



MAINTAINING --- YOUR SERVER

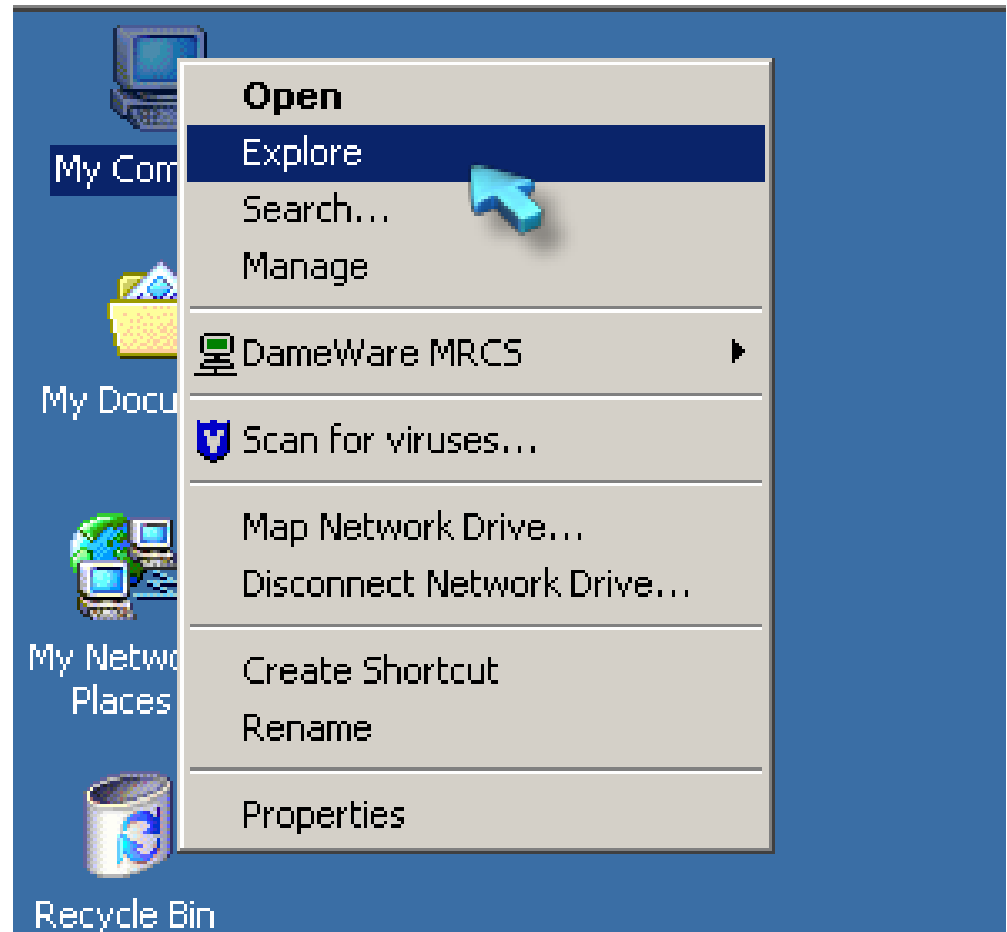
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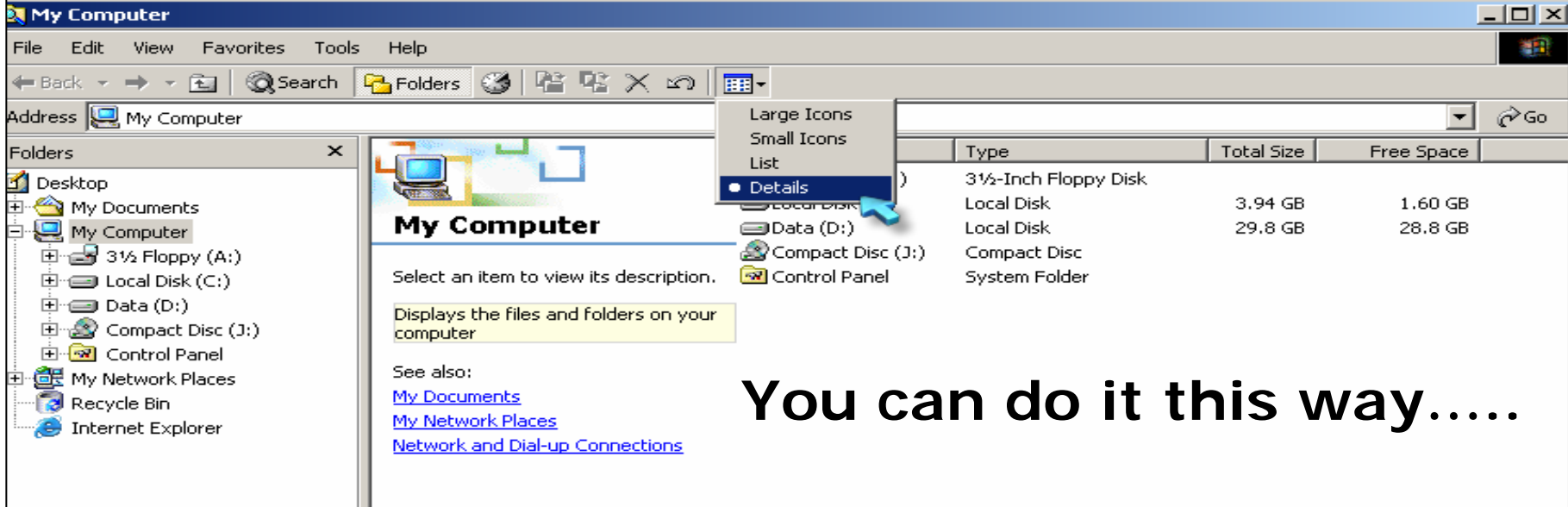
Topics of discussion

- **Monitoring Disk Space on your Server**
- **Virus Software**
- **Disk Quota Management**
- **Remote Desktop Connection**

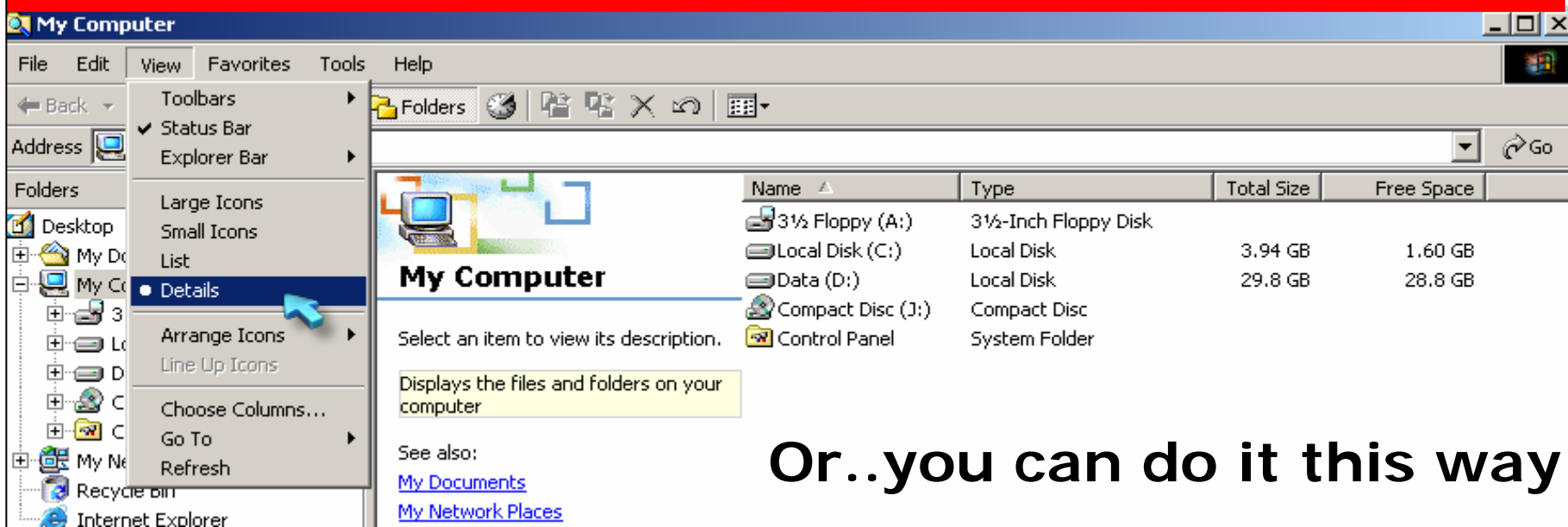
How do I know how much disk space I have?

Right click on My Computer from your desktop and click on Explore.





You can do it this way.....



Or..you can do it this way

- This is to check and see how much harddrive space you have available, select view, Details.

STORING DATA ON YOUR SERVER

- The NETAPPS folders is no longer utilized and was not backed up on any server. This folder was primarily created to share applications from within the school.
 - For instance, if a school bought software (Print Artist) had graphic files that needed to be used by multiple users, the data from that CD would be stored in this folder. Very few schools needed this folder, therefore, it is being eliminated.

STORING DATA ON YOUR SERVER

- The **NETINST** folder was created to store applications that needed to be installed on multiple workstations. This eliminated the need of carrying disks for installation and saving the original copy of the application.
- Applications in this folder should be current and only be items that are not accessible from any other server.
 - **This folder is not backed up.**

MONITORING/LIMIT DATA STORAGE

• Work related items should be the only data stored on the server. Personal data should be stored on the individuals workstation, disk on keys, burned to CDs or other media that you have available.



• Applications should not be stored in any individuals folders on the server.

• jpeg, pict files, MP3, mpeg files should be monitored accordingly and should be stored on workstations and not the server (unless absolutely necessary).



MONITORING/LIMIT DATA STORAGE



- Keep data on server current to the fiscal year.
- Archive data at least once a year (preferably twice a year i.e. winter break) by either burning data to CD, or transferring to other storage devices (i.e. floppy, zip, super disk, disk on keys)
- This data should be stored in a safe location where it can be accessed if and when needed.


What Virus Software is on my Server?





VIRUS CONCEPT

- **Who is responsible?**
- **How does it work?**
- **What should I do?**



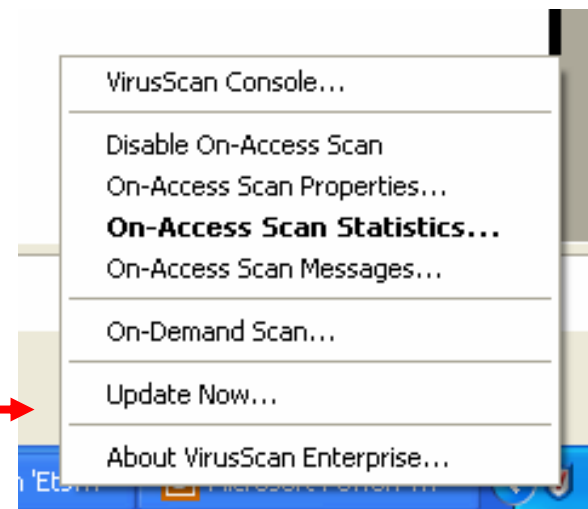
All servers are installed with version McAfee 8.0.

The Tech at the location should check to make sure that McAfee is running at all times.

There has been some issues with Veritas Backups and McAfee. If there is a conflict with either or both not working, then McAfee is brought down to version 7.1.0, only if absolutely necessary.

V Shield should always be running in the task bar that is located in the bottom right hand corner of the server.

You can click on "Update Now" and run an update



You can also click on About VirusScan Enterprise and see that you are the current dats. The dates should show at least 1 week but you can also check by running the update.

It's important that the EPO Agent is installed on your computer.

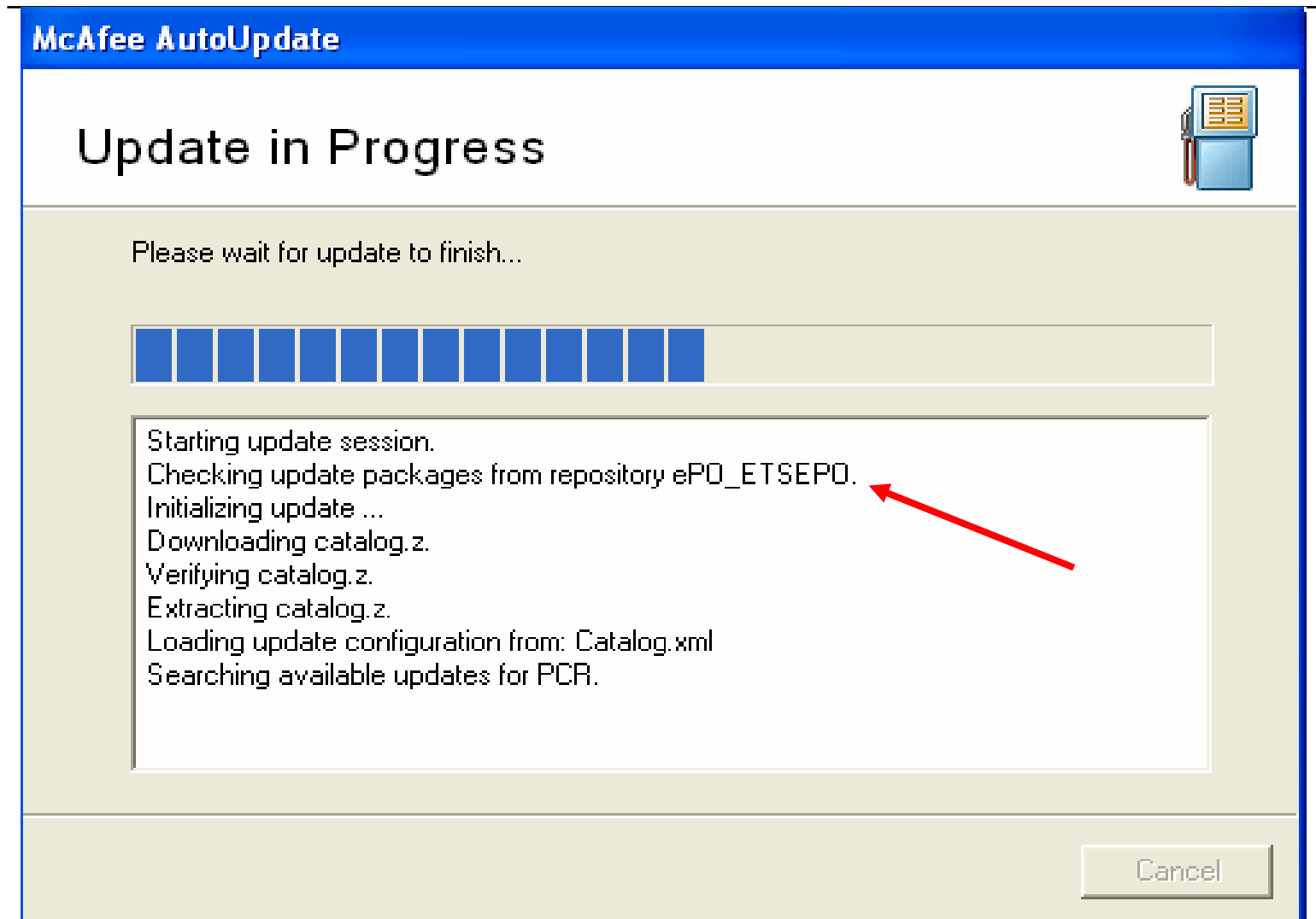
The EPO Agent makes sure that all the current DATS are in place in case a virus hits.

The EPO Agent can be found at <http://servicedesk>

Look in the Windows section for McAfee and install the EPO Agent.

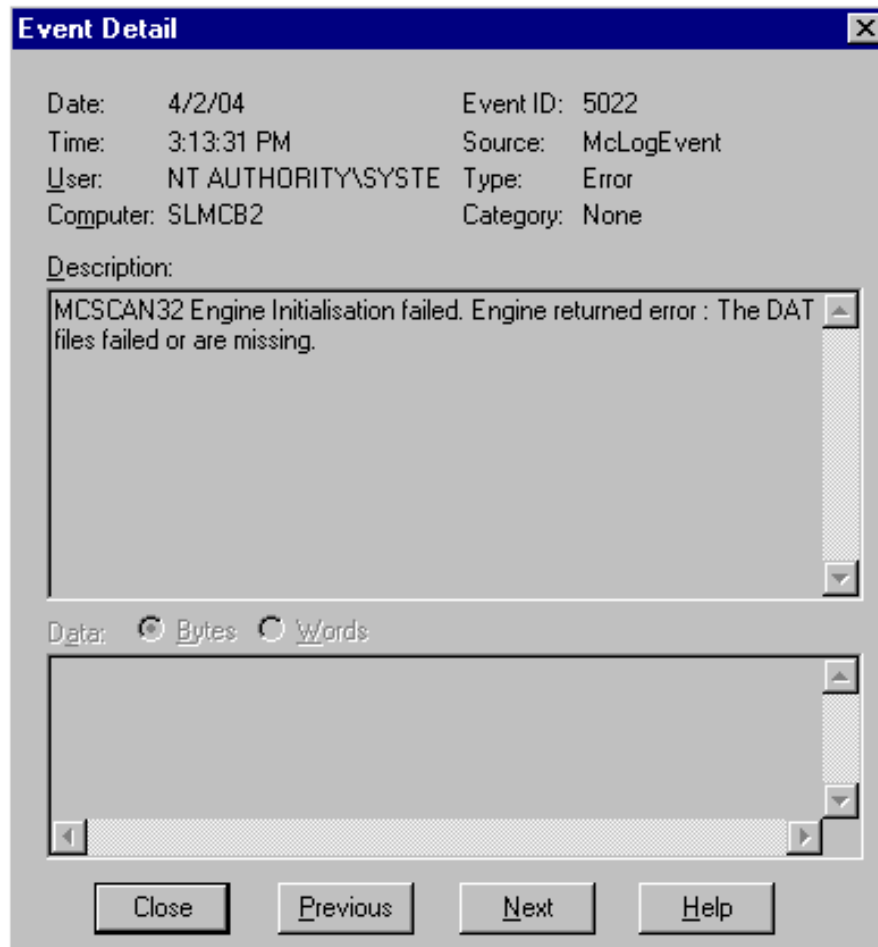
If you are not sure you have it.....

Run the update on the Vshield and look at the location it is downloading from.





What do I do if I see this message....



When you try and start the McAfee Service and you get this err message, this means that the software needs to be either repaired or reinstalled.

ETS would need to be contacted at this point.



Quota Management Software

What is QMS?

Why would I need it?

How do I get it?



Quota Management Software

Quota Management Software allows you to take control of your network's most expensive resource.

Disk space is your server's most expensive subsystem.



Quota Management Software

By enforcing disk space limits on directories, shares and servers, you can:

- Control how much your users consumes**
- Get real-time data on storage performance and load**

Quota Management Software

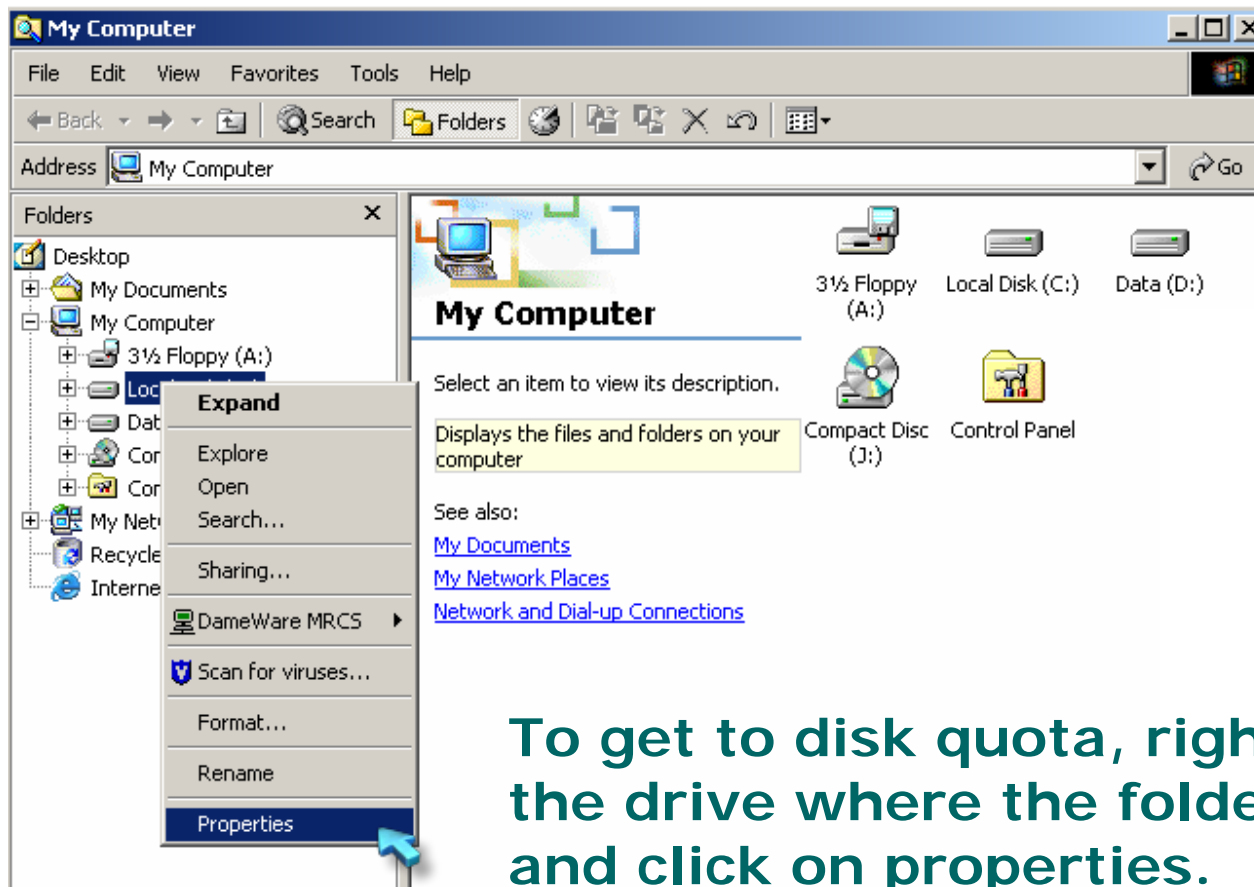
- **Included are some existing highlights:**
- **Setting of unlimited relative quotas**
- **Monitoring volume utilization**
- **Setting quotas on specific file types**
- **Viewing creator and last modifier of a policy**
- **Controlling the amount of access specified administrators have over various container levels**
- **Supports Active Directory™**



Quota Management Software

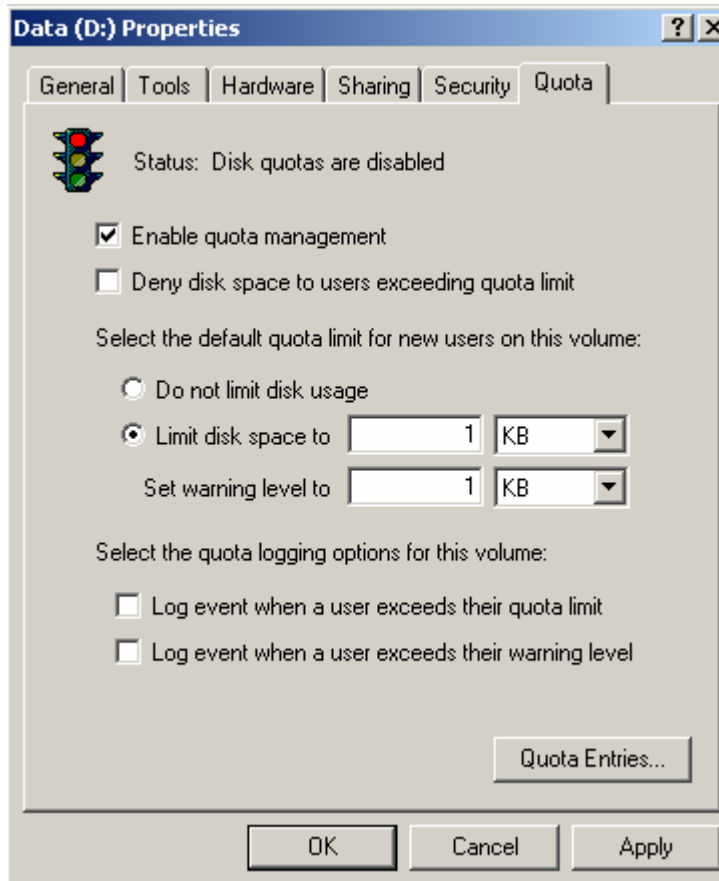
The district is recommending the use of the software that is built into the Windows 2000 and 2003 server.

Quota Management Software



To get to disk quota, right click on the drive where the folders reside and click on properties.

Quota Management Software

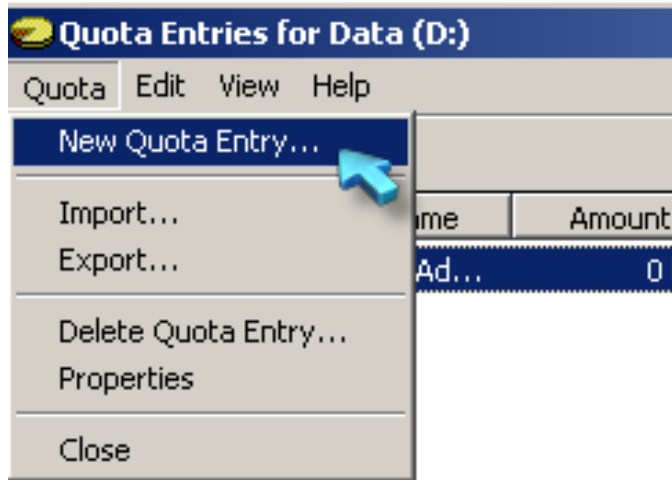


Click on the Quota tab.

If you set the limit on this screen, it will apply to the entire drive.

If you want to monitor individual folders, then you will need to click on Quota Entries.

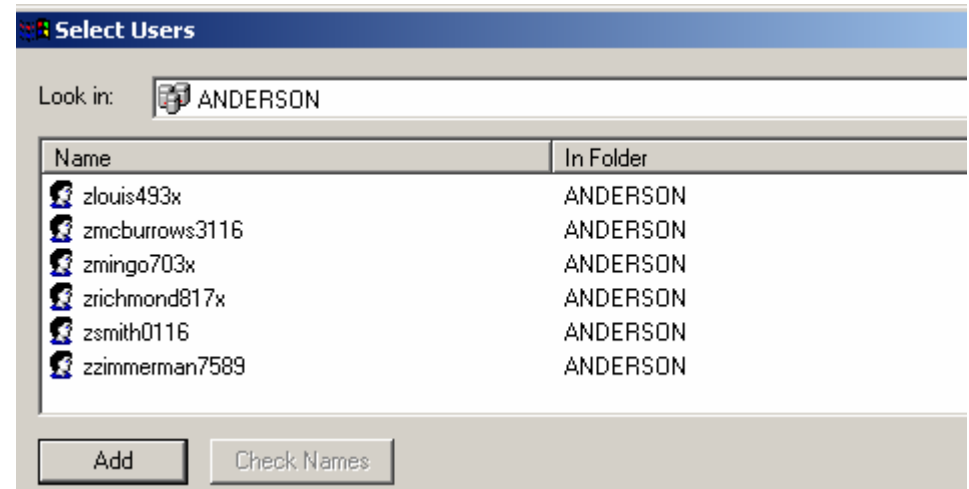
Quota Management Software

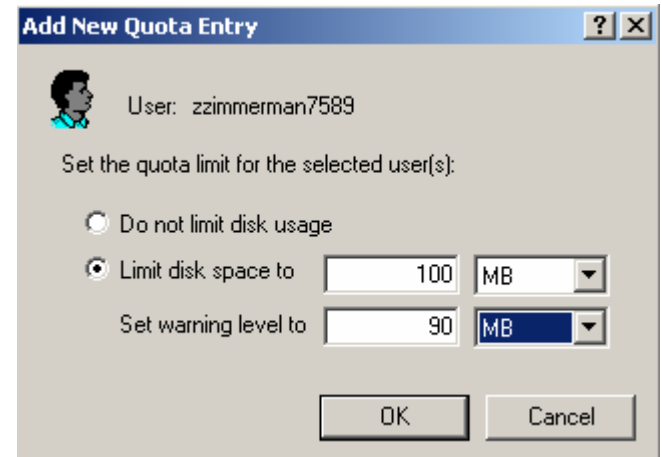
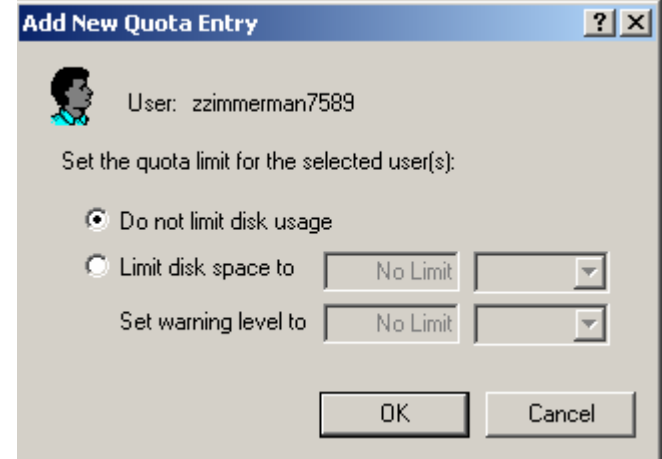
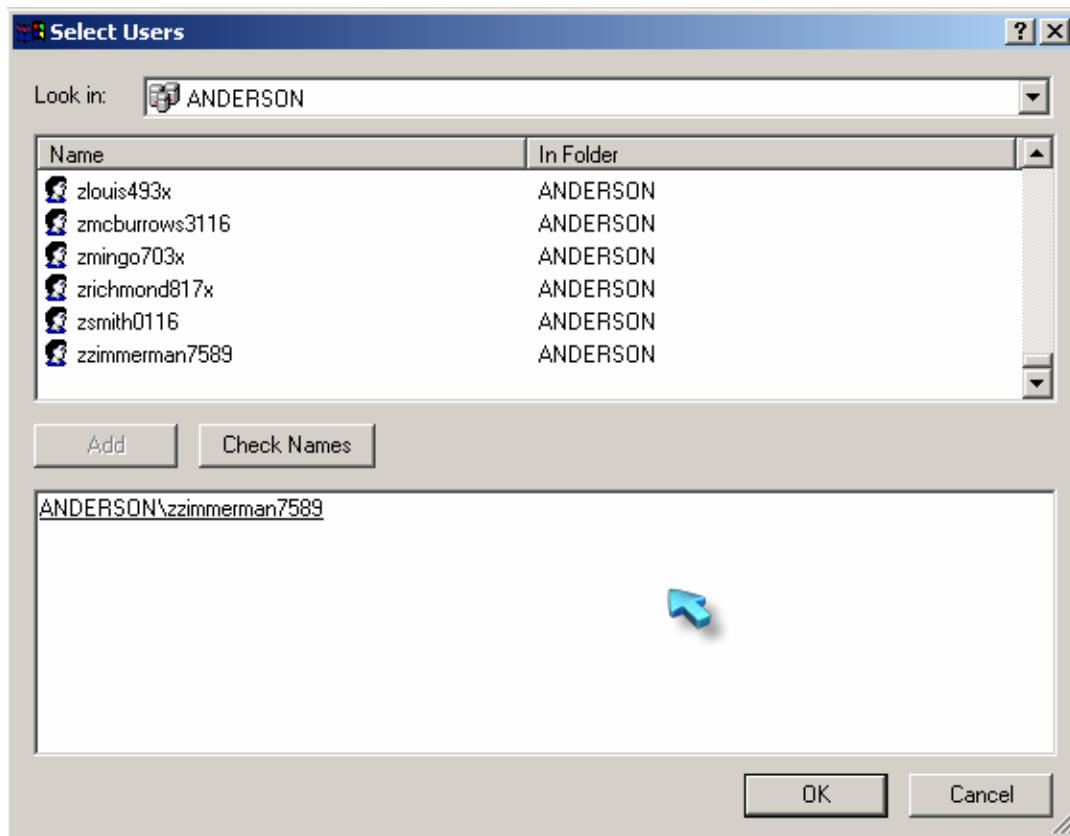


If you select Quota, New Quota Entry, you will see the User Manager for Domain screen.

The downfall in this is that you cannot include groups to monitor. You can only do individuals.

***This would not be effective if you are using it for Group Monitoring purposes.**





When adding the user's) name, it will then ask you how much you want to limit that user to storage on the drive that you are setting the limits on. Keep in mind that it pertains to anyplace that user has access to (folders via groups that they are part of), the user will be limited to the amount indicated in the picture above because it is using their Windows logon as the median to monitor by.

Things to know about Disk Quota Management.....

You can set one quota to multiple users at one time.

If you want to provide an individual with more disk space, then you would select the user's account (principal, bookkeeper) and assign them the appropriate amount of space you wish to provide them with.

Remember to keep within the limits of space that is formatted to that drive.

Things to know about Disk Quota Management.....

You cannot prevent the user from saving .exe, .mpg, .mp3, .pict, .tiff, .wav files or any other objects that would consume disk space to the individuals folder.

**** Please remember that the these files in an individual(s) folder is part of the space that is utilized in the backup and is consuming that space as well. This can and will effect the daily backups.**


Remote Desktop Connection

- **Do I need it?**
- **Do I have it?**
- **If I want it, where do I go to get it?**

Do I need it or want it?



- Well, lets picture this scenario. You are troubleshooting an issue on a workstation and suddenly you need to access the server which is *waaaaayyyy* over in another campus.
- Or how about, you have a CER room which is a tiny closet and you can barely squeeze into, or is freezing or has no phone to help troubleshoot with.



If any of those scenarios sound like you (which I KNOW they do)... then Remote Desktop Connection is for you.

- ❖ **Some of the later operating systems for the PC's come with it built-in, XP professional.**
- ❖ **If you don't have it, not to worry.....you can download it from <http://servicedesk>.**
- ❖ **For PC's, go to the Windows section and access Remote Desktop Connection.**
- ❖ **For the Mac's, go OSX, Microsoft and select Remote Desktop Connection.**



**Once it is installed,
you can access it by:**

❖ For PC

❖ Start

❖ Programs

❖ Accessories

❖ Communications

❖ Remote Desktop Connection

Once it is installed,
you can access it by.....

- For Mac

- Harddrive

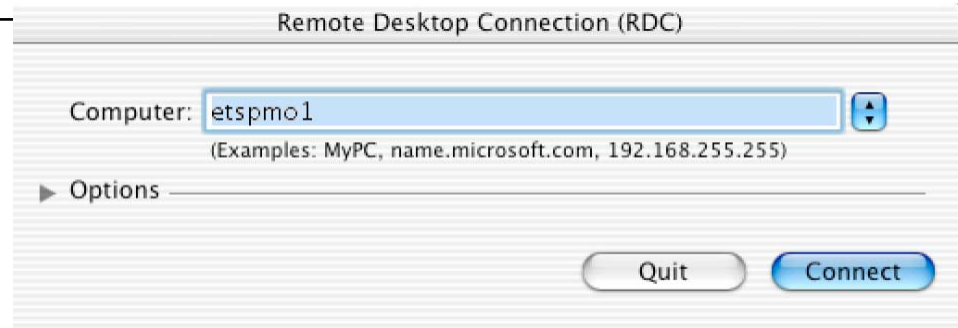
- Look in the application program for Remote Desktop.

- *Be sure not to confuse it with Apple Remote Desktop Client.

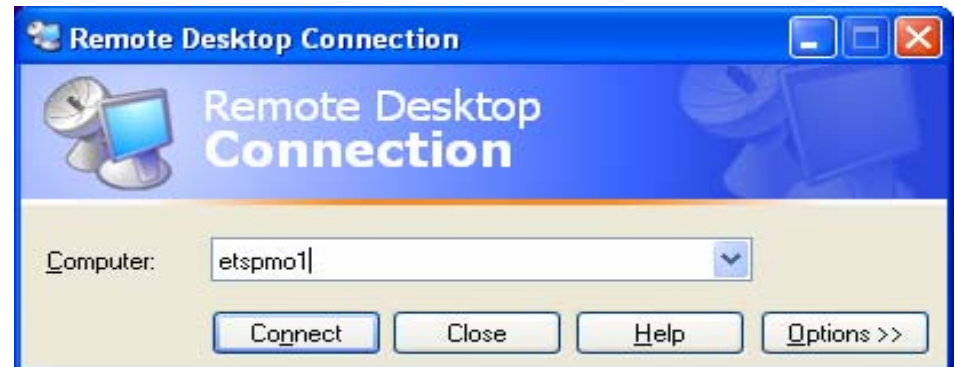


***You can tell the difference between the two.. MRDC client has a satellite icon whereas the ARDC has binoculars for an icon.**

You will see this screen on the Mac



You will see this screen on the PC



Just type in the server name or IP and you will have remote access to the server.

When on Remote Desktop Connection...

Remember to logoff from the server before disconnecting.

Do not disconnect by just hitting the X in the box on the upper right hand corner.

You must logoff properly otherwise it will leave a session running as active and will not allow any other connections .



Other Things To Know As Well.....

There are many types of issues that you will come across. ETS understands that everyone's level of knowledge is different. Some users can deal with the situation at hand, others are not sure what to do.

If you are one of the people that are not sure, do not hesitate to call ETS.

We can always look and search the answers for you because.....



We're so nice!



Should You Require Help

- <http://systemrecovery>
- <http://web/ets/csis> in the left bar, choose Instructions
- **Windows User Group through ETS**
 - Meetings are held after TLC meetings
- **Each other...**