combination of these four modules. You can disable Intercom - Send and Intercom - Receive independently. So users can, for example, receive messages but not send them.

If you disable a module, its icon does not display when the user starts **Secure Station Tools** (WWEXT.EXE) and all of the module's features are unavailable. If Intercom - Receive is enabled, its icon displays when a message arrives at the workstation.

3. Additionally, under **Secure Station** you may:

Enforce use of **Secure Station**. This grays the Unsecured and Off buttons in the Secure Station Options dialog box (If you require the use of **Secure Station**, users cannot close **Secure Station** from the Task List.)

Enable messages, allowing people to leave messages when the user's workstation is in Screen Saver mode. Disabling this function grays the Leave Message button on the Security dialog box, which appears when a user touches a key on a secured workstation.

Enter the Timeout limits within which users can set the timeout range for **Secure Station**. The possible values are from 00:20 (20 seconds) to 100:00 (100 minutes).

Indicate the action performed when the user double-clicks on the **Secure Station** icon (secure now or display options).

Enter the directory location of screen saver graphics. **Secure Station** will list graphics files (.WMF and .BMP) from this directory in the Secure Station Options dialog box.

Enable the administrative override feature for Secure Station. For more information, see Setting Up Password Override.

4. Choose OK.

Related topics

Secure Station Tools - Restrictions dialog box

Secure Station Options dialog box

Setting Up Password Override

<sup>45</sup># PROC\_SET\_SECURITY\_RESTRICTIONS

<sup>46</sup>\$ Setting Secure Station Tools restrictions

<sup>47</sup>+ admproc:060

<sup>48</sup>K Secure Station Tools restrictions

## #49\$50+51K52 **Setting Up Override Rights**

Override Rights allow specific users to enter an Override Code and access a secured workstation without knowing the user's password.

To set up the users with Override Rights and the Override Code:

1. Choose Restrictions from the **Administration** Options menu. (This command is available if you are editing WWEXT.WWR or another **Secure Station Tools** .WWR file.)

The Secure Station Tools - Restrictions dialog box displays.

2. Check the Enable Override box.
3. In the Override Code box, enter the override code, which can be up to 128 characters long.
4. Choose the Override Rights button. The Override Rights dialog box displays.
5. In the Users list box, select the users you want grant override rights to. Then choose Add.  
The users you have chosen are moved from the Users box to the Override Rights box.
6. Choose OK to save your changes and return to the Secure Station Tools - Restrictions dialog box.
7. Choose OK to save your changes and exit the Secure Station Tools - Restrictions dialog box.

Related topics

Secure Station Tools - Restrictions dialog box

Override Rights dialog box

Using Override Rights

<sup>49</sup># PROC\_SETUP\_PASSWORD\_OVERRIDE

<sup>50</sup>\$ Setting Up Override Rights

<sup>51</sup>+ admproc:065

<sup>52</sup>K Override Rights, setting up