

QUICK START GUIDE



Take complete control over all your Domino server ACLs.

Ytria acleZ gives you a quick overview of all the ACLs on a server, plus it lets you mass-edit settings, manage roles, explore groups and more.

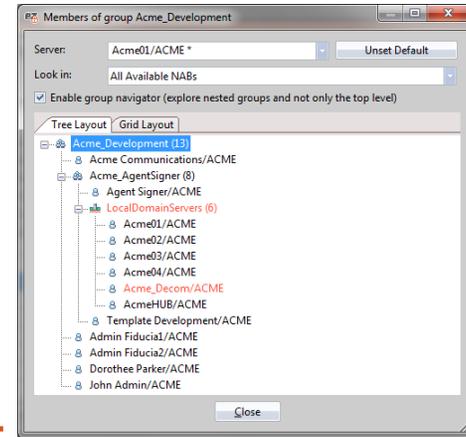
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Ytria acleZ gives you a bird's eye view of server ACLs. Here's how:

acleZ - Manage all ACLs on a Domino server_ensure consistent security

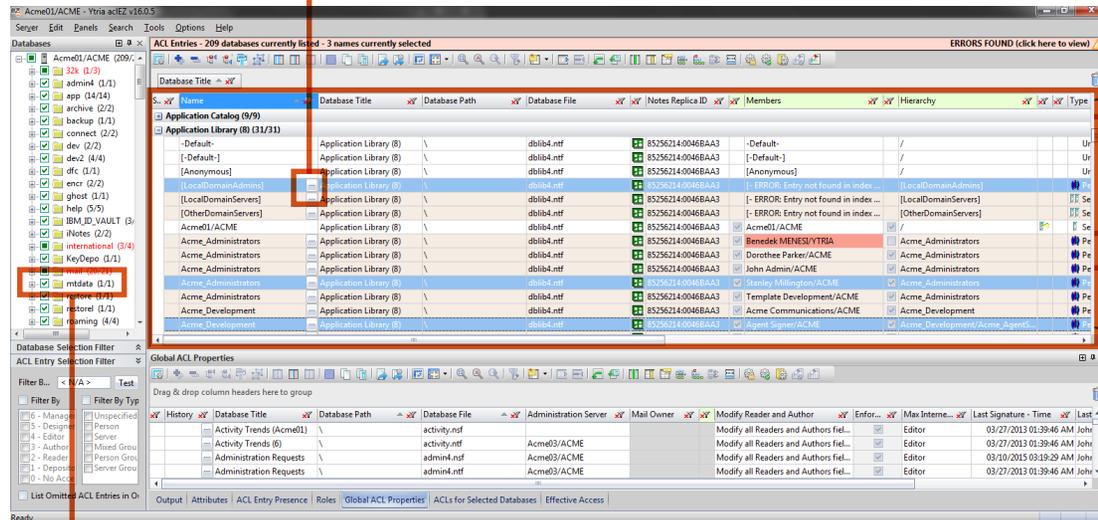
1.1

Once you select a server you can see all its ACL information: When you first launch acleZ, you need to choose a server in the File menu. Once a server is loaded, the Databases pane (on the left) will list all the databases on the selected server. Ytria acleZ will load the ACL information for any databases checked in this pane. Here is a quick overview of how acleZ presents this information:



The Group Expander button in acleZ lets you see all the members of a group in an ACL

The main acleZ

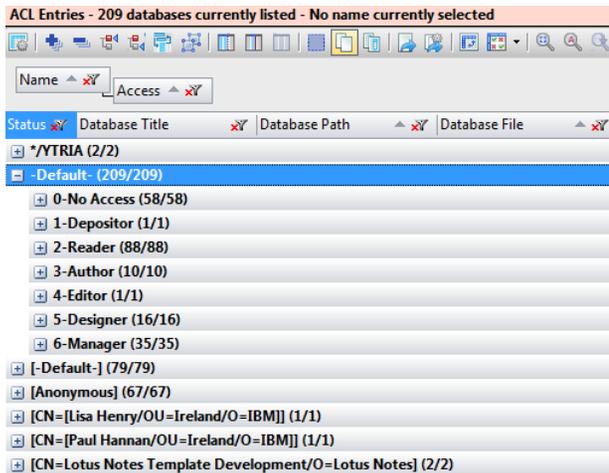


The ACL entries pane in acleZ

If you enable the 'Expand Nested Groups' function in the Options menu of acleZ, you'll see all of a group's members in the ACL Entries pane. Group members will have a pink background

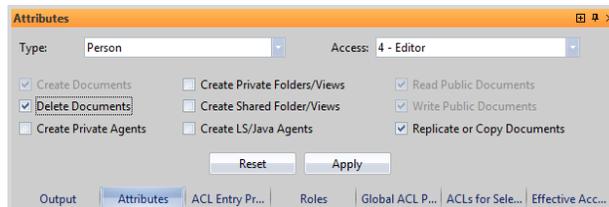
When you select ACL entries in acleZ's ACL Entries pane, the database to which they belong will be shown in boldface in the Databases panel

1.1.1 Ytria acLEZ gives you an in-depth overview of ACL information: The ACL Entries pane lists all the selected databases' ACLs. This pane supports grouping—just drag a column header to the gray area to sort ACL information by any category you wish.



1.1.1 Grouping ACL Entries in acLEZ. In this example we can see that seven selected databases are set to give Manager Access by default

1.1.2 Quickly make changes to Access levels and privileges: From the Attributes panel you can make mass-modifications to Access level and privileges to groups or individuals selected in the ACL Entries pane.

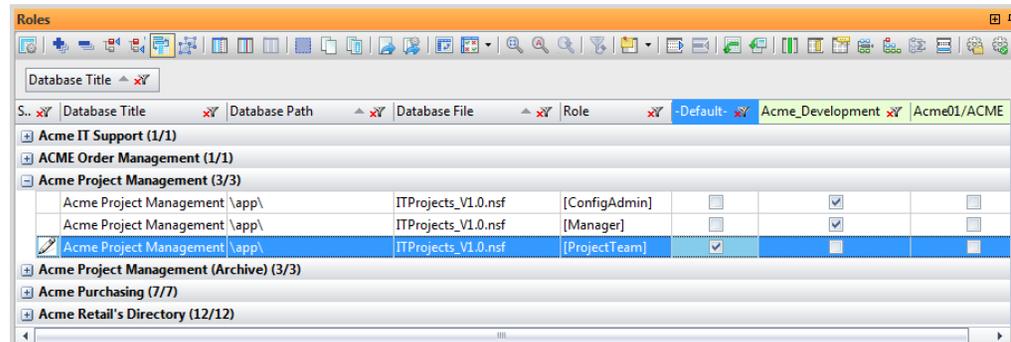


1.1.2 The acLEZ Attributes panel

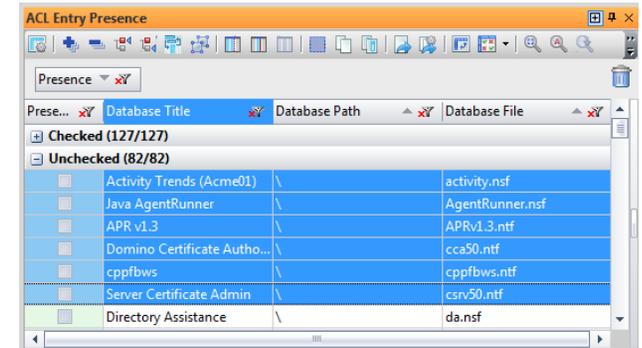
1.1.3 See who has what role: The Roles panel lists detailed information about all the roles present in the databases whose checkboxes you've ticked in the Databases panel. If you select one-or-more entries in the ACL Entries pane, the Roles panel will tell which names have a given role assigned to them through the checkbox in the Role Assignment column. If it's checked, the role is assigned to the selected names; if unchecked, the role is not assigned to the names; if the box is filled-in or indeterminate, the role is assigned to one-or-more but not all selected names; or if the whole cell is grayed-out, the role is not available in the selected names. You can click the Role Assignment checkbox to toggle role assignment for the selected names.

Where you have a heterogeneous selection of names, the 'Names Affected' column shows which names have a particular role available in their ACL.

The right-click menu in the Roles panel lets you define new roles (with the 'New Role' contextual menu option), as well as rename or delete existing roles.



1.1.3 The acLEZ Roles panel



1.1.4 The acLEZ ACL Entry Presence panel

1.1.4 See where an ACL entry is present: The ACL Entry Presence Panel will reveal whether selected ACL entries are present in any given database. This panel supports grouping by dragging column headers. Here is an example of how you might put this feature to good use: In figure 1.1.4 the selected name in the ACL Entries pane is the "Administrators" group, so in the seven databases where the Presence is Unchecked there is no Administrators group.

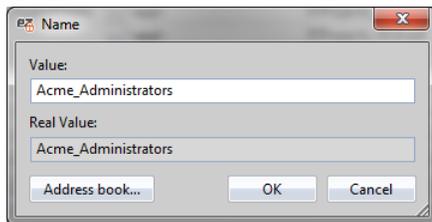
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With acIEZ you get a quick overview of ACL settings; it lets you edit, mass-edit or even copy and paste ACL entries.

Here's how:

2.1 See and change all your ACL entries: In the ACL Entries pane you can also manually adjust access settings.

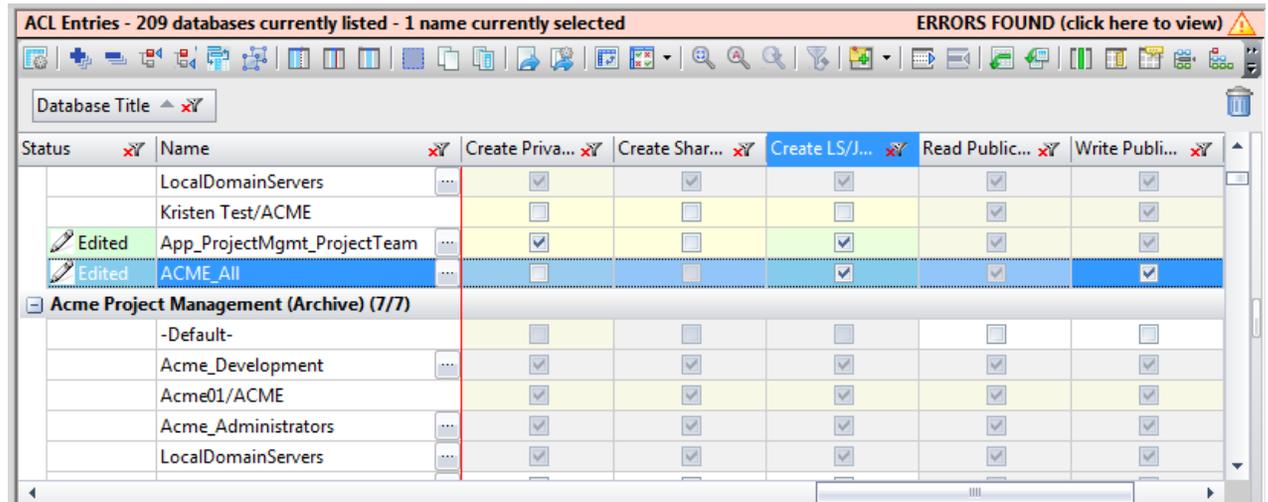
2.2 You can create new ACL entries: In the ACL Entries pane you can also add new ACL entries by right-clicking an entry and selecting New ACL Entry (based on current selection) in the contextual menu. A window will appear where you can name this new ACL entry (see Figure 2.2). The new ACL entry will be created with the same attributes as the entry that you originally right-clicked. Whenever you use the New ACL Entry option on a multiple selection, acIEZ will give the new entry the same attributes as the topmost entry in the selection.



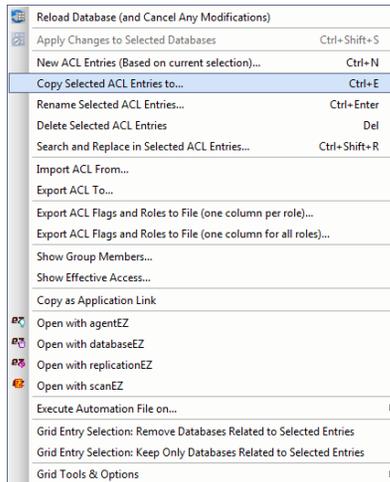
2.2 This dialog appears for acIEZ's New ACL Entry (based on current selection) option

2.3 Ytria acIEZ lets you copy and paste ACL entries between databases: If you right-click a name in the ACL Entries pane there is a Copy Selected ACL Entries to... option in the resulting contextual menu. When you click Copy Selected ACL Entries to... (Figure 2.3a) acIEZ will copy the selected entries' ACL settings and a dialog box (Figure 2.3b) entitled 'Copy Element(s)' will appear. Use this dialog to choose where to copy the ACL entries. Please note that ACL entries with the same name can have very different settings so be careful to choose the correct entries.

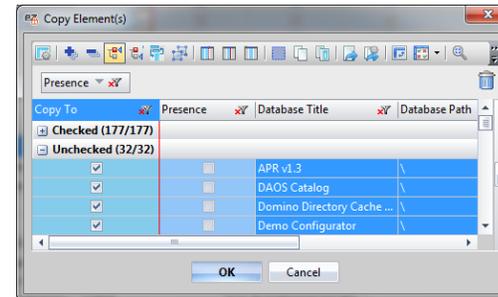
Note: When you modify one or more ACL Entries in acIEZ, you'll see a pencil icon ( Edited) in the 'Status' column. In order for all changes to actually be applied to your server you must click Ctrl+S or select 'Apply Changes' in the File menu. If you prefer to only apply modifications on select ACL Entries, select them in the main grid and use the right click menu's 'Apply changes to Selected Databases' option. menu.



2.1 In the ACL Entries pane you can scroll to the right to see and modify access settings with checkboxes



2.3a The 'Copy Selected ACL Entries to' contextual menu option in acIEZ

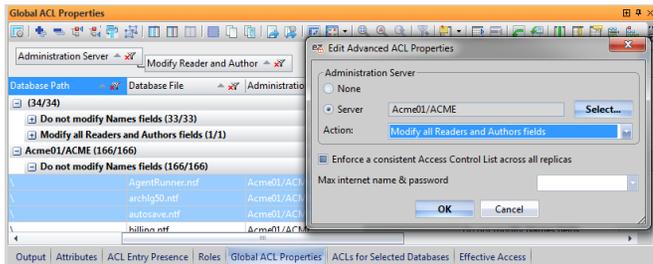


2.3b The 'Copy Elements to' dialog box in acIEZ. This is where you choose the databases to which you'll copy ACL settings.

3

Plus there's support for Full Access Administration, a tool for exploring NAB groups, a Global ACL Properties viewer and more... **Here are just a few of the other features:**

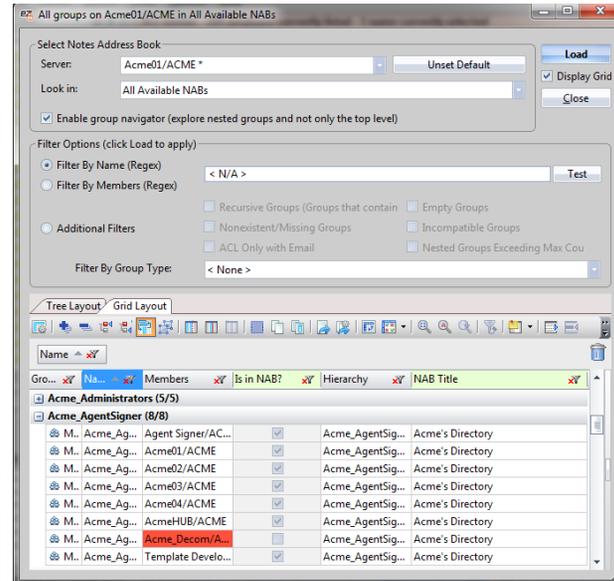
3.1 See advanced ACL information for all databases on a server at once: In the Global ACL Properties tab you can see all the information you'd find in the 'Advanced' and 'Log' tabs in the Lotus Notes Access Control dialog. But unlike Notes, acIEZ lets you see this information for many databases at the same time. Just select all the databases whose advanced ACL information you'd like to see in the Databases pane and the information will appear in the Global ACL properties tab, each line representing the ACL properties on a database. The information in this tab is laid out in an easy-to-read grid. You can also right-click one-or-more entries and choose Edit Element to modify the Administration Server settings for your selection.



The Global ACL Properties panel lets you see advanced ACL information and change administration server settings.

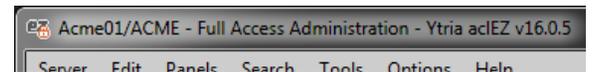
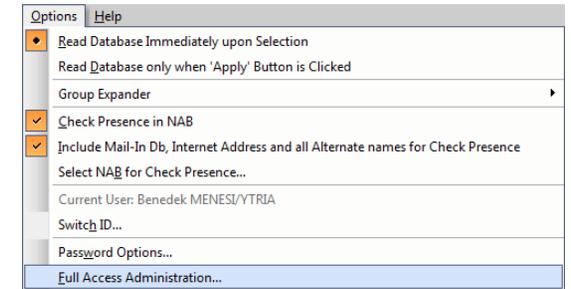
3.2 Explore the groups in a Notes Address Book

Book: The NAB Group Navigator can be found in acIEZ's Tools menu. This feature lets you see all the groups and group members on a server's NAB, including nested groups. The NAB Group navigator lets you see a server's group information in either a 'Tree' layout or a grid.



3.3 Ytria acIEZ supports Full Access Administration

Administration: Just click Options>Full Access Administration to turn on this feature. The acIEZ implementation of Full Access in no way circumvents Notes security, therefore in order to use Full Access Administration in acIEZ (or any of our tools for that matter) you must be listed as a Full Access Administrator on the server; this is set in Domino Administrator.



3.3 acIEZ's title bar will remind you if Full Access Administration is turned on