Denbigh Administration

External Authentication and
User Setup Documentation

Configuring External Authentication on the FileMaker Server

1. Configure the FileMaker Server to authenticate against both FileMaker and External Server Accounts
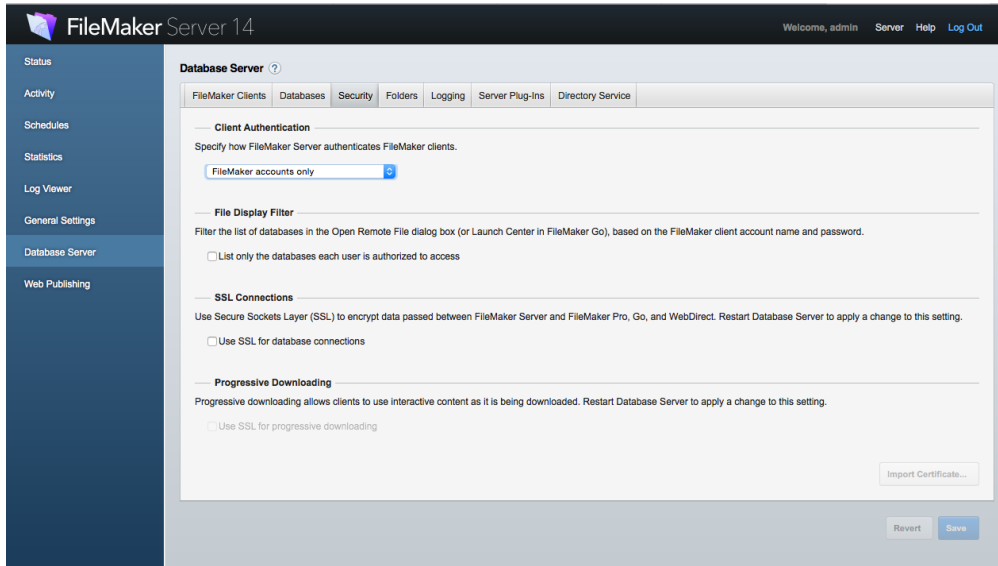
2. Configure the operating system of your server to be authenticating against your primary LDAP Server – Open Directory on MacOS X or Active Directory on Windows.

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_medical_read
db_medical_write
db_music
db_pastoral_care
db_pti
db_pti_read
db_references
db_registrar

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_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 menu bar and selecting the Main Menu 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 authorized 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 short names (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.
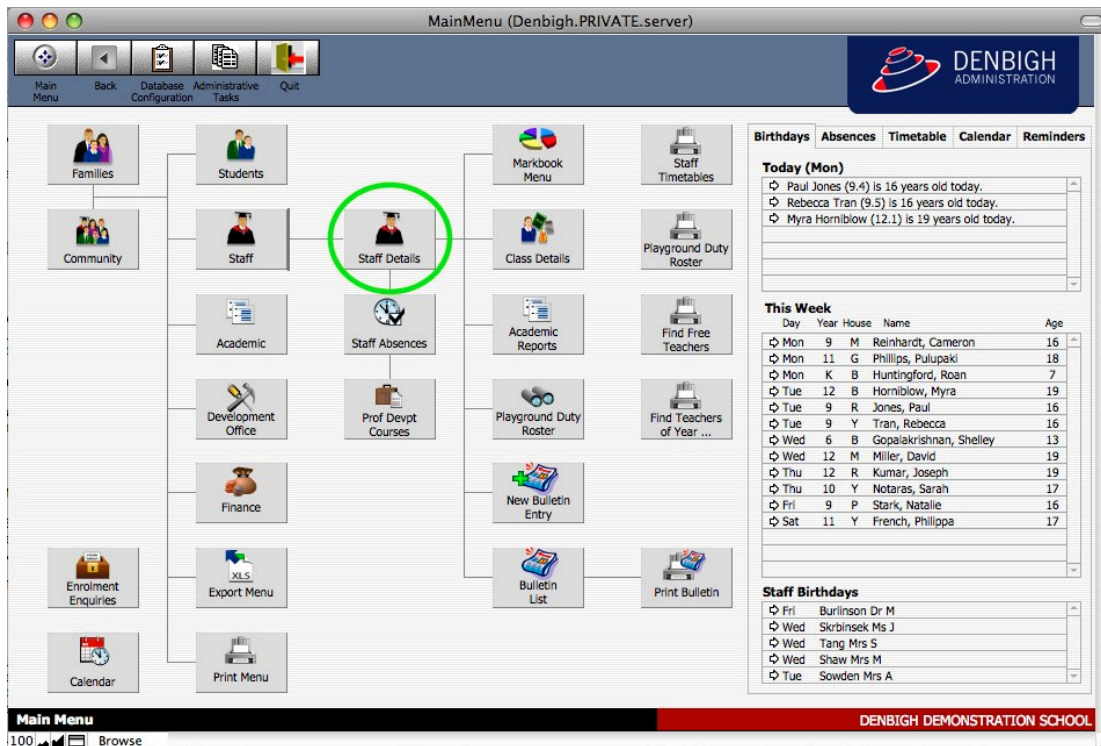
2. Find the required staff member and then click on the Confidential > Account / Email Info / Security tabs.

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'

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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	Group Memberships
Database Administrator	db_dba
Registrar	db_staff db_registrar db_addresses
Attendance Administrator	db_staff db_attendance db_correspondence_write
Curriculum Coordinator	db_staff db_curriculum db_markbook_admin
Timetable	db_staff db_timetable
Teacher	db_staff

Position examples	User Accounts
Admin staff	db_medical_write db_addresses db_attendance db_community db_correspondence_write db_pastoral_care db_attendence_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
General staff	db_calendar db_medical_write db_attendance db_staff db_attendance db_calendar

Role	Permissions
Uniform shop staff	db_timetable
	db_calendar
	db_finance_write
Registrar	db_staff
	db_registrar
	db_addresses
	db_correspondence_write
	db_calendar
	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 is an example of how to interpret this data).

Accounts	File – priority	Account privileges
db_dba	Addresses-1	Full access
	Attendance-1	Full access
	Calendar bookings -1	Full access
	Calendar events -1	Full access
	Calendar -1	Full access
	Classes -1	Full access
	Clubs -1	Full access
	Community-1	Full access
	Correspondence-1	Full access
	Denbigh assets -1	Full access
	Denbigh calendar IWP -1	Full access
	Denbigh calendar -1	Full access
	Denbigh web -1	Full access
	Discipline -1	Full access
	Email -1	Full access
	Statutory reports -1	Full access
	Extra curricular -1	Data entry
	Family -1	Full access
	Finance correspondence -1	Data entry
		Full access

Finance_Data_Debtors -1	Full access
Finance_Data -1	Full access
Finance_Debtors -1	Full access
Finance_MYOB -1	Dba
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	Full access
PTI_Data -1	Data Entry
PTI_interface -1	Data Entry
Purchasing -1	Data Entry
PurchasingInterface -1	Data Entry
References -1	Data Entry
ReportArchive -1	Data Entry
Reports -1	Data Entry
SMS -1	Data Entry
SportsChoices -1	Data Entry
Staff -1	Data Entry
Front Counter -1	Data Entry

Database	Item	Access
	Student Class Enrolments - 1	Data Entry
	Student Current - 1	Data Entry
	Student Former - 1	Data Entry
	Student Future - 1	Data Entry
	Test Results - 1	Data Entry
	Textbooks - 1	Full Access
	Times - 1	Data Entry
	Timetable lessons - 1	Data Entry
	Time Tables - 1	Data Entry
	Transport Passes - 1	Data Entry
	TTData ClassDetail -1	Data Entry
	TTdata StudentCourse - 1	Data Entry
	TTData Tiemtable - 1	Data Entry
	VCal - 1	Data Entry
	VSR - 1	Data Entry
db_addresses	Addresses - 2	Full Access
db_staff	Addresses - 3	Read Only
	Attendance-3	Read Only
	Calendar bookings -3	Read Only
	Calendar Events -3	Read Only
	Calendar -3	Read Only
	Classes -3	Read Only
	Clubs-3	Read Only
	Community-3	Read Only
	Correspondence -5	No Access
	Community -4	No Access
	Denbigh assets -3	Read Only
	Denbigh calendar IWP -3	Read only
	Denbigh calendar -3	Read only

Database	Item	Access
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 Main menu – 6 PTI_data – 2 PTI_interface – 2 Reports – 2 Student Class Enrolments – 2 Test Results -2	Data entry Limited Access inc PTI Data entry Data entry Data entry Data entry Data entry
db_groups	Clubs – 2	Data entry
db_registrar	Community – 2 Family -2 MainMenu – 7 Notes – 2 Photos – 2 Student class enrolments – 3 Student current – 2	Data entry View/edit/create/delete limited fields Data entry Data entry Data entry registrar (others read only) Data entry Data entry

Database	Items	Permissions
	Student Former – 2 Student future- 2 Test results – 3 Transport passes- 2 VSR-2	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	Email – 2 Function – 3 Main menu – 2 References – 3 Student Current – 3 Times – 3 Transport passes – 3 VSR – 3	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

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

Database	Item	Permission
db_pastoral_care	MainMenu – 5	read only
	Notes – 3	data entry pastoral notes.
db_markbook_admin	Markbook Data - 2	Data entry
	Markbook Group students – 2	Data entry
	Markbook Groups – 2	Data entry
	Markbook Task Students – 2	Data entry
	Markbook Task Groups – 2	Data entry
	Markbook Tasks – 2	Data entry
	Markbook – 2	Data entry
db_markbook_entry	Markbook Data – 3	Edit marks only
	Markbook Group students – 3	Edit marks only
	Markbook Groups – 3	Edit marks only
	Markbook Task Students – 3	Edit marks only
	Markbook Task Groups – 3	Edit marks only
	Markbook Tasks – 3	Edit marks only
	Markbook – 3	Edit marks only
db_pti	PTI_data-3	Data entry no delete
	PTI_interface – 3	
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	Data entry selections and prefs.
	Front counter – 4	Write only
	Vcal - 3	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.