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### **Overview**

Users of the master calendar are managed by a combination of an LDAP directory interface (phpLDAPadmin) and the Bedework administration interface. Both are web applications running on the calendar server.

Management URLs

- phpLDAPadmin: <u>https://calendar.mtmary.edu:8443/phpldapadmin</u>
- Bedework Administration: <u>https://calendar.mtmary.edu/caladmin</u>

# Logging in to the Directory Interface (phpLDAPadmin)

1. Open the phpLDAPadmin interface at <u>https://calendar.mtmary.edu:8443/phpldapadmin</u>. You can also click the copyright symbol in the footer on the main calendar.



2. Click the login link.



3. Enter the LDAP password in the **Password** field (1). Then click the **Authenticate** button (2).



## Logging in to the Bedework Administration Interface

1. Open the Bedework administration interface at <u>https://calendar.mtmary.edu/caladmin</u>. You can also click the **Manage Events** link in the main calendar left navigation.

			Campus Mail 🔰 My Mount Mary
Mount Mary	7		Calendar of Events
Start date:	today Tu	esdav. March 27. 2018	Export/Subscribe 🔂
03/27/2018			
upcoming   day   week   add a filter	Q	Spring Break/Easter Break Thu, March 22, 2018 - Mon, April 2, 2018 Location: Mount Mary University	â a 🖻
▼ ALL		Topical Areas: Academic Calendar	
+ Academics	Mor	day, April 2, 2018	
Athletics + Campus Life + Events First Year Students + Future Students		Monday Accelerated Classes meet Mon, April 2, 2018 Location: Mount Mary University Topical Areas: Academic Calendar	1 <del>1</del> 2
Filter on Calendars:	Mor	day, April 9, 2018	
View All Calendars Events Calendar Info: Manage Events Submit an Event		Priority Registration Mon, April 9, 2018 - Thu, April 12, 2018 Location: Mount Mary University Topical Areas: Academic Calendar	1 <del>1</del> 2
	Wee	Inesday, April 11, 2018	

2. Enter your Bedework username in the **Username** field (1), and your password in the **Password** field (2). Then press the **login** button (3).



### Changing a User's Password

- 1. Log in to the directory interface following the steps in the **Logging in to the Directory Interface** section of this document.
- 2. Expand the tree on the left using the plus signs until the users under the **ou=accounts** node are listed (1). Then click on the username of the user whose password will be changed in the tree (2).



3. Enter the new password for the user in the **Password** field (1). Then click the **Update Object** button (2).

	(add value)		*
objectClass	5	required	
	inetOrgPerson	(structural)	
	organizationalPerson	(structural)	
0	person	(structural)	
()	top	]	
	(add value)		
Password		alias	
1		md5 🔻	
	Check password		
	(add value)		
sn		required	
	User	]	
	(add value)		
User Name		alias, rdn	
	sampleuser	-	
	(add value) (rename)		
	2 Update Object		-

4. Click the **Update Object** button.



# Adding a User (Event Manager) to the Calendar

#### Adding the User to the Directory

- 1. Log in to the directory interface following the steps in the **Logging in to the Directory Interface** section of this document.
- 2. Expand the tree on the left using the plus signs until the users under the **ou=accounts** node are listed (1). Then click **Create new entry here** (2).



3. Click the radio button to the left of **Bedework: User Account**.



4. Enter the user's first name in the First name field (1) and the user's last name in the Last name field (2). Then enter the password for the user in both Password fields (3). Then enter the username for the user (using the standard Mount Mary username/first part of email address) for the user in the User ID field (4). Finally, click the Create Object button (5).

schema search refresh info import export logout	Template: Bedework: User Account (bedework	Account)			
Logged in as: 	New Bedework User Account (Step 1 of 1)				
• • • • • • • • • • • • • • • • •	Common Name Sample User	alias, required			
☐ uid=submitevent Create new entry here ⊕  ● ou=addrbooks (2)	First name	aliaz			
-	Last name	alias, required			
	Password	alias, bint			
	Check password	md5 v (confirm)			
	User ID	alias, rdn			
	4 sampleuser	*			
	5 Create Object				

5. Click the **Commit** button.



6. You will see a success message at the top of the screen, and the new username will be visible in the tree on the left.

Apache DS 🛛	Create Entry Creation successful! DN: uid=sampl created.	leuser,ou=accounts, dc=bedework, dc=org has been
schema search refresh info import export logout Logged in as: 	Server: Apache DS Distinguished	uid=sampleuser Name: uid=sampleuser,ou=accounts, dc=bedework, dc=org Toroble: Default
ouraccounts (5)     uid-eannamore     uid-eannamore     uid-esampleuser     uid-samthd     uid-samthd     uid-samthd     uid-samthd     uid-samthd     uid-samthd     uid-samthd     uid-samthd     uid-samthd     uid-submitevent     uid-submit	<ul> <li>Refresh</li> <li>Switch Template</li> <li>Copy or move this entry</li> <li>Rename</li> <li>Create a child entry</li> <li>Hint: To delete an attribute, empty ti</li> <li>Hint: To view the schema for an attribute</li> </ul>	<ul> <li>Show internal attributes</li> <li>Export</li> <li>Delete this entry</li> <li>Compare with another entry</li> <li>Add new attribute</li> </ul> he text field and click save. ibute, click the attribute name.
	Sample User (add value) givenName Sample (add value) objectClass	resurcé

#### Adding the User to the Calendar

- 1. Log in to the Bedework administration interface following the steps in the **Logging in to the Bedework Administration Interface** section of this document.
- 2. Click on the **Users** tab.

Bedew	ork Public E	Events Admi	inistratio	n			🗴 bedework
Calendar S	uite: MainCampus					Group: calsuite-MainCampus ch	uange Logged in as: smithd log out
Main Menu	Pending Queue	Calend	Users Syste	em			Search:
You are h	ogged in as superus	er.	9	000			
		Add	Event	Add Contact	Add Location	Add Category	
		Manag	ge Events	Manage Contacts	Manage Locations	Manage Categories	

Bedework Website | show XML | refresh XSLT

3. Click on the **Manage admin groups** link.

Bedewo	Bedework Public Events Administration				🐒 t	bedework
Calendar Suite: MainCampus				Group: calsuite-MainCampus change	Logged in as: smithd log out	
Main Menu	Pending Queue	Calendar Suite	Users	System	Search	c
Maria Metting Volueitic     Calendari Sulle     Oseria       Manage Users & Groups       Manage admin groups       Change group       Edit user preferences (enter userid):						
Bedework Websi	te   show XML   refresh	XSLT				

4. Click on the **membership** link for the department of the user you are adding.

Bedewo	ork Public	Events Adm	ninistratio	<u>í</u>	bedework			
Calendar Su	ite: MainCamp	us			Group: calsuite-MainCampus change	Logged in as: smithd log out		
Main Menu	Pending Queue	Calendar Suite	Users Sys	iem	Searc	:h:		
Modify Hide Select a Click "me Add a n	Modify Groups         Hide members <ul> <li>Show members</li> <li>Select a group name to modify the group owner or description.</li> <li>Click "membership" to modify group membership.</li> <li>Add a new group</li> </ul> Thiohighted rows indicate a group to which a Celendar Suite is attached.							
Name		Members	Manage Membershi	Calendar Suite*	Description			
admissio	ns		membership		Admissions Department			
alumnae			membership		Alumnae Department			
art-thera	ру		membership		Art Therapy Department (Events)			
athletics			membership		Athletics Department (Athletics)			
calsuite-	Academic	admin	membership	Academic	Academic calendars			
calsuite-	Admissions	admin	membership	Admissions	Admissions events			
calsuite-	Athletics	admin	membership	Athletics	Athletics			
calsuite-	Events	admin	membership	Events	General interest events			
calsuite-	MainCampus	admin	membership	MainCampus	Group for the MainCampus calendar suite			

Hint: Selecting the **Show members** radio button shows the list of members for each group.

5. Enter the username for the user you added to the directory in the **Add member** field (1). Then click the **Add** button (2).

Bedewo	rk Public Eve	ents Adm	inistra	Ś.	bedework				
Calendar Suite	e: MainCampus				Group: calsuite-MainCampus change	Logged in as: smithd log out			
Main Menu	Pending Queue Cal	alendar Suite	Users	System	Searc	sh:			
Update Group Membership Enter a userid (for user or group) and click "add" to update group membership. Click the trash icon to remove a user from the group. Add member: sampleuser • • group • Add • • group • Add • • Group Isting									
Name:	admissions								
members.	Members: wser, # group								
Bedework Website   show XML   refresh XSLT									

6. A confirmation will be displayed, and the user will be visible in the **Members** list for the group.



Bedework Website | show XML | refresh XSLT

# Deleting a User (Event Manager) from the Calendar

#### Deleting the User from the Calendar

- 1. Log in to the Bedework administration interface following the steps in the **Logging in to the Bedework Administration Interface** section of this document.
- 2. Click on the **Users** tab.



3. Click on the Manage admin groups link.

Bedework Public	Events Administ	ration	(* bedev	work
Calendar Suite: MainCampus			Group: calsuite-MainCampus change Logged in as:	smithd log out
Main Menu Pending Queue	Calendar Suite Users	Search:		
Manage Users & C	Groups	go		

4. Click on the **membership** link for the department of the user you are deleting.

Bedewo	ork Public	Events Adm	ninistration	Ś.	bedewo <u>rk</u>				
Calendar Su	ite: MainCamp	us			Group: calsuite-MainCampus change	Logged in as: smithd log out			
Main Menu	Pending Queue	Calendar Suite	Users System	n	Sear	ch:			
Modify Hide Select a Click "me Add a n	Modify Groups         Ide members I Show members         Select a group name to modify the group owner or description.         Click "membership" to modify group membership.         Add a new group         "Hidelington to which a Calendar Suite is attached.								
Name		Members	Manage Membership	Calendar Suite*	Description				
admissio	ns	-	membership		Admissions Department				
alumnae			membership		Alumnae Department				
art-thera	ру		membership		Art Therapy Department (Events)				
athletics			membership		Athletics Department (Athletics)				
calsuite-	Academic	admin	membership	Academic	Academic calendars				
calsuite-	Admissions	admin	membership	Admissions	Admissions events				
calsuite-	Athletics	admin	membership	Athletics	Athletics				
calsuite-	Events	admin	membership	Events	General interest events				
calsuite-	MainCampus	admin	membership	MainCampus	Group for the MainCampus calendar suite				

Hint: Selecting the **Show members** radio button shows the list of members for each group.

5. Click the trash can icon next to the user to be deleted.

Bedework Public Events Adm	inistration	, Ś	pedework			
Calendar Suite: MainCampus		Group: calsuite-MainCampus change	Logged in as: smithd log out			
Main Menu Pending Queue Calendar Suite	Users System	Searc	h:			
Update Group Membership						
Enter a userid (for user or group) and clic	k "add" to update §	group membership. Click the trash icon to remove a user from the group.				
Add member:	user 🔍 group 🔺	bb				
Return to Admin Group listing						
Name: admissions						
Members: 🗄 sampleuser 🗊 🚽						
🗄 user, 🕷 group						
Redework Website Lishow XML Lisefresh XSLT						

6. A confirmation will be displayed, and the user will no longer be visible in the **Membership** list for the group.



#### Deleting the User from the Directory

1. Log in to the directory interface following the steps in the **Logging in to the Directory Interface** section of this document.

2. Expand the tree on the left using the plus signs until the users under the **ou=accounts** node are listed (1). Then click on the username of the user to be deleted in the tree (2).

<b>E DAP</b> <b>B LOAP</b> <b>B admin</b>	I) g 😻 🤐 🧐	
Home   Purge caches   Show Cache		
Apache DS ()	uid=sampleuser Server: Apache D5 Distinguished Name: uid=sampleuser,ou=accounts, dc=bedework, dc=org Template: Default	
Loged in as:	♥     Refresh     ✗     Show internal attributes       Image: Switch Template     Image: Switch Template     Image: Switch Template       Image: Switch Template     Image: Switch Template     Image: Switch Template       Image: Switch Template     Image: Switch Template     Image: Switch Template       Image: Switch Template     Image: Switch Template     Image: Switch Template       Image: Switch Template     Image: Switch Template     Image: Switch Template       Image: Switch Template     Image: Switch Template     Image: Switch Template       Image: Switch Template     Image: Switch Template     Image: Switch Template       Image: Switch Template     Image: Switch Template     Image: Switch Template       Image: Switch Template     Image: Switch Template     Image: Switch Template       Image: Switch Template     Image: Switch Template     Image: Switch Template       Image: Switch Template     Image: Switch Template     Image: Switch Template       Image: Switch Template     Image: Switch Template     Image: Switch Template       Image: Switch Template     Image: Switch Template     Image: Switch Template       Image: Switch Template     Image: Switch Template     Image: Switch Template       Image: Switch Template     Image: Switch Template     Image: Switch Template       Image: Switch Template     Image: Switch Template     Image:	
	cn growins Sample User (add value) givenName Sample (add value)	

3. Click **Delete this entry** on the user's record.

Imadmin Iome   Purge caches   Show Cache		Q 🗟 🏘 😃 🧔
Apache DS ()	uid=sampleuser Server: Apache DS Distinguishel Manee uid=sampleuser,ou=accounts, dc=bedework, dc=org Template: Default	
Legged In as: C-bedework, dc-org (4) C-bedework, dc-org (4) Legged dc-bedework, dc-org (4) Legged dc-bedework (5) Legged	<ul> <li>Refresh</li> <li>Switch Template</li> <li>Copy or move this entry</li> <li>Rename</li> <li>Create a child entry</li> <li>Hint: To delete an attribute, empty</li> <li>Hint: To view the schema for an attribute</li> </ul>	<ul> <li>Show internal attributes</li> <li>Export</li> <li>Delete this entry</li> <li>Compare with another entry</li> <li>Add new attribute</li> </ul> y the text field and click save. ttribute, click the attribute name.
	cn Sample User (add value) givenName	resulted
	Sample (add value)	

4. Confirm that the **DN** field is displaying the correct username, then click the **Delete** button.



5. A success message will be displayed at the top of the page, and the username will no longer be visible in the tree.



If you have any questions or experience any issues, please contact the IT Services Helpdesk at (414) 930-3048 or <u>mmu-helpdesk@mtmary.edu</u>.

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