
**NETSAFA POLICY CONTROL
VERSION 2007.2**

Quick Guide

Today's better software™

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Please email any comments to:

info@netsafa.com

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1 Introduction

1.1 Welcome to NETSAFA Policy Control

NetSafa® Policy Control is centrally-managed security software, allowing and enabling administrators to have control of all the computers running in the network and at the same time, protecting every workstation with a strong policy control. It is the only security software in the market today to heed the call of companies and businesses alike, which are reviewing their processes to ensure strict adherence to the instructions and procedures in place to control access to any particular material.

NetSafa® Policy Control helps IT manager, administrators, school principals/directors, company CEOs, and owners to eliminate threats that so as to prevent misuse of their corporate network systems and servers and also protect individual employee from unintentional misuse that could break the respective law of each country.

This software, apart from all the other features included, isolates 4 main threats, i.e., External Devices, Internet, Processes and Applications. This software is also available in 3 different editions, i.e., Basic, Standard and Professional. For schools, however, only the Professional Edition is available at a discounted rate.

1.2 Documentation Updates

From time to time, NetSafa® Policy Control is improved through the release of updated builds of the product.

Note: The most recently released build of NetSafa® Policy Control should always be installed in order that the installed product is up to the current standard. It can be downloaded from the www.netsafa.com website (Downloads - Latest builds), and installed provided that a valid license number for the downloaded version of the product is specified. NetSafa® Policy Control includes a Web Update facility that can automatically check for updated builds of installed NetSafa® Policy Control products and download and install them.

Updated builds are documented in the 'README.TXT' file that is installed with the updated build and can be opened from the download page in the website.

Help systems and User Manuals will be updated less frequently. When help systems are updated with changes documented in the 'README.TXT' file, they will accompany an updated build.

Updates of User Manuals are designated by a document revision number on page 2 in the format YYYYMMDD (Y=year digit, M=month digit, D=day digit).

1.3 Operating Systems

NetSafa® Policy Control version 2007 can run on computers using the operating systems Microsoft Windows XP, 2000, and Vista. You may experience insufficient support for Windows Vista as well as the latest service packs on other platforms.

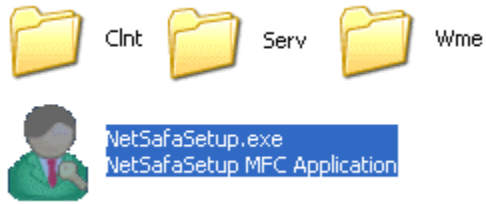
1.4 Communication Devices

NetSafa® Policy Control functionality relies upon sending data packets between networked computers. These communication devices (protocols) are supported:

- TCP/IP (UDP)
- Wireless

2.1 Server Installation

2.1.1 Setup



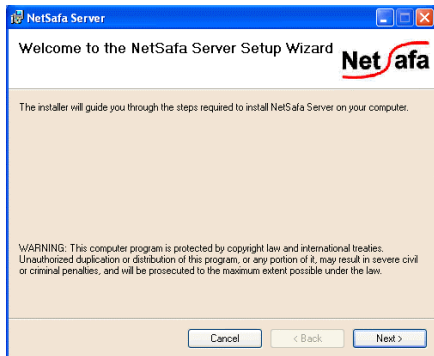
Select NetSafaSetup.exe to run installation in the computer you intended to install the Server module.

2.1.2 Install



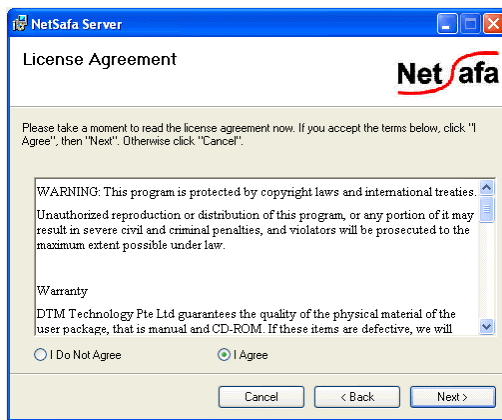
To install the Server module in your computer, select Install Server.

2.1.3 Welcome



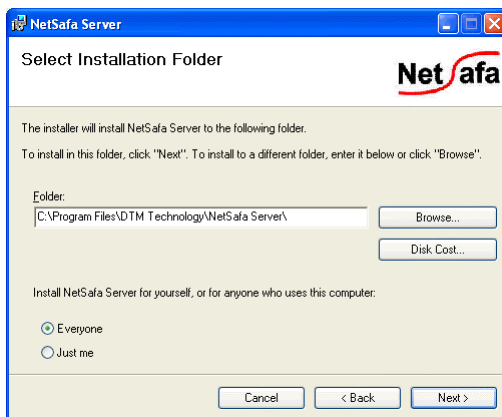
Welcome to the NetSafa Server Setup Wizard.
Click Next to continue.
Click Cancel to cancel installation.

2.1.4 License Agreement



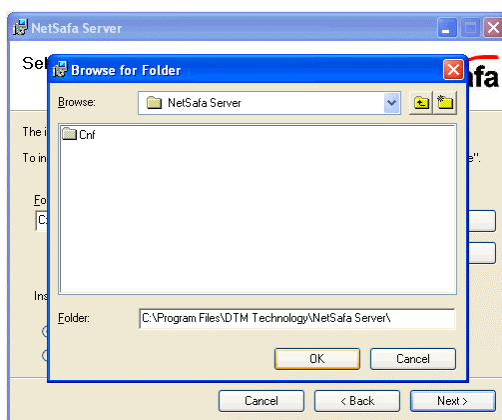
Read the License Agreement carefully.
To continue installation, click the 'I Agree' button.
Click Next.

2.1.5 Installation Folder



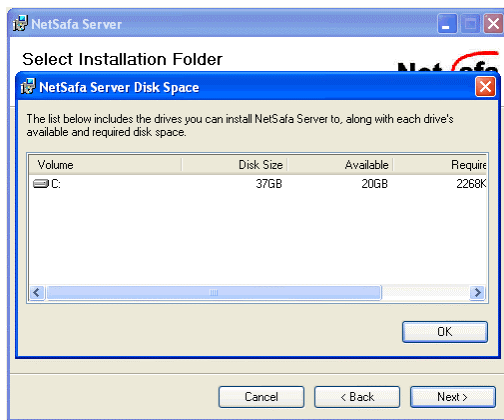
Select the desired Installation Folder. By default, the Server module will be installed in the **C:\Program Files\DTM Technology\NetSafa Server** folder.

2.1.6 Browse for Folder



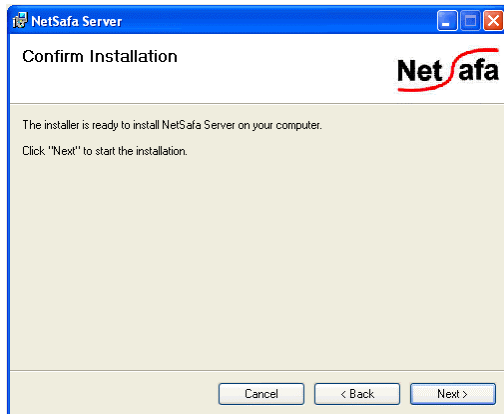
To select a different folder, click the 'Browse' button.
After you have made the changes, click OK.

2.1.7 Disk Cost



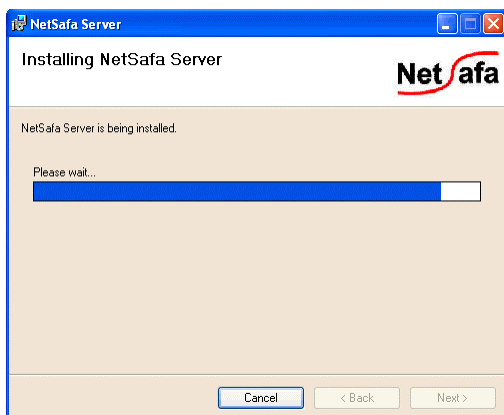
To find out the necessary disk space, click the 'Disk Cost' button. Click OK.

2.1.8 Confirm Installation



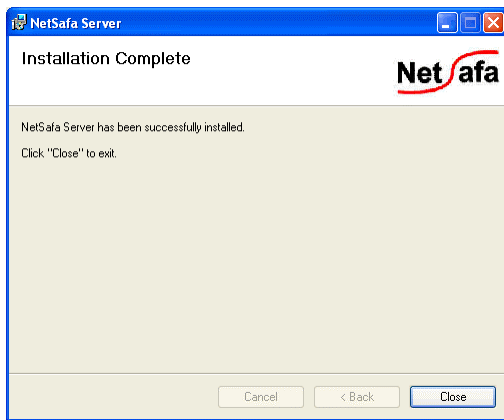
Click Next to confirm installation.

2.1.9 Installing



The wizard will install the Server module. At any point, to cancel installation, click the 'Cancel' button.

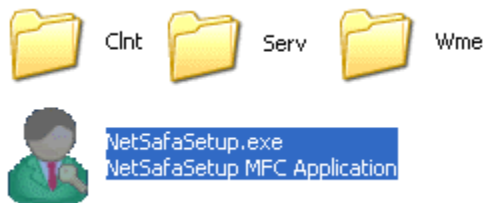
2.1.10 Installation Complete



Installation complete.
Click Close to exit.

2.2 Client Installation

2.2.1 Setup



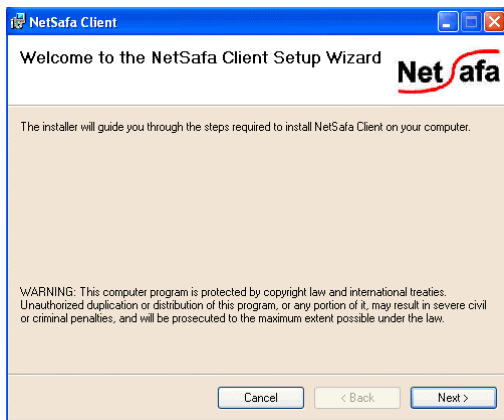
Select NetSafaSetup.exe to run installation in the computer you intended to install the Client module.

2.2.2 Install



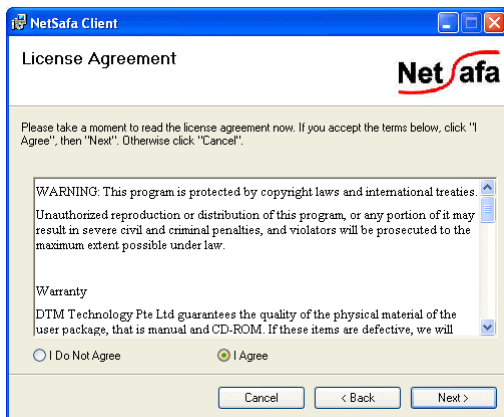
To install the Client module in your computer, select Install Client.

2.2.3 Welcome



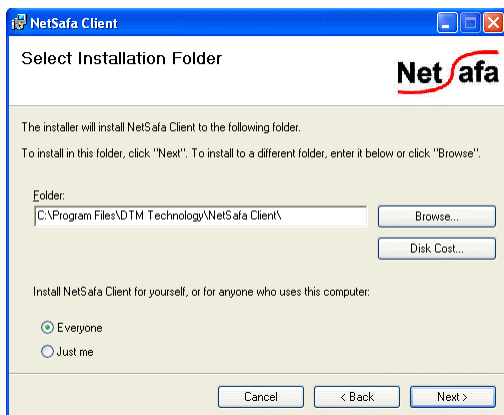
Welcome to the NetSafa Client Setup Wizard.
Click Next to continue.
Click Cancel to cancel installation.

2.2.4 License Agreement



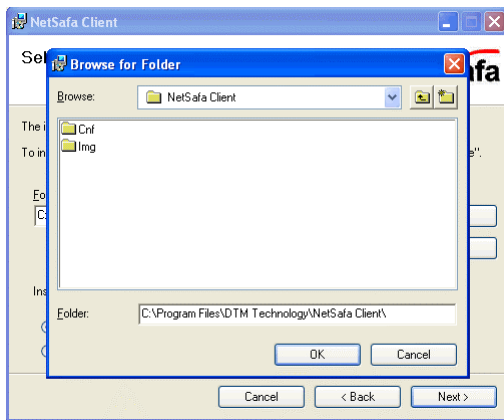
Read the License Agreement carefully.
To continue installation, click the 'I Agree' button.
Click Next.

2.2.5 Installation Folder



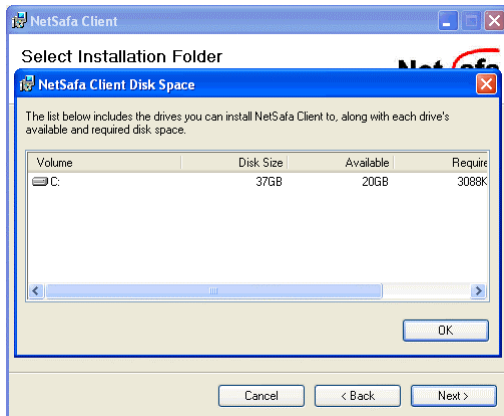
Select the desired Installation Folder. By default, the Client module will be installed in the **C:\Program Files\DTM Technology\NetSafa Client** folder.

2.2.6 Browse for Folder



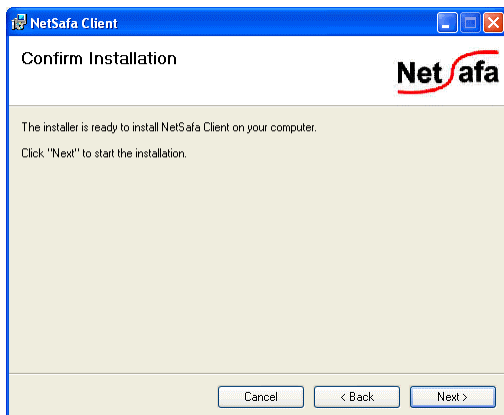
To select a different folder, click the 'Browse' button. After you have made the changes, click OK.

2.2.7 Disk Cost



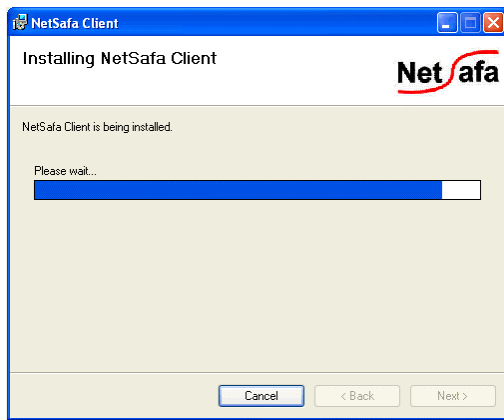
To find out the necessary disk space, click the 'Disk Cost' button. Click OK.

2.2.8 Confirm Installation



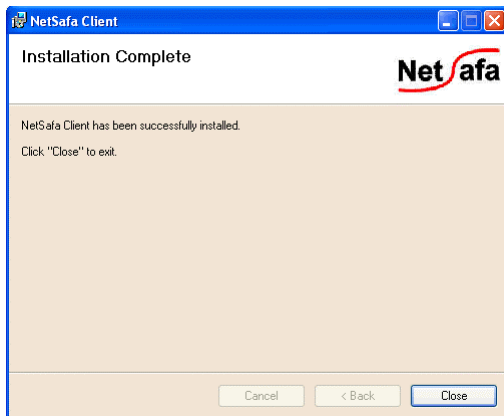
Click Next to confirm installation.

2.2.9 Installing



The wizard will install the Client module. At any point, to cancel installation, click the 'Cancel' button.

2.2.10 Installation Complete

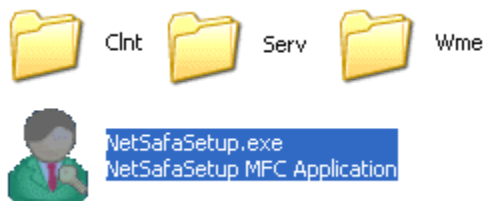


Installation complete.
Click Close to exit.

2.3 Windows Media Encoder 9 Installation

The Windows Media Encoder 9 is a necessary file to install and run in the Client computer in order to run the 'Record' feature in the Professional Edition only. This file is not necessary to be installed if you have the Basic or the Standard Edition, as the 'Record' feature is not available.

2.3.1 Setup



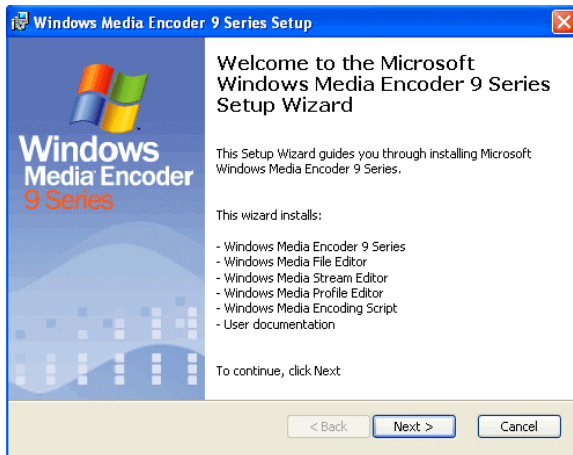
Select NetSafaSetup.exe to install the Windows Media Encoder 9 into the computer that you have installed the Client module.

2.3.2 Install



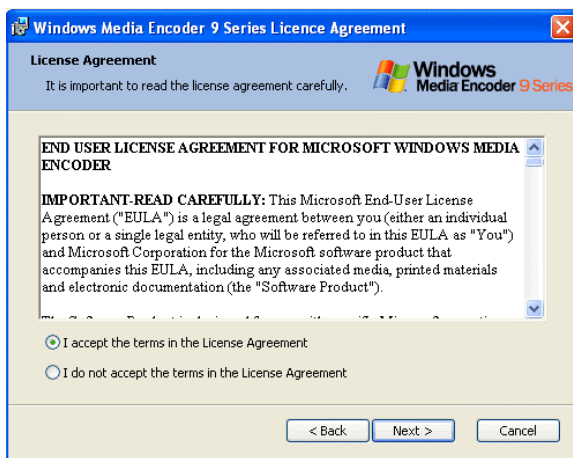
To install the Windows Media Encoder 9 in the computer that you have installed the Client module, select Install Windows Media Encoder 9.

2.3.3 Welcome



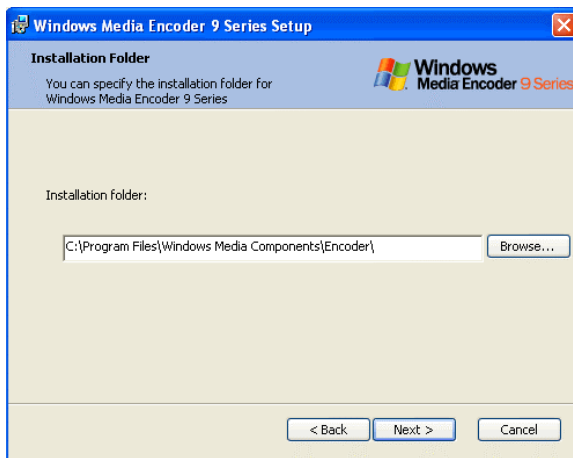
Click Next to continue.

2.3.4 License Agreement



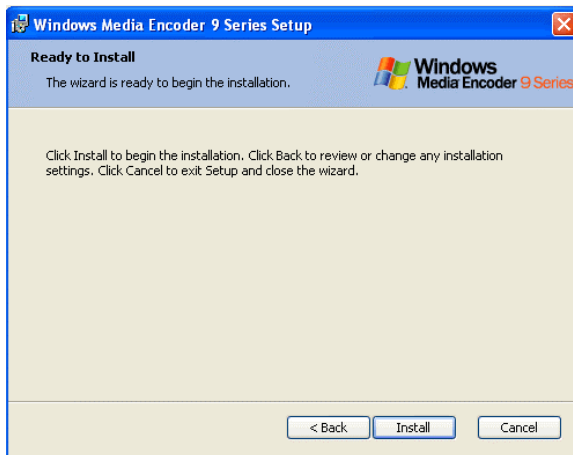
Make sure the "I accept the terms in the License Agreement" is selected. Click Next to continue.

2.3.5 Installation Folder



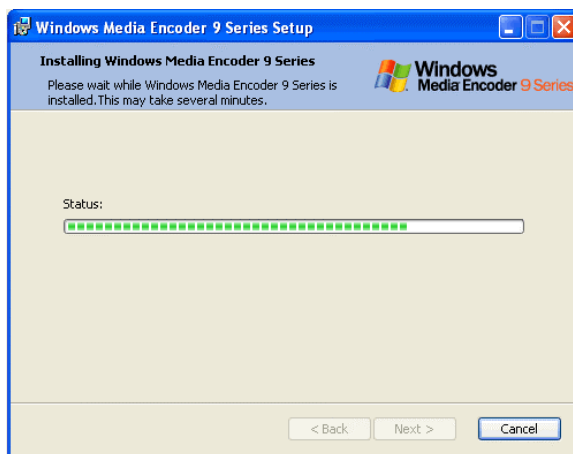
Click Next to install in the default installation folder.
Otherwise, click Browse to define a new installation folder.

2.3.6 Ready to Install



Click Install to begin the installation.

2.3.7 Installing



Installation in progress.
Click Cancel to cancel installation.

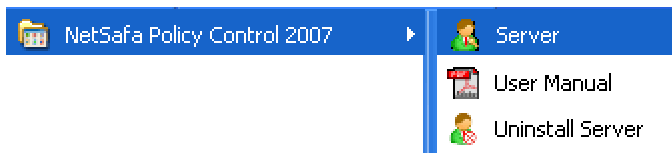
2.3.8 Installation Complete



Click Finish to close Wizard.

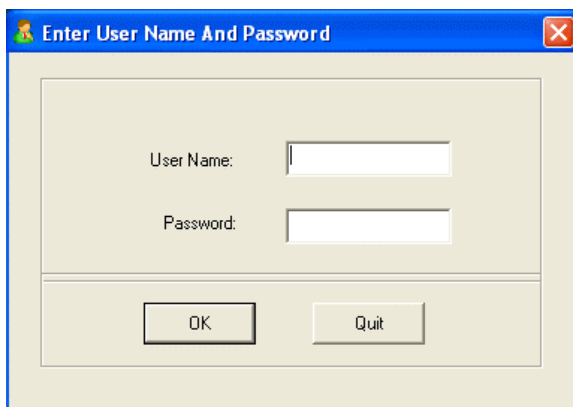
3 Server Module

3.1 Run the Server Module



To run the Server module application, simply select Server in the Start -> All Programs menu.

3.2 Login Information



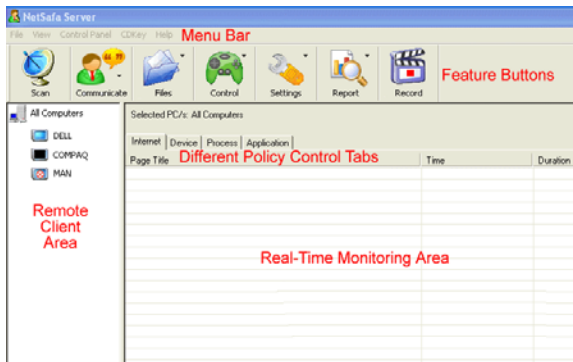
By default,

Username: admin

Password: password

You may create a new Username and Password in the Server Control Panel.

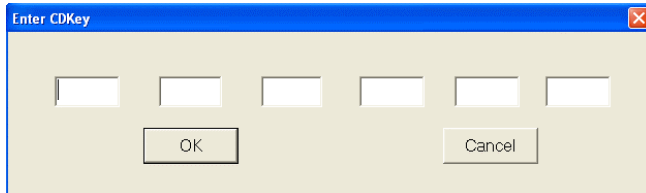
3.3 Overview



3.4 License Key



By default, the Free Download software entitled you to 1 Client license only. After you made your purchase to the respective license number, you will be given a license certificate that includes your License Key number. Enter that **License Key** into the boxes below in its correct sequence. Click OK once done.



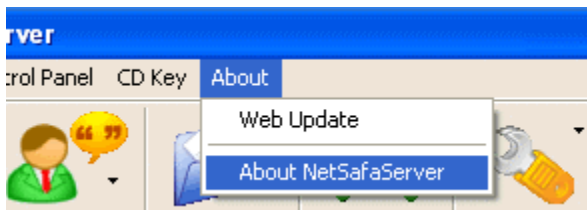
3.5 Help

3.5.1 Web Update

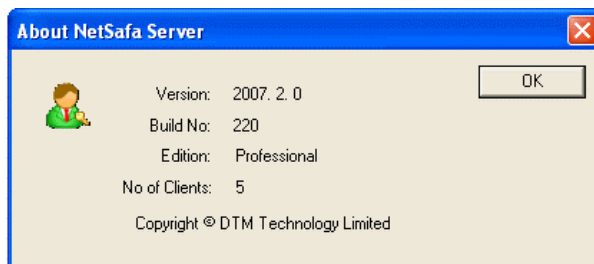


Get the latest builds and updates from NetSafa Web Server with Web Update.

3.5.2 About NetSafaServer



Click **About** → About NetSafa Server to find out your license information.



Click OK to close.

3.6 Feature Buttons



3.6.1 Scan



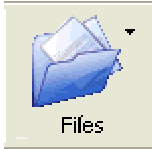
The **Scan** button is to refresh the network scanning.

3.6.2 Communicate



Select the **Communicate** button to open the down menu.

3.6.3 Files



Select the **File** button to open the down menu.

3.6.4 Control



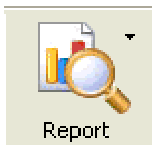
Select the **Control** button to open the down menu.

3.6.5 Settings



Select the **Settings** button to open the down menu.

3.6.6 Report



To view the report settings assigned to client computers, select the **Report** feature to open the window as follows.

3.6.7 Record



To record client's screen activities, select the **Record** feature to open the window as follows.

3.7 Real-Time Monitoring

3.7.1 Process

Select a client computer.

Then select the *Process* tab to view all the current processes that is currently running in that computer in real-time.

3.7.2 Internet

Select a client computer.

Then select the *Internet* tab to view all the current websites that is currently running in that computer in real-time.

Time indicates the time that that particular website is opened.

Duration indicated the length of time that the website has been opened.

3.7.3 Application

Select a client computer.

Then select the *Application* tab to view all the current application that is currently running in that computer in real-time.

Time indicates the time that that particular application is running.

Duration indicated the length of time that the application has been running.

3.7.4 Device

Select a client computer.

Then select the *Device* tab to view all the devices that is currently available in that computer in real-time.

Total Size indicates the total space size available in that device.

Free Space indicates the total free space available in that device.

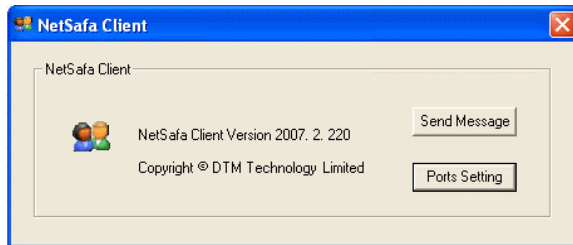
4 Client Module

4.1 Run the Client Module



To run the Client module application, simply select Client in the Start -> All Programs menu.

4.2 The Client Module



NetSafa Client

Information about the License Version (2007.2) and Build Number: 220

***Note:** 'Send Message' button is disabled as it is waiting for the Server module to be active.

5 Uninstallation

5.1 Server Uninstallation

5.1.1 Uninstall



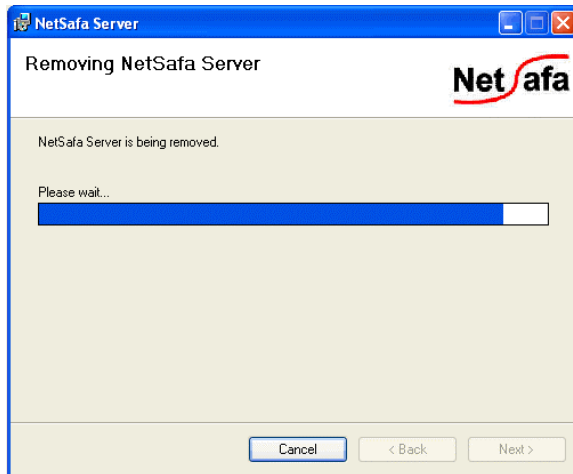
Select Uninstall Server.

5.1.2 Welcome



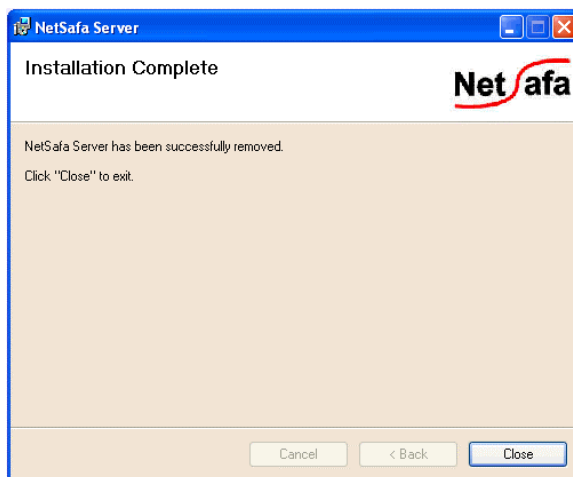
Click *Remove NetSafa Server*.
Click 'Finish'.

5.1.3 Removing



Please wait while the Server module is being removed from your computer.

5.1.4 Uninstallation Complete



Click 'Close' to exit.

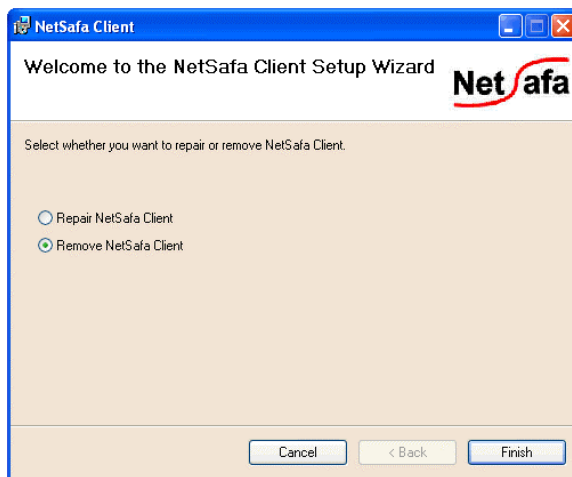
5.2 Client Uninstallation

5.2.1 Uninstall



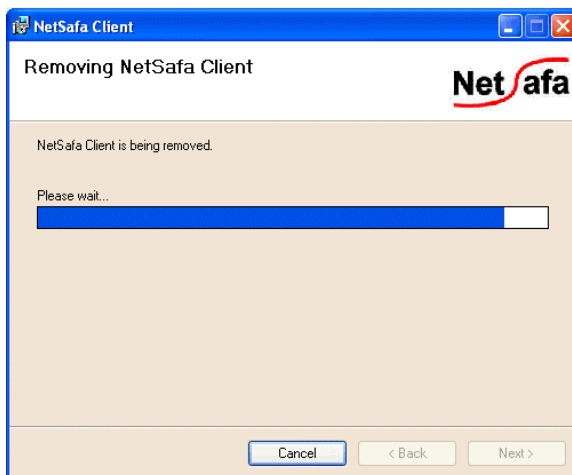
Select Uninstall Client.

5.2.2 Welcome



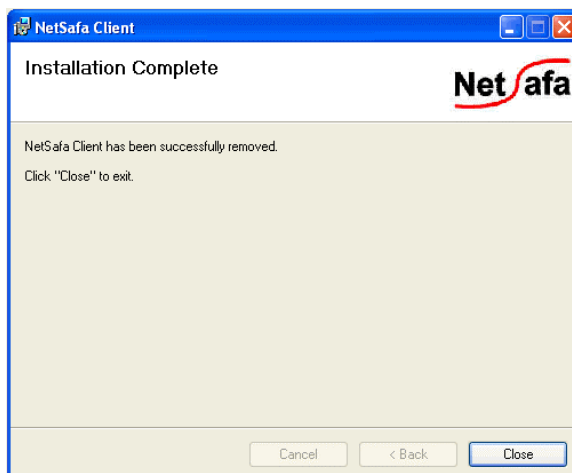
Click *Remove NetSafa Client*.
Click 'Finish'.

5.2.3 Removing



Please wait while the Server module is being removed from your computer.

5.2.4 Uninstallation Complete



Click 'Close' to exit.

5.2.5 Restart



Click 'Yes' button to restart your system in order to finish the uninstallation.

***Important: Without restarting, the client file may still be running in your system. Thus it is advisable to restart your system.**