

### **6.2.2**

## **2. ERP Document and screen shots of user interfaces of each module reflecting the name of the HEI**



  
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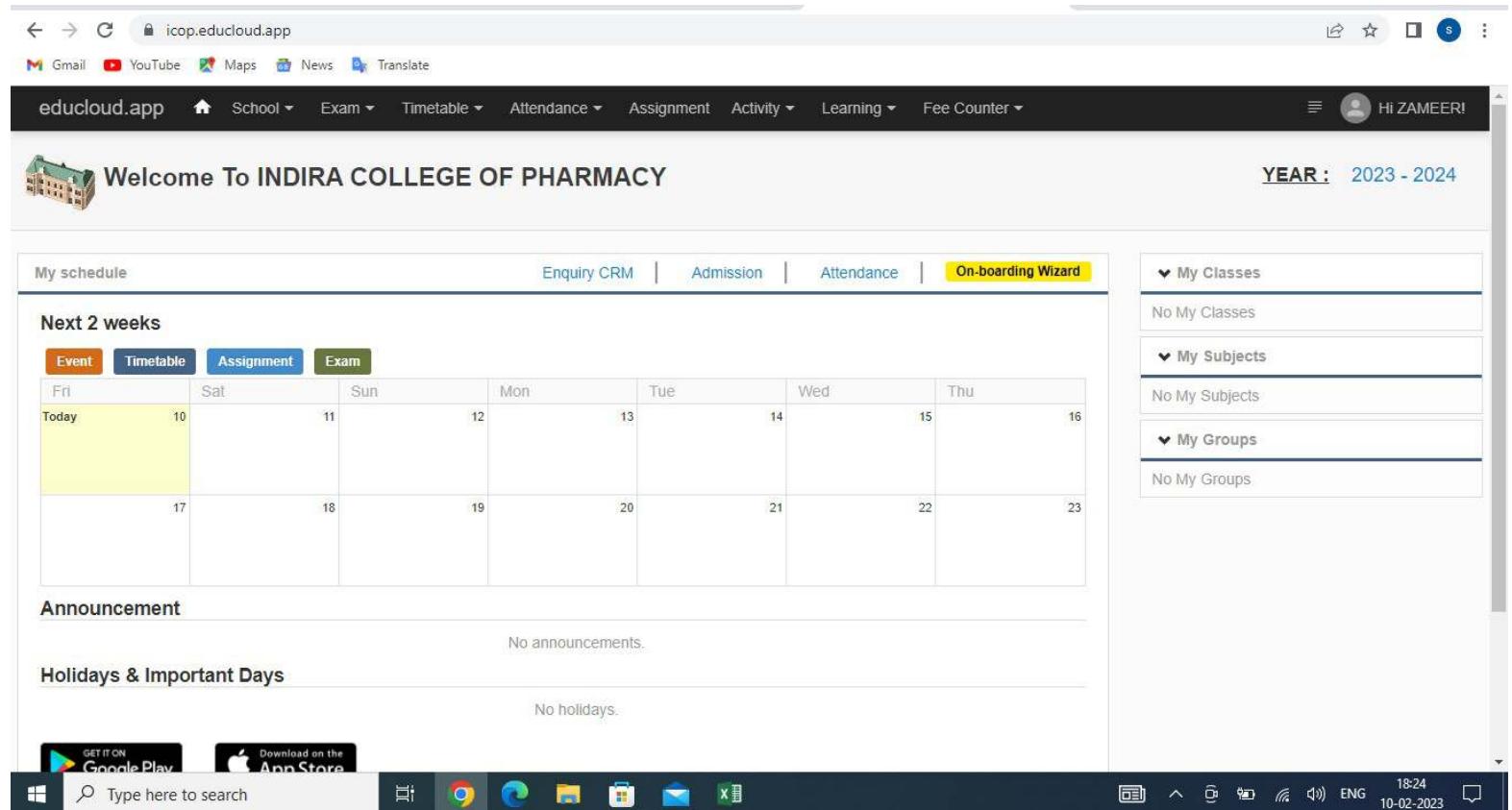
<b>Sr. No.</b>	<b>AREAS OF E-GOVERNANCE</b>	<b>FACILITIES PROVIDED</b>
1	Administration	educloud.app
2	Finance and Accounts	Tally
3	Student Admission and Support	educloud.app
4	Library	Delnet and lms software
5	Examination	SRTM UNIVERSITY



  
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# EDUCLOUD APPLICATION

Edu cloud application is used for student administration system



The screenshot shows the Educloud application interface for Indira College of Pharmacy. At the top, the URL is icop.educloud.app. The header includes links for Gmail, YouTube, Maps, News, and Translate, along with a search bar and user profile for 'Hi ZAMEER!'. The main navigation bar has links for 'educloud.app', 'School', 'Exam', 'Timetable', 'Attendance', 'Assignment', 'Activity', 'Learning', and 'Fee Counter'. The main content area features a 'Welcome To INDIRA COLLEGE OF PHARMACY' banner with a building icon and the year 'YEAR : 2023 - 2024'. Below this is a 'My schedule' section showing a weekly calendar for 'Next 2 weeks' from Friday to Thursday. The calendar grid shows days 10 through 23. The 'Assignment' tab is selected. To the right, there are sections for 'My Classes', 'My Subjects', and 'My Groups', all showing 'No My Classes', 'No My Subjects', and 'No My Groups'. At the bottom, there are download links for Google Play and App Store, a search bar, and a taskbar with various icons and system status.



  
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# 1. ADMINISTRATION

icop.educloud.app/admission/admissionDashboard.do

Gmail YouTube Maps News Translate

educloud.app School Exam Timetable Attendance Assignment Activity Learning Fee Counter Hi ZAMEERI

**Send Admission Form**

#	Grade Name	Total	Confirm
1	Total Application	0	0

Admission Email Address

Academic Year : 2023 - 2024 ( Current Year )

**1 New Application** 0

**2 Application Accepted**

**3 Application Rejected**

**4 Interview Scheduled**

**5 Rejected In Interview**

**6 Waiting List**

**7 Pending Account Clearance**

**8 Confirmed Admission**

**9 Added in Class**

**10 Cancelled Admission**



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← → 🔍 icop.educloud.app/admission/admissionDashboard.do

Gmail YouTube Maps News Translate

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**Send Admission Form**

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#	Grade Name	Total	Confirm
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**8 Confirmed Admission**

**9 Added in Class**

**10 Cancelled Admission**

Enquiry CRM

Admission Workflow

Transport

Manage Students ID Cards

Comment Bank

Health

Appraisal Template

My Appraisal

Appraisal Summary

Infrastructure

Data Report

Student photo bulk upload

Help



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## Finance and Accounts

educloud.app
School
Exam
Timetable
Attendance
Assignment
Activity
Learning
Fee Counter
HI ZAMEER!

YEAR : 2023 - 2024
Fee Dashboard
Assign
Fee Import/Export
Fee Collection

My schedule
Enquiry CRM
Admission
Attendance
On-boarding Wizard

Next 2 weeks

Event	Timetable	Assignment	Exam			
Fri	Sat	Sun	Mon	Tue	Wed	Thu
Today	10	11	12	13	14	15
						16
	17	18	19	20	21	22
						23

Announcement
No announcements.

Holidays & Important Days
No holidays.

GET IT ON Google Play
Download on the App Store

My Classes
No My Classes

My Subjects
No My Subjects

My Groups
No My Groups



  
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edучlud.app Home School ▾ Exam ▾ Timetable ▾ Attendance ▾ Assignment Activity ▾ Learning ▾ Fee Counter ▾

Hi ZAMEERI

 Late Collection  
₹ 0  
Students 0

 Online Payment  
0  
Online Transactions 0  
Total School Students 0

 Deposit Collection  
₹ 0  
Collected 0  
Students 0

 School Collection 2023 - 2024  
₹ 0 . ₹ 0

**Fee Structure**

Template Name:

You have 0 Templates

Count:  Action:

**Fee Structure of**

\* Refundable Amount:

No. Of Not Paid Student:

Total Collection Amount:

Help

**Payment Quick View**

Late Payment

Student Fee Records

Payment in Process

Edited Fee Records

PDC Records

edучlud.app Home School ▾ Exam ▾ Timetable ▾ Attendance ▾ Assignment Activity ▾ Learning ▾ Fee Counter ▾

Hi ZAMEERI

**Fee Import / Export Sheet**

Fee Import Export Sheet Fee Reports

1. Import Option 1 : Create New Student Fee Records Help

2. Import Option 2 : By Existing Student Fee RecordId Help

3. Import Option 3 : Import new fee template and fee template records Help

Dashboard

Help





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## Student Admission and Support

icop.educloud.app/admission/\_admissionDashboard.do

Gmail YouTube Maps News Translate

educloud.app School Exam Timetable Attendance Assignment Activity Learning Fee Counter Hi ZAMEERI

Send Admission Form

Admission Email Address

Academic Year: 2023 - 2024 (Current Year)

#	Grade Name	Total	Confirm
1	Total Application	0	0

1 New Application 0

2 Application Accepted

3 Application Rejected

4 Interview Scheduled

5 Rejected In Interview

6 Waiting List

7 Pending Account Clearance

8 Confirmed Admission

9 Added in Class

10 Cancelled Admission



educloud.app School Exam Timetable Attendance Assignment Activity Learning Fee Counter Hi ZAMEERI

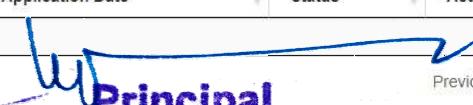
Enter Application No Enter Name Select Grade Select Status

Show 50 entries Search:

Application No.	Student Name	Parent Name	Grade	Application Date	Status	Action
No data available in table						

Showing 0 to 0 of 0 entries



  
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## INDIRA COLLEGE OF PHARMACY

**Note:** To fill up the application form use updated edition of Firefox, Chrome or Safari browser.

### ▼ Admission Information

Application Date :	10-2-2023	Registration No. :	
Academic Year :	Select Academic Year	Grade/Course :	Select Grade/Course

### ➤ Student Information

### ➤ Parent Information

### ➤ Contact & Communication Details

### ➤ Academic Background

### ➤ Sibling Information

### ➤ Medical Information

educloud.app Home School ▾ Exam ▾ Timetable ▾ Attendance ▾ Assignment Activity ▾ Learning ▾ Fee Counter ▾

Hi ZAM

**Subject Attendance** Filter : Select class ▾ Select subject ▾ Student Name Selections : Calendar Search Attendance

Select Month : Select Month ▾ Attendance Report

### Attendance Summary

No Subject summary available.

#### Attendance WorkLoad Summary

(Last Generated at: null )



Show Me Low Turnarou

#### Summary Help

- The number of attendances is significantly less than the number of scheduled timetable sessions.
- The number of Lesson planned is significantly less than the total number of timetable sessions.



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educloud.app  School  Exam  Timetable  Attendance  Assignment  Activity  Learning  Fee Counter 

## Syllabus Content Management

Select Repo  Selected 

-  Syllabus Repository
-  Syllabus Content Management
-  Student Syllabus Learning Content
-  Quiz Detail Result
-  Student Quiz Detail Result
-  Question Paper Type
-  Question Paper
-  Academic Planner
-  Lesson Plan
-  Study Material
-  Share Files



  
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## Examination



### Swami Ramanand Teerth Marathwada University

Nanded - 431606, Maharashtra State, India

Established on 17th September 1994, Recognized By the UGC U/s 2(f) and 12(B) NAAC Re-accredited with 'A' grade



#### Important Information

- For any queries send mail to [sttexamquery@gmail.com](mailto:sttexamquery@gmail.com) (Office timings only), Don't call to university exam section.
- UserIDs for Practical marks login [Click Here](#).
- The Password of All Portals will be Default Password.
- User Name : three digits college code.
- Password: Password is default password already sent by SMS/Email for last session.
- To get a password from web mail use this link <https://login.microsoftonline.com>.



Online Examination Form

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Online Practical Marks

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[Practical Marks](#)[Test & Termwork Marks](#)[Help \(/Images/HelpPM.mp4\)](#)

User : 731

[Change Password](#)[Logout](#)

### Online Practical Marks Entry for Winter-2022

Slno	Details	Total	Locked	Present	Absent	MP	Additional	Pending	ReadyToPrint	Select	Print
1	731 - Indira College of Pharmacy, Vishnupuri, Nanded B.PHARM\FINAL <b>PRACTICE SCHOOL-(PR) -</b>	80	80	80	0	0	0	0	0		
2	731 - Indira College of Pharmacy, Vishnupuri, Nanded B.PHARM\FINAL <b>INST. METHODS OF ANL-(PR) -</b>	80	80	78	2	0	0	0	0		
3	731 - Indira College of Pharmacy, Vishnupuri, Nanded B.PHARM\TY <b>PHARMACOLOGY-II (PR) -</b>	69	69	69	0	0	0	0	0		
4	731 - Indira College of Pharmacy, Vishnupuri, Nanded B.PHARM\TY <b>INDUSTRIAL PHARMACY (PR) -</b>	69	69	69	0	0	0	0	0		
5	731 - Indira College of Pharmacy, Vishnupuri, Nanded B.PHARM\TY <b>PHARMACO. &amp; PHYTOCHE.-II (PR) -</b>	69	69	69	0	0	0	0	0		



## Swami Ramanand Teerth Marathwada University

Nanded - 431606, Maharashtra State, India

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User : 731-Indira College of Pharmacy, Vishnupuri, Nanded

[Change Password](#)[Logout](#)[Help](#)

### Online Internal Marks Entry for Winter-2022

Slno	Course	Total	Locked	Present	Absent	Additional	Pending	Select
1	B.PHARM\FINAL	480	480	480	0	0	0	<a href="#">Select</a>
2	B.PHARM\TY	552	552	549	3	0	0	<a href="#">Select</a>



  
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## LIBRARY SOFTWARE SCREENSHOTS:

### DELNET ACCESS FOR E-JOURNALS in Library:

DELNET - Home Search Home

discovery1.delnet.in

DELNET YouTube Channel / User Manual / Usage Statistics / Know your ILL-Book Status / Your Account / Contact DELNET / Log Out

Your membership will be active for 313 days, needs renewal thereafter. Records last received on: 10-03-2022 Language

Institution : SSS's Indira College of Pharmacy

**HAPPY NEW YEAR 2023**

Search the DELNET Digital Library Resources

All Fields All Location ---Select Format--- Find Advanced

You are accessing union catalog of Books, Journals etc

Full-text Digital Library Resources

Knowledge Gainer Portal New

Access Full Text E-books, E-journals, E-articles, etc.

ViSiOn Portal New

Video Sites Online Broaden Your Knowledge & Horizons through ViSiOn

Type here to search

1:35 PM 2/23/2023



  
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## DELNET PROFILE

DELNET - Home

Profile

discovery1.delnet.in/MyResearch/Profile

# HAPPY NEW YEAR 2023

Search the DELNET Digital Library Resources

All Fields

All Location

---Select Format---

Find

Advanced

You are accessing union catalog of Books, Journals etc

Your Account / Profile

**Your Profile**

Institutional Head:	Dr. Prakash Katakam
Librarian:	Mr. Sapure K.L.
Email:	sapure_k@rediffmail.com

**Your Account**

- ★ Saved Items
- 👤 Profile
- 🔍 Saved Searches
- Logout Log Out

**Your Lists**

- ★ Saved Items

Windows Start button

Type here to search

System tray icons: File Explorer, Edge, File Manager, Mail, Task View, Google Chrome, and others.

1:37 PM  
ENG IN 2/23/2023

## LMS DASHBOARD

Not secure | lmsicopnanded.bterp.org/LoginPageController/LoginInstitutes

Indira College of Pharmacy

2022-2023

Ok

Dashboard | Library Management

Indira College of Pharmacy

Welcome - lms\_icopnanded

Settings

Sign Out

English

Library DashBoard

Reports

Utility Module

Acquisition

Member

Budget

Circulation

Fee Fine

OPAC

List of Menu's

Home > Menu's

Generate Library Card No

Standard Master

Stream Master

Division Master

Caste Master

Student Status Master

Sub Caste Master

Caste Category Master

Paying Category Master

Religion Master

City Master

Generate Staff Library Card Number

Employee Category Master

lmsicopnanded.bterp.org/General/StreamMaster.aspx?id=6597&isAdd=VHJ1ZQ==&isModify=VHJ1ZQ==&isDelete=VHJ1ZQ==&Designation Master

2/23/2023 1:32 PM

ENG IN



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# NATIONAL DIGITAL LIBRARY SOFTWARE



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# EduCloud Server User Guide

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## Getting Started with EduCloud Server

### Log In to the Web Interface

You can access the EduCloud Server user interface by using a web browser.

For a list of supported browsers, see the [\[FAQ Section\]](#).

**Note:** You must have an account in order to access the EduCloud Server service. This account was specified when you initially ordered the EduCloud Server service.

1. Open a Web browser and navigate to:

<https://bcnet.educloud.ubc.ca/cloud/org/<OrganizationCode>>. The <OrganizationCode> will be provided to you by email from the EduCloud Server administrator during the onboarding process. For example, the University of British Columbia IT department would have an access URL similar to:  
<https://bcnet.educloud.ubc.ca/cloud/org/ubc-it/>.

If you've forgotten your account information or department code, please contact us at <http://web.it.ubc.ca/forms/systems>.

2. Type the user name and password provided during onboarding and click **Login**.

Once you are logged into the EduCloud Server you will be presented with the EduCloud Server portal home page, similar to the screenshot below.



Available Tabs:

- **Home** - quick access to vApps created within your organization.
- **My Cloud** - work with existing or create new vApps and VMs.
- **Catalogs** - browse existing or create new catalogs of vApp templates.
- **Administration** - change virtual datacenter properties, view available vApps and templates, set policies and create users.



## My Cloud

### Quick Access Shortcuts:

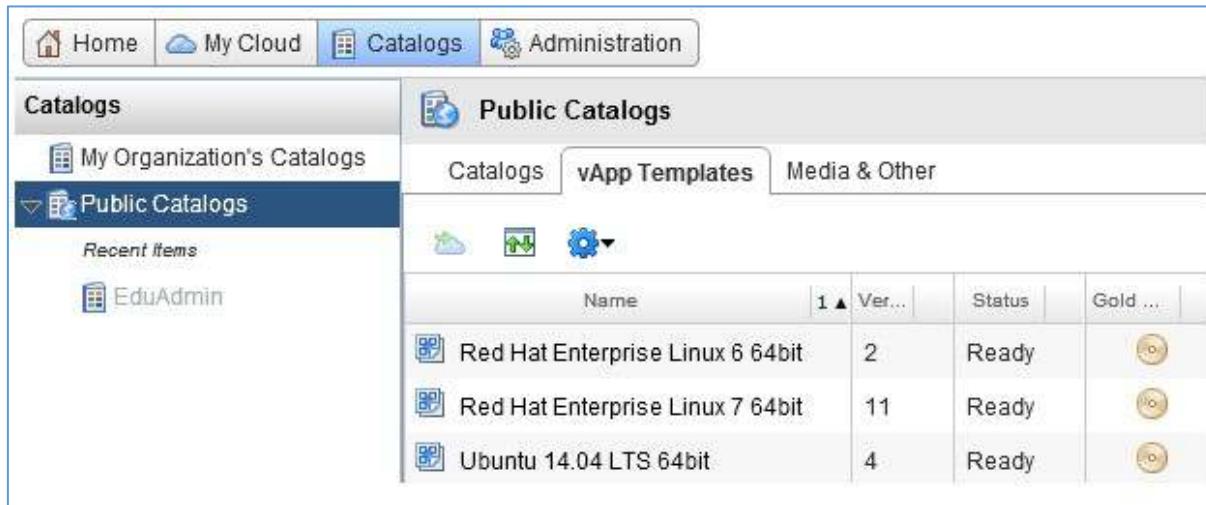
-  **Add vApp from Catalog** - Create a new vApp using a vApp template from the existing public Catalog.
-  **Add vApp from OVF** - Create a new vApp from an OVF file.
-  **Build New vApp** - Build a new vApp where you can pick and choose the VMs you would like to have in your new vApp.

## Catalogs

A catalog is a container for vApp templates and media files in an organization. The public catalog contains pre-built operating system gold images, from which you can build vApps.

### Public Catalogs

1. In the EduCloud Server console, click **Catalogs** tab.
2. In the left pane, select **Public Catalogs**.
3. In the right pane, select **vApp Templates** tab.
4. You will now see a list of all available **vApp Templates** that are published by UBCIT.



Name	Ver...	Status	Gold ...
Red Hat Enterprise Linux 6 64bit	2	Ready	
Red Hat Enterprise Linux 7 64bit	11	Ready	
Ubuntu 14.04 LTS 64bit	4	Ready	

### My Organization's Catalogs

You can also create your own catalog and publish it to the users of your organization. Once you create a catalog you can add vApp templates and media (e.g. ISO images) to share with the users of your organization.

1. In the EduCloud Server console, click **Catalogs** tab.

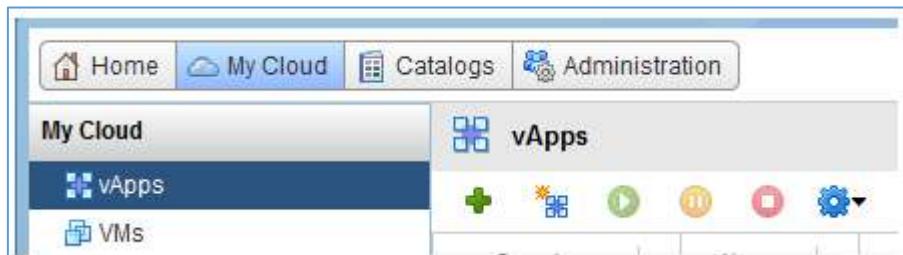


2. In the left pane, select **My Organization's Catalogs**.
3. In the right pane, select **Catalogs** tab. You will see the current available default catalog created for your organization.
4. To add a new catalog, click on the **Add Catalog** icon. 
5. Select a name and description for your new catalog and click **Next**.
6. Under **Add Storage** select whether you want to store items in this catalog on a specific storage tier. Otherwise leave on “Use any storage available in the organization”.
7. Under **Share this Catalog**, select “Add Members”.
8. You can choose to share the catalog with **Everyone in the organization** or **Specific users and groups**.
9. Under **Access level**, select the appropriate privileges that the users should have for the catalog. Click **Next**.
10. Review the catalog settings and click **Finish** to create the new catalog.

## Working with vApps

A vApp is a collection of one or more virtual machines. From a management perspective, a multi-tiered vApp acts a lot like a virtual machine object.

You can create a new vApp based on a vApp template stored in one of the **Public Catalogs** (e.g. Gold Images) that you have access to, or in your organization's catalogs under **My Organization's Catalogs**. You can also create your own vApp templates.



To add an existing vApp from a catalog (public or private):

1. Log into EduCloud Server web console and click the **My Cloud** tab.
2. In the left pane, select **vApps**.
3. In the right pane click the green plus icon  (Add vApp from Catalog)
4. When the “Add vApp from Catalog” wizard starts select the appropriate catalog from the **Look in** drop down list. If this is your first vApp select **Public Catalogs**.
5. Click **All Templates** tab.



6. Select a vApp template and click **Next**.

Add vApp from Catalog

**Select vApp Template**

Select Name and Location

Configure Resources

**Select vApp Template**

A vApp is a cloud computer system that contains one or more virtual machines your new vApp.

**Look in:**

**Gold Masters**

Name	1 ▲	Catalog
Red Hat Enterprise Linux 6 64bit		EduAdmin
Ubuntu 12.04 LTS 64bit		EduAdmin
Windows 7 Enterprise 64bit		EduAdmin
Windows 8.1 Enterprise 64bit		EduAdmin
Windows Server 2008 R2 Standard		EduAdmin
Windows Server 2012 R2 Standard		EduAdmin

7. Under **Name this vApp** Type a name and description for the vApp and click **Next**.

Add vApp from Catalog

**Select vApp Template**

**Select Name and Location**

Configure Resources

**Select Name and Location**

A vApp is a cloud computer system that contains one or

Name:  \*

Description:

8. Under **Configure Resources** type a name for each virtual machine in the list and select their **storage profile** for the virtual machine and click **Next** ([link to description](#))



of storage profiles on service catalogue).

Add vApp from Catalog

Select vApp Template	Configure Resources	
Select Name and Location	Select what Storage Policies this vApp's virtual machines will use when deployed.	
<b>Configure Resources</b>	Virtual Machine	Storage Policy
	Brents/Desktop	VCC Standard Performance Local Backup Only
Configure Networking		
Customize Hardware		
Ready to Complete		

9. Under **Configure Networking** provide a **computer name** and choose a **network** from the drop down list. Click **Next** to continue.

Add vApp from Catalog

Select vApp Template	Configure Networking	
Select Name and Location	Select the networks to which you want each virtual machine to connect. You can configure additional properties for complete this wizard.	
Configure Resources	Virtual Machine	Computer Name
<b>Configure Networking</b>	Brents/Desktop	brent01.vedu.syste
Customize Hardware	NIC 0	vcc-8-transport01
Ready to Complete		Static - IP Pool



10. Under **Customize Hardware** provide the compute resources for VMs and click **Next**.

**Add vApp from Catalog**

**Select vApp Template**

**Select Name and Location**

**Configure Resources**

**Configure Networking**

**Customize Hardware** (Selected)

**Ready to Complete**

**Customize Hardware**

Review the hardware of the virtual machine in this vApp.

**CPU**

Number of virtual CPUs:

Cores per socket:

Number of sockets:

**Memory**

Total memory:

**Hard Disks**

Disk 0:

Disk 1:

11. Review the summary and click **Finish**.

#### Add a new vApp from OVF:

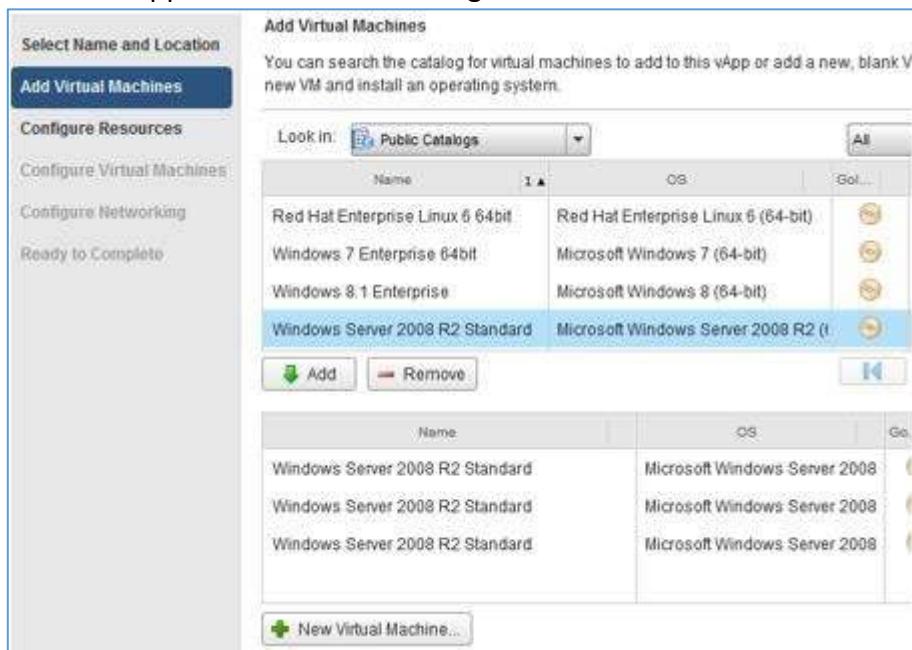
1. Click on the **My Cloud** tab.
2. In the left pane select **vApps**.
3. In the right pane select the **Add vApp from OVF** button  (located next to the green plus icon).
4. Under **Select Source** choose an **URL** or click **Browse** to add your OVF package.  
(You may receive a message that the Client Integration Plug-In needs to be installed.  
Please install the plug-in before attempting to add a vApp from an OVF package.)
5. **Review Details** and click **Next**.
6. **Select Name and Location**. (You may only have one VDC for location) Click **Next**.
7. **Configure Resources**. Set **Computer Name** and **Storage Policy**.
8. **Network Mapping**: Confirm Destination and IP Allocation.
9. **Custom Properties**: Set **Time Zone** and custom network properties if necessary  
(Leave blank for defaults).
10. **Customize Hardware**: Set compute requirements or leave as OVF package default.



**11. Ready to Complete:** Review and click **Finish**.

**Build a new vApp:**

1. Click on the **My Cloud** tab.
2. In the left pane select **vApps**.
3. In the right pane select the **Build New vApp** button. 
4. In the New vApp wizard, under **Select Name and Location**, perform the following actions:
  - o **Name:** type in the name for the vApp
  - o **Description:** enter a brief description of the vApp
  - o **Runtime lease:** use the drop down menu to select the desired lease or leave as Never Expires
  - o **Storage lease:** use the drop down menu to select the desired lease or leave as Never Expires
5. Click **Next**.
6. Under **Add Virtual Machines** select the desired catalog from the **Look in** drop down menu.
7. Select the virtual machine template you want to add and click the **Add** button.
8. Repeat the previous two steps to add any additional virtual machines that will make up the new vApp. When finished adding the virtual machines click **Next**.



9. Under **Configure Resources**, name each virtual machine and select its storage profile. Click **Next**.

New vApp

Configure Resources	
Select what Storage Policies this vApp's virtual machines will use when deployed.	
Virtual Machine	Storage Policy
web01	VCC Standard Performance Local Backup Only
app01	VCC Standard Performance Local Backup Only
db01	VCC Higher Performance Local and Remote Backup

10. Under **Configure Virtual Machines**, set the **computer name** and **network settings** for each virtual machine. Select **Static – IP Pool** to automatically assign an IP to the VM or **Static – Manual** to manually assign an IP to the VM. Click **Next**.

Virtual Machine	Computer Name	Primary NIC	Network	IP Assignment
web01	WindowsServ-0	<input checked="" type="radio"/> NIC 0	vcc-it-transport01	Static - IP Pool
app01	WindowsServ-1	<input checked="" type="radio"/> NIC 0	vcc-it-transport01	Static - IP Pool
db01	WindowsServ-2	<input checked="" type="radio"/> NIC 0	vcc-it-transport01	Static - IP Pool

11. **Configure Networking** step should already be configured. Click **Next**.

12. Verify settings under **Ready to Complete** and click **Finish**.



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## Working with Virtual Machines

### Resetting the Administrator/root password for a VM

The virtual machine needs to be **Powered off** in order for the Administrator/root password to be changed.

1. Click on the **My Cloud** tab.
2. In the left pane, select **vApps**.
3. In the right pane, right click the vApp you want to configure and select **Open**.
4. Click the **Virtual Machines** tab to view all VMs associated with this vApp.
5. Right click on the virtual machine you want to change the password for and select **Power Off**.
6. Wait for the status to change to Powered Off and then right click on the virtual machine and select **Properties**.
7. In the **Virtual Machine Properties** window click the **Guest OS Customization** tab.
8. Select the **Enable guest customization** checkbox.
9. Select the **Allow local administrator password** check box. You can either
  - o **Auto generate the password** for the administrator / root user
  - o **Specify a password** to use
10. Click **OK** to update the configuration.
11. Once the status of the virtual machine changes to Powered Off, right click on the VM and select **Power On and Force Re-customization**.

### Modify Virtual Machine CPU and Memory Resources

You can modify the number of virtual CPUs and memory for a virtual machine.

You must power off the virtual machine before adding vCPUs or memory, unless the virtual machine supports and has been enabled for memory hot add and virtual CPU hot add. These options have been preconfigured for all images contained within the public catalogs (e.g. gold images from the global catalog).

**Note:** these resources are going to be taken out of your virtual data center resource allotment.

1. Click on the **My Cloud** tab.
2. In the left pane select **vApps**.
3. In the right pane right-click the vApp you want to configure and select **Open**.
4. Click the **Virtual Machines** tab to view all VMs associated with this vApp.
5. Right click on the virtual machine you want to change the resources for and select **Properties**.
6. Select the **Hardware** tab.



7. Adjust the CPU and memory resources as required. Please see next section for adding additional hard disk resources.
8. Click OK when finished.

### **Enable VM CPU Hot Add and Memory Hot Add**

These options are enabled by default on all UBC IT provided images (e.g. the ones located in the gold images public catalog).

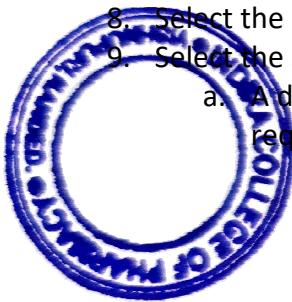
Hot-add options allow you to add additional CPU and memory resources to a virtual machine that is powered on. This feature is only supported on certain guest operating systems and virtual machine hardware versions. The virtual machine must be powered off to modify some general properties. [CPU hot plug support](#)

1. Click on the **My Cloud** tab.
2. In the left pane, select **vApps**.
3. In the right pane, right click the vApp you want to configure and select **Open**.
4. Click the **Virtual Machines** tab to view all VMs associated with this vApp.
5. Right click on the virtual machine you want to change the resources for and select **Properties**.
6. Select the **General** tab.
7. Select the **Virtual CPU hot add** checkbox.
8. Select the **Memory hot add** checkbox.

### **Add a Virtual Machine Hard Disk**

You can add additional hard disks to a virtual machine. Depending on the guest operating system, the virtual machine may remain powered on to add an additional disk.

1. Click on the **My Cloud** tab.
2. In the left pane, select **vApps**.
3. In the right pane, right click the vApp you want to configure and select **Open**.
4. Click the **Virtual Machines** tab to view all VMs associated with this vApp.
5. Right click on the virtual machine you want to change the resources for and select **Properties**.
6. Select the **Hardware** tab.
7. In the Hard Disks section, click the **Add** button to add an additional disk.
8. Select the disk size.
9. Select the storage policy for the hard disk.
  - a. A different policy can be selected for each hard disk, depending on requirements.



10. The remaining options should **stay as default**. Changing these options will result in operational issues with the virtual machine.
11. Click OK when done.

**Note:** Make sure you double-check before you delete a disk. Before removing a disk, ensure that you're deleting the **correct** disk. EduCloud Server allows you to modify the system disk, which includes deletion. The removal of the system disk will render the VM inoperative.

After adding the new disk(s), use the guest operating system tools to partition and format the new disk.

You can edit or remove a hard disk using the same procedure. Some guest operating systems may allow you to edit (grow) disks while powered on. Other actions, including shrinking and removing disks require the virtual machine to be powered off.

### VM Console

Please note that you have to enable browser pop-ups to be able to open up a virtual machine console.

1. Click on the **My Cloud** tab.
2. In the left pane, select **vApps**.
3. In the right pane, right click the vApp you want to configure and select **Open**.
4. Click the **Virtual Machines** tab to view all VMs associated with this vApp.
5. If the VM is not powered on, right click on it and select **Power On**.
6. Once the status of the VM changes to Powered On, right click on it and select **Popout Console**.

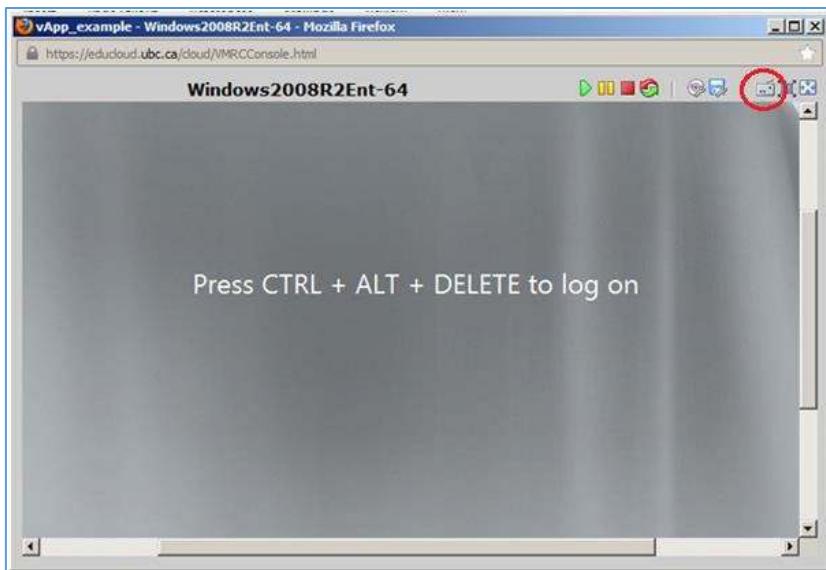
You may see the following the first time the VM is powered on as the EduCloud Server applies the customization changes, such as setting the password:



  
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Once completed you will see the operating system logon prompt:



For Windows, you will need to click on the keyboard icon in the top right of the window  to simulate the CTRL+ALT+DEL so you can enter the username and password.

If the password does not work the guest customization may not have finished yet.

**Note:** You may be asked to change the administrator password if this is the first time you are logging in to the virtual machine.



  
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## Mount a Local CD/DVD

You can pass-through access to a local CD/DVD once the VM is powered on and you are viewing the VM Console. To do a pass-through to local CD/DVD:

1. Click on the **My Cloud** tab.
2. In the left pane, select **vApps**.
3. In the right pane, right click the vApp you want to configure and select **Open**.
4. Click the **Virtual Machines** tab.
5. Right click on the virtual machine you want to attach the local CD/DVD to and select **Popout Console**.
6. In the VM console window, click on the CD/DVD icon on the top right of the VM console window.
7. Review the warnings and select your local CD/DVD to mount it to the VM.
8. Log into the operating system in the VM console and (for Windows) navigate to Windows Explorer or (for RedHat) mount the CD/DVD.

## Affinity Rules

Support has been added for creation of affinity and anti-affinity rules for virtual machines. You can use the vCloud Director Web Console or the vCloud API to create affinity rules that allow you to spread a group of virtual machines across different hosts or keep a group of virtual machines on a particular host.

### View Affinity Rules

You can view existing affinity and anti-affinity rules and their properties including rules, status, and applicable virtual machines of each rule.

1. Click **My Cloud**.
2. Click VMs in the left pane and click the **Affinity Rules** tab.

### Add an Affinity Rule

1. Click **My Cloud**.
2. Click VMs in the left pane and click the **Affinity Rules** tab.
3. In the Affinity Rules section, click the **New Rule** button.
4. Type a **Rule Name** for the new affinity rule.
5. (Optional) Type a virtual machine name or partial virtual machine name and click the blue arrow button to filter the **Virtual Machines** list.  
6. Select a virtual machine to add to the affinity rule and click **Add**.



7. Repeat this step to add additional virtual machines to the rule.
8. (Optional) Deselect **Enabled** to create the rule without enabling it.
9. Click **OK** to create the new rule.

### Add Anti-Affinity Rule

1. Click **My Cloud**.
2. Click **VMs** in the left pane and click the **Affinity Rules** tab.
3. In the **Anti-Affinity Rules** section, click the **New Rule** button.
4. Type a **Rule Name** for the new affinity rule.
5. (Optional) Type a virtual machine name or partial virtual machine name and click the blue arrow button to filter the **Virtual Machines** list.  
6. Select a virtual machine to add to the affinity rule and click **Add**.
7. Repeat this step to add additional virtual machines to the rule.
8. (Optional) Deselect **Enabled** to create the rule without enabling it.
9. Click **OK** to create the new rule.

### Edit Affinity or Anti Affinity Rule

1. Click **My Cloud**.
2. Click **VMs** in the left pane and click the **Affinity Rules** tab.
3. Right click the rule to modify, and select **Edit Rule**.
4. (Optional) Type a new **Rule Name** to rename the rule.
5. (Optional) Select a virtual machine from the top **Virtual Machines** list and click **Add** to add the selected virtual machine to the rule. Repeat this step to add multiple virtual machines.
6. (Optional) Select a virtual machine from the bottom **Virtual Machines** list and click **Remove** to remove the selected virtual machine from the rule. Repeat this step to remove multiple virtual machines.
7. (Optional) Select **Enabled** to enable the rule or deselect **Enable** to disable the rule.
8. Click **OK** to apply the changes to the rule.

### Delete an Affinity or Anti-Affinity Rule

1. Click **My Cloud**.
2. Click **VMs** in the left pane and click the **Affinity Rules** tab.
3. Right-click the rule and select **Delete Rule**.



  
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## Adding Additional VMs to a vApp

You can add additional VMs to a vApp by searching your catalogs for virtual machines to add or add new, blank virtual machines, as follows:

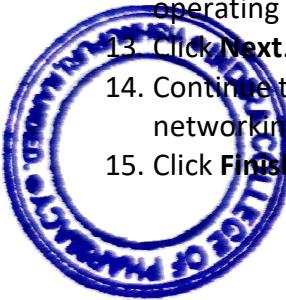
1. Click on the **My Cloud** tab.
2. In the left pane, select **vApps**.
3. In the right pane, right click the vApp you want to configure and select **Open**.
4. Click the **Virtual Machines** tab.
5. Click the **Add VM** button. 
6. The new virtual machine wizard will start.
7. Click **Finish**.

## Adding a Virtual Machine that is not in a Catalog

You can add a virtual machine to a vApp that is not currently in a catalog. To do this create a new (blank) virtual machine, attach an ISO image to it, power it on, and install the operating system.

### Create a New Virtual Machine

1. Click on the **My Cloud** tab.
2. In the left pane, select **vApps**.
3. In the right pane, right click the vApp you want to configure and select **Open**.
4. Click the **Virtual Machines** tab.
5. Click the **Add VM** button. 
6. New Virtual Machine wizard will start. Click on the **New Virtual Machine** button to  create a new blank VM.
7. Name the virtual machine. Set its host name and description.
8. Set **Virtual hardware version** to 10.
9. Set the **operating system family** and **operating system** type. Please note that not all listed operating systems are supported (e.g. Apple OS is listed, however is not supported and will not run).
10. Set the number of CPUs, memory and disk size requirements. **Note:** these amounts will be subtracted from your vDC resource allotment.
11. Set **Bus type** to LSI Logic Parallel (SCSI).
12. Click **OK** to create the new virtual machine. Please note that you still have to install the operating system.
13. Click **Next**.
14. Continue the steps as outlined previously to configure the new VM resources and networking.
15. Click **Finish**.



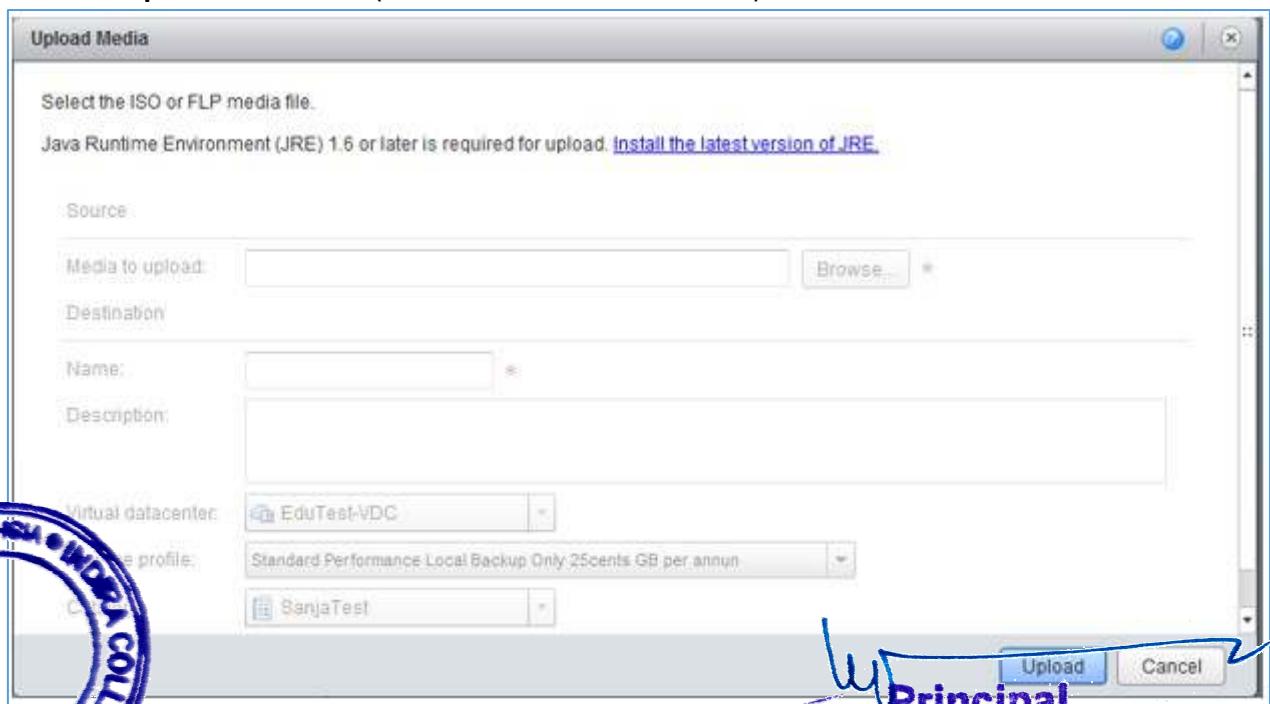
## Install a Custom Guest Operating System

With a guest OS you can manage virtual machines that are based on the available operating systems. The appropriate guest operating system ISO file must be in your catalog.

1. Click on the **My Cloud** tab.
2. In the left pane, select **vApps**.
3. In the right pane, right click the vApp you want to configure and select **Open**.
4. Click the **Virtual Machines** tab.
5. Right click the blank virtual machine you created in previous step and select **Insert CD/DVD from Catalog**.
6. Select the appropriate media file from the catalog and click **Insert**. See the following **How to upload ISO** section if your media file is not available in the catalog.
7. Power on the virtual machine by right clicking on it and selecting **Power On**. Pop out the console and watch the boot screen to select boot order in order to boot from the ISO image and start the installer.
8. Follow the instructions to install the guest operating system.

### How to upload an ISO

1. Click on the **Catalogs** tab.
2. In the left pane, select **My Organization's Catalogs**.
3. In the right pane, Click on **Catalogs** tab and right click your organizations catalog and click **Open**.
4. Select the **Media & Other** tab.
5. Click the **Upload** button  (Drive with Green arrow on it).



Note: You need to have JRE 1.6 or later installed and running to use the file uploader feature.

6. Select the media to upload and its name.
7. Click **Upload**.

## User and Group Management

### General

The user and group management section can be found in the **Administration** tab. You need to be an organization administrator to view this section. You can manage the roles and rights that users and groups have in your organization.



1. Click **Administration**.
2. In the left pane, select **Members > Users** or **Members > Groups**.
3. Right click the user or group and select **Properties**.
4. Make the necessary changes and click **OK**.

### UBC

Users with an active CWL account can be added as follows:

#### Add Users

1. Click **Administration**.
2. In the left pane, select **Members > Users**.
3. At the top of the user list, click the **Import Users** icon 
4. Search for the user's CWL username.
5. Select the user from the resulting list and click **Add**.
6. Assign the appropriate role for the user.
7. Click **OK**.

#### Add Groups

1. Click **Administration**.
2. In the left pane, select **Members > Groups**.
3. At the top of the Groups list, click the **Import Groups** icon 



4. Search for the Group you want to add.
5. Select the group from the list and click **Add**.
6. Assign the appropriate role for the group.
7. Click **OK**.

## BCNET

Users without a CWL account can be added as follows:

### Add Users

1. Click **Administration**.
2. In the left pane, select **Members > Users**.
3. At the top of the user list, click the **New User** icon 
4. Create the user's **Credentials**, choose the **Role**, fill in the **Contact Info**, and select a **Quota**
5. Click **OK**.

## Roles

Administrator – Limited:	Console access Power on/off VM Manage snapshots Edit VM properties Manage VM password settings Share a vApp Start / Stop / Suspend / Reset a vApp View VM metrics
Catalog Author:	Rights to create and publish new catalogs
Console Access Only:	Rights to view VM state and properties. Can use the guest OS
Defer to Identity Provider:	Rights will be determined based on information from Identity Provider
Organization Administrator:	Rights for administering an organization
vApp Administrator:	Rights to use catalogs, create vApps, edit VM properties and power on/off VMs
vApp Author:	Rights to use catalogs and create vApps
vApp User:	Rights to use vApps created by others



## VMware Tools and open-vm-tools

### VMware Tools

VMware Tools are the official, commercial versions of the guest system utilities from VMware and consist of a suite of virtualization utilities that improves the functionality, administration, and management of virtual machines within a VMware environment.

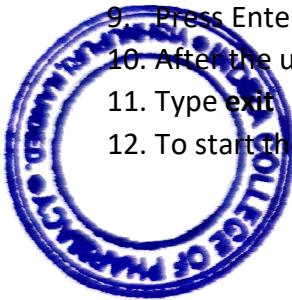
VMware tools enables features such as shared folders and cut and paste operations between the guest operating system and the machine from which you launch the vCloud Director Web console.

#### Install on a Windows Guest

1. Click **My Cloud**
2. In the left pane, click **VMs**
3. Select a virtual machine, right click, and select **Install VMware Tools**
4. Follow the prompts in the guest OS to complete the installation wizard
5. Click **Finish**
6. Restart the virtual machine

#### Install on a Linux Guest

1. Click **My Cloud**
2. In the left pane, click **VMs**
3. Right click on the virtual machine and select **Install VMware Tools**, this will mount the VMware Tools installer ISO.
4. Select a Linux **virtual machine**, right click, and select **Popout Console**
5. In the guest OS, start the RPM installer
  - a. Double click the VMware Tools CD icon on your desktop and double click the RPM installer in the root of the CD-ROM
  - b. Double click the RPM installer in the file manager window
6. Type the root password and click **OK**
7. Click **Continue** when the package is ready
  - a. When VMware tools is installed, no confirmation or Finish button appears.
8. At a terminal console, as root, run the **vmware-config-tools.pl** script to configure VMware Tools
9. Press Enter to accept the default values
10. After the upgrade is complete, enter **/etc/init.d/network restart** to restart the network
11. Type **exit**
12. To start the VMware Tools control panel, enter **vmware-toolbox &**



## Open-vm-tools

Open-vm-tools is the open source implementation of VMware Tools. The primary purpose for open-vm-tools is to enable operating system vendors and/or communities and virtual appliance vendors to bundle VMware Tools into their product releases.

VMware recommends using open-vm-tools redistributed by operating system vendors.

Open-vm-tools is available with these operating systems:

- Fedora 19 and later releases
- Debian 7.x and later releases
- openSUSE 11.x and later releases
- Recent Ubuntu releases (12.04 LTS, 13.10 and later)
- Red Hat Enterprise Linux 7.0 and later releases
- CentOS 7 and later releases
- Oracle Linux 7 and later releases
- SUSE Linux Enterprise 12 and later releases

VMware Tools or open-vm-tools is already pre-installed on all EduCloud Server Public Catalog templates. For instructions on installing VMware Tools or open-vm-tools for a VM not deployed from one of the Public Catalog templates, please check

<http://partnerweb.vmware.com/GOSIG/home.html>

## Configuring for Trend Micro

EduCloud Server provides advanced server security through Trend Micro Deep Security. Deep Security offers the following features:

- Anti-malware
- Web Reputation

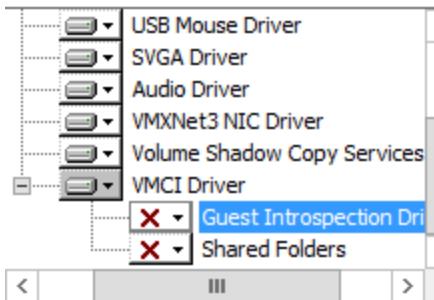
## Windows Systems

Windows systems in EduCloud Server are automatically protected when deployed from one of the Public Catalog templates.

If you would like to add protection to your own Windows templates, please install the Guest Introspection Driver component of VMware Tools (not installed by default).



  
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An in-guest agent is not required, but you can download and install an optional notify agent from [here](#).

## Linux Systems

### Installing the Red Hat Linux Agent

Note: You must be logged on as “root” to install the Deep Security Agent. Alternatively, you can use “sudo”.

1. Download the installation file from  
[http://downloadcenter.trendmicro.com/index.php?regs=NABU&clk=latest&clkval=4696&lang\\_loc=1 to the target machine.](http://downloadcenter.trendmicro.com/index.php?regs=NABU&clk=latest&clkval=4696&lang_loc=1 to the target machine.)
2. Use “yum install ” to install the ds\_agent package:  

```
# yum install <package name>
Preparing... ################################# [100%]
1:ds_agent ################################# [100%]
Loading ds_filter_im module version ELx.x [ OK ]
Starting ds_agent: [ OK ]
```
3. The Deep Security Agent will start automatically upon installation.

### Installing the Ubuntu Agent

1. To install on Ubuntu, copy the installation file to the target machine and use the following command:  

```
sudo dpkg -i <driver_deb_pkg>
```
2. Where <driver\_deb\_pkg> is the Debian package with the driver that was built and placed in the <DS>/src/dsa/agent/deb/ directory.

### Starting, stopping and, resetting the Agent on Linux:

- To start the Agent:  
`/etc/init.d/ds_agent start`
- To stop the Agent:  
`/etc/init.d/ds_agent stop`  
`/etc/init.d/ds_filter stop`



- To reset the Agent:  
`/etc/init.d/ds_agent reset`
- To restart the Agent:  
`/etc/init.d/ds_agent restart`

## Snapshots

You can only create a single snapshot of a VM. This can be done either on a vApp level or a VM level. For example, you can snapshot all the VMs contained within a vApp by creating a vApp snapshot. Any subsequent VM snapshots will replace the previous snapshot (taken either on the vApp or VM level).

Snapshots should not be kept for longer than a week. The snapshot file will continue to grow as it ages. This may cause the snapshot storage location to run out of space, reduced system performance, and problems with regular backups.

### vApp snapshot

1. Click on the **My Cloud** tab.
2. In the left pane, select **vApps**.
3. In the right pane, right click the vApp you want to snapshot and select **Create Snapshot**.
4. A window will pop up with a warning that previous snapshots will be replaced. Click **OK** to proceed.



This may take some time depending on how many VMs are contained in the vApp, their size and whether they are powered on.

### VM snapshot

Alternatively, you may only want to create a snapshot for a single virtual machine.

1. Click on the **My Cloud** tab.
2. In the left pane, select **VMs**.
3. In the right pane, right click the VM you want to snapshot and select **Create Snapshot**.



4. Click **OK** button to create the snapshot.

### **Revert a Virtual Machine to a Snapshot**

You can revert a virtual machine to the state it was in when the snapshot was created. This can be done multiple times until the snapshot is deleted.

Verify that the virtual machine has a snapshot by right clicking on the VM. **Revert to snapshot** option should not be greyed out.

1. Click on the **My Cloud** tab.
2. In the left pane, select **VMs**.
3. Right-click the virtual machine you want to revert and select **Revert to Snapshot**.
4. Click **Yes**.

### **Remove a Snapshot for vApp**

1. Click on the **My Cloud** tab.
2. In the left pane, select **vApps**.
3. In the right pane, right click the vApp you want to snapshot and select **Remove Snapshot**.
4. A window will pop up with a warning that snapshots for all VMs within the vApp will be deleted. Click **OK** to proceed.

### **Remove a Snapshot for a single VM**

1. Click on the **My Cloud** tab.
2. In the left pane, select **VMs**.
3. In the right pane, right click the VM you want to delete the snapshot for **Remove Snapshot**.
4. Click **Yes**.



  
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## Appendix

### EduCloud Server Roles

EduCloud Server includes predefined roles. Each of these roles includes a set of default rights.

#### **System Administrator**

The system administrator has super-user rights for the entire system. System administrator credentials are established during installation and configuration. A system administrator can create additional system administrator accounts. All system administrators are members of the system organization. You cannot modify the rights associated with this role.

#### **Organization Roles**

After creating an organization, a system administrator can assign the role of organization administrator to any user in the organization. An organization administrator has super-user rights within that organization, and can assign any of the predefined roles to the organization's users and groups.

<b>Organization Administrator</b>	An organization administrator can assign the role of organization administrator to any member of an organization.
<b>Catalog Author</b>	The rights associated with the catalog author role allow a user to create and publish catalogs.
<b>vApp Author</b>	The rights associated with the vApp Author role allow a user to use catalogs and create vApps.
<b>vApp User</b>	The rights associated with the vApp User role allow a user to use existing vApps.

**Console Access Only** The rights associated with the Console Access Only role allow a user to view virtual machine state and properties and to use the guest OS.

Each predefined role includes a set of default rights. If an organization administrator modifies the set of rights associated with a predefined role, those modifications apply only in the context of that organization. If a system administrator modifies the set of rights associated with a predefined role, those modifications apply to all organizations in the system.

You classify rights according to the objects to which they apply.

#### **Rights Associated with Catalogs**

Admin rights are granted to the system administrator throughout the system, and to an organization administrator within the organization.



Rights Associated With Catalogs						
	Description	Admin	Catalog Author	vApp Author	vApp User	Console Access Only
Catalog: Add vApp from My Cloud	Permission to add a vApp to a catalog from My Cloud.	X	X	X		
Catalog: Change Owner	Permission to change the owner of a catalog.	X				
Catalog: VCSP Publish Subscribe	Permission to publish and subscribe to catalogs using VCSP.	X	X	X		
Catalog: Enable a vApp template or media item for download	Permission to enable a vApp template or media item to be downloaded.	X	X			
Catalog: Create or Delete a Catalog	Permission to create and delete catalogs	X	X			
Catalog: Edit Properties	Permission to edit catalog properties.	X	X			
Catalog: Publish	Permission to publish catalogs.	X	X			
Catalog: Sharing	Permission to share catalogs.	X	X			
Catalog: View Private and Shared Catalogs	Permission to view both private and shared catalogs.	X	X	X		
Catalog: View Published Catalogs	Permission to view published catalogs.	X				

#### Rights Associated with Independent Disks

Rights Associated With Independent Disks						
	Description	Admin	Catalog Author	vApp Author	vApp User	Console Access Only
Disk: Change Owner	Permission to change the owner of an independent disk.	X	X			
Disk: Create	Permission to create independent disks.	X	X	X		
Disk: Delete	Permission to delete independent disks.	X	X	X		
Disk: Edit Properties	Permission to edit the properties of an independent disk.	X	X	X		



Disk: View Properties	Permission to view the properties of an independent disk.	X	X	X	X	
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### Rights Associated with vApp Templates and Media

Rights Associated With vApp Templates and Media						
	Description	Admin	Catalog Author	vApp Author	vApp User	Console Access Only
vApp Template or Media: Create or Upload	Permission to create and upload vApp templates and media files.	X	X			
vApp Template or Media: Edit	Permission to edit vApp templates and media files.	X	X			
vApp Template or Media: View	Permission to view vApp templates and media files.	X	X	X	X	
vApp Template: Checkout (Add to My Cloud)	Permission to add vApp templates to My Cloud.	X	X	X	X	

### Rights Associated with vApps

Rights Associated With vApps						
	Description	Admin	Catalog Author	vApp Author	vApp User	Console Access Only
vApp: Change Owner	Permission to change the owner of a vApp.	X				
vApp: Copy	Permission to copy a vApp.	X	X	X	X	
vApp: Create or Reconfigure	Permission to create and reconfigure vApps.	X	X	X		
vApp: Delete	Permission to delete a vApp.	X	X	X	X	
vApp: Edit Properties	Permission to edit a vApp's properties.	X	X	X	X	
vApp: Edit VM CPU	Permission to edit virtual machine CPUs	X	X	X		
vApp: Edit VM Hard Disk	Permission to edit virtual machine hard disks.	X	X	X		
vApp: Edit VM Memory	Permission to edit virtual machine memory.	X	X	X		

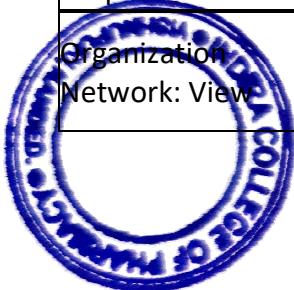


vApp: Edit VM Network	Permission to edit virtual machine network configuration.	X	X	X	X	
vApp: Edit VM Properties	Permission to edit virtual machine properties.	X	X	X	X	
vApp: Manage VM Password Settings	Permission to edit virtual machine password settings.	X	X	X	X	X
vApp: Power Operations	Permission to power vApps on and off.	X	X	X	X	
vApp: Sharing	Permission to share vApps.	X	X	X	X	
vApp: Snapshot Operations	Permission to take and delete virtual machine snapshots.	X	X	X	X	
vApp: Use Console	Permission to use the virtual machine console.	X	X	X	X	X

### Administrative Rights

All of these rights are granted to the system administrator throughout the system, and to an organization administrator within the organization. These rights are not granted to any other predefined role.

Other Administrative Rights						
	Description	Admin	Catalog Author	vApp Author	vApp User	Console Access Only
General: Administrator Control	Permission to use all administrator privileges.	X				
General: Administrator View	Permission to view EduCloud Server as an administrator.	X				
General: Send Notification	Permission to send EduCloud Server user notifications.	X				
Group or User: View	Permission to view users and groups.	X				
Organization Network: Edit Properties	Permission to edit the properties of organization networks.	X				
Organization Network: View	Permission to view the properties of organization networks.	X				



Organization VDC Gateway: Configure Services	Permission to configure gateway services.	X				
Organization VDC Network: Edit Properties	Permission to edit the properties of an organization virtual data center network	X				
Organization VDC Network: View Properties	Permission to view the properties of an organization virtual data center network.	X				
Organization VDC Storage Policy: Set Default	Permission to set the default storage policy for an organization virtual data center.	X				
Organization VDC: View	Permission to view organization virtual data centers.	X				
Organization: Edit Federation Settings	Permission to edit an organization's federation settings.	X				
Organization: Edit Leases Policy	Permission to edit an organization's leases policy.	X				
Organization: Edit Password Policy	Permission to edit an organization's password policy.	X				
Organization: Edit Properties	Permission to edit organization properties.	X				
Organization: Edit Quotas Policy	Permission to edit an organization's quotas policy.	X				
Organization: Edit SMTP Settings	Permission to edit an organization's SMTP settings.	X				
Organization: View	Permission to view organizations.	X				



  
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## Links

### Console Plugins

#### Windows

Google Chrome: <http://vsphereclient.vmware.com/vsphereclient/3/6/3/5/3/4/1/VMware-ClientIntegrationPlugin-5.6.0.exe>

Other browsers: <http://vsphereclient.vmware.com/vsphereclient/3/8/6/3/8/4/6/VMware-ClientIntegrationPlugin-6.2.0.exe>

#### Mac OS X

Google Chrome: <http://vsphereclient.vmware.com/vsphereclient/3/6/3/5/3/4/1/VMware-ClientIntegrationPlugin-5.6.0.mac64.dmg>

Other browsers: <http://vsphereclient.vmware.com/vsphereclient/3/8/6/3/8/4/6/VMware-ClientIntegrationPlugin-6.2.0.mac64.dmg>

#### Linux

[http://vsphereclient.vmware.com/vsphereclient/3/8/6/3/8/4/6/VMware-ClientIntegrationPlugin-6.2.0.x86\\_64.bundle](http://vsphereclient.vmware.com/vsphereclient/3/8/6/3/8/4/6/VMware-ClientIntegrationPlugin-6.2.0.x86_64.bundle)



  
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