

# RANGER OUTPOST



## User Guide and Installation Manual

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# Introducing Ranger Outpost

## ***What is Ranger Outpost?***

Ranger Outpost is a safe, secure and reliable remote access solution that allows students and staff to access their work from home 24 hours a day, seven days a week.

Ranger Outpost has 2 components:

- 1) The Outpost Server in your school or college.
- 2) A program you install on your computer at home to allow you to connect to the Outpost Server (called the "Outpost Client").



The Outpost Client works across the Internet and allows any files you would normally have access to at school/college (usually your work files and shared files) to be downloaded from your network's server to your home PC.

These files can then be opened and worked on from home<sup>†</sup>. If you make changes to these files, they can later be uploaded back to your school/college network to ensure your modifications are available next time you log on at school/college.

Note: Ranger Outpost does not allow you to open and work directly on files stored on your school/college server – you must always copy the file to your home PC, edit it and then transfer it back.

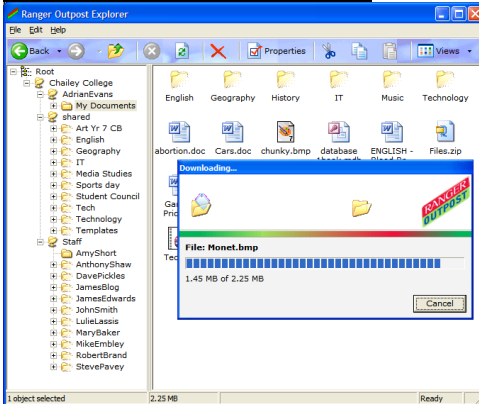
Any files, information and passwords transferred by Outpost are encrypted and protected by Ranger Outpost's robust industry standard security to ensure they are secure to use and cannot be intercepted or used by others. (Further details of the security can be found on our web site at [www.rangersuite.com](http://www.rangersuite.com))



<sup>†</sup> Some files may not open if you do not have a compatible application at home. For example: If the file was created with Microsoft Publisher and you don't have Microsoft Publisher installed at home then you may not be able to work on the document.

Ranger Outpost Client has the 'look and feel' of Windows Explorer (or 'My Computer') thus should be familiar to use.

**Fig 1 – Ranger Outpost Explorer**



Files can be 'dragged and dropped' between the Outpost Explorer window and your PC's desktop (or other Explorer folder). The Outpost Explorer window also allows most usual file management operations such as deleting, renaming and moving files.

# System Requirements

## **Ranger Outpost Client**

A PC with Internet access (minimum 28k dial-up, broadband recommended) running either:

- Windows 95 (with Internet Explorer v4 or later)
- Windows 98
- Windows ME
- Windows 2000 Professional
- Windows XP Home/Professional

On Windows 2000 and XP computers, administrator privileges are required to install the Ranger Outpost client software. Once installed, only standard user privileges are required to run the application.

# Client Installation

## ***Overview***

The Outpost Client application is used to provide students and staff with remote access to their files. Only the Ranger Outpost client can communicate with an Outpost Server - no alternative programs that can be used.

**NB: It is not possible to access files using a standard Internet browser such as Internet Explorer or Mozilla.**

The application must be installed before a remote session is attempted. The installation steps are explained below.

The Ranger Outpost client application is completely independent of all other software on your computer. It does not change your network or Internet connection settings in any way or modify any system settings. A reboot of your computer will not be required after installation.

## ***Installing***

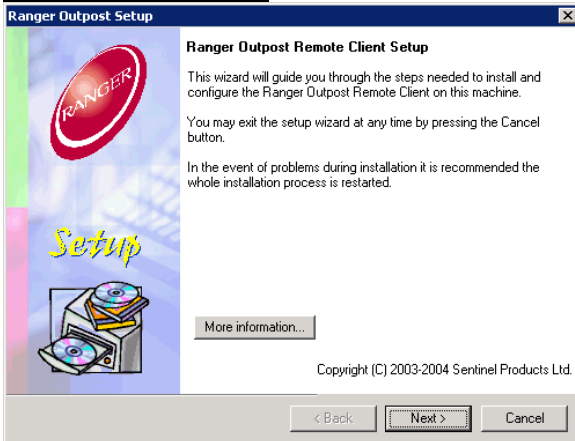
Locate the client setup program specifically for access to your school/college. This may be available through a download from your school/college's web site or could be physically given to you. Contact your network administrator for details.

**Fig 1 – Client Program**



Double-click this program to start installation. It is not necessary to be connected to the Internet at this time. After an initial pause whilst the files are being extracted to a temporary directory, the welcome dialog is displayed.

**Fig 2 – Welcome dialog**



Select the 'More information' button to view detailed information on the installation process, otherwise select 'Next' to proceed.

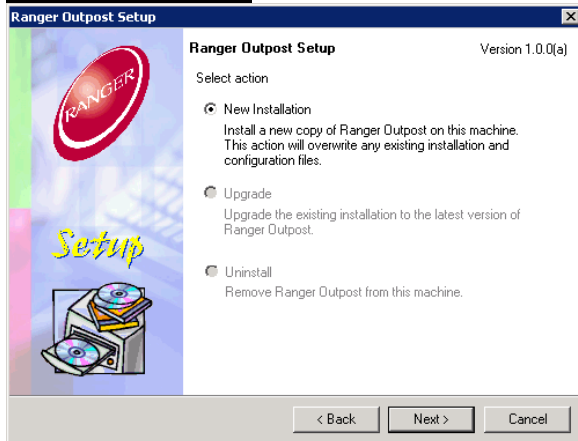
**Fig 3 – Licence dialog**



Select 'I Accept' to agree to the licence terms. This will activate the 'Next' button and allow installation to proceed.

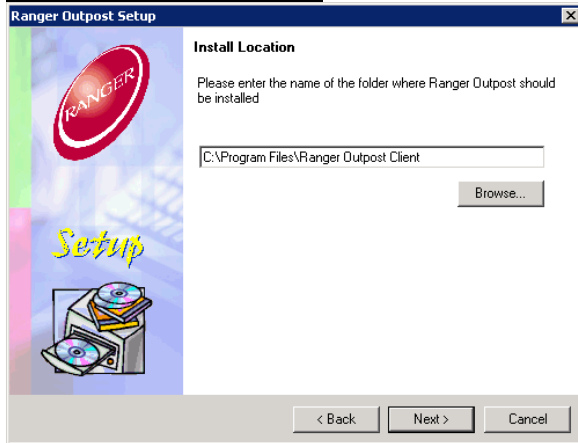
The installation options dialog is displayed.

**Fig 4 – Outpost setup**



Select 'New Installation' and click 'Next' to continue to display the program folder location.

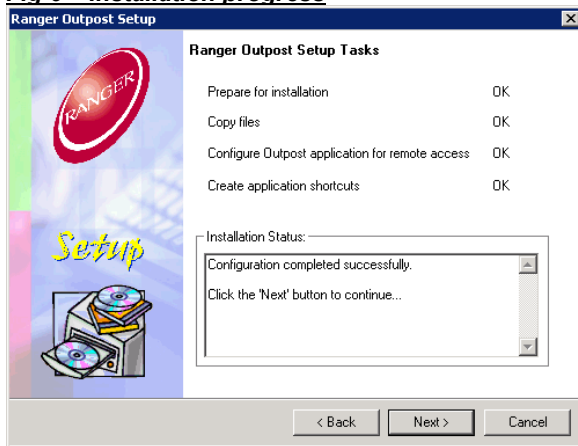
**Fig 5 – Installation Location**



Browse or enter a suitable folder for the product to be installed to or accept the default shown. Select 'Next' to proceed.

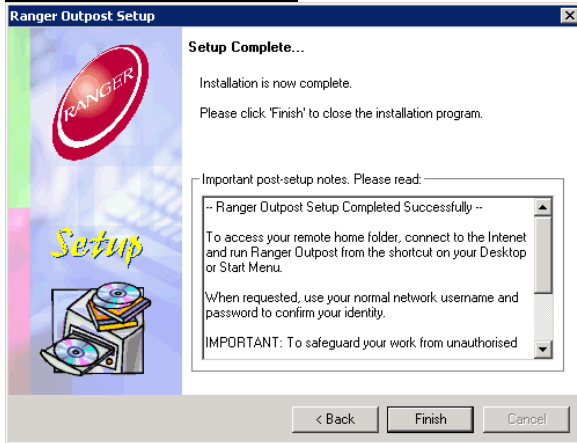
The installation progress dialog is displayed.

**Fig 6 – Installation progress**



Select 'Next' to start installation. Each item is completed in turn. Once all the tasks have finished. Select 'Next' to display the completion dialog.

**Fig 7 – Completion dialog**



Read the post-setup notes that are displayed. These contain tips for using Ranger Outpost.

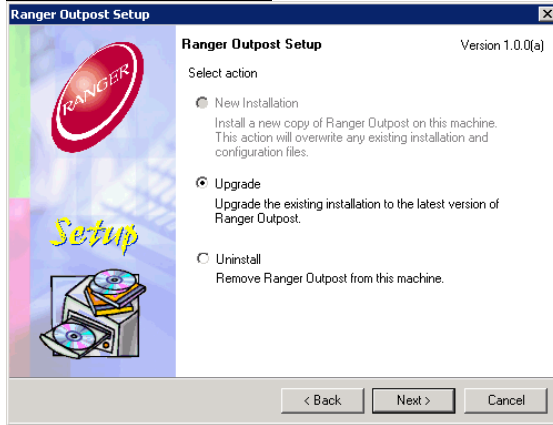
Select 'Finish' to exit the installation program.

## Upgrading Ranger Outpost

Selecting the upgrade option from the installation dialog will overwrite the current version of the Ranger Outpost client with the latest version. All connection settings can be retained or reset as required.

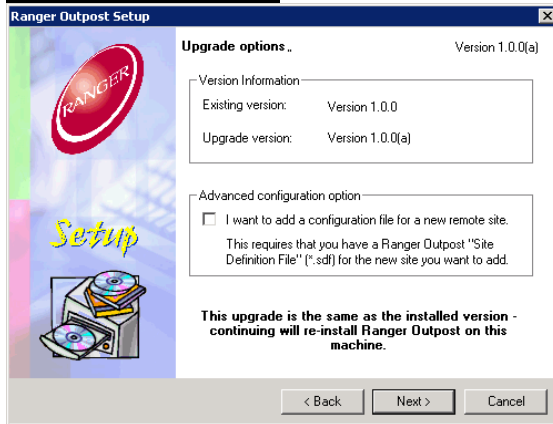
To perform an upgrade, select this option from the installation dialog.

**Fig 1 – Installation type**



Select 'Next' to view the upgrade options dialog.

**Fig 2 – Upgrade options**

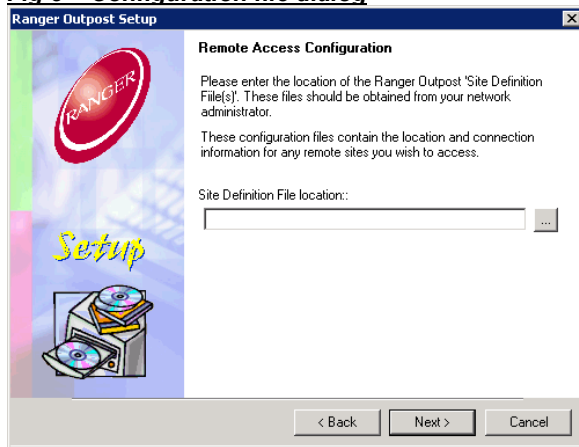


This dialog will display the version of Ranger Outpost client currently installed, as well as the version to be copied. The upgrade option can be used to perform a re-install of the same version of client software.

Tick the 'I want to add a configuration file' option to provide additional configuration files to allow remote access to more than one server. The configuration file dialog below will be displayed later during the installation process.

By default, the configuration details for the site that created the installation package will automatically be included in the setup package. This option is provided for advanced installations only where multiple site connections are required.

**Fig 3 – Configuration file dialog**



Outpost configuration files are custom files produced in .SDF format. These Site Definition Files contain information about the target gateway address, port and Outpost server. These files should not be modified manually.

If a Remote Access client is required to connect to multiple remote sites, multiple SDF files can be imported.

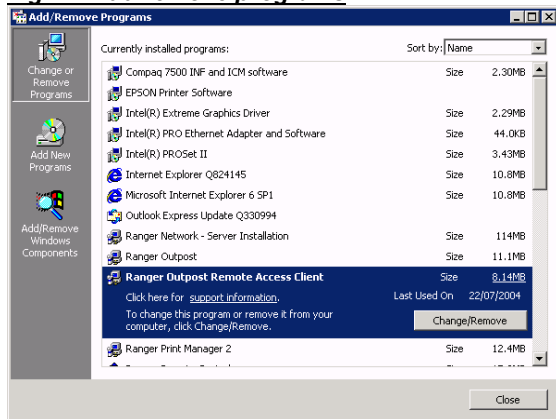
Browse to, or enter the path to this file (or files) and select 'Next' to continue. If you do not have an SDF file, leave the field blank and click next. You will be given the to option to continue as normal.

Select 'Next' and the installation process will proceed as shown previously.

## Removing Ranger Outpost

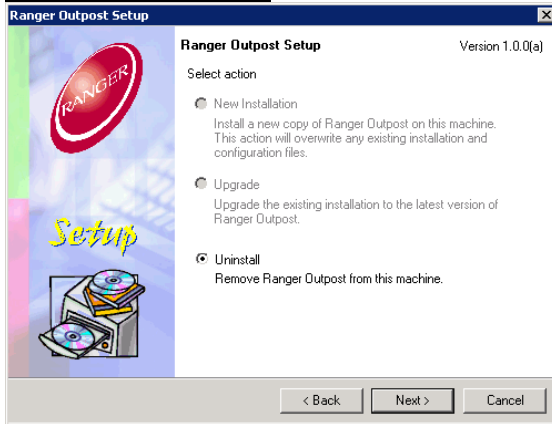
The Ranger Outpost Client can be removed from your computer at any time. Select 'Ranger Outpost Remote Access Client' from control panel – add/remove programs.

**Fig 1 – Add/remove programs**



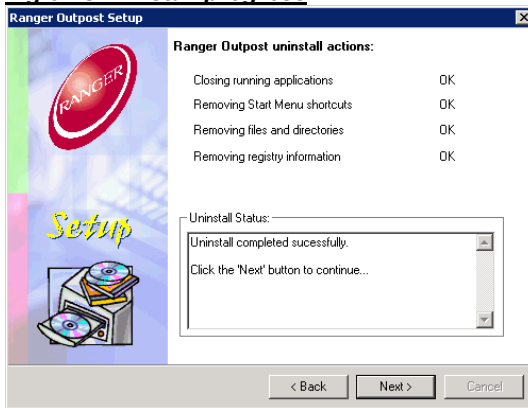
Select 'Change/Remove' to launch the Ranger Outpost setup program. The installation options dialog is displayed after the welcome and licence dialogs.

**Fig 2 – Installation type**



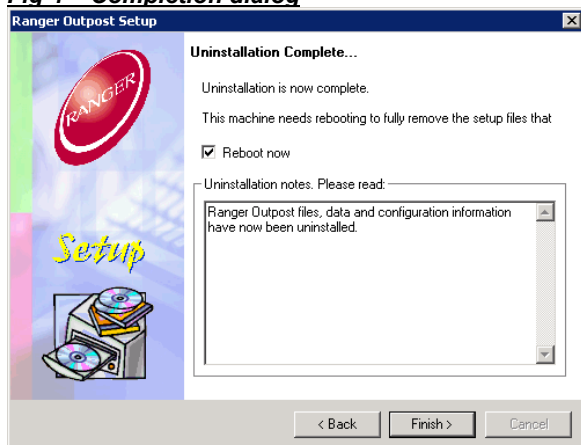
Select 'Uninstall' and 'Next' to begin the removal process. The installation progress dialog is displayed.

**Fig 3 –Un- Install progress**



Select 'Next' to start product removal. Each step is processed in turn. Once all the steps have finished, select 'Next' to display the completion dialog.

**Fig 4 – Completion dialog**



Select 'Finish' to exit the program and reboot the computer. Un-tick the 'reboot' option if this is not convenient at this time.

# Using Ranger Outpost

## ***Introduction***

Ranger Outpost Client is the application used to gain access to files on an Outpost Server via a remote connection.

Only the Ranger Outpost Client can communicate with Ranger Outpost servers. Since both products were designed specifically with security and controlled access in mind, no other applications can utilise or interpret any of the communications traffic because it is encrypted and secure. This means that when you are in Windows connected to your School/College's remote server, **ONLY** the Ranger Outpost application will be able to see or communicate with that server. If you 'switch task' during a Ranger Outpost session to Internet Explorer or a command-line window, you will have no similar remote access capabilities.

Ranger Outpost combines user authentication, file transfer and work submission into the same application.

## ***Starting Ranger Outpost***

Ranger Outpost should be started after connecting to the Internet. The application can be started by either the shortcut in the Start Menu or on the desktop.

**NB: If using dial-up, it is important not to close Internet Explorer if this was required to initiate a connection to the Internet. If this was the case, then closing Internet Explorer could terminate the connection to the Internet.**

*Tip: The Ranger Outpost communications channel will automatically close after 15 minutes of inactivity. This will result in a warning message being reported, followed by the Outpost application shutting down for security reasons.*

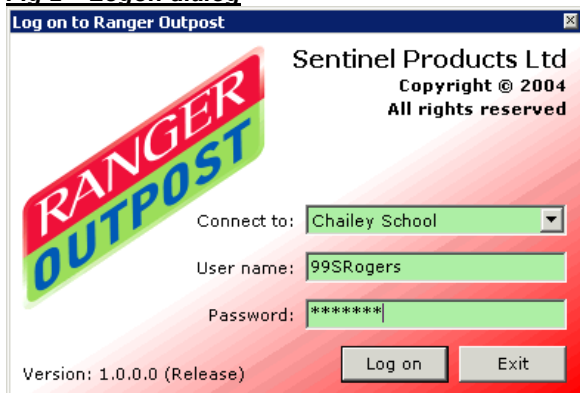
Start Ranger Outpost from the appropriate shortcut on the desktop or Start Menu.

**Fig 1 – Ranger Outpost shortcut**



Once the program is started, a logon dialog will be displayed.

**Fig 2 – Logon dialog**



Enter the same username and password as you would when logging in to your network at school/college. Passwords are still case-sensitive.

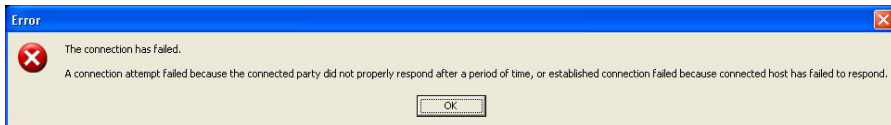
Take extra care when entering this information, as for security reasons if you make a mistake, specific information about which entry is incorrect is not displayed.

**Password security** – It is important that you do not give anyone else your password. You should also use a password that would be hard for someone (i.e. a friend) to guess. Use a mixture of lower and upper case letters and numbers.

**NB: Possession of a valid username and password for access at school/college does not necessarily mean that you will be allowed remote access. Please check with your network manager if you have difficulty logging in.**

If your username is not recognised or the password is incorrect, an error message will be displayed and the application closed.

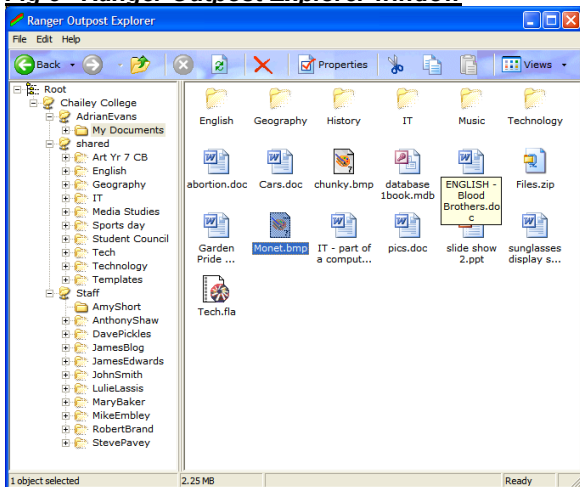
If Outpost cannot connect to the server due to your Internet not being connected, the school/college's server not running, an invalid or corrupt configuration or a communications problem, the following message will be displayed:



Note: The Ranger Outpost application will close after any error messages are acknowledged by the user. This is for security reasons to avoid potential automated unauthorised access attempts.

Once the user has been authenticated, the Ranger Outpost Explorer window will be displayed.

**Fig 3 –Ranger Outpost Explorer window**



This window will display a tree view containing the following information:

**My Work** This contains your own files and documents as would be seen from your 'home' drive (such as H:\ or N:\) when logged in at school/college. All files and sub-folders will also be displayed.

**Shared** This folder points to the school/college's Shared Folder. Different organisations use this for different purposes. You will have the same permissions on this folder and its files as you have when logged on at a network PC.

I.e. If you don't have access to a folder or file when at school/college, you won't have access to it when connected remotely.

**Staff** This folder contains the names of Staff users that have been added to the Outpost system. These folders can be used to hand-in or submit work directly to a member of staff. You will not be able to see any files other than those you have handed in.

Note: Any files or documents "handed in" to a member of staff will be automatically tagged with your username. This is to allow the recipient to instantly see who the document has come from.

Any files uploaded to a staff folder will automatically appear in the staff user's OutpostBox folder.

If you upload a file by mistake or want to delete it, then simply select the file and press delete.

Cancelled or failed uploads (perhaps because the Internet connection was disconnected part-way) will delete the entirety of the uploaded file.

The toolbar displays the most common tasks available.

**Fig 4 – Toolbar**



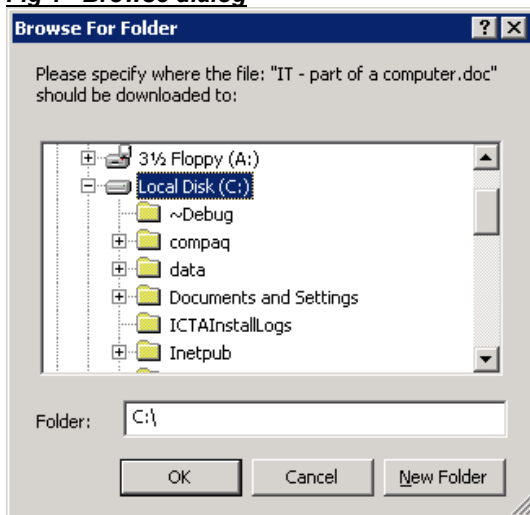
The following table shows the tasks available from the toolbar.

Back	Display the last view shown
Forward	Move down the selected folder
Up	Move up to the parent folder
Stop	Stop the current file transfer
Refresh	Refresh the current view
Delete	Delete the selected file/folder
Properties	View the properties of the selected file/folder
Cut	'Cut' the selected file/folder to the clipboard
Copy	'Copy' the selected file/folder to the clipboard
Paste	Paste the file/folder currently in the clipboard to the current location
Views	Change the view of the current folder to list, large or small icon mode

## Transferring a file

If you double-click with the mouse or press the 'Enter' key when a file is selected, the local browse dialog will be displayed.

**Fig 1 –Browse dialog**

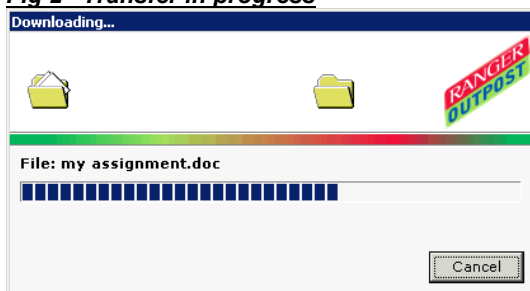


Select a local target path for the file to be transferred to. This can be any area on your PC where you are allowed to write files.

**NB: It is not possible to open files from their remote location. The file must be moved or copied to a local location for editing.**

Select 'OK' to begin the transfer process.

**Fig 2 –Transfer in progress**



The file will be copied to the local machine. The time taken will depend on the file size, the speed of the Internet connection and the number of other users currently using the Outpost Server system. As an example, a ten page Word document may take 2 minutes to download using a 56k dial-up connection, but only 20 seconds using a 512K ADSL connection.

If many other users are downloading files simultaneously to their remote machines, download speeds will be limited by the school/college's available upstream bandwidth.

For example:

If a school has a 1Mbs downstream and 256kbs upstream Internet connection and 256 users are trying to download files simultaneously, the average maximum available transfer speed per user will be 1kb per second (slow). In reality it is unlikely all users will be downloading files simultaneously, but if demand is high, it may be necessary to try later or ask the Network Manager to increase the school's Internet bandwidth.

### ***Copying a file using 'Drag'n'Drop'***

It is possible to drag and drop any file visible in the Outpost "explorer" window to your local PC. Usually you would drag files to the desktop, but files can be dragged to any open Explorer folder. Files cannot be dragged directly to an application.

Highlight the file with the mouse and while keeping the left mouse button held down, drag the file to the desired location on your PC.

This will initiate the transfer progress as shown above.

**NB: It is not possible to move a file using the right mouse button, although cut/copy and paste work normally.**

*Tip: If using a dial-up Internet connection, Ranger Outpost can be closed after downloading a file to allow the Internet to be disconnected, and then reopened and reconnected when the document needs to be uploaded. ADSL users may wish to leave the connection open for longer periods of time.*

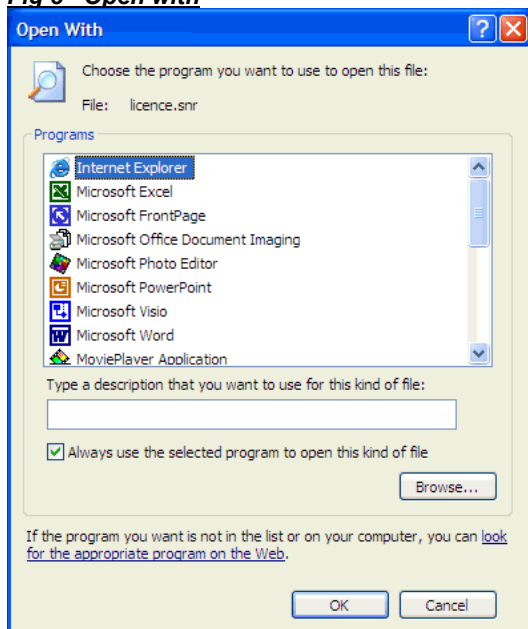
Note: Complete directories cannot be moved using Ranger Outpost.

## Editing a local File

Once the file has been copied to your PC it is available for local editing. The file can be edited with any suitable software present on the local machine. Double-clicking the file will usually select the most suitable program.

If no suitable program to view or edit the file is present, a dialog will appear asking what program to use. A choice of selecting from a list or using the web selection service is available. Selecting from a list will display a dialog showing all the programs installed on your computer.

**Fig 3 –Open with**



This is usually a good indication that no suitable program exists to view or edit this file.

Some software can open and edit files created with other software applications. If a file is modified, remember to save the file in a format which can be read by the software present on your school/college's PCs.

*Tip: If you do not have the popular Microsoft Office product installed on your home machine then use a freely available reader to view documents or freeware compatible applications such as StarOffice (available for free*

*download from <http://www.sun.com/software>) to open, edit and work with school documents.*

Similarly, many establishments now subscribe to the “Microsoft at Home” software licence scheme which lets students and staff install and use Microsoft products at home for free. (Ask your Network Manager for details).

## ***Transferring files back to the server***

Any file on your PC can be copied to your school/college's network server using Ranger Outpost. You will only be able to copy files to your home area and locations where you have specific write permissions. The same permissions and security apply when connected remotely as when logged on at a network PC.

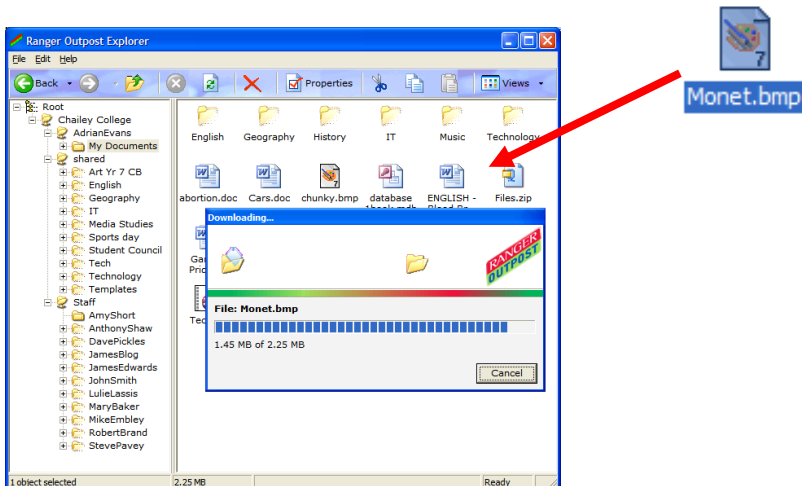
For example, if you have 'read-only' permission to a network shared area, you will not be able to transfer a file to this location using Ranger Outpost.

Note: Files transferred to the server will usually be scanned by the network's anti-virus system. Also, all file transfers are logged to allow the identification of system abuse.

Files are transferred to the server using drag and drop. Multiple files can be selected at one time.

Select the file(s) to be copied with the mouse. Hold down the left mouse button and 'drag' the file into the Ranger Outpost folder area.

***Fig 4 – Transferring a file***



Alternatively, select the file with the mouse. Right click on the file and select 'copy' from the menu. Click into the Ranger Outpost folder area and select the 'Paste' button to initiate the file transfer.

If there is a file with the same name already in the folder it will be overwritten automatically.

The file will be copied to the server, displaying a similar transfer dialog to that shown when it was copied down.

Once the transfer is complete, the local file can be deleted if it is no longer required.

Note: all logon sessions and file transfers are logged and recorded on the Outpost server to provide Network Managers with detailed usage information.

If a transfer is cancelled either manually or as a result of a fault (eg: the Internet connection disconnecting), the whole file transfer will fail and none of the file will be transferred.

## Submitting files

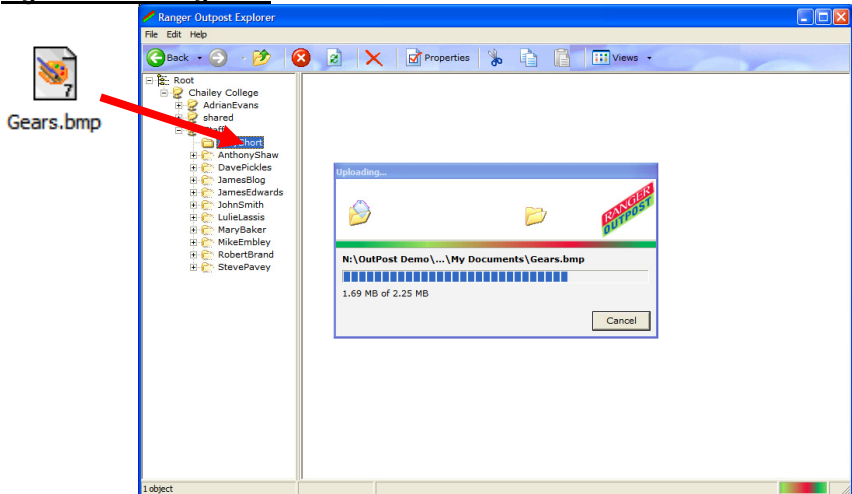
You can 'submit' documents and files directly to members of staff using Ranger Outpost. This will copy documents and files from your PC into a specific "OutpostBox" folder in the staff user's home area on the network.

This allows you to 'hand in' work to a member of staff without being able to see other files in their area or being able to modify the file after it has been submitted. It is possible for you to submit multiple files to this area, all of which will be date and name stamped accordingly.

Browse the 'staff' folders in the Ranger Outpost window. Select the user who is to receive the file.

Select the local file(s) to be copied with the mouse. Hold down the left mouse button and 'drag' the file(s) either onto the target username's folder in the left hand tree or anywhere in the right hand pane.

**Fig 1 – Submitting a file**



If the target staff user is configured to receive files (i.e. has an "OutpostBox" folder in the root of their home drive with appropriate access permissions set) the cursor will allow you to drop the file onto the folder, and the file transfer will start.

If the target staff user's OutpostBox folder does not exist or you do not have appropriate write permissions, a notification message will be displayed advising you that you cannot transfer files to this location.

If file transfer is allowed, the file will be copied to the remote school/college server, displaying a similar transfer dialog to that shown when it was copied down.

After file transfer is complete the staff folder will refresh to show the file successfully uploaded.

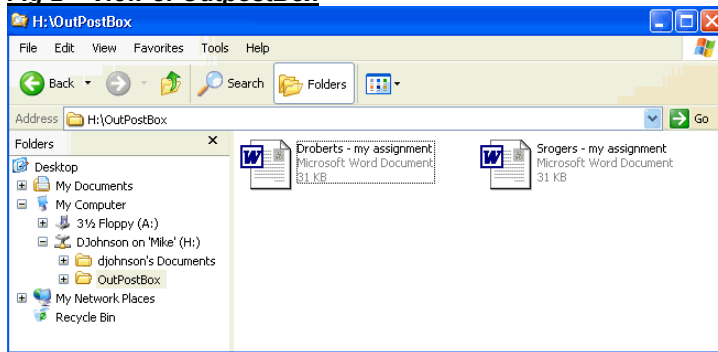
## ***Viewing submitted files***

Staff users who have the ability to receive submitted files can view and edit them either remotely via Ranger Outpost or by browsing their home directory whilst logged on to a network PC.

Log in to the network as normal and browse your home folder. A folder called *OutpostBox* will contain all the files that have been submitted. The filenames will have been modified to include the username of the person who submitted the file. This username prefix cannot be forged or tampered with by the sender.

This mechanism provides both an accurate way of knowing the source of a document, and a convenient way to identify the sender without having to open the file. It also overcomes the issue of multiple students submitting a document with the same filename (e.g. Earthquakes homework.doc).

***Fig 2 – View of OutpostBox***

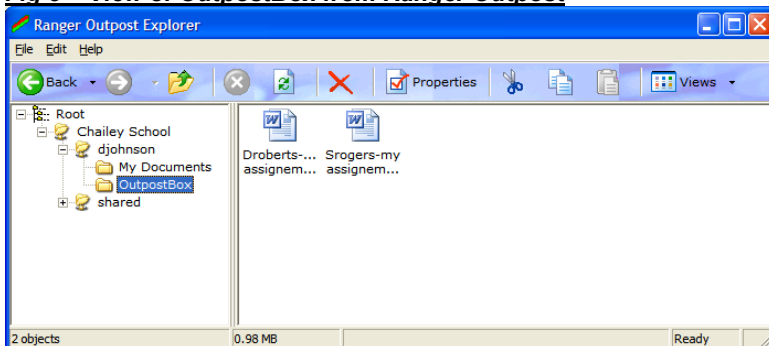


These files can be viewed or modified using software available on the local machine. The file name will have been modified to include the account name of the user who submitted the file.

Once submitted, these files can be moved, copied, deleted and manipulated like any normal file.

It is also possible to view this folder from within a remote Ranger Outpost session if this is available to the user.

***Fig 3 – View of OutpostBox from Ranger Outpost***



## ***Additional features***

The Ranger Outpost application can also perform many of the normal file management and functions available within Windows Explorer:

- Modify folders
- Create, modify and delete files
- View and change file properties
- Rename files and folders
- Copy and move files between directories on the remote server without having to transfer files locally.
- Multiple windows can be started by selecting File | New Window from the menu or pressing Ctrl+N

## ***Closing Ranger Outpost***

A Ranger Outpost session can be finished by closing the Ranger Outpost application. Select 'File' – 'Close' from the pull down menu to exit Ranger Outpost. This will close the window and terminate any transfers currently in progress.

Closing the Ranger Outpost application will not automatically disconnect a dial-up Internet connection.

Ranger Outpost can be re-opened to start another session.



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