

# Network Assistant Help

About Network Assistant

Installing and Setting Up

Network Assistant Basics

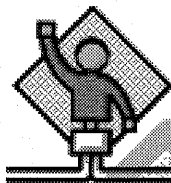
Working with Reports

Managing the Network

Server-Based Maintenance

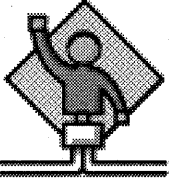
Interacting With Users

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## Server-Based Maintenance

- Using Network Assistant with a server
- Scheduling tasks
- Scheduling items to copy
- Recording software changes
- Creating status, error, and software change logs



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## Using Network Assistant with a server

As a part of routine maintenance for your network, you can schedule commands to be performed on a daily basis. You use a file server to store information for the commands and results. Workstations connect to the server to perform the commands. Scheduling commands this way allows time-consuming tasks to be performed when you're not there and without your computer running, or when you're using your computer for other tasks.

Workstation performance may be decreased as certain commands are performed. If the commands being performed take more than a few seconds, workstations may show the server mounted on their desktops as they connect. For these reasons, it's best to schedule commands to be performed when users are not using their workstations.

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[Table of contents](#)

## Recording software changes

You can schedule a server to create a log of the software that has changed on a workstation since the last time you performed the command. The log will contain information on all applications, system extensions, fonts and control panels that were added or removed. However, changes made by the Copy Items command in the Server menu are not recorded.

**Note:** A log of recorded changes is not created until software is changed on the workstation.

To schedule a server to record software changes:

- 1 Use the Schedule command in the Server menu to set up a schedule.  
**IMPORTANT:** Make sure you schedule this task to be performed every day; otherwise, a log won't be created.
- 2 Select the "Record software changes" option.

You can view the log of software changes by using the Log command in the Server menu.

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[Table of contents](#)

## Scheduling items to copy

Unlike the Copy Items or Copy Hard Disk commands in the Manage menu, this feature is ideal for scheduling items to be copied from a server to workstations on a daily basis, and for "synchronizing" or matching workstation software to a master copy of software you set up on a server. You can replace folders, or copy folders without deleting items users have saved in those folders on their workstations.

To schedule workstations to copy items from your workstation:

- 1 Use the Schedule command in the Server menu to set up a schedule, then click Select in the dialog box.
- 2 Select the files and folders on your workstation to copy and click the Add button.

The files and folders are copied to the server. The workstations will connect to the server daily, according to the schedule you set, and copy these items from the server.

**Note:** To save time as the command is executed, items on workstations that match items on the server specified for copying (same names, file sizes, and modification dates) are not copied.

- 3 If you don't want certain items within folders to be copied to the workstations, double-click the folders in the list on the right, select the items, and click Delete.

**Tip:** To avoid the warning message about deleting items on the server, press the Option key while clicking the Delete button.

## Deleting other items on the workstation

When you copy a folder to a workstation using the Copy Items option, you do not replace the folder by default (that is, you don't delete any items that are currently in the folder on the workstation.) However, you can choose to replace any folder in the Items to Copy pop-up menu that currently exists on the workstation. You can also delete everything other than what you are copying and the System Folder at the root level of the disk.

For example, if you want to replace the contents of a folder called Tools with the Tools folder on the server, double-click folders in the right list if necessary to make the Tools folder appear in the pop-up menu. Then choose the Tools folder from the "Items to Copy" pop-up menu, and select the "Delete other items" option. If you want to delete all other items at the top level of a workstation disk, select "NA Copy Items" in the Items to Copy pop-up menu, then select the "Delete other items" option.

**IMPORTANT:** Be certain about selecting the delete option; no warning message will appear on the workstation when items are deleted.

**Note:** The "allow" or "delete" selection applies only to the folder selected in the "Items to Copy" pop-up menu.

### Using more than one server to copy the same items

If you want to schedule the same items to be copied to workstations on a different physical network, and therefore need to use a different server to store the items, you don't have to follow all of the steps to set up the other servers that you did for the first server. You can save time by following these steps:

- 1 Copy the "NA Copy Items" folder on the server you have set up to another server you want to use for scheduling copies.
- 2 Use the Schedule command in the Server menu to set up a schedule on the server to which you just copied the folder.
- 3 In the Schedule dialog box, click the "Copy items from server" task, then click Change.

The servers now have the same items scheduled for copying. Options for allowing and deleting other items are the same also.

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[Table of contents](#)

## Scheduling tasks

For the best performance in scheduling tasks, assign workstations to a server on the same physical network. If you have workstations on different network segments, you can assign them to different servers and define a set of Server commands for each server.

To schedule tasks:

- 1 Use the Chooser to mount a server onto your desktop.
- 2 Select the workstations on which to schedule tasks from the Workstation Status window or any report window.
- 3 Open the Server menu and choose Schedule.
- 4 Choose the server you mounted from the Server pop-up menu.
- 5 Choose Guest access, or specify a user name and password. The user workstations will use this name and password to log onto the server to get instructions when tasks are performed.
- 6 Under "Access this server," select Everyday and choose the time of day you want the tasks performed. You can also select Now if you want the tasks performed immediately.
- 7 Select the tasks to perform and click Change.

Tasks include:

- verifying and repairing hard disks (similar to the Disk Verification command)
- copying items (similar to the Copy Items command, but you can also delete items at the same time you're copying to get the workstation's software to match yours)
- rebuilding the desktop (similar to the Rebuild Desktop command)
- recording software changes (creates a log of the software that changed on the workstation since the last time the command was performed)

To stop scheduled tasks from being performed:

- 1 Use the Chooser to mount a server onto your desktop.
- 2 Select the workstations on which to schedule tasks from the Workstation Status window or any report window.
- 3 Open the Server menu and choose Schedule.
- 4 Choose the server you mounted from the Server pop-up menu.
- 5 Under "Access this server" deselect both the Everyday and Now options and click Change.

## Creating status, error, and software change logs

You can create a log showing the status of server commands scheduled, the errors that occurred while performing scheduled tasks, or the software changes that have been recorded since the last time the "Record software changes" command was performed.

To create a log:

- 1 Connect to the server you have scheduled to perform tasks.
- 2 Use the Log command in the Server menu.

## Printing and exporting information in a log

To print or export log window information:

- 1 Select items in the window that you want to print or export.  
If you want to print or export the whole report, skip this step.
- 2 Choose Print Log Window or Export Log Window from the File menu.
- 3 Choose options in the dialog box.

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[Table of contents](#)