

BFA Windows 2000 Professional Standard Workstation Configuration			
		Configuration #24	As of: August 2004
#	CATEGORY	TO DO CONFIGURATION	Additional Instruction Detail
1	Inventory	If new PC, pick up PO-invoice copy from dept; give to Vu for inventory & tagging	
2	Vendor Image	If new PC or laptop, create Altiris image of drive using for emergency restoral	Schedule deletion date of image; time length to save image will vary
3	User Prep	Use BIDS Sys Install Form. Schedule preliminary meeting w/User to complete BIDS System Installation Form.	
4		Create temp PW to login for user's profile & record on BIDS Install Form	
5	Data	Advise user re: consolidating all working data files in "My Documents"	
6	Email	Save entire Eudora dir to user's dir on Quark: mailboxes, toes , NNdbase.txt & .toc, d	Later, restore-copy to new PC
7	Browser	Save: IE Favorites bookmarks.htm	
8	BRIO	Brio users = Save query files, including *.oce *.bqy	
9	Temp Data Store	If user has new PC, data may remain temporarily on old PC as a backup for retrieval later if necessary	Label PC with former user's name & indicate "old" & end-date.
	OFF NETWORK	Operating System Installation & Configurations	
10	OS install	Boot from a W2kPro with most current Service Pack Installer CD	Format as NTFS whether on old or new PC
11		Use the current <i>local</i> Administrator password when asked by the installer wizard	Local administrator acct to be renamed to claub by domain policy or will need to be done manually.
		Network Identification Wizard - specify (via radio button) "users must enter Uname & Pwd to use the computer".	After reboot, select "Do not add user at this time"; manually add end-user as member of two local groups: "Users" & "Backup Operators."
12	S/W Install #1	From media (CD) install applicable MS Service Pack upgrade if necessary.	
		From media (CD) copy MS critical patches to local drive in C:/Options directory.	Install all MS critical patches from C:Options directory
			Run W2k Changes.reg to set numlock to "on"
		From CD install McAfee Anti Viruscan; current version	
13	Network settings #1	Under TCP/IP properties, configure network IP	Designate 130.191.1.1 (Primary) & 200.1 (Secondary) as DNS servers For static IP example: Addr: 130.191.nnn.nnn Subnet mask: 255.255.255.0 or nnn Gateway: 130.191.same IP subnet. nnn 254 unless .95 subnet.
14		Advanced > DNS Tab; For "Append these DNS suffixes:.." add "sdsu.edu" entry. Add "sdsu.edu" in "DNS suffix for this connection" Deselect:"Register this connection's addresses in DNS"	

	ON FW Network Jack		
15		Join ba.sdsu.edu domain	Use individual domain login as authority
16		Company & Organization = SDSU & BFA	
		Computer name = Property tag # E or C-series label	
17		Local Area Connection properties = select "Show icon in taskbar when connected"	
18		Run Windows Update to verify applied patches, SP; install add'l patches	Review Options dir on Quark\BIDS\Install Shortcuts\Add-ons for add'l patches to copy to local C: Options that were not on CD used after o/s install
19		Run McAfee AutoUpdate & verify current DAT version & scan engine	
20		From \\Quark\bids\Install Shortcuts obtain web link; copy URL to browser to install Altiris	
21	Login Accts	Local "Administrator" account should have automatically been renamed to "claub"; if not, reboot to cause domain policy to take effect.	
22		Add BA\BIDStech Group and Domain Admins group to local Administrators Group.	
23		Add appropriate BA\dept"DARE Group to the local Administrators Group	Choose from: acctdare; apdare; bisdare; bpdare; cashierdare; chrdare; collectionsdare; ehsdare; fpm dare; upddare; procdare; sfsdare; vpodare
24		A BIDS SR is to be on file with defined business need to grant Administrator membership for the end-user.	If membership as Admin granted = Note SR#:
25		Create local user account using BFA protocol for Uname & a secure default password	
26	Display	Display Properties > set Screen area to 1024 x 768	For user & Admin profiles select screen saver either: Marquee Display or Logon; select > Wait: 15 min & "Password Protected"
27	i386	From W2kPro install CD, copy i386 directory to root of C:\	
28	Security Policies Local	Account Policies > Minimum password length = 8 characters; ENABLE "Passwords must meet complexity requirements"	Start > Run > secpol.msc
29		Local Policies > Audit Policy > Audit account logon events > "Audit these attempts" select "Failure" & "Success"	
30		Local Policies > Security Options > Additional restrictions for anonymous > select "Do not allow enumeration of SAM accounts and shares"	
31		Disable Auto Update; uncheck "Keep my computer up to date."	Settings > Control Panel
32		Disable two Services: Telnet, Removable Storage	Manage > Services & Applications > Services > dbl-click = change Startup Type to Disabled

All PC's	Software: BFA Standard Programs	Install from \\Quark\Install Shortcuts
33	Acrobat Acrobat Reader	
34	Email	Eudora 5.2.4 6.1 Registered or higher
35		Do not install PureVoice or the Importers
36		Version 6 Eudora JUNK settings: set score to (50); deselect 'put not Junk-ed senders in Address Book'; select "Mail is not junk if sender is in Address book"; ADJUST Remove mail to (10) days old
37		Eudora attachment directory folder s/b: C:\Program Files\Qualcomm\Eudora >Attach
38		Plus these Dirs: attachments,embedded, Filters, Sigs, Stationery, Nickname & any user-created mailbox folder
39	McAfee	Grant Full Control to Users via security tab for the Qualcomm directory
40	Browser	Grant Full Control to Users via security tab on Network Associates directory
41	Meeting Maker	For version IE V6.0sp1; verify current updates/patches installed
42	Office 2000	Verify MS Q #s appearing in Help > About.
43		Grant Full Control Security rights to primary user of PC on the Meeting Maker directory.
44		Select Custom install > select "Run All from my computer"
45		Deselect Front Page AND Outlook (full)
46		After Office2k install, remove Outlook Express and delete all Outlook Express shortcuts
47		Add/Remove Programs > Add/Remove Windows Component; uncheck Outlook Express
48		To ensure proper operation of Photo Editor for users, follow the procedure described in "Q260151 - Photo Editor.doc" in \\quark\bids\bids-tech-dox\W2K PC Docs
49		WSFTP
50		WinZip 7 (Start with WinZip Classic)
51		Trial version; Dept to purchase licensing
52	Oracle Settings	Configure IE browser with pertinent Oracle settings: change Security setting of Internet & Intranet>Customize>first & second Active X controls to "prompt". Also General>Settings>Every visit to every page checked
53	Oracle	Install Oracle Jinitiator v1.1.8.19. Launch IE> URL: https://lilly.sdsu.edu:5400. When the Oracle screen appears, click on APPS LOGON LINK & click on Personal Home Page
54		Enter the BIDS Oracle User Name & Pwd, click on E-Business link. Allow Jinitiator to load & install. Select a menu item & confirm the Oracle screen opens.
55	Markview	Install Markview web client from Quark > Bim-Oracle source
56	Printing #1	Standard TCP/IP Port printing is a Local (not network) Printer. Select default tray as paper source & paper size.
57		Add primary network printer & backup, if possible. Designate user's default printer
58		Under user login verify local user access to printers
59	Non-Standard s/w	ADI = must install Oracle Installer first from Quark\Bim-Oracle source.
60		Installer located in BIS-Oracle directory on Quark.
61		BRIO = registration provided by Acctg or B&P is required.
62		BRIO located in BIS-Oracle directory on Quark.

Configurations Using End-User's login profile:			
52	Display	Screen Saver: either Marquee Display OR Logon Screen. Wait: 10 min > select password protected	Message text 'Computer Security' for marquee.
53	Windows Settings	Folder display: Select View > Details Go To: Tools > Folder Options. Select: Use Windows classic folders & click on Like Current Folder; Apply	
54		Go To: View >Advanced Settings: Select: Display compressed files and folders with alternate color & Display the full path in the address bar & Display the full path in title bar. Show hidden files and folders. Click on Like Current Folder; Apply	Deselect: "Hide file extensions of known file types"
55	MS Office	Launch Word OR Excel; go to Tools (menu) Customize > Options (tab) & deselect "Menus show recently used commands first"	In Access, Excel, PowerPoint and Word: go to Tools (menu) > Options > General (tab) & set "Recently used file list" to "9" entries
56	Browser	Launch IE & configure without creating an e-mail account, with no selection for proxy server, and make sdsu.edu the home page; import user bookmarks from prior IE Favorites	Verify that changed IE settings for Oracle are still in effect
57	Eudora	Create Eudora profile & assure that SDSU Directory Services is enabled as ph.sdsu.edu	Apply all Eudora settings as defined by BIDS; refer to BIDS website
58	Desktop	Rename My Computer to "Computer"; rename My Network Places to "Network"	
59		Delete desktop icons for Connect to the Internet and IE	
60		Delete Outlook shortcut from Quick Launch tray and Start > Programs (menu)	Verify that Outlook has been removed from Windows Components via Add/Remove
61		Right-click Task Bar, choose Properties & clear "Use Personalized Menus" & set "Display logoff" in Start Menu settings	
62		Add shortcut icons to Quick Launch tray for: Eudora, Meeting Maker, Word, Excel & any other applications which end user favors	Right click on application icon > 'send to' desktop (create shortcut). Then drag & drop to launch bar. Delete desktop shortcut.
63	Confirm Oracle setup	Launch IE & type in https://lilly.sdsu.edu:5400. If page appears blank or an error returns, you must recheck IE General Tab > Settings & Security Tab > Custom Level settings for Oracle	
64	Laptops	Laptops should have an image via Altiris made to preserve factory delivered o/s installation. Proceed to configure & install same as a desktop PC.	Remove any non-BFA standard applicatinos that the vendor may have installed. Allow driver or system related utilities to remain.
65	Dialup configs	Use BFA laptop toll free # only for an out of town dial-up config: 866-459-3510.	Create two copies of the out-of-town config: one with 8 and one with 9 as the outside line prefix.
66		TACACS toll-free local numbers vary by user's home city; if user does not know their local dial-up number, see TNS dox at: http://tns.sdsu.edu/helpdesk/accessdocs.html to determine.	For any user's home dial-up config, remember to enable Call Waiting override and select *70, from popup list
	END		