At Ease 2.0.3 for Workgroups: Setting Up (8/95)

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TOPIC --

The following instructions are provided to help you set up your network using
AppleShare 3.0.3 and At Ease for Workgroups 2.0.3, they assume a good
understanding of how AppleShare works (please see the manual).

DISCUSSION ---

AppleShare 3.0.3 setup

Please follow the manual for installing and setting up the AppleShare server
software. DO NOT install At Ease on the server, however you will need to create
a user (for example, "At Ease User") that has write access to the root level of
the shared volume. This user can be restricted (via AppleShare Admin) to the
access of the folders on the shared volume, but must have at least write
privileges to the root level).

If you have designated an administrator's Macintosh for the At Ease workgroup,
set up that computer first (any of your workstations could be used for this), to
look just as you would like other users' computers to look, since you will be
putting the same information on all the computers in the workgroup. If you are
using At Ease on an AppleTalk network, you can set up the other computers in the
group from the administrator's Macintosh.

To begin, double-click the At Ease Setup for Workgroups icon on the startup
disk. A window will appear, indicating that At Ease is turned off. Do not turn
At Ease on yet. You will turn it on when you have completed the setup
procedure.

Designating a File Server

At Ease will need to have a single AppleShare ID in order to access a file
server. There is no relationship between the At Ease user names and the
AppleShare user names.

If At Ease uses the AppleShare volume as the startup disk:

• All At Ease users will be using the same AppleShare name and password.

• At Ease remembers the AppleShare name and password from when you set it
  up and automatically connects to the server when At Ease users log into
  At Ease on the workstation.

To designate a file server as the At Ease disk:

1) Choose Chooser from the Apple menu.

2) Use the AppleShare user name (again "At Ease User" is recommended) to
   connect to the file server that you want to use as the At Ease disk.

3) Select the name of the server volume that you want to use as the At
   Ease disk. Close the Chooser window.

4) Go back to the At Ease Setup program and choose At Ease Disk... from
   the Options menu.

5) Click the radio button next to Mounted Server, then select the server
   you're using. Click OK.

Adding Users

Create a list of all the users who will have access to At Ease, and enter their
names. To do this:

1) Open the At Ease Setup program on the startup disk (it may already be
   open).

2) Click New to add new users.

3) Type the name of the first new user, and a password (optional). If you
   add a password, be sure to notify the user that you have done this.

4) Click Next User to add another user. When you have added all the users,
   click Done.

5) A list with all the users you added appears. At this point, you can
   remove any users by selecting their names and clicking Remove if
   necessary.

6) Click Done.

CREATING A SETUP

A Setup is a subsection of the entire workgroup that will be using At Ease. Each
Setup consists of users who are all associated by definition (a class, a
business team, a company division). All the users in a single Setup have access
to the same programs, menus, and options within At Ease.

Naming a New Setup
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1) Click New in the At Ease Setup window.

2) Type the name of the new Setup in the box.

Adding Users to a Setup
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1) Click the Users button.

2) Click the name of the user(s) you want to add to this Setup, and click
   Add. Click OK when you are done.

Adding Programs and Documents to a Setup
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1) Click the Items button.

2) Click Add Applications.

   NOTE: Please be aware that most software licensing agreements require a
   separate copy for each user, therefore, having one legal copy accessed
   by many users is still a violation of the agreement

3) Click the pop-up menu to see all available disks from which you can
   select applications.

4) Click the name of the program(s) you want to add, then click Add. The
   names that appear under "Items for this Setup" are actually aliases for
   the originals, which remain in their original location. (Users do not
   need to have the actual application on their systems to have access to
   items on a file server in an AppleTalk network.)

5) Click OK when you are done.

6) Click Add Documents.

   NOTE: You cannot add a common folder from the server. You can, however,
   add your folder (for example, Clip Art) to the user folder in the
   Documents folder on the root level of the server hard drive. It will
   then appear as a folder in the user's document page in At Ease. Please
   be aware that At Ease works similar to the Finder, if you click on a
   document and it cannot find the application that created it, it will
   tell you this. You will then have to open the application (such as
   ClarisWorks) that supports it and then open the document from the
   application's Open... menu selection.

7) Click the Disk pop-up menu to see all available disks from which you
   can select documents.

8) Click the Kind pop-up menu and drag down to the application that
   created the document(s) you want to add. A list of documents created in
   that application and available on the disk you selected (in the Disk
   pop-up menu) appears.

9) Click the document(s) you want to add, and click Add.

10) When you are done adding documents, click OK.

NOTE: If you do not know the full name or location of an item you want
    to add to the Setup, Click Find Items in the New Setup window and type
    the name or partial name of the item. Click Find. Click Add to add the
    item to the Setup.

11) Click OK when you are done.

Choosing Menus and Options for a Setup

The administrator can control what users are able to do from their desktops by
configuring the menus for each Setup.

1) Click the Menus button in the At Ease Setup window.

2) Click the box next to the item you want to make available to users of
   this Setup. An X appears next to the menu items available to users of
   this Setup.

3) Click the Options button in the At Ease Setup window.

4) You can set other options for the users of the setup.

Updating the other Workstations

Please refer to page 91 of the At Ease for Workgroups Administrator's Guide for
directions.

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