

Administration Guide

Novell® Conferencing

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www.novell.com



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About This Guide

Novell Conferencing is a Web conferencing service where you can share your desktop, show slides, collaborate, chat, talk, and broadcast via webcam with no download required for attendees.

This document is the administration feature specification for Novell Conferencing. It provides an overview of tasks that an administrator can do from the admin console UI for a particular Novell Conferencing server.

- ♦ [Chapter 1, “Getting Started,” on page 7](#)
- ♦ [Chapter 2, “Admin Console Login,” on page 9](#)
- ♦ [Chapter 3, “Admin Console Main Menu,” on page 11](#)
- ♦ [Chapter 4, “Setting Up Integrations,” on page 31](#)

Audience

Anyone who wants to manage and modify settings within the Novell Conferencing account.

Feedback

We want to hear your comments and suggestions about this manual and the other documentation included with this product. Please use the User Comments feature at the bottom of each page of the online documentation, or go to www.novell.com/documentation/feedback.html and enter your comments there.

Documentation Updates

For the most recent version of the *Novell Conferencing Administration Guide*, visit the [Novell Conferencing Web site \(http://www.novell.com/documentation/novell_conferencing\)](http://www.novell.com/documentation/novell_conferencing).

Additional Documentation

The following additional documentation is also found on the [Novell Conferencing Web site \(http://www.novell.com/documentation/novell_conferencing\)](http://www.novell.com/documentation/novell_conferencing).

- ♦ *Novell Conferencing Quick Start*
- ♦ *Novell Conferencing User Guide*
- ♦ *Novell Conferencing Customization Guide*

Getting Started

1

Novell Conferencing is a Web conferencing service where you can share your desktop, show slides, collaborate, chat, talk, and broadcast via webcam with no download required for attendees. It is browser-based and is an easy, open, and affordable Web meeting alternative.

To manage and administer an account, along with the Conferencing users, rooms, branding, and other important features, you must have access to the Novell Conferencing server admin console.

In addition, you must ensure that you have received your access URL and admin login credentials. (You receive them by e-mail after you have purchased Novell Conferencing.)

Your admin account is your Novell Conferencing administrator account. To access the account, you need the following information:

- ◆ Your access URL
- ◆ Admin login credentials

Admin Console Login

2

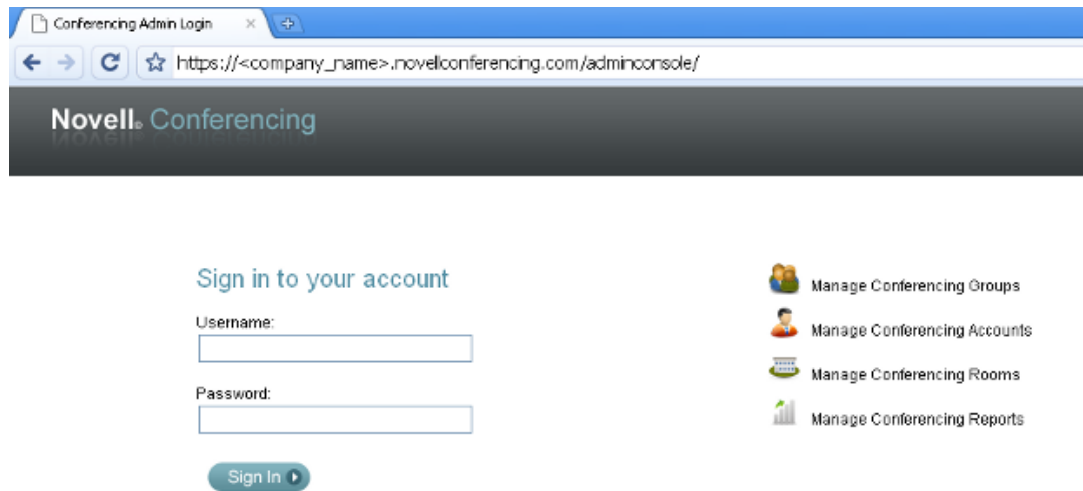
Use the Conferencing URL to log in to your account's administrator console.

For example:

`https://<company_name>.novellconferencing.com/adminconsole/`

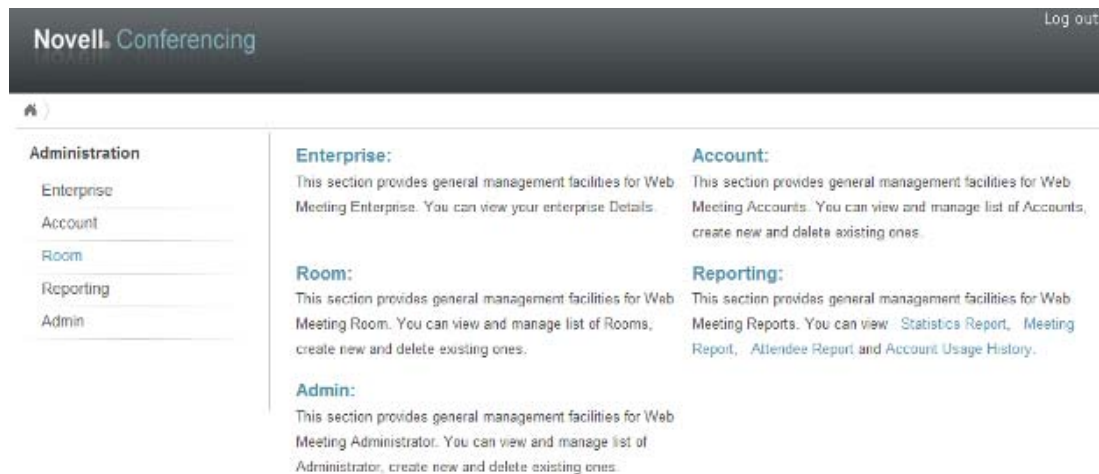
Replace `<company_name>` with the name of your company or the Conferencing name assigned to your company.

Figure 2-1 Admin Console Login



Provide the appropriate admin account credentials to see the admin console.

Figure 2-2 Admin Console



The left side of the screen lists the available options that can be controlled and modified:

- ◆ Enterprise
- ◆ Account
- ◆ Room
- ◆ Reporting
- ◆ Admin

Each of these options provides functionality that you can use to create, update, and delete items. For information on each option, see [Chapter 3, “Admin Console Main Menu,” on page 11](#).

Admin Console Main Menu

3

The following options are available in the main menu of the admin console:

- ◆ Section 3.1, “Enterprise,” on page 11
- ◆ Section 3.2, “Account,” on page 14
- ◆ Section 3.3, “Room,” on page 19
- ◆ Section 3.4, “Reporting,” on page 21
- ◆ Section 3.5, “Admin,” on page 25

3.1 Enterprise

This option allows you to see details of your Novell Conferencing account.

- ◆ Section 3.1.1, “General,” on page 11
- ◆ Section 3.1.2, “Room Template,” on page 12
- ◆ Section 3.1.3, “Advanced,” on page 12
- ◆ Section 3.1.4, “Notify,” on page 13
- ◆ Section 3.1.5, “Custom Parameters,” on page 13
- ◆ Section 3.1.6, “License,” on page 14

3.1.1 General

When you click the *Enterprise* option in the main menu, the *General* tab is the default tab that loads in the admin console. You use this tab to update your contact information, admin password, time zone, and localization language.

Figure 3-1 General Tab

The screenshot shows the 'Enterprise' configuration page in the Admin Console. On the left is a navigation menu with 'Enterprise' selected. The main area has tabs for 'General', 'Room Template', 'Advanced', 'Notify', 'Custom Parameters', and 'License'. The 'General' tab is active, showing fields for Enterprise Name (novelltest), Enterprise Type (NMS0), Enterprise Source (novell), Enterprise URL (http://www.dimdim.com), Admin Password (masked), Locale (en_US), Time Zone (GMT-07:00 Mountain Tr), and Access Url (https://testsite.novellconferencing.com/). Below these are 'Contact Information' fields for Org Name, Street, City, Phone Number, State, Country, and Zip. 'Save Changes' and 'Cancel' buttons are at the bottom right.

3.1.2 Room Template

Click the *Room Template* tab to see the existing room templates on your server. You cannot edit the templates, but you can view the status for each available template.

Figure 3-2 Room Template Tab



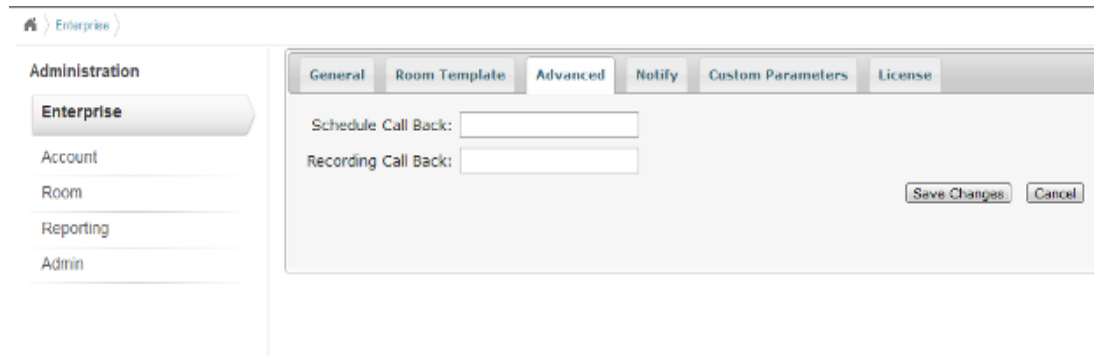
Template Name	Creation Date	Status	Quota Limit(MB)
novell_pro_50	2010-04-03	Active	2047
novell_webinar	2010-04-03	Active	2047
novell_pro_20	2010-04-12	Active	2047

3.1.3 Advanced

The *Advanced* tab provides a way for Novell Conferencing to integrate with other products. It allows external processes, procedures, functions, or applications to be executed or called through a URL request. For example, you can apply information from a scheduled meeting to a calendar, or you can compile statistics about recorded sessions.

- ♦ **Schedule Call Back:** Sends a notification to the specified URL, indicating that a meeting has been scheduled on Novell Conferencing.
- ♦ **Recording Call Back:** Sends a notification to the specified URL, with details about the recorded session and status.

Figure 3-3 Advanced Tab



Schedule Call Back:

Recording Call Back:

3.1.4 Notify

The *Notify* tab allows Novell Conferencing administrators to send e-mail to Novell Conferencing users. Administrators have the option to send e-mail to one user, multiple users, or all users. The e-mail is sent through the Novell Conferencing e-mail system.

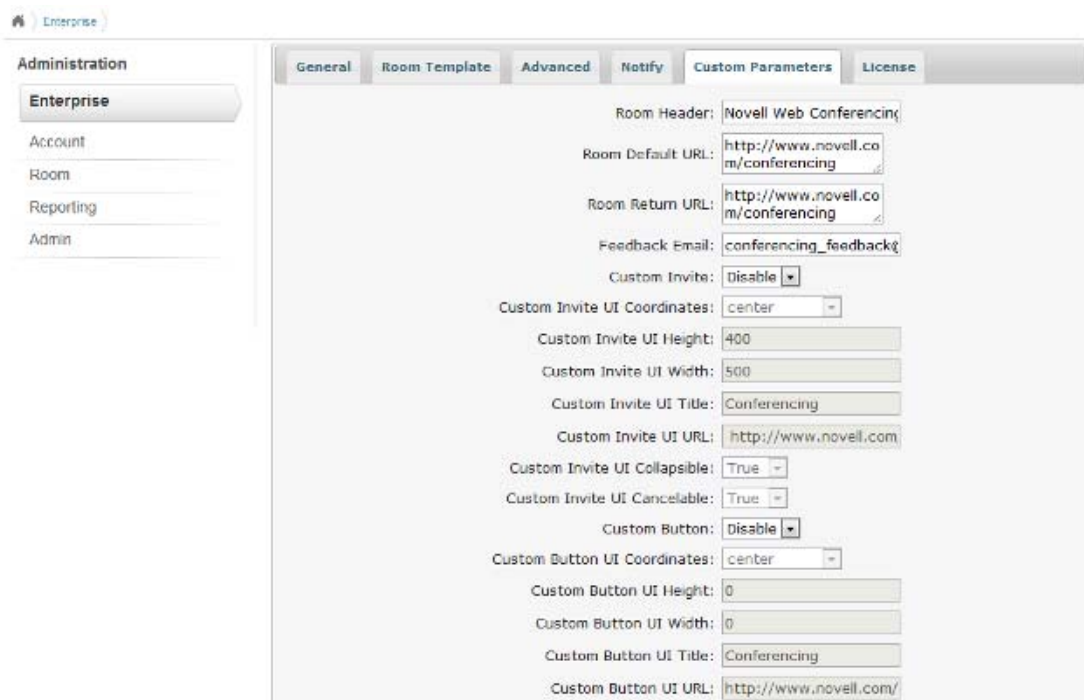
Figure 3-4 *Notify Tab*



3.1.5 Custom Parameters

The *Custom Parameters* tab allows Novell Conferencing administrators to adjust settings that affect the GUI and operation of the platform throughout the enterprise. These settings should not be adjusted unless you are instructed to do so by Support.

Figure 3-5 *Custom Parameters Tab*



3.1.6 License

The *License* tab provides read-only access to the licensing information for your organization's account.

Figure 3-6 License Tab

The screenshot shows the 'License' tab in the administration interface. On the left, there is a navigation menu under 'Administration' with 'Enterprise' selected. The main content area has tabs for 'General', 'Room Template', 'Advanced', 'Notify', 'Custom Parameters', and 'License'. The 'License' tab is active, showing 'Activate License: '. Below this is the 'License Information' section with the following fields: 'Start Date: ', 'End Date: ', 'Customization Level: ', 'Allowed No. of Named Hosts: Enabled', 'Allowed No. of Concurrent Users: Enabled', 'Account Trail Period in Days: Enabled', 'Allowed Room templates: ', 'Default Room template: ', 'Adding Room Template Enabled: ', 'Storage Quota Limit(MB): ', 'API Access Enabled: ', 'My Screen Enabled: ', and 'Allowed Tabs: '. The 'Allowed Tabs' field contains HTML tags: `</td>` and `</tr>`.

3.2 Account

Click the *Account* option in the main menu to access the accounts on your server. You use this page to search user accounts, edit user accounts, and to create and delete user accounts on your Novell Conferencing server

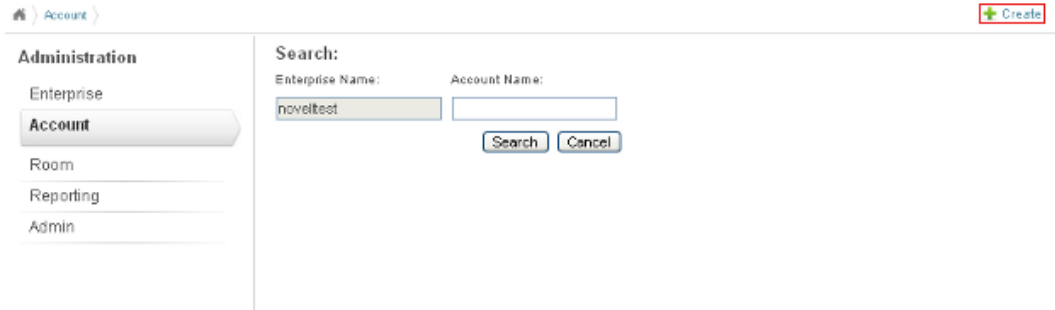
Figure 3-7 Account Page

The screenshot shows the 'Account' page in the administration interface. On the left, there is a navigation menu under 'Administration' with 'Enterprise', 'Account', 'Room', 'Reporting', and 'Admin' listed. The 'Account' option is selected. The main content area has a 'Search:' section with two input fields: 'Enterprise Name:' containing 'noveltest' and 'Account Name:'. Below these fields are 'Search' and 'Cancel' buttons. In the top right corner, there is a '+ Create' button.

- ◆ [Section 3.2.1, “Creating an Account,” on page 15](#)
- ◆ [Section 3.2.2, “Searching for an Account,” on page 16](#)
- ◆ [Section 3.2.3, “Updating an Account,” on page 16](#)
- ◆ [Section 3.2.4, “Deleting an Account,” on page 18](#)

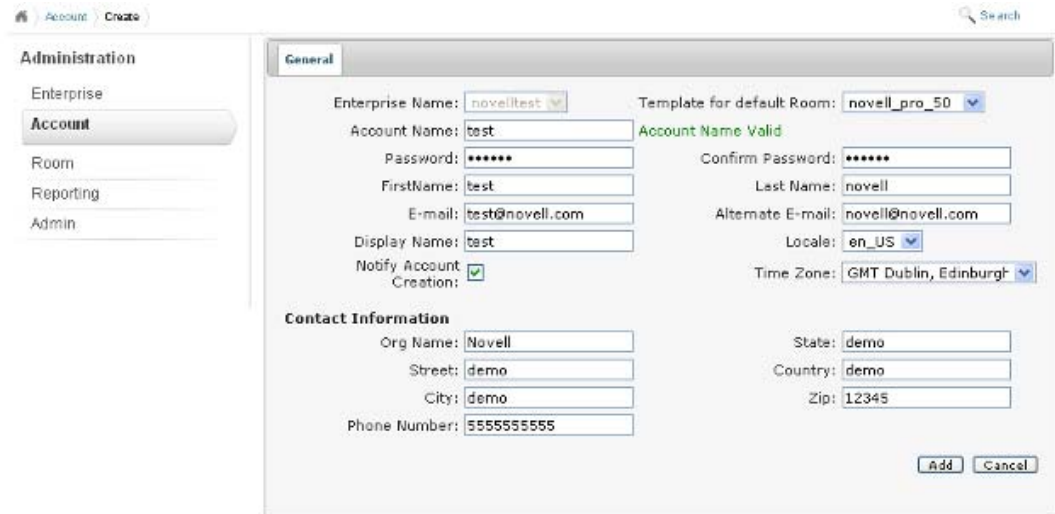
3.2.1 Creating an Account

- 1 Click the *Account* option in the main menu of the admin console.
- 2 Click the *Create* link in the top right corner to open the user creation form.



The screenshot shows the 'Account' page in the admin console. On the left is a navigation menu with 'Account' selected. The main area has a search bar with 'novelltest' entered in the 'Enterprise Name' field. A '+ Create' button is in the top right corner.

- 3 Fill in the details for the user account to be created, then click *Add* to create an account on your server.



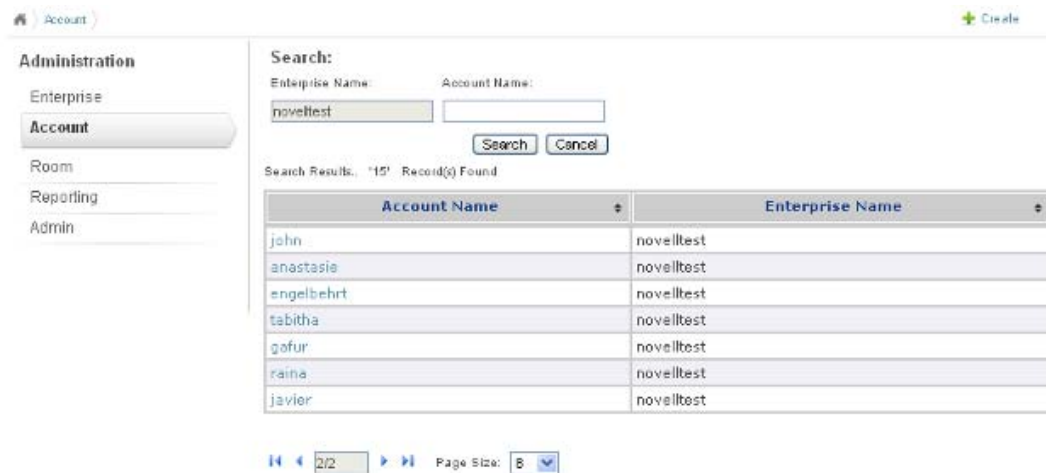
The screenshot shows the 'Create' form for a user account. The 'General' tab is active. Fields include: Enterprise Name (novelltest), Account Name (test), Password (masked), Confirm Password (masked), First Name (test), Last Name (novell), E-mail (test@novell.com), Alternate E-mail (novell@novell.com), Display Name (test), Notify Account Creation (checked), Template for default Room (novell_pro_50), Locale (en_US), and Time Zone (GMT Dublin, Edinburgh). The 'Contact Information' section includes Org Name (Novell), State (demo), Street (demo), Country (demo), City (demo), and Zip (12345). An 'Add' button is at the bottom right.

3.2.2 Searching for an Account

- 1 Click the *Account* option in the main menu of the admin console.
- 2 Specify the user ID in the *Account Name* text box and click *Search*.

or

If you do not know the account name, click the *Search* button to display all the accounts on your server.



The screenshot shows the 'Account' management interface. On the left is a navigation menu with 'Account' selected. The main area has a search form with 'novelltest' entered in the 'Account Name' field. Below the search form, it indicates 'Search Results: 15 Record(s) Found'. A table displays the results with columns for 'Account Name' and 'Enterprise Name'. The table contains 7 rows of data. At the bottom, there are navigation controls showing '2/2' pages and a 'Page Size' of 8.

Account Name	Enterprise Name
john	novelltest
anastasia	novelltest
engelbehr	novelltest
tabitha	novelltest
gofur	novelltest
raina	novelltest
javier	novelltest

3.2.3 Updating an Account

- 1 Click the *Account* option in the main menu of the admin console.
- 2 Specify the user ID in the *Account Name* text box and click *Search*.

If you do not know the exact user ID, you can simply click the *Search* button and scroll through the list to find the account you want to update.

- 3 Click the name of the account you want to update (that is, click the hyperlink in the *Account Name* column of the table.)
- 4 Edit the account details as necessary, then click *Save Changes*.

Use the information in [“General” on page 16](#) and [“Rooms” on page 17](#) to help you make changes to the account.

General

The *General* tab allows you to edit or update contact information, the display name, first and last names, e-mail address, time zone, language, and the password for a user account that exists on the Novell Conferencing server.

For example, in the graphic below, an account that was originally named *test* has been updated by appending the number 1 at the end of every name and contact information instance, except the account name/user ID.

Figure 3-8 An Updated Account

The screenshot shows the 'Account Read/Edit' page with the 'General' tab selected. The left sidebar contains 'Administration' with sub-items: Enterprise, Account (selected), Room, Reporting, and Admin. The main content area has two tabs: 'General' and 'Rooms'. The 'General' tab contains the following fields:

- Enterprise Name: novelltest
- Account Name: test
- Password: *****
- Display Name: test1
- FirstName: test1
- Last Name: novell
- E-mail: test1@novell.com
- Alternate E-mail: novell1@novell.com
- Locale: en_US
- Time Zone: GMT-05:00 Eastern Tir
- Access URL: https://testsite.novell.com/conferencing.c...

Under the 'Contact Information' section:

- Org Name: Novell1
- State: demo1
- Street: demo1
- Country: demo1
- City: demo1
- Zip: 123451
- Phone Number: 5555555551

Buttons for 'Save Changes' and 'Cancel' are located at the bottom right of the form.

Rooms

The *Rooms* tab allows you to view the rooms that are available for a user ID.

- 1 To update the room settings associated with this particular user, click the room name hyperlink in the *Room Name* column.

The screenshot shows the 'Account Read/Edit' page with the 'Rooms' tab selected. The left sidebar is the same as in the previous screenshot. The main content area has two tabs: 'General' and 'Rooms'. The 'Rooms' tab contains a table with the following data:

Room Name	Template Name
default	novell_pro_50

A 'create room' link is visible in the top right corner of the table area.

You are redirected to the *Room* option form for the user:

The screenshot shows the 'Room Settings' form. On the left is an 'Administration' sidebar with options: Enterprise, Account, Room (selected), Reporting, and Admin. The main form has two tabs: 'Room Settings' and 'Features'. The 'Room Settings' tab contains the following fields:

- Enterprise Name: novelltest
- Account Name: test
- Room Template: novell_pro_50 (dropdown)
- Room Name: default
- Room Header: Novell Web Conferenci
- Room Default URL: http://www.novell.com/conferencing
- Room Return URL: http://www.novell.com/conferencing
- Feedback E-mail: conferencing_feedback
- Network Setting: Medium (dropdown)
- Mic Camera: Both Mic and Camera (dropdown)
- Default Maximum Participants: 50
- Default Meeting Length(Min): 120
- International Toll: (empty)

2 Use the information in “Room” on page 19 to help you make changes to the user’s room.

3.2.4 Deleting an Account

- 1 Click the *Account* option in the main menu of the admin console.
- 2 Specify the ID of the account to be deleted and click the *Search* button.

or

If you do not know the exact user ID, click the *Search* button and scroll through the list to find the account you want to update.

- 3 Click the name of the account you want to delete (that is, click the link in the *Account Name* column of the table.)
- 4 Click the *Delete* option in the top right corner to delete the account.

The screenshot shows the 'Account' form. On the left is an 'Administration' sidebar with options: Enterprise, Account (selected), Room, Reporting, and Admin. The main form has two tabs: 'General' and 'Rooms'. The 'General' tab contains the following fields:

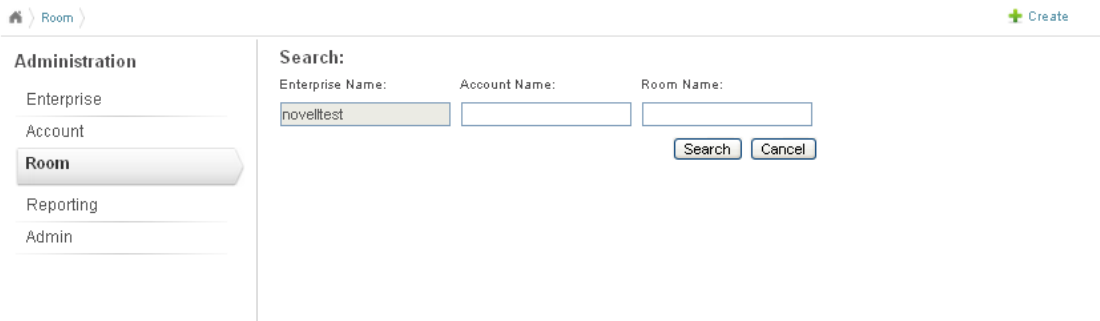
- Enterprise Name: novelltest
- Account Name: test
- Password: (masked with dots)
- Display Name: test
- FirstName: test
- Last Name: novell
- E-mail: test@novell.com
- Alternate E-mail: novell@novell.com
- Locale: en_US (dropdown)
- Time Zone: GMT-05:00 Eastern Tir (dropdown)
- Access URL: https://testsite.novell.com/conferencing.c
- Contact Information**
 - Org Name: Novell
 - State: demo
 - Street: demo
 - Country: demo
 - City: demo
 - Zip: 12345
 - Phone Number: 5555555555

Buttons: Save Changes, Cancel

3.3 Room

Click the *Room* option in the main menu to access the *Room* tab:

Figure 3-9 Room Tab



The screenshot shows the 'Room' tab interface. On the left is a navigation menu with 'Administration' as the main category and sub-items: 'Enterprise', 'Account', 'Room' (highlighted), 'Reporting', and 'Admin'. The main area contains a search form with the following fields: 'Enterprise Name' (containing 'novelltest'), 'Account Name' (empty), and 'Room Name' (empty). There are 'Search' and 'Cancel' buttons below the fields. A '+ Create' button is visible in the top right corner.

Use this tab to perform the following actions on your Novell Conferencing server:

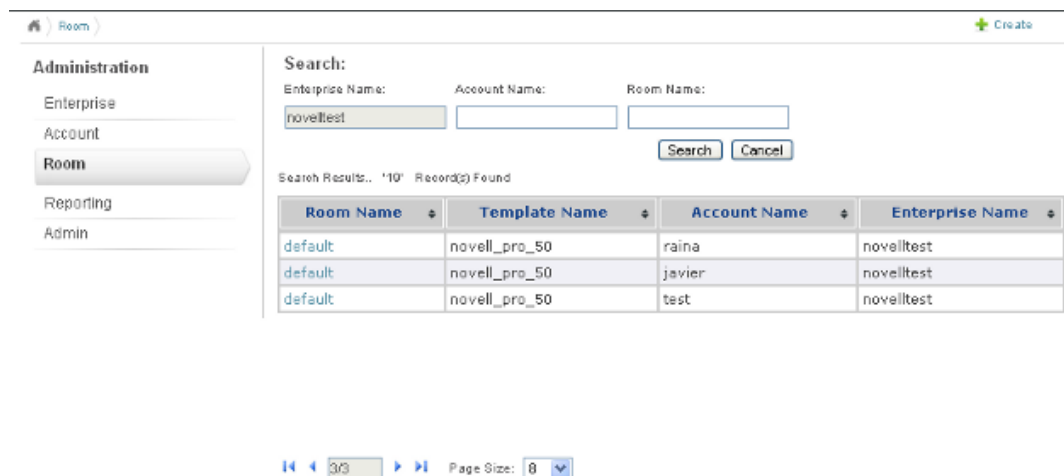
- ◆ [Section 3.3.1, “Listing Rooms and Associated User IDs,” on page 19](#)
- ◆ [Section 3.3.2, “Modifying Room Settings for a User,” on page 19](#)
- ◆ [Section 3.3.3, “Deleting a Room,” on page 21](#)

3.3.1 Listing Rooms and Associated User IDs

- 1 Click the *Room* option in the main menu, then click the *Search* button to display the rooms associated with the user accounts on a Novell Conferencing server.

You can search by user ID or by the room name.

The default is to have a single room allotted to every user account.



The screenshot shows the 'Room' tab interface after a search. The search form is the same as in Figure 3-9. Below the search form, it says 'Search Results.. *10* Record(s) Found'. A table displays the results:

Room Name	Template Name	Account Name	Enterprise Name
default	novell_pro_50	raina	novelltest
default	novell_pro_50	javier	novelltest
default	novell_pro_50	test	novelltest

At the bottom of the page, there are navigation controls: a page number '3/3', a 'Page Size' dropdown set to '8', and navigation arrows.

3.3.2 Modifying Room Settings for a User

- 1 Click the *Room* option in the main menu.
- 2 Specify the ID of the user of the room and click the *Search* button.

or

If you do not know the exact user ID, click the *Search* button and scroll through the list to find the user.

- 3 Click the room name hyperlink in the *Room Name* column.
- 4 Click *Room Settings*, then modify the room settings as necessary.

The screenshot shows the 'Room Settings' configuration page. On the left is an 'Administration' sidebar with links for Enterprise, Account, Room (selected), Reporting, and Admin. The main content area has two tabs: 'Room Settings' (active) and 'Features'. The 'Room Settings' tab contains the following fields:

- Enterprise Name: novelltest
- Account Name: test
- Room Template: novell_pro_50
- Room Name: default
- Room Header: Novell Web Conferenci
- Room Default URL: http://www.novell.com/conferencing
- Room Return URL: http://www.novell.com/conferencing
- Feedback E-mail: conferencing_feedback
- Network Setting: Medium
- Mic Camera: Both Mic and Camera
- Default Maximum Participants: 50
- Default Meeting Length(Min): 120
- International Toll: (empty)

You can edit the room header text, default URL, return URL, feedback e-mail address, network setting, microphone and camera type, meeting length in minutes, and several other properties that are used when the associated user conducts a Web meeting.

- 5 Click *Features*, then modify the settings as necessary to change the options available to users when they host a meeting.

The screenshot shows the 'Room Features' configuration page. The 'Features' tab is active, displaying a list of features with checkboxes for enabling or disabling them:

Feature	Enable
Desktop Sharing	<input checked="" type="checkbox"/>
White Board	<input checked="" type="checkbox"/>
Document Sharing	<input checked="" type="checkbox"/>
Upload Documents	<input checked="" type="checkbox"/>
Co Browsing	<input type="checkbox"/>
Public Chat	<input checked="" type="checkbox"/>
Private Chat	<input checked="" type="checkbox"/>
Assistant	<input checked="" type="checkbox"/>
Recording	<input checked="" type="checkbox"/>
Participants List	<input checked="" type="checkbox"/>
Lobby	<input type="checkbox"/>
Auto Mic Assignment	<input type="checkbox"/>
Hands Free On Load	<input type="checkbox"/>
Attendee Invite	<input checked="" type="checkbox"/>
Dial-in Info	<input checked="" type="checkbox"/>
Send e-mail from server	<input checked="" type="checkbox"/>

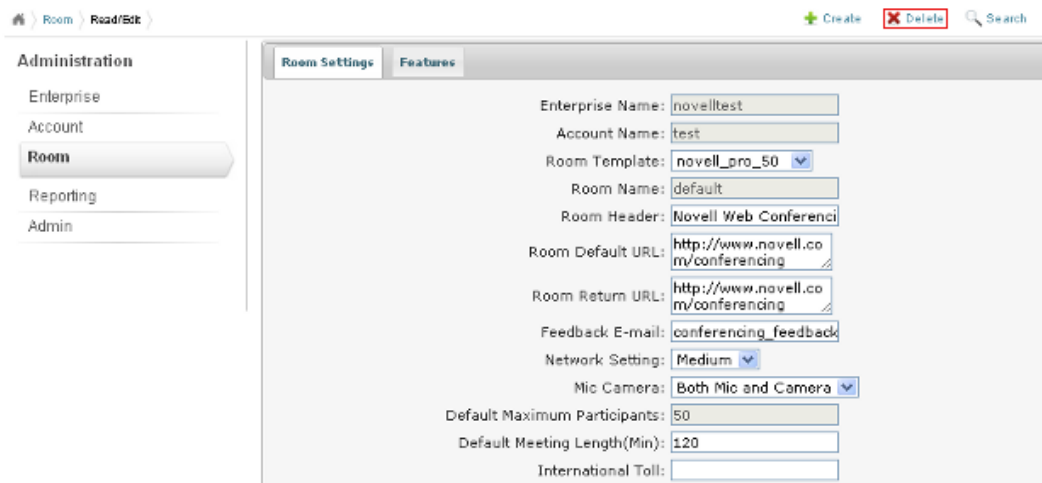
At the bottom right, there are 'Save Changes' and 'Cancel' buttons. A footer note reads: 'Please Fill all tabs details and then click Save Changes'.

- 6 Click *Save Changes* to save any changes you made to the room settings or features.

3.3.3 Deleting a Room

Each room is associated with a user's account. This means that if the user has only one room associated with his or her account, the user account is deleted when the room is deleted.

- 1 Click the *Room* option in the main menu, search for a user, then click the room link that is associated with the user account.
- 2 Click the *Delete* option in the upper right corner.



The screenshot shows the 'Room Settings' page in the Novell Conferencing admin console. The left sidebar contains the 'Administration' menu with options: Enterprise, Account, Room (highlighted), Reporting, and Admin. The main content area has two tabs: 'Room Settings' and 'Features'. The 'Room Settings' tab is active, displaying the following fields:

- Enterprise Name: novelltest
- Account Name: test
- Room Template: novell_pro_50 (dropdown)
- Room Name: default
- Room Header: Novell Web Conferenci
- Room Default URL: http://www.novell.com/conferencing
- Room Return URL: http://www.novell.com/conferencing
- Feedback E-mail: conferencing_feedback
- Network Setting: Medium (dropdown)
- Mic Camera: Both Mic and Camera (dropdown)
- Default Maximum Participants: 50
- Default Meeting Length(Min): 120
- International Toll: (empty field)

At the top right of the main content area, there are three icons: a green plus sign for 'Create', a red 'X' for 'Delete' (highlighted with a red box), and a magnifying glass for 'Search'.

3.4 Reporting

You use the Reporting feature to obtain the statistics and reports for meetings and attendees on a Novell Conferencing server.

- 1 Click the *Reporting* option in the admin console main menu.



The screenshot shows the 'Reporting' page in the Novell Conferencing admin console. The left sidebar contains the 'Administration' menu with options: Enterprise, Account, Room, Reporting (highlighted), and Admin. The main content area has three tabs: 'Statistics', 'Meeting', and 'Attendee'. The 'Statistics' tab is active, displaying a list of report options:

- Statistics Report
- Meetings Report
- Attendee Report
- Account Usage History

The following three options are available:

- ♦ [Section 3.4.1, “Statistics Report,” on page 22](#)
- ♦ [Section 3.4.2, “Meetings Report,” on page 22](#)
- ♦ [Section 3.4.3, “Attendee Report,” on page 23](#)
- ♦ [Section 3.4.4, “Account Usage History,” on page 24](#)

3.4.1 Statistics Report

The Statistics report allows you to view the meetings held on the server according to different date ranges.

- 1 In the Reporting page of the admin console, click *Statistics Report* to display the report options. There are options for daily, weekly, month-till-date, quarter-till-date, and a custom date range. You can also specify an account name and check for the number of meetings held by that user. If you don't specify an account name, all of the company statistics are displayed.
- 2 Select the options you want, then click *Search*.

No Of Meetings	56
Tot Meeting Duration (Min)	2051
Avg Meeting Duration (Min)	37
Max Meeting Duration (Min)	721
Tot No Of Attendees	119
Avg No Of Meeting Attendees	2
Max No Of Attendees	9
Desktop Sharing (Count/duration)	14/31
Doc Sharing (Count/duration)	6/6

3.4.2 Meetings Report

The Meetings report allows you to view a detailed report for any meeting held on the server.

- 1 In the Reporting page of the admin console, click *Meetings Report* to display the report options. There are options to show the actions done in the meeting, the duration and date, daily, weekly, month-till-date, quarter-till-date, and a custom date range. You can also specify an account name and check for the number of meetings held by that user, including the start time, end time, number of attendees, etc. If you don't specify an account name, all of the company meetings are displayed.

2 Select the options you want, then click *Search*.

The screenshot shows the 'Reporting Meeting' interface. On the left is a navigation menu with 'Administration' (Enterprise, Account, Room, Reporting, Admin) and 'Reporting' selected. The main area has search filters: 'Today', 'Weekly' (selected), 'Monthly', 'Month Till Date', and 'Quarter Till Date'. There are also 'Date Range', 'Enterprise' (dropdown with 'noveltest'), and 'Account' (text input) fields. 'Search' and 'Cancel' buttons are present. Below the filters is an 'Export as CSV' link and a message 'Search Results.. 3 Record(s) Found'. A table displays the results:

Account Name	Room Name	Is Scheduled	Start time	End Time	Duration (Min)	No of Presenters	Total Attendees	At Tim
test	default	No	2010-05-06 11:50:46.0	2010-05-06 11:50:59.0	1	1	1	1
test	default	No	2010-05-06 12:33:51.0	2010-05-06 12:37:21.0	4	1	1	4
test	default	No	2010-05-10 15:17:03.0	2010-05-10 15:19:51.0	3	1	2	2

At the bottom of the table, there are navigation icons and a '1/1' indicator.

3.4.3 Attendee Report

The Attendee report allows you to view a detailed report indicating who attended a meeting. You can also see how many times attendees used a public or private chat, when a user joined a meeting, when the user left the meeting, why the user left, and whether the user was a registered user or not.

- 1 In the Reporting page of the admin console, click *Attendee Reports* to display the report options.

2 Specify the meeting ID in the text box, then click *Search*.

or

If you do not know the meeting ID, leave the field blank and click *Search* to display all of the meetings for your company.

Reporting > Extended Attendee

Administration

- Enterprise
- Account
- Room
- Reporting**
- Admin

Search:

Meeting ID:

Export as CSV

Search Results.. '3' Record(s) Found

E-mail ID	Source	Date Registered	First Name	Last Name	Company	State	Phone	Job Title	Display Name
	Host				undefined				test
	Joined Live				undefined				John
	Joined Live				undefined				Tabitha

1/1 Page Size: 8

3.4.4 Account Usage History

The Account Usage History report allows you to view the activity of a given account since the account was created. You can see the number of meetings that have been scheduled, number of meetings that have been recorded, number of times a user has logged in, how much Web content has been uploaded, how many files have been uploaded, the last time the user logged in, how many total meetings the use has held, and how many polls the use has created.

1 In the Reporting page of the admin console, click *Account Usage History* to display the report options.

2 Specify the account name in the text box, then click *Search*.

Reporting > Account Usage History

Administration

- Enterprise
- Account
- Room
- Reporting**
- Admin

Search:

Enterprise Name: Account Name:

Export as CSV

Search Results.. '1' Record(s) Found

Account Name	Schedule Meeting Count	Recording Meeting Count	Login Count	Mashup Uploaded Count	Doc Uploaded Count	Last Login Time	Meeting Count	Polls Created Count
test	5	0	22	1	1	2010-12-22 14:49:49.0	13	0

1/1

3.5 Admin

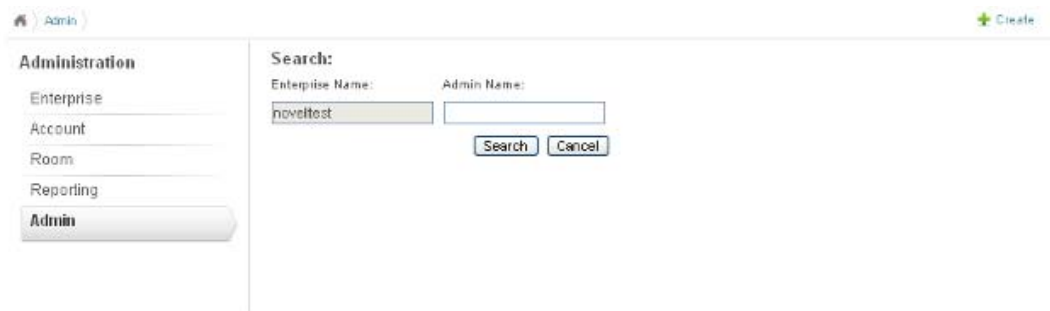
You use the *Admin* option to search the admin accounts, edit an admin account, and to create and delete admin accounts on your Novell Conferencing server. Multiple admin accounts are supported in Novell Conferencing.

You can perform the following actions on your Novell Conferencing server:

- ♦ Section 3.5.1, “Creating an Account,” on page 25
- ♦ Section 3.5.2, “Searching for an Account,” on page 25
- ♦ Section 3.5.3, “Updating an Account,” on page 26
- ♦ Section 3.5.4, “Deleting an Account,” on page 28

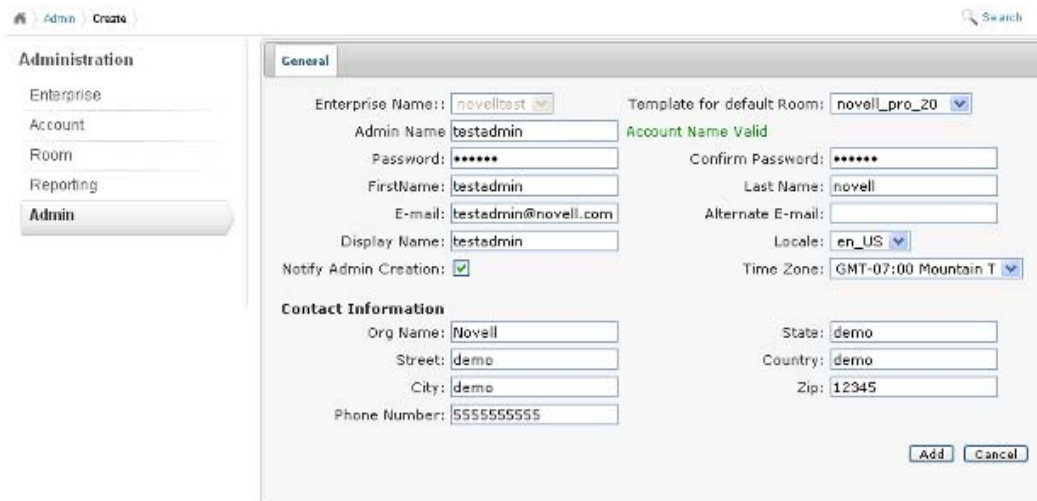
3.5.1 Creating an Account

- 1 Click the *Admin* option in the main menu of the administration console.



The screenshot shows the administration console interface. On the left, there is a navigation menu under the heading "Administration" with options: Enterprise, Account, Room, Reporting, and Admin (which is highlighted). On the right, there is a "Search:" section with two input fields: "Enterprise Name:" containing "novelltest" and "Admin Name:" which is empty. Below these fields are "Search" and "Cancel" buttons. In the top right corner, there is a "+ Create" link.

- 2 Click the *Create* link in the top right corner to see the admin user creation form.
- 3 Fill in the details and click the *Add* button to create an account on your server:



The screenshot shows the "Create" form in the administration console. The left navigation menu is the same as in the previous screenshot. The main area is titled "General" and contains the following fields:

- Enterprise Name: novelltest (dropdown)
- Admin Name: testadmin
- Password: *****
- Confirm Password: *****
- FirstName: testadmin
- Last Name: novell
- E-mail: testadmin@novell.com
- Alternate E-mail: (empty)
- Display Name: testadmin
- Locale: en_US (dropdown)
- Time Zone: GMT-07:00 Mountain T (dropdown)
- Notify Admin Creation:
- Template for default Room: novell_pro_20 (dropdown)
- Account Name Valid: (green text)

Below the "General" section is the "Contact Information" section with the following fields:

- Org Name: Novell
- State: demo
- Street: demo
- Country: demo
- City: demo
- Zip: 12345
- Phone Number: 5555555555

At the bottom right of the form are "Add" and "Cancel" buttons.

3.5.2 Searching for an Account

- 1 Click the *Admin* option in the main menu of the administration console.

2 Specify the user ID in the *Account Name* text box and click *Search*.

or

If you do not know the account name, click *Search* to display all the admin accounts on your server.

3.5.3 Updating an Account

1 Click the *Admin* option in the main menu of the administration console.

2 Specify the admin account you want to update, then click *Search*.

or

If you do not know the exact ID, click *Search* to display all the admin accounts that exist on your server.

3 In the *Admin Name* column of the table, click the name of the account that you want to update.



The screenshot shows the 'Admin' section of the administration console. On the left is a navigation menu with 'Admin' selected. The main area has a search form with 'Enterprise Name' set to 'novelltest' and an empty 'Admin Name' field. Below the search form is a table with the following data:

Admin Name	Enterprise Name	Creation Date
admin	novelltest	2010-04-03

At the bottom of the table, there are navigation controls including a page size dropdown set to '8'.

4 Edit the account details as necessary, then click *Save Changes*.

Use the information in [“General” on page 26](#) and [“Rooms” on page 27](#) to help you make changes to the account.

General

Options in the *General* tab allow you to edit or update contact information, the display name, first and last names, e-mail address, time zone, language, and password for an admin user account that exists on the Novell Conferencing server.

Figure 3-10 An Admin Account

Admin Read/Edit Create Delete Search

Administration

- Enterprise
- Account
- Room
- Reporting
- Admin**

General Rooms

Enterprise Name: novelltest

Admin Name: admin

Password: *****

Display Name: admin

FirstName:

Last Name:

E-mail:

Alternate E-mail:

Locale: en_US

Time Zone: GMT Casablanca, Mali

Access URL: https://testsite.novellconferencing.c

Contact Information

Org Name:

State:

Street:

Country:

City:

Zip:

Phone Number:

Save Changes Cancel

Rooms

The *Rooms* tab allows you to view the rooms that are available with an admin user ID.

To edit or update the room settings associated with this particular admin user:

- 1 Click the *Rooms* tab, then click the name of the room that you want to edit in the *Room Name* column.

Admin Read/Edit Create Delete Search

Administration

- Enterprise
- Account
- Room
- Reporting
- Admin**

General Rooms

Room Name	Template Name
default	novell_pro_50

2 Click *Room Settings*, then modify the room settings as necessary.

Room Settings

Enterprise Name: novelltest

Account Name: admin

Room Template: novell_pro_50

Room Name: default

Room Header: Novell Web meeting

Room Default URL: http://www.novell.com/conferencing

Room Return URL: http://www.novell.com/conferencing

Feedback E-mail: conferencing_feedback

Network Setting: Medium

Mic Camera: Both Mic and Camera

Default Maximum Participants: 50

Default Meeting Length (Min): 120

International Toll:

You can edit the room header text, default URL, return URL, feedback e-mail address, network setting, microphone and camera type, meeting length in minutes, and several other properties that are used when the associated admin user conducts a Web meeting.

3 Click *Features*, then modify the settings as necessary to change the options available to admin users when they host a meeting.

Features

Feature	Enable
Desktop Sharing	<input checked="" type="checkbox"/>
White Board	<input checked="" type="checkbox"/>
Document Sharing	<input checked="" type="checkbox"/>
Upload Documents	<input checked="" type="checkbox"/>
Co Browsing	<input checked="" type="checkbox"/>
Public Chat	<input checked="" type="checkbox"/>
Private Chat	<input checked="" type="checkbox"/>
Assistant	<input checked="" type="checkbox"/>
Recording	<input checked="" type="checkbox"/>
Participants List	<input checked="" type="checkbox"/>
Lobby	<input type="checkbox"/>
Auto Mic Assignment	<input type="checkbox"/>
Hands Free On Load	<input type="checkbox"/>
Attendee Invite	<input checked="" type="checkbox"/>
Dial-in Info	<input checked="" type="checkbox"/>
Send e-mail from server	<input checked="" type="checkbox"/>

Save Changes Cancel

Please Fill all tabs details and then click Save Changes

4 Click *Save Changes* to save any changes made to the room settings or features.

3.5.4 Deleting an Account

You can delete an admin user account from your Novell Conferencing server.

1 Specify the account to be deleted, then click *Search*.

or

If you do not know the exact ID, click *Search* to display all the admin accounts on your server.

- 2 In the *Admin Name* column of the table, click the name of the account that you want to delete.

The screenshot shows the 'Admin' section of the console. On the left is a navigation menu with 'Admin' selected. The main area has a search bar with 'noveltest' entered in the 'Enterprise Name' field. Below the search bar, it says 'Search Results: 1 Record(s) Found'. A table displays the results:

Admin Name	Enterprise Name	Creation Date
admin	noveltest	2010-04-03

At the bottom of the table, there are navigation icons and a 'Page Size: 8' dropdown.

- 3 Click the *Delete* option at the top right corner.

The screenshot shows the 'Read/Edit' page for the 'admin' account. The left navigation menu is the same. The main area has tabs for 'General' and 'Rooms', with 'General' selected. The form contains the following fields:

- Enterprise Name: noveltest
- Admin Name: admin
- Password: [masked]
- Display Name: admin
- FirstName: [empty]
- Last Name: [empty]
- E-mail: [empty]
- Alternate E-mail: [empty]
- Locale: en_US
- Time Zone: GMT Casablanca, Moni
- Access URL: https://testsite.novellconferencing.c

Below these is a 'Contact Information' section with fields for Org Name, State, Street, Country, City, Zip, and Phone Number. At the bottom right are 'Save Changes' and 'Cancel' buttons.

Setting Up Integrations

4

Novell Messenger 2.1 now has built-in integrations with Novell Conferencing. This allows you to instantly start a meeting with any of your contacts. For more information, see “[Integrating Novell Conferencing with Novell Messenger](#)” in the Novell Messenger installation guide.

Novell GroupWise 8.0.2 now has built-in integrations with Novell Conferencing. This allows you to schedule GroupWise appointments and convert them into Novell Conferencing meetings. For more information, see “[Installing Novell Conferencing](#)” in the GroupWise installation guide.

Novell Vibe OnPrem 3 now has built-in integrations with Novell Conferencing. This allows you to schedule GroupWise appointments and convert them into Novell Conferencing meetings. For more information, see “[Configuring Conferencing](#)” in the Vibe OnPrem 3 installation guides.

