Part 3

Departmental Administration: The Departmental *Superuser*

Overview

Part 1 looked at viewing notices, while Part 2 looked at the addition, modification and deletion of notices by a so−called ***regular*** user.

However, there are a number of other important issues, such as:

– how do regular users get created?
– how do regular users get assigned to departmental groups (so they can make postings)?
– how do you arrange for notices to be also sent, by e−mail, to appropriate mailing lists?
– how do you arrange for notices to be posted to appropriate USENET newsgroups?

These tasks are the responsibility of the departmental ***superuser***.

The Departmental *Superuser*

Every department ***must have*** a departmental superuser.

If you are a regular user, and want to distribute your group's postings to a mailing list, you need to ask the superuser to set this up. The same is true if you want to arrange to post your notices to a newsgroup.

In addition, if the department decides to start posting messages under a new cross–departmental group, the superuser must arrange for the department to join the group, and can assign a regular use to post notices under that group.

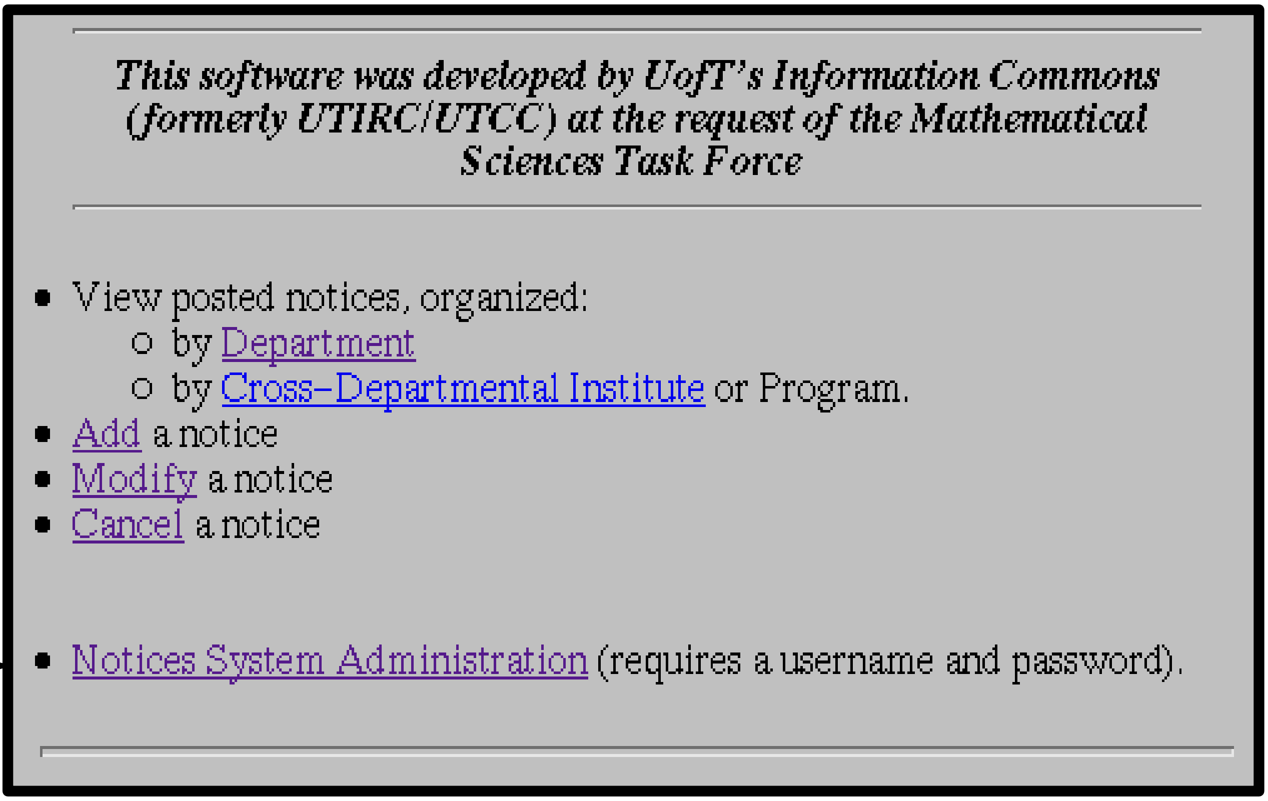
In addition, the superuser can ***create*** new regular users.

Example Departmental Organizations

We will first look at a demonstration department, and see how the superuser can reconfigure the data associated with this group.

Our starting point, once again, is

http://www.hprc.utoronto.ca/cgi–reg/notices_main.pl



This software was developed by UofT's Information Commons (formerly UTIRC/UTCC) at the request of the Mathematical Sciences Task Force

- View posted notices, organized:
  - by Department
  - by Cross–Departmental Institute or Program.
- Add a notice
- Modify a notice
- Cancel a notice

- Notices System Administration (requires a username and password).

Notice System Administration

There are 3 things on this page:

1. Change your authorization password –– can be used by regular users only, to modify their own passwords.
2. Add a new user and password (superusers only –– to create a new regular user)
3. Modify Department and Group Information

We will start with item 3, modifying department and group information. At the bottom of the display is a menu that allows you to select the department under which you wish to make modifications. Select your Department, and press enter.

You will then be prompted for your ***superuser*** (not regular user) password. The next page shows what you get:

A) Modifying Departmental Information

X-Notices System Testing
Groups Configuration Database

Please select the group you wish to modify (first section) or the group you wish to add (second section). You can only add or modify one group at a time. After making your selection press the *Submit* button at the bottom of the page.

A. Currently Registered Groups

- **Department**
  Authorized Users: *test*
  Newsgroups:
  Listservs: *igraham@utirc.utoronto.ca*

- **Algebra**
  Authorized Users: *test*
  Newsgroups:
  Listservs:

- **Optimization**
  Authorized Users: *test ian*
  Newsgroups:
  Listservs: *igraham@utirc.utoronto.ca*

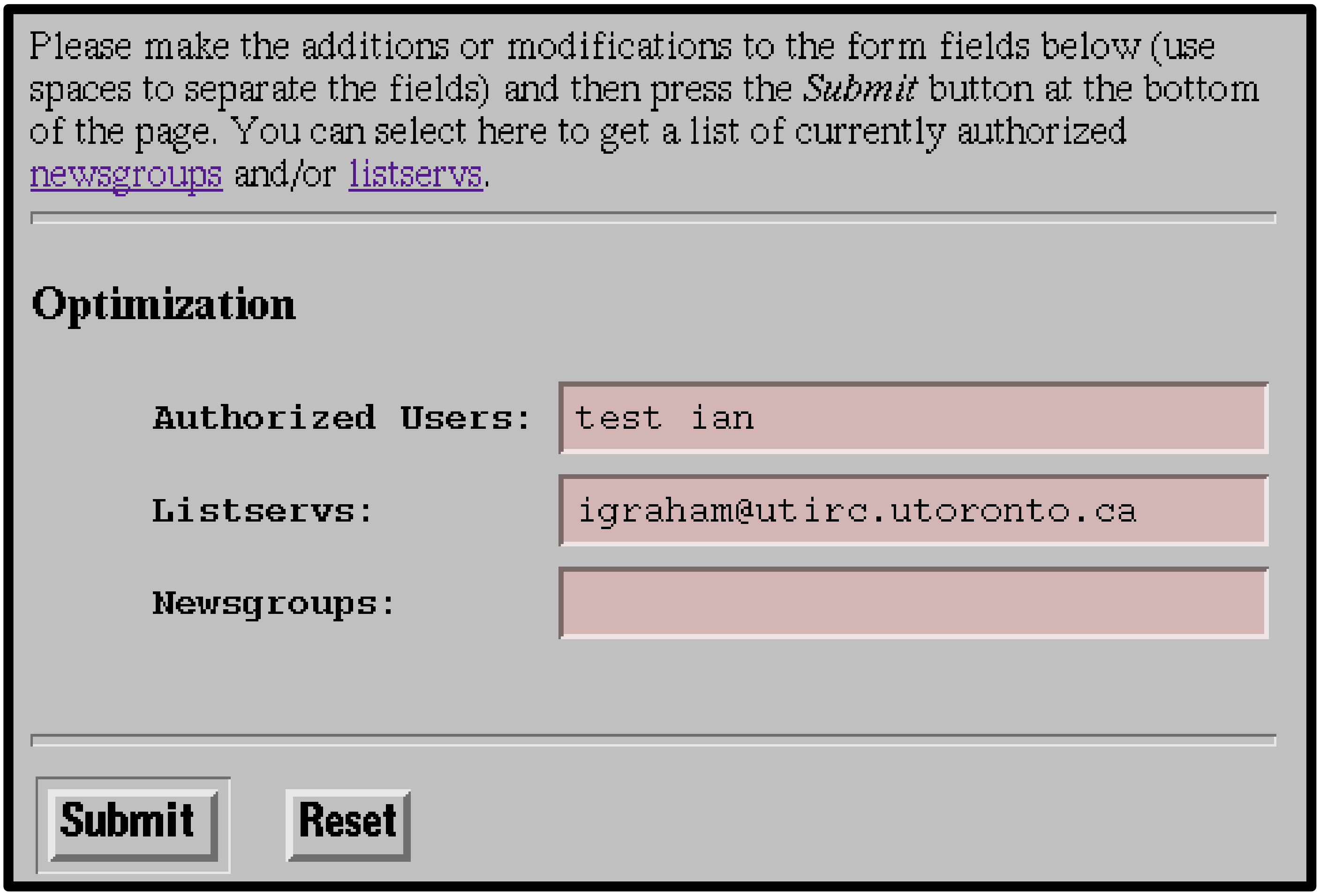
B. Currently Unregistered Groups

- Analysis
- Applied Statistics
- Artificial Intelligence

A) Modifying Departmental Information (cont.)

The items in section **A** are groups the department is already subscribed to. The items in section **B** are groups known to the system, but to which the department is not yet subscribed. Select the group you want, from either **A** or **B**, and press "**Submit**" (at the bottom of the display).

Suppose I select the group "Optimization". I will be returned the following document:



Please make the additions or modifications to the form fields below (use spaces to separate the fields) and then press the *Submit* button at the bottom of the page. You can select here to get a list of currently authorized newsgroups and/or listservs.

Optimization

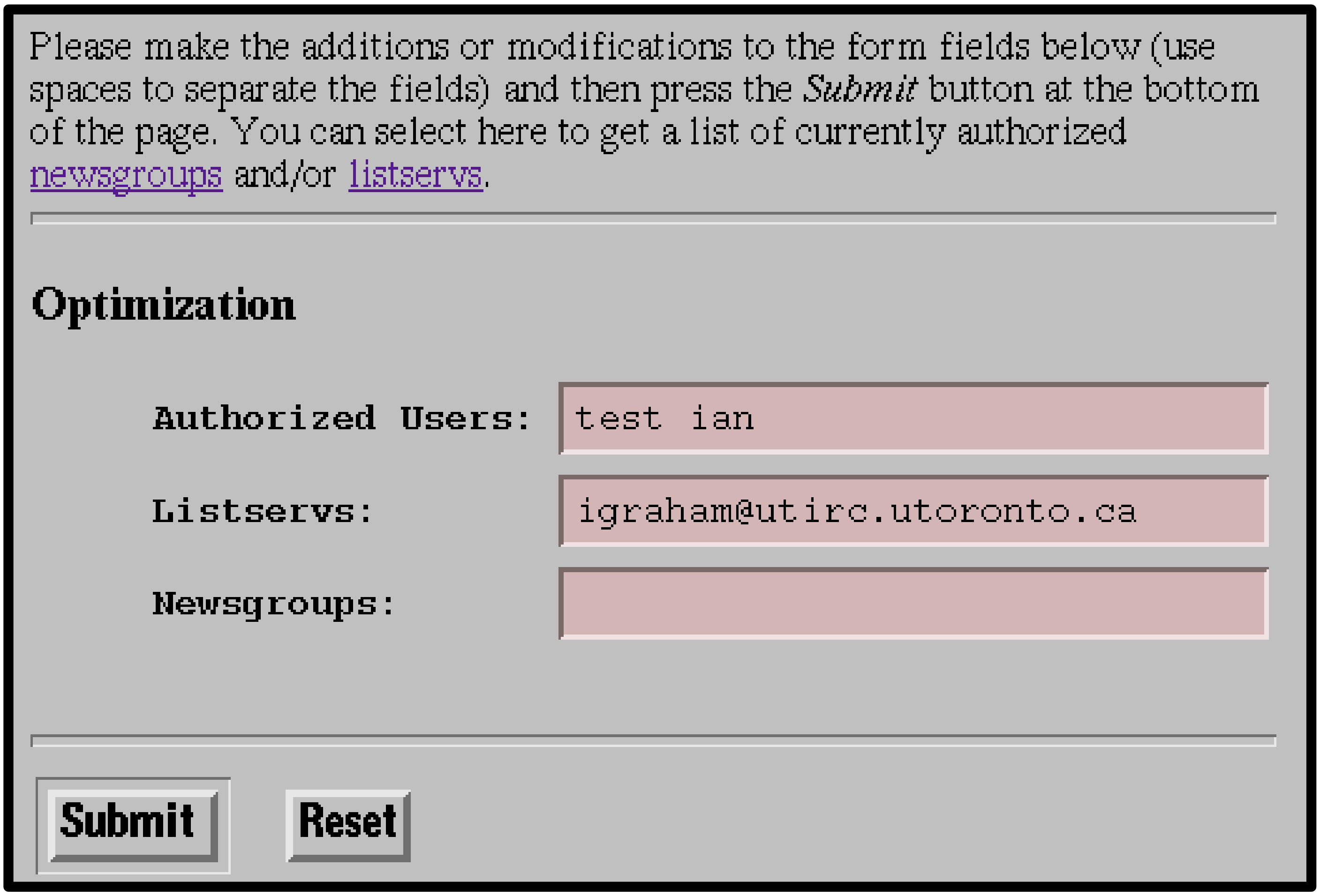
Authorized Users:	test ian
Listservs:	igraham@utirc.utoronto.ca
Newsgroups:	

Submit **Reset**

A) Modifying Departmental Information (cont.)

The items in section **A** are groups the department is already subscribed to. The items in section **B** are groups known to the system, but to which the department is not yet subscribed. Select the group you want, from either **A** or **B**, and press "**Submit**" (at the bottom of the display).

Suppose I select the group "Optimization". I will be returned the following document:



Please make the additions or modifications to the form fields below (use spaces to separate the fields) and then press the *Submit* button at the bottom of the page. You can select here to get a list of currently authorized newsgroups and/or listservs.

Optimization

Authorized Users:	test ian
Listservs:	igraham@utirc.utoronto.ca
Newsgroups:	

Submit Reset

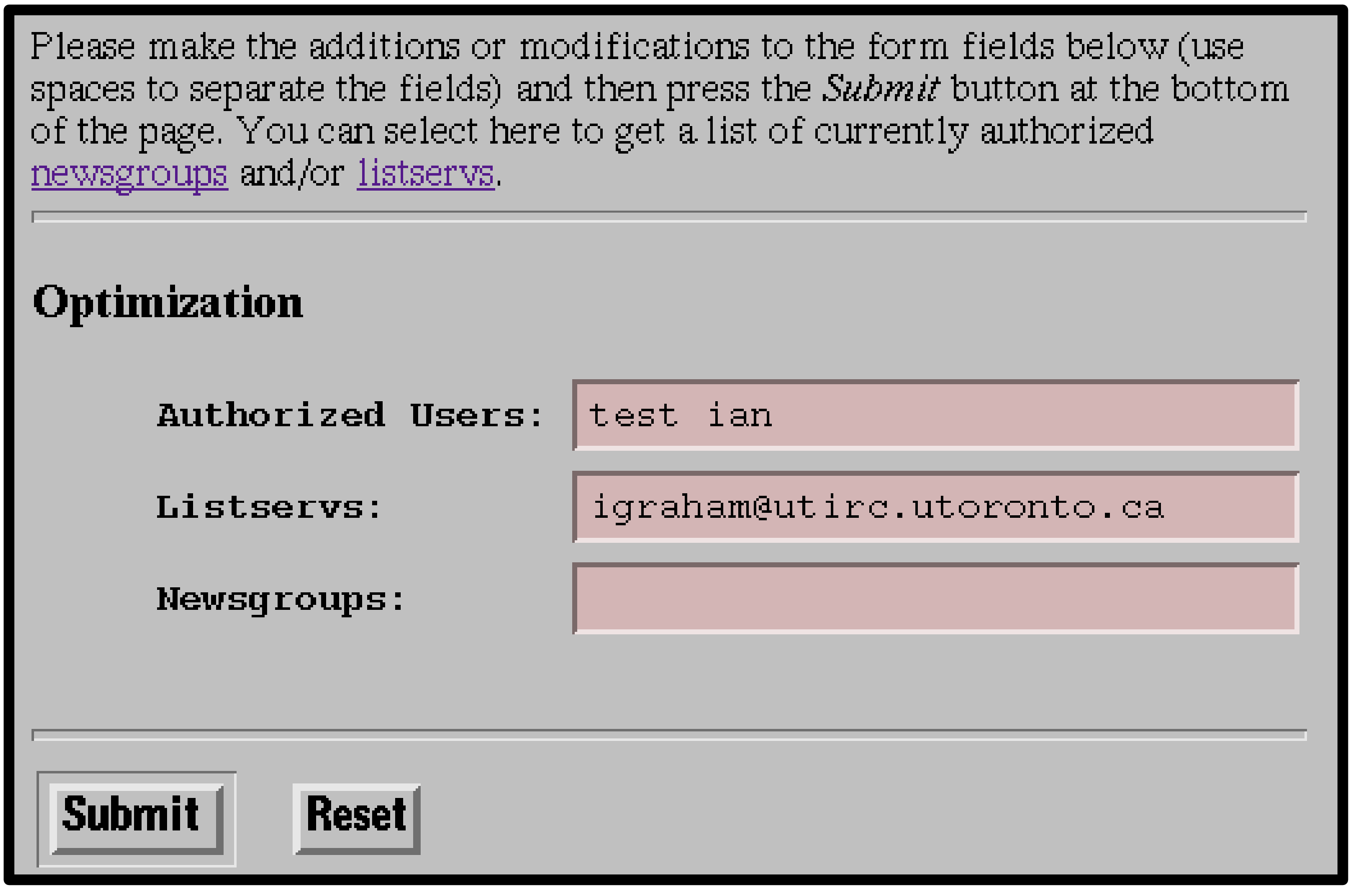
A) Modifying Departmental Information (cont.)

This says:

`test and ian` ––– are the regular users authorized to post notices to this group

`igraham@utirc.utoronto.ca --` notices posted to this group are automatically mailed to this address

–– notices are not posted to any newsgroups, as this field is empty.


Please make the additions or modifications to the form fields below (use spaces to separate the fields) and then press the *Submit* button at the bottom of the page. You can select here to get a list of currently authorized newsgroups and/or listservs.

Optimization

Authorized Users: test ian

Listservs: igraham@utirc.utoronto.ca

Newsgroups:

Submit Reset

A) Modifying Departmental Information (cont.)

You can now modify these fields to set the values you want. Only certain listservs or newsgroups are allowed –– you can press on the newsgroups or listservs links to get a list of the allowed ones. If you want one not on this list, you will need to contact the WebNotices system administrator to have him/her add it to the list.

Here is what you see when you connect to these informational pages:

List of Allowed Newsgroups

The following is a list of all the newsgroups currently supported by the Notices Distribution System. If you want to add another group to this list, you must contact the WebNotices system administrator, ***Ian Graham****, at:*

E-mail: igraham@utirc.utoronto.ca
Tel: (416) 978-4548

Newsgroups:

- ut.seminars

A) Modifying Departmental Information (cont.)

Suppose your changes are:

add regular user:	*fred*
delete regular user:	*ian*
add newsgroup	*ut.seminars*

The returned document is:

Errors on Input Fields

We have detected problems with the input fields in your page. These errors were (approximately):

- The usernames *fred* are not registered. To register new usernames, please access the user addition page.

Please Press the browser's *back* button to return to the modifications page.

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because there is not (yet!) a user *fred* in the regular users database. Suppose I decide to just stick with tests, and dump fred. The requesting form is then:

A) Modifying Departmental Information (cont.)

Please make the additions or modifications to the form fields below (use spaces to separate the fields) and then press the *Submit* button at the bottom of the page. You can select here to get a list of currently authorized newsgroups and/or listservs.

Optimization

Authorized Users:	test
Listservs:	igraham@utirc.utoronto.ca
Newsgroups:	ut.seminars

Submit **Reset**

which produces the response:

X–Notices System Testing
Modifying Group: *Optimization*

Your changes are approved. Please check once more to ensure the changes are appropriate, and then press the *Submit* button (at the bottom of the page) to actually make the changes.

Optimization

```
Authorized Users: test
Listservs:        igraham@utirc.utoronto.ca
Newsgroups:       ut.seminars
```

Submit **Reset**

A) Modifying Departmental Information (cont.)

This last page is just a final check, to make sure you are really doing the right thing. Pressing "**Submit**" once again actually deposits the changes into the notices database.

Creating a New Regular User

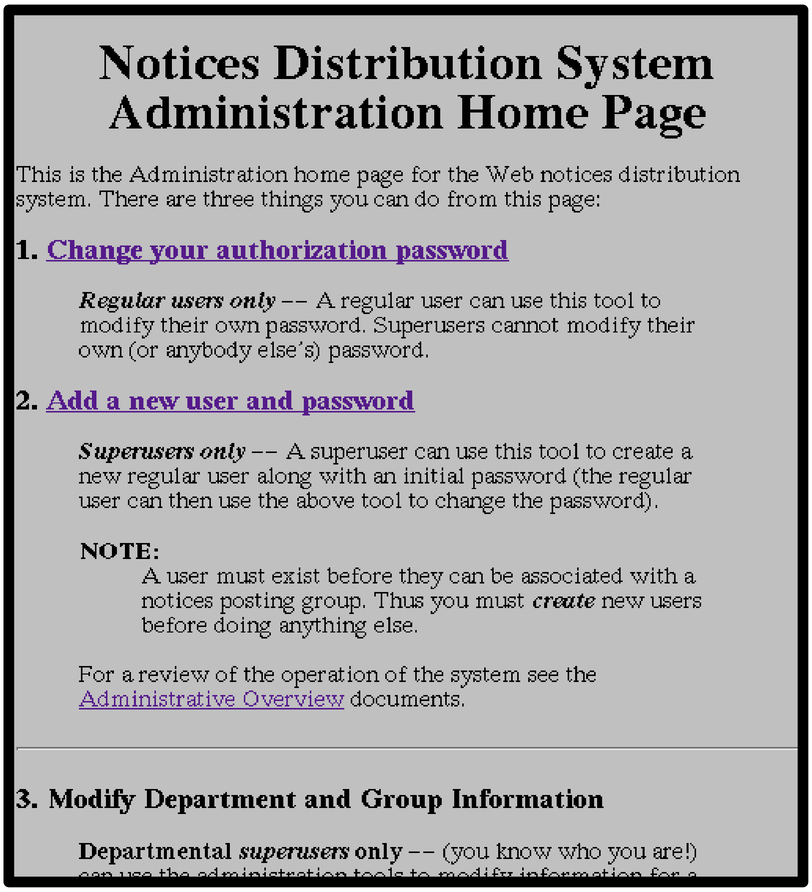
OK –– now what about that user "fred" who didn't exist. Suppose you want to create a new user, named fred, and allow fred to post notices to a group.

That's easy –– all you have to do is

A) create fred as a new user

B) repeat what we just did. Fred will now be defined as a user, and you can now associate him (or her) with a departmental group.

So –– how do you create a new user? We have to go back to the initial page of hte administrative system, namely:



Notices Distribution System Administration Home Page

This is the Administration home page for the Web notices distribution system. There are three things you can do from this page:

1. Change your authorization password

Regular users only –– A regular user can use this tool to modify their own password. Superusers cannot modify their own (or anybody else's) password.

2. Add a new user and password

Superusers only –– A superuser can use this tool to create a new regular user along with an initial password (the regular user can then use the above tool to change the password).

NOTE:
A user must exist before they can be associated with a notices posting group. Thus you must *create* new users before doing anything else.

For a review of the operation of the system see the Administrative Overview documents.

3. Modify Department and Group Information

Departmental *superusers* only –– (you know who you are!)

Creating a New Regular User (cont.)

Selecting the Create new User item brings up the following page: fill in the appropriate information (as I've done) and press "**Add Use**r"

Step One:

Complete the following form fields. Enter the **name** of the user you wish to create. Then enter **information** about the user: the full name, address and phone (e.g. `John Smith, Sidney Smith Room 213, Tel: x2321`. Thirdly, enter the **password** you wish to use -- you need to enter the password **twice**, to verify that you've typed the entry correctly.

User name:	fred
Information:	Fred Greening, Boltz Bldg, Rm 212
New password:	******
Re-type new password:	******

Step Two:

When you click on the Change password button below, you *may* be asked to authenticate yourself. Enter your superuser name and password (not the above name and password).

Add User **Reset**

Creating a New Regular User (cont.)

If you did everything right, you will get back the following:

Successful Addition of New User

The user *fred* was successfully added.You must now return to the Notices administration page to associate this user with a Department or Departmental group.