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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

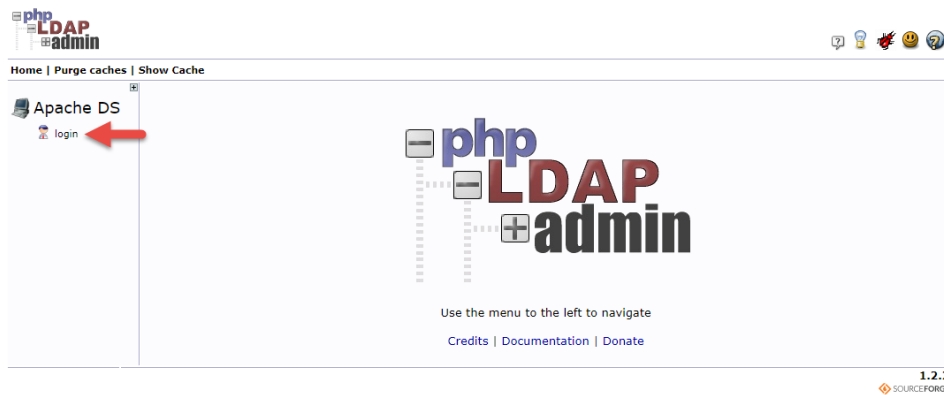
- phpLDAPadmin: <https://calendar.mtmary.edu:8443/phpldapadmin>
- Bedework Administration: <https://calendar.mtmary.edu/caladmin>

Logging in to the Directory Interface (phpLDAPadmin)

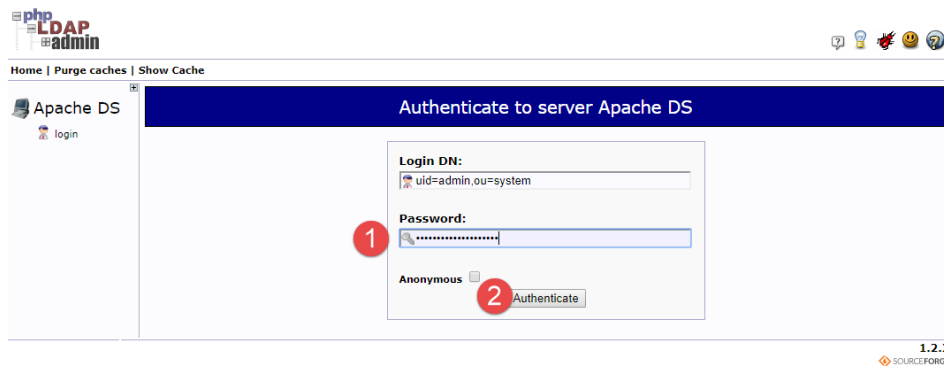
1. Open the phpLDAPadmin interface at <https://calendar.mtmary.edu:8443/phpldapadmin>. You can also click the copyright symbol in the footer on the main calendar.



2. Click the **login** link.

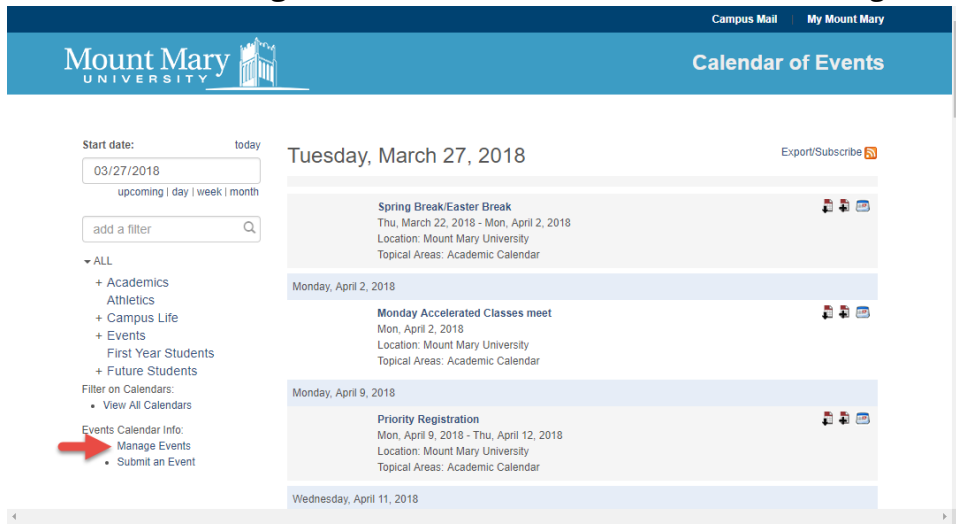


3. Enter the LDAP password in the **Password** field (1). Then click the **Authenticate** button (2).



Logging in to the Bedework Administration Interface

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

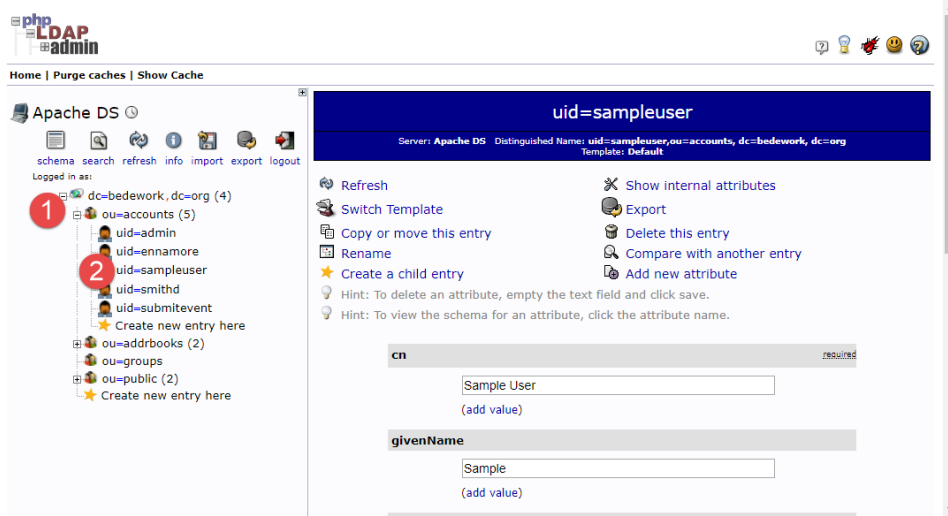


2. Enter your Bedework username in the **Username** field (1), and your password in the **Password** field (2). Then press the **login** button (3).

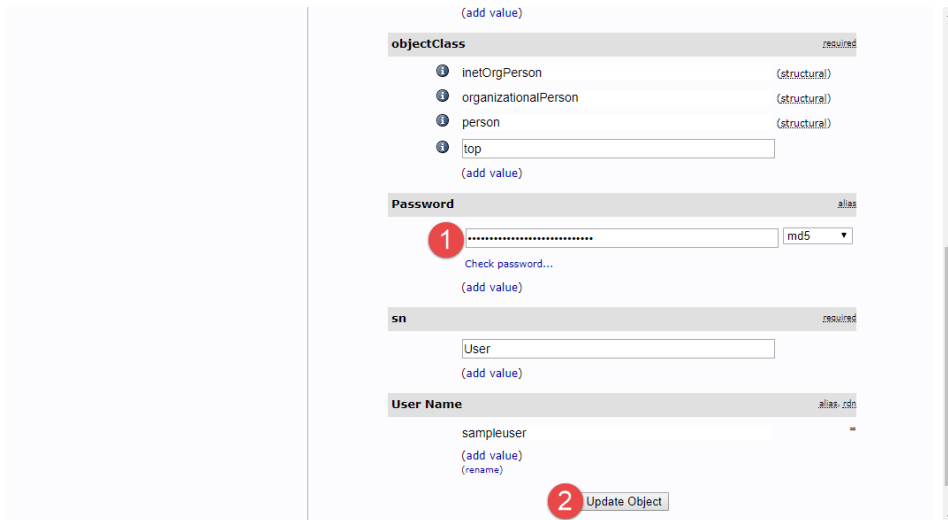


Changing a User's Password

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).



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

The screenshot shows the phpLDAPadmin web interface. On the left is a navigation tree for the Apache DS server, showing a hierarchy of organizational units (ou) and users (uid). The main area displays the details for the user object 'uid=sampleuser'. A confirmation dialog is open, asking 'Do you want to make these changes?'. The dialog contains a table with the following data:

Attribute	Old Value	New Value	Skip
Password	*****	*****	<input type="checkbox"/>

Below the table are two buttons: 'Update Object' and 'Cancel'. A red arrow points to the 'Update Object' button. The interface includes a top navigation bar with 'Home | Purge caches | Show Cache' and a footer with the version '1.2.2' and 'SOURCEFORGE' logo.

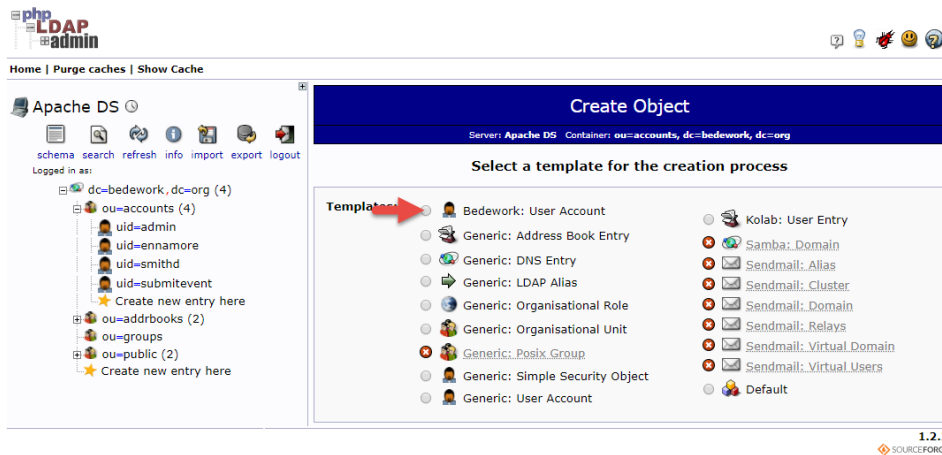
Adding a User (Event Manager) to the Calendar

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).

Template: Bedework: User Account (bedeworkAccount)

New Bedework User Account (Step 1 of 1)

Common Name alias: required
Sample User

First name alias
1 Sample

Last name alias: required
2 User

Password alias: hint
3 md5
3 (confirm)
[Check password...](#)

User ID alias: csh
4 sampleuser

5 Create Object

5. Click the **Commit** button.

phpLDAPadmin

Home | Purge caches | Show Cache

Apache DS

Server: Apache DS Container: ou=accounts, dc=bedework, dc=org

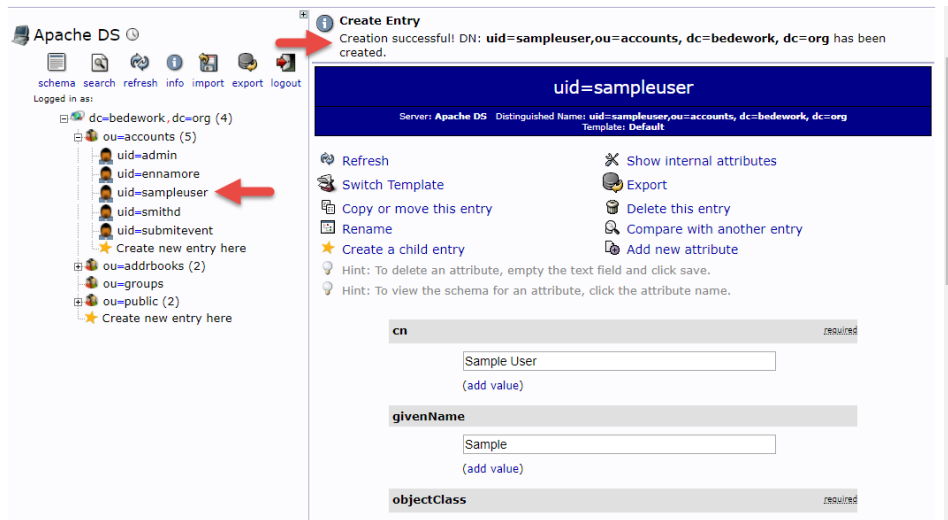
Do you want to create this entry?

Attribute	New Value	Skip
uid=sampleuser,ou=accounts,dc=bedework,dc=org		
Common Name	Sample User	<input type="checkbox"/>
First name	Sample	<input type="checkbox"/>
Last name	User	<input type="checkbox"/>
objectClass	inetOrgPerson	<input type="checkbox"/>
Password	<input type="checkbox"/>
User ID	sampleuser	<input type="checkbox"/>

1 Commit Cancel

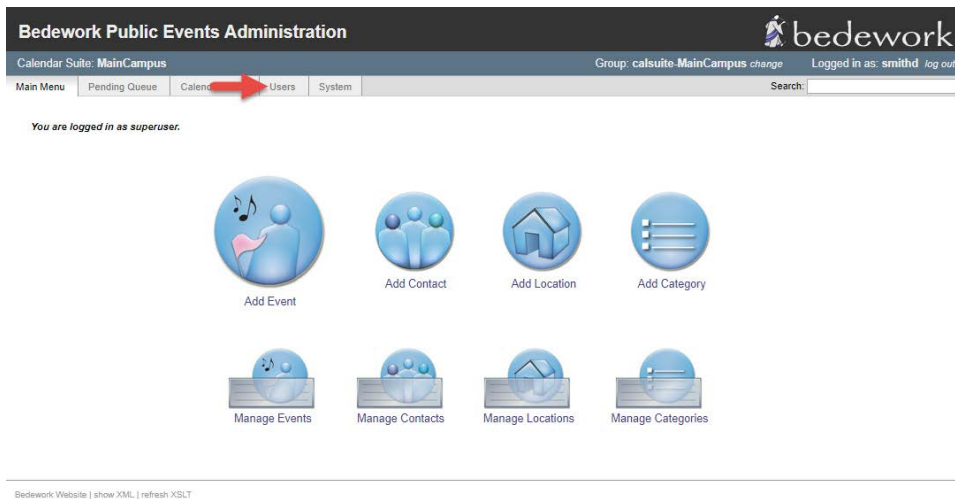
1.2.2 SOURCEFORGE

- 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.



Adding the User to the Calendar

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



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



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

Bedework Public Events Administration

Calendar Suite: MainCampus Group: calsuite-MainCampus change Logged in as: smithd log out

Main Menu Pending Queue Calendar Suite Users System Search:

Modify Groups

Hide members Show members

Select a group name to modify the group owner or description. Click "membership" to modify group membership.

[Add a new group](#)

**Highlighted rows indicate a group to which a Calendar Suite is attached.*

Name	Members	Manage Membership	Calendar Suite*	Description
admissions		membership		Admissions Department
alumnae		membership		Alumnae Department
art-therapy		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.

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

Bedework Public Events Administration

Calendar Suite: MainCampus Group: calsuite-MainCampus change Logged in as: smithd log out

Main Menu Pending Queue Calendar Suite Users System Search:

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: user group

[Return to Admin Group listing](#)

Name: admissions

Members: [user](#) [group](#)

Bedework Website | show XML | refresh XSLT

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

Bedework Public Events Administration

Calendar Suite: MainCampus Group: calsuite-MainCampus change Logged in as: smithd log out

Main Menu Pending Queue Calendar Suite Users System Search:

Group updated

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: user group

[Return to Admin Group listing](#)

Name: admissions

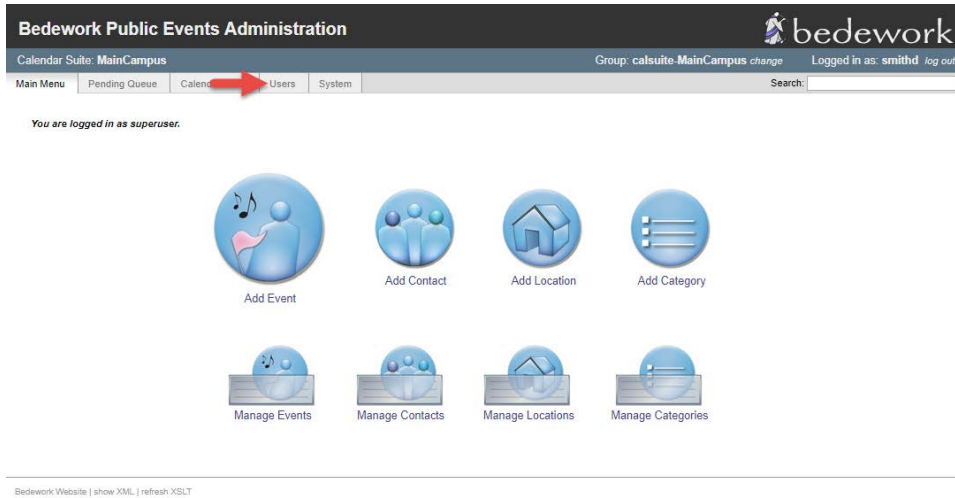
Members: [sampleuser](#) [user](#) [group](#)

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.



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

Bedework Public Events Administration

Calendar Suite: MainCampus Group: calsuite-MainCampus change Logged in as: smithd log out

Main Menu Pending Queue Calendar Suite **Users** System Search:

Modify Groups

Hide members Show members

Select a group name to modify the group owner or description. Click "membership" to modify group membership.

**Highlighted rows indicate a group to which a Calendar Suite is attached.*

Name	Members	Manage Membership	Calendar Suite*	Description
admissions		membership		Admissions Department
alumnae		membership		Alumnae Department
art-therapy		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.

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

Bedework Public Events Administration

Calendar Suite: MainCampus Group: calsuite-MainCampus change Logged in as: smithd log out

Main Menu Pending Queue Calendar Suite **Users** System Search:

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: user group

Name: admissions

Members: [sampleuser](#)

[user](#), [group](#)

Bedework Website | show XML | refresh XSLT

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

Bedework Public Events Administration

Calendar Suite: MainCampus Group: calsuite-MainCampus change Logged in as: smithd log out

Main Menu Pending Queue Calendar Suite **Users** System Search:

Group updated

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: user group

Name: admissions

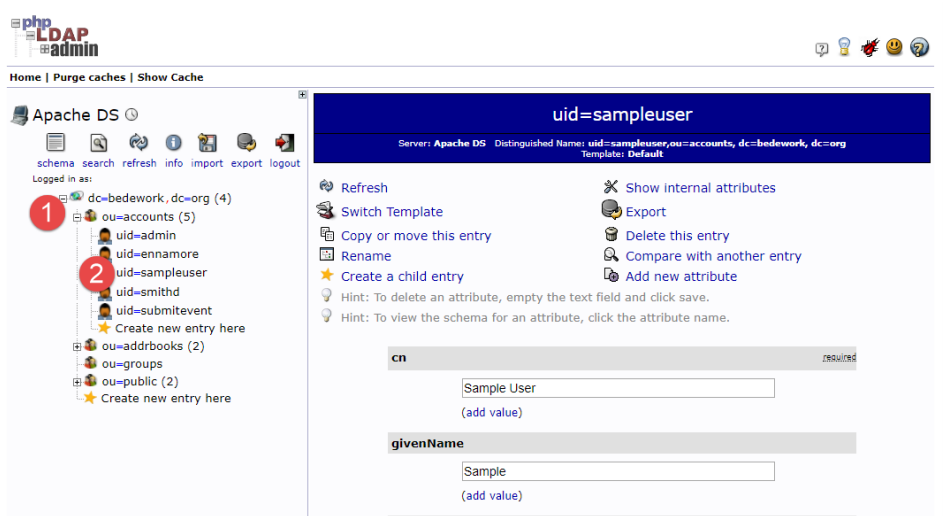
Members: [user](#), [group](#)

Bedework Website | show XML | refresh XSLT

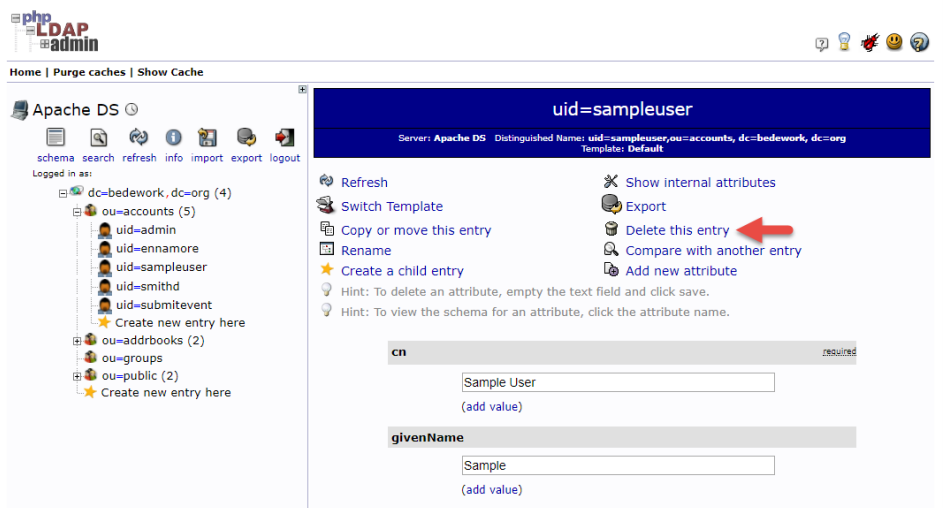
Deleting the User from the Directory

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

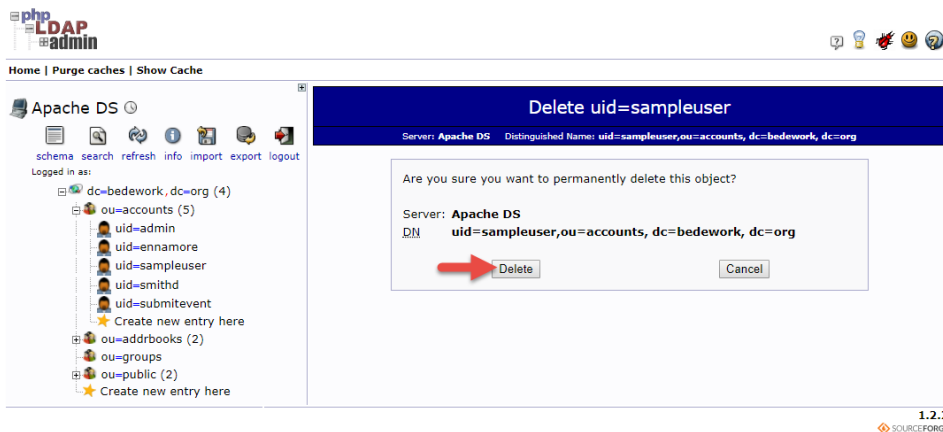
- Expand the tree on the left using the plus signs until the users under the **ou=accounts** node are listed (1). Then click on the username of the user to be deleted in the tree (2).



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



- 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 mmu-helpdesk@mtmary.edu.

Last Updated: 5 April 2018