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Brickton Financial Services

# Summary

In this document, we will summarize the following contents:

* Table of Usernames, Passwords and Groups.
* Instructions for staff to access shared folders over network
* Instructions for Senior Partner on changing/modifying permissions /adding or removing groups
* Instructions for Senior Partner on using Remote Desktop.
* Evidence of configurations being tested and verified for each user account.
* Evidence of logging being configured.

### |Usernames|Passwords|Groups|

|  |  |  |
| --- | --- | --- |
| Usernames | Passwords | Groups |
| Admin | Olokio907 | Administrators |
| Evelmar | Enval178 | Admin Assistants |
| MRobinson | Mrob5678 | Senior Partners |
| LauraL | Law8790 | Junior Partners |

## How to access shared folders over the network

1. Open Windows Explorer WindowsExplorer.PNG
2. Click on network.PNG
3. Click BFSFileServer.PNG
4. A window will pop up – Enter your Credentials (Username and password) 
5. There will be three folders listed.

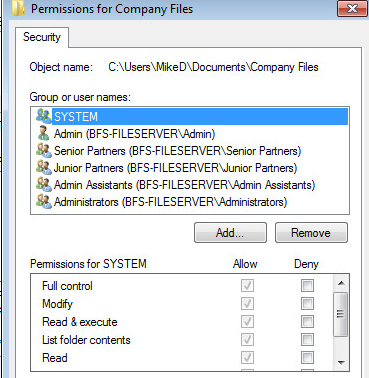
3folders.PNG

1. Depending on your role, you will have certain permissions and it will impact what you can do.

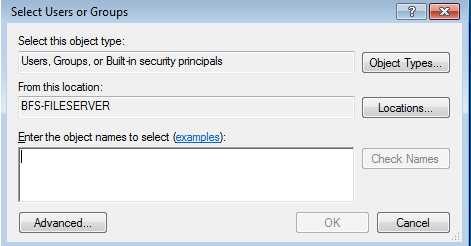
## Instructions for Senior Partner:

### How to change permissions on a network share

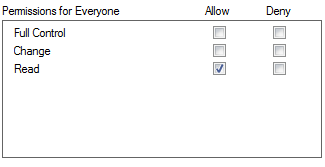
1. Locate folder that is being shared (e.g Archived Accounts)
2. Right-click the folder and select properties
3. Click Security tab
4. changepermissions.PNG



1. In this window, you are able to add or remove a group from having permissions for that shared folder.
2. To add a group, you click Add and you will see:



1. Enter name of the group, you wish to add. Then click ok and the group will be added to the groups with permissions for that folder.
2. To modify the permissions for a certain group:



1. Select the group, and put checkmarks in the boxes to determine what permissions the group has with the folder.

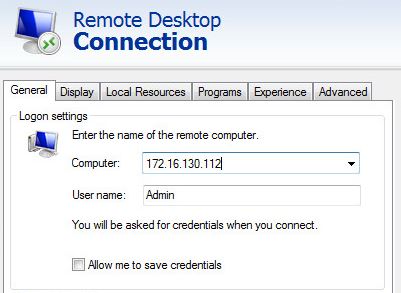
# Using Remote Desktop

To log into the Admin account using Remote Desktop, follow these steps:

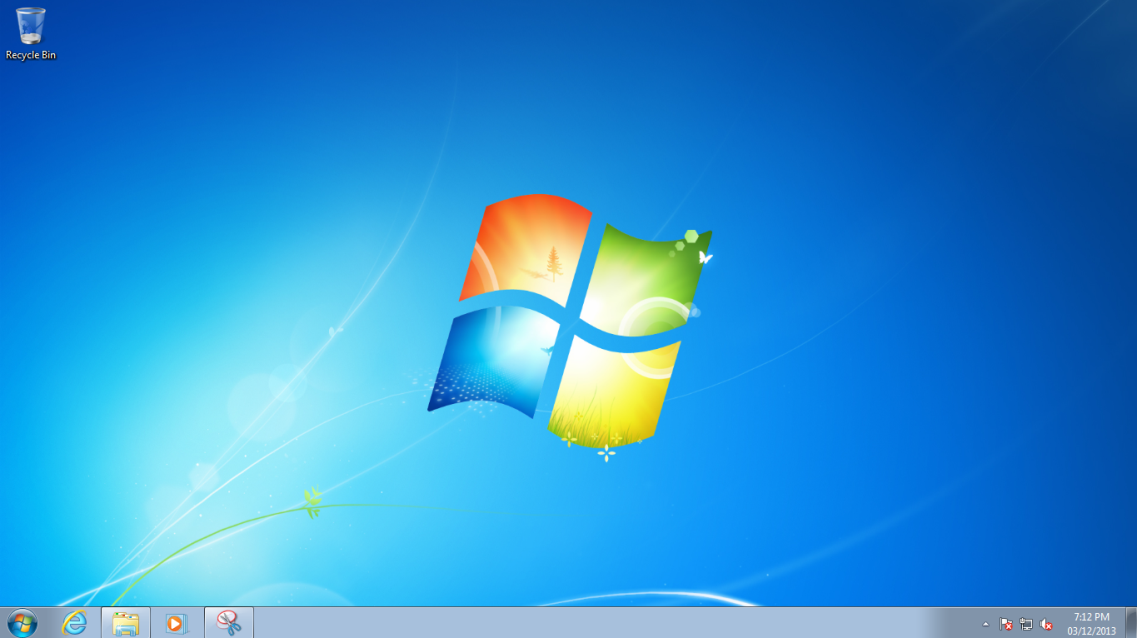
1. Click the Start button
2. In the search field, type “remote desktop connection” and click on

remotedesktop.JPG

1. In the ‘Computer’ input, enter the IP Address 172.16.130.112 and press the Enter key



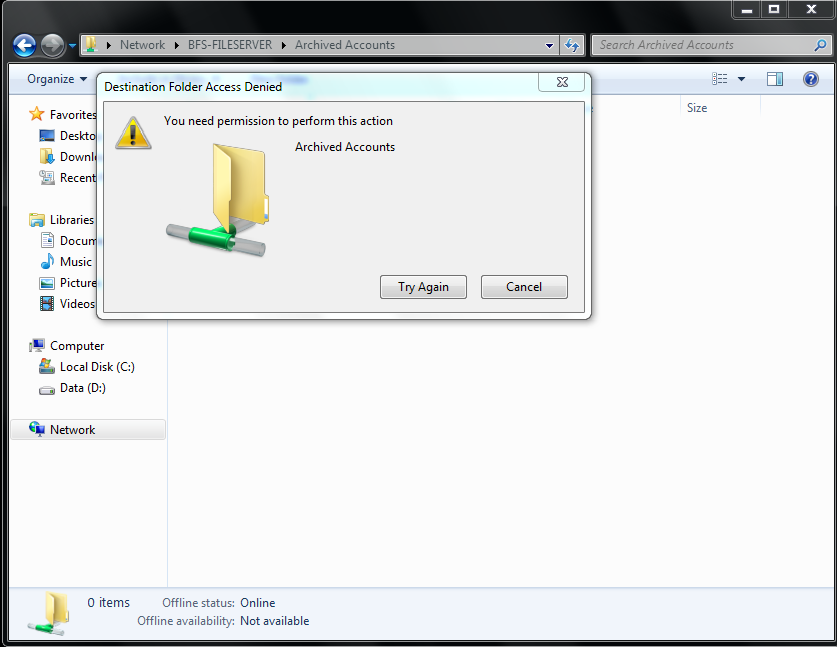
1. Type the username ‘Admin’ and the password
2. Press the Enter key and it will allow you access to the desktop of the BFS-FileServer PC



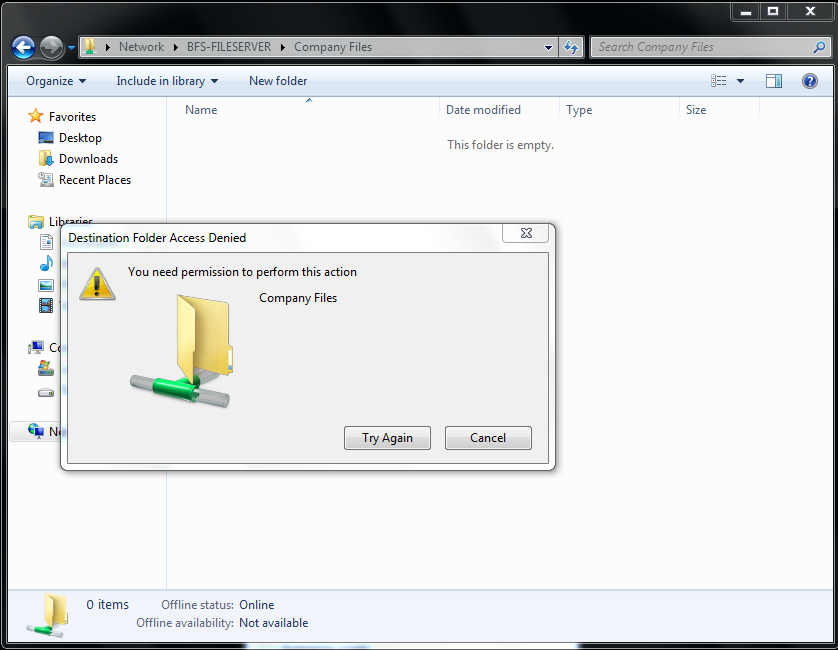
Note: Folders for BFS are within Documents when logging in via Remote Desktop

## Evidence of Configuration for each User:

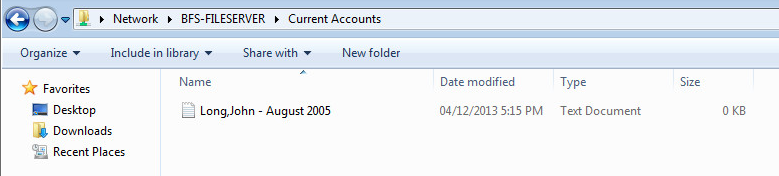
### Senior Partner – Maria Robinson



Senior Partner unable to create files in Archived Accounts

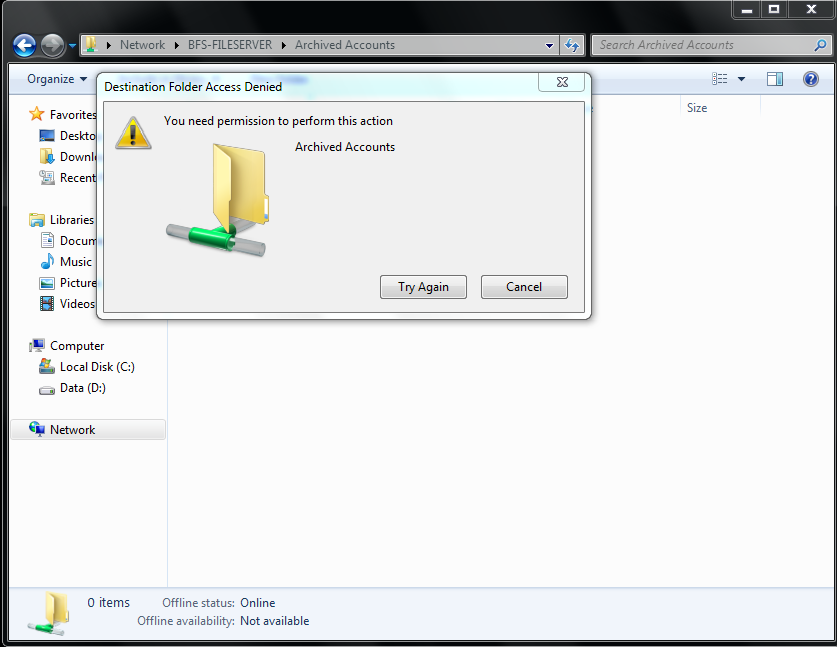


Senior Partner unable to create files in Company Files

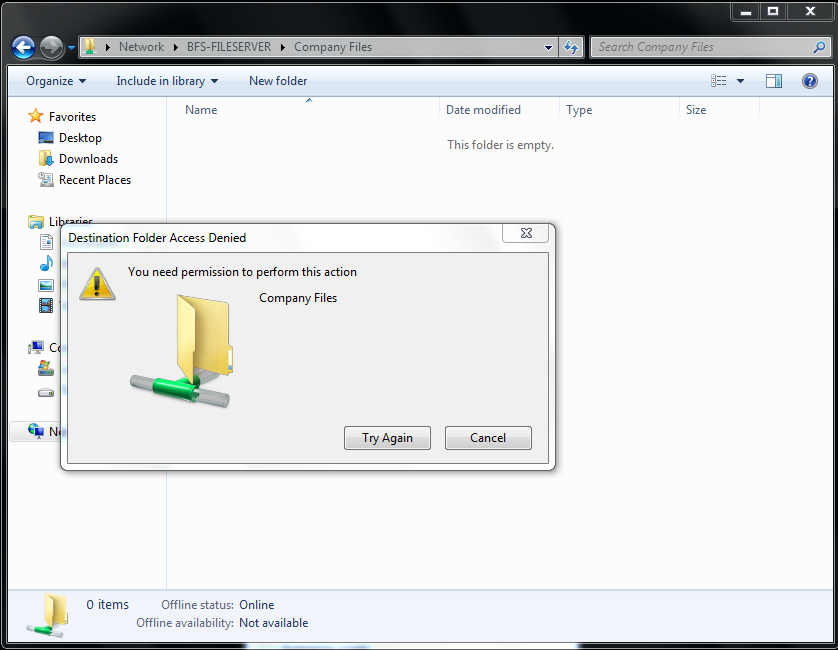


Senior Partner able to create files within Current Accounts

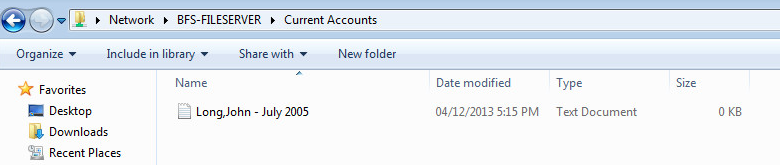
### Junior Partner – Laura Laura



Junior Partner unable to create files in Archived Accounts

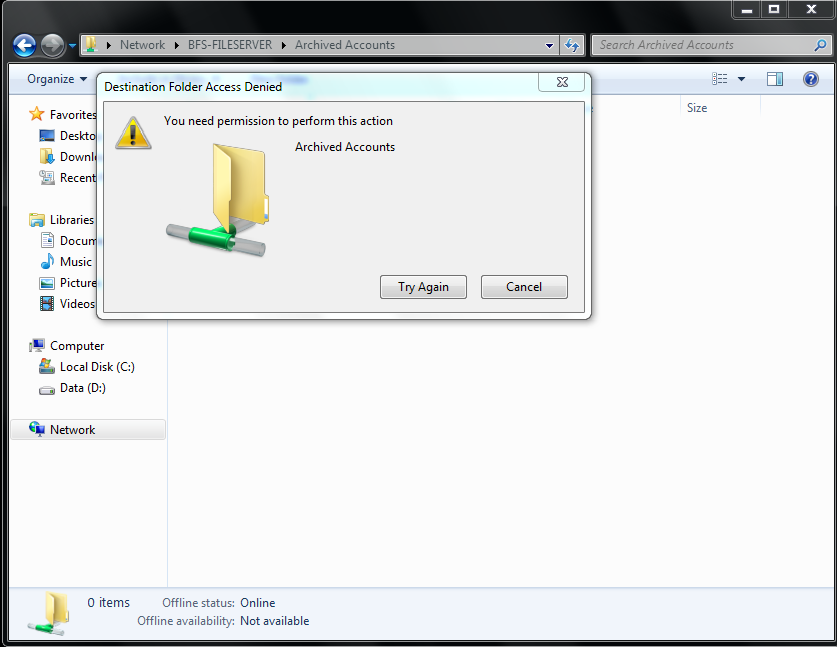


Junior Partner - unable to create files in Company Files

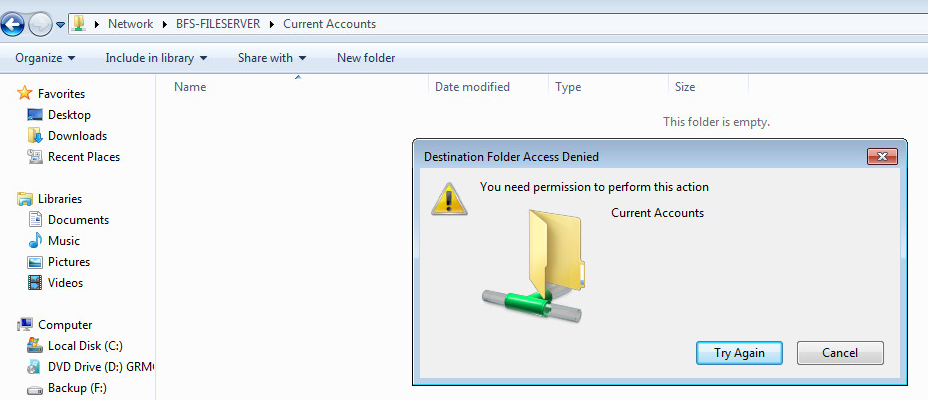


Junior Partner – Is able to create files within Current Accounts.

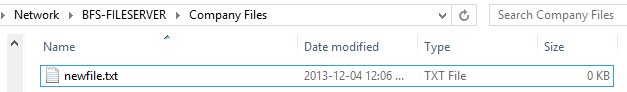
### Admin Assistant – Evelyn Martin



Admin Assistant – Unable to create files within Archived Accounts.

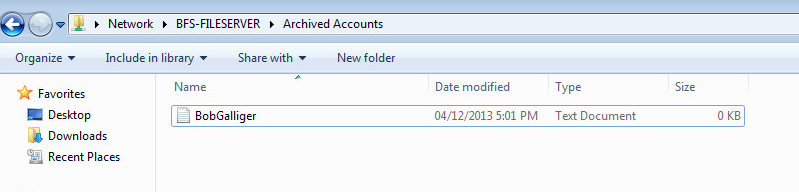


Admin Assistant - Unable to create files within Current Accounts.

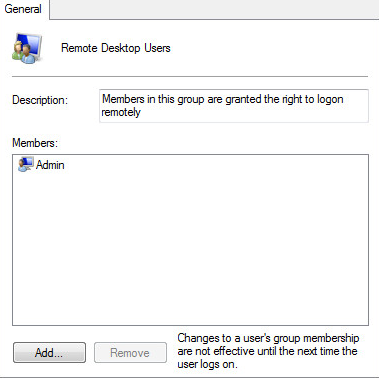
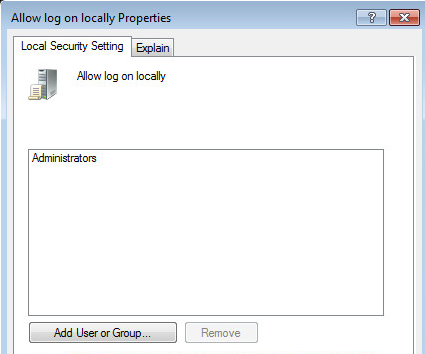


Admin Assistant – Able to create and delete files within Company Files

### Admin – Administrator account for logging in locally and remote desktop



Admin able to create files in Archived Accounts.

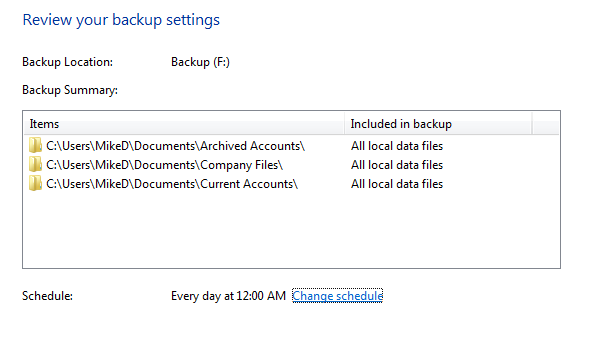


All other user accounts in their respective groups are not able to log on locally and get this message upon attempt to login:

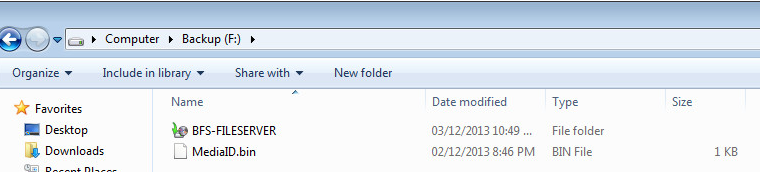


# Backup Evidence

### Settings set:

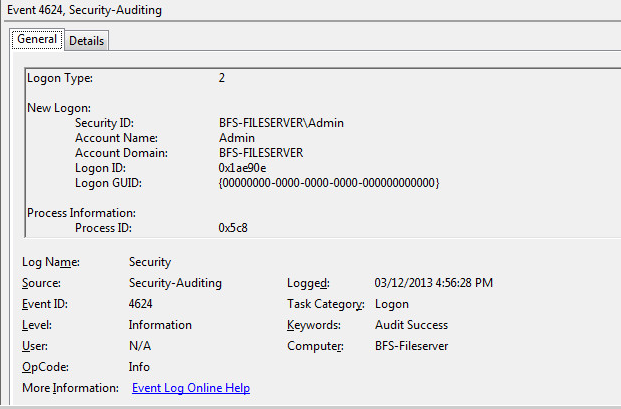


### Backup made:

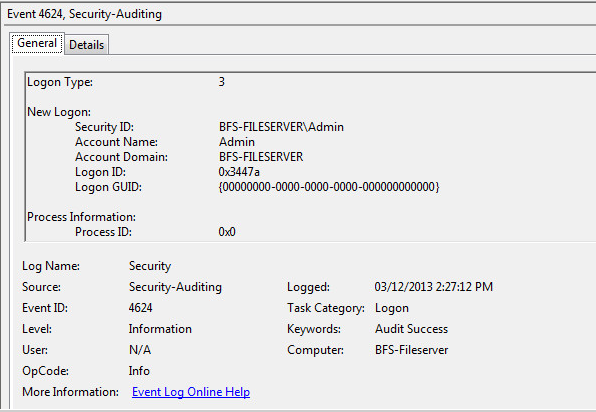


# Evidence of Logging

### Local Login – Logon type 2



### Network Login – Logon type 3



### Remote Desktop – Logon type 10

