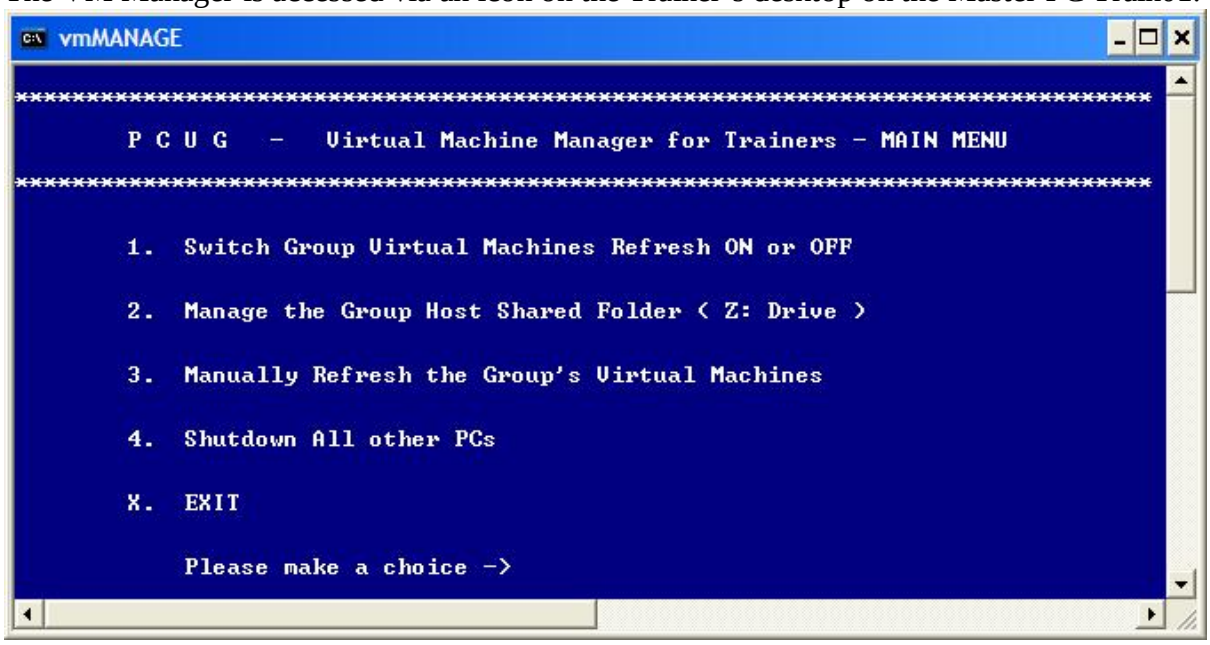
² INTRODUCTION:

Most of the management of the Training Room PCs can be done remotely through a set of Scripts written on the Master PC Train01. Thus Trainers have a tool to ensure that no matter what changes may have been made to Virtual Machines, they can start a session with fresh files confident that all students have an identical and pristine environment to work in.

² VM MANAGER:

The VM Manager is the main script and it contains Menus for the actions necessary to manage the Virtual Machines. This method is safer than using Windows Explorer or other tools manually and avoids unintended actions. It also caters for visiting Trainers who might not be familiar with the environment in the Training Room. Ultimately it is intended for Trainers to get assistance from other Support Staff to help with some preparation tasks for courses.

The VM Manager is accessed via an icon on the Trainer's desktop on the Master PC Train01.



² NAVIGATING THE MENUS IN VM MANAGER:

VM Manager is a command line based Script Menu and has no mouse support. Each of the Main Menu and the Sub-Menus offer some choices. The items are selected simply by a single key press of the number for the item you choose. There are no other keys to press and no keys other than those listed in the Menu are valid.

Each Sub-Menu has an item to return you directly to the Main Menu (M) and one to Exit the Menu (X) without having to re-trace your steps. VM Manager can be run in a window if required but it is less confusing if it is run maximised while concentrating on these activities.

² VM MANAGEMENT TASKS:

The Menus in VM Manager are presented in order of the 4 main management tasks :

- Switching Group Virtual Machine Refresh On or OFF
- Managing the Group Host Shared Folder (Z: Drive)
- Manually Refresh the Group Virtual Machines
- Shutdown All Other PCs

² MAIN MENU:

The Main Menu choices lead to Sub-Menus for each of the Management Tasks listed above.

² SUB-MENU - SWITCHING GROUP VIRTUAL MACHINE REFRESH ON OR OFF:

Trainers may want to stop the nightly Refresh of the Virtual Machines used by their Group if they want to keep changes made in one session for subsequent sessions. When this is no longer needed they would want to re-start the Refresh process so that their Group gets a clean copy of their Virtual Machine at the next session. The Groups concerned are:

BegSIG	Beginners Special Interest Group
DigSIG	Digital Imaging Special Interest Group
COURSE	The current scheduled Course or Workshop

This Sub-Menu prompts for which of the 3 Groups you want to switch. On your input the current status of the switch is reported with a prompt to change it if you wish. If you select to Change (C) the switch is flipped and the new status is reported. The nightly Refresh program responds to the switch and either includes or excludes the selected Virtual Machine.

² SUB-MENU – MANAGING THE GROUP HOST SHARED FOLDERS (Z: DRIVE):

Each Group has its own sub-folder in the C:\Host Shared Folders on each PC. This Sub-Menu prompts you for which Group folder you want to manage (eg DigSIG for C:\Host Shared Folder\DigSIG) and then offers a choice of Purge or Send. Purge (P) will delete the old contents of the selected folder then Send the contents of the vmSEND folder. The Send ONLY option simply adds whatever is in the vmSEND folder to the existing contents of the selected folder. For the Send function you first need to place content in the Q:\vmSEND folder and a reminder is shown on screen. On completion of the task the Q:\vmSEND folder is emptied but you can opt to save a copy of the contents under vmSIGS for your group. This function automatically creates a folder with the current date to store your files in – eg Q:\vmSIGS\DigSIG\2009-06-15.

² SUB-MENU – MANUAL REFRESH GROUP VIRTUAL MACHINES:

This facility allows the Trainer to manually send a clean copy of the Group Virtual Machines to the PCs as distinct from the automatic nightly Refresh. Most likely this may be required if, for example, the Virtual Machine on an individual PC is found to be corrupt or the switch was not turned on in time to include a Group Virtual Machine in the nightly Refresh. While this is not likely to happen often it allows for possible increased use of the Training Room.
Again you are asked to nominate the Group and a further screen prompts you to nominate an individual PC or ALL PCs. The final selection is reported and you can proceed.

² SUB-MENU – SHUTDOWN ALL OTHER PCS:

This facility allows the Trainer to remotely shutdown all the other PCs in the Training Room. On selection the shutdown sequence is started and reported on screen. On completion there is a reminder to close all programs on Train01 before shutting it down.

² VM MANAGER LOGS:

The following Logs are kept in the folder Q:\vmLOGS to enable tracking if the action fails. They are more of use to the Training Coordinator but could also be of interest to Trainers.

vmSEND for each Group	Logs action to SEND contents to the Host Shared Folders
vmMANFRESH for each PC	Logs action to MANually ReFRESH individual PCs
vmMANFRESHALL	Logs action to MANually ReFRESH ALL PCs.

… ends