

NINAA User's Guide



Pavilion Internet Plc

NINAA User's Guide Edition 1.0



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Introduction

This user guide describes NINAA, the SchoolNet server from Pavilion Internet Plc. NINAA is the system you use to configure and run SchoolNet, Pavilion's web server, mail and Internet connectivity service for schools. NINAA has a web browser interface and is easy to use. It makes effective use of dedicated Internet servers and web caches.

NINAA and SchoolNet

NINAA offers you:

- Protection from inappropriate material, which can be filtered out.
-  • Safe, curriculum-based material — targeted web site lists.
-  • Email for every student, using a web-based mail client which is compatible with standard mail clients.
-  • Easy publishing of local and external web pages.
- Control over access to external newsgroups, plus an easy way to set up local newsgroups.
- For security, logging of connections and also of individual users' logs.
- Compatibility with TCP/IP, the industry standard for networking.

SchoolNet lets your pupils:

- Gain hands-on experience of Internet technology in a group learning environment.
- Publish their own **publicity and information** on the World Wide Web.
- Communicate with other schools locally, nationally, and internationally, both through email and their own web sites.
- **Use email to communicate with anyone else who is online.**
- Use information sources from around the world to research for projects.



SchoolNet supports configurations from a single dialup connection through to complete network ISDN solutions. (You need ISDN to connect your School's Local Area Network (LAN) to the National Grid for Learning.) Its basic components are:

- An ISDN connection to your Internet Service Provider (ISP). This is how material is sent into and out from your school. A piece of hardware called a router handles this process??
- A domain for your school in the form "school.authority.sch.uk".
- A number of email accounts for pupils and /or staff.
- Unlimited web space on Pavilion's server accessed as "http://www.pavilion.co.uk/school/".

There's context-sensitive online help on every NINAA web page, so you don't need to rely on this manual. To view the help, just click on ??

Web Browsers

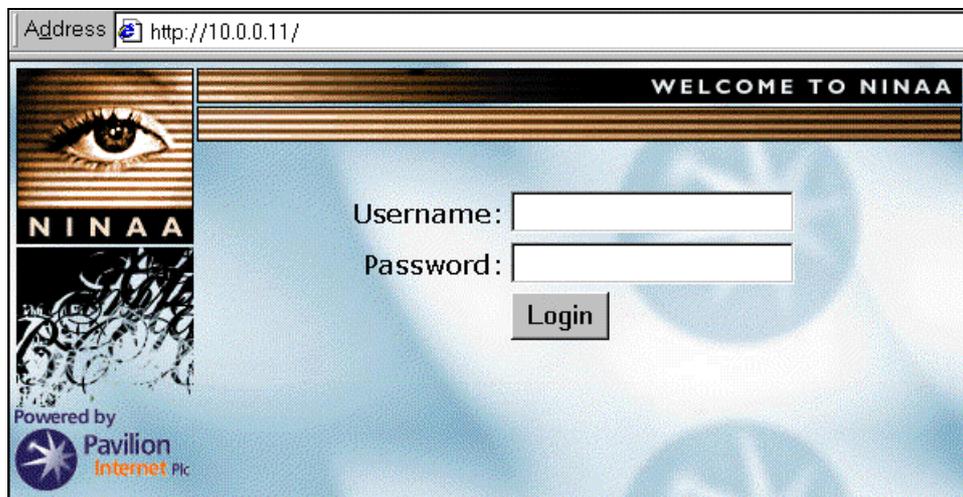
NINAA can be used with Netscape Navigator, Internet Explorer and most other web browsers.

As well as using links on NINAA pages, you can use your web browser to move backward and forward between pages. For example, if you jump to the wrong NINAA page, just use your web browser's Back button to return to the previous page.



Getting Started

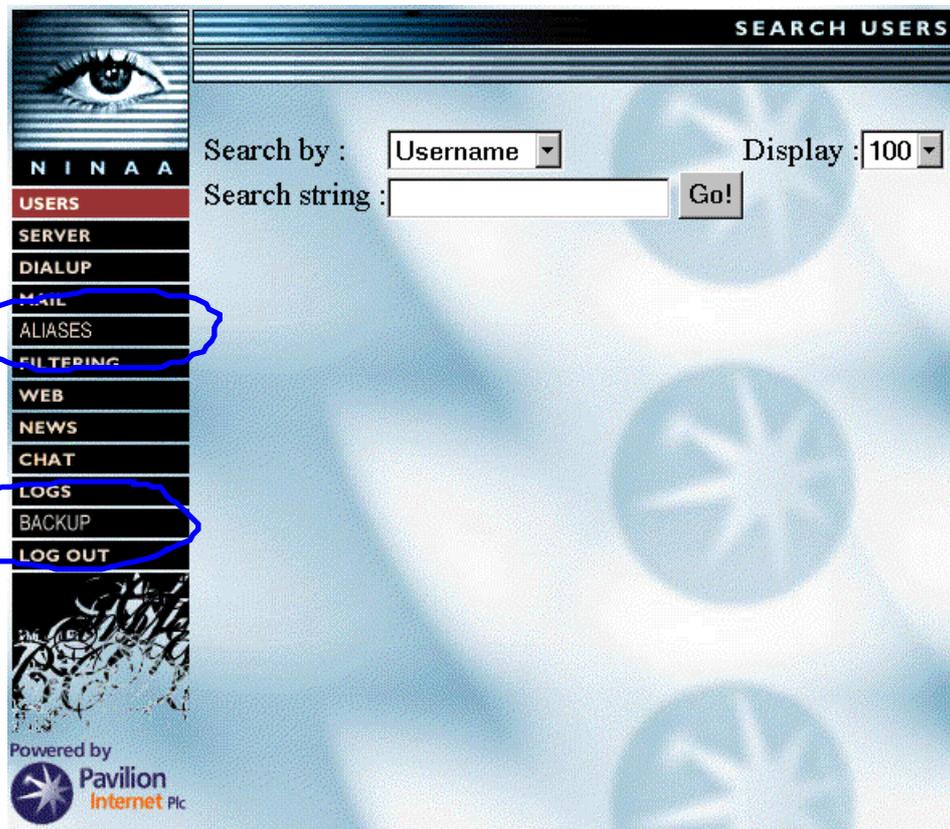
To start up NINAA type the address of the server into your web browser's address field and press ENTER. The address in the following test example is "10.0.0.11". The login screen appears, like this:



Type your username and password then press the *Login* button.

-   If this is the first time you've used your NINAA server, log on as "admin" and type "admin" as your password too. Add yourself as a proper administrator user with a non-obvious password and also change the user admin's password to something which your pupils will not guess.

When you press the *Login* button, the NINAA administration screen is displayed:





The buttons down the left-hand side of the screen give access to all of NINAA's functions. The Search Users page is the first page in the Users section and, since the Users button is selected by default, this page is displayed.

Conventions

There are a few things to remember as you read this guide:

- Names of links and buttons which appear on NINAA web pages are given in italics.
- The ">" sign is used to **separate a sequence of steps**. For example, "click *SERVER*>*Change Server Setting*>*Configure Interfaces*" means:
 1. Click *SERVER* on the current page.
 2. Click *Change Server Setting* on the next page which appears.
 3. Click *Configure Interfaces* on the page which appears after that.

Server and Dialup Setup

This chapter shows how to:

- Change the server setup. The server will be set up for you initially, but you may need to change some settings as time passes.
- Configure dialup, controlling the way **your router** connects to your ISP's server and the times at which it does this.
- **Configure replication of web sites** between your server and your ISP's server.
- **Back up the server.**

Configuring the Server

To view the current server settings, click *SERVER*. The parameters are described in detail in the table below. If a previous change is still pending, you'll see a "reboot is required" message: click *Reboot*.

Click the *Halt* button if you need to shut down the server, for example for maintenance or before a planned power outage.

Modifying the Server Setup

To change server parameters, click *SERVER>Change Server Settings*. The current settings are shown, as described in detail in the following table.



Only change a value if you are sure you know exactly what you are doing, or you could lose control of the server.

Parameter	Usage
Forward DNS	The IP address of the computer which runs Domain Name Service (DNS) for you. DNS is the software used to convert a computer name to its IP address (four numbers separated by dots). Your server relies on the computer specified here, called a DNS server, to do this for it. The DNS server resolves computer names and e-mail addresses.
Workgroup	If you have a Windows workgroup set up on users' PCs, type its name in here.
Domain	Your domain, something like "yourschool.net". Only change this if your domain name actually changes.
Logout timeout	The time in minutes before a user who has not used their system is logged out. Set this low to reduce the risk of anyone interfering with a user's system if they leave it unattended.
Real Audio Proxy	Enables/disables use of Real Audio, which lets your users play live audio feeds from the Internet. (Note that enabling Real Audio Proxy may reduce your system's security from unauthorised access.)
Upstream Proxy	The name of the server used as proxy and the ports which provide the service. The proxy is used as a go-between in Internet connections. That is, the user connects to the proxy and the proxy connects to the Internet and carries out their request. (The user does not know about the proxy — it's transparent to them.)
Cache Size	The cache size in MB. The cache is an area where items are stored for reuse. For example, when one user visits a web page on the Internet, the server keeps a copy of the page in its cache. When a second user accesses the page, rather than connect to the Internet again to find it, the server makes available the copy which it already has in its cache.



The cache operates on a *least recently used* basis. Once the cache is full, items which have not been accessed for the longest time are deleted to make way for new items.

When you've changed the settings, click *Save Settings* to bring the changes into effect. You are asked to confirm your changes. If you're happy with the new settings, click *Yes I am sure*, then reboot to bring the changes into effect.

Changing the Network Card Setup

Your server has up to four network interface cards, each with its own unique IP address in the form "n.n.n.n". A network card connects the server to a section of network cable. 



Only change a value here if you are sure you know exactly what you are doing.

The parameters are:

- IP address — **four digits** separated by dots. Each digit is in the range 0 to 255.
- Netmask — the subnet mask. You only need to change this from its default, 255.255.255.0, if your network is divided into subnets, in which case see Subnet Masks. 

► To change a network card:

1. Click *SERVER>Change Server Setting>Configure Interfaces* to display this page:

2. Initially details of the first network card are shown. To view a different card, select it in the dropdown list and click *View Network card details*.
3. Change the required settings then click *Set* to save the change(s), which will only take effect after you reboot.

Subnet Masks

A subnet mask looks a bit like an IP address but actually tells **the router** which parts of an IP address it can ignore, speeding up your routing. If you have subnets, your 32 bit IP addresses effectively have three parts:

- Network address — the first part of the IP address.
- Subnet address — a number of bits identifying a subnet within your organisation.
- Host address — the local address of an individual computer on the network.

The subnet mask explains which parts of the address the first two parts cover. For example:

- A subnet mask of 255.255.255.0 means that the network and subnet parts of the IP address fill 24 bits, while the host addresses occupy only that part of the IP address which comes after the last dot. This gives room for up to 255 hosts on the subnet.
- A subnet mask of 255.255.255.252 means that the network and subnet parts of the IP address fill 30 bits, while the host addresses occupy only that part of the IP address which remains. This gives room for just four hosts on the subnet.

Configuring Dialup

When **your router** connects to your ISP's server, this is called *dialling up*. The dialup settings control how the connection is made.

When *dial on demand* is enabled, if a user does something which requires an external connection but **the router** is not connected, this makes **the router** dial the ISP's server. This happens, for example, when a user requests an Internet web page which is not already cached by the server. If you want to know whether dial on demand is enabled, click *DIALUP*: the first part of the page tells you.

Connecting, Disconnecting and Testing Dialup

You can make **the router** connect or disconnect immediately. Click *DIALUP* then:

- *Connect Now* — to make **your router** dial into your ISP's server.
- *Disconnect Now* — to make **your router** disconnect from your ISP's server.

Click *TEST* to check that the connection is working: a message will report the status of the connection.

Changing Dialup Settings

Dialup settings control the phone number **the router** dials and the name, password and bandwidth it uses.

► To change dialup settings:

1. Click *DIALUP>Change connection settings*. The parameters are displayed, as follows:

2. Set the parameters as follows:

Parameter	Usage
Telephone number	Type the number of your ISP's server.
Username	Type the name of your account at the ISP.
Password	Type your account's password.
Confirm Password	Type the password a second time.
Maximum bandwidth	Choose 128 if you have dual ISDN lines (A and B channels), 64 if you have a single ISDN channel.

3. When you've changed the settings, click *Save Settings* to bring the changes into effect.

Changing Dialup Time Settings

Since BT provides schools with free time for calls on weekdays between 8am and 6pm, there is no problem in allowing **the router** to dial on demand between these times. If dial on demand is set on outside of these hours, though, you can run up very large bills since **the connection will stay up** once it's been made by the router.

You might change the time settings:

- To restrict dial on demand to normal hours to avoid connections being made at night or at weekends.
- To enable dial on demand in the **special case** when you do require it outside of working hours, perhaps for an evening class or open evening.

► To set up dial on demand:

1. Click *DIALUP>Change dial on demand times* to display this page:

2. Select the ON radio button to enable dial on demand.
3. Use the Start Time and End Time dropdown lists to specify the times when dial on demand will operate.
4. Include a weekend day only if this is definitely required.
5. When you've changed the settings, click *Save Settings*. This brings the changes into effect unless you're currently connected, in which case you must also disconnect then reconnect. (To disconnect, click *DIALUP>Disconnect Now*.)

  If you do change settings for a one-off event outside of normal hours, particularly at the weekend, remember to change them back afterwards. Failure to do so will cost your school a lot of money!

Replicating your Web Site

Replication means copying your school's web site to or from your ISP's server. It takes two forms:

- **Uploading** — copies the web site from your server to your ISP's server. This makes it available to other schools on SchoolNet. 
- **Downloading** — copies the web site from your ISP's server to your server. You'll have to do this if the content at your ISP has been altered and is more up to date than the copy on your server: this happens if someone working from home updated the site on your ISP's server, for example.

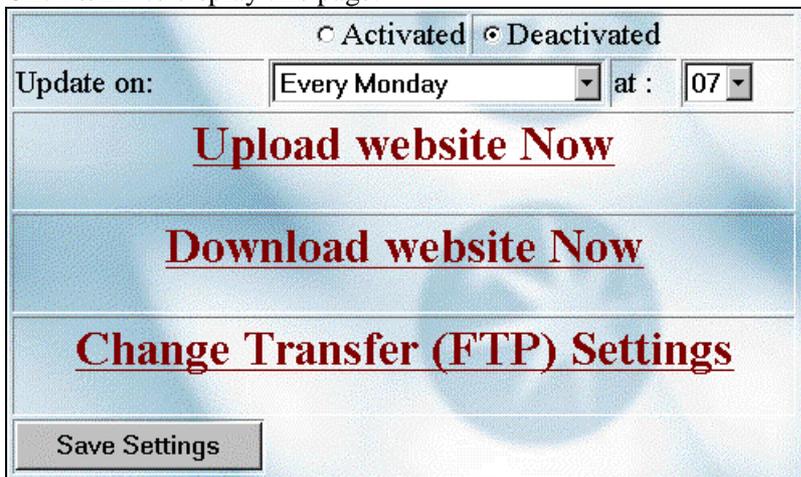
File Transfer Protocol (FTP) is used to upload and download information. It simply copies files between two machines. You can configure this as described below.

Configuring Regular Replication

You should upload the site weekly or monthly, so that your ISP's copy remains up to date: you can automate this. If you ever make a lot of changes to the site, you can upload it right away.

► **To set up regular replication:**

1. Click *WEB* to display this page:



2. Select the "Activated" radio button.
3. Specify the day of the week or month, then the time of day (between 07:00 and 17:00).
4. When you've changed the settings, click *Save Settings* to bring the changes into effect.

Changing FTP Settings for Replication

FTP is used to replicate web site information between your server and your ISP's.

► **To change the way FTP works:**

1. Click *WEB>Change Transfer (FTP) Settings* and type the parameters as follows:

Parameter	Usage
Ftp Site	The name of the server at your ISP which holds web site information.
Remote Directory	The directory on your ISP's server which holds web site information.
Username	The name which the your ISP server lets you log on with.
Password	The password for the above user.
Confirm Password	Type the password again for confirmation.

- When you've changed the settings, click *Save Settings* to bring the changes into effect.

Uploading or Downloading the Web Site

To upload or download the web site immediately, click *WEB* to display the page shown above, then click the appropriate link.

Backing Up the Server

We recommend that you set up regular backups, but you can also back up the server immediately at any time. To make a proper backup, your server must have a SCSI tape device fitted and correctly configured.

To back up immediately, click *BACKUP>Backup Now*.

► **To set up a regular backup procedure:**

- Click *BACKUP* to display this page:

The backup will be done at roughly 2 am. Be sure to leave a tape in the tape drive. Backup Size = 352 Meg

ON OFF

Frequency :

Backup Now

- Select the ON radio button.
- Specify the frequency — every Monday, every day, or on the first Monday of each month.
- Click *Save Settings*.



The backup log shows what happened last time you backed up the server. To view this log, click *LOGS>Transcript of Last Backup*. If it shows that a backup failed, for example because there was no tape in the drive, fix the problem and back up again.

General Backup Procedures

Label tapes clearly and keep them safe. Do not use a single backup tape repeatedly: we recommend using several tapes in sequence. For example, for weekly backups you might follow this system:

- Week 1 - use tape labelled A.
- Week 2 - use tape labelled B.
- Week 3 - use tape labelled C.
- Week 4 - reuse tape labelled A.
- Week 5 - reuse tape labelled B.



Users

This chapter shows how to:

- Add, edit and delete users. You can modify single users or whole sets of users.
- Import users from a CSV file produced by another application. 
- Export users to a CSV file for use by another application. 
- Use aliases to divert email from one user to another user or users.

Adding a User

You can add users singly or in bulk from an existing comma-separated value (CSV) file, as described in Adding Users from a CSV File. This section shows how to add a single user.

► **To add a new user:**

1. Click *USERS>Add Users* to display this page:

Username :	<input type="text"/>
Password :	<input type="text" value="onoyisti"/>
Fullname :	<input type="text"/>
Class :	<input type="text"/>
Year :	<input type="text"/>
Administrator :	<input type="checkbox"/>
Filter :	0 <u>1</u> <u>2</u> <u>3</u> <u>4</u> <u>5</u> <u>6</u> <u>7</u> <u>8</u> 9 <input type="radio"/> <input type="radio"/>
Mail Quota :	Mail Disabled ▾
<input type="button" value="Add"/>	
Add users from a comma separated file ...	
Export users to a comma separated file ...	

2. Type the user's Username, Password (**eight letters**) and Fullname (first name and surname). NINAA fills in a randomly-generated password which you can either retain or replace with one of your own. 
3. Type the user's Class and Year.
4. If they're an administrator, select the "Administrator" check box.

5. Specify which filter(s) to use. See Filters Overview for details of filters.
6. Under "Mail Quota", either disable mail or specify how many KB of disk space to give the user's mailbox.
7. Click *Add* to add the user.

The User Search Page

The first step in procedures like editing and deleting users is to specify the user(s) you want to view data for. If the User Search page is not already displayed (by default, NINAA opens it after you log in), click *USERS>Edit Users* to display it. The page looks like this:

► **To specify the users you want:**

1. Choose what to search by — username, class, year or whatever.
2. Specify how many entries you want to list.
3. Type the search string, using the "*" wildcard if necessary. For example, "bl*" would find Blair and Blunkett, but not Brown.

Editing User Data

The first step is to specify the user(s) you want to view data for. If the User Search page (see above) is not already displayed, click *USERS>Edit Users* to display it. Specify the users you want, using the "*" wildcard if necessary. The entries found are displayed like this:

Realname (Click to modify)	username	Select
Sam Eaton	sam	<input type="checkbox"/>
Simon Loader	simon	<input type="checkbox"/>
joe bloggs	joeb	<input type="checkbox"/>
dean fenton	deanf	<input type="checkbox"/>
Administrator	admin	<input type="checkbox"/>
dean jones	deanj	<input type="checkbox"/>
fred jones	fredj	<input type="checkbox"/>

Modify records

Quota :

Class :

Year :

Filter : 0 1 2 3 4 5 6 7 8 9

From this page you can delete, modify or export groups of users. You can either work on all the users listed or use the "Select" check boxes to specify a subset of them. Do the following:

- To change Quota, Class, Year or Filters data for a subset of users, click on their "Select" check boxes, change the parameter(s) under "Modify Records" on the right-hand side of the page, then click *Modify Selected*.

- To change Quota, Class, Year or Filters data for all the users listed, change the parameter(s) under "Modify Records" then click *Modify Results*. You would do this when a whole class changes year, for example. 
- To edit a single user entry, simply click on their name. This displays their full set of information, including password etc. Make any changes then click the *Submit* button, which saves them and returns you to the full user list.

Deleting Users

To delete **all the users a search has found** (see the above illustration), click *Delete Results*. To delete just some of the users, click on their "Select" check boxes then click *Delete Selected*.

Using CSV Files

If you have already input user information using another application and you can export this data in the form of a Comma-Separated Value (CSV) file, you can read it into NINAA. Similarly, you can export CSV files from NINAA.

You can use an exported file:

- In any other application which can read in a CSV file.
- To back up NINAA data.
- To take NINAA data onto another NINAA system.

Data fields in a CSV file are separated by commas, like this:

```
Bloggs,Joe,JoeB,whixxsky,3,2,5,200
```

The fields are as follows (with compulsory fields shown in bold text):

```
Surname,Forename,Username,Password,Class,Year,Filter,Mail quota
```

Adding Users from a CSV File

The file format must be as shown above. If no mail quota is specified, the quota is set to "Unlimited".

► To import users:

1. Copy the CSV file to the CSV share on the server. **(You don't do this from within NINAA.)**
2. Click *USERS>Import users from a CSV file*.
3. If you want NINAA to generate a password for each user, select the "Generate random passwords" check box. (If the password is left blank in the file and you do not do this, the password duplicates the username. You can then ask the users to change their password when they first log on.)
4. In the "CSV file" list select the file containing the user data. 
5. Click *Add the users*.

Exporting Users to a CSV File

You can export user information to a CSV file. The file format is as discussed above. The file is written **to the**, from which you can manually copy it to a diskette, email it to a colleague, etc.

► **To export all user data:**

1. Click *USERS>Export users to a CSV file*.
2. In the "CSV file" list, **select the file containing the user data**.
3. Click *Add the users*. The file is written to the CSV share.



Passwords are written to the file so keep it secure.

► **To export data for selected users only:**

1. If you are not already on the Found User page, click *USERS>Edit Users* and specify the users you want.
2. The Found User page lists the users. If you want to export all the users shown there, click *Export Results*.
3. If you need to refine the list further, select the "Select" boxes for the users you want, then click *Export Selected*.
4. A standard Microsoft Download dialog opens. Select "Save this file to disk" and click *OK*, then specify where you want the file written and click *Save*.

Aliases

You can use an *alias* to divert an email message from one address to another. For example, while Fred's on holiday you might divert mail for "Fred@schoolX.net" to "Joe@schoolX.net". The aliases file stores details of any aliases you set up.

Entries in the file look like this:

```
# Two lines to handle bob and fred's 's mail
#
bob: ted
fred@schoolX.org: simon@pavilion.net, julie
```

Where:

- Comment lines begin with a "#".
- The first entry diverts mail for bob on your local domain to ted on that domain.
- The second entry diverts mail for "fred@schoolX.org" to "simon@pavilion.net" and to julie on your local domain. Note that there's a comma between the names of the two people who receive the mail. You can add further names as required.

► **To add or change the settings:**

1. Edit the file by typing into the text box. (Check that the syntax is correct.)
2. Press *Change Aliases* to bring the changes into effect.

Filters

Filters Overview

You will not want all your users to be able to access the same web sites. For example, you might want to set up groups like these:

Group	Need
Year 1 and 2	Restricted group of just 50 strictly educational sites.
Years 3 and 4	Access to wider range of sites on politics, music, etc.
Sixth formers	All the Year 3/4 sites, but also sites on some more "adult" subjects, perhaps for media studies groups etc.
Staff	Access to all standard areas.

NINAA lets you set up eight different levels of Web access, called *filters*. There are also filter 0 (no access) and filter 9 (unlimited access). When you add a user you allocate them a filter level. This controls the pages they are allowed to access. If a user tries to visit a site they don't have access to, a message which you can configure tells them [this](#).

Two examples [shows](#) how filtering works:

- User Joemith is on filter level 2, which is a red filter:
 1. Joe tries to access the URL ["129.44.32.77/sex"](#).
 2. NINAA searches for the URL in its list of sites. Since Joe's filter level is a red filter, if NINAA does not find the site there, Joe will be *allowed* to view it.
 3. If the site is in filter 2's list, it will probably be a red entry, which means Joe will be banned from seeing it.
 4. If the site is in filter 2's list but set to green (allowed), Joe will be allowed to view it. (There are reasons to set up green entries within a red filter, as described below).
- User Julieb is on filter level 4, which is a green filter:
 1. Julie tries to access the URL "geography/maps".
 2. NINAA searches for the URL in its list of sites. Since Julie's filter level is a green filter, if NINAA does not find the site there, Julie will *not be allowed* to view it.
 3. If the site is in filter 4's list, it will probably be a green entry, which means Julie will be allowed to view it.
 4. If the site is in filter 4's list but set to red (banned), Joe will not be allowed to view it. (There are reasons to set up red entries within a green filter, as described below).

To summarise:

1. When a user goes to a web site NINAA compares the site to the list in a (red or green) filter.
2. If the site is not found in the filter's list (as an allow or deny), then NINAA will do the default (allow for a red filter, deny for a green filter).

This means that a green list is primarily a list of sites you can visit although you may wish to ban subsections. A red list is a list of sites you are banned from although you might want to allow subsections.

Green Sites in Red Filters and Vice Versa

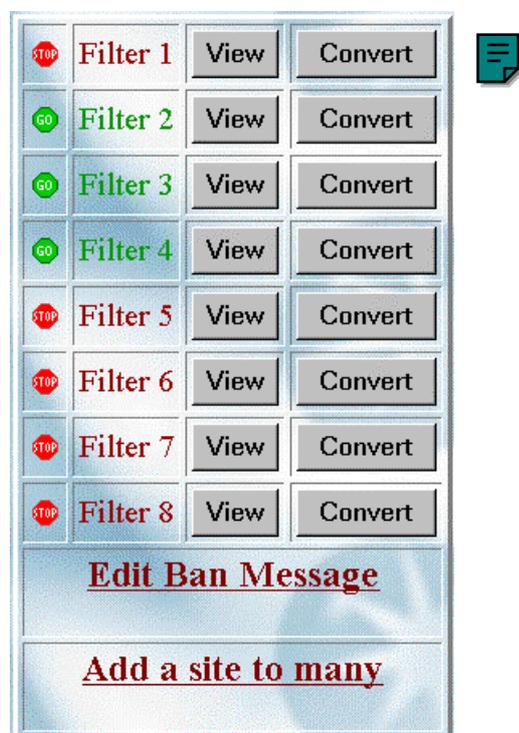
As noted above, you may sometimes define some sites within a filter as the opposite colour to the filter itself. Why do this? Suppose that the site "XXX.com" had 100 sites below it, 95% of them being unsuitable, but the other 5% being useful sites. You could ban "XXX.com/" to exclude the unsuitable sites, but then separately add each site you wanted to make available as a green site: "XXX.com/good-site1", "XXX.com/good-site2", and so on. 

NINAA's default filters provide:

- Ready-made lists of banned sites (pornography etc.) which you will not want anyone to access.
- Ready-made lists of sites which may be useful, but which you might not discover for yourself.

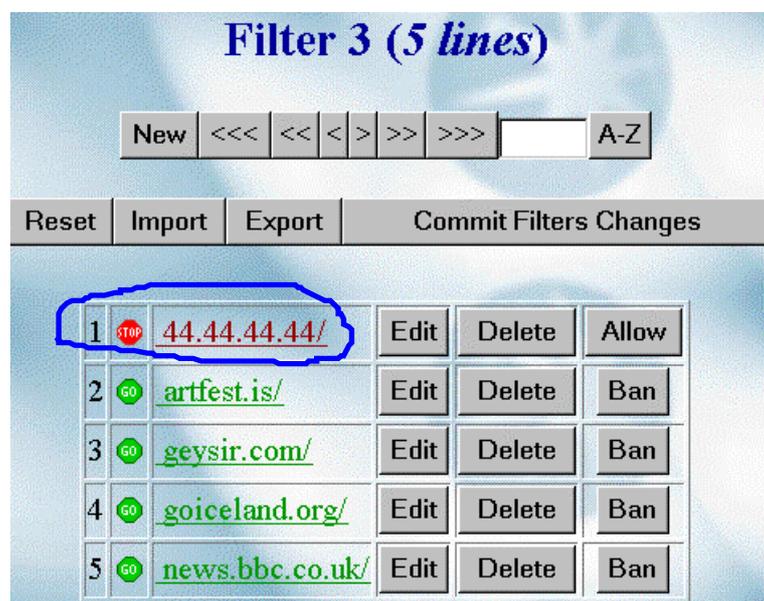
Looking at Filters

To look at the filter setup, click *FILTERING*. Filters are shown like this, coloured red or green:



Viewing and Editing a Filter

To view or edit a filter, click *FILTERING* then click the filter's *View* button. The sites which are permitted (green) or banned (red) by this filter are shown, like this:



The figure in brackets after its name shows the number of sites in the filter. Sites are listed in alphabetical order. To move through the list of sites:

- Click > or < to jump 10 places in the list.
- Click >> or << to jump 100 places in the list.
- Click >>> or <<< to jump 1000 places in the list.
- Type in one or more letters and click the A-Z button to see sites which begin with those letters.

For each site you can:

- Click *Edit* to change the site address.
- Click *Delete* to remove the site from the filter.
- Click *Ban* to ban the site or *Allow* to permit it. (The button name changes from *Ban* to *Allow* when it's clicked.)

You can make large scale changes to the filter as follows (all three of these are covered in their own sections below):

- To delete all sites from the filter, click *Reset*.
- To add sites to this filter, either from another filter or from a file, click *Import*.
- To write sites from this filter to a file, click *Export*.



When you finish making changes to the filter, click *Save Filters Changes*.

Adding a Site to a Filter

You can add a site to one filter or to several filters simultaneously, as described in the following section.

► **To add a site to multiple filters:**

1. Click *FILTERING* then click the filter's *View* button.
2. Click *New* to display this page:

3. Type the URL, for example "schoolx/sports.net" or "100.11.12.255", into the box. Ban or allow the site, then click *Add*.

Adding a Site to Several Filters

Adding a site to several filters at once saves time.

► **To add a site to multiple filters:**

1. Click *FILTERING*>*Add a site to many*. This page is displayed:

2. Type the site's URL into the text box at the end of the page then click on the adjacent check box.
3. If it's a site you want to allow, either leave the "All" box selected to add the site to all the green filters, or deselect "All" and check the boxes for individual green filters. Click the *Allow in Filters* button.
4. If it's a site you want to ban, either leave the "All" box selected to add the site to all the red filters, or deselect "All" and check the boxes for individual red filters. Click the *Ban in Filters* button.



Changes made here take effect immediately.

Resetting a Filter

Resetting a filter removes all the sites in its list. You might do this before starting to build a new list of sites.



You cannot retrieve the filter information after a reset, so make sure you really want to reset the filter.

► **To reset a filter:**

1. Click *FILTERING* and click the filter's *View* button.
2. If you are sure you want to reset the filter, click *Reset NOW*.

Editing the Filter Ban Message

The ban message appears on screen when a user tries to access a banned site. You might use it to warn users not to try and access such sites in future. By default, the message has a bright background which fills the whole screen to make it obvious that the user has tried to do something naughty. The ban message is stored in the file `ban.html`.

► **To change the message:**

1. Click *FILTERING*>*Edit Ban Message*. The HTML file is shown in this text box:

Html file:

```
<html>
<head>

<title>This site is blocked.</title>
</head>
<body bgcolor="#a60000">
<center>
<table width=400>
<tr align="center"><td><font color="ffff00">

<h1>ACCESS DENIED</h1>
This site may contain unsuitable material - you
cannot access it!

</font>
</td></tr></table>
<p>

<!-- the URL is inserted with this tag -->
<banned_url>
```

Change and view message

2. Edit the HTML in the text box. (If you don't know any HTML, just edit the text in the paragraph which follows the words "ACCESS DENIED".)
3. Click the *Change and View Message* button.
4. The new message is displayed. If you want to make further changes, click *Back* and edit the HTML again.

Converting a Filter

When you convert a filter from one state to another, all its sites are deleted. You have to build or import a new list of sites. 

To change a filter from green (permitted) to red (banned), or vice versa, click *FILTERING* then click the filter's *Convert* button.

Exporting Sites from a Filter to a File

You can export a list of sites from a filter to a .txt or .html file. You might use this file, for example, to email a list of useful sites to a colleague at another school.

► To export sites from a filter:

1. Click *FILTERING* and click the filter's *View* button. Click *Export*.
2. In the *Choose filename* box, type the filename.
3. Specify the file extension, ".txt" or ".html".
4. In the *Export* box, type "All" or the lines to export. For example, to export the first hundred sites from a filter, type "1-100".
5. Click *Export*.

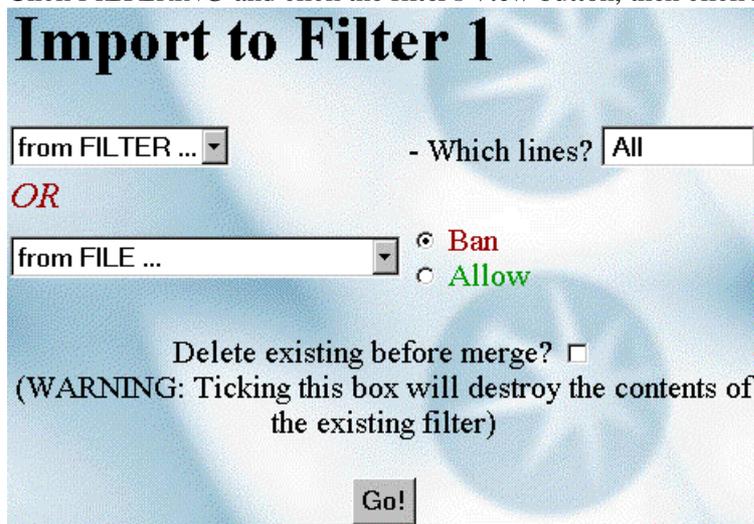
The file, which has one line of text per filter, will be written to the Filters share.

Importing Sites to a Filter

You can update one filter with sites from **another** or from a file.

► To import sites from a filter:

1. Click *FILTERING* and click the filter's *View* button, then click *Import*. This page is displayed:



2. In the "from FILTER" dropdown list, specify the filter to import from. The list will only show filters of the same **colour** as the filter you're importing to.
3. In the "Which lines?" box, type the lines to import. For example, to import the first five sites from a filter, type "1-5".

4. If you want to clear existing entries from the filter rather than merging these with the new entries, select the "Delete existing before merge?" check box.
5. Click *Go!*.



► **To import sites from a file:**

1. Click *FILTERING* and click the filter's *View* button, then click *Import*.
2. In the "from FILE" dropdown list, specify the file to import from. (If it's not already listed, from outside of NINAA copy the file into the Filters share on the server.)
3. If you want to clear existing entries from the filter rather than merging these with the new entries, select the "Delete existing before merge?" check box. This has the effect of starting a new filter using just the imported entries.
4. Click *Go!*.

Mail, News and Chat

This chapter describes:

- The NINAA mail client you can use to read, organise and send your mail.
- Using newsgroups with NINAA.
- How to enable and disable the chat server.

Mail

This section describes the NINAA mail client you can use to read, organise and send your mail. As an administrator, you need to click *Mail* to access this page (users see it automatically when they log on to NINAA).

The Mail Folder

Folders are containers for mail you've received. Initially all mail goes into a folder called "Inbox". To organise your mail, you can create new folders and move some messages into them. For example, you might create a folder called "Inbox.biology" and move all messages about a biology course into it.

Your view of a folder looks like this:

Folder : INBOX

Status	Number	Date	From	Length	Subject	Tag?
D	1	Oct 15	dean fenton	2 lines	fdsa	<input type="checkbox"/>
N	2	Oct 20	joe bloggs	5 lines	Biology exams	<input type="checkbox"/>
r D	3	Oct 20	joe bloggs	2 lines	Staff meeting	<input type="checkbox"/>
N	4	Oct 20	joe bloggs	4 lines	Staff meeting	<input type="checkbox"/>

Go To... Copy Tagged Msgs Into... Move Tagged Msgs Into... selected folder : INBOX

Compose New Msg Delete Tagged Msgs Undelete Tagged Msgs

Remove Deleted Msgs

Create Folder Delete Current Folder Change Password Log Out

If you have messages in the folder these are listed (there's just one in the above example). The message columns are self-explanatory, except for:

- Status. This will show one or more of the following:
 - "N" indicates a new message.
 - "D" indicates a deleted message. These remain on view until you click *Remove Deleted Messages*.
 - "r" shows that you've replied to this message.

- Tag — use this to specify which messages you want to apply a *Tagged* button to. For example, you might select the "Tag?" box for three messages then click *Delete Tagged Msgs* to delete them.

From this page you can read, send and delete mail, organise your folders and move mail between these. These tasks are described below.

Reading a Mail Message

To read a message, click on it in the list shown for the folder. Its text is displayed, like this:

INBOX : Message 4

Reply To Author	Reply To All	Delete Message	Next Message	Previous Message
Go to...	Copy Message into...	Move Message into...	folder	INBOX

From: joe bloggs
To: deanf@ninaa.ninaa.pav.ninaa.net
Cc:
Subject: Staff meeting
Date: Wed, 20 Oct 1999 10:45:58 +0100 (BST)

Can you manage a meeting tomorrow at 11:30?
 Joe

The heading lines in a message are:

Line	Meaning
To:	The email address of the person you're writing to. If they are in a different domain, this must include their domain name.
Cc:	A list of other people who are not the main recipient, but who you also want to see the message. This is optional.
Bcc:	This is optional.
Subject	A description of what the message is for.

You can use the *Next Message* and *Previous Message* buttons to run through message in the folder without going back to the main folder list.

Writing a Mail Message

The heading lines in a message are as shown above.

► **To send a message:**

1. Click the *Compose New Msg* button on the Folder page.
2. Type in the To: and Subject fields, plus the Cc: and Bcc: if these are required.
3. Type the message text into the main box then click *Send Now*.

Replying to a Message

This is similar to writing a new message, but NINAA fills in the "To:" and "Subject:" headers for you.

► **To reply to a message:**

1. On the Folder page, click on the message you're replying to. Its text is displayed, like this:

INBOX : Message 4

Reply To Author	Reply To All	Delete Message	Next Message	Previous Message
Go to...	Copy Message into...	Move Message into...	folder	INBOX

From: joe bloggs
To: deanf@ninaa.ninaa.pav.ninaa.net
Cc:
Subject: Staff meeting
Date: Wed, 20 Oct 1999 10:45:58 +0100 (BST)

Can you manage a meeting tomorrow at 11:30?
 Joe

2. If you want to reply to the author, ignoring any Cc: or Bcc: entries, click *Reply to Author*.
3. If you want to reply to the author, keeping the same Cc: or Bcc: entries, click *Reply to All*.
4. The text of the original message is displayed. You can keep all of this as the start of your message, delete parts of it, or type your reply within it at the relevant places. When you finish writing the message, click the *Send Now* button at the bottom of the message page.

Managing Folders

From a mail folder page you can:

- Create a new folder — type the folder name into the box next to the *Create Folder* button then click that button.
- Change Folder — select the folder name in the "selected folder" list then click *Go To*.
- Delete a folder — you can only delete the current folder, so *Go To* the folder you want to delete then click *Delete Current Folder*.

Moving Messages Between Folders

You can keep messages on similar topics or from a single person in one folder. There are two ways to move messages around:

- Copy messages — select "Tag?" for each message you want to copy, then select the destination folder in the "selected folder" list, and click *Copy Tagged Msgs Into*.
- Move messages — select "Tag?" for each message you want to move, then select the destination folder in the "selected folder" list, and click *Move Tagged Msgs Into*. (Unlike copy, move does not leave a copy in the original folder.)

Deleting and Restoring Messages

NINAA lets you mark obsolete messages as "deleted", but gives you the chance to retrieve these if necessary. You can do any of the following:

- Delete messages — in the folder list, select the "Tag?" box for each message you want to delete, then click *Delete Tagged Msgs*. Deleting a message like this does not remove it from the list but marks it as deleted ("D") — to completely remove it, use *Remove Deleted Msgs* as described below.
- Permanently remove all your deleted messages (those marked "D" in the list) - click *Remove Deleted Msgs*. After you do this, these messages cannot be *undeleted*.
- Undelete tagged Msgs — restores to normal a message deleted using *Delete Tagged Msgs*.

Changing Password

You can change password from the Mail Folder page by clicking *Change Password*. (You must know the existing password to do this.) This is the way your non-administrative users will change their passwords.

Logging Out

As well as the *LOG OUT* link from the main NINAA screen, you can log out using the *Log Out* button on the Mail Folder page. This is the way your non-administrative users will log out.

News

This section describes the use of newsgroups in NINAA.

Newsgroup Overview

A newsgroup is a forum for discussing a topic. If you subscribe to a newsgroup here, your users can then subscribe to it using email. They will then receive emails covering the discussions of the group.

There are two types of newsgroup:

- Local newsgroup — only available to users in your school domain.
- External newsgroup — available to users world-wide. An example is "uk.education.teachers".

Newsgroup names have several components separated by dots. This lets you build a logical group structure. For example, you might set up the following local groups to cover your sports teams:

- sports.football
- sports.hockey.girls
- sports.hockey.boys

Viewing and Changing Newsgroups

To see which newsgroups you currently subscribed to, click *News*. A table shows the name of each newsgroup that you're currently subscribed to, as follows:

Newsgroup name	Approx. No. Articles	Remove?
ninaa.test	3	<input type="checkbox"/>
uk.education.teachers	7642	<input type="checkbox"/>
pavilion.misc	74	<input type="checkbox"/>
uk.education.schools-it	5940	<input type="checkbox"/>

[Create Local Newsgroup](#) [Subscribe External Newsgroup](#)

The number of articles which have appeared on a group since it started is shown.

Subscribing to an External Newsgroup

Subscribing to an external newsgroup makes its articles available to users in your school domain. You must know the correct name of the newsgroup you want to subscribe to.

- ▶ **To subscribe to an external newsgroup:**
 1. Click *NEWS>Subscribe External Newsgroup*.
 2. Type in the newsgroup name and click *Subscribe*.

Unsubscribing from an External Newsgroup

Unsubscribing from an external newsgroup makes its articles unavailable to users in your school domain.

► **To unsubscribe from an external newsgroup:**

1. Click *NEWS*. This displays the page shown above.
2. Select the "Remove?" check box for each newsgroup then click *Remove marked groups*.

Creating a Local Newsgroup

A local newsgroup is only accessible to users in your domain.

► **To create a local newsgroup:**

1. Click *NEWS>Create Local Newsgroup* to display this page:



Create local newsgroup :

ninaa.

2. Name the group and click *Create*. The name of a local group must begin with the word "ninaa". This marks it as a local group.

Enabling/Disabling the Chat Server

A chat server lets a user send messages to a public area where other users can read them. The message is displayed as soon as the sender clicks their ENTER button, which means that conversations can be held online. Any other user can send messages to the same area. Messages show the sender's name.

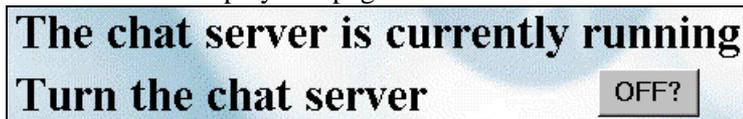
Chat is different to email in that:

- There's no need to specify recipients — anyone in the "chat room" can see the message.
- There's no privacy since anyone else can read a message.
- Any other chat user can reply to a message.
- The chat room can show many *threads*, conversations about different subjects and between different users, at once.

You may want to disable the chat server if you feel pupils are spending too much time chatting instead of working.

► **To enable/disable the chat server:**

1. Click *CHAT* to display this page:



2. Click the button, which will be labelled "ON?" or "OFF?", depending on the status of the chat server.

Logs

This chapter shows how to analyse the logs which record activity on the system. There are six types of log:

Log type	Shows
Logins	Users currently logged in.
User log	The sites accessed by a selected user.
Date log	All the sites visited by any user on that day and the users who accessed each site.
Connection log	Time and length of connections made by the router on a specified date.
Backup log	Progress of last system backup.
Web Replication log	Progress of last web site replication.

Users Logged In

At any time you can check which users are logged into the server. You can then disconnect a user, if required.

► **To see who is logged in:**

1. Click *LOGS>Who's Logged In*.
2. To get more details of any user (full name, class, year, filters, etc.), click on their real name.
3. If you want to disconnect a user, for example because their PC is faulty and they cannot log off themselves, click on their *Disconnect* link.

User Logs

A user log shows the sites a user has visited and the date of the last visit to each site.

 Today's activity will not appear in a log until tomorrow. Logs are kept for 30 days.

► **To view a user log:**

1. Click *LOGS>Filter Logs by User*.
2. The list shows all users for which there are logs, like this:

Go to Username <input type="text"/>		
<u>Name</u>	<u>Hits</u>	<u>Last Access Time</u>
simon	59	14:16:48

3. Click on a header if you want to sort the list by that parameter. The fields are:
 - Name — the user's name.
 - Hits — the total number of times they have accessed sites.
 - Last access time — the last time they accessed a site.
4. If the list is long, type in the name of the user you want in the "Go to Username" box.
5. When the user you want is displayed, click on their name to see their log, shown like this:

<h1>User simon</h1>				
Export Data				
<input type="button" value="Add To Selected Filters"/>				
Select	<u>Name</u>	<u>Hits</u>	<u>Time</u>	<u>Date</u>
<input type="checkbox"/>	news.bbc.co.uk	37	14:16:48	Wed 1st Sep 1999
<input type="checkbox"/>	webmail.jofa.co.uk:443	16	14:01:55	Wed 1st Sep 1999
<input type="checkbox"/>	www.surf.org.uk	5	14:05:19	Wed 1st Sep 1999
<input type="checkbox"/>	webmail.jofa.co.uk	1	14:01:48	Wed 1st Sep 1999

The date field shows the last time the user accessed the site.

You can:

- Export the data to a file, as described in [Exporting User Logs](#).
- Add a site the user has visited to one or more filters, click its "Select" check box and click *Add to Selected Filters*. You can then specify which filter(s) to change, as described in [Adding a Site to Several Filters](#).

Date Logs

A date log shows all the sites visited by any user on that day and lists the users who accessed each site.

► **To view a date log:**

1. Click *LOGS>Filter Logs by Date*.
2. The list shows all dates for which there are logs. Click on the date log you want.
3. The log display looks like this:

[Export data](#)

Logs for the Thu 21st Oct 1999

Select	Site	Hits	Username	Number Of Users
<input type="checkbox"/>	 squid.nlanr.net	1	simon	1
<input type="checkbox"/>	 techsupport.pavilion.net	23	simon ewlkjh dkhj	3
<input type="checkbox"/>	 www.jofa.co.uk	1	simon	1
<input type="checkbox"/>	 www.pavilion.co.uk	2	testrs simon	2
<input type="checkbox"/>	 www.pavilion.net	1	simon	1
<input type="checkbox"/>	 www.squid-cache.org	4	simon	1
<input type="checkbox"/>	 www.surf.org.uk	20	simon	1

4. Click on any of the following headers if you want to sort the list by that parameter:
 - Site — the URLs of the sites, in alphabetical order.
 - Hits — the total number of times each site was accessed that day.
 - Number of users — the number of different users who accessed each site.

You can:

- Export the data to a file, as described in [Exporting Date Logs](#).
- Add a site in the log to one or more filters. To do this, click its "Select" check box and click *Add to Selected Filters*. You can then specify which filter(s) to change, as described in [Adding a Site to Several Filters](#)

The Replication Log

The replication log shows what happened last time you replicated your web site (that is, either uploaded to or downloaded from your ISP):

- If replication succeeded you should see text confirming this.
- If replication failed, for example because there was a communications problem between your site and your ISP, try replicating again now. Use the Web option on NINAA's main screen to do this.

To view the log, click *LOGS>Transcript of Last Web Replication*.

The Backup Log

There is only one backup log, which shows the progress of the last system backup. If you want to check that the backup was problem-free, click *LOGS>Transcript of Last Backup*.

Connection Logs

Connection logs show the time and length of connections made by the router on a specified date.

► **To examine a connection log:**

1. Click *LOGS>Connection Logs*.
2. A list of all available connection logs on the system is shown. (Today's log will not appear on the system until tomorrow.) Logs are kept for 30 days. Click on the log you want to view in detail.
3. The log will look something like this:

CONNECTION LOGS					
Export data					
Logs for Tue 10th Aug 1999					
Start		End		Seconds used	line
Date	Time	Date	Time		
Tue 10th Aug 1999	11:45:04	Tue 10th Aug 1999	11:49:59	(295)	B
Tue 10th Aug 1999	12:09:07	Tue 10th Aug 1999	12:14:02	(295)	A
Tue 10th Aug 1999	14:00:08	Tue 10th Aug 1999	14:05:04	(296)	B
Tue 10th Aug 1999	15:00:59	Tue 10th Aug 1999	15:05:55	(296)	A
Tue 10th Aug 1999	17:00:05	Tue 10th Aug 1999	17:05:00	(295)	B
Tue 10th Aug 1999	18:00:56	Tue 10th Aug 1999	18:05:51	(295)	A

4. The table shows all the connections made on the specified date. You may want to analyse this if you are querying your telephone bill. For each connection made, the table shows:
 - The time when the server initially dialled.

- The time when the connection ended.
 - The number of seconds the connection lasted.
 - The ISDN channel used. An ISDN line has two channels, A and B. The table may show connections on the two channels simultaneously.
5. Look for sessions starting or continuing outside of normal working hours when calls are not free. If these did occur, check your dial on demand setup.

Exporting Log Data to a File

You can write user, date or connection logs to a file.

Exporting User Logs

A user log file shows each entry as: web address, date, hits, last access time, allow/ban. This example shows the first two sites from the log for Simon shown earlier:

```
news.bbc.co.uk,01.09.1999,37,14:16:48,ALLOWED
webmail.jofa.co.uk:443,01.09.1999,16,14:01:55,ALLOWED
```

► **To export user log data to a file:**

1. Click *LOGS>Filter Logs by User* and specify the user you want.
2. On the user's log page, click *Export Data*.
3. Specify where you want the file to be placed.

Exporting Date Logs

A date log file shows each entry as: web address, hits, number of users, and user names.

► **To export date log data to a file:**

1. Click *LOGS>Filter Logs by Date* and specify the log you want.
2. On the date log's page, click *Export Data*.
3. Specify where you want the file to be placed.

Exporting Connection Logs

You can export details of all connection logs or a single log.

► **To export all log data to a file:**

1. Click *LOGS>Connection Logs* then click *Export All*.
2. Specify where you want the file to be placed.

This produces a single file which shows the details of each connection made as one line of text. The information is listed in date order.

► **To export a single log to a file:**

1. Click *LOGS>Connection Logs* then click on the log you want.

2. On the page which displays the log, click *Export Data*.
3. Specify where you want the file to be placed.

This produces a single file which shows the details of each connection made as one line of text.

Shares

Shares are folders on the server which are visible to all users, though not accessible by all of them. They are used to hold items which multiple users may need to use.

The following shares on the server have special uses:

Share	Contains
CSV	CSV (Comma-Separated Value) files for uploading. When you upload a file of filters, for example, this is the only place NINAA will look for the file.
Filters	Files which contain lists of sites for use in filters. The folder also holds the banned message file ban.html.
Public	External web pages from the Internet cached for quick access.
Users	One share for each user on the system. A user can access this as "home", rather than typing its full name.
Webpages	Web pages which make up the local intranet.

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