Installing and Using Manager Service (System Manager)

Version 3.70

OMNIBUS SYSTEMS

Manager Service (System Manager)

OmniBus Systems Ltd
Stanford House
Stanford-On-Soar
Loughborough
Leicestershire
LE12 5PY
UK

Tel. UK: 08705 004 **300 – Fax:** 08705 004 **333**
Tel. International: +44 8705 004 **300 - Fax:** +44 8705 004 **333**

Hardware/Software support
Tel. UK: 08705 004 **350 – Fax:** 08705 004 **353**
Tel. International: +44 8705 004 **350 – Fax:** +44 8705 004 **353**
e-mail: support@omnibus.co.uk

All lines are open from 10 AM to 5 PM Monday to Friday.

This document relates to the software version number stated and to no other application with the same name but different version number. As OmniBus Systems has a policy of continuous improvement to its products, the company reserves the right to change specifications without notice.

Contents

About System Manager

Audience

This guide is for System Administrators[1] of an OmniBus network. The guide describes how you use System Manager to commission and maintain your Omnibus network.

Before You Start

To get the most out of this guide, you should already understand the basic principles associated with operating an Omnibus network. In particular, you should have read the guide “Omnibus User Interface”.

About This Guide

This guide is divided into three sections, as follows:

- **Installing System Manager and Configuring your Network.**
  This section describes how to install System Manager and commission a new Omnibus network.
- **Maintaining Your Network.**
  This section describes some of the common network maintenance tasks that system administrators perform.
- **System Manager Reference.**
  This section describes in detail every System Manager screen and every button and list on each screen.

[1] A System Administrator is the person who is responsible for the smooth running of an Omnibus network. This person has a special logon ID and access privileges.

Installing System Manager And Commissioning Your Network

This section describes how to install System Manager and commission a new Omnibus network.

The contents of the section are as follows:

Installing System Manager

Before you can install System Manager, you must first install the OmniShare (a.k.a. Sharer) application.

The OmniShare installation also performs a basic installation of System Manager. You must then complete the System Manager installation by performing additional steps.

To install System Manager:

1. First, install OmniShare on your network server (see the OmniShare Installation Guide for more details). The system installs OmniShare, performs a basic System Manager installation and places a folder on your desktop with the name Omnibus 3.6x[2].

2. The next step is to run OmniShare on your server. To do this, double-click the Omnibus 3.6x[2] folder on your desktop and then double-click the **Watchdog (release sharer)** icon. The application creates a database called the Omnibus File Indexing System (referred to in this guide as the Omnibus database) on the server. The database has records for the following:

   - A default user login.
   - A default area.
   - A default group.

   Note: To find out more about user logins, areas and groups, read the section "Commissioning Your Network".

   OmniShare also creates entries in the Omnibus database for the four local Omnibus User Interface (OUI) applications, which are:

   - The Local Machine Control Panel.
   - The Local Router Panel.
   - The Filer Fax.
   - Omnipager.

   Note: You can find out more about the local OUI applications in the guide "Omnibus User Interface".

3. Next, run System Manager on your server. To do this, click the System Manager icon in the Omnibus 3.6x[2] folder (where x represents the last digit of the software version number) on your desktop.

[2] x represents a placeholder for the last digit of the software version number of OmniShare.

4. Start the Omnibus User Interface application on your PC or on an Omnibus workstation (i.e. switch on an Omnibus workstation).
   The system displays the Omnibus User Interface.

5. You must use a special logon procedure, as your network is not yet fully configured. Position your cursor over the **Start** button (the button on the right hand side of the Task Bar with the picture of a red bus). Hold down the LEFT SHIFT key on your keyboard and click your left mouse button. The system displays the Applications List.

6. From the list, select Special Applications. The system displays an alphanumeric keyboard.

7. Enter the IP address of the server on which you are running System Manager. Click the **Enter** button. The system displays the alphanumeric keyboard and prompts you to enter a user logon ID.

8. Enter SYS (i.e. the system administration logon) and click the **Enter** button. You are now logged on to System Manager as user SYS.

9. The next step is to register the engines and applications on your network in the Omnibus database. To do this, click the **Engines** button. The system displays the Engines Setup screen.

10. Click the **Poll for new apps** button. The system displays a list of the unregistered engines on your network. Click the **Multi** button, then select all of the engines in the list.

11. Click the **Enter** button. The system creates database entries for all of the engines and applications on your network.

    The system gives default names to the applications. These names have the form “!App_xxx” (where xxx is a unique name for the application).

    The system also gives names to the network engines. The IP address of an engine becomes its default name. In the Omnibus database, the system also associates applications with the engines on which they are installed.

12. Click the **Main Menu** button to return to the main System Manager screen.

13. The next step is to register in the Omnibus database all of the unregistered workstations on your network. To do this, click the **Stations** button, then click the **Poll for stations** button. The system displays a list of workstation IP addresses.

14. Click the **Multi** button and select all of the workstations in the list.

15. Click the **Enter** button. The system creates an entry for each workstation in the Omnibus database and allocates the workstation’s IP address as its default name.

16. Click the **Main Menu** button to return to the main System Manager screen. Click the **Disconnect** button.

17. Log on to the system in the usual way. Use the SYS logon (this is possible because your workstation is now registered as a network resource). To log on, click the **Start** button (the one with the red bus). The alphanumeric keyboard appears.

18. Enter SYS and click the **Enter** button. The system displays a list of applications.

19. Choose !App_Man3 from the list. The system displays the System Manager Main screen.

20. The next step is to set a password for the SYS logon. To do this, click the **Users** button. The system displays a list of users.

21. Select the user SYS. The system displays the User Setup screen.

22. In the password field, enter the password you want to give to the SYS logon.

23. Click the **Modify** button.

You can now complete the commissioning of your network and update the default network settings given by the system to resources during the installation process. The following sections of this guide provide help on how to do this.

Commissioning Your Network

Once you've installed System Manager, you can commission your network by performing the tasks described below (you'll also do many of these things as part of the routine maintenance of your network). The tasks are:

- **Creating User Logons.** Before a user can log on to your Omnibus network, you must create a user logon for them. You can then allocate a password to the user and set their access rights to files, applications and other network resources. To find out how, read the section "Creating User Logons".

- **Adding Applications.** An application is an item of software that provides a particular type of functionality in the Omnibus system. For example, System Manager is an application that allows you to configure and administer the resources on your Omnibus network.

  When you receive a new Omnibus application, you install the application on a network engine and then "add" the application to the Omnibus network database. To find out how, read the section "Adding and Maintaining Applications".

- **Adding Engines.** An engine is an item of hardware that an Omnibus software application runs on. To make an engine (and the applications that are running on it) available to the users of your network, you must add it to the Omnibus database. To find out how, read the section "Adding and Maintaining Engines".

- **Adding Workstations.** A workstation is a hardware device on which the Omnibus software runs. Before users can log on to your network from a particular workstation, you must add it to the Omnibus database. To find out how, read the section "Adding and Maintaining Workstations".

- **Adding Groups.** A group is a set of users on your network, typically comprising users working in the same function, such as a particular newsroom or transmission gallery. Once you've created a group, you can control the access that users in the group have to files and other network resources. To find out more, read the section "Adding and Maintaining Groups".

- **Adding Areas.** An area is a group of engines on your network. Engines are usually grouped by location or function. For example, an area might comprise the engines that serve a particular transmission suite, gallery, studio or newsroom.

  Once you create an area, you can manage and control the access that users have to the engines in the area. To find out more, read the section “Adding and Maintaining Areas”.

- **Adding Domains.** A domain is a network. An Omnibus network can have many domains (networks) connected together to create a larger network.

  For example, you might have a main network for your organisation’s news output, but have separate domains (networks) for each news programme. Each individual network might be connected to the central news network to share content. To find out more about domains and how to maintain them, read the section “Adding and Maintaining Domains”.

- **Adding Configuration Objects.** You can configure and centrally manage the system configurations for cue service ports, browse ports and server ports, rather than do this in individual Omnibus applications.

  These system configurations are called configuration objects. When you install System Manager, the system installs a set of standard object templates (Omnibus regularly updates these templates by email). You can edit these templates to set up your own configuration objects.

- **Adding Configuration Objects.** An “object” is a centrally stored piece of Omnibus metadata that describes some item of network equipment. An example of an object would be a video server I/O port or a VTR. There is also a Media Configuration object that allows you to configure Omnibus network system-wide defaults. To find out more about configuration objects and how to maintain them, see the section “Adding and Maintaining Configuration Objects”.

Once an Omnibus network is up and running, the System Administrator’s main responsibility is to ensure the network’s smooth operation. The following sections of this guide provide help on how to do this.

Maintaining Your Network

This section describes some of the common network maintenance tasks. The contents are as follows:

Creating User Logons

Before a user can log on to your Omnibus network, you must create a user logon for them. When you create (add) a user logon, System Manager adds it to the Omnibus database and the user can then access your network.

You administer user logons from the User Setup screen. From here, you can:

- Add, delete or modify a user logon.
- Copy the key details from one user logon to another user logon.
- Set or change a user's password.
- Add a user to a group. A group is a set of users on your network. Once you've created a group, you can control the access that users in the group (as a group) have to files and other network resources.
- Add a user to an area. An area is a group of engines on your network. You create an area so that you can manage and control the access that users have to the engines in the area.
- Enter a user's full name and title.
- Allow a user to access an application.
- Prevent a user from accessing an application (by default, a new user logon has access to all applications).
- Set an application to load automatically when a user logs on to your Omnibus network.
- Set a user's access privileges. The system sets a default privilege level of 10 for a new user logon. You can change this default value by setting a privilege level between 1 and 20 (as long as you are logged on as a system administrator).

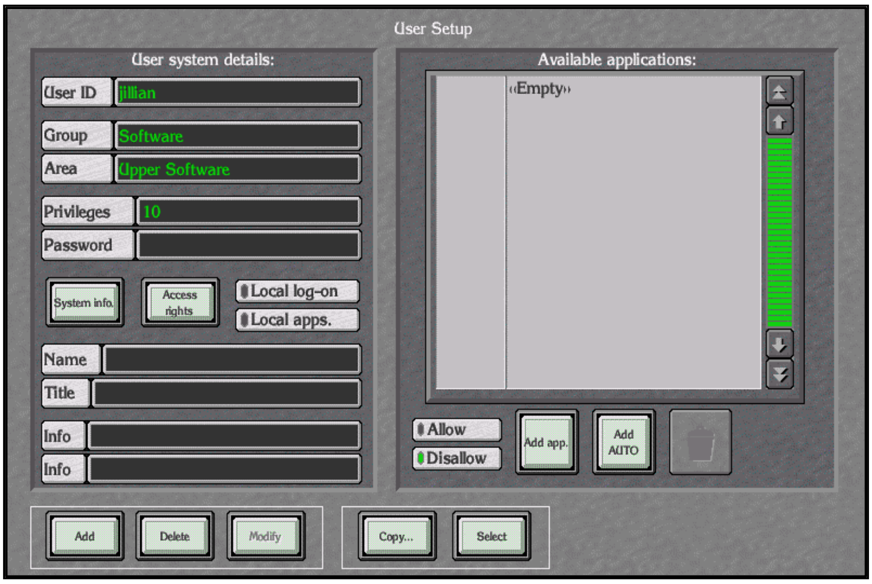
  Some users, such as system engineers and system administrators must have a particular privilege level set so they can perform specific tasks on the network, such as changing passwords, registering network resources or using protected functions in Omnibus applications. To find out more about standard privilege levels, see the "User Setup" reference section at the back of this guide.
- Set the access rights of network users to files (clips, schedules and configurations) created by the user.
- View information about the user logon.
- Specify that the user can only log on to OUIs in the area they belong to.
- Specify that the user can only use applications running on engines in the same area as the workstation they are using.

Displaying the User Setup Screen

To add or modify a user logon, first display the User Setup screen.

To display the User Setup screen:

Start from the System Manager Main Screen. On the Menu Bar, click the **Users** button. The User Setup screen appears.



Adding a User Logon

Before a user can logon to your network, you must create (add) a user logon for them:

To add a user logon:

1. Display the User Setup screen (see the section "Displaying the User Setup Screen").

2. Click the **Add** button. The system displays the alphanumeric keyboard.

3. Enter the user logon name (i.e. the name by which the user will be known on your network). For example, John David Smith might have a User ID of Johnds or jds.

   Note: You cannot use the characters \, /,#, ", %, and , in the name. The system checks to see if the name is already in use on the system (if it's in use, the system displays an error message). You will then have to choose a new system name for the user and repeat this step).

4. Click the **Enter** button. The system returns you to the User Setup screen. The system allocates default entries for the Group, Area and Privileges.

   Note: All further steps in this procedure are now optional, apart from the final step (which involves saving your entries).

5. If you want, you can allocate the user to a different group or area. You can also set the user's privilege level. To allocate a user to a group, click the **Group** button. The system displays a list of groups. Choose the group that you want to allocate the user to.

6. To allocate a user to an area, click the **Area** button. The system displays a list of areas. Choose the area that you want to allocate the user to.

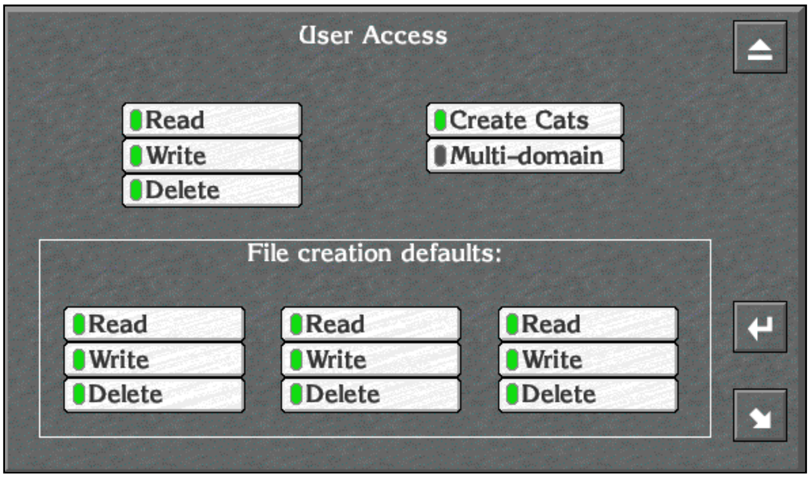
7. Click the **Privileges** button. The system displays a calculator. Enter the privilege level you want to set and press the **Enter** button. To find out more about privilege levels, see the "User Setup" Reference section at the back of this guide.

8. You can now enter a password for the user. This is optional. To do this, click the **Password** button.

   The password can be up to 30 characters in length. The user can change this password later.

   The system displays eight asterisks if you enter a password (regardless of the length of the password). If you don't enter a password, the system leaves the field blank.

9. Click the **Access Rights** button. The system displays the User Access dialog.



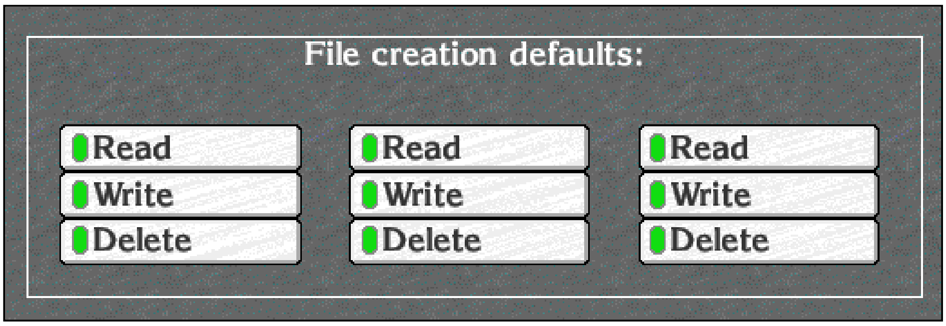
To set a button, click the button until it is lit green.

- Set the **Read** button to allow the user to access files on your network.
- Set the **Write** button to allow the user to change the contents of files on your network.
- Set the **Delete** button to allow the user to delete files on your network.
- Set the **Create Cats** button to allow the user to create categories in Filer Fax.
- Set the **Multi-Domain** button to allow the user to access all network domains.

File creation defaults

This section of the dialog allows you to set the read, write and delete access rights for the files (clips, configurations, schedules etc.) that the user creates.

There are three groups of read, write and delete buttons (see below). The group of buttons on the left-hand side control the access rights for the user, the group in the middle control the access rights for users in the user's group, and the group on the right-hand side control the access rights for all users.



- Set the **Read** button to allow read-only access to the user's files.
- Set the **Write** button to allow write-access (i.e. modification) of the user's files.
- Set the **Delete** button to allow deletion of the user's files.

11. Click the **Enter** button to confirm your changes. The system returns you to the User Setup screen.
12. Set the **Local log-on** button if the user can only log on to OUIs in the same area as they belong to.

13. Set the **Local apps.** button if the user can only use applications running on engines in the same area as the workstation they are using.

14. (This step is optional). To enter the full name of the user, click the **Name** button. The system displays the alphanumeric keyboard. Enter the name.

15. (This step is optional). To enter the user's title, click the **Title** button. Enter the title (i.e. Mr., Mrs or Ms).

16. Click the **Info** button. You can now enter additional information about the user or user ID. You can enter anything you like here.

17. When you've finished, click the **Modify** button to save the new user's details.

Add a User Logon by Copying an Existing Logon

You can copy the key details from one user logon to another logon. This will save you time if you are setting up several users with similar profiles.

You can create (add) a new user logon in the usual way, then copy the key details from an existing logon.

You can copy the following information from a user logon:

- File access rights.
- Group and area.
- Available applications.
- Local log-on and apps settings.

The system does not copy the following:

- Logon ID.
- Privileges.
- Password.
- Title and additional information.
- System information (such as the number of times the user has logged on to the system).

To add a user logon by copying details from another logon:

1. First, add a new logon for the user. Follow the “add a new user” procedure as far as step 4 (see the section “Adding a New User to Your Network”).
2. Next, click the **Select** button to choose which user you want to copy details from. The system displays a list of network users.
3. From the list, select a user. The system displays the user’s details.
4. Click the **Copy** button to select the user to copy details to. The system displays a list of users.
5. From the list, choose a user. The system copies the details from the existing logon.
6. Click the **Modify** button to save the new user logon.

Deleting a User Logon

When a user leaves your organisation, you may want to delete (i.e. remove) their logon from the system.

To delete a user logon:

1. Display the User Setup screen (see the section “Displaying the User Setup Screen”).
2. Click the **Select** button. The system displays a list of users.
3. Choose the user you want to delete.
4. Click the **Delete** button. The system prompts you to confirm that you want to delete the user.
5. Click the **Yes** button to confirm the deletion.

Modifying a User Logon

As part of the administration of your network, you may want to modify the user logon settings. **Note:** For a full explanation of all the user logon settings, see the "User Logon" Reference section at the back of this guide.

To modify user logon settings:

1. Display the User Setup screen (see the section "Displaying the User Setup Screen").
2. Click the **Select** button. The system displays a list of users.
3. Choose the user logon you want to modify and make your changes.
4. Click the **Modify** button to save your changes.

Making an Application Available To a User

When you install a new application on your Omnibus network, you need to make that application available to each user on an individual basis.

To make an application available:

1. Display the User Setup screen (see the section "Displaying the User Setup Screen").
2. Click the **Select** button. The system displays a list of users.
3. Choose the user that you want to work with.
4. Click the **Allow** button.
5. Click the **Add app**. button. The system displays a list of applications.
6. Choose the application that you want to make available to the user.
   The system displays the application in the Available Applications list.

Making an Application Unavailable to a User

When you add a new user, that user can (by default) access all applications installed on your network. If necessary, you can deny access to one or more of these applications.

To make an application unavailable to a user:

1. Display the User Setup screen (see the section “Displaying the User Setup Screen”).
2. Click the **Select** button. The system displays a list of users.
3. Choose the user you want to work with.
4. Click the **Disallow** button.
5. Click the **Add app**. button. The system displays a list of applications.
6. From the list, select the application you want to restrict access to.
   The application appears in the Available Applications list.
   To the left of the application name, the system displays the word “NOT” to indicate the user cannot access the application.

Setting an Application to Load Automatically

You can set an application to load automatically whenever a user logs on to the system. This makes the application immediately available to the user.

To set an application to load automatically:

1. Display the User Setup screen (see the section “Displaying the User Setup Screen”).
2. Click the **Add Auto** button. The system displays a list of applications.
3. Select the application you want the system to load automatically and click the **Enter** icon.

Note: You can set a “disallowed” application to auto load. The application loads when the user logs on. However, if the user closes the application, they cannot access it again unless they first log off from the Omnibus network and then log back on again.

Allocating a User to a Group and an Area

If a user already has a user logon, you can change the group or area they belong to.

To allocate a user to a group or area:

1. Display the User Setup screen (see the section “Displaying the User Setup Screen”).
2. Click the **Select** button. The system displays a list of network users.
3. Select the user you want to work with.
4. To allocate the user to a group, click the **Group** button. The system displays a list of network groups.
5. Choose the group you want to allocate the user to.
6. To allocate the user to an area, click the **Area** button. The system displays a list of the network areas.
7. Choose the area that you want to allocate the user to.
8. Click the **Modify** button.

Setting a User Password

If a user already has a user logon, you can change their password.

To set a password:

1. Display the User Setup screen (see the section “Displaying the User Setup Screen”).
2. Click the **Select** button. The system displays a list of network users.
3. Select the user you want to set a password for.
4. Click the **Password** button.
5. Enter the user’s password. **Note:** The password can be up to 30 characters in length. The user can change their password later. If you enter a password, the system displays eight asterisks (regardless of the length of the password). If you don’t enter a password, the system leaves the field blank.
6. Click the **Modify** button.

Viewing Information About a User Logon

You can view the following information for each user logon:

- The time and date the user logon was created.
- The time and date the user logon was last used.
- The location of the user logon record in the Omnibus database
- The number of times the user logon has been used.

To view the logon information:

1. Display the User Setup screen (see the section “Displaying the User Setup Screen”).
2. Click the **Select** button. The system displays a list of network users.
3. Select the user you want to display information about.
4. Click the **System info** button. The system displays the user logon information.

Adding and Maintaining Applications

An application is an item of software that provides a particular type of functionality in the Omnibus system. For example, Manager Service is an application that allows you to configure resources on your Omnibus network.

When you receive a new application, you install it on your network in two stages.

First, you install the application to a network engine (or engines) using the Site Management application.

Next, you “add” the application to the Omnibus database from the Applications Setup screen. From this screen, you can also:

- Modify the application’s network settings.
- Delete the application from the Omnibus network database. When you delete an application, the system logs off users that are using the application and deletes any instances of the application that are running.
- Copy the key network details from one application to another application.

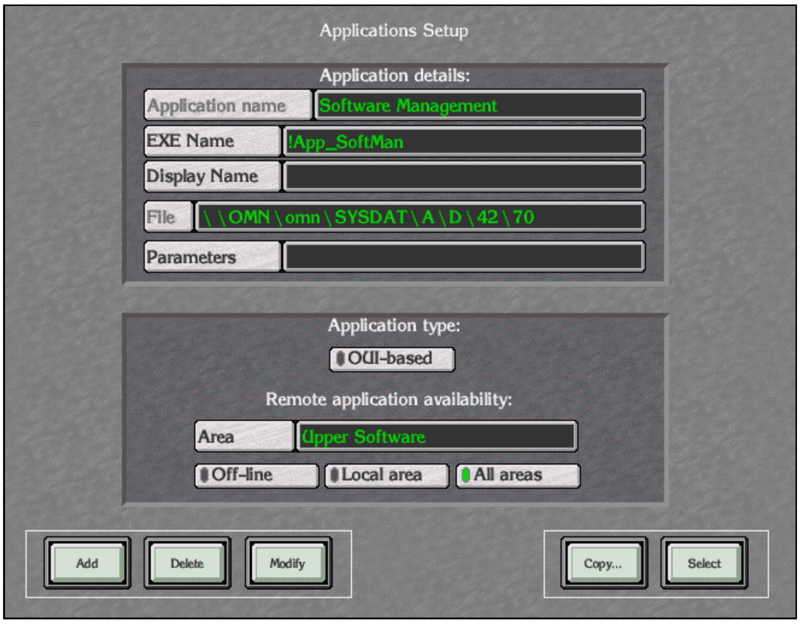
  For example, if you are setting up a version of VDRCS for an engine, you could copy the application data from another VDRCS application (which will be similar), rather than re-entering all the data. The system copies everything except for the application name and the database location.
- Make an application unavailable by taking it off-line.

Displaying the Applications Setup Screen

You administer applications from the Applications Setup screen.

To display the Applications Setup screen:

Start from the System Manager Main Screen. On the Menu Bar, click the **Applications** button. The Applications Setup screen appears.



Adding a New Application

To make an application available to network users, you "add" it to the Omnibus database.

To add an application:

1. Display the Applications Setup screen (see the section "Displaying the Applications Setup Screen").

2. Click the **Add** button. The system displays an alphanumeric keyboard.

3. Enter the application's executable name. This is the name that identifies the application to the Sharer (if you don't know the executable name, you can find it on the application's application note).

   The executable name always has the form !APP_[app name]. For example, the application name for the Columbus application is !APP_CBS.

When a user logs on to the system, the last portion of the name (in this case CBS) appears as the default display name of the application on the OUI Task Bar and in the top right hand corner panel of the OUI.

If you want, you can change this default display name. To do this, click the **Display Name** button. Enter the new application name (the system will only display the first 11 characters of the name).

4. You can pass parameters to some Omnibus applications so that the application operates in a pre-determined fashion. For example, you can send a parameter to Columbus to determine which modules of the application the system will run when you log on to it. To enter these parameters, click the **Parameters** button and enter them.

5. You can take the application off-line, so that it is no longer available on the network. To do this, click the **Off-line** button.

6. If the application is OUI based, click the **OUI-based** button.

7. If the application is running on an engine, you need to:

   - Specify the area to which the engine belongs. To do this, click the **Area** button. The system displays a list of possible areas. Choose the area that you want the application to belong to.
   - Specify the availability of the application to the network. To make the application available to all areas on the network, click the **All Areas** button. To make the application available only to the area to which the engine on which it is running belongs, click the **Local Area** button.

8. To save the application information, click the **Modify** button.

Modifying the Network Settings of an Application

As part of the administration of your network, you may want to modify the network settings of applications. **Note:** For a full explanation of all the possible settings, see the “Applications Setup” Reference section at the back of this guide.

To modify an application:

1. Display the Applications Setup screen (see the section “Displaying the Applications Setup Screen”).

2. Click the **Select** button. The system displays a list of applications. Choose the application that you want to modify.

3. Make your changes and then click the **Modify** button to save them.

Deleting an Application

As part of the administration of your network, you may want to remove (delete) applications from your network. When you delete an application, you remove it from the Omnibus database.

To delete an application:

1. Display the Applications Setup screen (see the section “Displaying the Applications Setup Screen”).
2. Click the **Select** button. The system displays a list of applications.
3. From the list, choose the application you want to delete. The system displays the application’s network settings.
4. Click the **Delete** button. The system prompts you to confirm you want to delete the application data.
5. Click the **Yes** button to confirm the deletion.

Adding an Application by Copying Key Details From Another Application

You can create a new entry in the Omnibus database for an application by copying the key details of an existing application. For example, if you are setting up a version of VDRCS for an engine, you could copy the application’s network settings from another VDRCS application. The process has two key steps. First, you create (add) a new application in the usual way, then copy the settings from an existing application to the new application.

To add an application by copying the key details from another application:

1. First, add a new application. Follow the add procedure up to and including step 3 (see the section “Adding a New Application”).
2. Next, click the **Select** button to choose the application you want to copy details from. The system displays a list of network applications.
3. From the list, select the application you want to copy details from. The system displays the application details.
4. Click the **Copy** button to select the application you want to copy the details to. The system displays a list of applications.
5. From the list, choose the application you want to copy details to. The system copies the details. Click the **Modify** button to save the details.

Taking an Application Off-Line

You can deny access to an application by taking the application off-line.

To take an application off-line:

1. Display the Applications Setup screen (see the section “Displaying the Applications Setup Screen”).
2. Click the **Select** button. The system displays a list of applications.
3. From the list, choose the application you want to take off-line.
4. Click the **Off-line** button. The system takes the application off-line.

Adding and Maintaining Workstations

A workstation is the hardware device you use to access Omnibus software. This can be a PC or a dedicated device.

You can maintain the network settings of the workstations on your network from the Workstation Setup screen. From this screen, you can:

- Add a workstation to the Omnibus database to make it available to network users.
- Delete a workstation from the Omnibus database.
- Modify a workstation's network settings.
- Copy the key network details from one workstation to another.
- Test the network connection to a workstation.
- Make an application available or unavailable to a workstation.
- Find out who is using a workstation.
- Find out what OUI version is running on a workstation.

Displaying the Workstation Setup Screen

You can maintain a workstation's network settings from the Workstation Setup screen.

To display the Workstation Setup screen:

Start from the System Manager Main Screen. On the Menu Bar, click the **Applications** button. The Applications Setup screen appears.

Adding a Workstation

To make a workstation available on your network you must "add" it to the Omnibus database.

To add a workstation:

1. Display the Workstation Setup screen (see the section "Displaying the Workstation Setup Screen").
2. Click the **Add** button. The system displays the alphanumeric keyboard.
3. Enter the IP address of the workstation, then press the **Enter** button. If you don't know the IP address, you may find it on the network Functional Design Document (FDD).
4. Click the **Station ID** button. The system displays the alphanumeric keyboard. Enter a meaningful name to help network users identify the workstation.
5. Click the **Area** button. The system displays a list of possible areas. Choose the area you want to allocate the workstation to, then click the **Enter** button. **Note:** When a user logs on to the workstation, they will be working in the area the workstation belongs to.
6. Click the **Platform** button. The system displays a list of workstation function types and operating systems. Choose the option that matches the function and operating system of the workstation you are adding.
7. Click the **Public** button if you want to allow users to access multiple domains from this workstation.
8. Click the **Modify** button to save these details.

Selecting a Workstation

Before you can delete, copy or modify workstation settings, you must first select the workstation you want to work with.

To select a workstation:

1. To list workstations by IP address, click the **IP list** button.
   To list workstations by name, click the **Name List** button.
2. Click the **Select** button. The system displays a list of workstations.
   Note: If you've listed workstations by workstation name, you can click the **Alpha** button to display the workstations in alphabetic order.
3. Choose a workstation from the list. The system displays the network details of the Workstation you've selected.

Deleting a Workstation

As part of your network administration, you may need to delete a workstation from the network. When you delete a workstation, you remove it from the Omnibus database.

To delete a workstation:

1. Display the Workstation Setup screen (see the section “Displaying the Workstation Setup Screen”).
2. Select the workstation you want to delete (see “Selecting a Workstation”).
3. Click the **Delete** button. The system displays a warning message.
4. Click the **Yes** button to confirm the deletion.

Modifying a Workstation

As part of the administration of your network, you may want to modify the network settings of workstations. **Note:** For a full explanation of the possible settings, see the “Workstation Setup” Reference section at the back of this guide.

To modify the configuration of a workstation:

1. Display the Workstation Setup screen (see the section “Displaying the Workstation Setup Screen”).
2. Select the workstation you want to modify (see “Selecting a Workstation”).
3. Make your changes.
4. Click the **Modify** button to save your changes.

Adding a Workstation by Copying the Details of Another Workstation

You can create a new entry in the Omnibus database for a workstation by copying the key details of an existing workstation. The process has two key steps. First, you create (add) a new workstation in the usual way, then copy the settings from an existing workstation to the new workstation.

To add a workstation by copying the details of another workstation:

1. First, add a new workstation. Follow the "add a workstation" procedure up to and including step 3 (see the section "Adding a Workstation").
2. Next, select the workstation you want to copy details from (see the section "Selecting a Workstation").
3. Click the **Copy** button. The system displays a list of workstations.
4. From the list, choose the workstation you want to copy details to.
   The system copies the details.
5. Click the **Modify** button to save the details.

Testing the Network Connection to a Workstation

You can test the connection to a workstation by issuing a "ping" command. The system will respond with "OK" or "Bad" to indicate the status of the connection.

To test the network connection to a workstation:

1. Display the Workstation Setup screen (see the section "Displaying the Workstation Setup Screen").
2. Select the workstation that you want to test (see "Selecting a Workstation").
3. Click the **Ping** button. The system displays either "OK" if the connection is good or "Bad" if the system cannot make a connection.

Making an Application Available on a Workstation

You can make an application available locally on a particular workstation.

To make an application available locally:

1. Display the Workstation Setup screen (see the section “Displaying the Workstation Setup Screen”).
2. Select the workstation that you want to work with (see “Selecting a Workstation”).
3. Click the **Add App.** button. The system displays a list of applications.
4. Choose the application you want to make available.

Making an Application Unavailable on a Workstation

You can make an application unavailable locally on a particular workstation.

To make an application unavailable locally:

1. Display the Workstation Setup screen (see the section “Displaying the Workstation Setup Screen”).
2. Select the workstation that you want to work with (see “Selecting a Workstation”).
3. In the Local Applications list, choose the application you want to make unavailable.
4. Click the **Dustbin** icon.

Finding Out Who is Using a Workstation

You can display the user logon of a workstation user.

To find out who is using a workstation:

1. Display the Workstation Setup screen (see the section “Displaying the Workstation Setup Screen”).
2. Select the workstation that you want to work with (see “Selecting a Workstation”).
3. Click the **Poll** button. The system displays the user logon of the user logged on at the workstation.

Viewing What OUI Version is Running on a Workstation

You can display the version of the OUI software running on a particular workstation.

To view what OUI version is running:

1. Display the Workstation Setup screen (see the section “Displaying the Workstation Setup Screen”).

2. Select the workstation that you want to work with (see “Selecting a Workstation”).

3. Click the **Ver** button. The system displays the OUI version running on the workstation.

Adding and Maintaining Engines

An engine is a hardware device that an Omnibus application runs on.
Before you can make an engine available to network users, you have to "add" it to the Omnibus database and enter some network configuration information. You do this from the Engines Setup screen. From this screen, you can also:

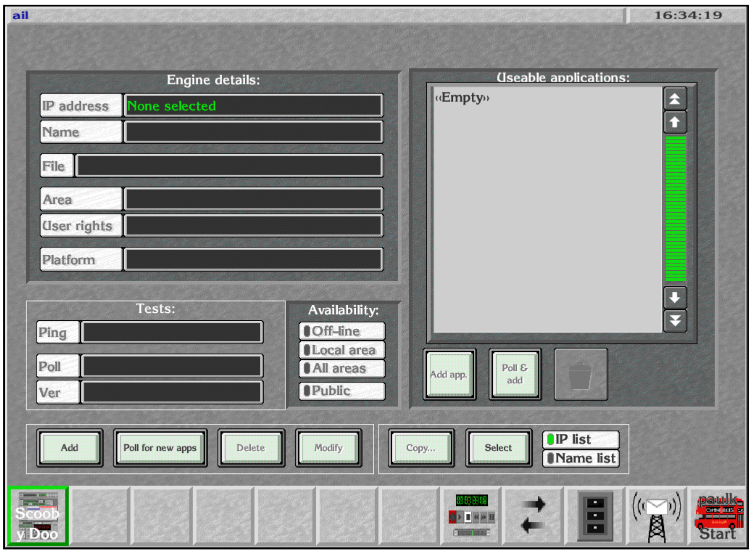
- Delete an engine from the Omnibus database.
- Modify the engine's details in the Omnibus database.
- Copy the key network details from one engine to another engine.
- Test the network connection to an engine.
- Register in the Omnibus database the details of the applications running on an engine.
- Set the network access rights to an engine.
- Add an application to an engine. When you do this, you make the application available to network users.
- Set the access rights of users to an engine. You can deny or grant access to particular categories of user to the applications running on an engine.
- Put an engine on-line or take it off-line.

Displaying the Engines Setup Screen

You administer engines from the Engines Setup screen.

To display the Engines Setup screen:

Start from the System Manager Main Screen. On the Menu Bar, click the **Engines** button. The Engines Setup screen appears.



Adding an Engine

To make an engine available to network users, you must add it to the Omnibus database.

To add an engine:

1. Display the Engines Setup screen (see the section “Displaying the Engines Setup Screen”).

2. Click the **Add** button. The system displays an alphanumeric keyboard.

3. Enter the engine’s IP Address (this address is usually specified in the network design documentation). The system adds the engine to the Omnibus database. At this point, the engine is off-line and network users cannot access it.

4. Click the **Name** button and enter a name to help users identify the engine.

   If your engine is a cue service provider (i.e. provides automation facilities) then the name you give to the engine must be the same as that of the media pool that the engine serves. For example, if you have a profile server called PR01 (a media location) then the engine name must be PR01. If you have several engines controlling one video server (for example, a clipbox server) the engines must have the same name as the media pool.

   For example, if there are three engines controlling a Clipbox, the engines must all have the same name, for example: Clipbox1. The reason for this is that if an application such as Columbus has to address a media pool in a remote domain, it does it by referencing this engine name.

5. The next step is to allocate the engine to an area. **Note:** This can potentially affect the availability of the engine to some users who don’t belong to the area that you allocate the engine to. To allocate the engine to an area, click the **Area** button. The system displays a list of areas. Choose an area from the list.

   Note: If a user requests an application that is running on more than one engine, the system will (if possible) choose to run the application that is running on an engine in the same area as the user.

6. The next step is to enter a User Rights logon name. This is for the following purpose:

   The system records in a log file all file creation events that take place on the network. This is to help engineers to diagnose problems that occur on your network. However, OmniShare often creates files on behalf of applications. As these files are created by an application, not a user, the log entry for the file creation events do not have a user logon name recorded against them in the log. Instead, the system uses the User Rights logon name.

To enter a User Rights logon name, click the **User Rights** button.
The system displays a list of valid logon names. Choose the name you want to use.

7. The final step is to specify what kind of device the engine is and the operating system that it is running. To do this, click the **Platform** button. The system displays a list of devices and operating systems. Choose an option from the list.

8. Click the **Modify** button to save the details.

   Once you've set up the engine, you may want to perform some of the following tasks (all of which are described in the sections that follow):
   - test the network connection to an engine.
   - add the details of the applications running on an engine.
   - set the network access rights to an engine.
   - take an engine off-line.

Selecting an Engine

Before you can delete, copy or modify an engine, you must first select the engine you want to work with.

To select an engine:

1. To list engines by IP address, click the **IP list** button.
   To list engines by name, click the **Name List** button.

2. Click the **Select** button. The system displays a list of engines.
   Note: If you've listed engines by name, you can display the names in alphabetic order by clicking the **Alpha** button.

3. Choose an engine from the list. The system displays the details of the engine you've selected.

Deleting an Engine

When you delete an engine you are actually deleting the engine's network settings from the Omnibus database.

To delete an engine:

1. Display the Engines Setup screen (see the section "Displaying the Engines Setup Screen").
2. Select the engine you want to delete (see the section "Selecting an Engine").
3. Click the **Delete** button. The system prompts you to confirm you want to delete the engine.
4. Click the **Yes** button to confirm the deletion. The system disconnects users who are using the engine.

Modifying Engine Network Settings

As part of the administration of your network, you may want to modify the network settings of engines. **Note:** For a full explanation of possible settings, see the "Engines Setup" Reference section at the back of this guide.

To modify an engine:

1. Display the Engines Setup screen (see the section "Displaying the Engines Setup Screen").
2. Select the engine that you want to modify (see the section "Selecting an Engine").
3. Make your changes.
4. Click the **Modify** button.

Adding an Engine by Copying the Key Details of Another Engine

You can create a new entry in the Omnibus database for an engine by copying the key details of an existing engine. The process has two key steps. First, you create (add) a new engine in the usual way, then copy key details from an existing engine.

To add an engine by copying the key details of another engine:

1. First, add a new engine. Follow the add procedure up to and including step 3 (see the section "Adding an Engine").
2. Next, select the engine that you want to copy details from (see the section "Selecting an Engine").
3. Click the **Copy** button. The system displays a list of engines.
4. From the list, choose the engine you want to copy details to.
   The system copies the details.
5. Click the **Modify** button to save the details.

Testing the Network Connection to an Engine

You can test the connection to an engine on your network by sending a "ping" command to the engine. The system responds with an "OK" or "Bad" message to indicate the status of the connection.

To test the network connection:

1. Display the Engines Setup screen (see the section "Displaying the Engines Setup Screen").
2. Select the engine that you want to test the connection to (see the section "Selecting an Engine").
3. Click the **Ping** button. The system checks the connection to the engine. The system will display either "OK" if the connection is good or "Bad" if the system cannot make a connection.

Finding Out What Applications are Running on an Engine

You can interrogate the network to find out what applications are running on a particular engine.

To find out what applications are running:

1. Display the Engines Setup screen (see the section "Displaying the Engines Setup Screen").

2. Click the **Poll** button. The system polls the engine and displays a list of the software running on the engine.

3. To view more specific information about the software versions running on an engine, click the **Version** button. For each application, the system gives the following information:

   - The application name and version.
   - The platform that the application is running on.
   - The version of the Omnibus libraries needed to compile the application.
   - Details of the Internet and Ethernet devices used by the application (RISC-OS applications only).

Registering an Application

Before users can access an application, it must be registered in the Omnibus database. You can register all unregistered applications by using the **Poll for new apps** button on the Engines Setup screen.

To register applications:

1. Display the Engines Setup screen (see the section "Displaying the Engines Setup Screen").

2. Click the **Poll for new apps** button. The system polls your network for all applications running on all engines and displays a list of the applications and engines that aren't registered in the Omnibus database.

3. From this list, select which applications and engines you want to register in the Omnibus database (to select more than one item in the list, click the **Multi** button).

   When you've finished selecting, click the **Enter** button. The system creates database entries for each engine and application that you've selected and allocates the IP address as the name of unregistered engines. To change the IP address of an engine, see the section "Modifying Engine Network Settings".

Adding Applications to an Engine

Before users can access network applications, you must “add” the applications to the Omnibus database.

To add applications:

1. Display the Engines Setup screen (see the section “Displaying the Engines Setup Screen”).

2. Select the engine you want to work with (see the section “Selecting an Engine”).

3. Click the **Poll & Add** button. The system polls the engine to see what applications are running on it.

   For each application that responds, the system tries to match the name to an existing application in the Omnibus database (if the system can’t find an application entry, it creates a name for the application which has the form *!App_[application short name]*, for example !App_Man3).

   The system then associates the applications it finds with the engine on which they are running and updates the Omnibus database with this information. It then adds the application names to the engine’s Usable Applications list on the Engines Setup screen.

Setting Engine Access Rights

You can restrict or grant access to applications (running on an engine) for particular categories of user.

To set the access rights:

1. Display the Engines Setup screen (see the section “Displaying the Engines Setup Screen”).

2. Select the engine you want to set access rights for.

   - Click the **Local Area** button if the applications running on the engine can only be used by users in the same area as the engine.
   - Click the **All Areas** button if users in any area on your network can use the engine.
   - Click the **Public** button if users in all network domains can access the engine.

Putting an Engine On-line or Off-Line

You can make an engine available or unavailable to network users by putting it on-line or taking it off-line.

To put an engine on-line or take it off-line:

1. Display the Engines Setup screen (see the section “Displaying the Engines Setup Screen”).

2. Click the **Off-Line** button.

   - If the engine is on-line this will put the engine off-line (i.e. prevent the application from being used by any user on the network).
   - If the engine is off-line the system will put the engine on-line.

Viewing Network Administration Information

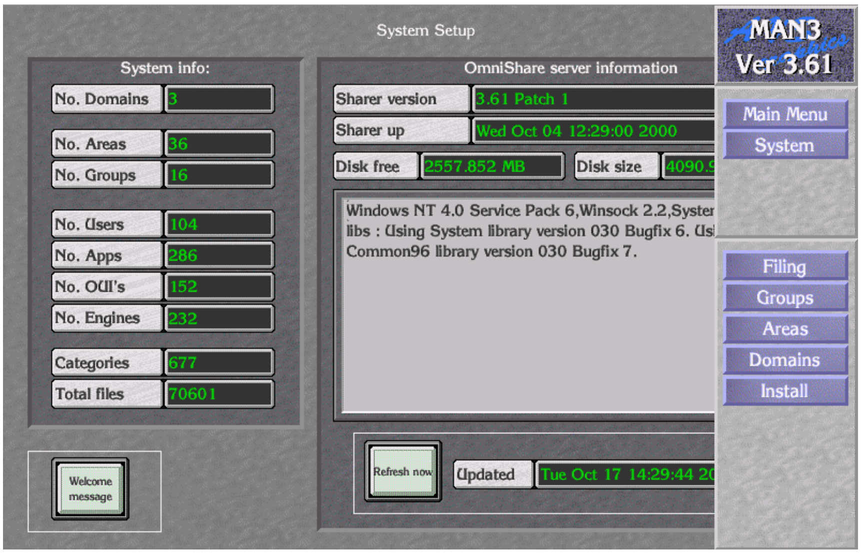
You can view information about the resources on your network. You do this from the System Setup screen. You can:

- View the number of domains, areas, groups, applications, workstations, engines, categories and files on your network.
- View the OmniShare version number, the time OmniShare was last started, as well as the amount of free disk space and disk size on the OmniShare server.

From the System Setup screen, you can also edit the welcome message that users see when they log on to the network.

To view network information:

Start from the System Manager Main Screen. On the Menu Bar, click the **System** button. The System Setup screen appears.



To display the latest information, click the **Refresh now** button.

Editing the Network Welcome Message

When you log on to your Omnibus network, the system displays a “welcome message”. You can use this facility to communicate to network users important information about the network.

To edit the network welcome message:

1. Start from the System Manager Main Screen. On the Menu Bar, click the **System** button. The System Setup screen appears.

2. Click the **Welcome message** button.

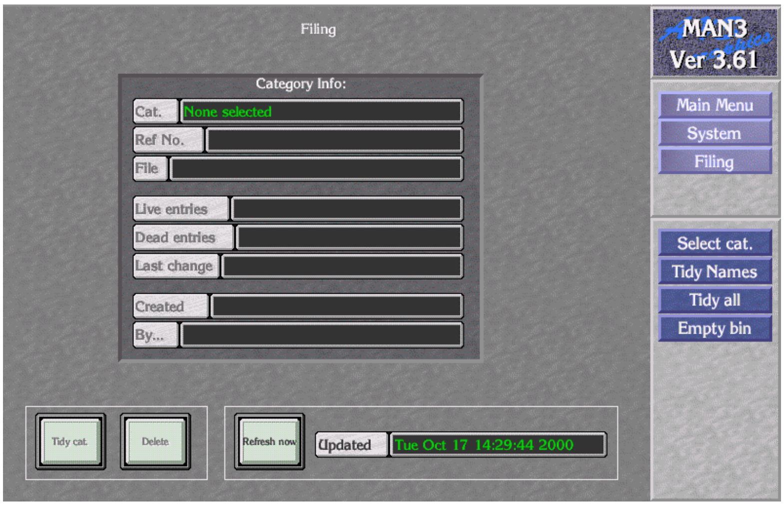
3. Enter your new message.

4. Click the **Enter** button.

Maintaining Categories

System Manager provides facilities that allow you to maintain the categories and category files (such as clips, configurations and schedules) on your network. You can:

- Delete a category.
- Delete the dead (i.e. deleted) entries in a category.
- Alphabetically sort the Filer Fax listing.
- Periodically tidy any duplicate names that are in categories.
- Empty the dustbin (i.e. delete completely from the system the files placed in the dustbin by users. When you do this, you increase the amount of free disk space available).



Selecting a Category

Before you can perform many of the maintenance tasks associated with categories, you must first select the category you want to work with.

To select a category:

1. Starting from the System Manager Main Screen. On the Menu Bar, click the **System** button. The System Setup screen appears.
2. Click the **Filing** button.
3. Click the **Select Cat.** button. The system displays a list of the categories on your network.
4. From the list, select the category you want to work with. The system displays the category information (to view the latest category information, click the **Refresh Now** button).

Tidying a Category

You can remove deleted entries from a category (known as “tidying a category”) and remove duplicate names from the Names category (the Names category is a hidden category that keeps a track of duplicate names).

To tidy a category:

1. Select the category you want to work with (see “Selecting a Category”).
2. Click the **Tidy cat.** button. The system displays a confirmation message when the process is complete.

To tidy all categories or all names on the network:

1. Starting from the System Manager Main Screen. On the Menu Bar, click the **System** button. The System Setup screen appears.
2. Click the **Filing** button.
3. Click the **Tidy all** button to tidy all categories or click **Tidy Names** to tidy all names. The system prompts you to confirm that you want to continue.
4. Click the **Yes** button. The system starts to tidy all of the categories or names on your network and displays the following progress information:
    - Jobs completed. This is the number of categories tidied by the system.
    - Jobs left. This is the number of categories left to tidy.
    - Tidied entries. The number of files that were tidied (i.e. needed to be deleted).
    - Cleared entries. The number of files that were not tidied (i.e. did not need to be deleted).

Deleting a Category

As part of the administration of your system, you may want to delete a category from your network. When you delete a category, you remove it from the Omnibus database. You can only delete empty categories.

To delete a category:

1. Select the category you want to delete (see “Selecting a Category”).
2. Click the **Delete** button. The system prompts you to confirm that you want to continue.
3. Click the **Yes** button. The system deletes the category.

Emptying the Bin

When you want to mark a file (clip, schedule, configuration etc.) for removal from the Filer Fax, you place it in the Bin. To completely remove from the network all of the files marked for removal, you must empty the Bin.

Warning: You cannot retrieve the files that the system deletes when you empty the Bin. Media files may be completely removed from video servers. Do not empty the Bin unless you are absolutely sure that this is what you want to do.

To empty the Bin:

1. Starting from the System Manager Main Screen. On the Menu Bar, click the **System** button. The System Setup screen appears.
2. Click the **Filing** button.
3. Click the **Empty bin** button. The system prompts you to confirm that you want to continue.
4. Click the **Yes** button. The system empties the Bin.

Adding and Maintaining Groups

A group is a set of users on your network that typically comprises users working in the same function, such as a particular newsroom or transmission gallery. You create a group to control the access that users in the group (as a group) have to files and other network resources.

Displaying the Groups Setup Screen

You can add, delete and rename groups from the Groups Setup screen.

To display the Groups Setup screen:

1. Starting from the System Manager Main Screen. On the Menu Bar, click the **System** button. The System Setup screen appears.

2. Click the **Groups** button. The system displays the Groups Setup screen.

Adding a New Group

Before you can allocate users to a group you must “add” the group to the Omnibus database.

To add a group:

1. Display the Groups Setup screen (see the section “Displaying the Groups Setup Screen”).
2. Click the **Add group** button. The system displays the alphanumeric keyboard.
3. Enter the name you want to give to the group.
4. Press the **Enter** button.

Deleting a Group

A part of the administration of your network, you may want to delete a group on your network. When you delete a group, you remove it from the Omnibus database.

To delete a group:

1. Display the Groups Setup screen (see the section “Displaying the Groups Setup Screen”).
2. In the **List of Groups:** list, select the group you want to delete.
3. Click the **Dustbin** icon. The system prompts you to confirm the deletion.
4. Click the **Yes** button. The system deletes the group. **Note:** Groups are associated with Filer Fax entries and these associations are broken when you delete a group. The system assigns the users in the group to “Default Group”.

Renaming a Group

You can rename a group at any time. However, if you do rename a group, the group members will no longer be able to access those files that have the old group name associated with them.

To rename a group:

1. Display the Groups Setup screen (see the section “Displaying the Groups Setup Screen”).
2. In the **List of Groups:** list, select the group you want to rename.
3. Click the **Rename group** button. The system prompts you to confirm the rename.
4. Click the **Yes** button. The system displays the alphanumeric keyboard. Enter the new name for the group and press the **Enter** button. The system renames the group. The system assigns all users, OUIs, applications and engines associated with the area to “Default Area”.

Adding and Maintaining Areas

An area is a group of engines. Typically, you group engines by function. For example, you might have areas that group together the engines that serve a particular transmission suite, gallery, studio or newsroom. You create areas to manage and control the access that users have to engines and the applications running on them.

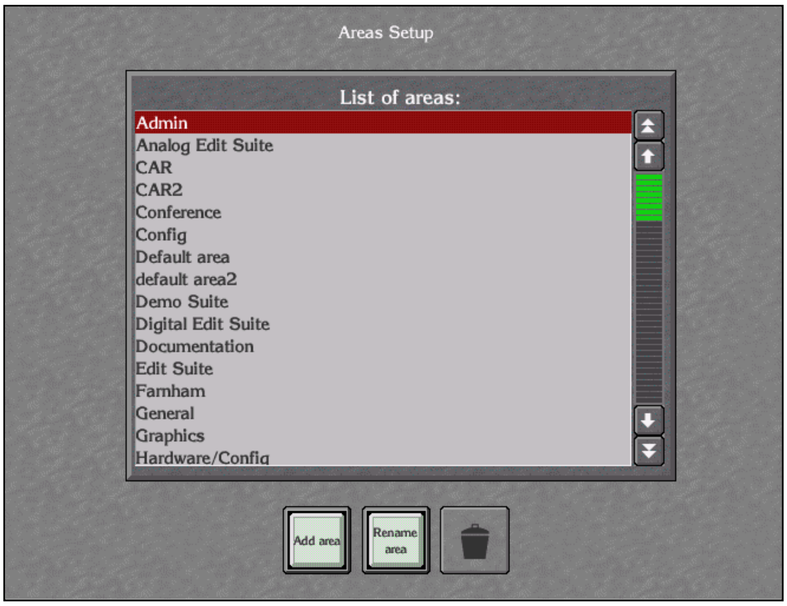
Displaying the Area Setup Screen

You can add, delete or rename the areas from the Areas Setup screen.

To display the Areas Setup screen:

1. Starting from the System Manager Main Screen. On the Menu Bar, click the **System** button. The System Setup screen appears.

2. Click the **Areas** button. The system displays the Areas Setup screen.



Adding an Area

Before you can allocate users to an area, you must “add” it to the Omnibus database.

To add an area:

1. Display the Areas Setup screen (see the section “Displaying the Areas Setup Screen”).
2. Click the **Add area** button. The system displays the alphanumeric keyboard.
3. Enter the name you want to give to the area.
4. Press the **Enter** button.

Deleting an Area

As part of the administration of your network you may want to delete areas on your network. When you delete an area, you remove it from the Omnibus database. **Warning:** Areas are associated with router configurations in the Omnibus database and the system breaks these associations when you delete an area.

To delete an area:

1. Display the Areas Setup screen (see the section “Displaying the Areas Setup Screen”).
2. In the **List of areas:** list, select the area you want to delete.
3. Click the **Dustbin** icon. The system prompts you to confirm the deletion.
4. Click the **Yes** button. The system deletes the area. The system assigns all users, OUIs, applications and engines associated with that area to “Default Area”.

Renaming an Area

You can change the name of an area at any time. However, renaming an area may have an impact on routing configuration settings relating to the area. You may need to restart the router engine to overcome this.

To rename an area:

1. Display the Areas Setup screen (see the section “Displaying the Areas Setup Screen”).
2. In the **List of Groups:** list, select the area you want to rename.
3. Click the **Rename area** button. The system prompts you to confirm the rename.
4. Click the **Yes** button. The system displays the alphanumeric keyboard.
5. Enter the new name for the area and press the **Enter** button. The system renames the area.

Adding and Maintaining Domains

A domain is a network. An Omnibus network can have many domains (networks) connected together to create a larger network.

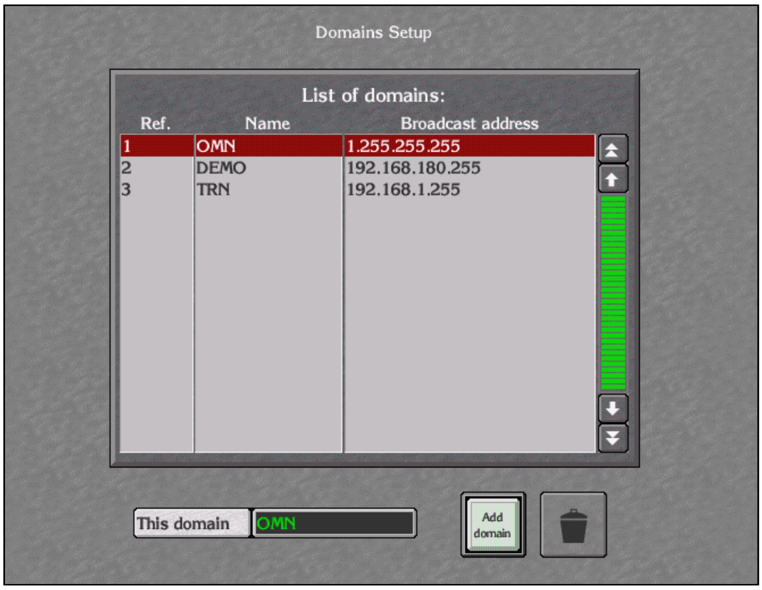
Displaying the Domains Setup Screen

You can add or delete domains from the Domains Setup screen.

To display the Domains Setup screen:

1. Starting from the System Manager Main Screen. On the Menu Bar, click the **System** button. The System Setup screen appears.

2. Click the **Domains** button. The system displays the Domains Setup screen.



Adding a Domain

Before the users of your network can access the resources of a new network domain, you must “add” the domain to the Omnibus database.

To add a domain:

1. Display the Domains Setup screen (see the section “Displaying the Domains Setup Screen”).
2. Click the **Add domain** button. The system displays the Domain Details dialog.
3. Click the **Domain ID** button. The system displays the alphanumeric keyboard. Enter the name you want to give to the domain and click the **Enter** button. **Note:** The name can be up to six characters long.
4. Click the **Domain Ref** button. The system displays the numeric entry keypad. Enter a unique reference number for the domain and click the **Enter** button.
5. Click the **Broadcast Address** button. The system displays the alphanumeric keyboard. Enter the domain’s IP address and click the **Enter** button.
6. Click the **Enter** button on the Domain Details dialog.

Deleting a Domain

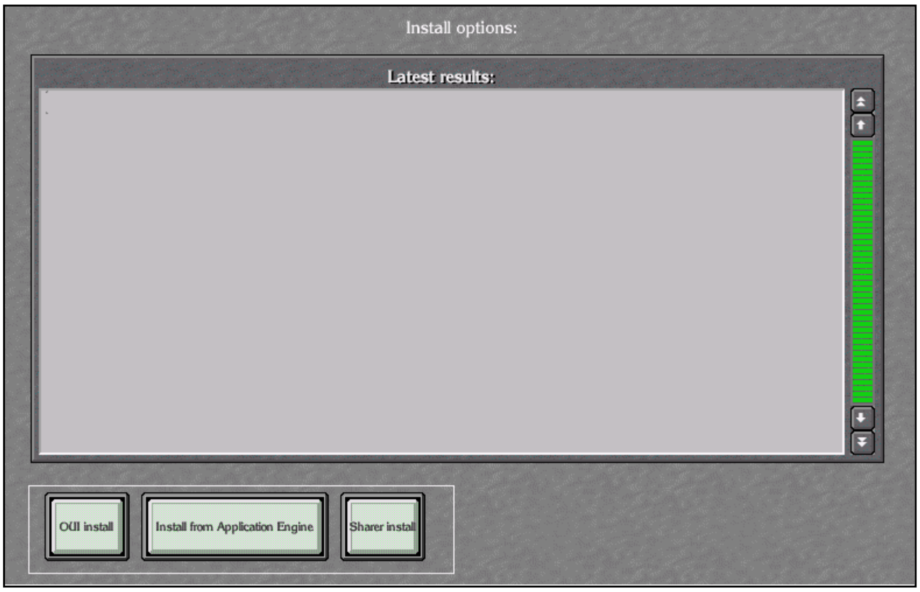
As part of the administration of your network, you may want to delete (remove) domains from your Omnibus network. When you delete a domain, you remove it from the Omnibus database.

To delete a domain:

1. Display the Domains Setup screen (see the section “Displaying the Domains Setup Screen”).
2. In the **List of areas:** list, select the domain you want to delete.
3. Click the **Dustbin** icon. The system prompts you to confirm the deletion.
4. Click the **Yes** button. The system deletes the domain.

Installing Software Updates

You can use System Manager to install software patches, fonts and modifications to the Omnibus database.



To install a software update:

1. Start from the System Manager Main Screen. On the Menu Bar, click the **System** button. The System Setup screen appears.

2. Place the floppy that contains the software in the appropriate floppy drive (on an OUI, engine, or server).

3. Click the **Install** button. The system displays the Install options screen.

   - To install the software from a workstation click the **OUI install** button.
   - To install the software from an engine, click the **Install from Application Engine** button.
   - To install the software from the server on which OmniShare is running, click the **Sharer install** button.

Adding and Maintaining Configuration Objects

With System Manager you can configure and centrally manage the system configurations for cue service ports, browse ports, server ports and so on, rather than do this in individual Omnibus applications.

These system configurations are called configuration objects. When you install System Manager, the system installs a set of standard object templates (Omnibus support can update these templates).

The system also installs a special object called the “Media Configuration Object”. You use this special object to maintain system wide media defaults and to edit Clip Type information.

You maintain configuration objects from the Objects screen. You can:

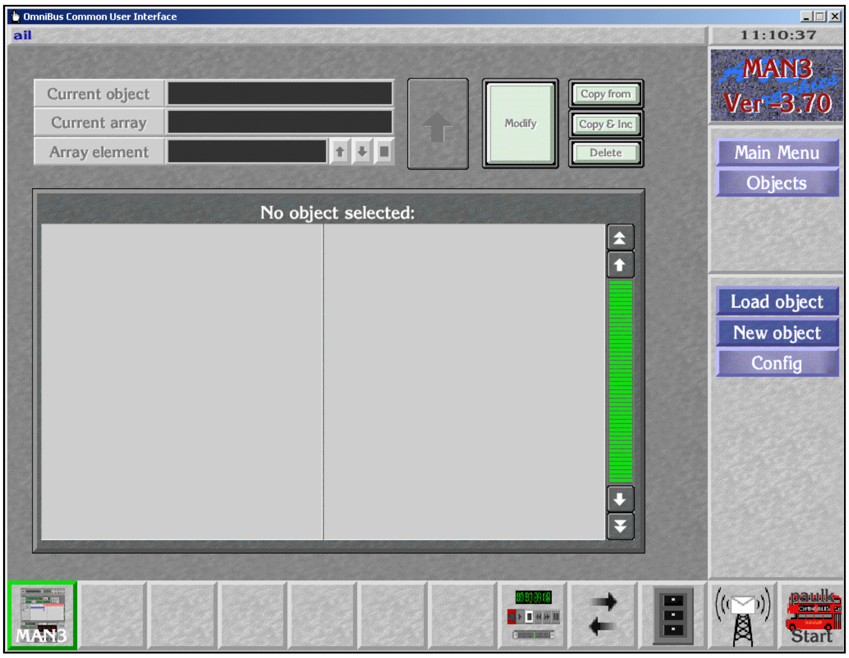
- Add, edit, copy and delete objects.
- Add new templates to the system when they are sent to you.
- Find out what templates are already installed.

Displaying the Objects Screen

You administer configuration objects from the Objects screen.

To display the Objects screen:

Start from the System Manager Main Screen. On the Menu Bar, click the **Objects** button. The Objects screen appears.



Finding Out What Templates are Installed

You can display a list of the templates that are available on your network. You can use these templates to create a new configuration object (see "Adding a Configuration Object").

To list templates:

1. Display the Objects screen (see the section "Displaying the Objects Screen").
2. Click the **Config** button to display the configuration options.
3. Click the **List Templates** button. The system displays a list of the configuration object templates installed on your system. **Note:** You can display the templates list in alphabetical order by clicking the **Alpha** button.

Adding a Template

Whenever you start System Manager, the application registers any newly installed object templates with the Omnibus database.

If you install new templates when you're running System Manager, you need to add the templates to the Omnibus database if you want to use them straight away.

To add a template:

1. Display the Objects screen (see the section "Displaying the Objects Screen").
2. Click the **Config** button to display the configuration options.
3. Click the **Add Templates** button. The system registers any newly installed templates.

Adding a Configuration Object

You can add a new configuration object at any time. To create a new object, you load an existing object template and then change the template settings to suit the configuration you want to set up.

To add an object:

1. Display the Objects screen (see the section “Displaying the Objects Screen”).
2. Click the **New Object** button. The system displays a list of available templates (click the **Alpha** button if you want to alphabetically sort the list).
3. From the list, select a template then click the **Enter** button. The system displays a list of the configuration sub-types you can create an object for.
4. From the list, select a sub-type and then press the **Enter** button. The system displays the alphanumeric keyboard.
5. Enter the name you want to give to the new object. The system creates the object.
6. If you want, you can now change the standard template settings to match the configuration you want to set up. To do this, follow the procedure (from step 3) in the next section (“Editing a Configuration Object”).

Editing a Configuration Object

You can edit an object to match the configuration settings of a device. To do this, you list the objects currently available and select an object to load. Once you’ve loaded the object, you can then edit it.

To edit an object:

1. Display the Objects screen (see the section “Displaying the Objects Screen”).
2. If there is no object loaded, click the **Load Object** button. The system displays a list of available objects in the Filer Fax.

3. From the list, select the object you want to edit and then click the **Load** button. The system displays a list of configuration settings.

    - To edit a configuration structure, click on the structure item in the list. The system displays a list of configurations and may also display additional configuration structures.
    - Use the cursor control keys to move up and down the listing.
    - Click on the large up-arrow next to the **Modify** button to move up a level in a structure.
    - To change a configuration, double-click it in the listing.
      Note: You cannot edit configurations that have an asterisk next to them.

4. When you've finished editing, click the **Modify** button to save your changes.

Copying a Configuration Object

You can create a new configuration object that has similar properties to an existing object. You can do this in one of two ways:

- By creating a new object and then copying the settings of an existing object to the new object
- By copying an existing object and then changing its name by incrementing the number after the name. For example, you could create a new object with the name Clipbox2 by copying the Clipbox1 object (and its settings) and changing the number after the Clipbox portion of the name from 1 to 2. This process is known as copying and incrementing.

To create an object by copying an existing object:

1. Display the Objects screen (see the section "Displaying the Objects Screen").

2. Create an object by using the procedure in the section "Adding a Configuration Object".

3. Click the **Load Object** button to load the object you want to copy from.

4. Click the **Copy from** button. In the Filer Fax, the system displays a list of objects you can copy from.

5. From the list, select an object and then press the **Load** button.
   The system copies the settings of the existing object.

To create an object by copying and incrementing:

1. Display the Objects screen (see the section “Displaying the Objects Screen”).
2. Click the **Load object** button. The system displays a list of configuration objects.
3. From the list, select the object you want to copy from and then press the **Load** button. The system displays the object’s configuration settings.
4. Click the **Copy and Increment** button. The system creates the new object.

Deleting a Configuration Object

You can delete a configuration object from the Omnibus database. To do this, first display a list of the current objects in the Filer Fax, choose the object you want to delete and then delete it.

To delete an object:

1. Display the Objects screen (see the section “Displaying the Objects Screen”).
2. Click the **Load Object** button to load the object you want to delete. The system displays a list of available objects in the Filer Fax.
3. From the list, select the object you want to delete and then click the **Load** button. The system displays the object details.
4. Click the **Delete** button. The system places the object in the Bin and broadcasts a network message to inform users that the object is now obsolete. To completely remove the object from your network, you should empty the Bin (see the section “Emptying the Bin”).

Reference

This section describes in detail every System Manager screen and every button and list on each screen. The contents are as follows:

Main Menu

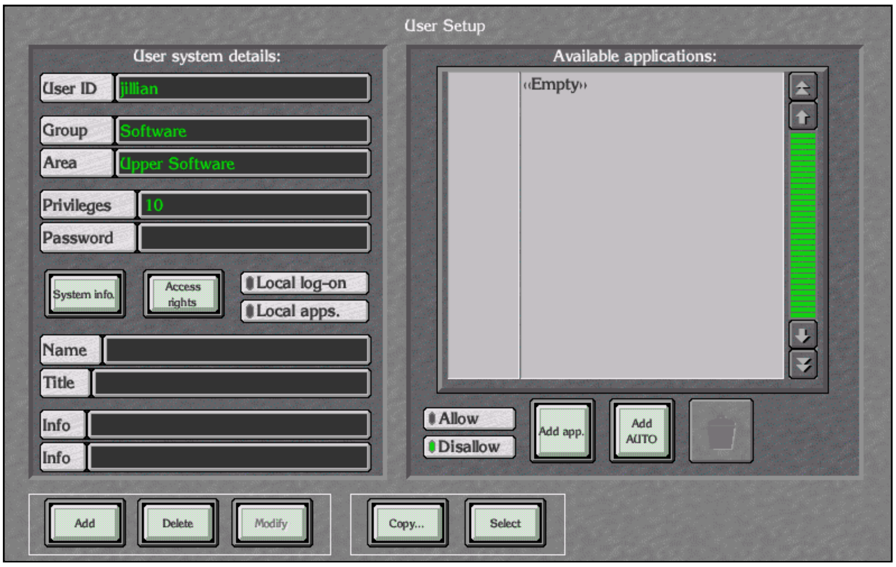
The Main Menu consists of a number of buttons that provide access to the following System Manager screens:

BUTTON	SCREEN
Users	Access the User Setup screen.
Applications	Access the Applications Setup screen
Engines	Access the Engine Setup screen
Stations	Access the Workstation Setup screen.
System	Access the System Setup screen.
Disconnect	Close the application to make it available to other users.

User Setup

You use the User Setup screen to:

- Add new users to your network.
- Modify a user's details.
- Delete a user from your network.
- Copy the key network details from one user logon to another logon.
- Delete a user from your network.
- Modify a user's details.
- Allow a user to use an application.
- Prevent a user from using an application.
- Set an application to load automatically when a user logs on.



The User Setup screen has a number of buttons and lists. The purpose of these is as follows:

User ID	The user's logon name. Once you've entered this name, you cannot change it. **Note:** The system does not allow duplicate user IDs.
Group	The group that the user belongs to.
Area	The area that the user belongs to.
Privileges	The user's privilege level. This is a value between 1 and 20. The system provides a default value of 10. The standard privilege levels are as follows:

System Administrator (privilege level 20)

The system administrator can:

- Change anything on the system, including all passwords.
- Restore back-ups over existing data.

Engineer (privilege level 18)

An engineer can:

- Change 'protected' system configurations.
- Add templates to the Object Database.
- Configure the Local Router Panel.
- Register engines, applications and work stations.

Supervisor (privilege level 14)

A supervisor can:

- Change 'normal' system configurations.
- Change 'protected' application configurations.
- Add or delete objects to/from the Object Database.

Standard Users (privilege level 10)

A standard user can:

- Change 'normal' application configurations and use the system.
- Set options on the Local Machine Control Panel.
- Modify objects in the Object Database.

Guests (privilege level 1)

Guest users can:

- Use transport controls.
- Make Local Router Panel routes and use the Filer Fax.

Undefined (privilege level 0)

The system sets a privilege level of 0 if:

- The system has an OmniShare or OUI version that does not support privilege levels.
- A user logs on directly from an application.

Password The user's password. For security reasons, the system displays eight asterisks if you enter a password (regardless of the length of the password). If you don't enter a password, the system leaves the field blank.

System Info View information about the user logon ID. The system shows the time and date the logon was created, the time and date it was last used and the filename of the user logon record in the Omnibus database.

Access rights View or modify the user's access rights. You can set the access the user should have to network files and domains, allow the user to create categories in Filer Fax and set the access that users should have to files created by the user.

Local log-on When selected, the user can only log on to workstations that are in the user's area.

Local apps. When selected, the user can only access the applications available in the same area as the workstation they are using.

Name The user's full name.

Title The user's title. For example, Mr., Mrs., Ms., Sir.

Info (2 fields) Provides additional information about the user.

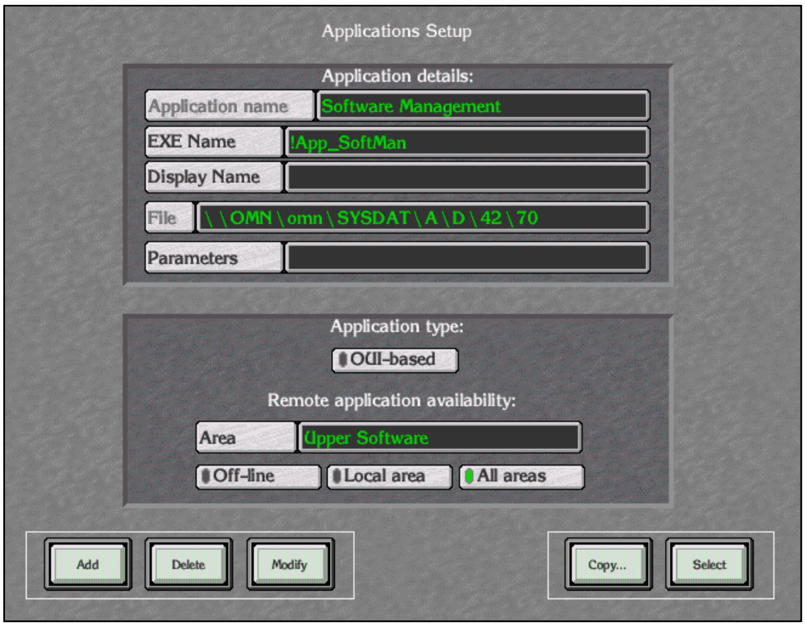
Available applications [list]: List the applications available or not available to the user. If the **Allow** button is set, the system shows the applications available to the user. If the **Disallow** button is set, the system shows the applications not available to the user.

Allow	If selected, the user can use the applications listed in the Available Applications list.
Disallow	If selected, the user cannot use the applications listed in the Available Applications list.
Add app	Add applications to the Available Applications list.
Add AUTO	Add an application you want to load automatically when the user logs on to the system.
Dustbin icon	Remove the selected application from the Available Applications list.
Add	Add a new user.
Delete	Delete a user.
Modify	Save the changes made to the user logon.
Copy	Copy the key network details of an existing user. You can copy the file access rights, the group and area, the available applications and the local log-on and apps settings. The system does not copy over the existing user's logon name, privileges, password, title, additional information and system information.
Select	Select a user to work with.

Applications Setup

You use the Applications Setup screen to:

- Add an application to the Omnibus File Indexing System (the Omnibus database) so that the application is available on your network.
- Modify the details of the application in the database.
- Delete the application from the database.
- Copy the key network details from one application to another application.
- Take an application off-line so that it is no longer available on your network.



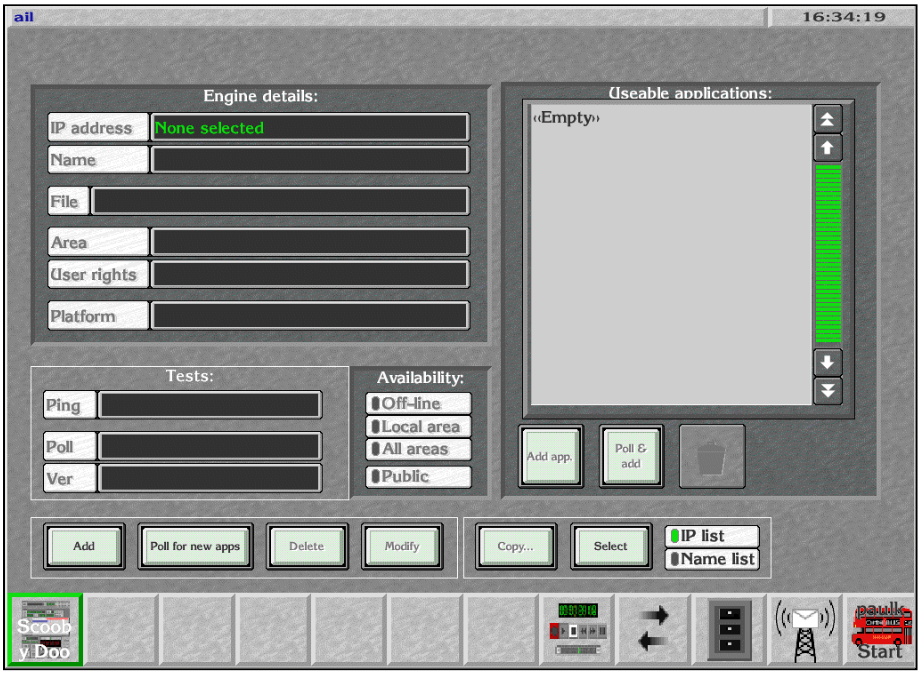
Application Name	The application name.
EXE name	The application executable file.
Display name	The name of the application as it appears on your network.
File	The filename of the application's entry in the Omnibus database.
Parameters	Parameters passed to the application. For example, you might pass parameters to an application to control which modules are made available when a user logs on to the application.

OUI-based	If selected, the application is based on local workstations. An example of such an application is OmniPager.
Area	The area the application is available to.
Off-line	If selected, the application is not available on your network.
Local Area	If selected, makes the application available only to the area to which the engine on which it is running belongs.
All areas	If selected, the application is available to all areas on your network.
Add	Add a new application to your network.
Delete	Delete an application from your network.
Modify	Save changes made to the application's network settings.
Copy	Copy the key network details from one application to another application.
Select	Select an application to work with.

Engines Setup

You use the Engines Setup screen to:

- Add an engine to the Omnibus database.
- Modify the details of an engine in the Omnibus database.
- Delete an engine from the Omnibus database.
- Copy the key network details from one engine to another engine.
- Take an engine off-line so that it is no longer available to network users.
- Test the network connection to the engine.
- Set the access that users have to the engine.
- View information about the applications running on the engine.
- Set which applications on the engine are available to the network.



IP Address The IP address of the engine.

Name The name by which the engine is known on your network. i.e. the name that appears in Select lists etc.

File The location of the engine network settings in the Omnibus database.

Area The area that the engine belongs to.

User rights	The system records in a log file all file creation events that take place on the network. This is to help engineers to diagnose problems that occur on your network. However, OmniShare often creates files on behalf of applications. As these files are created by an application, not a user, the log entry for the file creation events do not have a user logon name recorded against them in the log. Instead, the system uses the logon name in the User Rights field.
Platform	The type of device that the engine is (for example: a server, a device control engine etc.) and the operating system that it is running (for example: Windows, RISC-OS).
Ping	Test the network connection to the engine.
Poll	View a list of the applications that are running on the engine.
Ver	View specific information about the applications that are running on the engine. You can view: the application's name and version, the platform that the application is running on, the version of the Omnibus libraries that were used to compile the application and details of the Internet and Ethernet devices used by the application.
Off-line	If selected, takes the application off-line, making it unavailable to users on your network.
Local area	If selected, restricts the use of the engine to workstations in the same area as the engine.
All areas	If selected, makes the engine available to all areas.
Public	If selected, makes the engine available to all domains.
Useable applications:	Lists the applications that are installed on the engine and are available to network users.
Add app.	Make available to the network an application that is installed on the engine.
Poll & add	Poll the network and display a list of the engines found. You can then highlight an engine in the list and make it available on your network.
Dustbin icon	Delete an application from the list of applications that are installed on the engine and are available on your network.

Add	Add a new engine to the Omnibus database so that it is available on your network.
Poll for new apps	Polls all network engines and displays a list of applications that are not registered in the Omnibus database. You can then select applications from the list to register in the Omnibus database.
Delete	Delete an engine from the Omnibus database so that it is no longer available on your network.
Copy	Copy the key network details from one engine to another engine.
Select	View the network settings of an engine or choose an engine to perform a further operation on.
IP list	View by IP address a list of engines on your network.
Name list	View in alphabetic order a list of engines on your network.

Workstation Setup

You use the Workstations Setup screen to:

- Add a workstation to the Omnibus database so that it is available on your network.
- Modify the details of a workstation in the Omnibus database.
- Delete a workstation from the Omnibus database.
- Copy the key network details from one workstation to another workstation.
- Test the network connection to the workstation.
- Set which applications are available on the workstation.
- View information about the applications running on the workstation.

IP Address The workstation's IP address. This is usually given in the network design documentation.

Station ID The name by which the workstation is known on the network, i.e. the name that appears in Select lists etc.

File The location of the workstation's network settings in the OmniBus database.

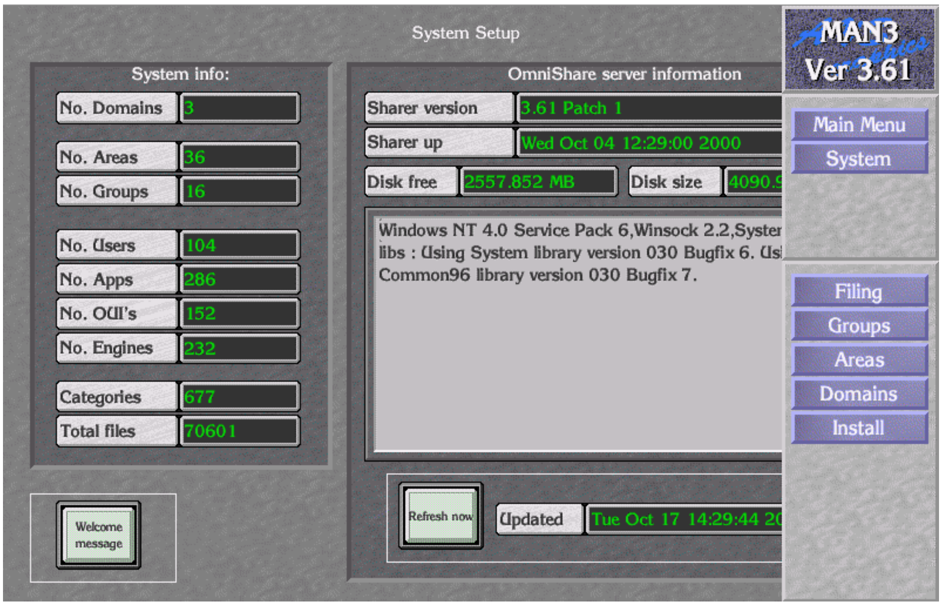
Area The network area to which the workstation belongs. Any user logged on to the workstation automatically becomes a member of that area.

Fixed Filter	Not implemented.
Platform	Displays the workstation's operating system and the intended function of the workstation. This information is used by Site Management to help it decide where to install applications.
Ping	Test the network connection to the workstation.
Poll	View a list of applications running on the workstation and also the user who is logged on to the workstation.
Ver	View the OUI version running on the workstation.
Public	If selected, the workstation can access all domains (provided the workstation's Filer Fax has multi-domain access set).
Local applications	List the applications installed on the workstation and whether access to them is allowed or disallowed.
Add app.	Add an application to the workstation.
Dustbin icon	Delete an application from the workstation.
Add	Add the details of a workstation to the Omnibus database so that the workstation is available on the network.
Poll for stations	Poll the network and display a list of workstations that are not registered in the Omnibus database. You can then register workstations from the list so they are available to users on the network.
Delete	Delete a workstation from the Omnibus network so that the workstation is no longer available on the network.
Copy	Copy the key network details from another workstation.
Select	View the network settings of a workstation or choose a workstation to perform a further operation on.
IP list	View a list of workstations by IP address.
Name list	View a list of workstations in alphabetic order.

System Setup

You use the System Setup screen:

- To view information about network resources.
- To gain access to the Filing, Groups, Areas, Domains, Install and Objects screens.



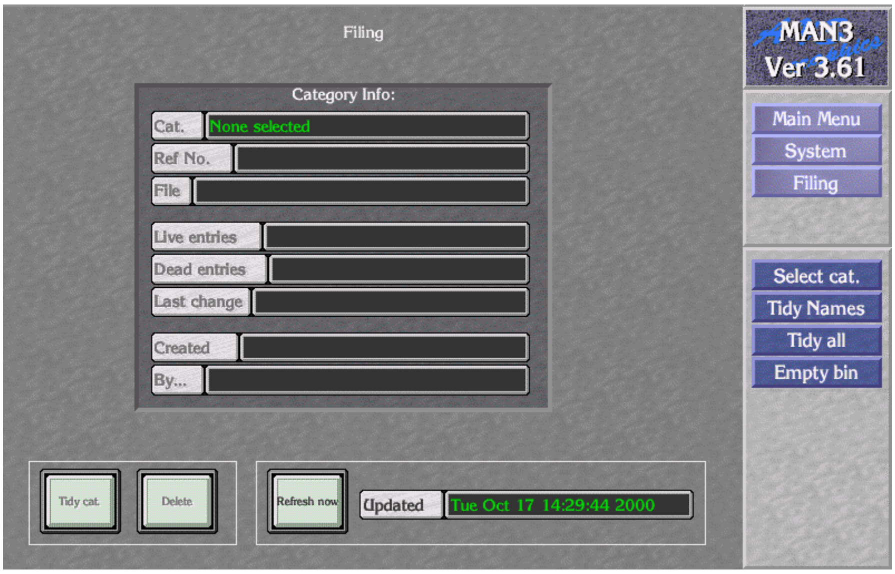
No. Domains	The number of domains on your network.
No. Areas	The number of areas on your network.
No. groups	The number of groups on your network.
No. Users	The number of users on your network.
No. Apps	The number of applications installed on your network.
No. OUI's	The number of workstations installed on your network.
No. Engines	The number of engines installed on your network.
Categories	The number of categories set-up on your network.
Total files.	The total number of files that have ever been created on your network.

Welcome message	View or edit the message displayed by the network when a user logs on. You can use this message to inform users about important information. For example, you could advise users to upgrade to a new version of software or advise that an engine will be off-line during a specific period for maintenance work.
Sharer version	The version of OmniShare installed on your network server.
Sharer up	The date when OmniShare was last brought online.
Disk free	The amount of free space on your network server hard disk. The system displays a warning when the amount of free disk space falls below 100 Mb and displays another warning when it falls below 10Mb.
Disk Size	The total size of your network server disk.
Omnishare Server Information Window	Displays information about the operating system that the network server is running as well as the type of Winsock being used and the OmniBus libraries that were used to build the OmniShare application.
Refresh now	Updates the information displayed about the network server on the System Setup screen. The system updates this information when a user logs on and when they click the **Refresh now** button.
Updated	Shows the time and date the information shown on the System Setup screen was last updated.

Filing

You use the Filing screen to:

- Delete a category.
- Tidy a particular category or all categories.
- Tidy the Names category.
- Empty the dustbin.



Cat.	The category name.
Ref. No	The unique reference number of the category. Allocated by the system.
File	The location of the category's network settings in the OmniBus database.
Live entries	The number of entries currently in use in the category.
Dead entries	The number of entries that have been deleted from the category and have not been tidied.
Last change	The date and time the category information was last modified.
Created	The date and time the category was created.
By…	The logon name of the user that created the category.

Tidy Cat.	Tidy the selected category. The system deletes dead entries and sorts the category items in alphabetic order.
Delete	Delete the selected category from your network. Before you can delete the category, it must have no live items remaining.
Refresh now	Update the category information that is currently shown on the Filing screen.
Updated	The time and date the category information was last updated (refreshed).
Select cat.	Select a category to view or work with.
Tidy Names	Tidy the Names category. Names is a hidden category that keeps a track of duplicate file names.
Tidy All	Tidy all categories on your network as well as the Names category.
Empty bin	Empty the dustbin of unwanted category items. This process irrevocably removes files from your network. **Note:** You place category items into the Bin from Filer Fax.

Groups Setup

You use the Groups Setup screen to:

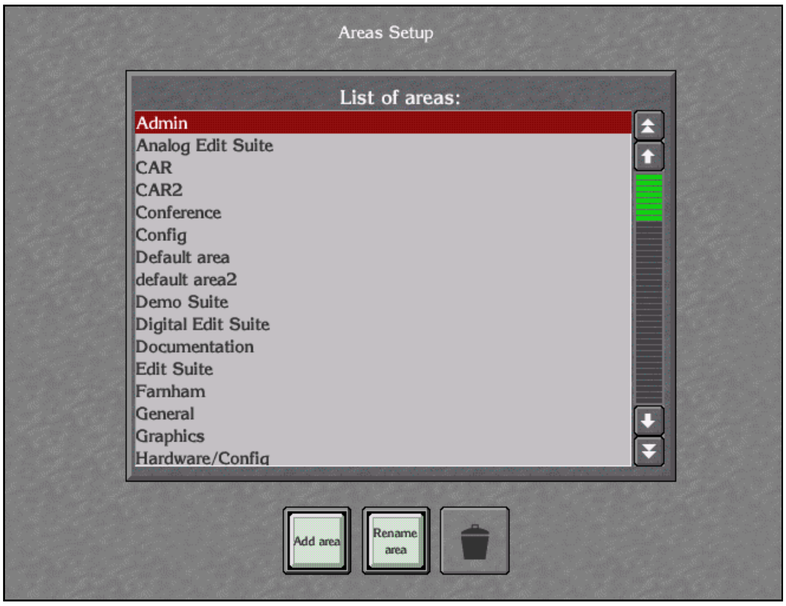
- Add a group to your network.
- Remove a group from your network.
- Rename a group.
- Put a group in the dustbin.

List of groups:	Lists all groups on your network.
Add group	Add a new group to the Omnibus database.
Rename group	Change the group's name.
Dustbin icon	Delete a group from the Omnibus database.

Areas Setup

You use the Areas Setup screen to:

- Add an area to your network.
- Remove an area from your network.
- Rename an area.
- Place an area in the dustbin.

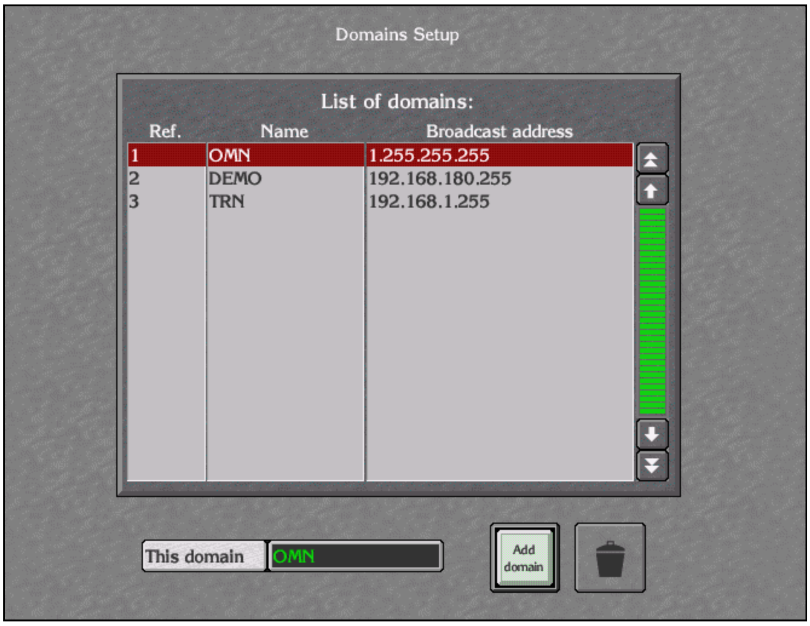


List of areas:	Lists all areas on your network.
Add area	Add an area to the Omnibus database.
Rename area	Change the area's name.
Dustbin icon	Delete an area from the Omnibus database.

Domains Setup

You use the Domains Setup screen to:

- Add a domain to your network.
- Delete a domain from your network.
- View information about your network domains. You can view the domain reference number, the domain name and the domain broadcast address.

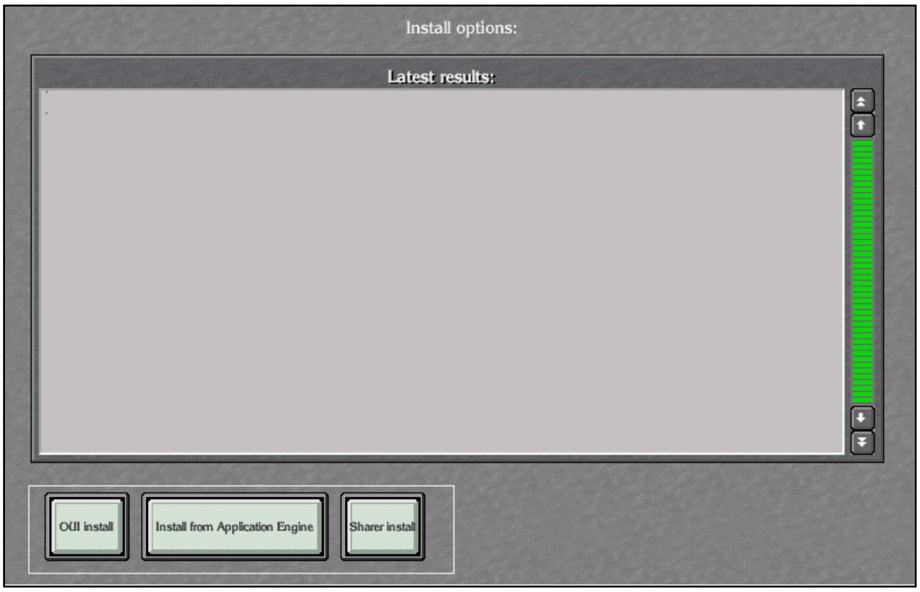


List of domains:	Lists all of the domains on your network. Shows the domain reference number (which is a unique identifier for the domain), the name by which the domain is known on your network and the broadcast address for the subnet that contains the domain.
This domain	Displays the domain the engine is located in.
Add group	Add a new domain to your network.
Dustbin icon	Delete a domain from your network.

Install Options

You use the Install options screen to install software:

- From the workstation you are working on.
- From an application engine.
- From your network server.

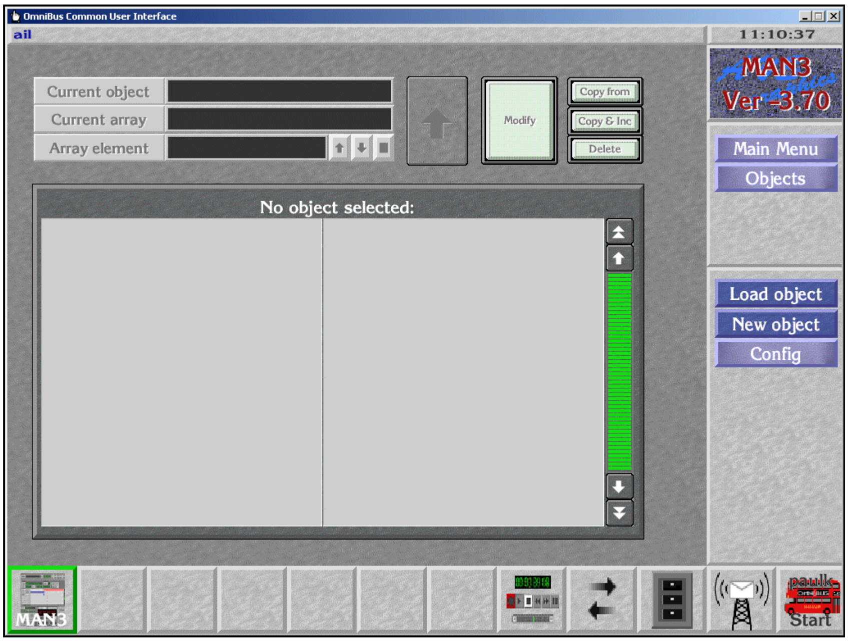


Latest results:	Shows installation details.
OUI install	Install software from the floppy drive of the workstation you are working from.
Install from Application Engine	Install software from an application engine.
Sharer install	Install software from your network server.

Objects

You use the Objects screen to:

- Add new configuration object templates to your network.
- View what configuration object templates are on your network.
- Add, modify and delete configuration objects.
- Create a new configuration object by copying an existing object.



Current Object — The name of the configuration object displayed in the Objects listing.

Current Array — The description of the configuration structure displayed in the Objects listing.

Array Element — An item in the configuration structure.

Modify — Save the changes made to a configuration object.

Copy From — Create a new configuration object by copying an existing object.

Copy & Inc — Create a new configuration object by copying an existing object and incrementing the number after the object name. For example, you might create a new configuration object called Clipbox 2 by copying the configuration with the name Clipbox 1.

Delete	Put a configuration object in the Bin. The system broadcasts a message to the network to inform users that the object is obsolete. The object will be completely deleted from your network when the Bin is emptied.
Config	View a list of object templates on your network or add a new object template.
Add Template	Register configuration objects in the Omnibus database.
List Templates	View a list of templates installed on your Omnibus network. You use these templates to create configuration objects.
Load Object	Load a configuration object to work with. The system displays a list of objects in the Filer Fax.
New Object	Create a new configuration object.