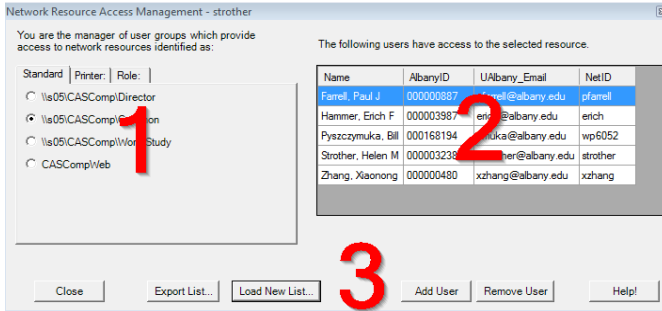


CAS Network Resource Access Management

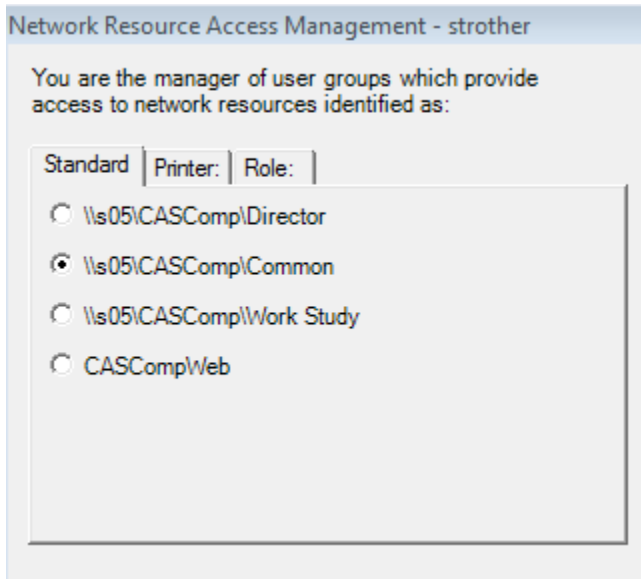
A short tutorial on the interface.

- o The parts of the Window are as follows:



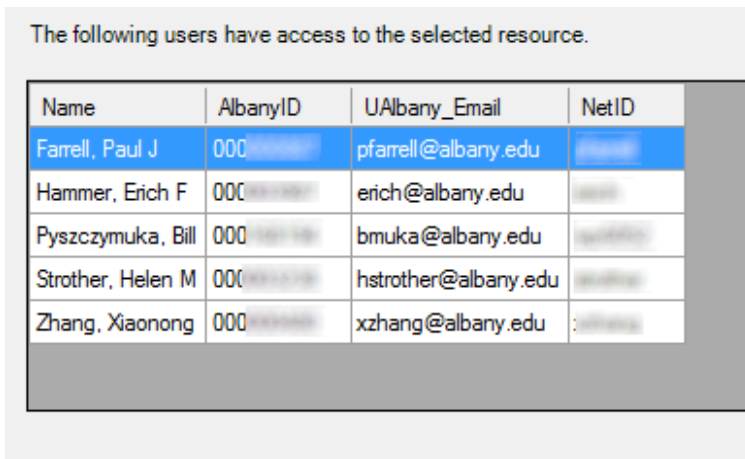
1. List of network resources you manage grouped into tabs by type of resource.
2. List of users with access to the selected resource.
3. Buttons that perform actions.

- Area 1:



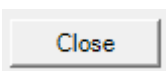
- The tabs categorize the kinds of network resources which you manage. Depending on what resources you manage, you may see different tabs. In this example, “Standard” are file folders where the users can modify the files; “Printer” are network printers; and “Role” are user roles with defined, multiple access rights. Another possible tab includes “Read Only”. **Note** that the same network resource path can appear under both “Standard” and “Read Only” as they represent different levels of access.
- The radio buttons should be labeled with the path to the network resource (or the role name), and many of them have a pop-up tool tip with a bit more description. The selected button affects the list of users in Area 2.

- Area 2:



Each user (and their unique identifiers) who have access to the network resource selected in Area 1 are listed here. The blue highlighting indicates which one is selected. Yellow highlighting (not shown here) indicates just-added user(s).

- Area 3:



- Closes the window only. All changes made while the window is open are immediate. This “Close” button does not save or cancel them.

NRAM Tutorial (cont.)

Export List...

- Allows you to save a .CSV version of the list of users with access to the network resource selected in Area 1 and displayed in Area 2.
 - If you intend to make a lot of changes, this is a means of backing up the list ahead of time.
 - A long list of users is also likely easier to read and verify in a spreadsheet program.
 - With a little manipulation, the list of email addresses could be used to notify all users with access to a particular network resource.

Load New List...

- Allows you to load an .XLS, .XLSX, or .CSV file and overwrite the current list of users with access to the network resource selected in Area 1 and displayed in Area 2.
 - A header row is **optional**. If used, a range of descriptive names are recognized.
 - **Any of the three, unique identifiers (AlbanyID, NetID, or UAlbany mail address)** for each user is sufficient.
 - All other information is ignored except when an email column has not been found yet and a cell matches the first part of an email address. Thus, **names completely optional**.
 - **Blank cells are OK** and preferred over incorrect data.
 - **Don't mix types of identifying information in the same column.**
 - **Secondary email addresses are supported**, but can add significantly to the processing time.
- A backup of the old list will be stored locally (in the background) in case of error.

Add User

- Allows you to add a single (or a short list) of users to the current list of users with access to the network resource selected in Area 1 and displayed in Area 2.
 - **Any of the three, unique identifiers (AlbanyID, NetID, or UAlbany mail address)** for (each user) is sufficient.
 - If entering a short list, **separate entries with a comma (,) or space ()**.
 - **Secondary email addresses** can add significantly to the processing time.
 - Unrecognized NetIDs will trigger an option to scan for matching email addresses.
 - All new entries will be highlighted in yellow until the next list update.

Remove User

- Allows you to remove a single user entry from the current, displayed list of users in Area 2 who have access to the network resource selected in Area 1.
 - Only the selected row (in blue) will be deleted.

Help!

- Opens a new email window to send email to cascomp@albany.edu.