



DENBIGH
INTERNATIONAL

Administration
Solutions
for Education

Wycliffe
External Authentication Document
User Setup Documentation

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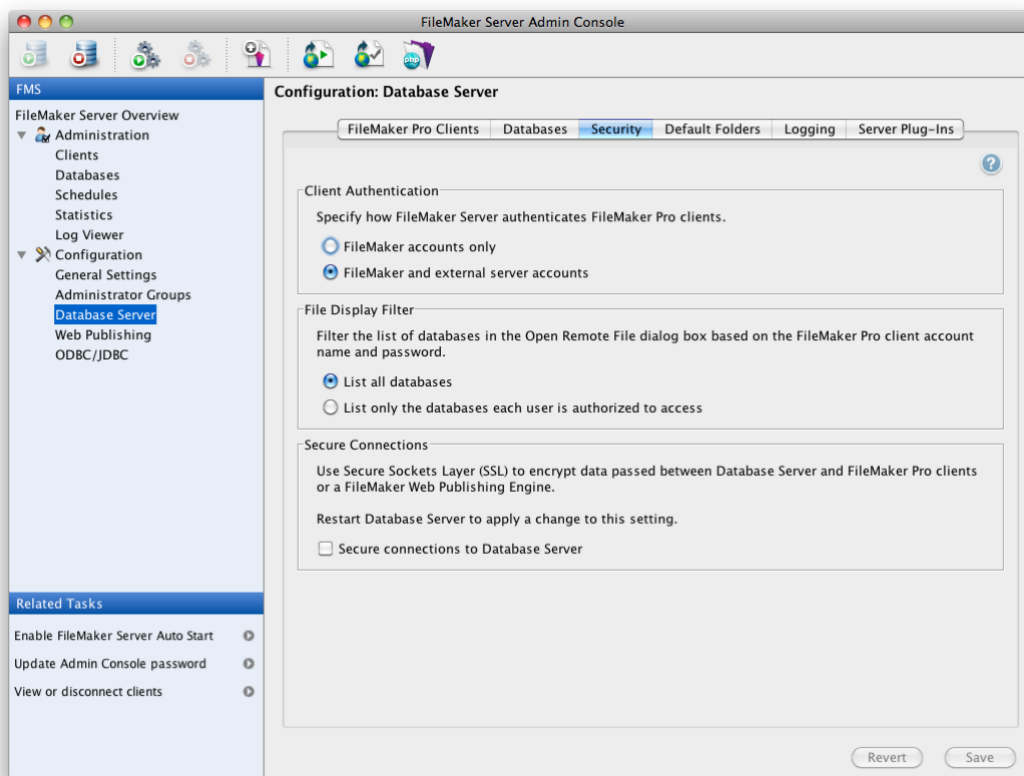
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Configuring External Authentication on the FileMaker Server

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.

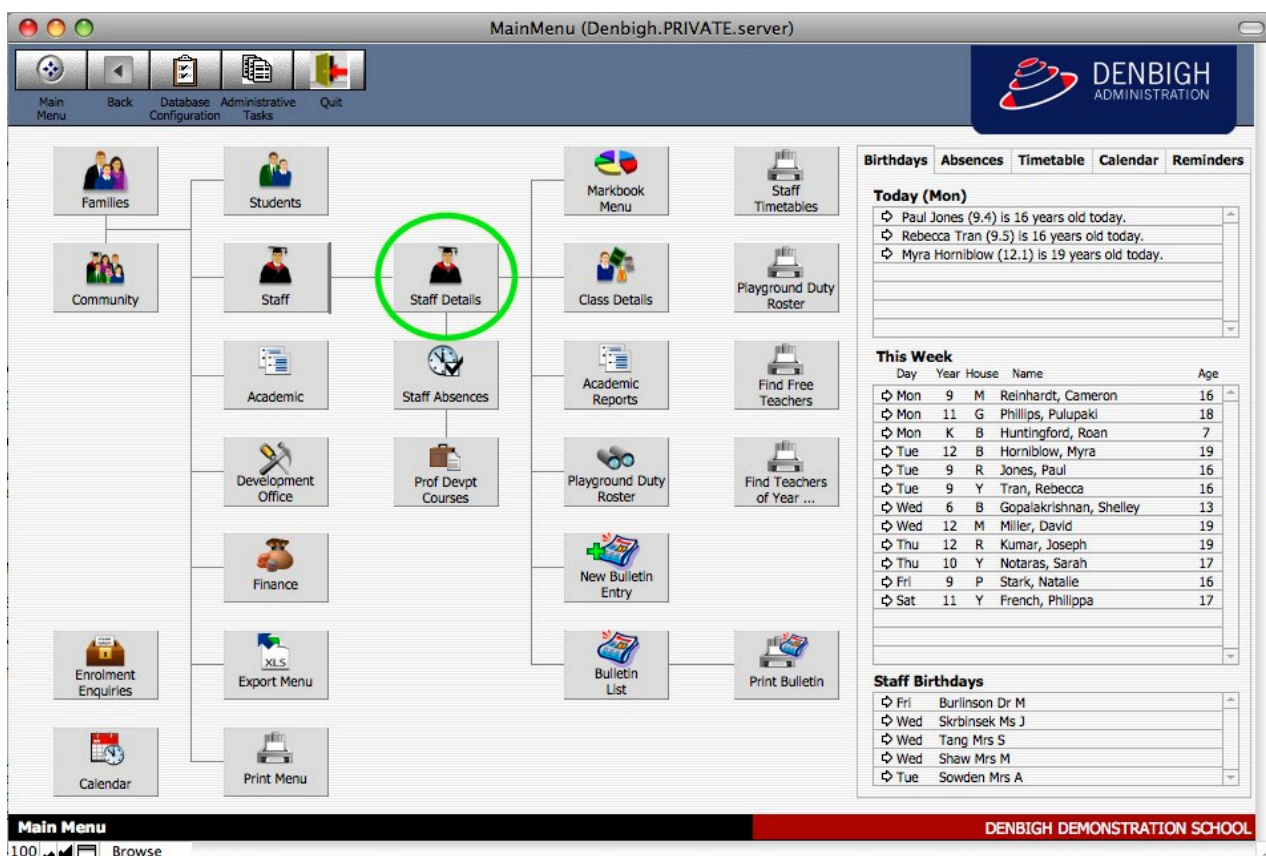
3. Create the following groups in your LDAP Server, and allocate ALL users who need access to Denbigh Admin to **db_staff**, which is the generic lowest level of access. Please ensure that all account group names are created using lower-case. This is especially important for MacOS X deployments.

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 Wycliffe 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 Names	Files Accessible	Privilege sets
db_dba	Addresses Attendance Attendance archive Calendar Classes Community Correspondence Denbigh calendar Email Extra curricular Family Internal messaging Magellan Markbook group students Mark group tasks Notes Photos Reports SMS Staff Student class enrolments Student current Test results Textbooks Timetable Transport passes	Data entry with auditing Data entry with auditing with layouts Data entry with auditing with layouts Data entry with auditing Data entry with auditing Data entry with auditing Data entry with auditing Data entry with auditing Data entry with auditing Data entry with auditing Data entry with auditing DBA Data entry with auditing Data entry with auditing Data entry with auditing Data entry with auditing DBA Data entry with auditing Data entry with auditing 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_addresses	Addresses	Data entry with auditing
db_admin	Addresses Community Email Family Magellan Student current Transport passes	Data entry with auditing All except community delete Data entry with auditing View edit create delete limited field access AdminStaff Office administration Data entry with auditing

db_attendance	Attendance Attendance archive Classes Magellan	Data entry with auditing Data entry with auditing Data entry with auditing Attendances
db_medical_write	Attendance Student current	Data entry with Auditing medical
db_staff	Attendance Addresses Attendance archive Calendar Classes Community Correspondence Denbigh calendar Email Extra curricular Family Internal messaging Magellan Markbook group students Markbook group task Notes Photos Reports Sms Staff Student class enrolments Student current Test results Textbooks Timetable Transport passes	Attendance Read-only with auditing Read-only with auditing Read-only with auditing Read-only with auditing View only most fields No access Read-only with auditing Staff access View only Teachers view with limited fields Normal Tachingstaff Read-only with auditing Read-only with auditing Teachers View only View and record level edit Public read write Minimal access teachers Teachers General staff Read-only with auditing Read-only with auditing Read-only with auditing Data entry with auditing
db_calendar	Calendar Denbigh calendar	Data entry with auditing Calendar entry
db_curriculum	Classes Magellan Reports Student class enrolments Test results	Data entry with auditing Head Teachers Data entry with auditing Data entry with auditing Data entry with auditing
db_faculty	Classes Magellan	Data entry for heads of faculty HeadsofFaculty
db_registrar	Community Family Notes	All except community delete View edit create delete limited field access Registrar Data entry with auditing

	Photos Student class enrolments Student current Test results Transport passes	Data entry with auditing Register Data entry with auditing Data entry with auditing
db_hr_write	Community Staff	All except community delete Create edit delete all
db_community	Community	All except community delete
db_correspondence_write	Correspondence	Create, edit delete layout
db_correspondence_read	Correspondence	View only
db_sport	Extra curricular	Sport
db_extra_curricular	Extra curricular	Extra curricular
db_music	Extra curricular	Music
db_finance_write	Family Notes Student current	Accounts Accounts Accounts
db_finance_read	Family notes	Accounts accounts
db_pastoral_care	Magellan notes	Coordinators Pastoral care
db_maintenance	Magellan	AdminStaff
db_timetable	Magellan	Timetablers
db_discipline	Magellan	Nonteachingstaff
db_medical	Magellan	Frontdesk firstaid
db_markbook_admin	Markbook group students Mark book group tasks	Create edit delete in all Create edit delete in all
db_markbook_entry	Markbook groups students Markbook group tasks	Record level permissions Teacher record level permissions
db_foundation	Notes	Foundation
db_sms_write	Sms	Public read write
db_sms_read	Sms	Public read only
db_hr_read	Staff	View all
db_attendance_staff	Staff Timetable	Staff absences and extras only Staff absences
db_medical_read	Student current	General staff
db_textbooks	Textbooks	Data entry with auditing
db_timetable	Timetable	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.