

## Virtual Machine Login Procedure

### Introduction

As discussed during the meeting on the morning of 2/24/21, I have Implemented a script which will display which users are currently on a virtual machine. This script will prompt you to enter your name upon login or startup of a virtual machine. If you do not fill out your name, or if you exit the prompt, it will continue to prompt you every 60 seconds thereafter until it has been filled out.

### Getting Started

After logging on to the NIGHT-HV16 Remote Desktop, you should see a shortcut Icon titled “Hyper-V Manager” <sup>(1)</sup>. After clicking on this Icon you should see list of the virtual machines that we curently use <sup>(2)</sup>.

Figure (1)

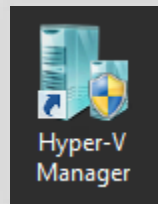
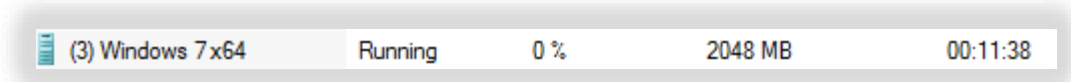


Figure (2)

Virtual Machines					
Name	State	CPU Usage	Assigned Memory	Uptime	Status
(0) Windows XP x86	Off				
(1) Windows 7 x64	Off				
(2) Windows 7 x64	Off				
(3) Windows 7 x64	Off				
(4) Windows 7 x64	Off				
Windows 10 x64	Off				

If a machine has a “Running” (3) status, that means that It is powered on, and *should* have a user connected to it.

Figure (3)



(3) Windows 7x64	Running	0 %	2048 MB	00:11:38
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Each machine can only have one user connected. If a second user attempts to connect, they will disconnect the current user. In order to prevent this, the secondary user will be prompted with a warning stating “Another user is connected to this machine. If you continue, the user will be disconnected”. However, there are still instances where the secondary user is not alerted as to when a primary user is connected. Machines are also being shutdown with another user connected to it. This causes many interruptions and problems. Additionally, Immediate shutdowns of a machine can corrupt its data. This is not ideal.

### How to Properly Connect

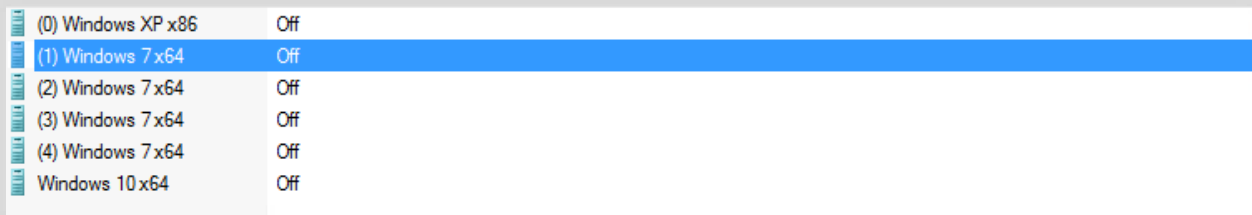
In order to mitigate these problems, a new system is being implemented. This will be a complete tutorial on the correct process. Make sure to follow these directions closely, as it will help you, and your team members.

#### 1. Make sure the machine is powered on

As discussed before, Open the virtual machine manager by clicking on the “Hyper-V Manager” (1) from the night service server remote desktop. You should see a list of 6 machines (2). The next step is to determine which machine you will be using. This should be specified in the login notes in the “ALL ACTIVE METASYS SITES” folder for the remote connection you plan on making. Once

you have determined the correct machine for your use, Click on it once. It should now be highlighted (4).

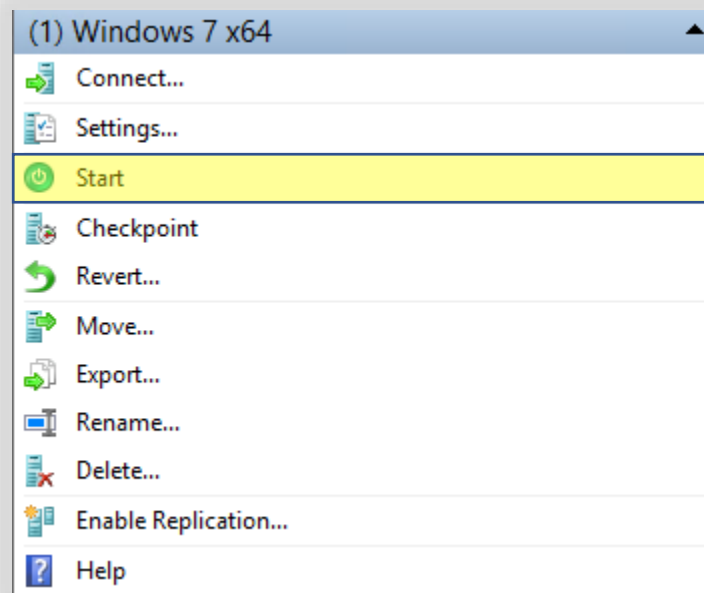
Figure (4)



(0) Windows XP x86	Off
(1) Windows 7 x64	Off
(2) Windows 7 x64	Off
(3) Windows 7 x64	Off
(4) Windows 7 x64	Off
Windows 10 x64	Off

Once you have highlighted the correct machine, select the start button from the “Action” panel.

Figure (5)



The machine will begin to turn on. You may need to wait several minutes before establishing a remote to connection to that machine.

## 2. Establishing a remote connection

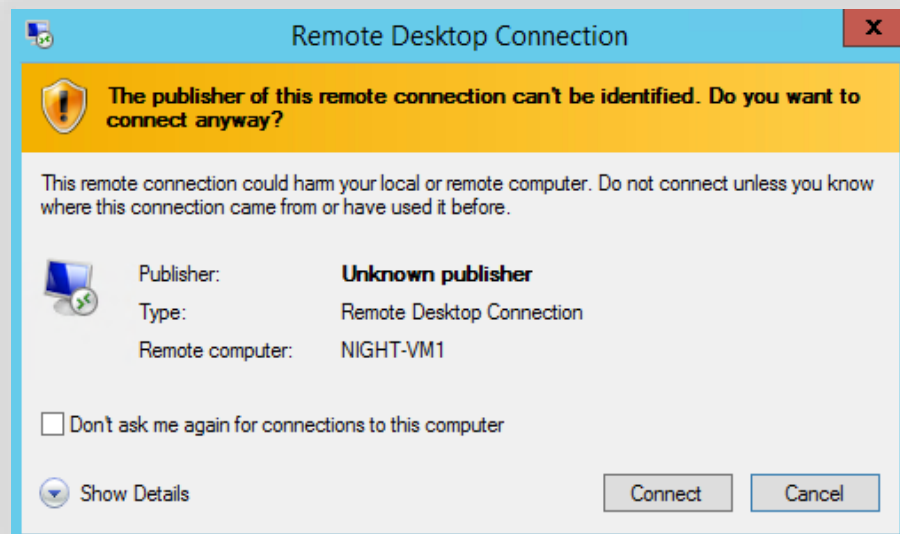
Once the machine you selected has turned on, and you have waited at least 60 seconds, you can attempt to establish a connection to it remotely. To do this, navigate to the desktop of the server. You will see several shortcuts to each virtual machine (7). Select the corresponding machine to the one you had previously started.

Figure (7)



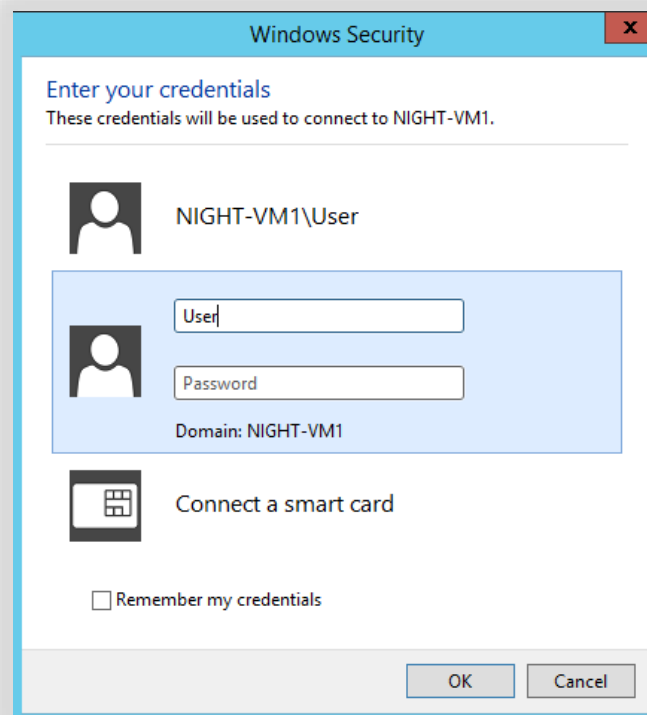
Double click on that shortcut. You should be prompted with a connection confirmation popup (8), click “Connect”.

Figure (7)



Next you will be prompted with a login screen (9), put "User" (case sensitive) in the username field, and leave the password field blank. Click "OK".

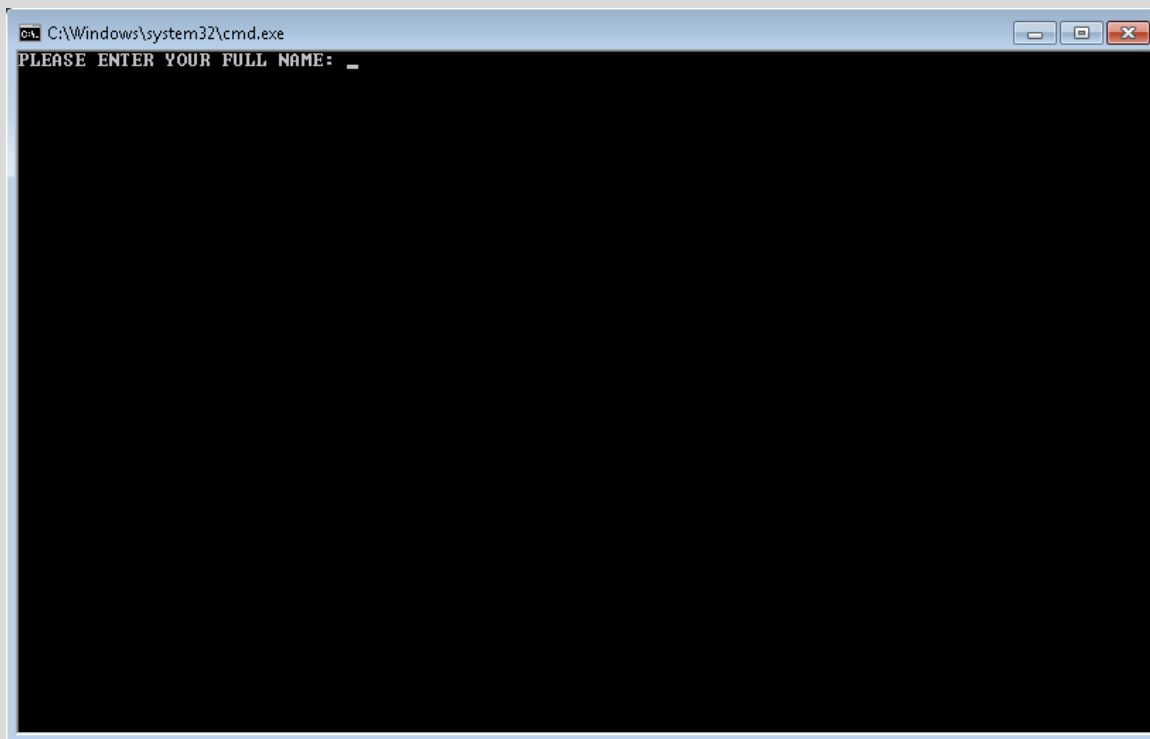
Figure (9)



### 3. Displaying your Activity Status

Once you have logged on, you will see a command prompt dialogue box <sup>(10)</sup> appear on the desktop. It will ask for you to input your full name.

Figure (10)

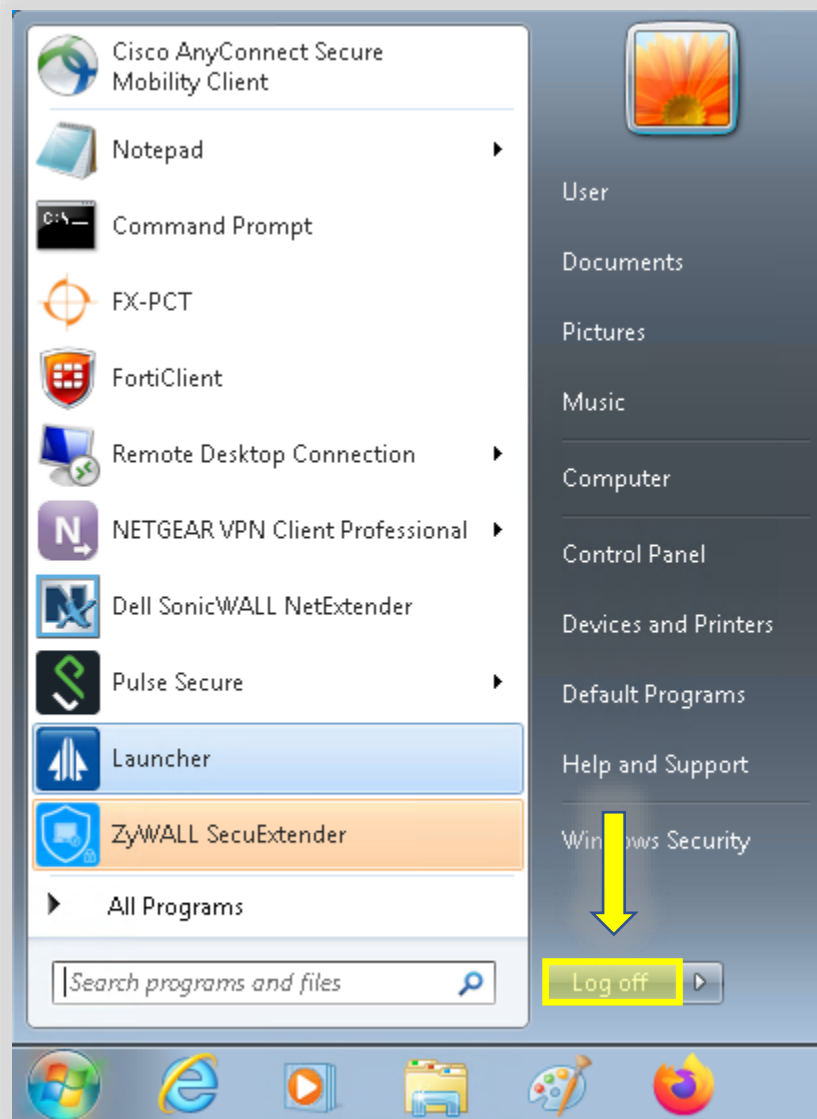


Enter your full name, (*first, last*) e.g., Jacob, McDonnell. Once you have filled out your name, press the enter/return key on your keyboard. The dialogue box will close, and you can continue with your work.

If you do not fill out the prompt, or if you close it, it will continue to open every 60 seconds until you fill it out. This is to ensure proper documentation and an accurate display as to which user is connected to the machine.

Once you are done using a machine, log out through the Windows Start Menu <sup>(11)</sup>.

Figure (11)



If logging out does not automatically close the connection, you may manually close the remote desktop Connection.



This will trigger the program to no longer display your name as an active user on the machine. Failure to log off using this method will result in the program to continue to display your name as an active user.

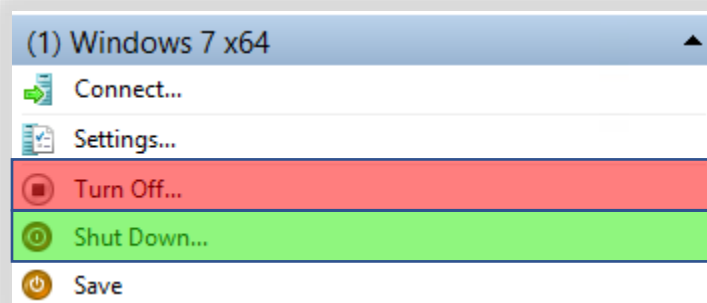
Make sure to shut down the machine once you are done using it. Highlight the machine that you are done with.

Figure (4)

(0) Windows XP x86	Off
(1) Windows 7 x64	Off
(2) Windows 7 x64	Off
(3) Windows 7 x64	Off
(4) Windows 7 x64	Off
Windows 10 x64	Off

Once selected, press the “Shut Down...” button, NOT the “Turn off...” Button. Doing the latter is equivalent to pulling the battery out from a laptop while its running. This can and will cause data loss and corruption.

Figure (12)

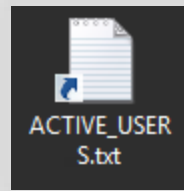


#### 4. How to View Active Users

In order to view who is currently using a machine, make sure you are on the NIGHT-HV16 Server Remote desktop. From there, navigate to the “ACTIVE\_USERS.txt” text file <sup>(13)</sup>.

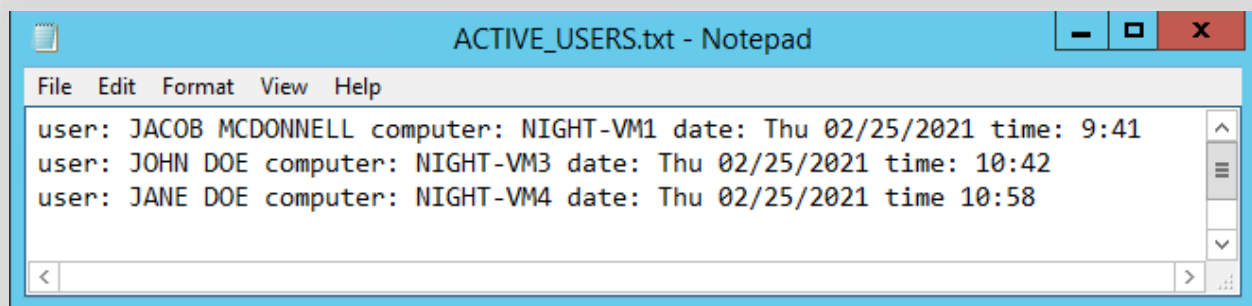


Figure (13)



Upon opening this file <sup>(14)</sup> you will see a list of names (If users are connected). Each line is populated with the name of the user, the machine they are using, and the date and time at which they signed on. When a user signs out, their name will be automatically removed from the list.

Figure (14)



## Conclusion

This program will be used in effort to reduce frustration and confusion when using the virtual machines. Be sure to reference the list before establishing a connection to a machine. If you notice any issues with this program, or have any questions, please email me immediately at [jmcdonnell@controlledair.com](mailto:jmcdonnell@controlledair.com).