

Premise 4.4 Administrator Guide

This guide describes features of Premise 4.4, including administrator control over many Premise features and a user log. The last page of this guide describes automatic installation of West CDs, a feature for automatically installing all new and update West CDs.

Administrator Control

SETTING UP ADMINISTRATOR PRIVILEGES

During the installation of Premise, you can set up an administrator password.

The administrator password allows you to

- control user access to Premise options and features. Options can be turned on, password-controlled, or turned off.
- view a user log that includes user IDs, sign on, and sign off times.

CHANGING THE ADMINISTRATOR PASSWORD

If an administrator password was entered during a network installation of Premise, you can change the password by completing these steps:

1. Choose **Set Administrator Password** from the File menu.
2. Type your current password in the *Old Password* text box.
3. Type a new password in the *New Password* text box. There are no character requirements for the administrator password. You can set a blank password if desired. Retype the new password in the *Confirm Password* text box.
4. Click **OK**.

For general or technical questions, call West Customer Technical Support at 1-800-888-9907.

For assistance using Westlaw, call 1-800-WESTLAW (1-800-937-8529).

For free reference materials, visit west.thomson.com/westlaw/guides.

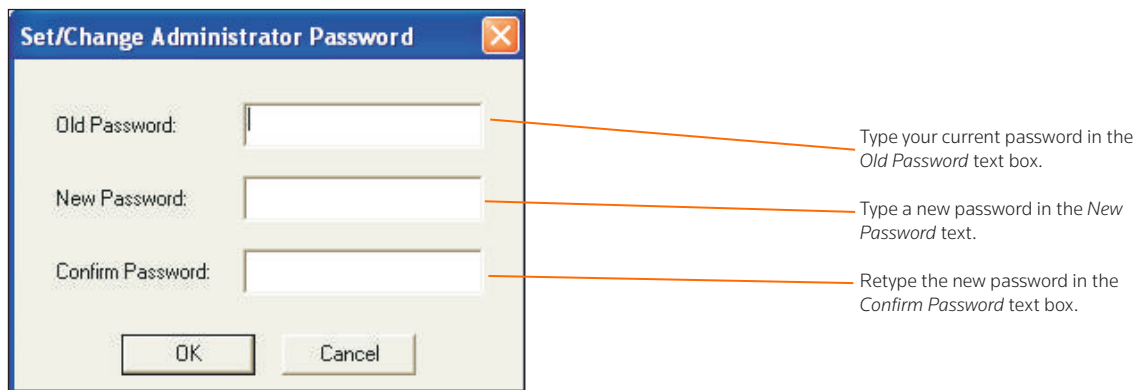


Figure 1. Set/Change Administrator Password dialog box

Controlling User Access to Premise Features

The administrator can control user access to many Premise options including the following:

- Project Project items, in the File menu
- Setup Preferences and Toolbars, in the File and Setup submenu
- Library Maintenance CD-ROM book maintenance items, in the File menu
- Notebook Notebook items, in the Edit menu
- Search Search and retrieve documents from CD-ROM books, in the Search menu
- Westlaw access Westlaw services including access to online and archive books
- Customer Assistance Customer assistance information, in the Help menu
- File Locations File locations information, in the Help menu
- Log View log information of Premise user activity, in the File menu
- Time out interval Time limits for Premise research

These options can be turned on, controlled by a password, or turned off.

CHANGING PREMISE OPTIONS

Complete the following steps to access and change Premise options:

1. Choose **Setup** from the File menu.
2. Choose **Preferences** from the Setup menu. The Preferences dialog box is displayed as shown below.
3. Click **Option Configuration**.

The Option Configuration dialog box is displayed as shown in Figure 3 on the following page.

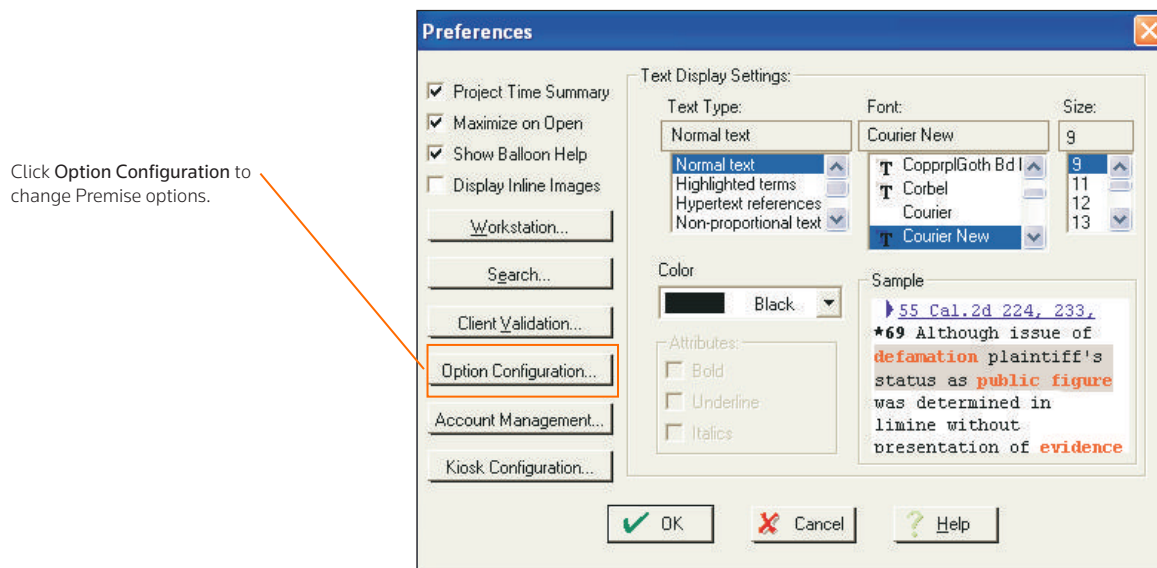


Figure 2. Preferences dialog box

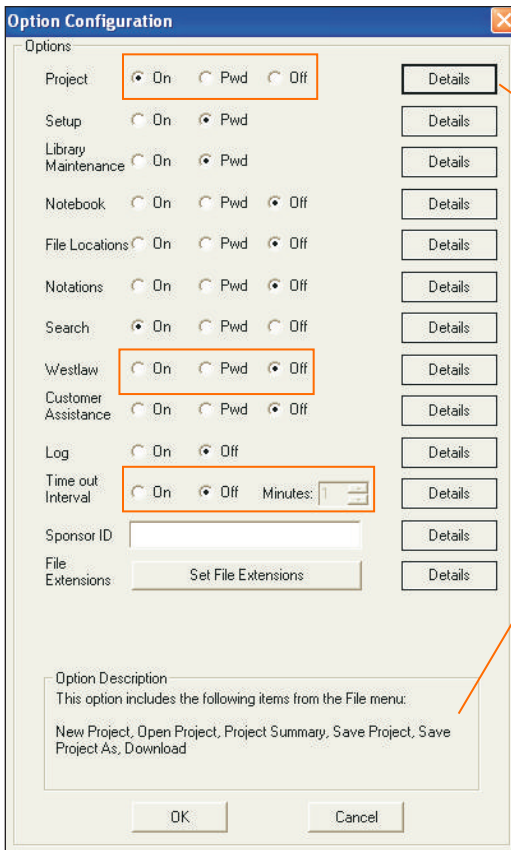


Figure 3. Option Configuration dialog box

The administrator can select **On** to make the option available to all users, **Pwd** to make the option available only when the administrator password is entered, or **Off** to disable the option.

Click **Details** for a description (shown below) of the option. For example, click **Details** in the Project option and the description shows that the items included are New Project, Open Project, Project Summary, Save Project, Save Project As, and Download.

If the Westlaw option is turned off, the user will not be able to update online books or obtain archived books.

When the Time Out Interval feature is set to **On**, the administrator can select the number of minutes Premise can be idle before a user is logged off.

User Log

SETTING UP AND VIEWING THE USER LOG

An administrator can view a user log that displays sign on and sign off time. In order for Premise to log entries, a User ID is needed. The User ID identifies the user and is used for logging purposes only. The User ID is set up before accessing Premise.

The user log can be opened in an Excel spreadsheet if Microsoft Excel is installed on the same workstation, a word-processing program, or a text editor, such as Notepad.

To view the user log in Premise, complete these steps:

1. Choose **View Log** from the File menu.
The log is displayed.
2. Click **View Log** to open the log in a Microsoft® Excel, a word-processing program, or a text editor.
3. Click **OK** to close the log.

Note: Premise creates two log files: a text version, Userlog.txt, and a CSV (Comma Separated Value, used with Microsoft Excel) version, Userlog.csv. These log files are located in <Premise Install Directory>/library/ where <Premise Install Directory> is the directory where Premise is installed. The default install directory is C:\Program Files\West Group\Premise.

Automatic Installation of West CDs

To automatically install new and update West CDs, insert the disc into your CD-ROM drive.

- Select **Copy CD to hard drive and install** (default) to automatically install a West CD to your hard drive.
- Select **Install for use off the CD-ROM drive** to automatically launch Premise and install a West CD.
- Select **Do nothing** if you want to launch Premise every time you install a West CD.
- Select **Perform this action every time a disc is inserted** to install all West CDs according to your installation choice.

COPY CD TO HARD DRIVE AND INSTALL

If you select *Copy CD to hard drive and install* (default) in the New Premise Disc dialog box, the Premise Data Location dialog box is displayed.

Select the location where you want the Premise data copied.

Note: If you select the *Always copy to the location without prompting* check box, Premise data will always be copied to the same location.

INSTALL FOR USE OFF THE CD-ROM DRIVE

If you select *Install for use off the CD-ROM drive* in the New Premise Disc dialog box, Premise is automatically launched.

The Install CD-ROM Book dialog box is displayed. Click **Install** or **Install All** to install the West CD.

DO NOTHING

If you select *Do nothing* in the New Premise Disc dialog box, you must launch Premise every time you want to install a West CD.

Click **Install** or **Install All** in the Install CD-ROM dialog box in Premise to install the West CD.

