

# 1.0 FoxSuite Administration

## 1.1 Website Security:



Immediately upon entering the site address for FoxSuite - a user will be both welcomed and presented with **one** of the three Log-in entry screens shown below:

A login form with two input fields. The first is labeled 'Username:' and contains the text 'admin'. The second is labeled 'Password:' and contains six asterisks '\*\*\*\*\*'. Below the fields is a blue button with the text 'Login' in white.

FoxSuite Authentication

A login form with two input fields. The first is labeled 'Username:' and contains the text '\Domain'. The second is labeled '\Username'. Below the fields is a blue button with the text 'Login' in white.

Windows Authentication

A login form with a title 'Log In' and subtitle 'Active Directory Login'. It has two input fields labeled 'Username' and 'Password'. Below the fields is a blue button with the text 'Log In' in white.

Active Directory Authentication


The particular screen displayed will depend upon whether FoxSuite is configured to use FoxSuite’s internal Authentication (default), Windows Authentication or Active Directory Authentication. Authentication is basically the method used to determine “who” is attempting to access the FoxSuite site. A valid Login Authentication is required by one of these methods in order to gain access to any page within the FoxSuite site\*. We’ll cover the details of FoxSuite’s Authentication methods in Section 1.1.7.

\* FoxSuite also provides a “no-login” option which allows users to enter the site using a shared Guest account. This will be discussed in the Authentication section below.

**Very Important:** As initially configured, there is only one username and password for FoxSuite. The initial username is “*admin*”, and the password is also “*admin*”. This initial username and password combination has been “seeded” into the Member’s Directory module as identity **Jim H. Smith**. This name has been placed in the Directory with the username “*admin*” and password “*admin*”. The Member’s Directory module is used to store the names of FoxSuite members along with their usernames, passwords, security levels and profiles. You will now be able to add as many additional FoxSuite members as you need. A **Super Administrator** security rating is required to add new users and to set individual security levels in the Member’s Directory. The **Jim H. Smith** identity has been given this highest security level of **Super Administrator**. The Jim Smith identity should eventually be replaced in the Member’s Directory with the name of at least one **Super Administrator** from your organization. This will be described below. For now, however, **do not delete the Jim H. Smith identity** until at least one new **Super Administrator** has been added to the Directory. This should become a bit clearer after reading the sections which follow.

### **1.1.1 How FoxSuite Security Works**

The FoxSuite application is made up of approximately 700 Active Server Pages (.aspx) which represent the majority of the FoxSuite code. When a user logs into FoxSuite, their username and password are compared to values already in the Member's Directory. If the FoxSuite administrator has included the username and password in the Directory, the user is authenticated and assigned a session variable value consistent with their security authorization levels. This session variable value remains associated with the user as they move about FoxSuite. When a user selects an (.aspx) page in FoxSuite, that page will check their security level and only permit entry if appropriate. This prevents a user from simply typing in an Active Server Page URL other than the login page and gaining access "thru-the-side-door".

 **Document Security:** The normal FoxSuite security system (username and password) covers only Active Server Pages (.aspx), and the functions they control – like database access. Document folders and files (Word, PowerPoint, Excel, Acrobat, etc.) within the FoxSuite site are not covered by this FoxSuite login security – but instead are covered by a combination of FoxSuite's "forced-downloading" option, and the security features of the IIS webserver and the Windows Operating System itself. Without the proper security settings in IIS and Windows, document files can be vulnerable to unauthorized access by someone typing in the exact URL of a specific document into their browser's address field. See Section 4.4 for details on document security within FoxSuite.

DCASoft offers no assurances that data placed in the FoxSuite database or documents in storage folders are secure.

### **1.1.2 Role Based Security Profiles**

FoxSuite's *Security Model* allows the system administrator to assign usernames and passwords for 6 levels of pre-defined Security.

- Super Administrator
- Administrator
- Advanced User
- Basic User
- Associate
- Guest

## An Overview of the Pre-defined Security Profiles:

#	FoxSuite Module	Guest	Associate	Basic User	Advanced User	Administrator	Super
1	Members	No Access	Browse	Browse	Browse	Browse	Super Admin
2	Contacts	No Access	Browse	Author	Author	Author	Author
3	Businesses	No Access	Browse	Author	Author	Author	Author
4	Wiki-Board	No Access	Browse	Browse	Author	Author	Author
5	To-Do List	No Access	Author	Author	Author	Author	Author
6	Link Manager	No Access	Browse	Browse	Author	Author	Author
7	Resource Management	No Access	Browse	Author	Author	Author	Author
8	News	Browse	Browse	Browse	Browse	Author	Author
9	Forums,Blogs,Chat,Cork	No Access	Browse	Browse	Author	Author	Author
10	Main Calendar	Browse	Browse	Browse	Browse	Author	Author
11	Org Calendars	No Access	Browse	Browse	Browse	Author	Author
12	Projects	No Access	Browse	Browse	Author	Author	Author
13	Content Management	No Access	Browse	Browse	Author	Author	Author
14	Photo Galleries	Browse	Browse	Author	Author	Author	Author
15	Timesheets	No Access	Submit/Edit	Submit/Edit	Submit/Edit	Full Access	Full Access
16	Email	No Access	No Access	Full Access	Full Access	Full Access	Full Access
17	Messaging	No Access	Full Access	Full Access	Full Access	Full Access	Full Access
18	Reminders	No Access	Full Access	Full Access	Full Access	Full Access	Full Access
19	Future						
20	Future						
21	Individual Calendar	No Access	Full Access	Full Access	Full Access	Full Access	Full Access
22	Business Charts	No Access	No Access	Full Access	Full Access	Full Access	Full Access
23	Personal Folders	No Access	Full Access	Full Access	Full Access	Full Access	Full Access
24	eMeeting Rooms	No Access	Full Access	Full Access	Full Access	Full Access	Full Access
25	Data Mmgt. and Forms	No Access	No Access	No Access	No Access	Full Access	Full Access
26	Docs Directory	No Access	Browse	View/Edit Files	Full Access	Full Access	Full Access
27	Expense Reports	No Access	Submit	Submit	Submit	Full Access	Full Access
28	Task Management	Browse	Edit Tasks	Edit Tasks	Full Access	Full Access	Full Access
29	Training Scheduler	Browse	Browse	Reg & Add	Reg & Add	Full Access	Full Access
30	Help Desk	No Access	Submit Ticket	Submit Ticket	Help Response	Full Access	Full Access
31	General Access	Browse	Browse	Browse	Advanced	Admin	Full Access
32	Organizations	No Access	Browse	Advanced	Advanced	Admin	Full Access
33	Forums	No Access	Browse	Advanced	Advanced	Admin	Full Access
34	Dashboards	No Access	Browse	Browse	Browse	Full Access	Full Access
35	Future						
36	Future						

*Super Administrators* are able to create new members, and also to create, name, and save additional security profiles as needed and appropriate for their organizations. A school, for instance, might need to create security profiles for Teachers, Students, Parents, etc. To create a new profile - the *Super Administrator* would use the tools provided on the FoxSuite Admin Panel. Using these tools, the *Super Administrator* would be allowed to create a **Security Profile Name** for use as a “template” for other members needing identical security assignments. The administrator might, for instance, create a security profile for the first student in a school, and then name that profile “Student”. Each subsequent student would require only a selection of the “Student” security profile from a pull-down box – saving the work of individual module assignments.

By default, all usernames and passwords are assigned by the FoxSuite Super Administrator - and cannot be changed by members. Administrators can, however, configure FoxSuite to allow members to change their own passwords,

their own usernames, or both. This configuration is done in the FoxSuite web.config file using any text editor as shown below:

```
<add key="pwoption" value="0"/>
```

The default value of “0” does not allow members to change their username or password. A value of “1” allows members to change their password, and a value of “2” allows members to change both their username and password. Username and Password changes, if allowed, are made by members on their “My Profile” page.

Usernames and passwords must be unique, and contain between 4 and 20 characters. Usernames and passwords can be any combination of letters and numbers - but are case sensitive. No special characters (other than letters or numbers) are allowed in either a username or password.

You will see later that usernames, in particular, play a key role in providing individual instances of certain applications like “to-do” lists, calendars, email, etc. Usernames identify the user for the FoxSuite database so that their e-mail, calendars, action items, etc. can be displayed and updated as unique applications.

### **1.1.3 Adding a new FoxSuite Member**

A new FoxSuite member is created in the Member’s Directory by clicking the **Members** menu-item, and then selecting the **Add New Member** button. We’ll be discussing the Member’s Directory in more detail in Section 2 of this manual – but for now want to show the minimum security fields that would be completed in the Member Directory when a new user is created.

Security Profile:			
User Name *	<input type="text"/>	Password *	<input type="text"/>
		Security	- Make Selection - <input style="display: inline-block; width: 1em; height: 1em; vertical-align: middle;" type="button" value="?"/>

### **1.1.4 Editing Member Profiles**

Existing member profiles can be edited by *Super Administrators* in the Member Directory.

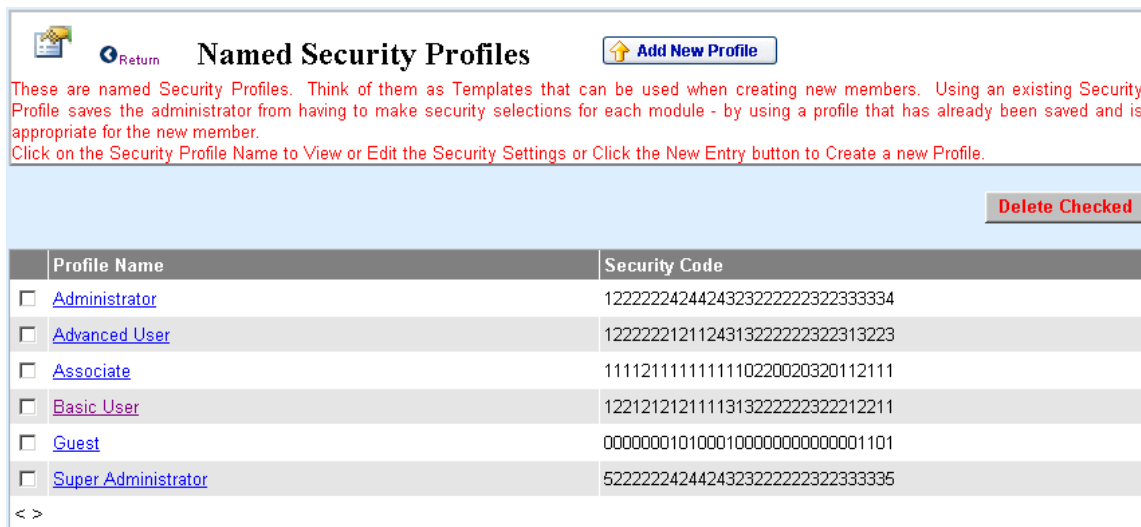
**Important Reminder:** It was mentioned earlier that the single identity in the starting Member Directory (Jim H. Smith) has *admin* as a Username, and *admin* as a Password. While this identity should eventually be replaced, **do not** delete Jim Smith without first creating a **new Super Administrator** with a new username and new password. Contact DCASoft at [www.dcasoft.com](http://www.dcasoft.com) if you have any questions about the FoxSuite Security model.

## 1.1.5 Creating New Custom Security Profiles

As was mentioned above, FoxSuite comes with 6 pre-defined Security Profiles:

- Super Administrator
- Administrator
- Advanced User
- Basic User
- Associate
- Guest

*Super Administrators* can create, name, and save additional Security Profiles by going to the Admin Panel and selecting **Add/Edit Profile**. The screen shown below will be displayed showing the existing security profiles which can be edited. There is also an **Add New Profile** button. The 6 default (original) security profiles cannot be deleted.



Return **Named Security Profiles** [Add New Profile](#)

These are named Security Profiles. Think of them as Templates that can be used when creating new members. Using an existing Security Profile saves the administrator from having to make security selections for each module - by using a profile that has already been saved and is appropriate for the new member.  
Click on the Security Profile Name to View or Edit the Security Settings or Click the New Entry button to Create a new Profile.

**Delete Checked**

	Profile Name	Security Code
<input type="checkbox"/>	<a href="#">Administrator</a>	122222242442432322222322333334
<input type="checkbox"/>	<a href="#">Advanced User</a>	122222212112431322222322313223
<input type="checkbox"/>	<a href="#">Associate</a>	11112111111111110220020320112111
<input type="checkbox"/>	<a href="#">Basic User</a>	122121212111131322222322212211
<input type="checkbox"/>	<a href="#">Guest</a>	0000000101000100000000000001101
<input type="checkbox"/>	<a href="#">Super Administrator</a>	522222242442432322222322333335

< >

Clicking the **Add New Profile** button will bring up the screen shown below. *Super Administrators* can use this screen to Create/Name a new profile and select module-by-module permissions for this new profile. Once saved, the new named security profile will be available for application to new members in the security drop-down box on the **Add New Member** screen in the Member's Directory.

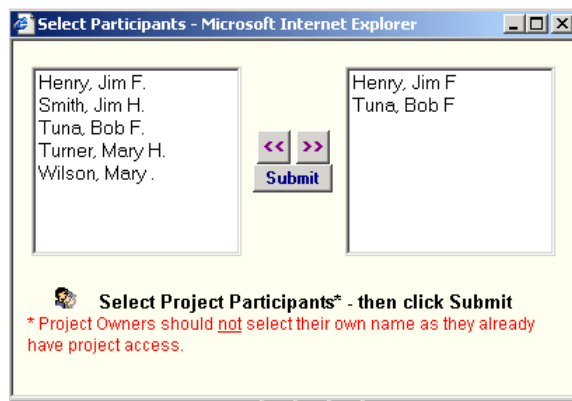
Return
Create a New Security Profile

<b>Security Profile Name: *</b>	<input style="width: 100%;" type="text"/>		
Module	Access Permissions		
Members Directory ?	<input checked="" type="radio"/> No Access	<input type="radio"/> Browse	<input type="radio"/> Author
Contacts Directory ?	<input checked="" type="radio"/> No Access	<input type="radio"/> Browse	<input type="radio"/> Author
Business Directory ?	<input checked="" type="radio"/> No Access	<input type="radio"/> Browse	<input type="radio"/> Author
Wiki-Board ?	<input checked="" type="radio"/> No Access	<input type="radio"/> Browse	<input type="radio"/> Author
To-do List ?	<input checked="" type="radio"/> No Access	<input type="radio"/> Browse	<input type="radio"/> Author
Link Manager ?	<input checked="" type="radio"/> No Access	<input type="radio"/> Browse	<input type="radio"/> Author
Resource Management ?	<input checked="" type="radio"/> No Access	<input type="radio"/> Browse	<input type="radio"/> Author
News Posting ?	<input checked="" type="radio"/> No Access	<input type="radio"/> Browse	<input type="radio"/> Author
Discussion Board ?	<input checked="" type="radio"/> No Access	<input type="radio"/> Browse	<input type="radio"/> Author
Main Calendar ?	<input checked="" type="radio"/> No Access	<input type="radio"/> Browse	<input type="radio"/> Author
Group Calendar ?	<input checked="" type="radio"/> No Access	<input type="radio"/> Browse	<input type="radio"/> Author
Projects ?	<input checked="" type="radio"/> No Access	<input type="radio"/> Browse	<input type="radio"/> Author
Content Management ?	<input checked="" type="radio"/> No Access	<input type="radio"/> Browse	<input type="radio"/> Author
Presentation Galleries ?	<input checked="" type="radio"/> No Access	<input type="radio"/> Browse	<input type="radio"/> Author
Module	Access Permissions		
Timesheets	<input checked="" type="radio"/> No Access	<input type="radio"/> Submit / Edit	<input type="radio"/> Edit Codes / Global Rpts

Creating a new custom Security Profile results in a 36 digit code where each digit is keyed to a module number and defines the security level within that module. Administrators can be oblivious to this complexity as FoxSuite will take care of all the details. For those so inclined, **Appendix 1** gives all the details on this subject.

### **1.1.6 Modules with Access Control Lists**

Certain modules within FoxSuite utilize an additional security layer called **Access Control Lists** to fine-tune user access, and allow “shared-ownership” of resources and data. An example of this would be the Projects module. When a user with basic security access to the Projects module creates a new project – that person is then considered the “Project Owner”. Other users with basic security access to the Projects module are not allowed to view this new project unless granted specific access by the Project Owner. The Project Owner can create an Access Control List of individuals with permission to view this project. Access Control Lists are used throughout FoxSuite to control access to specific resources like meeting rooms, discussion forums, team files, projects, etc. Generally the owner, or creator, of the resource controls the Access List using a popup window similar to the one shown below.



In summary – sometimes having basic security access to a module is not always enough to view all resources. Resource “owners” can limit access to specific individuals using Access Control Lists.

### **Super Administrators – Deleting Non-owned Resources**

A problem could develop when resource owners move on and leave resources behind that need to be deleted. The normal FoxSuite *Administrator* profile does not allow the Administrator to delete resources they don’t “own” themselves. To solve this problem, FoxSuite has a special security level named the “Super” or *Super Administrator*. A *Super Administrator* can delete the following resources even if they do not own the resources themselves:

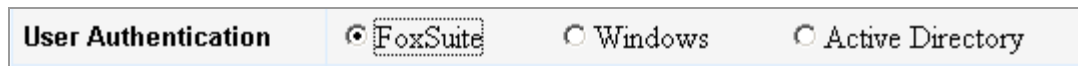
- Teams
- Organizations
- Projects
- Discussion Boards / Corkboards
- Photo Albums
- eMeeting Rooms
- Private docs Folders

**Important Note:** Although the Super Administrator profile has wide-ranging authorization – Super Administrators cannot do everything, and do not “own” everything. Super Administrators do not for instance “co-own” resources with the resource creator. A project “creator/owner” still owns and controls their projects – the Super Administrator’s only role in these instances is to be able to delete resources if the project owner should leave the company.

#### **1.1.7 User Authentication Methods**

As noted earlier, FoxSuite supports three methods of user login (Authentication). The default authentication method is the internal **FoxSuite** username/password method, but the System Administrator can alternately select either **Windows**

authentication or **Active Directory** authentication by clicking the  icon at the top of the FoxSuite homepage to access the FoxSuite Configuration Panel.



Each authentication method has its advantages and disadvantages, so it is important that you take the time to decide which method is appropriate for your organization and infrastructure.

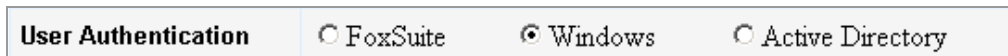
**FoxSuite Authentication:** FoxSuite Authentication (default) requires users to enter their FoxSuite username and password when logging into the FoxSuite application. It is a very straightforward method of authentication. The advantage of this method is that it is stand-alone and is completely under the control of the FoxSuite administrator. FoxSuite Authentication is the preferred authentication method, and perhaps the only choice when using FoxSuite over the Internet to control otherwise “anonymous” access. The disadvantage of this method in a Windows 2000/2003 Intranet environment is that it would be a somewhat redundant system to setup and maintain, and would require users already logged-in to their Windows workstations to log-in a 2<sup>nd</sup> time.

**Windows Authentication:** FoxSuite has the ability to authenticate users based on their current Windows workstation authentication. When using the Windows Authentication option, a user who has already logged in and been authenticated on their Windows domain, would not be required to re-enter login credentials to enter FoxSuite. They can simply click **Login** at the login screen to enter the FoxSuite application. There are, however, a couple important prerequisites for using Windows Authentication:

- 1) A Member Directory record **must** exist in FoxSuite for the user with a **username** entry matching their Windows **username** (password not required).
- 2) For Windows authentication to function properly, you must de-activate **Anonymous** access, and activate **Integrated Windows Authentication** in Internet Information Services (IIS) for the FoxSuite site.
- 3) Windows Authentication will only work with the Internet Explorer browser.

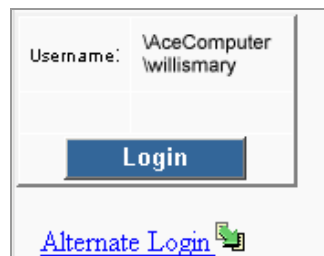
Windows Authentication would not be appropriate for an Internet environment, but offers the Single Signon (SSO) advantage for organizations with existing Windows networks (Intranets).

Let's take a look at exactly how to setup FoxSuite for Windows Authentication. First, as mentioned above – the Administrator will want to select the Windows Authentication option in the FoxSuite Configuration Panel.



A screenshot of the FoxSuite Configuration Panel. It features a horizontal row of four radio button options: "User Authentication", "FoxSuite", "Windows", and "Active Directory". The "Windows" option is selected, indicated by a filled radio button.

The Admin will also want to be sure to de-activate Anonymous Access in IIS for the FoxSuite site. Finally – the Admin will want to create or edit Member Directory profiles to be sure the Username field contains the exact Windows username the user is using to Login to their Windows workstation. Let's look at an example. User Mary Willis logs into her Windows workstation (domain name *acecomputer* ) in the morning using the username *willismary*. If FoxSuite has been set for Windows Authentication – Mary will see the screen below when she attempts to enter FoxSuite.



A screenshot of the FoxSuite login screen. It shows a "Username:" label followed by a text input field containing the text "\AceComputer\willismary". Below the input field is a blue "Login" button. At the bottom of the screen, there is a blue link labeled "Alternate Login" with a small icon to its right.

Mary can simply click the Login button to enter FoxSuite .... if her Administrator has entered a FoxSuite Members directory record with the *username* field containing *willismary*.



A screenshot of the "Security Profile" configuration window. The title bar reads "Security Profile:". Below the title, there is a label "User Name" followed by a text input field containing the text "willismary".

The password is not relevant in this particular Member record – it is the username that is the important factor for finalizing Windows Authentication.

**Note:** In the Windows Authentication scenario above – the user was actually authenticated based on her Windows login credentials when she first logged into her Windows workstation. You may therefore wonder why users must also have a record in the FoxSuite member's directory (?). The reason this is important is so that the Windows login be associated with a FoxSuite security profile. This is the “authorization” part of the user management process, and the security profile defines what each user can and cannot do once inside FoxSuite.

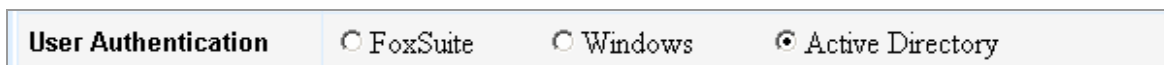
The *Alternate Login* link shown above defaults back the FoxSuite Authentication screen for users without the proper Windows credentials, or when FoxSuite may be in a mixed –mode Intranet /Internet configuration.

What we basically have is a system of both Authentication – “Who the user is”, and a system of Authorization – “What the user can do”. Authorization is controlled by the FoxSuite security profile.

### **Active Directory Authentication:**

FoxSuite has the ability to authenticate users based on their Active Directory usernames and passwords. When a FoxSuite user enters their Active Directory username and password – FoxSuite checks these credentials against the domain’s Active Directory database to verify the user exists. If a match is found, FoxSuite allows the user to enter the application. Also, if an AD match is confirmed, but no FoxSuite member record matching the username exists, a *Basic User* FoxSuite member record will be created “on-the-fly” for this new user. There are, however, 2 important prerequisites for using Active Directory Authentication with FoxSuite:

1) Active Directory Authentication must be selected in the FoxSuite Configuration Panel.



2) For Active Directory authentication to function, the FoxSuite web.config file must be edited using the 4 steps shown below.

**Note** – you should make a backup copy before editing the web.config file. This will allow you to return to FoxSuite or Windows authentication later if you choose.

### **Editing the FoxSuite web.config file for Active Directory Authentication**

1. You will first want to “un-comment” the **connectionStrings** and **authentication mode** sections by removing just the comment markers shown in red below. Removing the comment markers will allow these two sections to become an active part of the new web.config file.

```
<!-- .....>
<connectionStrings>
  <add name="ADConnectionString"
connectionString="LDAP://dcasoft.AD.com/CN=Users,DC=dcasoft,DC=AD,DC=com" />
</connectionStrings>
.....>
```

Remove these comment lines.

```
<!-- .....>
<authentication mode="Forms">
  <forms
    name=".ADAuthCookie"
    timeout="30"
  />
</authentication>

<authorization>
  <deny users="?" />
  <allow users="*" />
</authorization>

<membership defaultProvider="MyADMembershipProvider">
  <providers>
    <add
      name="MyADMembershipProvider"
      type="System.Web.Security.ActiveDirectoryMembershipProvider, System.Web,
Version=2.0.0.0, &#xD;&#xA; Culture=neutral, PublicKeyToken=b03f5f7f11d50a3a"

      connectionStringName="ADConnectionString"
      connectionUsername="dcasoft/Administrator"
      connectionPassword="project3B" attributeMapUsername="sAMAccountName"
      attributeMapPasswordQuestion="displayName" />
    </providers>
  </membership>
.....>
```

Remove these comment lines.

2. You must also delete the existing Authentication mode tag.

```
<authentication mode="None" />
```

### 3. You must edit the web.config files' Active Directory Connection String.

\* **Editing the web.config file's Connection String** – the Active Directory connection string in the web.config file must be edited so that it points to your Active Directory's user container.

```
connectionString="LDAP://dcasoft.AD.com/CN=Users,DC=dcasoft,DC=AD,DC=com"
```

The connection string shown above connects to the **Users** container within the domain named **dcasoft.AD.com**. Update the red/bold portion of the string to point to the relevant user's container within your domain.

#### **LDAP Connection String syntax**

The connection string to the Active Directory user store is in the following format:

*LDAP[s]:// hostname:port/base\_dn ...*

When LDAP:// is specified, standard LDAP is used to connect to the LDAP server - normally port 389. When LDAPs:// is specified, LDAP over SSL is used to connect the LDAP server – normally port 636.

- **hostname** is the name (or IP address) of the LDAP server . For Example:  
ldap.example.com or 192.202.185.90
- **port** is the port number of the LDAP server (for example 389). If no port is specified, the standard LDAP port (389) or LDAPS port (636) is used.
- **Basedn** is the distinguished name (DN) of the entry in the directory. This DN identifies the entry that is the starting point of the search. If no base DN is specified, the search starts at the root of the directory tree.

#### **Examples of LDAP Connection Strings**

**LDAP://dcasoft.AD.com/ DC=dcasoft,DC=AD,DC=com**

No port or user store is specified – so port 389 is used and the search is started at the root of the directory tree.

**LDAP://dcasoft.AD.com:389/CN=Users,DC=dcasoft,DC=AD,DC=com**

Port # 389 is specified, and the search is specified as the **Users** Directory.

**LDAP://dcasoft.AD.com/ou=sales,DC=dcasoft,DC=AD,DC=com**

No port is specified, and the search is specified as the organization unit **sales**.

4. You must edit the web.config files' Active Directory Connection Username and Password.

\* **Editing the web.config files's Connection Username and Password** – the Active Directory Administrator username and password must be edited – portions in red/bold. If not an Administrator account – then the service account that you use to connect to Active Directory must have sufficient permissions.

```
connectionUsername="dcasoft\Administrator"  
connectionPassword="project3B"
```

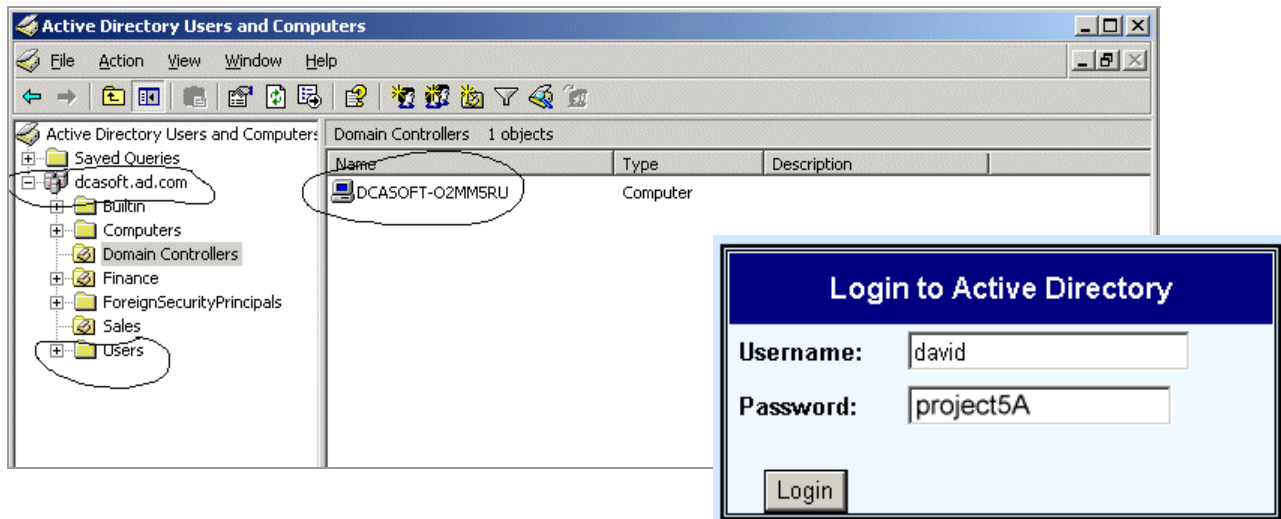
### **A Specific Active Directory Example:**

Domain: **dcasoft.ad.com**

Domain Controller / Server Name: **DCASOFT-O2MM5RU**

Admin Account Username: **Administrator** or **david**

Admin Account Password: **Project5A**



### **Possible Connection Strings:**

***LDAP://dcasoft.AD.com/CN=Users,DC=dcasoft,DC=AD,DC=com"***

***LDAP://dcasoft-o2mm5ru/CN=Users,DC=dcasoft,DC=AD,DC=com"***

You can also use an IP address.

### **Possible Connection Usernames:**

***connectionUsername="dcasoft\Administrator"***

***connectionUsername="david@dcasoft.ad.com"***

## Possible Connection Password:

[connectionPassword="project5A"](#)

## Logging in using Active Directory

Let's look at an example of how Active Directory Authentication would work. User Frank Reynolds wants to login to the FoxSuite application that has been set-up to utilize Active Directory Authentication. Frank will be presented with the following Login Screen.



A small, light blue rectangular window titled "Log In" with the subtitle "Active Directory Login". It contains two text input fields: "Username" and "Password". A blue "Log In" button is located at the bottom right of the window.

Frank would enter his Active Directory username *frank* and his password *project6H* and click the Login button.

**Note** – FoxSuite has been configured to use the simple user name format (sAMAccountName) so usernames would have the format *frank* and not *frank@DomainName*.

FoxSuite would validate these login credentials against the Active Directory database, and, if successful, Frank would be taken to a 2nd Login Confirmation screen (shown below).



A screenshot of a web application interface. At the top is a dark blue header with a globe icon and the text "Your Site Title". Below the header is a large yellow and pink gradient area. In the center of this area, it says "★ Welcome to FoxSuite ★" in green. Below that, there is a paragraph of text: "On your site, you can use this area to announce the latest news or to welcome site visitors. Using the integrated HTML editor - its easy to add images, links, rich-text, or even video clips." Below the text is a small image of a globe with a horse running. At the bottom of this area, it says "For now just click the Login button on the right and enjoy the Demo." To the right of the main content area is a login form with a "Username:" label and the text "frank" in the input field. Below the input field is a blue "Login" button. Below the button is a link "Alternate Login" with a small icon. At the bottom of the page, there is a footer with the text "Send comments or questions to the Webmaster" and "Powered By FoxSuite Enterprise 6.25 ASP.NET 2.0 Copyright © 2004 - 2007 DCASoft".

On the Confirmation screen, Frank can simply click the Login button to enter FoxSuite.

**Important Note:** In the Active Directory scenario above – the user *frank* is actually authenticated based on his Active Directory credentials. If, however, no corresponding member record with the username *frank* is found in FoxSuite – a member record is created for Frank with the **Basic User** security profile and a randomly generated password. The FoxSuite Administrator would need to Edit Frank’s FoxSuite Member Directory security profile and password for future logins.

## Active Directory Authentication - Security Issues

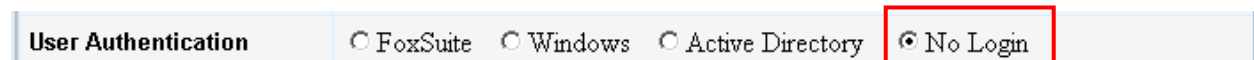
In implementing Active Directory authentication – FoxSuite utilizes ASP.NET 2.0’s Forms Authentication methodology and the ActiveDirectoryMembershipProvider. There are, however, a couple of security considerations that deserve noting:

- 1) As shown above, the Active Directory Administrator or Service Account name and password must be supplied in plain text in the web.config file. ASP.NET never serves requests for configuration files (because they often contain sensitive information) – but the issue may still be a concern.
- 2) Because ASP.NET forms authentication uses standard HTML forms for entering credentials, the username and password are sent over the network in plain text. For this reason it is strongly recommended that you encrypt the traffic between the browser and the server using SSL.

### 1.1.8 Enabling a No-Login “Guest” Account

FoxSuite Administrators can establish a no-login “Guest” account which allows site visitors without a Member Directory profile to access certain features within FoxSuite without logging-in. To establish the Guest account the administrator must do 2 things:

- 1) Go to the FoxSuite Configuration Panel and click the “No Login” radio button for **User Authentication** method.



2) Check to be sure there is a generic Member record in the FoxSuite Member's Directory with both the Username and Password being "guest" – such a record was created by default when FoxSuite was originally installed. You can select or edit any security profile you want for this Guest Account – just keep in mind that all guests will be sharing the same account and Security Profile.

## **1.2 System Configuration and Customization**

If you have been assigned as the FoxSuite Administrator, you are probably wondering what you should do ... and perhaps in what order. You are probably also wondering what tools FoxSuite provides to aid the Administrator. We will try to cover these topics in this section as well as make references to relevant materials in other sections of the FoxSuite manual.

Once your FoxSuite website is functional, you will want to begin to setup certain core data items relevant to your organization such as:


- Login and Homepage Customization
- Your Sub-Organizations
- Member Profiles
- Email and IM Groups
- Resources
- Library Categories
- Help Desk Categories
- Locations and Business Areas for Projects

You might also want to begin gathering digital pictures of your organization's members for the Member Directory. Having pictures available helps bring your organization together and makes the FoxSuite application look and function better.

### **1.2.1 How to Access FoxSuite Configuration**

FoxSuite Configuration data is primarily stored in 3 locations:

- 1) The FoxSuite Configuration Panel
- 2) The FoxSuite Web.config File
- 3) The Page "Style" Panel

The **Configuration Panel** is accessed by clicking the Configuration icon  at the top of the FoxSuite homepage. Settings in the Configuration Panel are stored in


the FoxSuite database, and can be easily edited by updating the field entries. Configuration Panel settings include some of the most commonly accessed items such as Global Links, Calendar Settings, Time Zone, and Email settings.

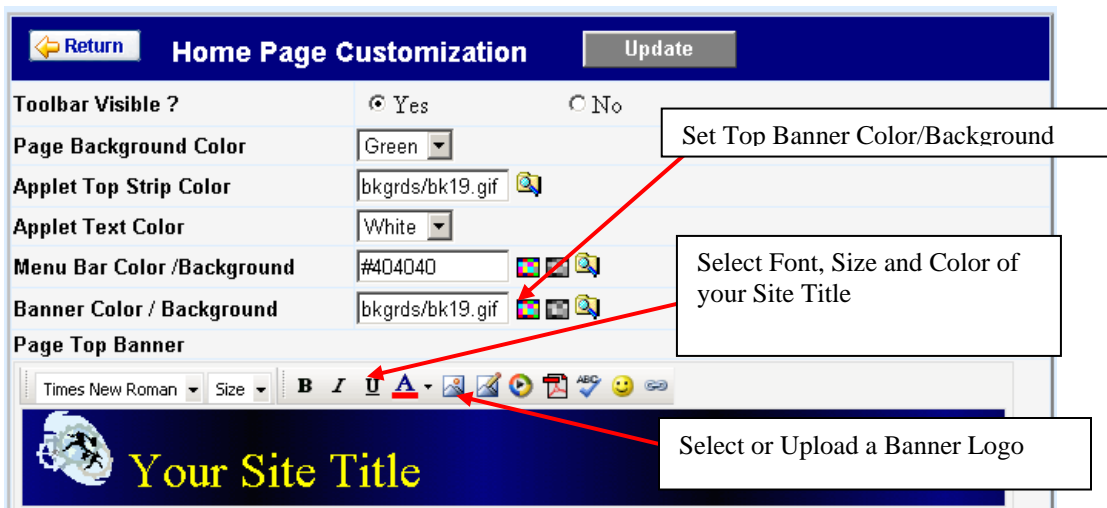
The **Web.config** file contains a number of less frequently accessed settings such as file upload size limits, session timeout duration, and whether users can change their own usernames and passwords. The web.config file can be found in the main FoxSuite directory of your FoxSuite site. The file is xml based and can be edited with any text editor. A word of caution though – the entries in the web.config file are **case-sensitive**.

### **1.2.2 Your First Admin Tasks**





Your first tasks as FoxSuite Administrator may be to customize the FoxSuite Login Page and Homepage. This will make the FoxSuite user interface more familiar and relevant to your users. You will want to decide on a site title, welcome message, color scheme, and likely want to upload your organization's logo as a digital image file. Fortunately, FoxSuite provides the tools to help you implement your choices.

Let's first see how to setup your organization's banner logo, and site title, for use within FoxSuite. Your logo banner will appear on both the FoxSuite Login and Homepages.

To customize the Login and Homepages you will want to access the FoxSuite System Configuration Panel. Click on the  icon at the top of the FoxSuite homepage. Select either the **Welcome Page Customization** or **Homepage Customization** buttons to view edit panels similar to those shown below:





 <span style="float: right;"><b>System Configuration</b></span> <span style="float: right;"></span>	
License Code	22dgdwet2t4509g56734646126745far7w9q9s744rasfas4asf325qe99w5124qwr12999r124
User Authentication	<input checked="" type="radio"/> FoxSuite <input type="radio"/> Windows <input type="radio"/> Active Directory
Forced Download <small>(docs area) ?</small>	<input checked="" type="radio"/> No <input type="radio"/> Yes
Forced Download <small>(Storage area) ?</small>	<input checked="" type="radio"/> No <input type="radio"/> Yes
File Preview Enabled	<input checked="" type="radio"/> No <input type="radio"/> Yes
Email Client	<input checked="" type="radio"/> FoxSuite <input type="radio"/> Other
Global Email Footer	<div style="border: 1px solid gray; padding: 2px;">Footer Text</div>
Allow Guest Account ?	<input checked="" type="radio"/> No <input type="radio"/> Yes
Allow Personal HP ?	<input checked="" type="radio"/> No <input type="radio"/> Yes
Startpage Option	<input checked="" type="radio"/> Homepage <input type="radio"/> Organization Page <input type="radio"/> Custom Page
Custom Startpage URL	<input type="text" value="storage/html/index2.aspx"/>
Enable Site Statistics ?	<input checked="" type="radio"/> No <input type="radio"/> Yes
Homepage Menu	<input type="radio"/> Box Menu <input checked="" type="radio"/> Tree Menu <input type="radio"/> Expanding <input type="radio"/> SlideBar
Daily Calendar:	<input type="radio"/> 12 Hours <input checked="" type="radio"/> 18 Hours <input type="radio"/> 24 Hours
Calendar Shows Time ?	<input checked="" type="radio"/> No <input type="radio"/> Yes
<b>Web Server Time Zone (reference to GMT)</b>	
Server Time:	<input type="text" value="-6"/>
Image Applet Link	<input type="text" value="docs/postpics/j0149481.gif"/> 
Selected Poll	<input type="text" value="0"/> ...
RSS Feed URL 	<input type="text" value="http://rss.news.yahoo.com/rss/science"/> ...
<div style="background-color: #000080; color: white; padding: 5px; display: inline-block;"><b>Update</b></div>	

**User Authentication:** The default setting is FoxSuite – which requires all users to enter a valid username and password to access the site. FoxSuite, Windows and the Active Directory options are discussed in detail in Section 1 above.

**Forced Downloading of Files:** Forced downloading is a method of forcing a user to download a file rather than having the file simply open the user’s browser. The default for both the **docs** and **Storage** areas is **No**. These settings can have file security implications, however, and Administrators should read section 4.0 of the FoxSuite User’s Manual for all the details.

**File Preview Enabled:** File Previewing, if enabled, allows users to preview files in the various File Managers simply by running the mouse cursor over the files

icon. The file will display in a popup window and then the window will close automatically when the mouse is moved off the icon. File previewing can be helpful in locating a specific file quickly – but the popup windows can be annoying to some people.

**Global Email Footer:** This footer text will be added to any Emails sent using the FoxSuite Email Module. This text is “global” in that it applies to all emails being sent and should not be confused with individual email footers which can be created by each FoxSuite member in their Member Profile.

**Allow Guest Account:** No by default, but can be used to configure a no login entry point for Guests. See Section 1.1.8 above for details.

**Allow Personal Homepage:** No by default, but can be used to allow each FoxSuite member to select and arrange their own personal set of homepage applets.

**Start Page Option:** By default, the FoxSuite homepage (first page viewed after login) is the standard applet window design with 1 to 9 applet windows selected. The Administrator can, however, select from 2 alternatives:

- Org Portal – with this option selected, members are transported directly to their Organization’s Portal page and will not see the default FoxSuite homepage at all.
- Custom – with this option selected, members will view a custom homepage with a URL selected by the FoxSuite Administrator.

**Enable Site Statistics:** No by default, but can be used to begin the collection and display of a variety of site statistic concerning user and page usage.

**Homepage Menu:** Select from 4 Menu Styles –see Section 1.6 for more details. The selection is global in that it applies to all FoxSuite members.

**Daily Calendar Hours:** Select the default number of hours 12-18-24 you want to show on daily calendar representations.

**Server Time Zone:** Select the server’s time zone – referenced from Greenwich England.

**Image Applet Link:** One of FoxSuite’s applet windows is designed simply to display and image on the homepage. This field is used to designate the relative path information for this image – something like ... *docs/postpics/Slide1.gif*

**Selected Poll:** One of FoxSuite’s applet windows is designed simply to display a web poll on the homepage. This field is used to designate the ID of the poll to display.

**RSS News Feed:** One of FoxSuite’s applet windows is designed simply to display an RSS News Feed on the homepage. This field is used to designate the URL of the news feed to display.

Once you have completed your various Configuration Panel entries, click the Update button at the bottom of the panel to save your changes. Your new setting will now be in effect.

Next, we recommend you prepare a list of any “Organizations” you want to include in your FoxSuite structure – organizations can be items like accounting, sales, engineering, etc. It is helpful to have these items already in FoxSuite before entering member profiles in the Members Directory.

You will want to begin by preparing a list of the individuals you want to add as members of your FoxSuite community. On your list – you should assign each person an organization, username, and password, and think about appropriate Security Profiles.

### **1.2.3 The Administration Panel**

Many of the items you will need to access as a FoxSuite Administrator can be found by clicking the Admin button on the FoxSuite homepage. Doing so will bring up the Administrator Panel as shown below.

Administration Panel		
Client Access Licenses = 20		
Members          Stats          Usage          docs          Storage          Style          Labels          Config          Applets	<b>Create New</b>	<b>Edit / Delete</b>
<b>Business Areas</b> (Projects)	<a href="#">New Business</a>	<a href="#">Delete Business</a>
<b>Email / IM Groups</b> (Email, IM)	<a href="#">New Group</a>	<a href="#">Delete Group</a>
<b>Library Categories</b> (Doc. Mgmt.)	<a href="#">New Category</a>	<a href="#">Delete Category</a>
<b>Locations</b> (Projects)	<a href="#">New Location</a>	<a href="#">Delete Location</a>
<b>Organizations</b> (Directory, Doc. Mgmt.)	<a href="#">New Organization</a>	<a href="#">Delete Organization</a>
<b>Resources</b> (Resource Mgmt.)	<a href="#">New Resource</a>	<a href="#">Delete Resource</a>
<b>Teams</b> (Task Mgmt.)	<a href="#">New Team</a>	<a href="#">Delete Team</a>
<b>RSS News Feeds</b>	<a href="#">New Feed</a>	<a href="#">Delete Feed</a>
<b>Security Profiles</b> (General)	<a href="#">New Profile</a>	<a href="#">Delete Profiles</a>

As mentioned above, one of the early tasks you will want to do is to enter any “Organizations” you want included in FoxSuite. Using the Admin Panel, you would click New Organization to bring up the screen below.

Add a New Organization:	
New Organization	<input type="text"/>
<input type="submit" value="Submit"/>	
Delete an Organization	
Engineering	<input type="button" value="Delete"/>
Finance	<input type="button" value="Delete"/>

Here you can add or delete the organizations relevant to your business. Having these organizations already in place is very helpful before you begin entering member profiles .... which is probably your next step.

You can begin entering new members into the Member Directory by clicking **Directories > Members > Add Member** from the Main Menu bar.

### 1.2.4 FoxSuite Page Style Configuration

Page Style Configuration Panel	
Page Background Color:	<input type="text" value="#ffffe1"/>
Table Header Color:	<input type="text" value="#003366"/> <input type="button" value="Color"/>
Header Font	<input type="text" value="Arial"/>
Header Font Color:	<input type="text" value="#FFFFFF"/> <input type="button" value="Color"/>
Table Background Color	<input type="text" value="#7f7f7f"/>
<input type="button" value="Save"/>	

The Style Icon on the Administration Panel is used to set the default page color scheme in FoxSuite. Using this tool, the FoxSuite Administrator can set the page Background color, Fonts, and Font colors for the majority of FoxSuite pages.

### 1.3 Error Handling

While using FoxSuite, users may occasionally encounter a program error message. This is usually associated with data entry problems, but may occur at other times as well. The normal ASP.NET error message screens like the one shown below can

be very helpful in trouble-shooting the source of the error, but might also be confusing to the average user.

```
Server Error in '/FoxAccess22' Application.

Argument 'DateValue' cannot be converted to type 'Date'.

Description: An unhandled exception occurred during the execution of the current web request. Please review the stack trace for more information about the error and where it originated in the code.

Exception Details: System.InvalidCastException: Argument 'DateValue' cannot be converted to type 'Date'.

Source Error:

Line 122:
Line 123:for i=0 to Ndays
Line 124:date?=dateadd("d",i,request("date1"))
Line 125:time1=timevalue(request("starttime"))
Line 126:time4=timevalue(request("endtime"))

Source File: c:\inetpub\wwwroot\FoxAccess22\reserve\reserve.aspx Line: 124

Stack Trace:

[InvalidCastException: Argument 'DateValue' cannot be converted to type 'Date'.]
Microsoft.VisualBasic.DateAndTime.DateAdd(String Interval, Double Number, Object DateValue) +87
ASP.reserve_aspx.Button_Click(Object s, EventArgs e) in c:\inetpub\wwwroot\FoxAccess22\reserve\reserve.aspx:124
System.Web.UI.WebControls.Button.OnClick(EventArgs e) +108
System.Web.UI.WebControls.Button.System.Web.UI.IPostBackEventHandler.RaisePostBackEvent(String eventArgument) +57
System.Web.UI.Page.RaisePostBackEvent(IPostBackEventHandler sourceControl, String eventArgument) +18
System.Web.UI.Page.RaisePostBackEvent(NameValueCollection postData) +33
System.Web.UI.Page.ProcessRequestMain() +1277

Version Information:Microsoft .NET Framework Version:1.1.4322.573; ASP.NET Version:1.1.4322.573
```

Administrators may want to substitute the more user- friendly error message page shown below.



This “friendly” error page can be activated in the FoxSuite web.config file by changing the word “Off” to “On” on the following line of code.

```
<customErrors mode="Off" defaultRedirect="Error.aspx" />
```

If error trouble-shooting is needed, the Administrator can always revert back to the original ASP.Net error screens until the error has been resolved.