



**DENBIGH**  
INTERNATIONAL

Administration  
Solutions  
for Education

**Kinross**

**External Authentication Document**

**User Setup Documentation**

[www.denbigh.com.au](http://www.denbigh.com.au)

Tel +61 2 4647 1375  
Fax +61 2 4647 3410

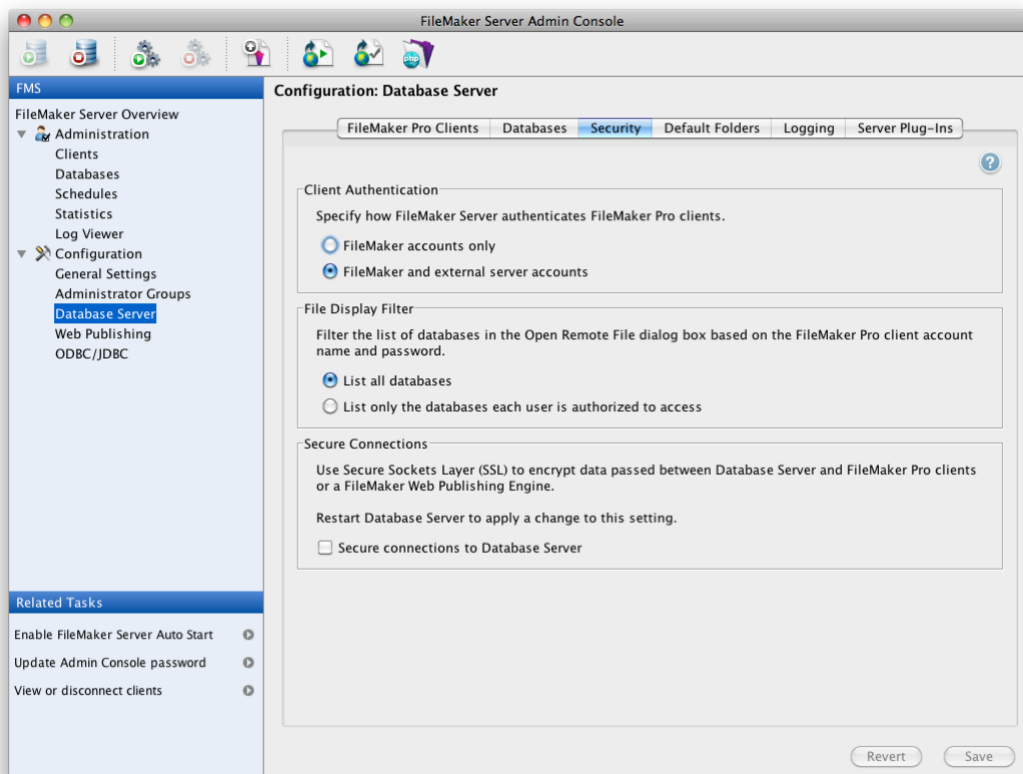
ABN 99 167 352 749

Macarthur Anglican School  
Cobbitty Road  
Cobbitty NSW 2570

PO Box 3166  
Narellan NSW 256  
Australia

# 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.

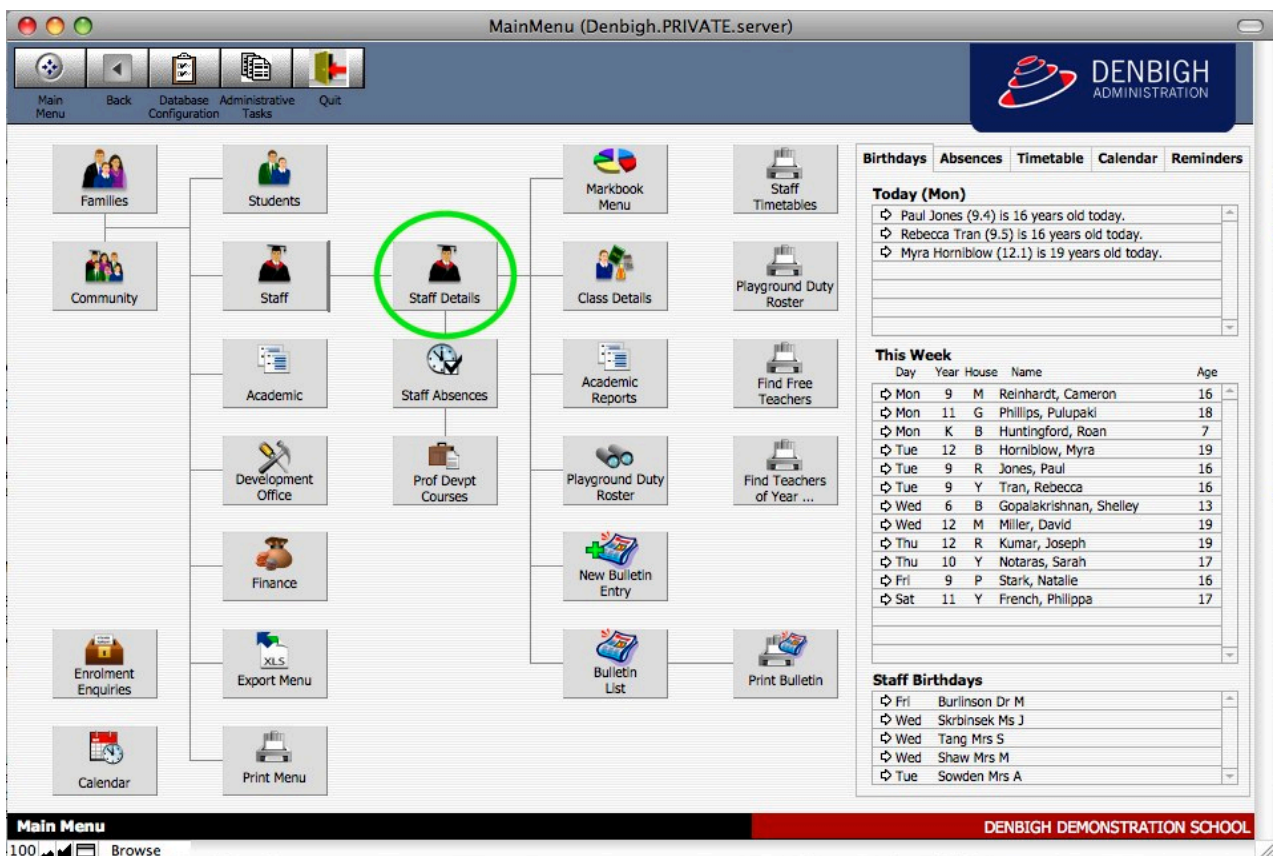
3. Create the following groups in your LDAP Server, and allocate ALL users who need access to Denbigh Admin to **db\_staff**, which is the generic lowest level of access. Please ensure that all account group names are created using lower-case. This is especially important for MacOS X deployments.

db_admin	db_markbook_admin
db_attendance	db_markbook_entry
db_attendance_staff	db_medical_write
db_bulk_senders	db_medical_read
db_calendar	db_music
db_community	db_principle
db_correspondence_write	db_pastoral_care
db_correspondence_read	db_registrar
db_curriculum	db_references
db_dba	db_reports_doslevel
db_discipline	db_reports_supervisor
db_extra_curricular	db_sport
db_finance_write	db_staff
db_finance_read	db_sms_write
db_foundation	db_sms_read
db_hr_write	db_students
db_hr_read	db_textbooks
db_learning	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.



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’

## 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

## Summary of Kinross 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.

Account Name	Files Accessible	Privilege Sets
db_admin	Email References Student current Times Transport passes MainMenu Compliance	Email Admin Data Entry with Auditing Office administration Data entry with auditing Data entry with auditing Office Administration Data Entry With Auditing
db_attendance	Attendance AttendanceArchive Civica Student Attendance Front Counter Interface	Data Entry with Auditing Data Entry with Auditing Data Entry Create Edit & Delete
db_attendance_staff	Staff  Timetable lessons	Staff Absences and Extras Only Staff absences
db_bulk_senders	Email	Email Admin
db_calendar	Calendar Denbigh Calendar	Data Entry with Auditing Calendar Entry
db_community	Community	All except community delete and learning
db_correspondence_write	Correspondence	Create edit delete layout
db_correspondence_read	Correspondence	View only
db_curriculum	MainMenu Markbook Groups Reports Student class enrolments Test Results Timetable lessons Classes	Limited Access Curriculum Data Entry with Auditing Data Entry with Auditing Data entry with auditing Data Entry with Auditing Data entry with auditing Data entry with auditing
db_dba	Addresses Attendance  AttendanceArchive  Calendar Civica Classes Community Correspondence	Data Entry with Auditing Data Entry with auditing with layouts  Data Entry with Auditing with Layouts  Data Entry with Auditing Data Entry with Layout Data Entry with Auditing Data Entry with Auditing Data Entry with Auditing



db_hr_write	Community Staff Student Former	HR Create, Edit, Delete All db_hr_write
db_hr_read	Staff	View All
db_learning	Community Student Current	All except community delete and learning DB Learning Privilege set
db_markbook_admin	Markbook Group Students Markbook Groups Markbook task students	Create Edit Delete in All Create Edit & delete in all Create Edit Delete in All
db_markbook_entry	Markbook Group Students Markbook Groups Markbook Task students	Record Level Permissions Teachers Teacher record level permissions
db_medical_write	Student attendance Front counter interface Attendance Student Current Student Future	Create Edit & delete Data Entry with Auditing Medical View Only
db_medical_read	Student Current	Medical
db_music	Extra Curricular	Music
db_principle	Addresses Calendar Civica Classes Community Correspondence Denbigh calendar Discipline Extra Curricular Family Internal Messaging MainMenu  Markbook Group Markbook Group Students Markbook tasks students NAPLAN Notes Photos Program References ReportArchive Report SMS Staff Student class enrolments Student Current Student Former Student Future	Read-Only with Auditing Read-Only with Auditing Read-Only Access Read-Only Auditing View only + citizenship + Academic View only Read –only with auditing Read-Only with Auditing View only Teachers View with Limited fields Data Entry with Auditing Limited Access Teachers Read-Only with auditing Read-Only with Auditing Read-only with auditing Read-Only Access Principle View Only Read-Only with Auditing Read-only with auditing Read only Public Read Only Data Entry with Auditing Teachers Read-only with Auditing Read-Only with Auditing View Only Read-Only with Auditing Read-Only with auditing



	Test Results Text books Times Timetable lessons Transport passes	Read-only with auditing Read-only with auditing Read-only with auditing
db_pastoral_care	MainMenu Notes	Pastoral care Pastoral Care
db_registrar	Community  Family MainMenu Notes Photos Student class enrolments Student Current Student Former Student Future Test Results Transport passes Compliance	All except community delete and learning View Edit Create Delete Limited Field Access Registrar Registrar Data Entry with Auditing Registrar Create Edit, Delete all tabs Data Entry with Auditing Data Entry with Auditing Data entry with auditing Data entry with Auditing
db_references	References	Staff data entry
db_reports_doslevel	Reports	View & Record level edit DOS Level
db_reports_supervisor	Reports	View & record level Edit Supervisor Level
db_sport	Extra Curricular	Sport
db_staff	Addresses Attendance AttendanceArchive Calendar Civica Classes Community  Correspondence Denbigh Calendar Discipline Email Extra Curricular Family Finance_data Internal Messaging MainMenu Markbook Group Students Markbook groups Markbook task students NAPLAN Notes Photos	Read-Only with Auditing Data Entry with Auditing Read- Only with auditing Read-Only with Auditing Read-Only Access Read-Only Auditing View only + citizenship + Academic No Access Read-Only Access Teachers Teachers View only Teachers view with limited fields No Access Normal Limited Access Teachers Read-Only with Auditing Read-Only with Auditing Data Entry with Auditing Teachers View only No Access

	Program References ReportArchive Reports  SMS Staff Student Attendance Front Counter Student class enrolments Student Current Student Former Student Future Test Results Textbooks Timetables Times Timetable lessons  Transport passes Vcal	No access NonDBA View & record Level Edit staff level Public Read Only Minimal Access Teachers Create Edit & Delete Teachers General Staff Read only with Auditing Teachers No Access Read only with Auditing Read-only with auditing Timetable custom Read-only with auditing Read-only with auditing Read only with auditing  Data entry with auditing
db_sms_write	SMS	Public Read Write
db_sms_read	SMS	Public Read Only
db_students	Student attendance front counter Vcal	Student sign-in  Student access
db_textbooks	Textbooks	Data Entry with Auditing
db_timetable	Timetables Times Timetable lessons	Data entry with auditing Data entry with auditing Data entry with auditing

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.