



DENBIGH
INTERNATIONAL

Administration
Solutions
for Education

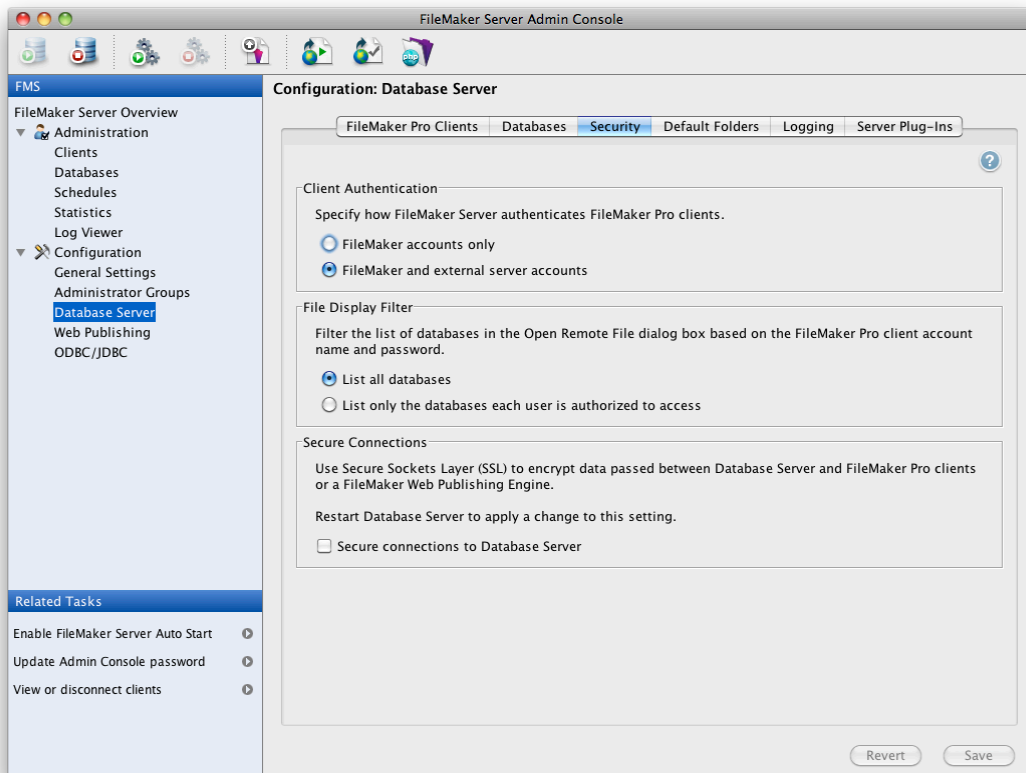
Denbigh Administration

External Authentication and User Setup Documentation

September 2015

Configuring External Authentication on the FileMaker Server

1. Configure the FileMaker Server to authenticate against both FileMaker and External Server Accounts



2. Configure the operating system of your server to be authenticating against your primary LDAP Server – Open Directory on MacOS X or Active Directory on Windows.
3. Create the following groups in your LDAP Server, and allocate ALL users who need access to Denbigh Admin to **db_staff**, which is the generic lowest level of access. Please ensure that all account group names are created using lower-case. This is especially important for MacOS X deployments.

db addresses
db admin
db assets
db attendance
db attendance staff
db calendar
db community
db correspondence read
db correspondence write
db curriculum
db dba
db discipline
db extra curricular
db finance read
db finance write
db foundation
db groups
db hr read
db hr write

db letters
db markbook admin
db markbook entry
db medical read
db medical write
db music
db pastoral care
db pti
db pti read
db references
db registrar
db sms read
db sms write
db sport
db staff
db students
db textbooks
db timetable

4. Membership of **db_staff** is mandatory for all users. Adding users to additional groups, will increase the level of access to the system. Please refer to *Appendix A* for examples of specific roles, and *Appendix B* for which groups may be required to grant the required access.
5. Any member of the LDAP Groups should now be able to log into Denbigh Administration, using the launcher file supplied (Denbigh Admin.fp7) or by launching FileMaker Pro, choosing File > Open Remote... from the menubar and selecting the MainMenu from the list of available files.
6. When a user logs into Denbigh Administration, however, the system will attempt to match their login with a staff record in the staff file. This allows for some user specific preferences and validation to be referenced, in particular the email functionality within Denbigh Admin, as the system needs to know who the sender is, and whether they are authorised to originate emails from within Denbigh Admin.

Configuring staff records in Denbigh Administration

1. Staff records in the Staff file need to be configured with the users' login names, and email shortnames (i.e. the text before the @ in the email address). To access staff records, log in with a full administrator's password, and click on Staff Details on the Main Menu.

The screenshot shows the 'Main Menu (Denbigh.PRIVATE.server)' window. The 'Staff Details' option in the central grid is circled in green. The right-hand panel contains the following sections:

Birthdays Absences Timetable Calendar Reminders

Today (Mon)

- ☐ Paul Jones (9.4) is 16 years old today.
- ☐ Rebecca Tran (9.3) is 16 years old today.
- ☐ Myra Hornblow (12.1) is 19 years old today.

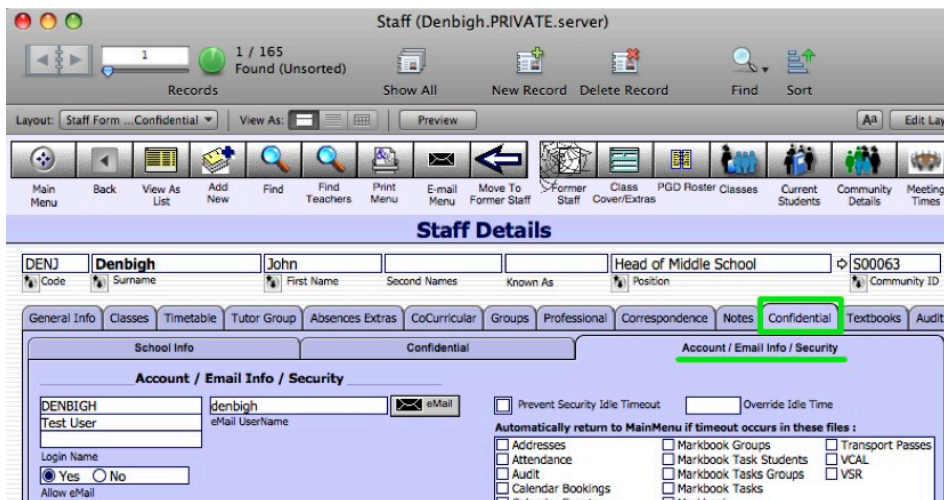
This Week

Day	Year	House	Name	Age
☐ Mon	9	M	Reinhardt, Cameron	16
☐ Mon	11	G	Phillips, Pulupaki	18
☐ Mon	K	B	Huntingford, Roan	7
☐ Tue	12	B	Hornblow, Myra	19
☐ Tue	9	R	Jones, Paul	16
☐ Tue	9	Y	Tran, Rebecca	16
☐ Wed	6	B	Gopalakrishnan, Shelley	13
☐ Wed	12	M	Miller, David	19
☐ Thu	12	R	Kumar, Joseph	19
☐ Thu	10	Y	Notaras, Sarah	17
☐ Fri	9	P	Stark, Natalie	16
☐ Sat	11	Y	French, Philippa	17

Staff Birthdays

- ☐ Fri Burlinson Dr M
- ☐ Wed Skrinsek Ms J
- ☐ Wed Tang Mrs S
- ☐ Wed Shaw Mrs M
- ☐ Tue Sowden Mrs A

- Find the required staff member and then click on the Confidential > Account / Email Info / Security tabs.



The top left section of the tab in this form view contains the following fields:

Login Name – this is the key field that will link the user’s id to their staff record. It must be entered exactly as the login name that will be typed in when logging into Denbigh Admin. If the login names can be entered in different forms (i.e. shortname or longname) then enter each variation that will allow a successful authentication against the LDAP server.

Email Username – this field is used by the emailing system within Denbigh Admin and will designate the 'Email From' value when sending emails.

Allow Email – a user can be prevented from sending emails from within Denbigh Admin by setting this value to 'No'

Appendix A – Examples of User Group Memberships

Membership of **db_staff** is mandatory for all users. Following are a few examples of how a user's group memberships may be configured to suit specific roles. Each institution, however, will have different requirements for specific people, so refine as required:

Title	Description	Group Memberships
Database Administrator	Full access to the entire system, including access to structure, and bypass of many validations. Use with extreme care	db_dba
Registrar	Main data entry operator for family and students. Access to change student's status from future to enrolled, and to alumni. All address data etc.	db_staff db_registrar db_addresses
Attendance Administrator	Access to manage all absence data for students, and issue correspondence to parents regarding unexplained absences	db_staff db_attendance db_correspondence_write
Curriculum Coordinator	Management of all class data, enrolling students in subjects, configuring academic reports etc	db_staff db_curriculum db_markbook_admin
Timetabler	No access to create or delete class records, but access to manage timetables, grounds duty rosters etc	db_staff db_timetables
Teacher	Read access to non-confidential data, and write access to reports and markbook results	db_staff

Position examples	User Accounts
Admin staff	db_medical_write db_addresses db_attendance db_community db_correspondence_write db_pastoral_care db_attendance_staff db_calendar db_admin
Canteen	db_Calendar db_medical_read db_timetable
Reverend	db_pastoral_care db_pti_read db_timetable
Head of house	db_addresses db_attendance db_calendar db_community db_medical_read db_timetable
Maintenance staff	db_calendar db_timetable db_medical_write db_attendance
General staff	db_staff db_attendance db_calendar

	db_timetable
Uniform shop staff	db_calendar db_finance_write
Registrar	db_staff db_registrar db_addresses db_correspondence_write db_sms_write db_discipline
Laundry	db_calendar
After school care	db_addresses db_staff db_attendance db_calendar db_community db_medical_read
accountants	db_finance_write
Bursar	db_addresses db_staff db_admin db_finance_write
Director of sports	db_staff db_attendance db_calendar db_extra_curricular
Director of ICT	db_dba
Director of music	db_staff db_music db_calendar

Headmaster	db_correspondence_write db_medical_read db_discipline db_calendar
Deputy headmaster	db_correspondence_write db_medical_read db_discipline db_calendar
Librarians	db_staff db_calendar
Nurse	db_medical_write db_addresses db_attendance db_correspondence_write db_pastoral_care
Head of year/ faculty	db_correspondence_write db_addresses db_attendance db_calendar db_discipline db_extra_curricular db_timetable db_letters
Director of curriculum	db_attendance db_calendar db_discipline db_extra_curricular db_timetable db_textbooks

Appendix B – Summary of Files, Accounts and Privileges

The following table provides an overview of which accounts (LDAP Groups) have been assigned to each file, and an indication of the level of access granted. Accounts are listed in authentication order so level of access will be granted depending on what groups a staff member belongs to.

Please use this as a guide only, as each school will immediately begin to refine this to its specific needs. (Below this table is a an example of how to interpret this data).

Accounts	File – priority	Account privileges
db_dba	Addresses-1 Attendance-1 Calendar bookings -1 Calendar events -1 Calendar -1 Classes -1 Clubs -1 Community-1 Compliance - 1 Correspondence-1 Denbigh assets -1 Denbigh calendar IWP -1 Denbigh calendar -1 Denbigh web -1 Discipline -1 Email -1 Statutory reports -1	Full access Full access Full access Full access Full access Full access Full access Full access Full access Data entry with auditing Full access Full access Full access Full access Full access Full access Full access Full access Data entry

Extra curricular -1	Full access
Family -1	Data entry
Finance correspondence -1	Full access
Finance_Data Debtors -1	Full access
Finance_Data -1	Full access
Finance_Debtors -1	Full access
Finance_MYOB -1	Db
Finance -1	Full access
FinanceArchive -1	Full access
Function -1	Full access
Internal messaging -1	Full access
IOS -1	Data entry
Letters -1	Full access
MainMenu -1	Full access
Markbook Data -1	Full access
Markbook Group Students -1	Full access
Markbook Groups -1	Full access
Markbook Task Students -1	Full access
Markbook Tasks Groups -1	Full access
Markbook Tasks -1	Full access
Markbook -1	Full access
Notes -1	Full access
Photos -1	Full access
POS data -1	Full access
POS -1	Full access
Program -1	Data Entry
PTI_Data -1	Data Entry
PTI_interface -1	Data Entry
Purchasing -1	Data Entry

	PurchasingInterface -1 References -1 ReportArchive -1 Reports -1 SMS -1 SportsChoices -1 Staff -1 Front Counter -1 Student Class Enrolments -1 Student Current -1 Student Former -1 Student Future -1 Test Results -1 Textbooks -1 Times -1 Timetable lessons -1 Time Tables -1 Transport Passes -1 TTData ClassDetail -1 TTdata StudentCourse -1 TTData Tientable -1 VCal -1 VSR -1	Data Entry Data Entry Data Entry Data Entry Data Entry Data Entry Data Entry Data Entry Data Entry Data Entry Data Entry Data Entry Data Entry Data Entry Data Entry Data Entry Full Access Data Entry Data Entry Data Entry Data Entry Data Entry Data Entry Data Entry Data Entry Data Entry Data Entry Data Entry
--	--	---

db_addresses	Addresses -2	Full Access
--------------	--------------	-------------

db_staff	Addresses -3 Attendance-3 Calendar bookings -3 Calendar Events -3 Calendar -3 Classes -3 Clubs-3 Community -5 Correspondence -4 Denbigh assets -3 Denbigh calendar IWP -3 Denbigh calendar -3 Denbigh web -2 Discipline -3 Email -3 Statutory reports -2 Extra curricular -5 Family -5 Finance correspondence -4 Finance_Data_Debtors -4 Finance_Data -4 Finance_Debtors -4 Finance_MYOB -4 Finance -4 FinanceArchive -4 Function -4 Internal messaging -2 IOS -2 Letters -3	Read Only Read Only Read Only Read Only Read Only Read Only Read Only Read Only No Access No Access Read only Read only Read only Read only Data entry Data entry Read only Read only to limited fields No Access No Access No Access No Access No Access No Access No Access No Access Read only Record level permissions to own records Data entry No Access
----------	--	---

	MainMenu -8	Read only
	Markbook Data -4	Read only
	Markbook Group Students -4	Read only
	Markbook Groups -4	Read only
	Markbook Task Students -4	Read only
	Markbook Tasks Groups -4	Read only
	Markbook Tasks -4	Read only
	Markbook -4	Read only
	Notes -7	Read only
	Photos -3	Read only
	POS data -2	No access
	POS -2	No access
	Program -3	No access
	PTI_Data -4	Data entry no delete
	PTI_interface -4	Data entry no delete
	Purchasing -3	View only own budgets
	PurchasingInterface -3	Read only
	References -4	No access
	ReportArchive -2	Read only
	Reports -3	Record level permission to edit
	SMS - 4	Data entry all tables (readonly)
	SportsChoices -3	Read only
	Staff -5	Read only
	Front Counter -5	Read only
	Student Class Enrolments -4	Read only
	Student Current -7	Read only
	Student Former -3	Read only
	Student Future -5	No access
	Test Results -4	Read only

	Textbooks -3 Times -4 Timetable lessons -4 Time Tables -3 Transport Passes -4 TTData ClassDetail -3 TTdata StudentCourse -3 TTData Tientable -3 VCal -2 VSR -4	Read only Read only Read only Read only Read only Read only Read only Read only Read only to timetable data Read on
db_attendance	Attendance – 2 Front Counter - 2	Data entry
db_medical_write	Attendance -4 Front counter -3 Student Current -5 Student Future – 4	Data entry Data entry Read only Read only
db_calendar	Calendar Bookings -2 Calendar Events -2 Calendar -2 Denbigh Calendar IWP -2 Denbigh Calendar -2	Full access Full access Data entry Data entry Data entry
db_curriculum	Classes – 2	Data entry

	Main menu – 6 PTI_data – 2 PTI_interface – 2 Reports – 2 Student Class Enrolments – 2 Test Results -2	Limited Access inc PTI Data entry Data entry Data entry Data entry Data entry
db_groups	Clubs – 2	Data entry
db_registrar	Community – 2 Compliance - 2 Family -3 MainMenu – 7 Notes – 2 Photos – 2 Student class enrolments – 3 Student current – 2 Student Former – 2 Student future- 2 Test results – 3 Transport passes- 2 VSR-2	Data entry Data entry with auditing View/edit/create/delete limited fields Data entry Data entry registrar (others read only) Data entry Data entry Data entry Data entry Data entry Data entry Data entry
db_hr_write	Community – 3 Staff – 2	Data entry no delete Data entry
db_community	Community – 4	Data entry no delete
db_correspondence_write	Correspondence – 2	Data entry

db_correspondence_read	Correspondence -3	Read only
db_assets	Denbigh Assets - 2	Data entry
db_discipline	Discipline -2	Data entry
db_admin	Compliance - 2 Email - 2 Function - 3 Main menu - 2 References - 3 Student Current - 3 Times - 3 Transport passes - 3 VSR - 3	Data Entry with auditing Data entry Data entry Data entry with auditing Write only Data entry Data entry Data entry Read only
db_sport	Extra curricular - 2 Sport choices - 2	Data entry Data entry
db_extra_curricular	Extra curricular -3	Data entry to extra curricular
db_music	Extra curricular - 4	Data entry to music tables
db_finance_write	Family -3 Finance_correspondence - 2 Finance_data_debtors - 2 Finance_data- 2	No create data entry to limited fields Data entry Data entry Data entry

	Finance_debtors – 2 Finance_MYOB – 2 Finance – 2 FinanceArchive-2 MainMenu – 3 Notes – 4 Purchasing – 2 purchasingInterface – 2 StudentCurrent – 4 Student Future – 3	Data entry Data entry Data entry Data entry Read only Data entry finance notes Data entry Read only Editing of finance fields only Editing of finance fields only, read others
db_finance_read	Family –4 Finance_correspondence – 3 Finance_data_debtors – 3 Finance_data- 3 Finance_debtors – 3 Finance_MYOB – 3 Finance – 3 FinanceArchive-3 MainMenu – 4 Notes – 5	No create data entry to limited fields Read only Read only Read only Read only Read only Read only Read only Read only No access
db_foundation	Function – 2 Notes – 6 Program – 2	Data entry Read only Data entry
db_letters	Letters – 2	Data entry
db_pastoral_care	MainMenu – 5	read only

	Notes – 3	data entry pastoral notes.
db_markbook_admin	Markbook Data - 2 Markbook Group students – 2 Markbook Groups – 2 Markbook Task Students – 2 Markbook Task Groups – 2 Markbook Tasks – 2 Markbook – 2	Data entry Data entry Data entry Data entry Data entry Data entry
db_markbook_entry	Markbook Data – 3 Markbook Group students – 3 Markbook Groups – 3 Markbook Task Students – 3 Markbook Task Groups – 3 Markbook Tasks – 3 Markbook – 3	Edit marks only Edit marks only Edit marks only Edit marks only Edit marks only Edit marks only Edit marks only
db_pti	PTI_data- 3 PTI_interface – 3	Data entry no delete
db_pti_read	PTI_data – 5	Read only
db_references	References – 3	Write only
db_sms_write	SMS – 2	Data entry all tables except input/outbox
db_sms_read	SMS- 3	Data entry all tables except inbox/outbox

db_students	SportsChoices - 4 Front counter - 4 Vcal - 3	Data entry selections and prefs. Write only Read only to timetable data
db_hr_read	Staff - 3	Read only
db_attendance_staff	Staff - 4 Timetable lessons - 3	Read only staff Data entry except lessons
db_medical_read	Student current - 6	Read only Students, read medical tables
db_textbooks	TextBooks - 2	Full access
db_timetable	Times - 2 timetable lessons - 2 TimeTables- 2 TTData ClassDetail - 2 TTData StudentCourse - 2 TTData Timetable - 2	Data entry Data entry Data entry Data entry Data entry Data entry

Example of how to interpret the data provided within this table:

The first column represents the account names, the second column represents the file as well as the order of authentication, the last column represents the Account privileges. If we took the file name of "finance_correspondence -3" which appears on the 14th page of this document. You will see that next to the file name there is a (-3) which indicates that the account name that being "db_finance_read" is third on the authentication order. On the same page one section above you will find the file name "finance_correspondence -2" this indicates that the account name "db_finance_write" is second on the authentication order. Using these examples you are able to apply the same logic to the various other file names and account names.

