

Managing Responsible Surfing[®] 1.0 Business Edition

January 2008

Preface

Welcome

Thank you for choosing Responsible Surfing. To learn more about the capabilities of Responsible Surfing, refer to the user manual.

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About This Guide

Document Conventions

The following conventions are used in this document:

Convention	Item	Examples
<i>Italic Text</i>	Name of a document.	<i>Installing Responsible Surfing 1.0 Business Edition</i>
Bold Text	Menu paths, dialog box options, buttons, and other selectable elements from the user interface.	Click File > Save . Click OK .
Courier font	User input, system messages, directories, and file names.	Processing completed.

Related Documentation

The following document may be helpful as you use Managing Responsible Surfing 1.0 Business Edition Server:

Installing Responsible Surfing 1.0 Business Edition, which explains the process of installing and configuring Responsible Surfing server and client and Microsoft SQL Server 2005 database as well.

Feedback

Responsible Surfing welcomes your suggestions and comments. Send your feedback to support@responsiblesurfing.com. Please include the name of the product and its release with your comments.

Overview

Running Responsible Surfing Server for the First Time

You must perform the following set of actions when you run Responsible Surfing server for the first time:

1. Launch Responsible Surfing server by clicking **Start > Responsible Surfing Server > Responsible Surfing Server**.
2. Fill all required entry and click on **Next** button.
3. In SQL Server Name field if SQL Server 2005 is installed on this computer then it will automatically detect and show its name in combo box and if it is not installed then first install SQL Server 2005 then complete configuration of Responsible Surfing Server
4. In the **Database User Name** (default sa in case of SQL Server 2005) and **Database Password** (which you have set at time of SQL Server 2005 installation) fields, enter the username and password for the database.
5. Click on Test Connection. If connection is successful then it gives message **Connection test successful** and if it give message **Connection Failed, Please check your sql server settings** then check your SQL Server database user name and password and make sure SQL Server Service running.
6. Click **Next**.
7. If the IP address of your computer starts with 172, enter 255.255.0.0 in the **Subnet Mask** field. Otherwise, enter 255.255.255.0.
7. In the grid box, specify the IP address ranges of the computers on your network. You can add an IP address range to the grid as follows:
 - Enter the starting IP address of the range in the **Starting IP Address** field.
 - Enter the ending IP address of the range in the **Ending IP Address** field.
 - Click **Add**. Repeat this step as required to add multiple IP address ranges to the grid.

Let us consider a network with five computers with the following IP addresses:

172.0.0.10
172.0.0.11
172.0.0.12
172.0.10.1
172.0.10.2

The IP address ranges for this network are:

Starting IP Address	Ending IP Address
172.0.0.10	172.0.0.13
172.0.10.1	172.0.10.2

9. To remove an IP address range, select the corresponding row in the grid and click **Delete Range**.
10. Click **Finish**. If you have entered correct information, a message box appears with the message Installation have been completed successfully. Have a nice day.
11. Now you are ready to use Responsible Surfing Server.

Logging In and Out of Responsible Surfing Server

When you open or close the Responsible Surfing server application, the **Login** or the **Logout** window appears respectively. You must perform the following actions:

1. Enter your password in the **Password** field and click **OK** to proceed with the login or logout.
2. Click **Cancel** to quit the login or logout operation.
3. If you have forgotten your password, click **Email my me Password** to send the password to email ID you entered when running Responsible Surfing server for the first time.

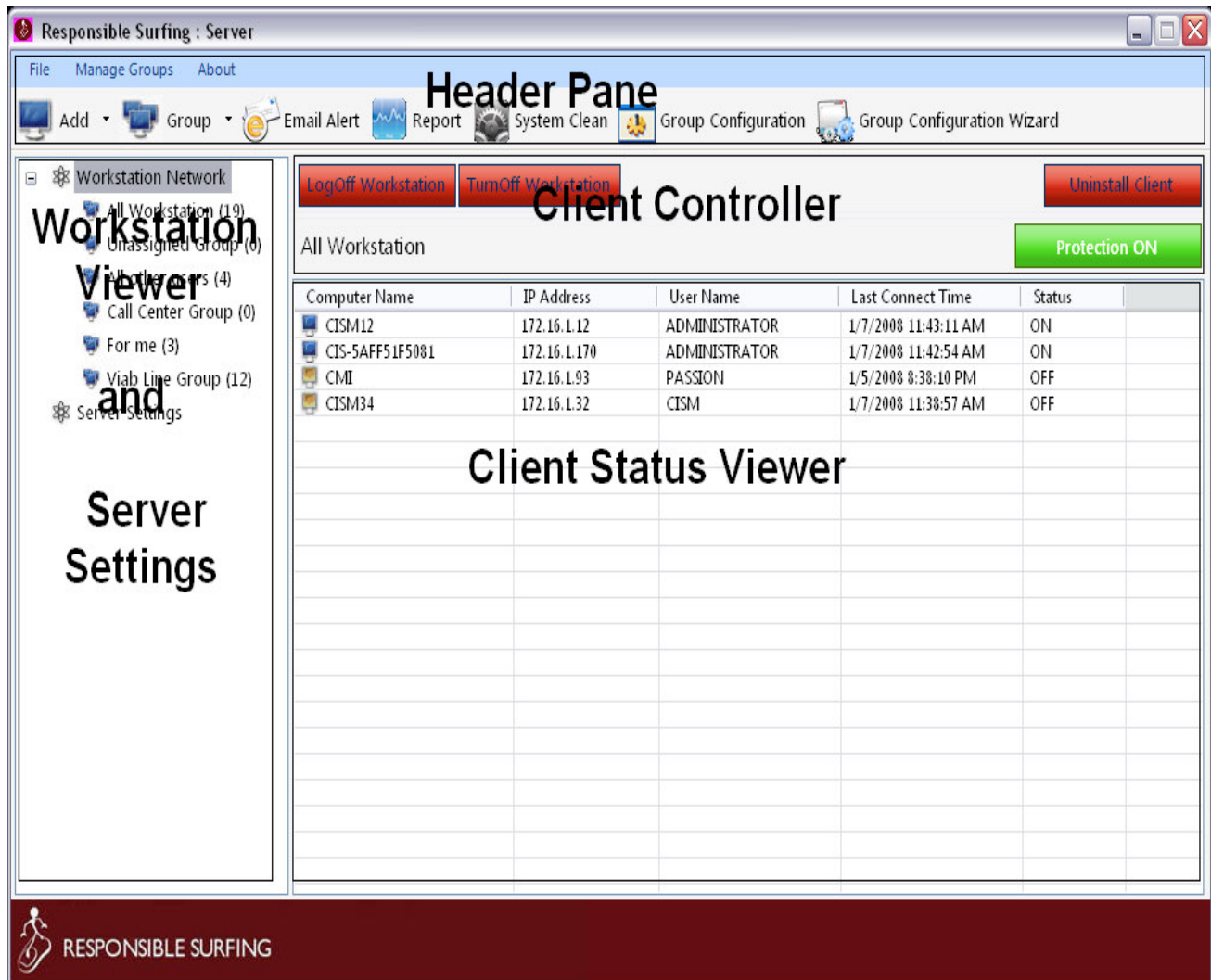
Data Management in Responsible Surfing Server

Responsible Surfing server stores its operating data on a Microsoft SQL Server 2005 database. The following data is stored in the database:

- Data related to your settings and configurations
- Data obtained by monitoring and recording client activities

Overview of the Server Console

The user interface of the Responsible Surfing server application is called the **Server Console**. The server console contains options to control and review the activities on the client computers. The server console consists of four main areas as illustrated in the following image:



Header Pane

The header pane contains the following options:

Menu Bar

Contain different option to manage client and server.

File

File option contain settings for **Registration** and **Exit** to server

Manage Groups

Manage Groups option contains settings for **Add New Group, Group Computer** and **Manage Group Setting**.

About

About option contain **Help** and **About Me** section.

Tool Bar

You will find following settings in tool bar

Add

Add Workstation

Add Group

Group

Group Workstation

Group Configuration

Group Configuration Wizard

Email Alert

Report

System Clean

Group Configuration Wizard

Workstation Viewer and Server Settings

Workstation Viewer

Form here you can select the group or All Workstation whose computer you want to view and check their status also.

Server Settings

In server setting you will find different option to manage server like

User Information settings

Database settings

Network settings

Client Controller

Client controller has different option to control client through **LogOff Workstation, Turnoff Workstation, Uninstall Client, Delete Client and Protection On/Off** for Responsible Surfing Client.

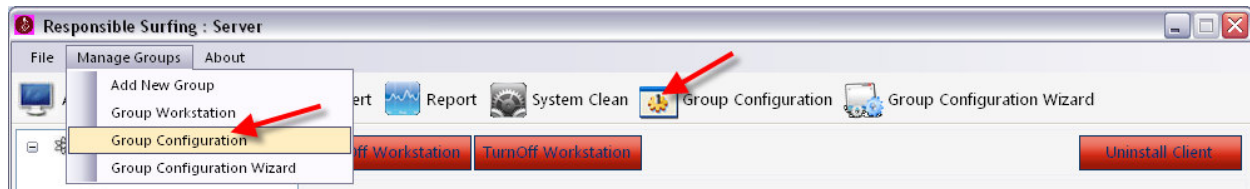
Client Status Viewer

For Client status viewer you can view status of client whether its online or offline also other useful details like Computer Name, IP address, User Name(login user) ,Last time it is connected to server and its status(on/off).

Working With Server Console:

Group Configuration

You can manage client computers by group configuration. You can get group configuration from two place from **Responsible Surfing >Menu>Manage Groups>Group Configuration** and **Responsible Surfing >Tool bar>Group Configuration** as shown in below fig. First how have to select group whose setting you want to change, then click on next button.



To manage client computer different setting has been given. They are categorized into 6 main settings.

1. **Summery**
2. **Blocking**
 - a. **Web Site Blocking**
 - b. **Chat/Browser Blocking**
 - c. **Media Blocking**
 - d. **Dynamic Content Filtering**
 - e. **Pop up Blocking**
 - f. **Game Blocking**
 - g. **P2P Blocking**
 - h. **Use of Credit Card**
 - i. **Gambling Activity**
3. **Recording**
 - a. **E-mail Recording**
 - b. **Chat Recording**
 - c. **24/7 Screenshot(s)**
 - d. **Keystrokes Recording**
 - e. **Clip Board Recording**
 - f. **Program Activity Recording**
 - g. **Files Recording(created, deleted and renamed)**
 - h. **Printing Activity Recording**
4. **Time Management**
 - a. **Client computer shutdown time**
 - b. **Internet usage Time Management**
5. **Control**
 - a. **Block ability to change settings on the computer**
 - b. **Block access to folder**
6. **Privacy Protect**

- a. **Use Privacy Manager**
 - b. **User Watch Website(s)**
- 7. **Warning Message**
 - a. **Acceptable User Policy Setting**
 - b. **Custom Warning Message Setting**

Summery

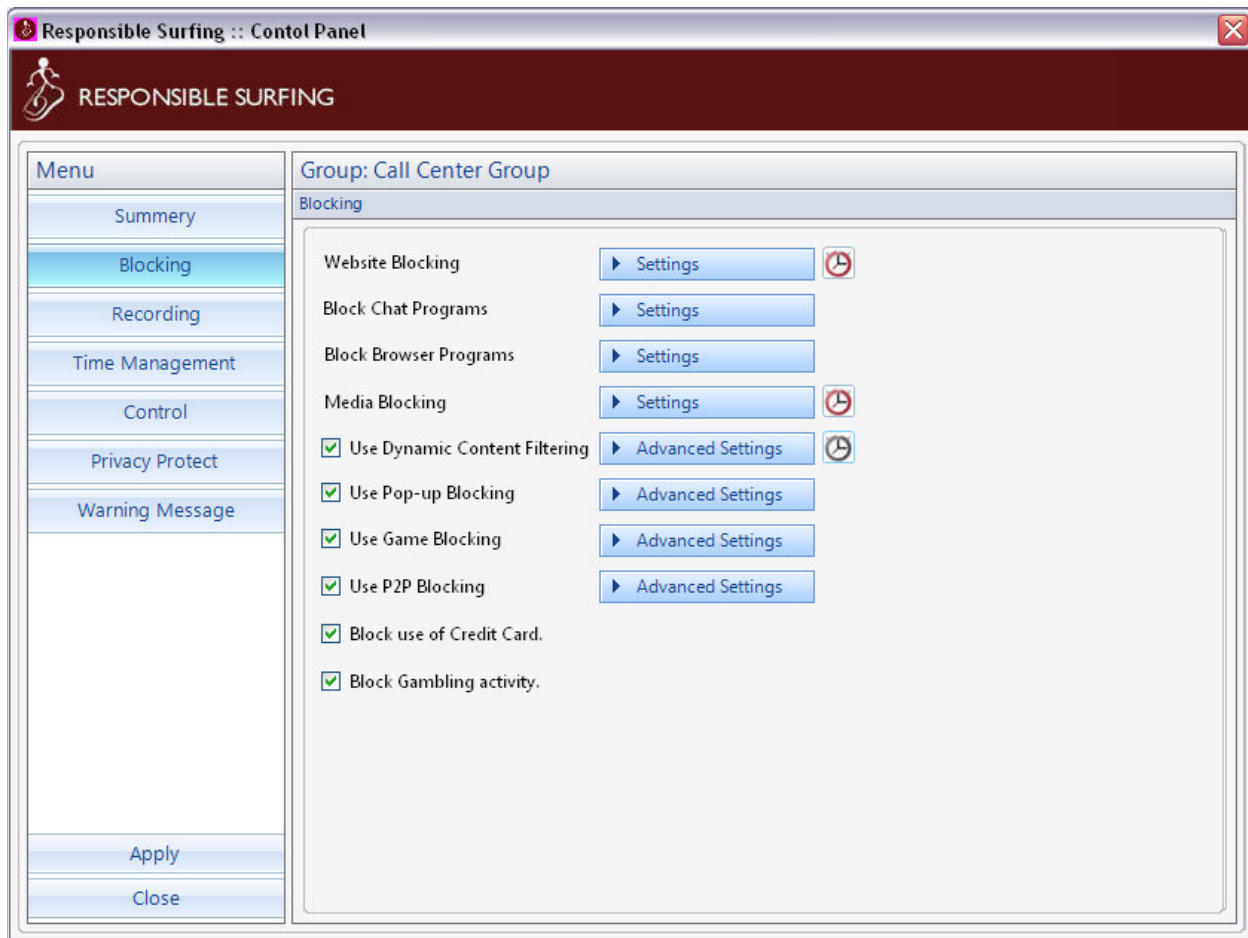
You get the status of all settings for selected group. From here you can also set the status of setting by clicking button (ON/OFF) in front of setting. Name of setting work as sort cut to go directly into setting.

1. Click **Responsible Surfing>Group Configuration>Summery** on the control panel.



Blocking:

You can set all type of blocking activity on client computers from blocking section of group configuration. Blocking categories are as follows-



Websites Blocking

Blocking websites is the process of specifying those websites that should not be accessed from the client computers. To block websites:

1. Click **Responsible Surfing>Group Configuration>Blocking>Use Website** on the control panel.
2. Click on **Custom Settings** to set your settings.
3. Select **Block All other web sites except form Allowed website list**, it will block all web sites except from default allowed list (Responsible Surfing Supplied) and custom created allowed list.
4. Select **Block web pages from default Blocked websites database** (Responsible Surfing Supplied). It will block all these websites.
5. Select **Allow web pages from default Allowed websites database** (Responsible Surfing Supplied). It will allow all these websites to open.
6. Click **Advance** button, it is user to create custom block and allowed web site list. Click on **Cross(x)** to return back on control panel.
Note: You need not specify the entire website address. For example, to block <http://www.helloworld.com/>, enter `helloworld.com`.
7. Block website on Time basis, click on watch icon to open it. It will block all web visits between the set times.
8. Click **Apply** to save the changes.

Chat and Web Browser Blocking

You can allow or restrict the client computers to use specific chat applications and browsers. To do this:

1. Click **Responsible Surfing>Group Configuration>Blocking> Use Chat/Browser** on the control panel.
2. Click on **Custom Settings** to set your settings.
3. Select **Block All IM (Instant Massagers)** to block all IMs.
4. Select **Custom Settings** and click on **Advance** to block selected IM(s).
Click on **Cross(x)** to return back on control panel.
5. Select Web browser list to block web browser.
6. Click **Apply** to save the changes.

Media Blocking

You can allow or restrict the client computers to use specific chat applications and browsers. To do this:

1. Click **Responsible Surfing>Group Configuration>Blocking> Use Media Blocking** on the control panel.
2. Click on **Custom Settings** to set your settings.
3. Select Block Images in webpage(s) to block images on websites which is open Internet Explorer.
4. Select **Block All Image file(s)** or **Allow All Image file(s)** to restrict or let the client computers access image files respectively.
5. Select **Block All Video file(s)** or **Allow All Video file(s)** to restrict or let the client computers access movie files respectively.
6. You can create customized media player list to block media player, click **Add Player** then browse for player exe to be blocked. To remove select a payer in list and click on **Remove** button.
7. Time basis media blocking, click on watch icon to open it. Check it to activate time based media and images blocking, it will allow the media and images between the select times.
8. Click **Apply** to save the changes.

Blocking of Websites by Dynamic Content Filtering

Dynamic Content Filtering analyzing the content of web pages (includes any URL, email, page or text content opened in your internet browser) for inappropriate content before these pages are displayed it will block that page. Nearly 700 words are built-in to our 'Keyword Filter List' as standard and web content that includes words appearing on this list can be blocked - at your choice and discretion. You can also modify word list and set filter strength. To do this:

1. **Responsible Surfing>Group Configuration>Blocking>Use Dynamic Content Filtering** on the control panel.
2. Select **Use Dynamic Content Filtering** to restrict the client computers from accessing websites with specific keywords listed in the grid.
3. Set the **Filter Strength** slider to **Weak**, **Moderate**, or **Strong** to depending on the required accuracy of the filter.
Note: Weak=Dynamic Content Filtering block web page when, it find any 3 or more word in web page from the list.
Moderate Dynamic Content Filtering block web page when, it find any 3 or more word in web page from the list.
Strong= required Dynamic Content Filtering block web page when, it find any 3 or more word in web page from the list.
4. To add a keyword to the list, type the keyword in the **Add Keyword** field and click **Add**.
5. Select **Mask** to display only the first letter of each keyword in the list and mask the remaining letters. For example, a when you add the word *aggressive* to the list and select **Mask**, the word is displayed as *a******.
6. To remove a keyword from the list, click on the corresponding row to highlight it, and click **Remove**.
7. Time basis dynamic content filtering, click on watch icon to open it. If watch icon is disable then uncheck the **Use Dynamic Content Filtering** and Check **Enable Content Filtering** to activate time based **Dynamic Content Filtering** and set then time.
Note: In time based Dynamic Content Filtering filter strength is **Week**.
8. Click **Apply** to save the changes.

Pop-up Blocking

You can block advertisements and other popup windows that open up automatically from the browsers on the client computers. To do this:

1. **Responsible Surfing>Group Configuration>Blocking>Use Pop-up Blocking** on the control panel.
2. Select **Use Pop-up Blocking** to block advertisements and pop-up windows on the client computers. Deselect this option to allow advertisements and pop-up windows.
3. Click **Do not block Ads and Pop-ups from the following sites** to allow advertisements and pop-ups from a list of sites only in **Advanced Setting**.
4. To remove a website from the list, highlight the corresponding row by clicking on it, and click **Remove**.
5. To add a website to the list, enter the domain name of the website and click **Add Website**.
Note: You need not specify the entire website address. For example, to block <http://www.helloworld.com/> enter helloworld.com and click **Add**.
6. Click **Apply** to save the changes.

Game Blocking

You can block application games and internet based game with game blocking option.. To do this:

1. **Responsible Surfing>Group Configuration>Blocking>Use Game Blocking** on the control panel.
2. Select **Use Game Blocking** to block application game. Deselect this option to allow application game.
3. Click **Advance Settings** to add or remove game from list and to block internet game web site.
4. To remove a game from the list, highlight the corresponding row by clicking on it, and click **Remove**.
5. To add a game to the list, click **Add Game** and browse for game, select game which you want to block.
6. Select **Block Online Internet Games Website** to block internet game. Deselect this option to allow internet game.
7. Click **Apply** to save the changes.

P2P Application Blocking

P2P applications include spyware programs. When you run these programs on your computer, they try to access resources from other computers on your network. You can restrict the access of P2P applications on the client computers as follows: To do this:

1. **Responsible Surfing>Group Configuration>Blocking>Use P2P Blocking** on the [control panel](#).
2. Select **Use P2P Blocking** to block the access to the P2P applications, listed in the grid, from any of the client computers. Deselect this option to allow P2P application.
3. Click **Advance Settings** to add or remove P2P application from list.
4. To remove a P2P application from the list, highlight the corresponding row by clicking on it, and click **Remove**.
5. To add a P2P application to the list, click **Add P2P** and browse for P2P application, select P2P application which you want to block.
6. Click **Apply** to save the changes.

Block use of Credit Card over the Internet

It will block web pages if word related with credit card found on web pages. To do this:

1. **Responsible Surfing>Group Configuration>Blocking>Block use of Credit Card** on the control panel.
2. Select **Block use of Credit Card** to block use of credit card over the websites.
Deselect it to allow use to credit card over the websites.
3. Click **Apply** to save the changes.

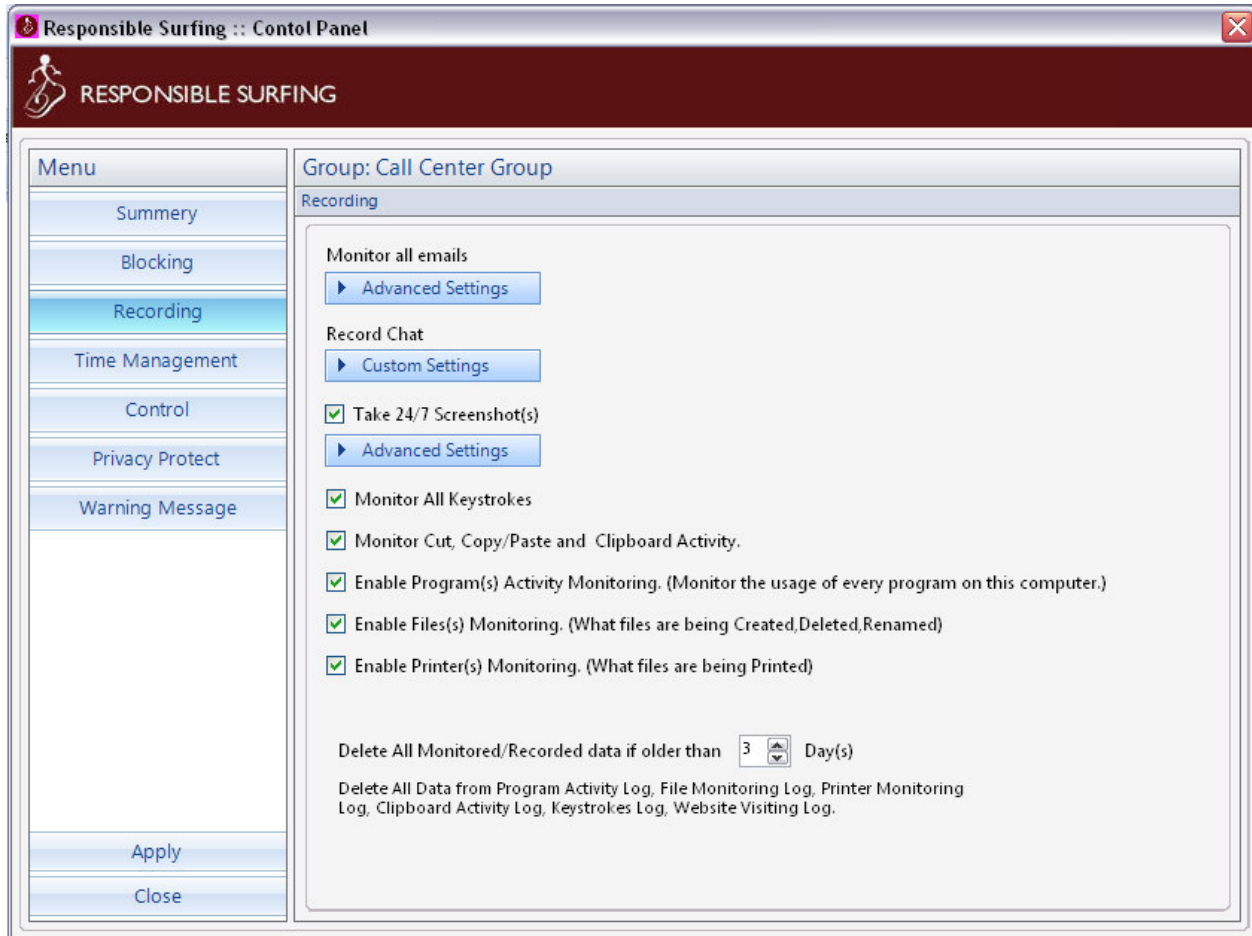
Block Gambling Activity over the Internet

It will block web pages if word related with gambling found on web pages. To do this:

1. **Responsible Surfing>Group Configuration>Blocking>Block Gambling Activity** on the control panel.
2. Select **Block Gambling Activity** to block gambling activity over the websites.
Deselect it to allow gambling activity over the websites.
3. Click **Apply** to save the changes.

Recording:

You can configure all recording activity of client computers from recording section for group configuration.



E-mail Usage Recording/Blocking

You can monitor and record the emails sent and received from the client computers for Microsoft Outlook and Outlook Express and you can monitor and record emails received from the client computer for web e-mail client (e.g. Hotmail, Yahoo, Gmail and AOL). To do this:

1. **Responsible Surfing>Group Configuration>Recording>E-mail Usage Recording/Blocking** on the control panel.
2. Click on **Advanced Settings** to do your settings.
3. Select **Block Microsoft Outlook/ Outlook Express from running** to close the corresponding application automatically.
4. Select **Monitor Incoming/Outgoing emails for Microsoft Outlook and Outlook Express** to record the all the mails sent and received from the client computers.
5. Select **Monitor Email Attachments for Microsoft Outlook and Outlook Express** sent and received from the client computers.
6. Select **Monitor Web E-mail(s) Client** to monitor Incoming e-mails on web e-mail client for most commonly used web e-mail client (Hotmail, Yahoo, Gmail and AOL).
7. Click **Apply** to save the changes.

Chat Recording/Blocking

You can record chatting of most commonly used IMs (Instant Messengers). To do this:

1. Click **Responsible Surfing>Group Configuration>Recording>Chat Recording/Blocking** on the control panel.
2. Click on **Custom Settings** to set your settings.
3. Select **Record All IM (Instant Massagers) Chatting** to record chatting of IM on client computer.
4. Select **Custom Settings** and click on **Advance** to Block, Monitor or Do nothing selected IM(s). Click on **Cross(x)** to return back on control panel.
5. Click **Apply** to save the changes.

Take 24/7 Screenshot(s)

It will take screenshot(s) of client computer and let you know what activity done on the client computer. To do this:

1. Click **Responsible Surfing>Group Configuration>Recording>Take 24/7 Screenshot** on the control panel.
2. Click on **Advance Settings** to set your settings.
3. Set time of screenshot(s) in minutes by **Take Screenshot in 'X' Minute(s)**. Click scroll up to increase time and click down to decrease time.
4. Select **Take Screenshot of Full screen** to take screenshot of entire screen of client computer or select **Take Screenshot of Active Window** it will capture screen shot of active or working window.
5. Delete **Screenshot if older then 'X' day(s)** will delete screenshot if older then selected days to save your hard disk drive space.
6. Click **Apply** to save the changes.

Monitor Keystrokes

Monitor all keystrokes monitor all key board activity of client computer. It will capture all keys and application on which keys types.

1. Click **Responsible Surfing>Group Configuration>Recording>Monitor All Keystrokes** on the control panel.
2. Select **Monitor All Keystrokes** to do keystroke monitoring and deselect to do not monitor keystrokes.
3. Click **Apply** to save the changes.

Monitor Cut, Copy/Paste and Clipboard

It monitors all clipboard activity like cut, copy and past of text and images on client computer.

1. Click **Responsible Surfing>Group Configuration>Recording>Monitor Cut, Copy/Paste and Clipboard Activity** on the control panel.
2. Select **Copy/Paste and Clipboard Activity** to do clipboard monitoring and deselect to do not monitor clipboard activity.
3. Click **Apply** to save the changes.

Program(s) Activity Monitoring

This will monitor all program activity like which application is open on client computer and how much time spent on that program. To do this:

1. Click **Responsible Surfing>Group Configuration>Recording>Enable Program(s) Activity Monitoring. (Monitor the usage of every program on this computer)** on the [control panel](#).
2. Select **Enable Program(s) Activity Monitoring. (Monitor the usage of every program on this computer)** to monitor program(s) activity and deselect to not monitor program(s) activity.
3. Click **Apply** to save the changes.

File(s) Monitoring

This will monitor and record all type of file(s) activity like which file is created, delete and renamed on client computer. To do this:

1. Click **Responsible Surfing>Group Configuration>Recording>Enable File(s) Monitoring. (What files are being Created, Deleted and Renamed)** on the control panel.
2. Select **Enable File(s) Monitoring. (What files are being Created, Deleted and Renamed)** to monitor files related activity (created, deleted and renamed) and deselect to not monitor.
3. Click **Apply** to save the changes.

Printer(s) Monitoring

This will monitor which files or document send to local or remote printer for printer from client computer. To do this:

1. Click **Responsible Surfing>Group Configuration>Recording>Enable Printer(s) Monitoring. (What files are being Printed)** on the control panel.
2. Select **Enable Printer(s) Monitoring. (What files are being Printed)** to monitor printer related activity and deselect to not monitor printer activity.
3. Click **Apply** to save the changes.

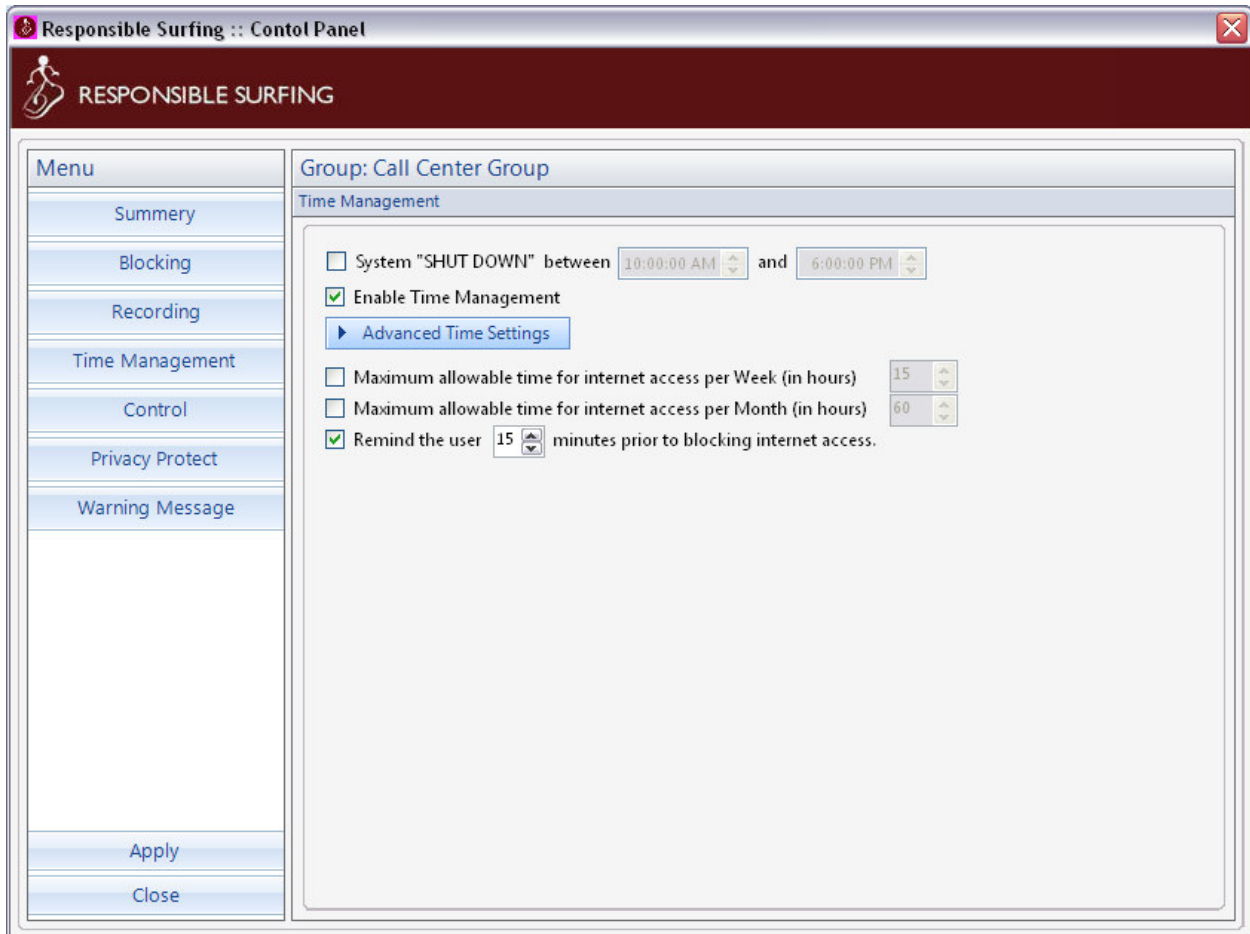
Delete Recorded Client Data

This will delete 'X' days old client recorded data. Its minimum time is 1 day and maximum time is 7 days. To do this:

1. Click **Responsible Surfing>Group Configuration>Recording>Delete All Monitored/Recorded data if older than 'X' day(s)** on the control panel.
2. Set day limit to how much day(s) you want to keep client data on server.
3. Click **Apply** to save the changes.

Time Management:

You can manage client computers login time and internet use time from time management section of group configuration. Blocking categories are as follows-



Client Shutdown Time:

It will keep client computer shutdown between times specified. To do this:

1. Click **Responsible Surfing>Group Configuration>Time Management>System "SHUT DOWN" between** on the control panel.
2. Select **System "SHUT DOWN" between** to keep client computer shutdown between time set. Deselect to keep on every time.
3. Click **Apply** to save the changes.

Internet Time Management

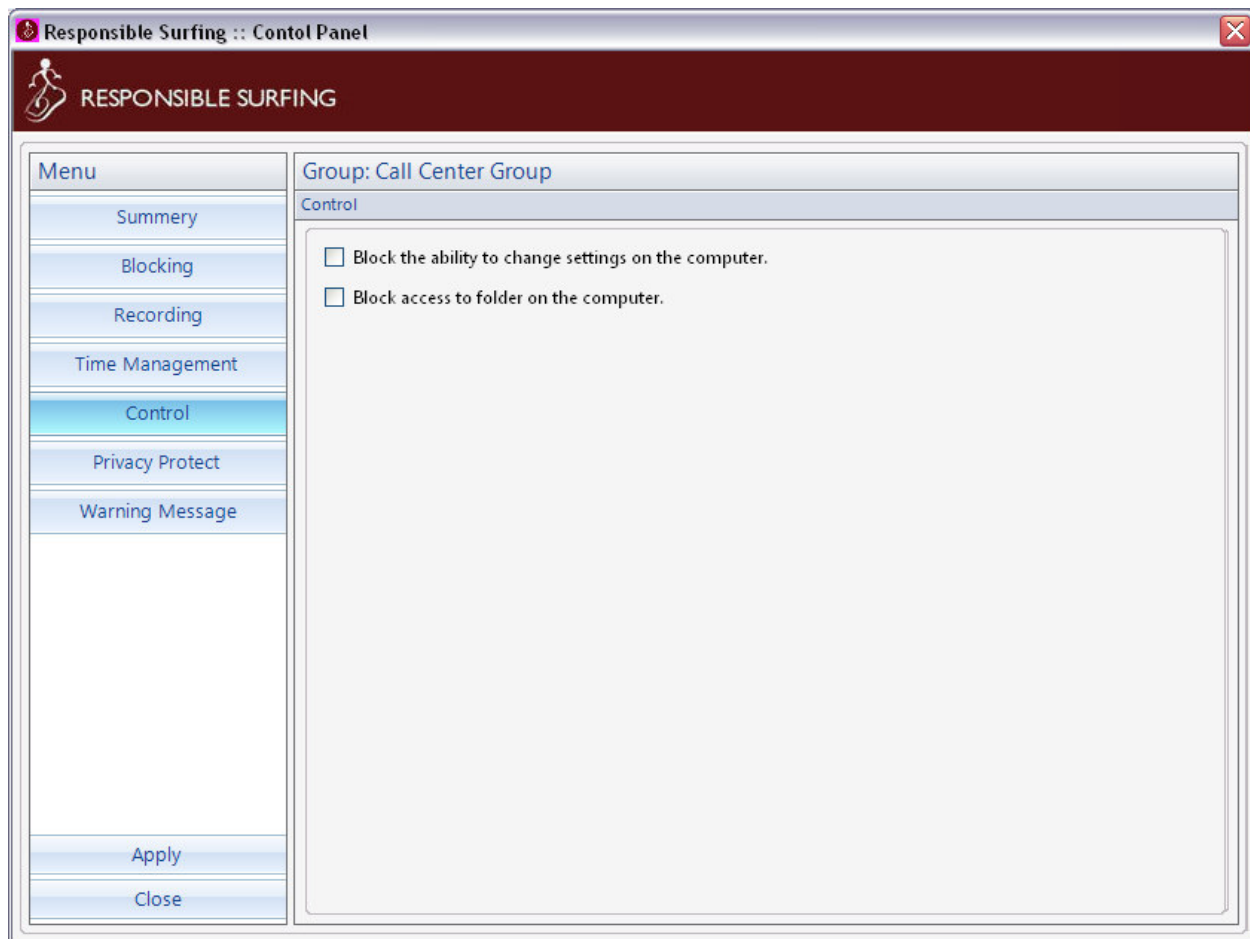
You can schedule and control the access of the client computers to the internet. To do this:

1. Click **Responsible Surfing>Group Configuration>Time Management>Enable Time Management** on the control panel.
2. Select **Enable Time Management** to apply internet usage time limit on client computer. Deselect to allow client computer to use internet all time.
3. Select **Enable Time Management** to restrict internet access on the client computers based on the rules defined in the following steps.
4. To block internet all time click **Block All Time** and click **Allow All Time** to all internet all time.
5. To block internet access on client for a certain period every week, select the cells corresponding to that time period in the grid. The blocked cells are highlighted in red color.
Example: to block internet access between 9:00 am and 10:00 am on Monday every week, click the cells corresponding to column header **9** and **10**, and row header **Mon**.
6. To unblock blocked cell again click on the cell then red cell will again converted into green.
7. To set daily limit according to week days set time to user internet in hour in **Daily Limit** Colum.
8. You can set the maximum time limit for a client computer to access the internet every week. To do this, select **Maximum Allowable time for internet access per Week (in hours)** and enter the time limit. After this time, the internet access is blocked.
9. You can set the maximum time limit for a client computer to access the internet every month. To do this, select **Maximum Allowable time for internet access per Month (in hours)** and enter the time limit. After this time, the internet access is blocked.
10. To display a message on the client computer before the internet access is blocked, select **Remind the User**. Enter the number of minutes, before which the message should be displayed.
11. Click **Apply** to save the changes.

Control Client Computer:

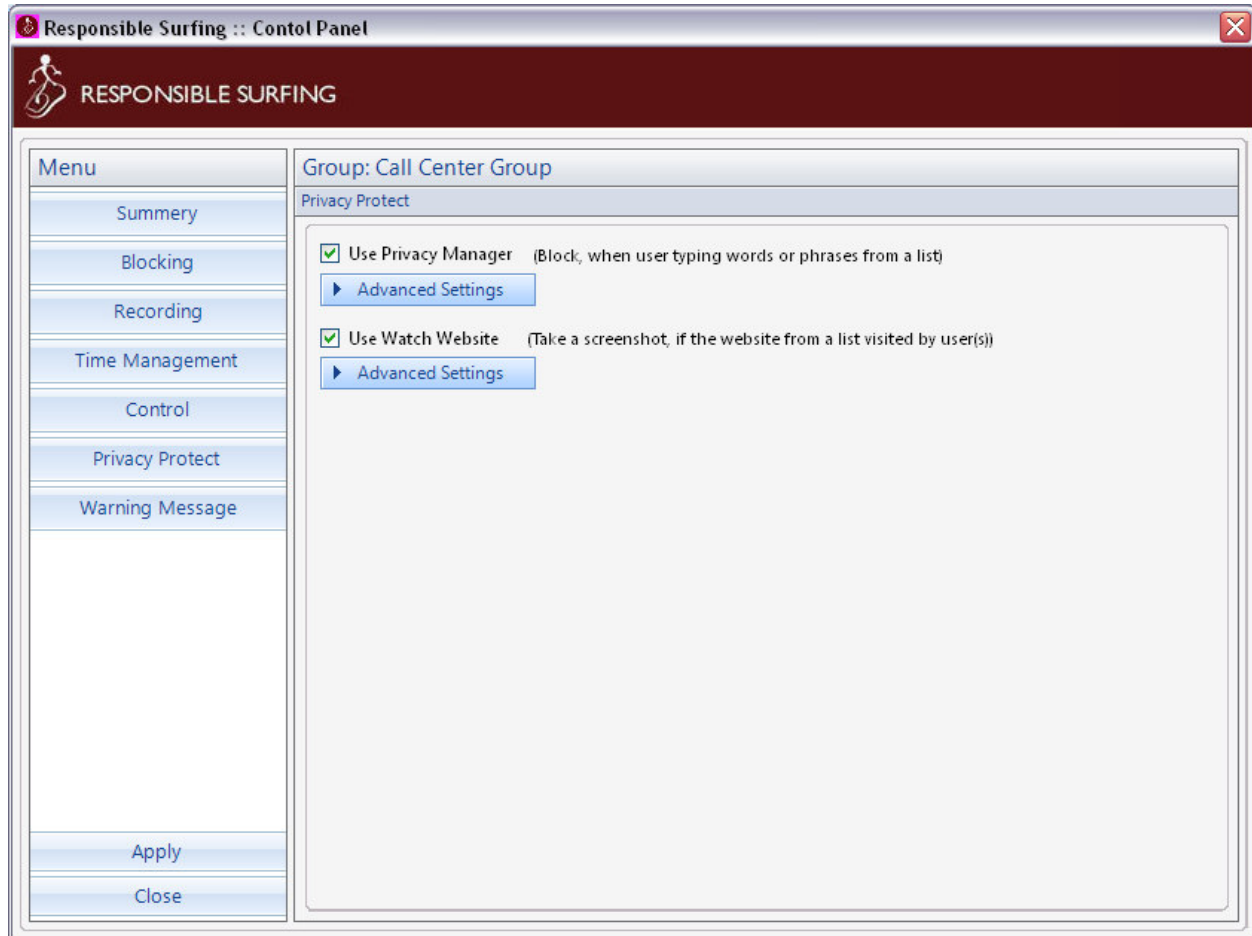
You can control client computer but not allowing changing exiting computer setting and blocking use of folder on client computer. To do this:

1. Click **Responsible Surfing>Group Configuration>Control** on the [control panel](#).
2. Select **Block the ability to change settings on the computer** to block opening of Control Panel, Registry Editor and System Configuration utility on client computer and deselect it to allow user to open.
3. Select **Block access to folder on the computer** to not allowed client computer to open any type of folder and deselect to allow.
4. Click **Apply** to save the changes.



Privacy Protect:

You can protect your private information to be used by client computers by blocking words and phrases and taking screenshot on web visit from the section of privacy protect of configuration wizard. Privacy Protect categories are as follows-



Privacy Manager

You can do protection of privacy by blocking certain word or phrases by not allowing to them type on client computer. To do this:

1. Click **Responsible Surfing>Group Configuration>Privacy Protect>Use Privacy Manager** on the control panel.
2. Select **Use Privacy Manager** to block certain word or phrases to be written on client computer and deselect it to allow user to write.
3. Select **Advanced Settings** to make you custom list of word(s) and phrase(s) list. Click on **Add Word** to add Word(s) or phrase(s) and click on **Remove** to remove selected record.
4. Select **Take Screenshot, when user typing words and phrases from above list** to enable screenshot when a word from list is blocked on client computer. Deselect it to do not take screenshot.
5. Click **Apply** to save the changes.

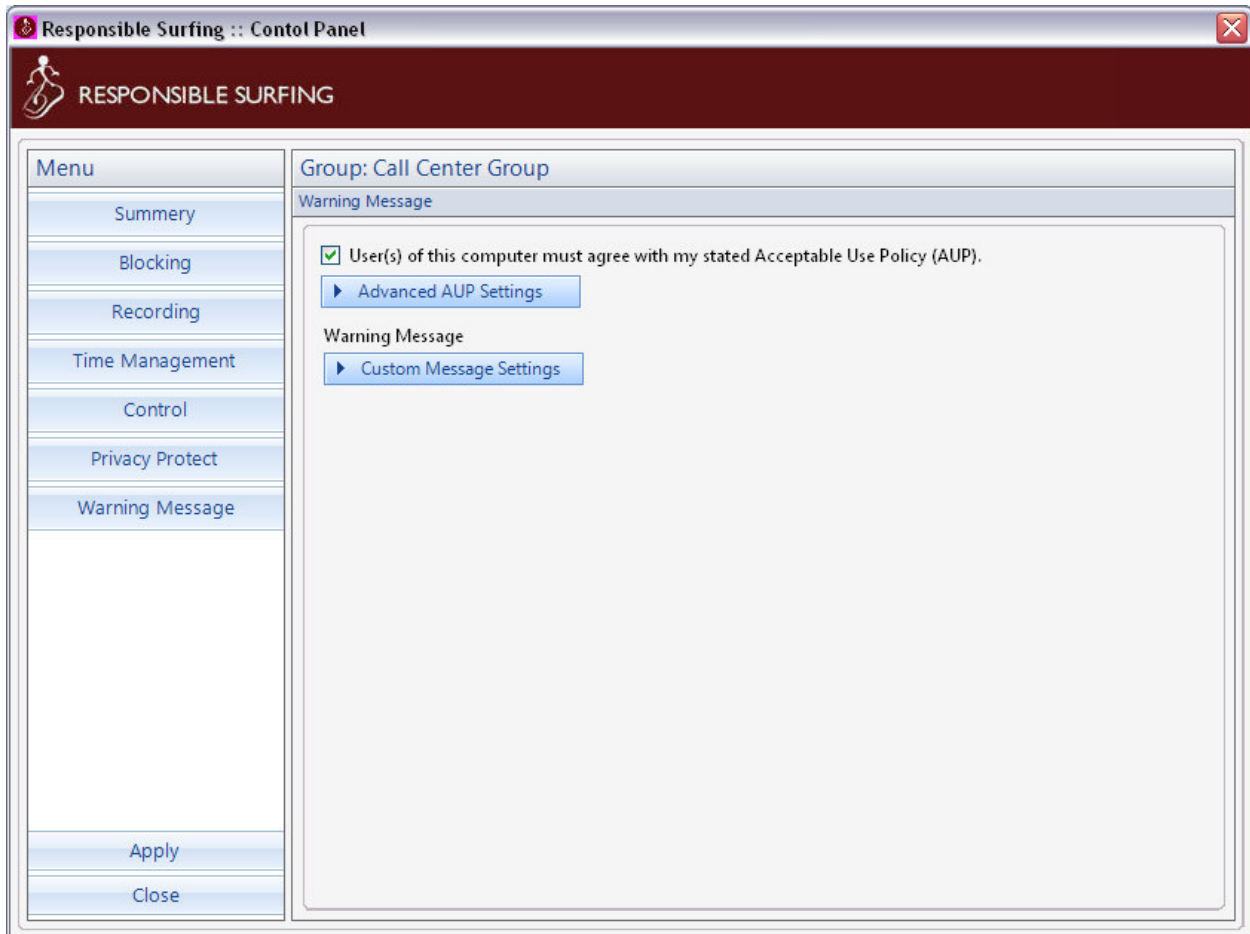
Watch Website

It will take screenshot when user will visit certain website given in list. To do this:

1. Click **Responsible Surfing>Group Configuration>Privacy Protect>Use Watch website** on the control panel.
2. Select **Use Privacy Manager** to take screenshot when certain website visited from list. Deselect it to do not take screenshot.
3. Select **Advanced Settings** to make you custom list of website(s). Click on **Add Website** to add website and click on **Remove** to remove selected record.
4. Click **Apply** to save the changes.

Warning Message:

You can set acceptable user policy and warning message on different type of blocking from warning message section of group configuration. Warning message categories are as follows-



Acceptable User Policy (AUP)

Responsible Surfing Server displays a usage policy message in the client computers. This message explains the actions that are not allowed on your network. To modify the usage policy message and its properties:

1. Click **Responsible Surfing>Group Configuration>Warning Message>User(s) of this computer must agree with my started Acceptable Use Policy (AUP)** on the control panel.
2. Select **User(s) of this computer must agree with my started Acceptable Use Policy (AUP)** to enable the display of usage policy message on client computers.
3. Select **Advanced AUP Settings** to change default settings.
4. Select **Display AUP at Startup** to display the usage policy message on the client computer every time it is started.
5. Select **Display AUP when a browser is opened** to display the usage policy message on the client computer whenever a new web page is opened.
6. In **Current AUP Message** will show current AUP message which is set and **New AUP Message** to set your custom message.
7. Click **Apply** to save the changes.

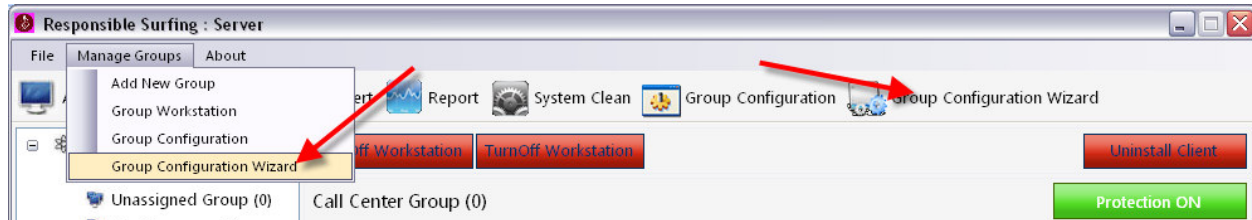
Warning Message

You can set your custom message if website blocked from Administrator blocked web list and audio warning message when a program or website is blocked. To do this:

1. Click **Responsible Surfing>Group Configuration>Warning Message>Warning Message** on the control panel.
2. Select **Advanced AUP Settings** to change settings of warning message.
3. Set **Warning Message (in Text)** it will display your custom warning message when website from blocked website list of administrator. Keep it blank if you don't want to show your message.
4. **Warning Message (in Audio)** plays an audio file when application or web site blocked according to your setting. Setting to play audio message for different blocking also give, they are as follows-
5. Select **When Website block**, it will play a sound when any website blocked by Responsible Surfing. Deselect it if you do not want to play sound when website blocked.
6. Select **When Program(s) block**, it will play a sound when any program(s) blocked by Responsible Surfing. Deselect it if you do not want to play sound when program(s) blocked.
7. Select **When Chat Application block**, it will play a sound when any chat application blocked by Responsible Surfing. Deselect it if you do not want to play sound when chat application blocked.
8. Select **When Game Application block**, it will play a sound when any game application blocked by Responsible Surfing. Deselect it if you do not want to play sound when game application blocked.
9. Select **When Media Player Application block**, it will play a sound when any media player application blocked by Responsible Surfing. Deselect it if you do not want to play sound when media player application blocked.
10. Click **Apply** to save the changes.

Group Configuration Wizard

Group Configuration Wizard is useful when you want to only change setting from ON to OFF or from OFF to ON. You can use it when you want to only change setting status not the list for setting. You can open group configuration wizard from two place **Responsible Surfing >Menu>Manage Groups>Group Configuration Wizard** and **Responsible Surfing >Tool bar>Group Configuration Wizard** as shown in below fig.



Group Setting Summery

You have to select group first from the drop down list of groups whose setting you want to change. You can also view the summery of your setting for selected group.

1. **Skip and Finish Wizard** will save your setting and send your setting to client(s) of selected group.
2. **Back** will move to you in previous page to change your previous settings and it is disabled for first page.
3. **Next** will move you to next page of setting to do further settings.
4. **Close** will close group configuration wizard with out saving your settings.
5. Click **Next** to move next page.

Responsible Surfing : Group Settings Wizard

Group Settings Summary

Please choose a Group to set control for : For me

☒ Allow website(s) from Administrator List	☒ Email Sent/Recieved Recording
☒ Block Website(s) from Administrator List	☒ Program Usage Recording
☒ Blocking of Gaming Website(s)	☒ Recieved Web Mail(s) Recording
☐ Email Application usage Blocking	☐ Internet Time Management
☐ Block viewing Image(s)	☒ File(s) Usage Recording
☒ Popup Blocker	☒ Printer Usage Recording
☒ Dynamic Content Filtering/ Analysis	☒ Clipboard Usage Recording
☒ Privacy Manager Protection	☒ Keystrokes Recording (Key Logger)
☒ Watch Website (Take a Sceenshot)	☒ Restrict Credit Card Usage (Buy Online)
☒ Game application(s) Blocking	☐ Folder Access Restrictions
☒ P2P Application(s) Blocking	☒ Blocking of Gambling Website(s)
☐ Media Player Blocking (Audio/Video)	

Choose Blocking Settings

You can turn ON or OFF all blocking settings from this page. Select **Yes** to enable blocking and **No** to disable blocking. To do this:

1. **Do you want to block web pages from responsible surfing database?** Select **Yes** if you want to block web pages from the database of bad websites list provided by Responsible Surfing. Select **No** if you do not want to block web sites from responsible surfing database.
2. **Do you want to block web pages by offensive content on web pages?** Select **Yes** if you want to block web pages which contain the offensive text on the web site. Select **No** if you do not want to block which contain offensive content.
3. **Do you want to block chat program?** Select **Yes** if you want to block commonly used IM's (Instance Messages). Select **No** if you do not want to block chat programs.
4. **Do you want to block games application?** Select **Yes** if you want to block games application from the list of blocked game (**Responsible Surfing>Group>Group Configuration>Blocking>Use Game Blocking>Advanced Settings**). Select **No** if you do not want to block games applications.
5. **Do you want to block file sharing programs (P2P)?** Select **Yes** if you want to block file sharing programs from the list of blocked file sharing programs (**Responsible Surfing>Group>Group Configuration>Blocking>Use P2P Blocking>Advanced Settings**). Select **No** if you do not want to block file sharing programs.
6. **Do you want to block ability to watch videos and look at pictures on the computer?** Select **Yes** if you want to block video and image activity on client computer. Select **No** if you do not want to block.
7. **Do you want to block ability to use credit card on this computer?** Select **Yes** if you want to restrict use of credit card over the web sites. Select **No** if you want to allow use of credit card.
8. **If you want to add your own pages to block or not to block click here?** Select **Yes** if you want to create custom list of allowed and blocked website. It will open a new page from where you can create or edit existing allowed and blocked websites list, click on **(X)** to return on choose blocking page. Select **No** if you want to create or edit list.
9. **Skip and Finish Wizard** will save your setting and send your setting to client(s) of selected group.
10. **Back** will move to you in previous page to change your previous settings and it is disabled for first page.
11. **Next** will move you to next page of setting to do further settings.
12. **Close** will close group configuration wizard without saving your settings.
13. Click **Next** to move next page.

Responsible Surfing : Group Settings Wizard

Choose Blocking for this Group

Do you want to block webpages from responsible surfing database ?	☒ Yes	☐ No
Do you want to block pages by offensive content on webpages ?	☒ Yes	☐ No
Do you want block Chat programs ?	☐ Yes	☒ No
Do you want block Games Application ?	☒ Yes	☐ No
Do you want to block file Sharing programs (P2P) ?	☒ Yes	☐ No
Do you want to block ability to watch videos and look at picture(s) on the computer ?	☐ Yes	☒ No
Do you want to block ability to use credit card on this computer ?	☒ Yes	☐ No
If you want to add your own pages to block or not to block click here ?	☐ Yes	☒ No

Skip & Finish Wizard **Back** **Next** **Close**

Choose Monitoring or Recording Settings

You can turn ON or OFF all Monitoring or Recording settings from this page. Select **Yes** to enable Monitoring or Recording and **No** to disable Monitoring or Recording. To do this:

1. **Do you want to monitor keystrokes?** Select **Yes** if you want to monitor keyboard activity and want to monitor keys typed on which application. Select **No** if you do not want to monitor keyboard activity.
2. **Do you want to record website visits?** Select **Yes** if you want to record all websites visited on the Internet Explorer. Select **No** if you do not want to monitor website visits.
3. **Do you want to monitor all applications activities?** Select **Yes** if you want to monitor application activity on client computer. Select **No** if you do not want to monitor application activity.
4. **Do you want to monitor email sent and received?** Select **Yes** if you want to monitor email sent and received on Microsoft Outlook and Outlook Express and received mail of web mail client. Select **No** if you do not want to monitor email activity.
5. **Do you want to monitor cut and paste activities?** Select **Yes** if you want to monitor cut, copy and paste (clip board) activity on client computer. Select **No** if you do not want to monitor cut, copy and paste (clip board) activity.
6. **Do you want to take screenshots of the computer screen?** Select **Yes** if you want to take 24/7 screenshots of client computer screen to watch client computer activity. Select **No** if you do not want to take screenshots.
7. **Do you want to monitor printer(s) activities? (What files are being printed)** Select **Yes** if you want to monitor which printer usage by client computer. Select **No** if you do not want to monitor printer usage.
8. **Do you want to monitor file(s) activities? (What files are being created, deleted and renamed)** Select **Yes** if you want to monitor file activity. Select **No** if you do not want to monitor printer usage.
9. **Delete All Monitored/Recorded data if older than X days.** X – you can set days for how much time you want to keep recorded data from client computer.
10. **Skip and Finish Wizard** will save your setting and send your setting to client(s) of selected group.
11. **Back** will move to you in previous page to change your previous settings and it is disabled for first page.
12. **Next** will move you to next page of setting to do further settings.
13. **Close** will close group configuration wizard without saving your settings.
14. Click **Next** to move next page.

Responsible Surfing : Group Settings Wizard

Choose Monitoring or Recording Settings

Do you want to monitor keystrokes? ☒ Yes ☐ No

Do you want to record website visits? ☒ Yes ☐ No

Do you want to monitor all applications activities? ☒ Yes ☐ No

Do you want to monitor email sent and recieved? ☒ Yes ☐ No

Do you want to monitor cut and paste activities? ☒ Yes ☐ No

Do you want to take screenshots of the computer screen? ☒ Yes ☐ No

Do you want to monitor Printer(s) activities? (What files are beinig Printed) ☒ Yes ☐ No

Do you want to monitor Files(s) activities. (What files are beinig Created, Deleted, Renamed) ☒ Yes ☐ No

Delete All Monitored/Recorded data if older than  Day(s)

Delete All Data from Program Activity Log, File Monitoring Log, Printer Monitoring Log, Clipboard Activity Log, Keystrokes Log, Website Visiting Log.

Skip & Finish Wizard **Back** **Next** **Close**

Internet Time Management

You can manage internet usage and computer shut down time of client computer from Internet Time Management. To do this:

1. **Do you want to whole system to shut down?** Select **Yes** if you want to keep shut down client computer for the time which you sated. Select **No** if you do not want to shut down client computer.
2. **Do you want to enable time control of internet use?** Select **Yes** if you want restrict client computer to use internet according to your internet time management setting. As you click on **Yes** Internet Time Management window will appear from where you can do your custom settings. For daily usage, weekly usage, monthly usage and also you can block for particular hour and particular day. Select **No** if you do not want to enable Internet Time Management.
3. **Delete All Monitored/Recorded data if older than X days.** X – you can set days for how much time you want to keep recorded data from client computer.
4. **Skip and Finish Wizard** will save your setting and send your setting to client(s) of selected group.
5. **Back** will move to you in previous page to change your previous settings and it is disabled for first page.
6. **Next** will move you to next page of setting to do further settings.
7. **Close** will close group configuration wizard with out saving your settings.
8. Click **Next** to move next page.

Responsible Surfing : Group Settings Wizard

Internet Time Management

Do you want to whole system to shut down? ☐ Yes ☒ No

From To

Do you want to enable time control of internet use? ☒ Yes ☐ No

Allow All Time **Block All Time** **Note: Block all internet activity.**

Daily Limit		00	01	02	03	04	05	06	07	08	09	10	11	12	13	14	15	16	17	18	19	20	21	22	23
4	Sun																								
2	Mon																								
2	Tus																								
2	Wed																								
2	Thu																								
2	Fri																								
3	Sat																								

Click or drag on Hours for which you want to Block and Allow Internet usage.

Set maximum time per Week (in hours) ☐ Yes ☒ No

Set maximum time per Month (in hours) ☐ Yes ☒ No

Do you want to notify user the time limit is soon expiring? ☒ Yes ☐ No

Skip & Finish Wizard **Back** **Next** **Close**

Privacy Manager

You can do protection of privacy by blocking certain word or phrases by not allowing to them type on client computer. To do this:

1. **Do you want to block private information, when user typing words or phrases.** Select **Yes** to block certain word or phrases to be written on client computer. Select **No** to allow user to write.
2. Click on **Add Word** to add Word(s) or phrase(s) and click on **Remove** to remove selected record.
3. Select **Take a screenshot, when user typing words and phrases from above list** to enable screenshot of client computer when a word from list is blocked on client computer. Deselect it to do not take screenshot.

Watch Website

It will take screenshot when user will visit certain website given in list. To do this:

5. **Do you want Take a screenshot, if the certain website from the following list visited by user(s).** Select **Yes** to take screenshot when certain website visited from list. Select **No** to do not take screenshot.
6. Click on **Add Website** to add website and click on **Remove** to remove selected record.
7. **Skip and Finish Wizard** will save your setting and send your setting to client(s) of selected group.
8. **Back** will move to you in previous page to change your previous settings and it is disabled for first page.
9. **Next** will move you to next page of setting to do further settings.
10. **Close** will close group configuration wizard with out saving your settings.
11. Click **Next** to move next page.

Responsible Surfing : Group Settings Wizard

Do you want to block private information, when user typing words or phrases

☒ Yes ☐ No

☒ Take a screenshot, when user typing words or phrases from above list.

Keyword

Add Word

Remove

[What's Privacy Manager?](#)

Do you want Take a screenshot, if the certain website from the following list visited by user(s)

☒ Yes ☐ No

Website Address

Add Website

Remove

Skip & Finish Wizard

Back

Next

Close

Responsible Surfing Control Settings

From here you can set Acceptable Use Policy and blocking message style on client computer.

AUP (Acceptable User Policy)

1. **Do you want AUP (Acceptable User Policy)?** Select **Yes** to display AUP message on client computer. Select **No** to do not display AUP message.
2. Select **Display on Startup** to display AUP message when client computer start. Deselect it to do not display at start up.
3. Select **Display at new website open request in IE**. It will display AUP message when new website open in IE(Internet explorer). Deselect it to do not display at when new website open.
4. **Current AUP Message** shows the currently set AUP message.
5. In **New AUP Message** you can set your custom AUP message.

Blocking Message

6. You can set blocking message type for both Application and Website blocking.
7. Select **Blocked by Responsible Surfing**. Then the blocking message for blocked application or blocked web will contain message blocked by Responsible Surfing.
8. Select **You are not allow to.....**. Then the blocking message for blocked application or blocked web will contain message you are not allowed.
9. Select **Nothing**. Then the no blocking message shown for blocked application and for blocked web only error page is shown.
10. **Back** will move to you in previous page to change your previous settings and it is disabled for first page.
11. **Finish** will save you all setting, send to client and group configuration wizard will close.
12. **Close** will close group configuration wizard with out saving your settings.

Responsible Surfing : Group Settings Wizard

Responsible surfing control settings

Do you want AUP (Acceptable Use Policy) ☒ Yes ☐ No

All user must agree with Acceptable Use Policy (AUP). The AUP provides information to the computer user about which online activities constitute acceptable use to you as a parent (or an owner of the computer). Unless the user agrees to the terms of your AUP, he/she would NOT be allowed to use the computer.

☒ Display on Startup.
☐ Display at new website open request in IE.

Current AUP Message

This computer is designated as a Family Friendly computer. You must agree NOT to use this computer for ANY illegal, immoral and offensive activities.

New AUP Message

How do you want to show blocking message (both applications and websites blocking)

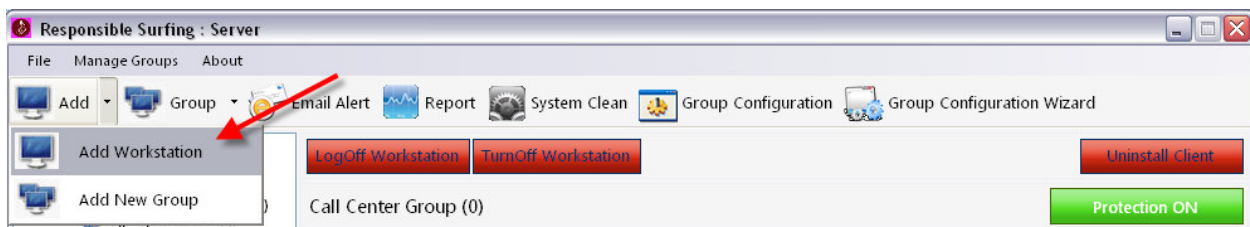
☒ Blocked by Responsible Surfing
☐ You are not allow to.....
☐ Nothing

Back Finish Close

Add Workstation

You can add workstation manually you have to give name of workstation and IP address of workstation. To do this:

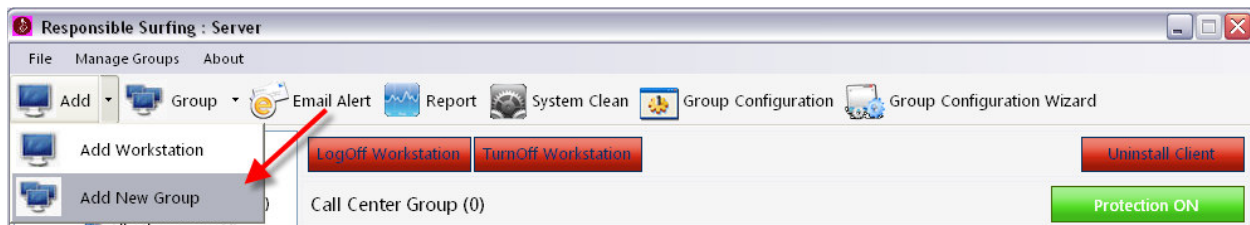
1. Click **Responsible Surfing>Add>Add Workstation.**
2. Enter **Name** of your work station and **IP Address** of workstation and then click on **Add.**
Note: Client Software must be installed on workstation to begin communication between them.
3. Click on **Close** to exit from Add Workstation window.



Add New Group

You can add, edit or remove group(s) from here. To do this:

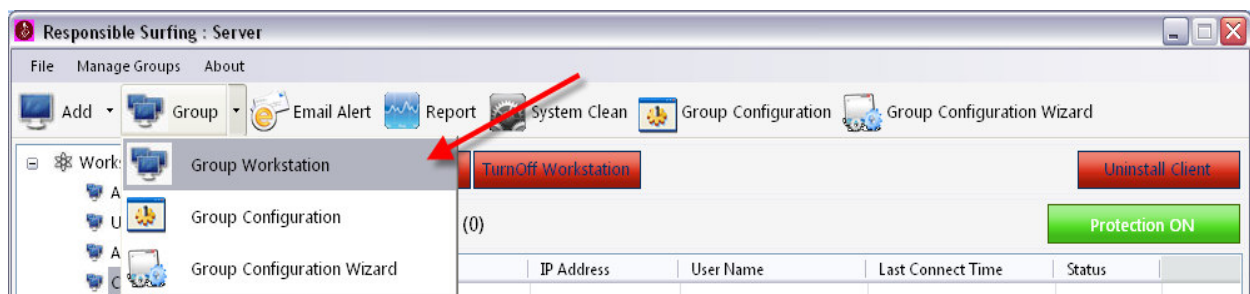
1. Click **Responsible Surfing>Add>Add New Group**.
2. To **Add** a New group write name of new group and click on **Add** button.
3. To **Edit** name of exiting group double click on its name in list of group, than its name come in text box and edit button get enabled, change its name and click on **Edit**.
4. To **Delete** exiting group double click on its name in list of group, than its name come in text box and delete button get enabled, click on **Delete** to delete group.
Note: You can not **Delete** default group provide by Responsible Surfing.
5. Click on **Close** to exit from Add Workstation window.

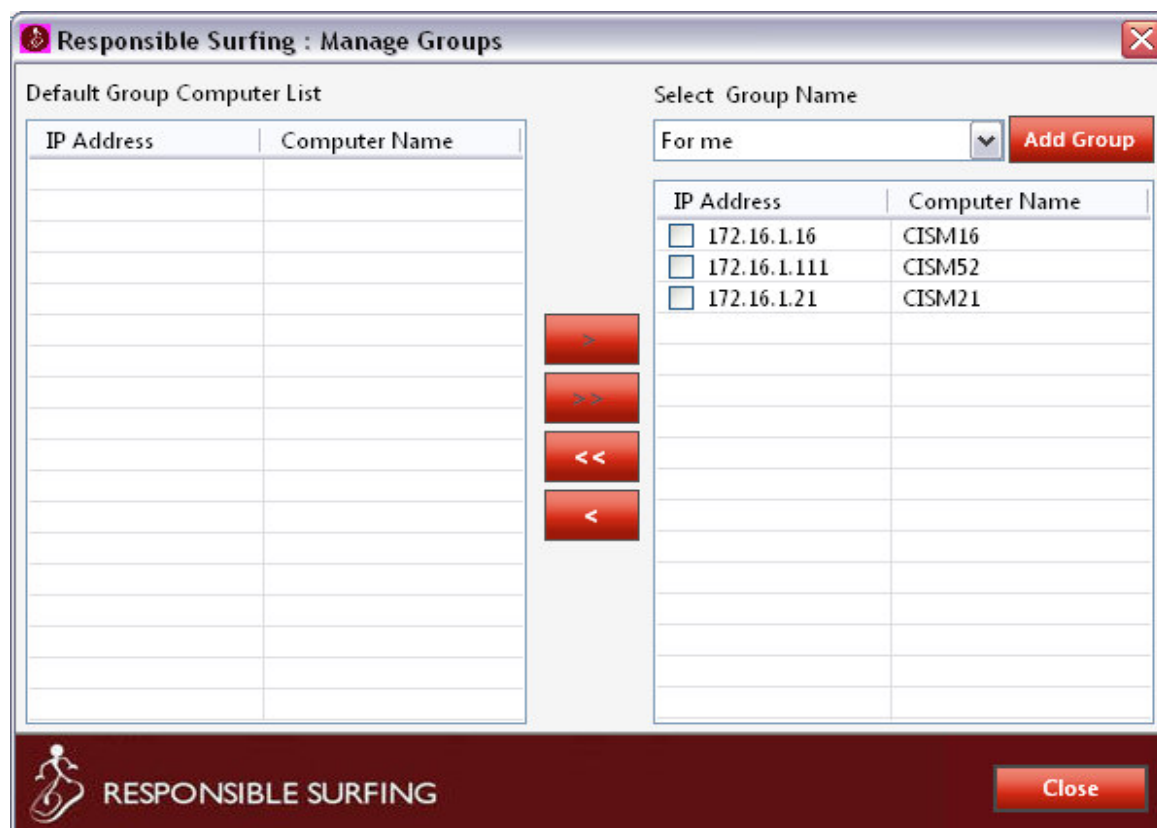


Group Client Workstation

You can manage your entire client computers to by grouping them in different groups. To do this:

1. Click **Responsible Surfing>Group>Group Workstation.**
2. You can view the list of client computer to whom group not assign in left hand side in **Default Group Computer List.**
3. You can view the list of client computer to whom group is assigned in right hand side according to group select in dropdown list just above the list.
4. You can add new group and edit or delete exiting group by clicking **Add Group.**
5. "<" Or ">" move selected computer in arrow direction. To select a computer check the check box in front of computer name.
6. "<<" Or ">>" move all computer of list in the arrow direction.
7. To assign group to ungrouped client computer. You can view all ungrouped client computer in left hand side **Default Group Computer List.** Select group form group dropdown list which group you want to set then select computer then click on ">" if you want to move some specific computer not all computer. To move all computer click on ">>".
8. To change group of client computer(s). Select its current group form dropdown list and than move computer(s) in **Default Group Computer List.** Now select then group in dropdown list in which you want to move client computer. Now move selected computer(s) in new group.
9. Click on **Close** to exit from Group Workstation.

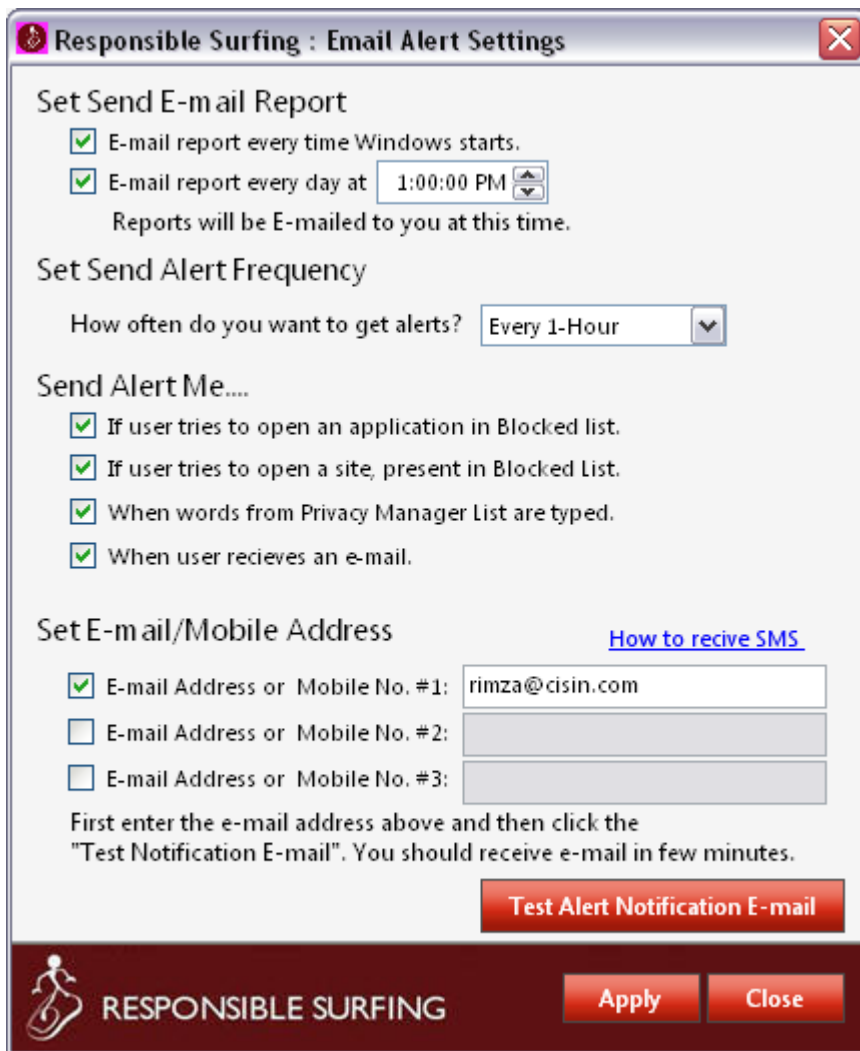
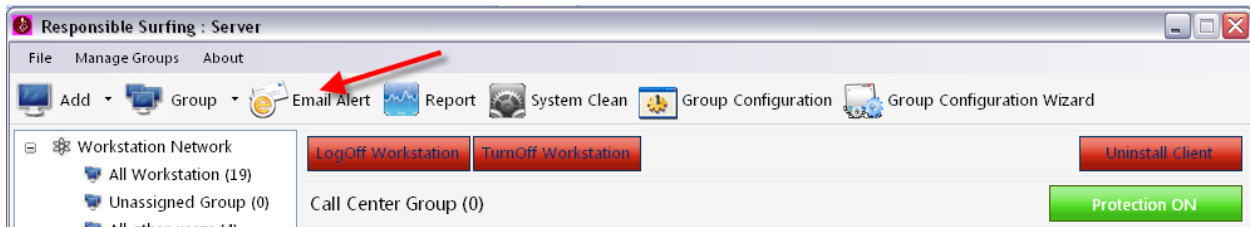




E-mail Alert

Thorough e-mail alert you can set how you want alert and activity report on your e-mail address. To do this:

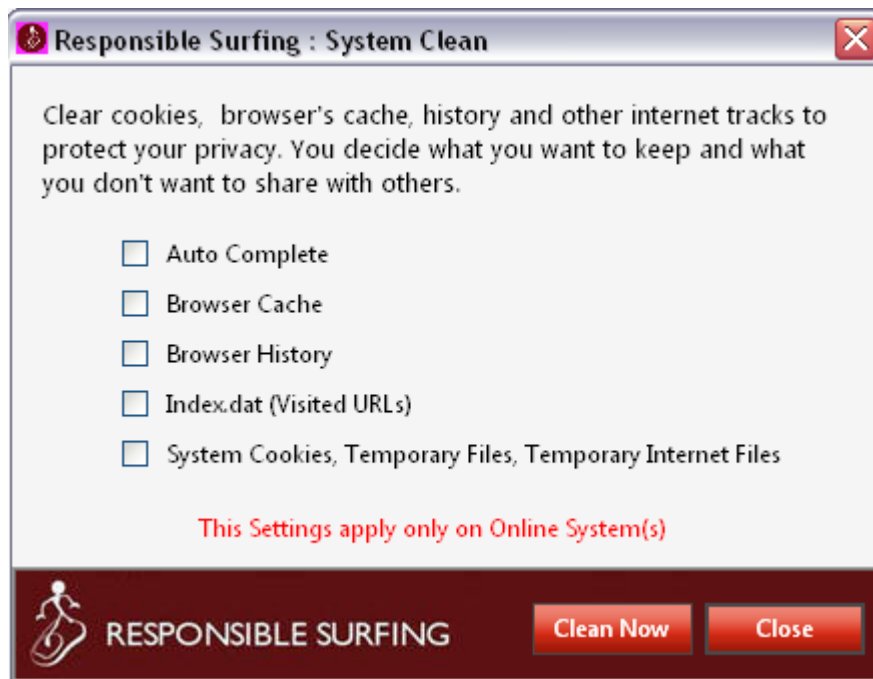
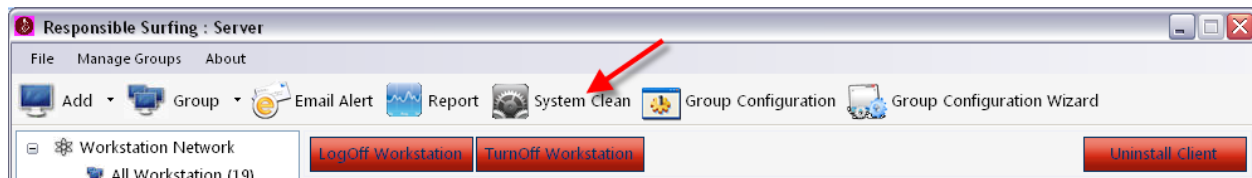
1. Click **Responsible Surfing>Email Alert**.
2. **E-mail Report** mail daily activity report of client computer(s). It gives top 5 groups and top 5 computers of the group. You can view detailed report from report pane.
3. Check **E-mail report every time Windows starts**, it will send report of client computer activity report when Server computer started. Deselect it if you don't want report on server computer start.
4. Check **E-mail report every day at TIME**, it will send report every day at the time which you set in field. Deselect it if you want report on particular time.
Note: To send report at your time server computer must be running.
5. **E-mail Alert**, it will send you alert on your email for various types of application and web blocking or recording.
6. **Set Send Alert Frequency**, by this you can set in how much time you want alert on your e-mail. Select never if you don't want the alert.
7. **Send Alert Me...**, you can set what type of alert you want.
8. Select **If user tries to open an application in Blocked List**, it will send e-mail alert if client computer tries to open any blocked application from **P2P Blocking, Game blocking, Media & Image Blocking, IM Blocking** and any other type application blocking. Deselect if you don't want e-mail alert if application blocked.
9. Select **If user tries to open a site, present in Blocked List**, it will send e-mail alert if client computer tries to open any blocked web site in web blocking settings. Deselect it if you don't want e-mail alert on website blocking.
10. Select **When words from Privacy Manager List are typed**, it will send you e-mail if on client computer tries to type blocked word or phrases from Privacy Manager List. Deselect it if you don't want for blocked word.
11. Select **When user receives an E-mail**, it will send you e-mail if on client computer receive e-mail by Microsoft Outlook, Outlook Express and Web mail client. Deselect it if you don't want alert for it.
12. You can **Set E-mail Address/Mobile Number** for alter e-mail alert and e-mail report or SMS Report or SMS alert. You can set up to 3 email address or mobile no.
13. Click **Test Alert Notification E-mail** to check e-mail or SMS is coming to you or not.
14. Click on **Apply** to save changes.
15. Click on **Close** to exit from E-mail Alert.



Client System Clean

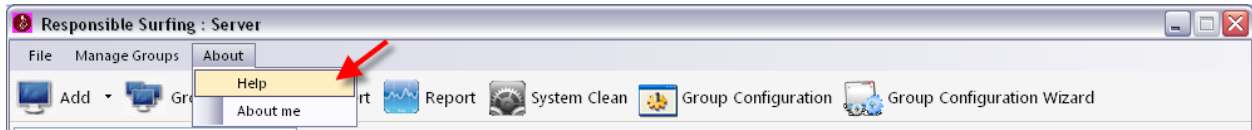
You can clean client computer by deleting Auto complete, Browser Cache, Browser History, Index.dat(visited URLs), System Cookies, Temporary Files and Temporary Internet Files. This will increase performance of client computer. To do this:

1. Click **Responsible Surfing>System Clean**.
2. Select required cleaning option which you want to clean on client computer.
3. Click **Clean Now** to go on next page of system clean.
4. Click **Close** to exit from System Clean.
5. **Select Group** from dropdown list for which you want to do cleaning.
6. Now you can view group computer in list below. Select required client computer then click **Apply** to clean selected client computer.
7. Click **Close** to exit from System Clean.



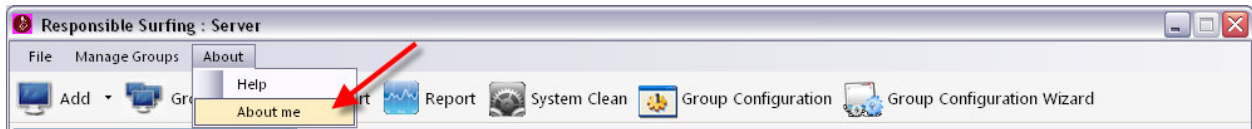
Help

It will open a Responsible Surfing Website link to get online help.



About Me

In a about me you will get information about the Version of Responsible Suring and other information like copyright and company name. Click on **OK** to exit from about me.

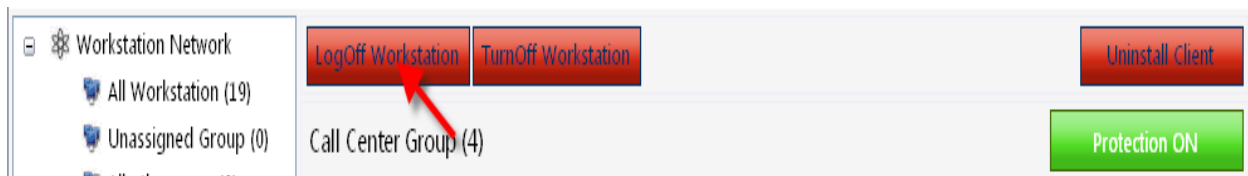


Controlling Client Computer

Logoff Workstation

You can logoff online client computer from server. To do this:

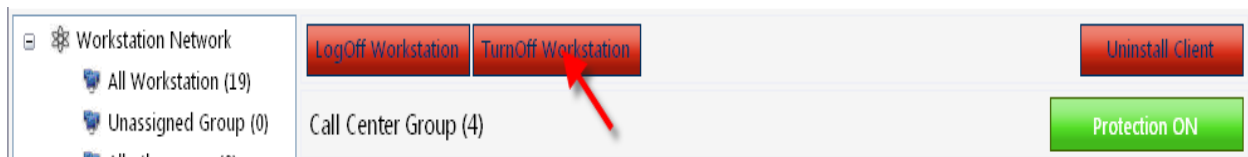
1. Click **Responsible Surfing>Logoff Workstation**.
2. Select online client computer from the below list of client computer.
Note: Online Computer has blue computer icon and their status is ON in status Colum.
3. You can select client computer from different group from the tree view at left had side.
4. Selected computer will appear highlighted then click on **Logoff Workstation** to logoff client computer.



Turnoff Workstation

You can turnoff online client computer from server. To do this:

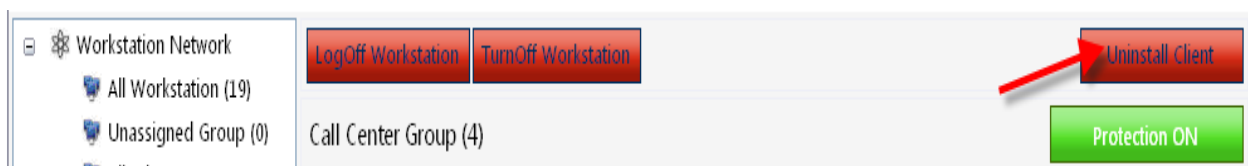
1. Click **Responsible Surfing>Turnoff Workstation.**
2. Select online client computer from the below list of client computer.
Note: Online Computer has blue computer icon and their status is ON in status Colum.
3. You can select client computer from different group from the tree view at left had side.
4. Selected computer will appear highlighted then click on **Turnoff Workstation** to turnoff client computer.



Uninstall Client

You can uninstall online client computer from server. To do this:

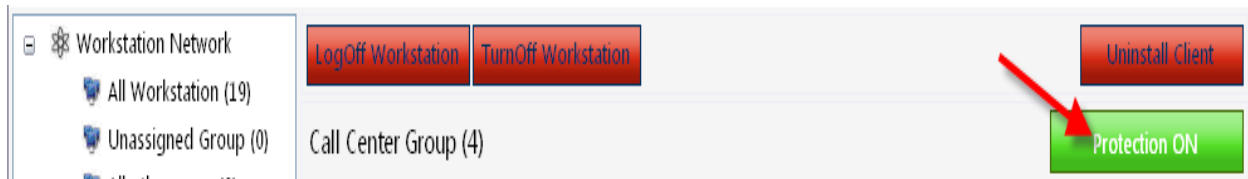
1. Click **Responsible Surfing>Uninstall Client**.
2. Select online client computer from the below list of client computer.
Note: Online Computer has blue computer icon and their status is ON in status Colum.
3. You can select client computer from different group from the tree view at left had side.
4. Selected computer will appear highlighted then click on **Uninstall Client** to uninstall Responsible Surfing Client from the client computer.



Protection ON/OFF

You can set protection mode for a group. In **Protection ON** mode client computer will do all type of monitoring, recording and blocking. In **Protection OFF** mode client computer will not do any type of monitoring, recording and blocking. To do this:

1. Click **Responsible Surfing>Protection ON/OFF**.
2. Select a group from the left hand side in Workstation Network.
3. Now you can change Protection mode from ON to OFF and OFF to ON.



Workstation Network

Here you get the view of group and number of computer present in the group. **All workstation** contain the all computer on which Responsible Surfing Client is installed. **Unassigned Group** contains those client computer to whom any group is not assigned. Rest is the group of computer. Number in front of group name indicate number of client computer that group contain. List of selected group computer is visible in Client Status Viewer pane. In this pane you can get the information about client like which is On or Off, IP address, Name of client computer, login user name and last connected time.

Server Setting

Administrator Information

You can change administrative information of Responsible Surfing Server like user name, password from user information. To do this:

1. Click **Responsible Surfing>Server Settings>User Information.**
2. Here you can change many administrator information like:
 Administrator Full Name
 Office/Network Name
 E-mail Address
 Password
 Forget Password Hint
3. Click on **Save** to save changed settings.

The screenshot shows the 'Responsible Surfing : Server' application window. The left sidebar contains a tree view with 'Workstation Network' expanded, showing sub-items like 'All Workstation (19)', 'Unassigned Group (0)', 'All other users (0)', 'Call Center Group (4)', 'For me (3)', and 'Viab Line Group (12)'. Below these is 'Server Settings'. The main area has three tabs: 'User Information' (selected), 'Database', and 'Network'. The 'User Information' tab displays the 'Administrator Information' form. The form includes the following fields and values:

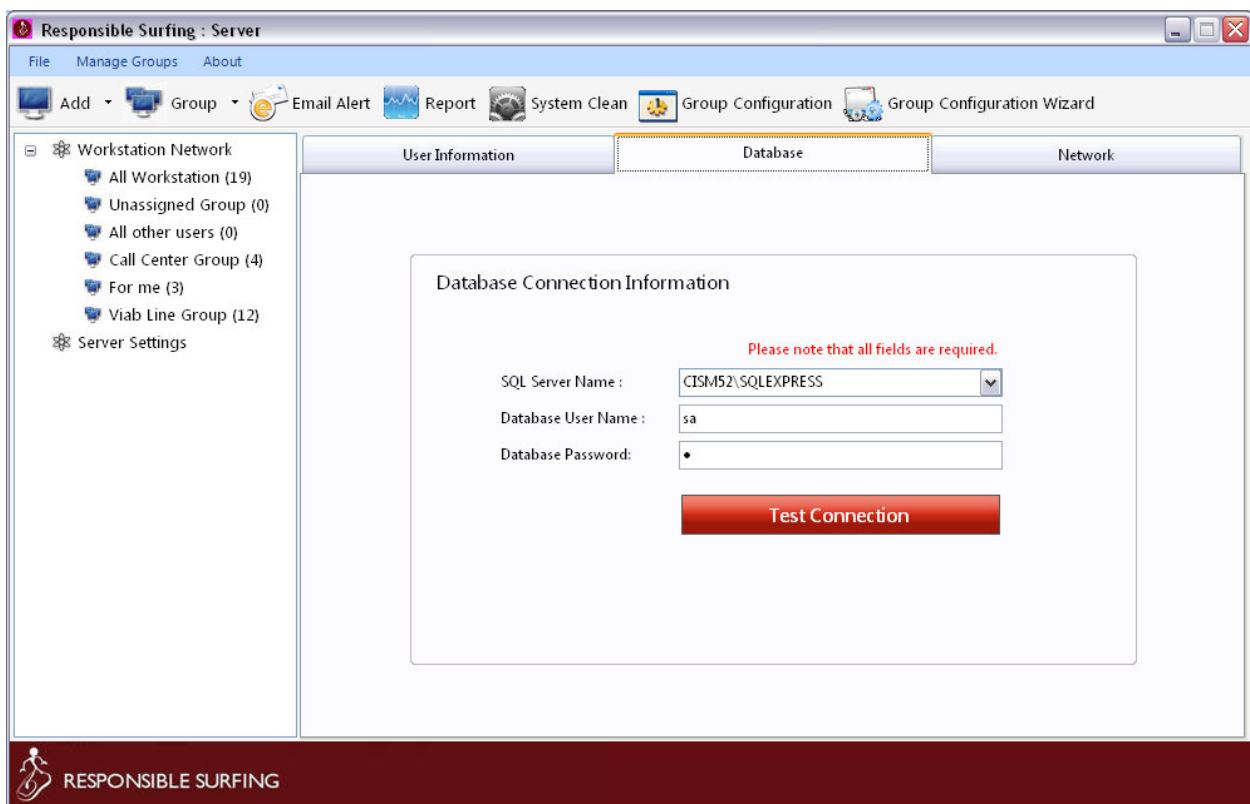
- Administrator Full Name: alex
- Office/Network Name: abs
- Email Address: ales@alex.com
- Old Administrator Password: (empty)
- Create Administrator Password: (empty)
- Re-enter Administrator Password: (empty)
- Forgot Password Hint: responsible

Red text above the password fields states: 'Please note that all fields are required.' Another red text below the password fields states: 'Password Minimum of 6 characters in length.' A red 'Save' button is located at the bottom right of the form.

Database

You can change database information from here. To do this:

1. Click **Responsible Surfing>Server Settings>Database.**
2. In front of SQL Server Name you will get dropdown box if SQL Server 2005 is installed on your computer, if not installed then textbox displayed to enter the SQL Server name.
3. Enter database user name and its password then click on **Test Connection.** If message show connection successful then Responsible Surfing Server will connect to this database.



Network Setting

Form network you can add or remove IP range for client computer. To do this:

1. Click **Responsible Surfing>Server Settings>Network.**
2. If the IP address of your computer starts with 172 , enter 255.255.0.0 in the Subnet Mask field. Otherwise, enter 255.255.255.2
3. In the grid box, specify the IP address ranges of the computers on your network. You can add an IP address range to the grid as follows:
 - a. – Enter the starting IP address of the range in the **Starting IP Address** field.
 - b. – Enter the ending IP address of the range in the **Ending IP Address** field.
 - c. – Click **Add**. Repeat this step as required to add multiple IP address ranges to the grid.

Let us consider a network with five computers with the following IP addresses:

172.0.0.10

172.0.0.11

172.0.0.12

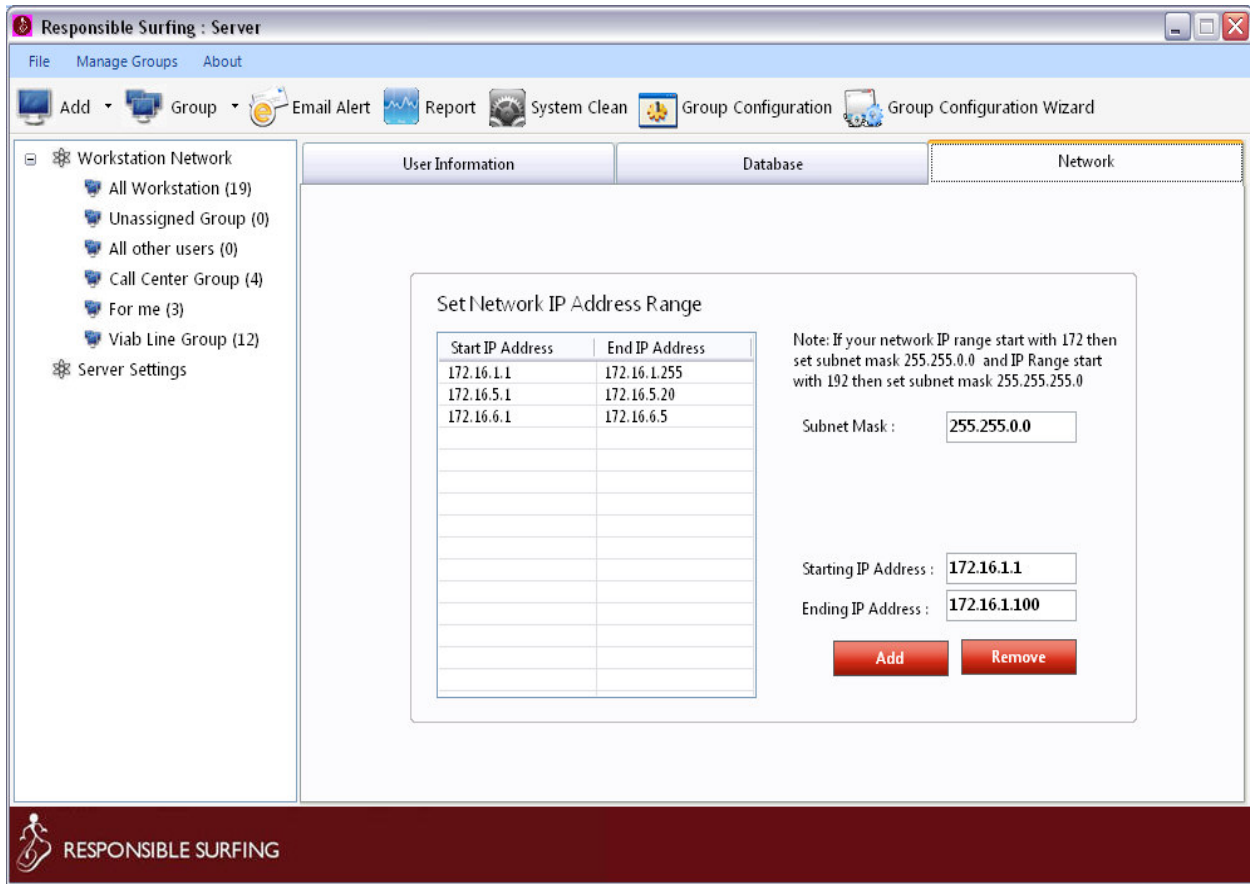
172.0.10.1

172.0.10.2

The IP address ranges for this network are:

Starting IP Address	Ending IP Address
172.0.0.10	172.0.0.13
172.0.10.1	172.0.10.2

4. To remove an IP address range, select the corresponding row in the grid and click **Delete Range**.



Responsible Surfing Report

Form Responsible surfing report you can view all activity of client computer. Report title shows the selected report and criteria for the report.

Setting Report Criteria

By setting report criteria you get information according to your criteria. To do this:

The screenshot shows a web interface for generating a report. At the top, it displays the current filter settings: "Summry Report for Group = All Computer = All Date Range = Today". Below this, there are three dropdown menus: "Select Group:" with "All" selected, "Select Computer:" with "All" selected, and "Date Range:" with "Today" selected. To the right of these is a radio button labeled "OR" followed by two date pickers: "From:" with "1/ 7/2008" and "To:" with "1/ 7/2008". At the bottom, there is a horizontal menu with five items: "Summry" (with a magnifying glass icon), "Top 10 Graphical Report" (with a bar chart icon), "Detail Report" (with a document icon), "Day Length ScreenShots" (with a camera icon), and "Delete All Records" (with a red 'X' icon).

Setting Group and Computer: Default value is set to **All** for group and computer that means report will show data from all groups and all computers. If you want to view data from of the particular group then select group name in dropdown list, you will get all computers of selected group in computer dropdown list and default it is set to **All**. To view data of a specific computer select its group in group dropdown list then computer name in computer dropdown list.

Setting Date Range: Default value is set to **Today**, it give data to today recorded from client computer. Two type of date selection given first for predefined date range like (Today, All, Current Week etc.) and second for your custom date setting from two calendar one is for from date and other is for to date.

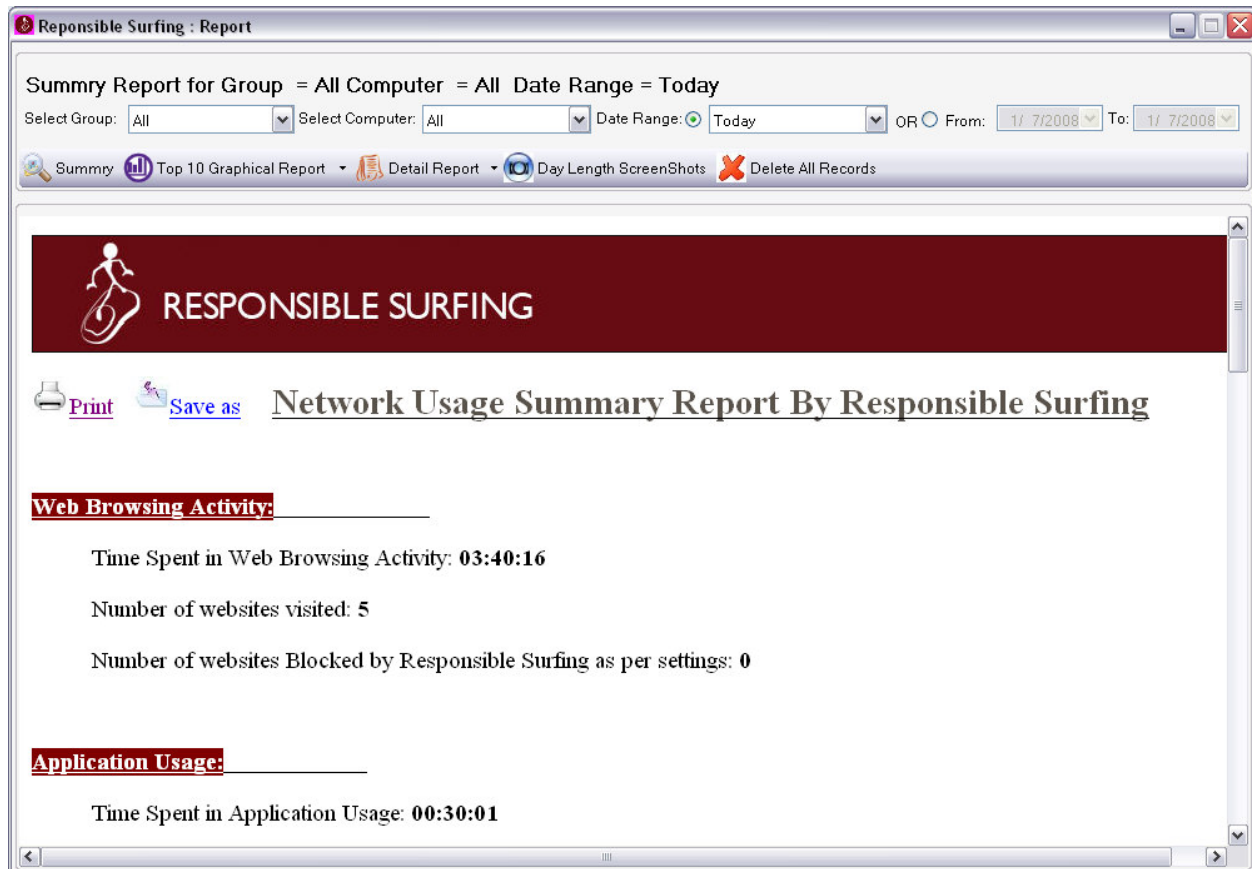
Types of Reports

You get 4 type of report to view data from client computer. They are as follows-

- **Summery Report**
- **Top 10 Graphical Report**
- **Detail Report**
- **Day Length Report**

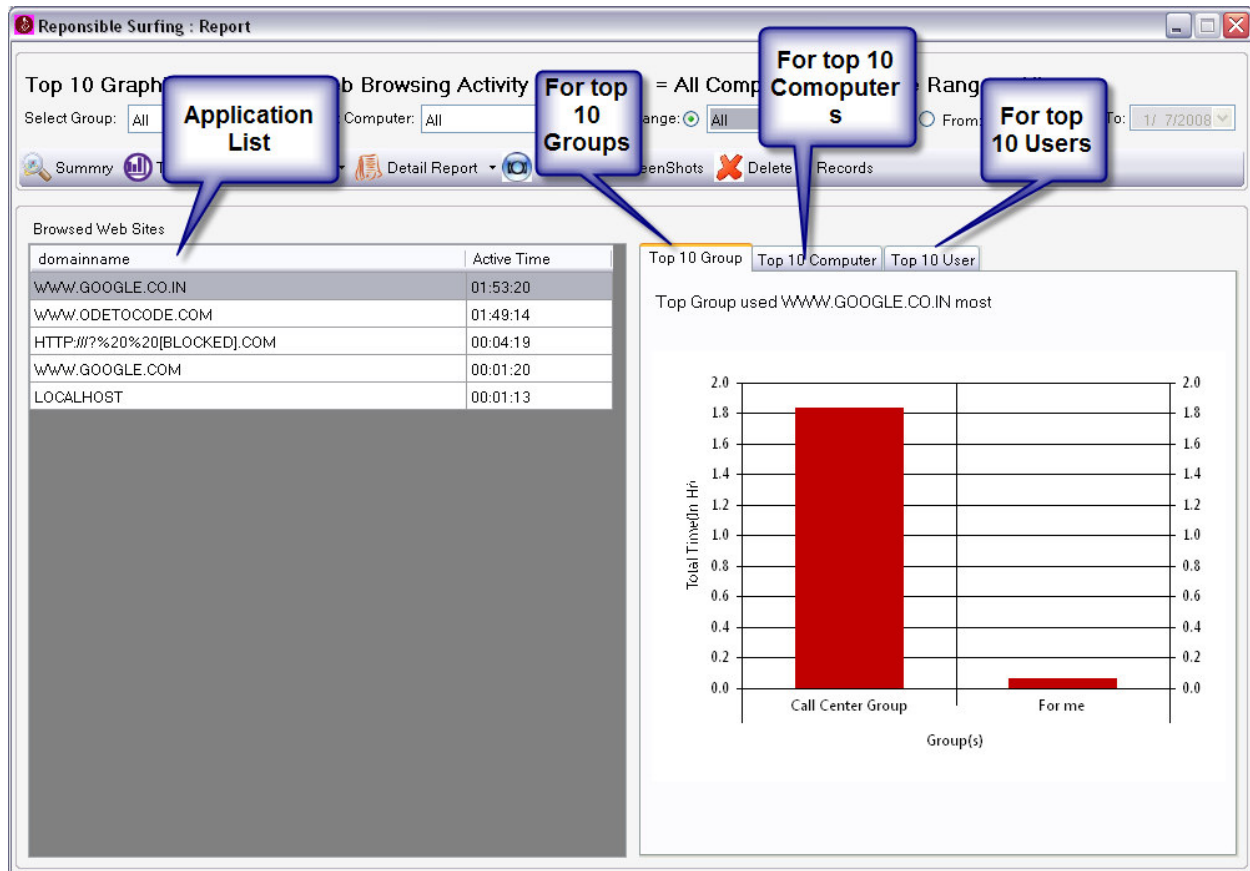
Summery Report

In summery report you can view summery of all recorded data from client computer according to selected criteria. You can also view what amount of data recorded for each type of recording. You can also print and save summery report.



Top 10 Graphical Report

In top 10 graphical reports you get information about the top 10 groups, computers and users. Different type of reports gives to track top 10 groups, computers and users according to selected record. You have to select the record in the list on the left hand side and you get top 10 groups, computers and users who used it most according to parameter. A tabbed option gives to view top 10 groups, computers and users. Let's discuss each report graphical report one by one-



Web Browsing Activity

As you click web browsing activity under the top 10 graphical report you get the list of all domains visited by client computers in selected criteria. You get top 10 graphs for selected domain. It gives you information about top 10 groups, computer and users who has spent most of the time in browsing selected domain.

Application Usage

As you click application usage under the top 10 graphical report you get the list of all applications used by client computers in selected criteria. You get top 10 graphs for selected application. It gives information about you top 10 groups, computer and users who have spent most of the time on selected application.

Key Recorder/Logger

As you click key recorder/logger under the top 10 graphical report you get the list of all applications on which key typed and their instance. You get top 10 graphs for selected application. It gives you information about top 10 groups, computer and users whose more key board activity detected.

E-mail

As you click e-mail under the top 10 graphical report you get the list of all e-mail id whose e-mail recorded. You get top 10 graphs for selected e-mail id. It gives you information about top 10 groups, computer and users who get most number of e-mails.

Chat/IM Activity

As you click chat/IM activity under the top 10 graphical report you get the list of all chat/IM application and their used time. You get top 10 graphs for selected chat/IM application. It gives you information about top 10 groups, computer and users who spent most time in selected chat/IM application.

Clip Board Activity

As you click clip board activity under the top 10 graphical report you get the list of all applications on which clipboard is used and their instance (number of time clipboard used). You get top 10 graphs for selected application. It gives you information about top 10 groups, computer and users who used clipboard on selected application most.

File(s) and Folder(s) Activity

As you click file(s) and folder(s) activity under the top 10 graphical report you get the count of files or folders created, deleted and renamed. You get top 10 graphs for selected record. It gives you information top 10 groups, computer and users who done most file system activity according to selected record.

File(s) and Folder(s) Activity Application wise

As you click file(s) and folder(s) activity application wise under the top 10 graphical report you get the list of applications and count of its file system activity. You get top 10 graphs for selected application. It gives you information about top 10 groups, computer and users who done most file system activity according to selected application.

Application Blocked by Responsible Surfing

As you click application blocked by responsible surfing under the top 10 graphical report you get the list of applications blocked by responsible surfing and their blocking count. You get top 10 graphs for selected application. It gives you information about top 10 groups, computer and users on which selected application blocked most.

Responsible Surfing E-mail Alert

As you click responsible surfing e-mail alert under the top 10 graphical report you get the type of e-mail alert and alert count. You get top 10 graphs for selected alert. It gives you information about top 10 groups, computer and users from which most e-mail alert generated for selected e-mail alert type.

Screenshot(s) on web visits

As you click screenshot(s) on web visits under the top 10 graphical reports you get website on which screenshot taken and number of screenshots. You get top 10 graphs for selected website. It gives you information about top 10 groups, computer and users from which most screenshots taken for selected website.

Privacy Manager (Privacy Violations)

As you click privacy manager (privacy violations) under the top 10 graphical reports you get word or phrases which is blocked and number of times it blocked. You get top 10 graphs for selected word or phrases. It gives you information about top 10 groups, computer and users from which most number of times blocked word or phrases typed.

Printer Usage

As you click printer usage under the top 10 graphical reports you get list of printer and instance of printing on them. You get top 10 graphs for selected printers. It gives you information about top 10 groups, computer and users who down most printing activity.

Detail Report

In detail report you get the detailed information for selected report. Detail report page is divided into 4 parts at upper left top 10 records, at upper right graph for top 10 records, at lower left detail report and at lower right other useful information is present of detail section. Let's have a look each part one by one-

Top 10 Records

It gives top 10 records of selected report according to parameter of report which is different for different report.

Graph of Top 10 Records

This section shows the graph of top 10 records according to selected parameter.

Detail Section

This section contains detail view for selected report. It contains all information recorded from client computer like log date, computer name, user name and full report data.

Extra data of Detail Report

This section shows data which is not possible to show in detail section of report. Like e-mail body, it is not possible to show all e-mail body in detail section to that is show in this section.

Action Buttons

Print: This will open your detail report in web browser with all data. From where you can print this report or you can save.

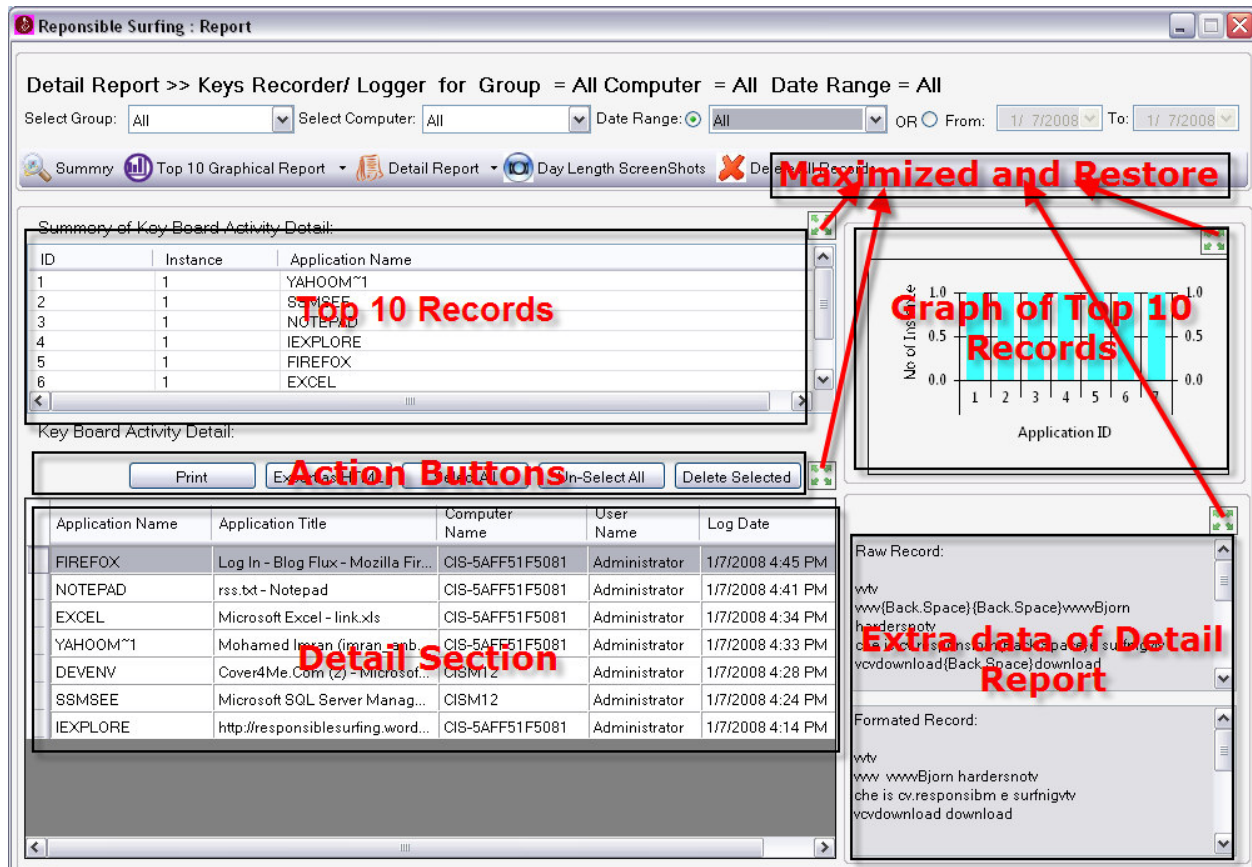
Export as HTML: This will export detail report in HTML format into your selected folder.

Select All: This will select all records of detail report.

Un-select All: This will unselect selected records.

Deleted Selected: This will delete selected records of detail report.

Maximized and Restore: For all four section of report maximized and restore button give. If section in normal condition then if you click on button then you get full view of selected section, click on again to go back in normal condition.



Web Browsing Activity

As you click web browsing activity under the detail report you all its detail data in different section as follows-

Top 10 Records: In this section you get top 10 domain name of website according to their time of visit. It also show instance of domain (number of times web domain visited).

Graph of Top 10 Records: In this section you get graph of top 10 records. On X-axis id of domain present which you can match from domain name in top 10 records section. On Y-axis you get no of instance opened of this domain.

Detail Section: In this section you will find detail overview of each record. If contain Domain Name, URL, Computer Name, User Name, Log Date, Active Time and Blocked status for each website visited by client computer.

Extra data of Detail Report: Web browser activity does not contain it.

Application Usage

As you click application usage under the detail report you all its detail data in different section as follows-

Top 10 Records: In this section you get top 10 application name according to their time of use. It also show instance of application (number of times application used).

Graph of Top 10 Records: In this section you get graph of top 10 records. On X-axis id of application present which you can match from application name in top 10 records section. On Y-axis you get instance of application.

Detail Section: In this section you will find detail overview of each record. If contain Application Name, Application Title, Computer Name, User Name, Log Date, Active Time for each application used by client computer.

Extra data of Detail Report: Application Usage does not contain it.

Key Recorder/Logger

As you click Key recorder/logger under the detail report you all its detail data in different section as follows-

Top 10 Records: In this section you get top 10 application name according to their instance (number of times key board activity done on application).

Graph of Top 10 Records: In this section you get graph of top 10 records. On X-axis id of application present which you can match from application name in top 10 records section. On Y-axis you get instance of application.

Detail Section: In this section you will find detail overview of each record. If contain Application Name, Application Title, Computer Name, User Name, Log Date, Active Time for each application used by client computer.

Extra data of Detail Report: Two textbox give to show recorded/logged keys on selected application. Upper textbox show raw keys, without removing white space and other special key with out any printing symbol. Lower textbox show formatted keys, by removing

white space and other special key with out any printing symbol. It show data according to selected record in detail report.

E-mail

As you click e-mail under the detail report you all its detail data in different section as follows-

Top 10 Records: In this section you get top 10 e-mail address application name according to instance of e-mail (number of e-mail received by e-mail id).

Graph of Top 10 Records: In this section you get graph of top 10 records. On X-axis id of e-mail address present which you can match from email address name in top 10 records section. On Y-axis you get instance of e-mail address.

Detail Section: In this section you will find detail overview of each record. If contain Email Type, Computer Name, User Name, Log Date, E-mail To, E-mail From, E-mail Subject, E-mail Date, Msg body each e-mail received by client computer.

Extra data of Detail Report: It contains 1 textbox to show e-mail subject and e-mail body in detail according to selected record in detail report.

Chat/IM Activity

As you click chat/im activity under the detail report you all its detail data in different section as follows-

Top 10 Records: In this section you get top 10 IM Name according to their time of use. It also show instance of IM (number of times IM used).

Graph of Top 10 Records: In this section you get graph of top 10 records. On X-axis id of IM name present which you can match from IM name in top 10 records section. On Y-axis you get instance of IM used.

Detail Section: In this section you will find detail overview of each record. If contain IM Name, Computer Name, User Name, Log Date, Buddy Name, Active Time each chat application used by client computer.

Extra data of Detail Report: It contains a textbox to show chat recorded by chat application according to selected record in detail report.

Clip Board Activity

As you click clip board activity under the detail report you all its detail data in different section as follows-

Top 10 Records: In this section you get top 10 Application Name according to instance of clipboard (number of times clipboard used on application).

Graph of Top 10 Records: In this section you get graph of top 10 records. On X-axis id of application present which you can match from application name in top 10 records section. On Y-axis you get instance of application.

Extra data of Detail Report: In this section you will find detail overview of each record. If contain Application Name, Computer Name, User Name, Log Date, Clip text each clip board activity by client computer.

Other Useful Data: It contains a textbox and a picture box if clip board contains text data then it will display in single textbox, if it contain picture then it will show clip picture in picture box according to selected record in detail report.

File(s) and Folder(s) Activity

As you click file(s) and folder(s) activity under the detail report you all its detail data in different section as follows-

Application Selection: It contains a dropdown list in which list of all application present whose files created, renamed or deleted. In top 10 report show data according to selected application, for all it show data from all files and folder activity.

Top 10 Records: In this section you get top 10 activity of file system (created, deleted and renamed) according to application selected in dropdown list. Also show number of action performed.

Graph of Top 10 Records: In this section you get graph of top 10 records. On X-axis id of action present which you can match from action name in top 10 records section. On Y-axis you get instance of action.

Detail Section: In this section you will find detail overview of each record. If contain Program, Computer Name, User Name, Log Date, File Name, Action Type, Drive, Type(type of drive), Size(of file) in bytes, Path for each file system activity by client computer.

Extra data of Detail Report: File(s) and Folder(s) Activity does not contain it.

Application Blocked by Responsible Surfing

As you click application blocked by Responsible Surfing under the detail report you all its detail data in different section as follows-

Top 10 Records: In this section you get top 10 application blocked by Responsible Surfing according to instance of blocking (number of times application blocked).

Graph of Top 10 Records: In this section you get graph of top 10 records. On X-axis id of blocked application present which you can match from blocked application name in top 10 records section. On Y-axis you get instance of blocked application.

Detail Section: In this section you will find detail overview of each record. If contain Application Name, Computer Name, User Name, Log Date, File Name, EXE Name for each application blocked on client computer.

Extra data of Detail Report: It contains two textbox, one show application name and other show application path according to selected record in detail report.

Responsible Surfing E-mail Alerts

As you click Responsible Surfing e-mail alerts under the detail report you all its detail data in different section as follows-

Top 10 Records: In this section you get top 10 alert types according to instance of alert (number of times alert sent).

Graph of Top 10 Records: In this section you get graph of top 10 records. On X-axis id of Alert type present which you can match from Alert type in top 10 records section. On Y-axis you get instance of alert.

Detail Section: In this section you will find detail overview of each record. It contains Alert Type, Computer Name, User Name, Log Date, Alert Data for each alert recorded on client computer.

Extra data of Detail Report: Responsible Surfing e-mail alerts do not contain it.

Screenshot(s) on Web visits

As you click screenshot(s) on web visits under the detail report you will find its detail data in different section as follows-

Top 10 Records: In this section you get top 10 watched URL according to instance of URL (number of watched website visited).

Graph of Top 10 Records: In this section you get graph of top 10 records. On X-axis id of URL present which you can match from watched URL in top 10 records section. On Y-axis you get instance of URL.

Detail Section: In this section you will find detail overview of each record. It contains Watched URL, Computer Name, User Name, Log Date for each watched website visited by client computer.

Extra data of Detail Report: It will contain a picture viewer to show screenshot of selected record in detail report.

Privacy Manager (Privacy Violations)

As you click privacy manager (privacy violations) under the detail report you will find its detail data in different section as follows-

Top 10 Records: In this section you get top 10 watched words according to instance of watched word (number of times word blocked).

Graph of Top 10 Records: In this section you get graph of top 10 records. On X-axis id of URL present which you can match from watched word in top 10 records section. On Y-axis you get instance of word.

Detail Section: In this section you will find detail overview of each record. It contains Watched Word, Computer Name, User Name, Log Date for each watched (blocked) word typed by client computer.

Extra data of Detail Report: It will contain a picture viewer to show screenshot of selected record in detail report.

Printer Usage

As you click printer usage under the detail report you will find its detail data in different section as follows-

Top 10 Records: In this section you get top 10 printer name according to instance (number of times printing performed).

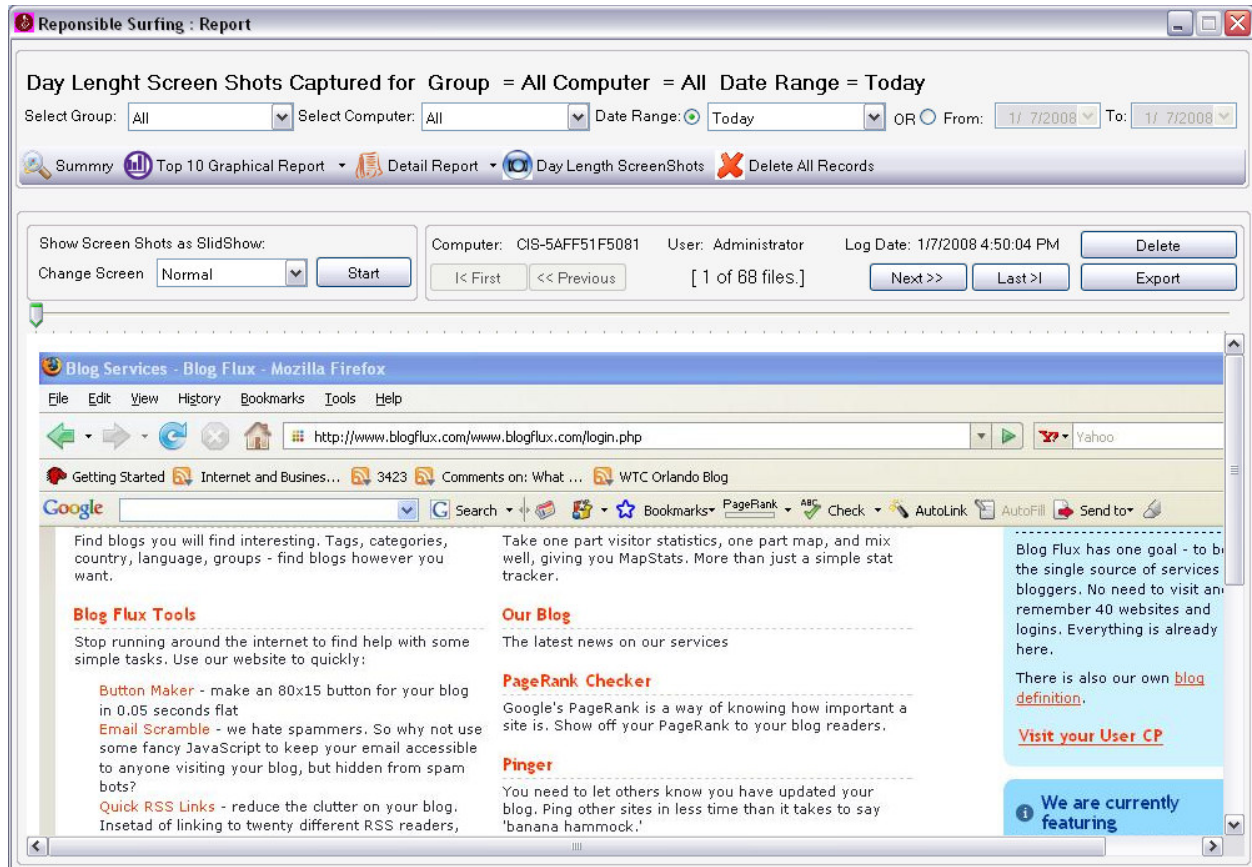
Graph of Top 10 Records: In this section you get graph of top 10 records. On X-axis id of Printer present which you can match from Printer name in top 10 records section. On Y-axis you get instance of word.

Detail Section: In this section you will find detail overview of each record. It contains Printer Name, Computer Name, User Name, Log Date, Document Name, Page Count, File Size(KB), Print Status for each printing request by client computer.

Extra data of Detail Report: Printer Usage does not contain it.

Day Length Screenshots (24/7 Screenshots)

You can view all 24/7 screenshot taken on client computer. You can view these screenshots in many ways like slide show, by moving screenshot from scroll bar or by clicking button next, previous. You can also delete screenshots with many options like delete current screen shot, by range of screenshots and delete all screenshots. You can also export screenshots to selected folder with many options like export current screen shot, by range of screenshots and export all screenshots.



Delete All Records

It will delete all recorded data of client according to selected criteria. If you want to delete all recorded data then select all in group section, all in computer section and all in date range. Select your criteria for which you want to delete record.

Day Length Screen Shots Captured for Group = All Computer = All Date Range = Today

Select Group: Select Computer: Date Range: OR From: To:

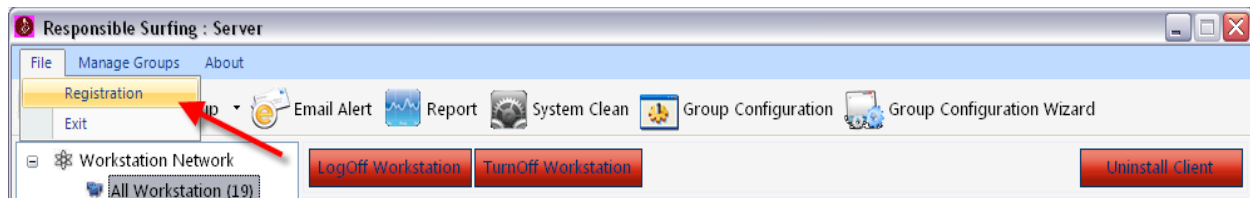
 Summary  Top 10 Graphical Report  Detail Report  Day Length Screen Shots  Delete All Records



Registration of Responsible Surfing

You can view status of the Responsible Surfing Software from registration page. To do this:

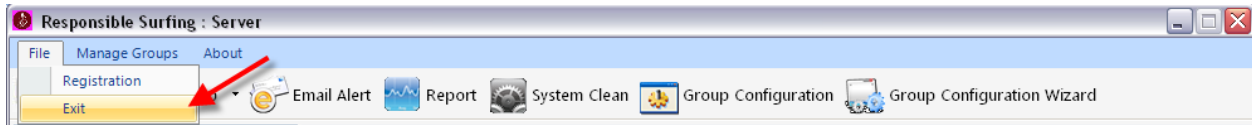
1. Click **Responsible Surfing>File>Registration.**
2. If you are using trail version then it will tell how much days remaining your expiration.
3. If you are using registered copy then it will show that you are using register copy of Responsible Surfing Software.
4. You can activate Responsible Surfing by entering key which you get on your e-mail at time of purchase then click on **Activate**.
5. Click **Close** to exit from registration.



Exit to Responsible Surfing Server

You can exit from the Responsible Surfing Software from here. To do this:

1. Click **Responsible Surfing>File>Exit**.
2. Enter Responsible Surfing Server password then click **Login** to exit.
3. Click **Email me my Password** if you forget your password, it will email your password at email id which you have give at time of registration of Responsible Surfing Sarver.
4. Click **Close** to exit from Exit window.



Glossary

Server Computer

Server computer is the only computer on your network that has Responsible Surfing server software installed.

Client Computer

Client computers are computers on your network that have Responsible Surfing client software installed. You can install Responsible Surfing client on all the computers on the network.

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