Cyclope 6.0

User Guide

CYCLOPE | let's talk productivity

Cyclope Employee Surveillance Solution v6.0 is provided by Cyclope Series © 2003-2011

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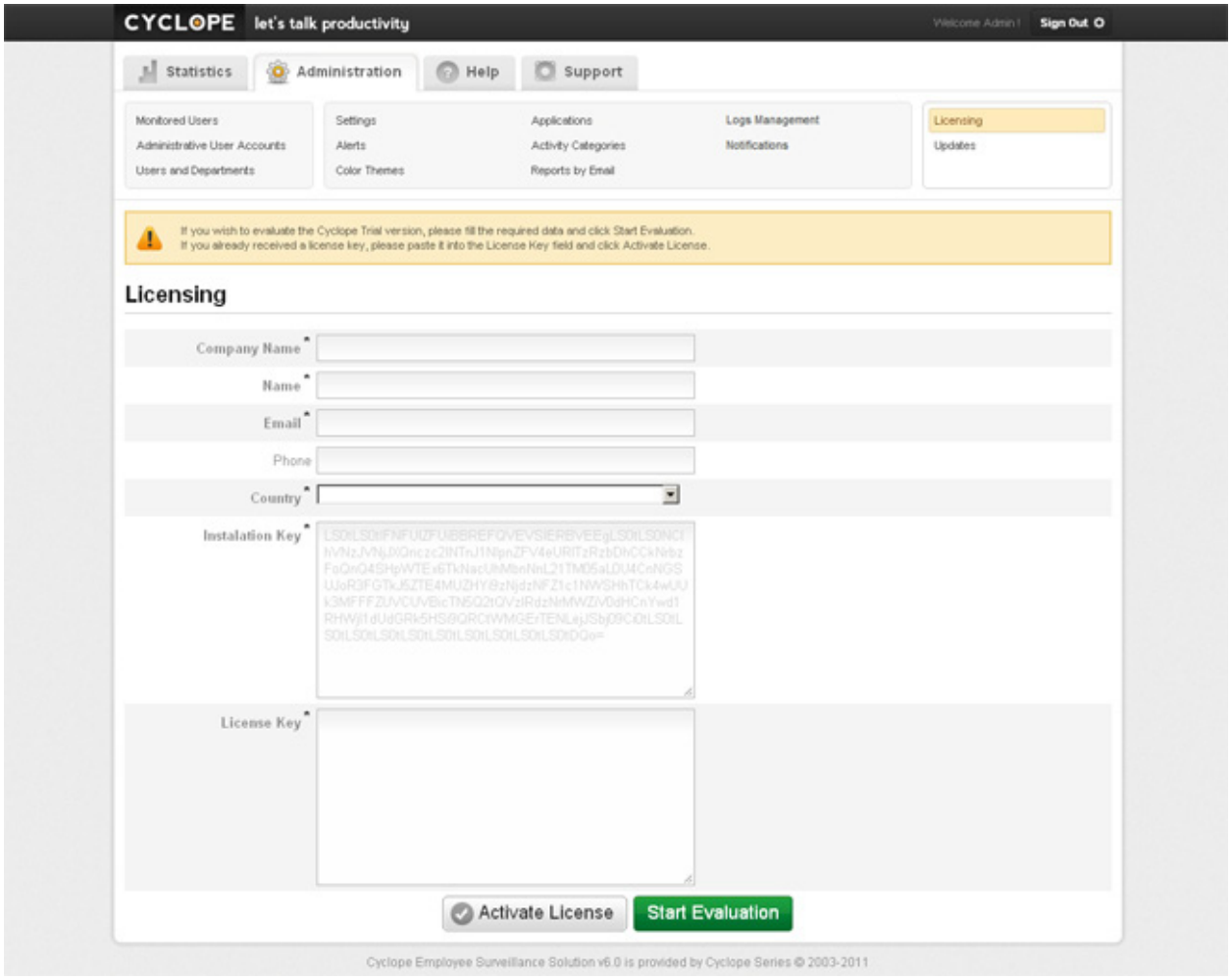
1. Start using Cyclope Employee Surveillance Solution

After logging in using the default login data (the default username and pass are **admin** and **admin**), the first page that the user can access is the Trial page, which is a slightly different version of the **Licensing** page:



Img. 01, Trial page

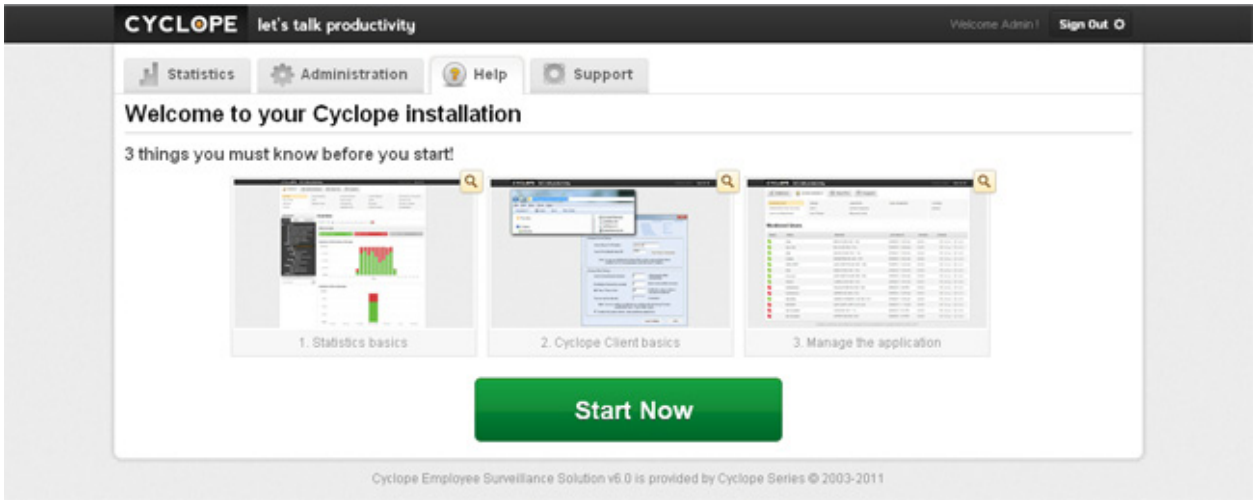
The user has two possibilities.
First one is to use the **Start Evaluation** button and request a free trial period to test the application.

FOR COMPLETING THIS STEP YOU NEED TO HAVE A FUNCTIONAL INTERNET CONNECTION. HOWEVER, IF PROBLEMS ARISE (PROXY SERVER AUTHORIZATION, NETWORK DOMAIN AUTHORIZATION) PLEASE CONTACT THE CYCLOPE SUPPORT TEAM.

The second option is to enter a valid **License Key** and unlock the entire application by clicking the **Activate License** button. In both cases, the following information must be filled: **Company**

Name, **Name**, **Email** and **Country**. The *Phone* field is not mandatory and the **Installation Key** field is already filled with a code that is uniquely generated for the computer used to host the Cyclope Server.

Just before starting the evaluation, the user has the possibility to briefly explore the main features of the application. This tour page is shown only once, when accessing the application for the first time and it can be skipped by pressing the **Start Now** button.



Img. 02, Tour page

When the evaluation period expires, the user can only access the **Licensing** page. This time, the Licensing page appears in its usual state, without displaying the **Start Evaluation** button. The user can unlock the application and continue using it by entering a valid license code in the **License Key** field.

2. Manage application settings

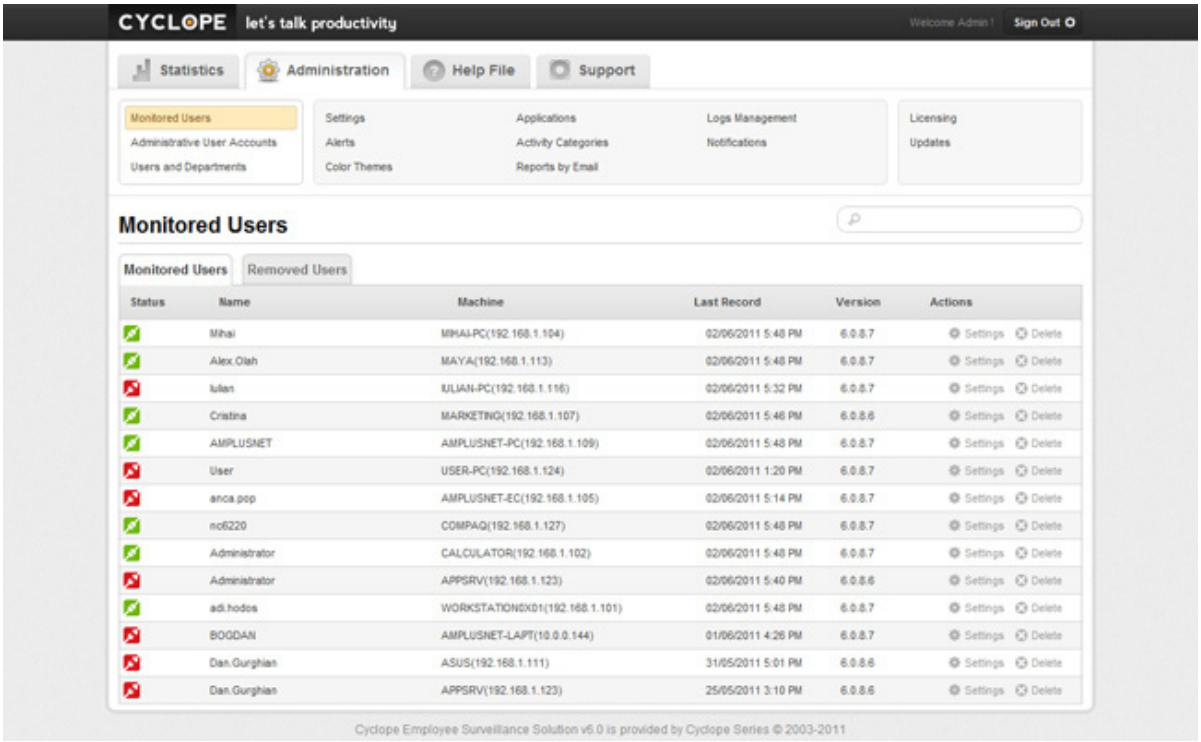
2.1 Monitored Users

Information sections included in this page:

2.1.1 Monitored Users

- **Data Table** containing the following information displayed on columns:
  - ü Status - An icon reflecting the monitoring status for each user. The **green state** means that the user is monitored and the **red state** of the icon means that the server has not received logs from the client for a period of time greater than the connectivity period set for that user multiplied by a factor of 6.
  - ü Name - The username used by the employee to log on his operating system.
  - ü Machine - The name of the computer used by the employee.
  - ü Last Record - The time and date of the last log received by the server from the client.
  - ü Version - The version of the Cyclope client application.
  - ü Actions - Links for viewing and modifying the current client settings, and for deleting the monitored user.

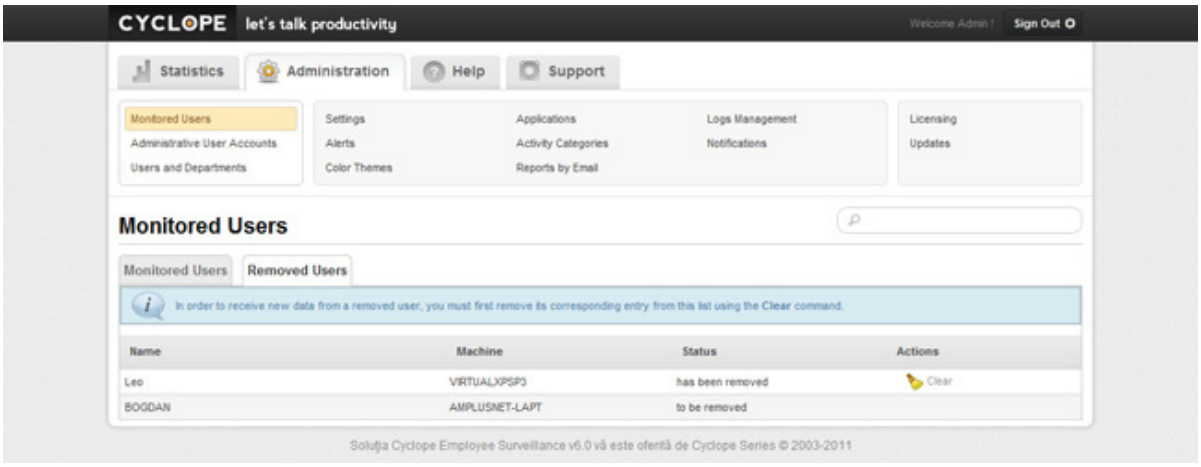
When deleting a monitored user, you will be prompted if you would also like to uninstall the client application on the machine in cause.
A search box is included on top of the data table. The control searches as you type among all the listed users, considering their Name information.



Img. 03, Monitored Users page

2.1.2 Removed Users

- **Data Table** containing the following information displayed on columns:
  - ü Name - The username used by the employee to log on his operating system.
  - ü Machine - The name of the computer used by the employee.
  - ü Status - There are two possible values: *to be removed* for the employees that have been deleted and the action is not complete because the client application on that station wasn't restarted and *has been removed* if the deletion action has been completed.
  - ü Actions - The *Clear* action link appears only for the deleted users and serves in erasing the deleted employee from this list. After performing this action the client will start sending data to the server again, after restarting the client application and if the deletion of the employee was not followed by uninstalling the client application.

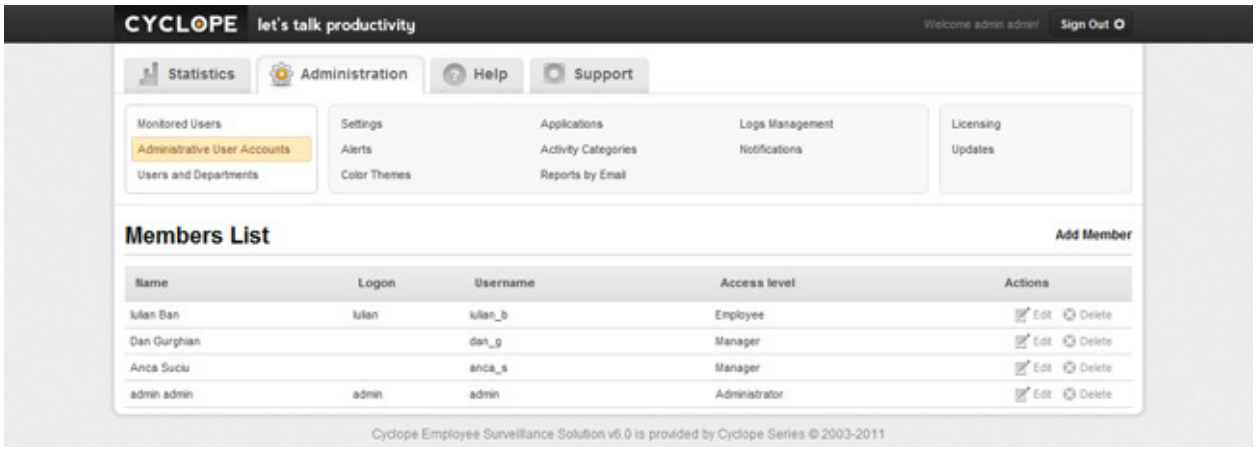


Img. 04, Monitored Users page, Removed Users

2.2 Administrative Users Accounts

Information sections included in this page:

- Data Table containing the following information displayed on columns:
  - ü Name - The first and last names specified for the account.
  - ü Logon - The windows username (appears if the member's access level is set to Employee)
  - ü Username - The name specified for the administrative account.
  - ü Access Level - The access level set for the account.
  - ü Actions - Links for editing or deleting the administrative account.

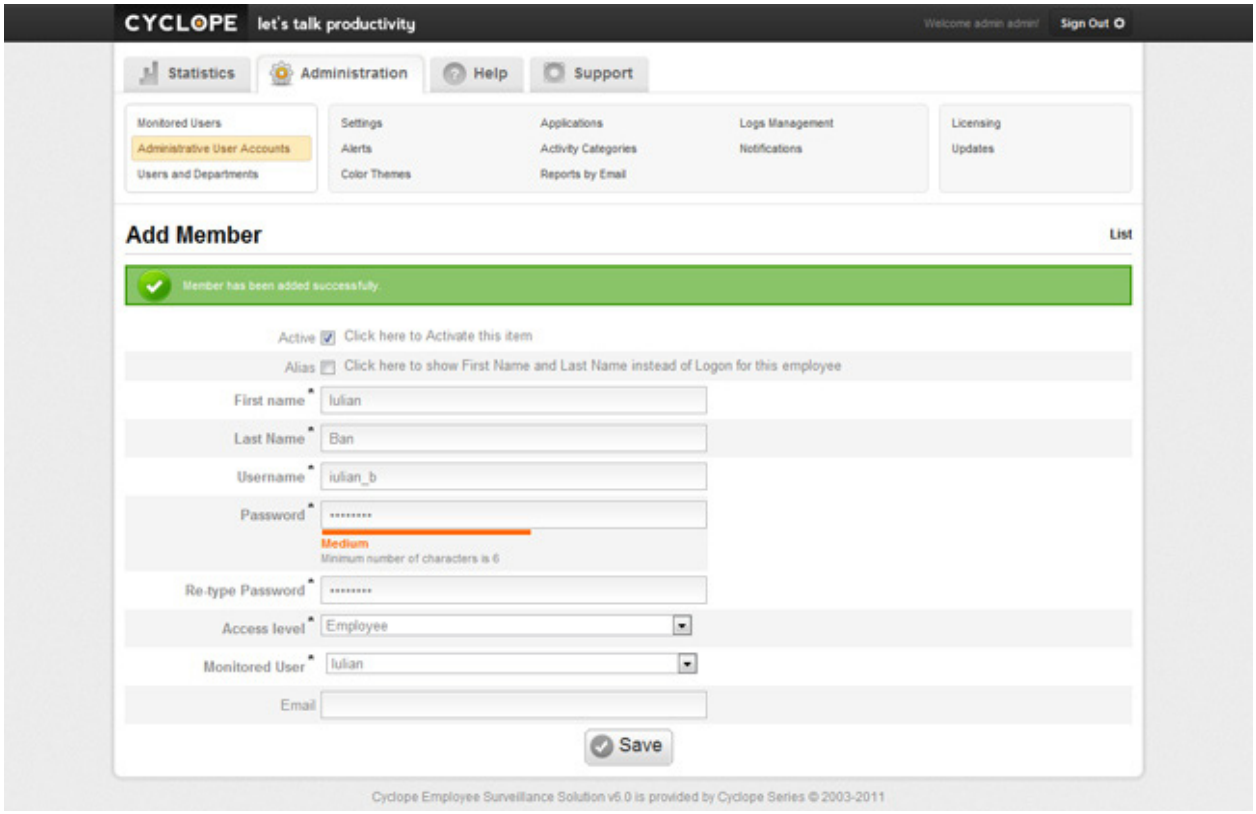


Img. 05, Administrative User Accounts page

2.3 Add Member

This page allows creating a new member account or editing an existing one. The user has the following options:

- **Active** checkbox, used for deactivating the account rather than deleting it and permanently losing the information.
- **Alias** checkbox. If checked, the Employee appears on the interface under the first name and last name specified here, rather than his Windows username, or the Logon.
  NOTE: THE ALIAS CHECKBOX CAN BE SET ONLY FOR THE MEMBER ACCOUNTS HAVING ACCESS LEVEL OF TYPE EMPLOYEE.
- **First name**. The user can specify a first name for the administrative account.
- **Last name**. The user can specify a last name for the administrative account.
- **Username**. The name of the administrative account.
- **Password**. The password for the administrative account. The strength of the password can also be measured as you type.
- **Re-type Password**. Check the password by retyping it in this field.
- **Access Level**. The options for this field are: *Administrator*, *Manager*, *Limited Manager* and *Employee*. The Administrator account has absolute privileges, while the Manager can only view one or more departments' statistics and his access to the Administration area is limited. The Limited Manager account can only access the Statistics area and has no access to the Administration pages. The Employee account can only view one employee's statistics.
- **Monitored User**. Holds the specification of the access range for the created account. When creating an Administrator account, this option is not visible as it is not necessary.
- **Email**. You can optionally specify an email address when creating an account.
- **Save button**. Hit Save in order to keep your changes and create the account.



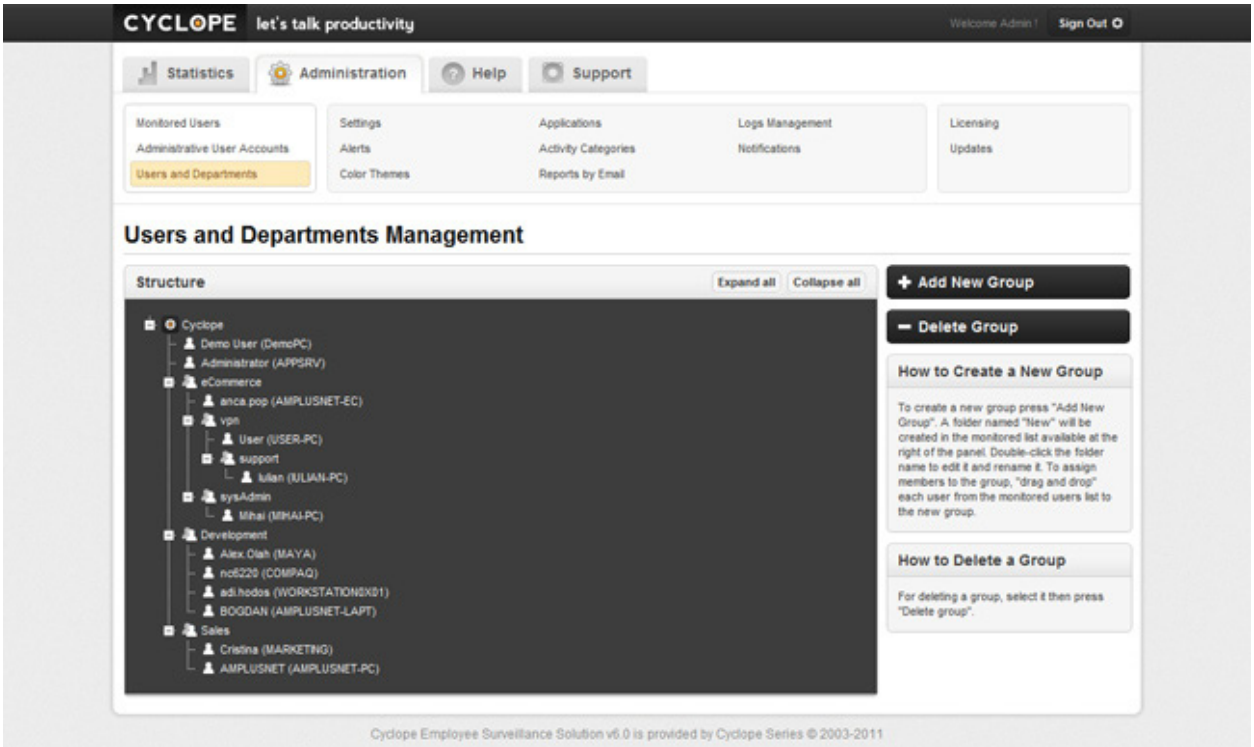
Img. 06, Add Member page

2.4 Users and Departments Management

This page allows the management of the monitored users and departments.

- **Structure** box holds the tree structure of the entire monitored network.
- **Add New Group** button creates a new department.
- **Delete Group** button erases an existing department.
- **Expand all** button expands all the nodes in the treeview.
- **Collapse all** button collapses all the nodes in the treeview.

NOTE: USE THE IN PAGE INSTRUCTIONS FOR CREATING AND DELETING DEPARTMENTS.



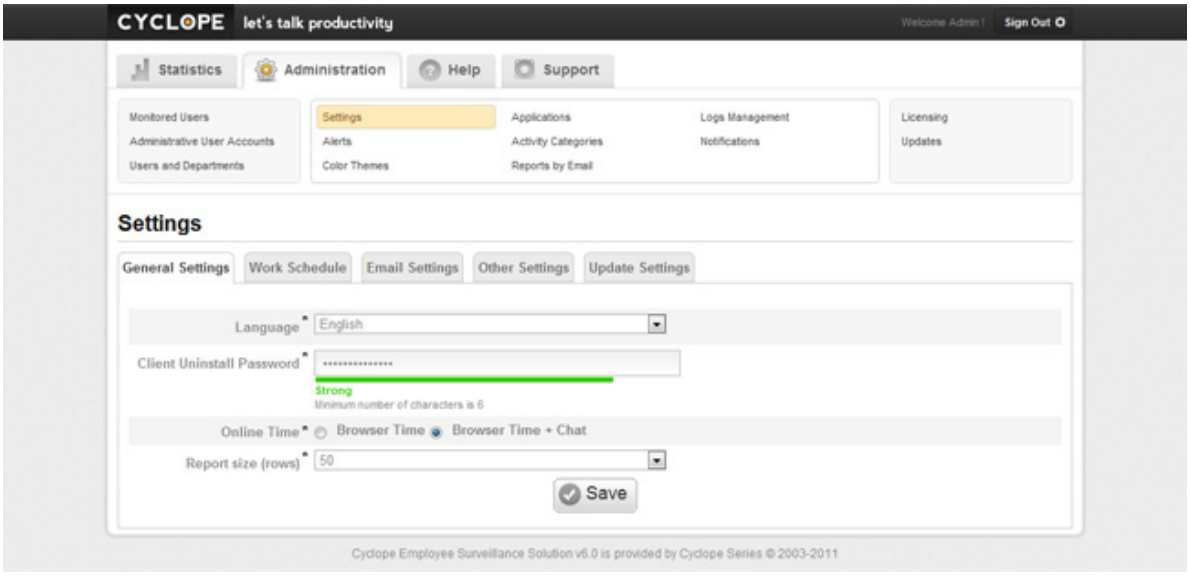
Img. 07, Users and Departments Management page

2.5 Settings

This page groups various application settings on several page tabs.

2.5.1 General Settings

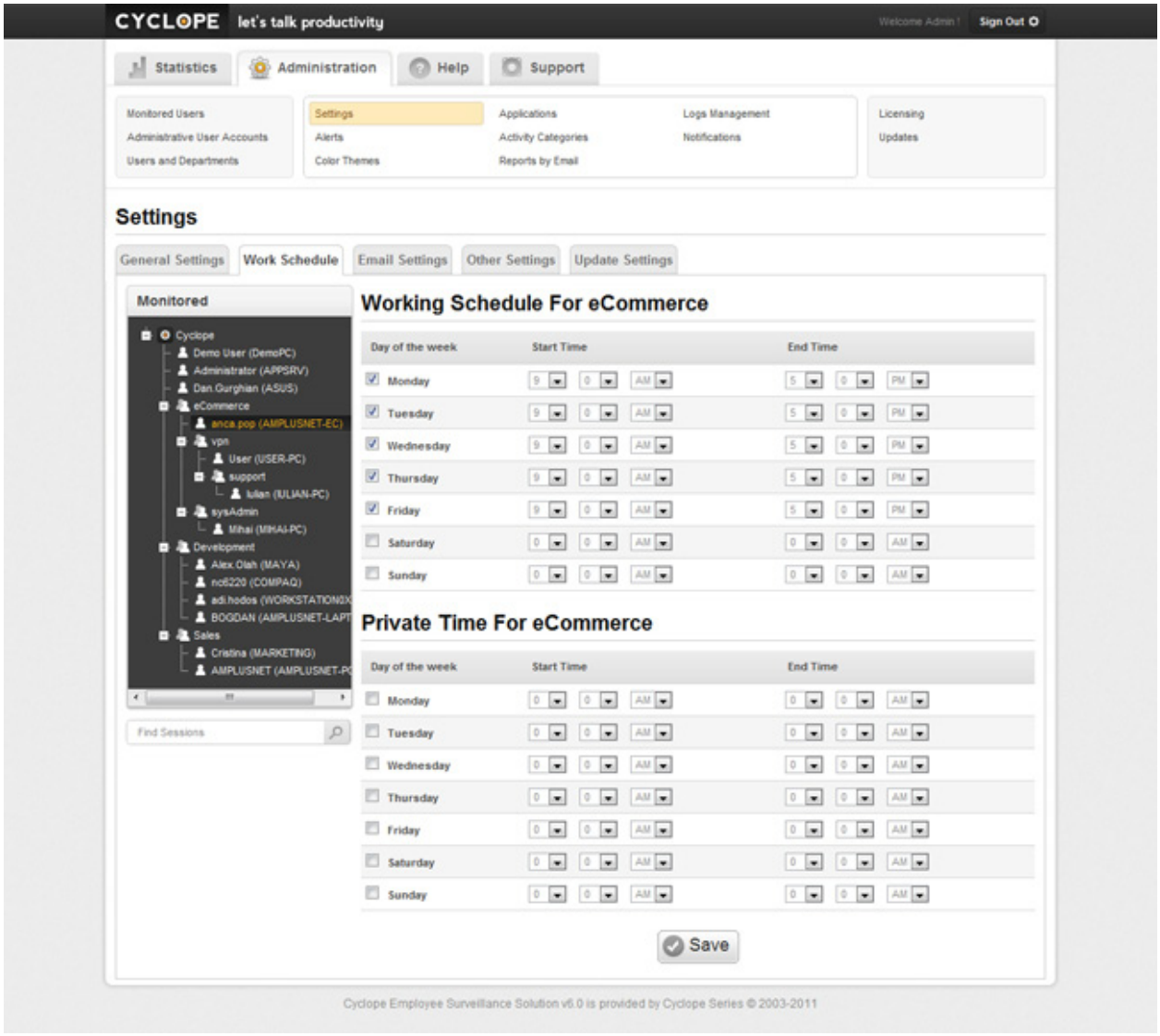
- **Language**. This field offers predefined choices regarding the UI display language.
- **Client Uninstall Password**. This field holds the uninstall password for the Cyclope client application. The strength of the password can be verified as you type.
- **Online Time**. The administrator can decide whether online time also includes the time spent chatting, in addition to the browsing time.
- **Report Size (rows)**. Select the size of the tables that are included on each statistics page of the interface. The PDF reports that can be exported are also affected by this value. The default value is 50.
- **Save** button. The Save button saves and applies the filled values.



Img. 08, Settings page, General Settings

2.5.2 Work Schedule

- This tab allows the definition of the **working schedule** for all the employees monitored with Cyclope. Use the checkboxes and the dropdown controls to create virtually any configuration for one week's duration.
  NOTE: YOU CAN SET THE WORKING SCHEDULE ON DEPARTMENT LEVEL ONLY.
- **Private Time**. The private time, when defined, assures the employee's privacy by keeping his activity hidden for the specified time frame.
  NOTE: YOU CAN SET THE PRIVATE TIME ON DEPARTMENT LEVEL ONLY.
- **Save** button. The Save button saves and applies the current configuration.



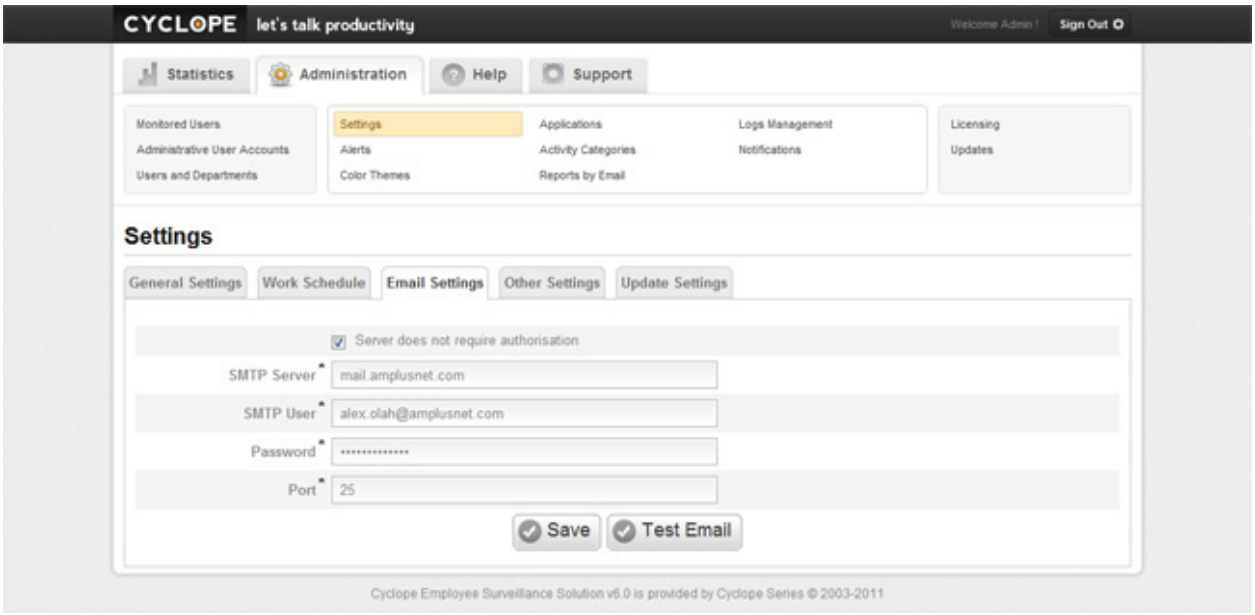
Img. 09, Settings page, Work Schedule

2.5.3 Email Settings

IN ORDER TO USE THE EMAIL REPORTS FEATURE YOU MUST FIRST FILL THE EMAIL CONFIGURATION DATA.

- **SMTP Server**. The name of the email server.
- **SMTP User**. The username used to access the email server.
- **Password**. The password associated with the specified user email account.
- **Port**. The port used for sending the email.
- **Save** button. The Save button saves the current settings.
- **Test Email** button. The Test Email button sends an email to the mail address used for registering Cyclope using the specified email settings. The administrator will be informed on this test's outcome.

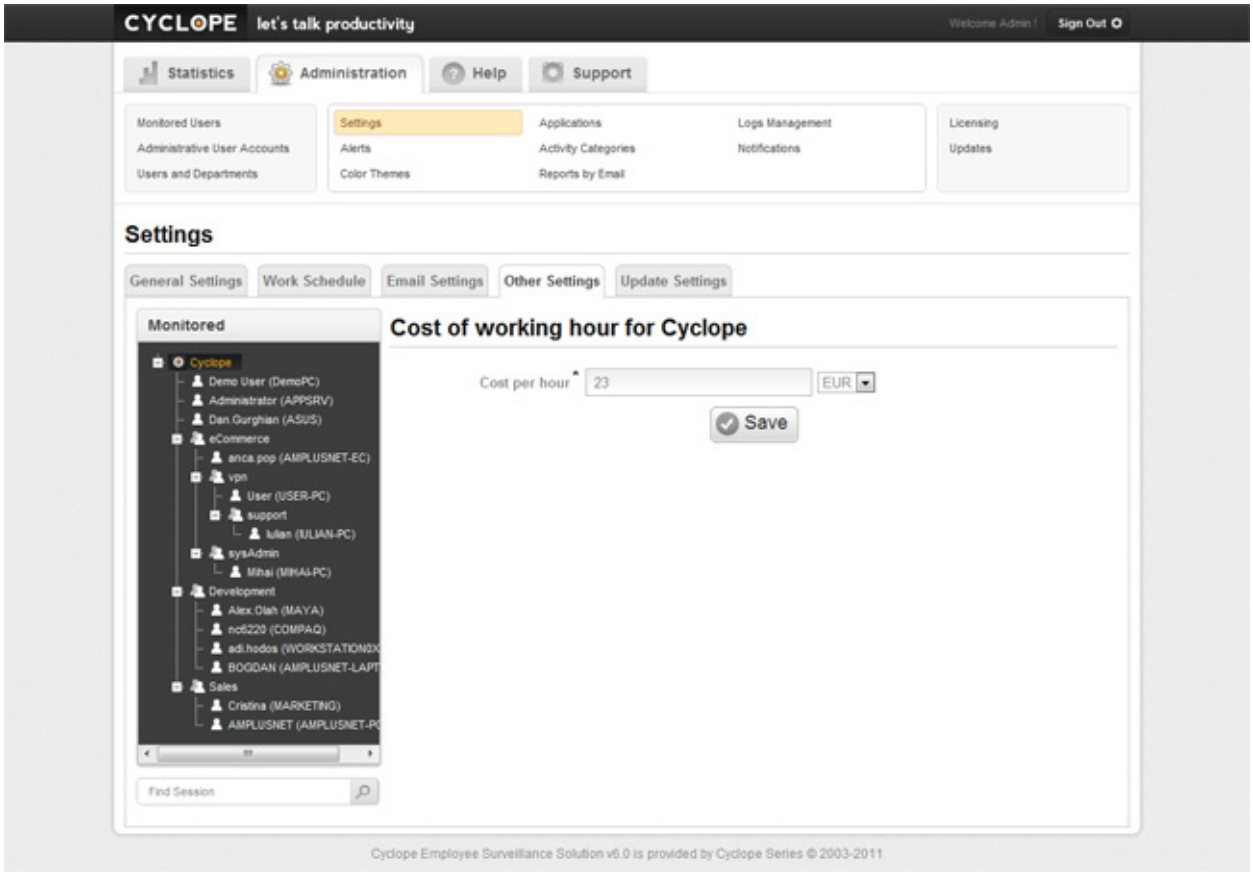
IF YOUR EMAIL SERVER DOES NOT REQUIRE AUTHENTICATION, MAKE SURE TO CHECK THE BOX NAMED SERVER DOES NOT REQUIRE AUTHORIZATION.



Img. 10, Settings page, Email Settings

2.5.4 Other Settings

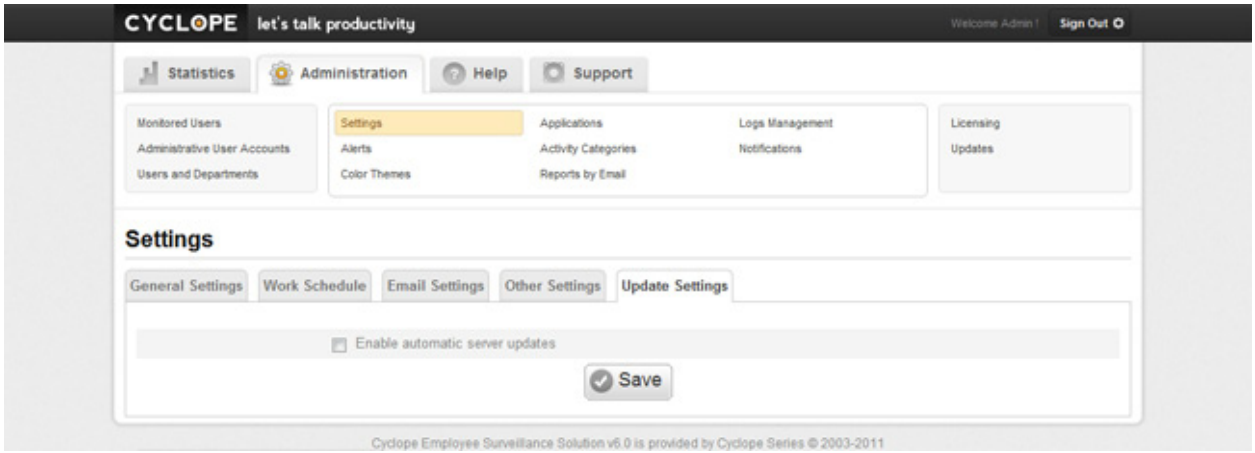
- **Cost per hour**. How much your employee's work value. Specify an amount and choose a currency.
  NOTE: YOU CAN SET THE WORKING SCHEDULE ON DEPARTMENT LEVEL ONLY.
- **Save** button. The Save button saves the current configuration.



Img. 11, Settings page, Other Settings

2.5.5 Update Settings

- By checking the "Enable automatic server updates" checkbox, the server application will update itself to the latest version available.
- Save button. The **Save** button saves the current configuration.

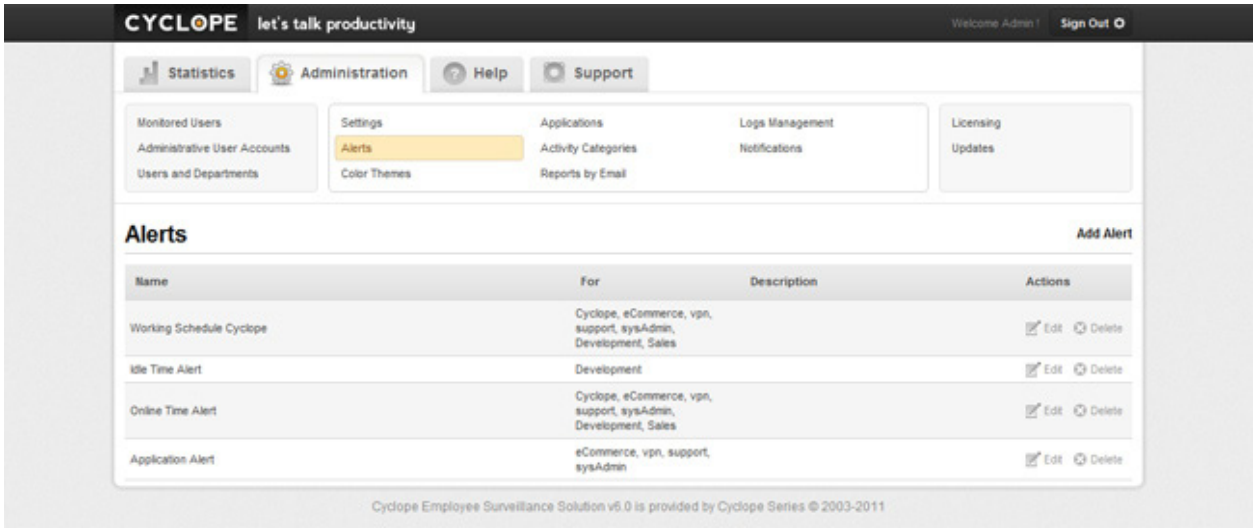


Img. 12, Settings page, Update Settings

2.6 Alerts

Information sections included in this page:

- **Data Table** containing the following information displayed on columns:
  - ü Name - The name of the defined alert.
  - ü For - The list of departments where this alert will apply.
  - ü Description - The description of the alert (this field is optional).
  - ü Actions - Links for editing or deleting each alert.

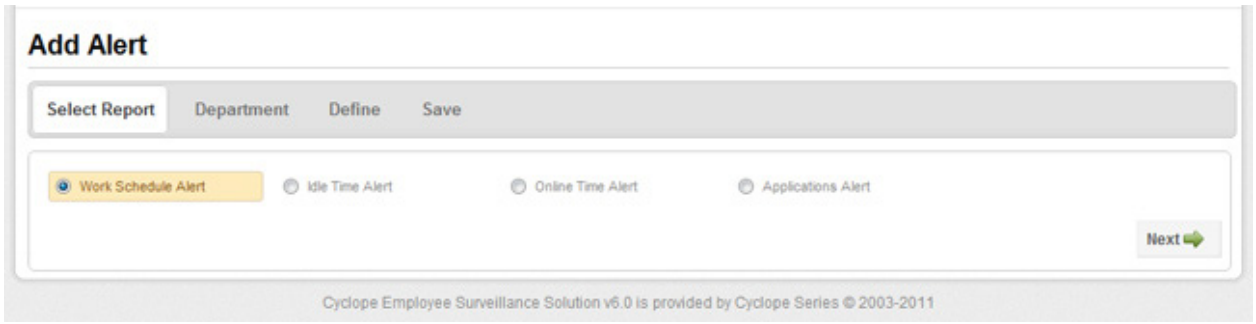


Img. 12, Alerts page

2.7 Add Alert

If you choose to add a new alert or edit one of the existing alerts, you are taken to this page. There are several steps required by the in-page wizard:

- **Select Report**. Specify the type of the alert. You can choose from: **Work Schedule Alert**, **Idle Time Alert**, **Online Time Alert** and **Application Alert**.

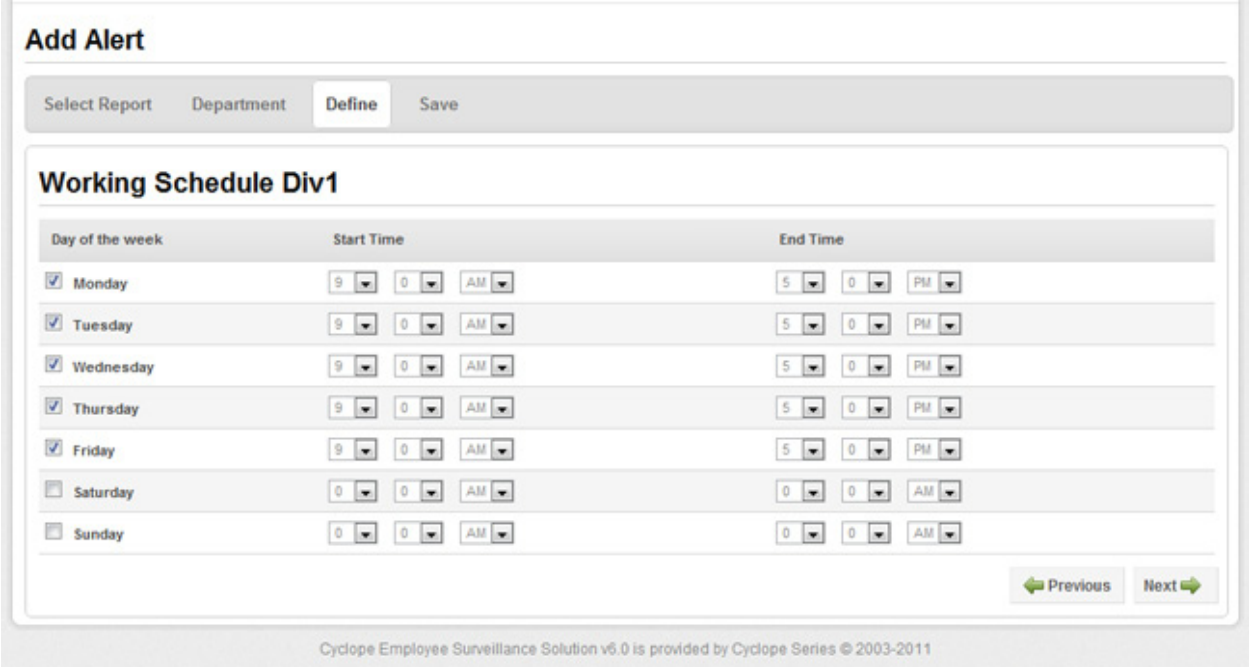


Img. 13, Add Alert page

- **Department**. Select the department(s) you wish this alert to apply on.

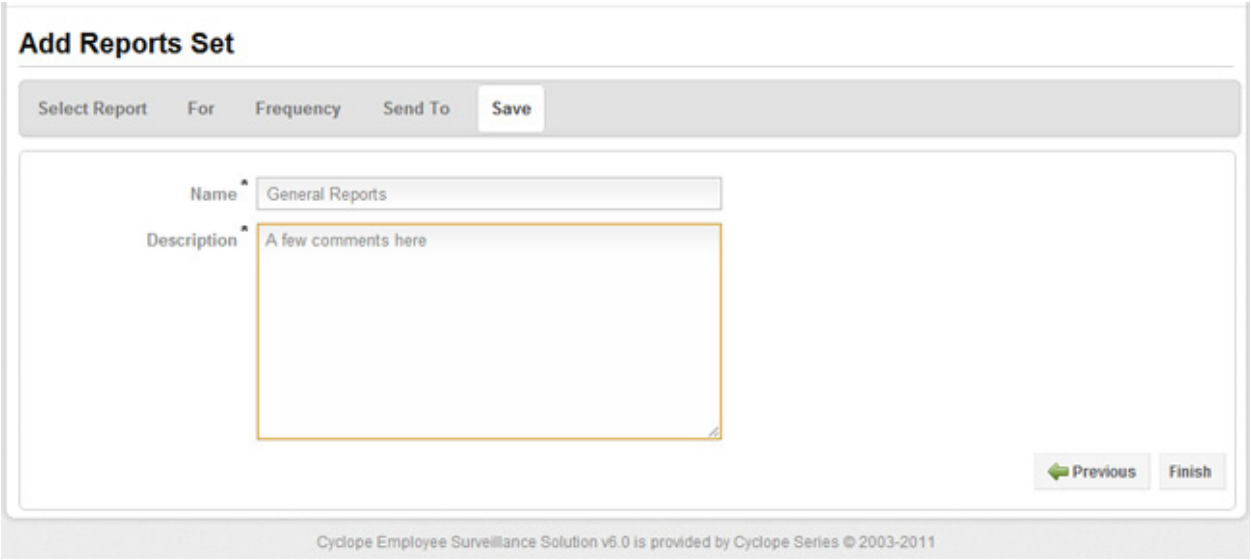
Img. 14, Add Alert page

- **Define**. Specify the rule of the alert. In this case, you can set a new configuration for the working schedule and the alert will be triggered if the employee's activity start time and end time will differ from your settings.



Img. 15, Add Alert page

- **Save**. This is the last step of the wizard. In order to save the alert, you must first specify a name and then press Finish. You can also specify a small description, but this is only optional.



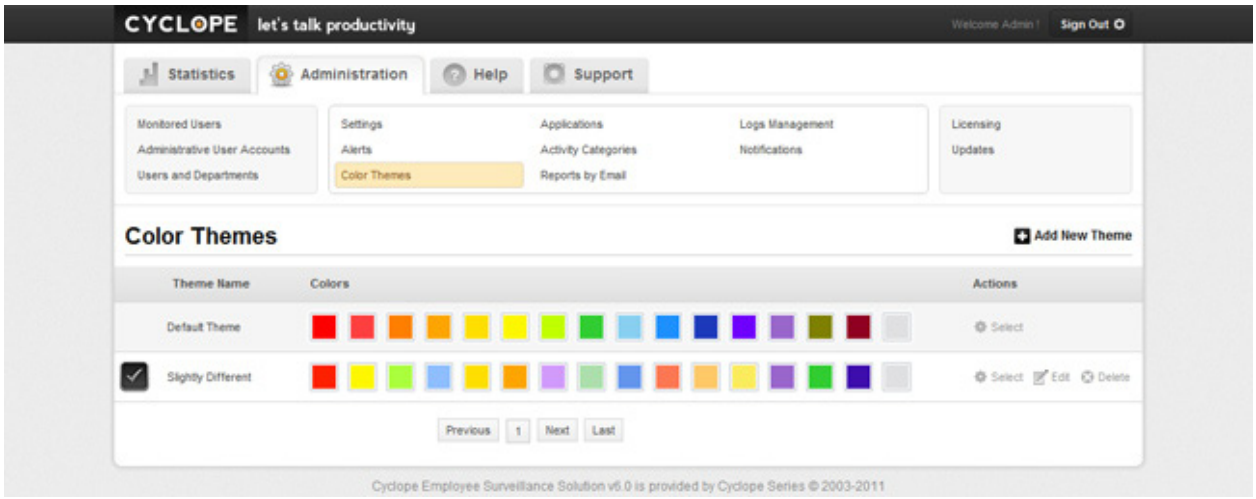
Img. 16, Add Alert page

2.8 Color Themes

Cyclope gives you now the possibility to customize your interface. Choose an existing color theme or create your own style for the Cyclope charts.

- The **Color Themes List** displays the defined color themes:
  - ü A tick icon indicating the currently active color theme.
  - ü Theme Name - The name of the color theme.
  - ü Colors - On this column you can see the actual composition of each color set. Usually there are 15 colors plus one neutral color used for the representation of grouped applications (e.g. Others).
  - ü Actions - Links for selecting and applying a theme, and for editing or deleting a defined color theme.

YOU ARE NOT ALLOWED TO DELETE OR EDIT THE DEFAULT COLOR THEME.

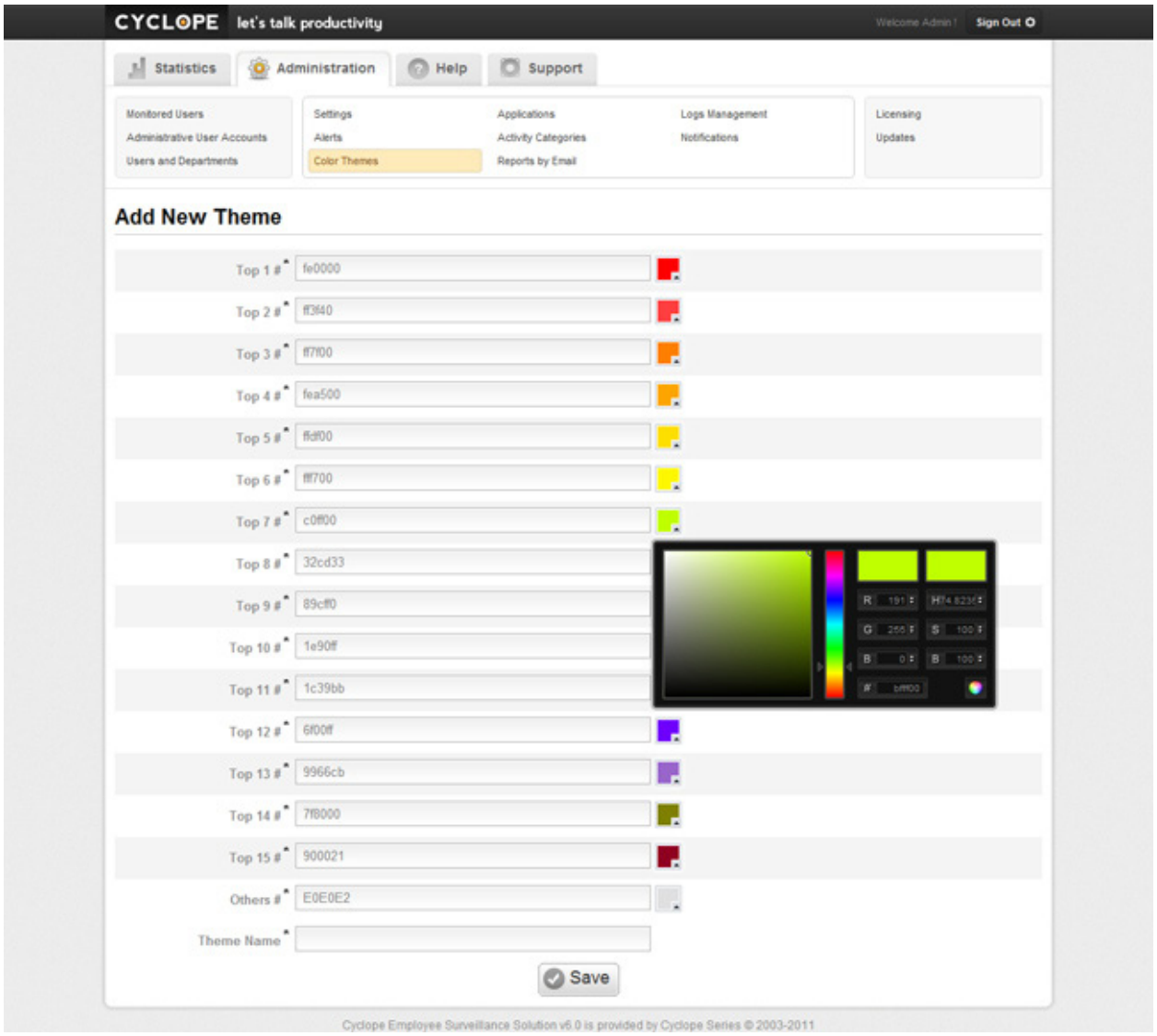


Img. 17, Color Themes page

2.9 Add New Theme

If you choose to add a new color theme or edit one of the existing color themes, you are taken to this page.

- Each color must be defined by specifying a valid **hexadecimal color code**. If you don't have one prepared, just use the built-in **Color Picker**.
- **Theme Name**. Specify a name for the new color theme by which you will identify it in the list.
- **Save** button. Hit Save in order to keep your changes and create the new color theme.

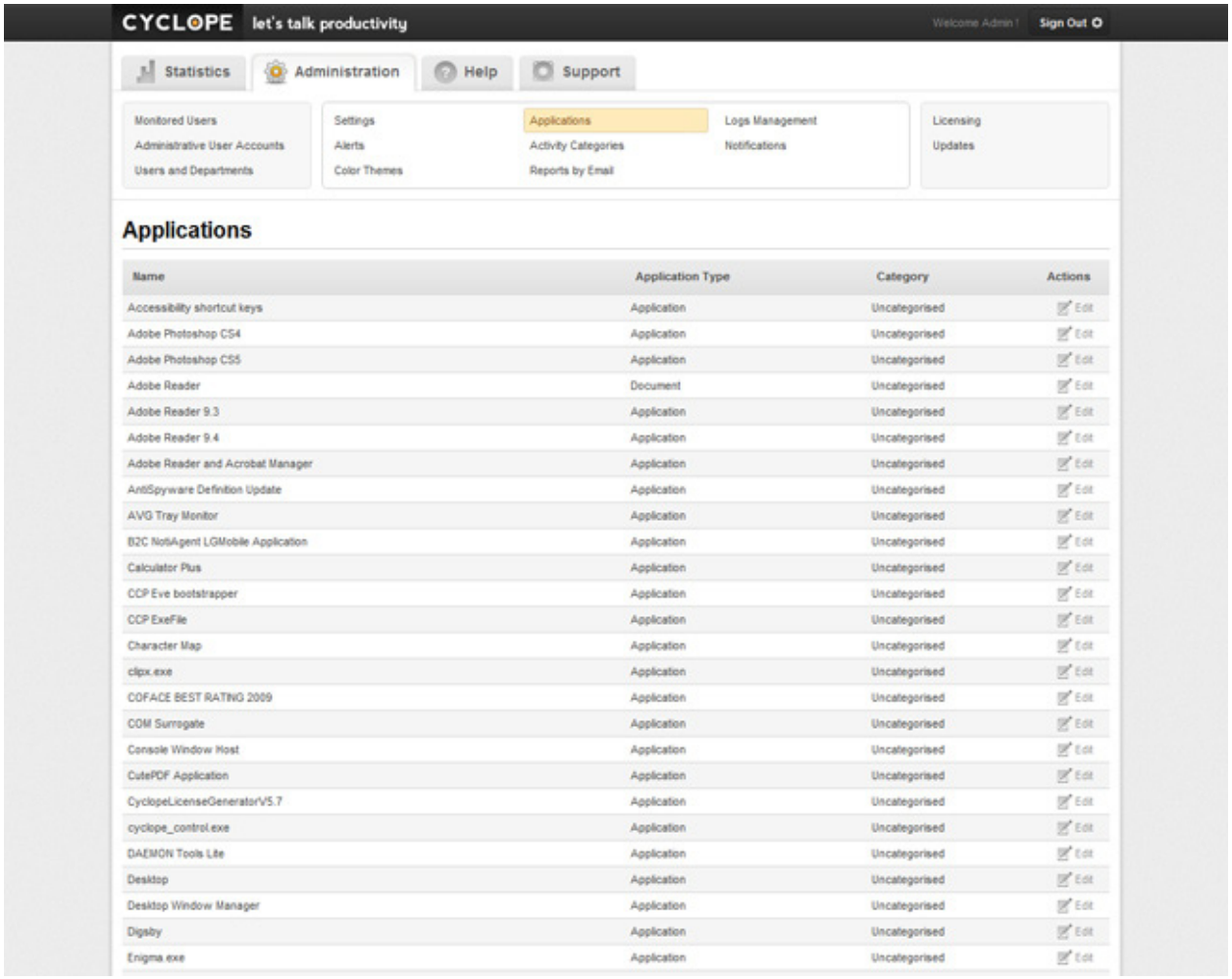


Img. 18, Add New Theme page

2.10 Applications

Information sections included in this page:

- **Data Table** containing the following information displayed on columns:
  - ü Name - The name of the recorded application.
  - ü Application Type - The type of each application, as seen by Cyclope.
  - ü Category - To each application can be assigned a category from the existing ones. If no assignment has been made, this column will indicate *Uncategorized*.
  - ü Actions - Link for editing each application.

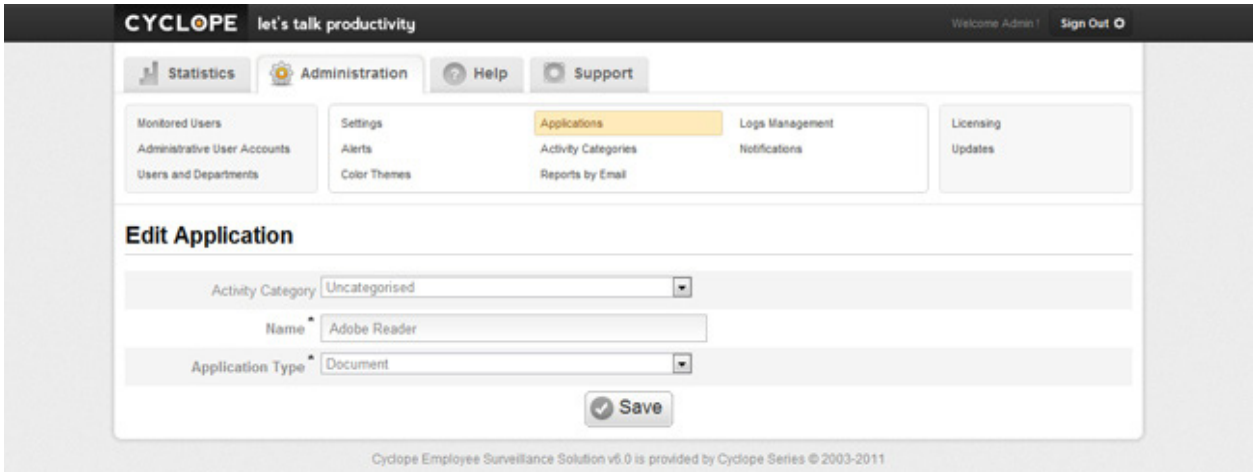


Img. 19, Applications page

2.11 Edit Application

If you choose to edit one of the recorded applications, you are taken to this page.

- **Activity Category**. Assign a category to the selected application from the defined category list.
- **Name**. Cyclope allows you to edit the name of any recorded application, in order to see it under a custom name throughout the user interface.
- **Application Type**. A very useful feature is the possibility to change the application type, or how Cyclope sees the application. You can choose from the following values: **Application** (which is the default for most of the recorded applications), **Chat**, **Document** and **Browser**.
- **Save** button. Hit Save in order to keep your changes.



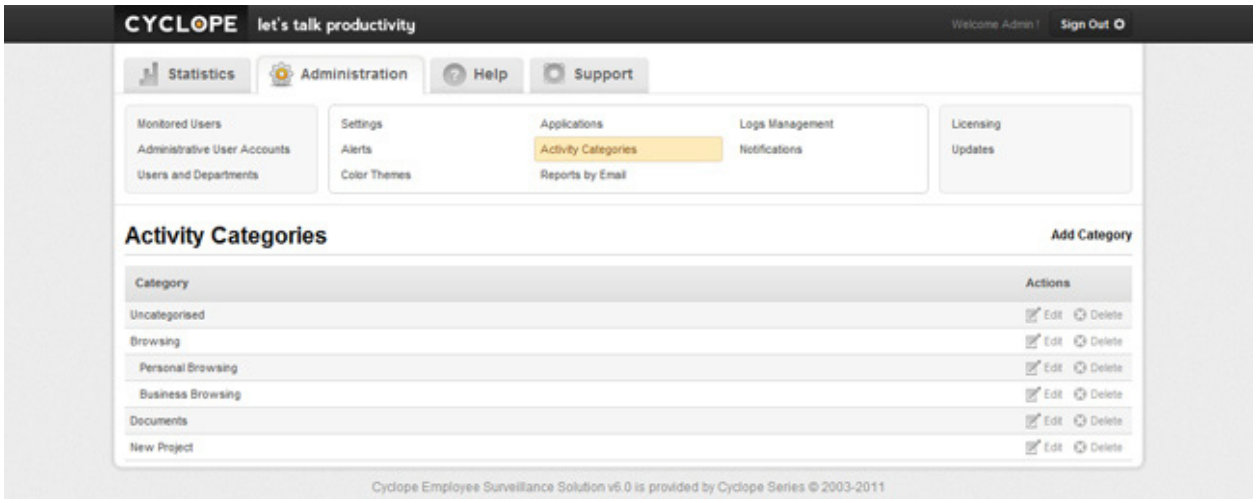
Img. 20, Edit Application page

2.12 Activity Categories

Information sections included in this page:

- **Data Table** containing the following information displayed on columns:
  - ü Category - The name of the category.
  - ü Actions - Links for editing or deleting each activity category.

THE ACTIVITY CATEGORIES THAT HAVE A DEFINED PARENT ARE HIGHLIGHTED BY A SMALL INDENTATION.

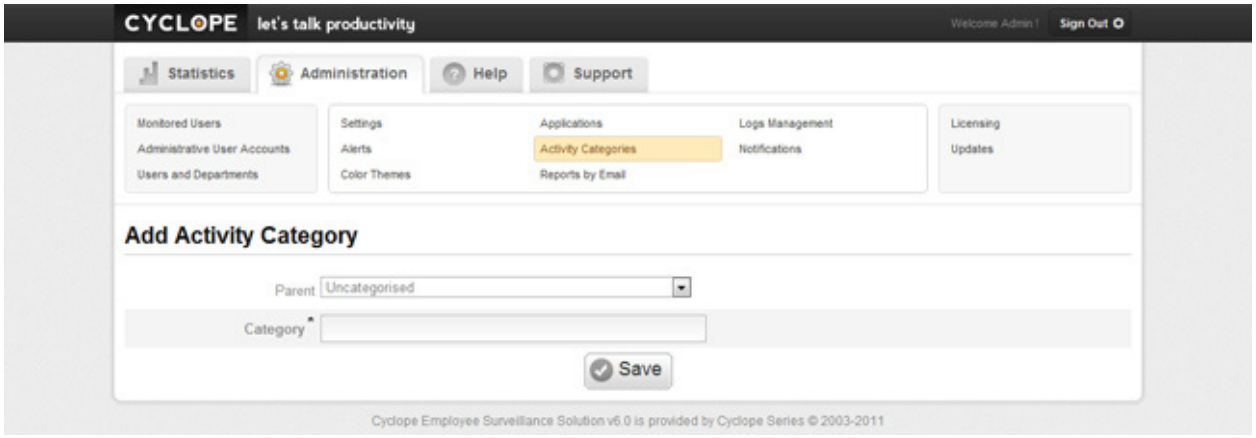


Img. 21, Activity Categories page

2.13 Add Activity Category

If you choose to add a new Activity Category or edit one of the existing categories, you are taken to this page.

- **Parent**. Select a parent category for the new category from the existing category list.
- **Category**. Specify a name for the category that is about to be created.
- **Save** button. Hit Save in order to keep your changes and create the new activity category.

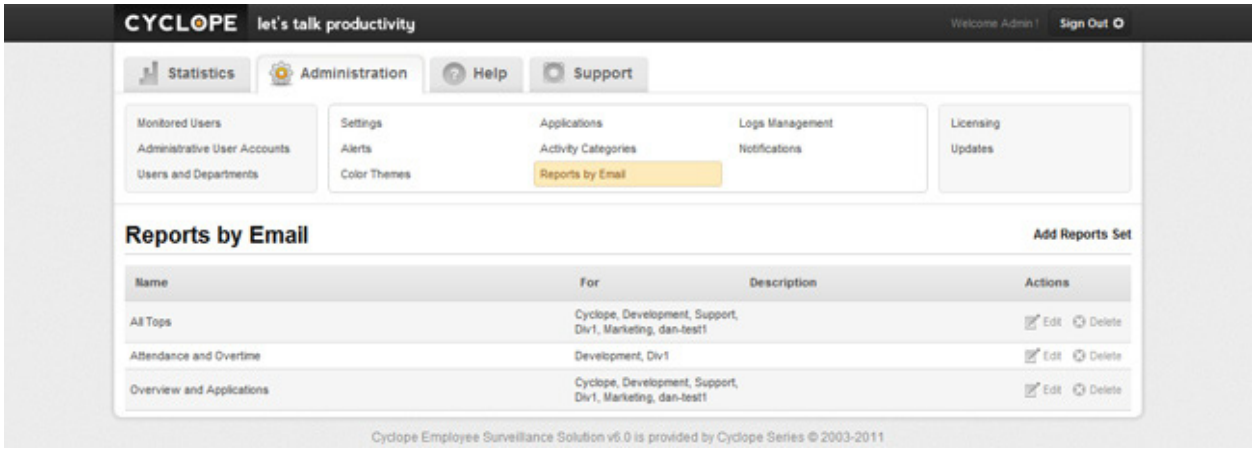


Img. 22, Add Activity Category page

2.14 Reports by Email

Information sections included in this page:

- **Data Table** containing the following information displayed on columns:
  - ü Name - The name of the defined email reports set.
  - ü For - The list of departments whose data is contained in the selected reports.
  - ü Description - The description associated with the email reports set (this field is optional).
  - ü Actions - Links for editing or deleting each reports set.

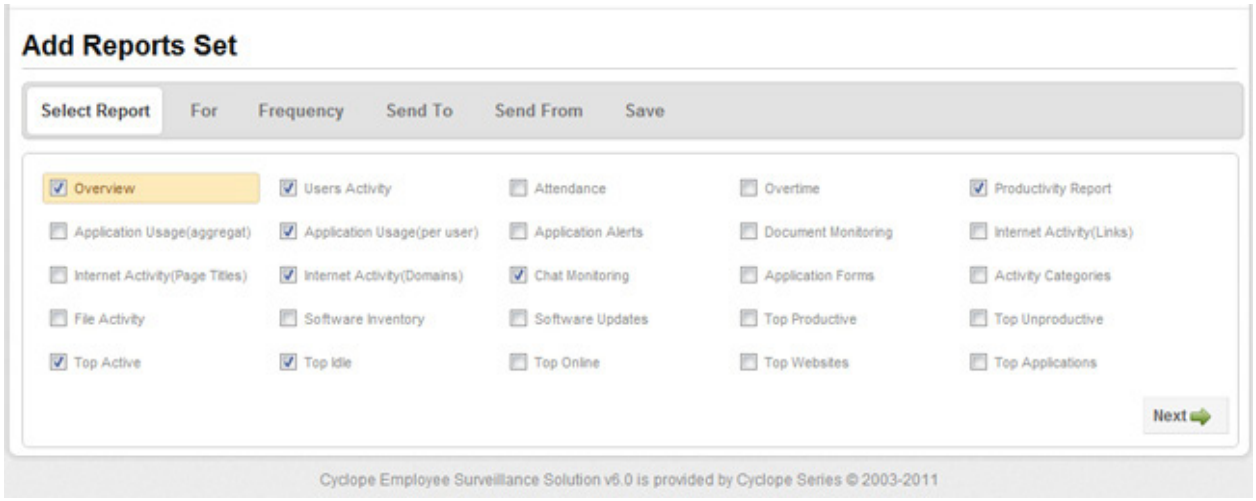


Img. 23, Reports by Email page

2.14 Add Reports Set

If you choose to add a new reports set or edit one of the existing sets, you are taken to this page. There are several steps required by the in-page wizard:

- **Select Report**. Check one or several reports from the list

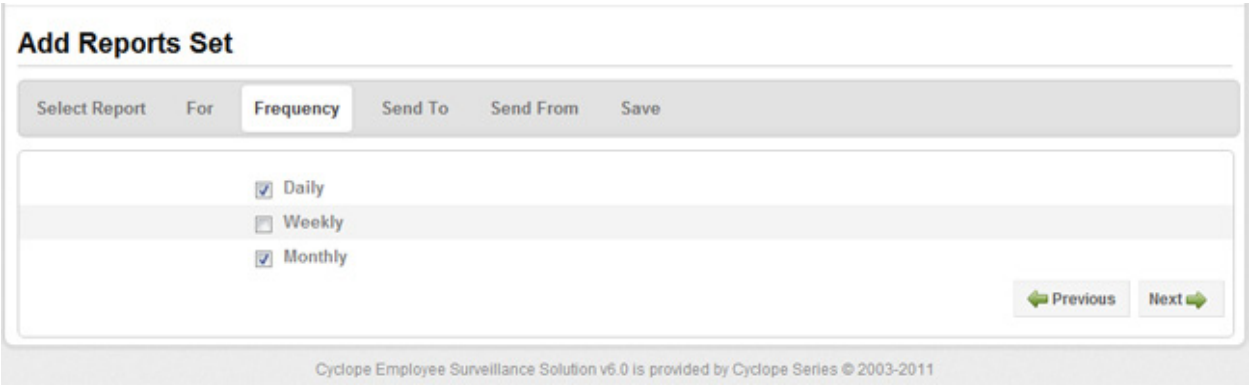


Img. 24, Add Reports Set page

- **For**. Up next, you must specify the department(s) whose data should be contained by the selected reports.

Img. 25, Add Reports Set page

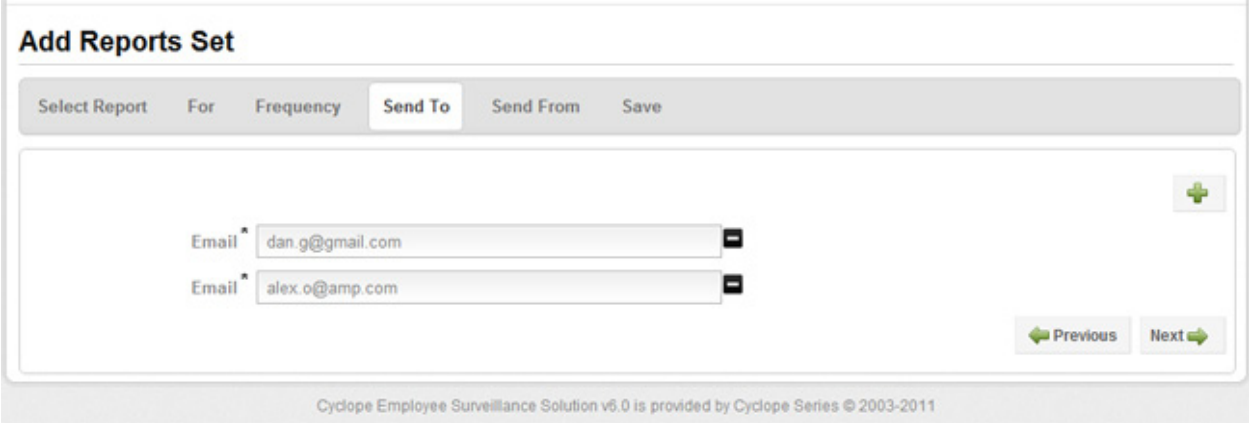
- **Frequency**. Choose how often you would like to receive the reports.



Img. 26, Add Reports Set page

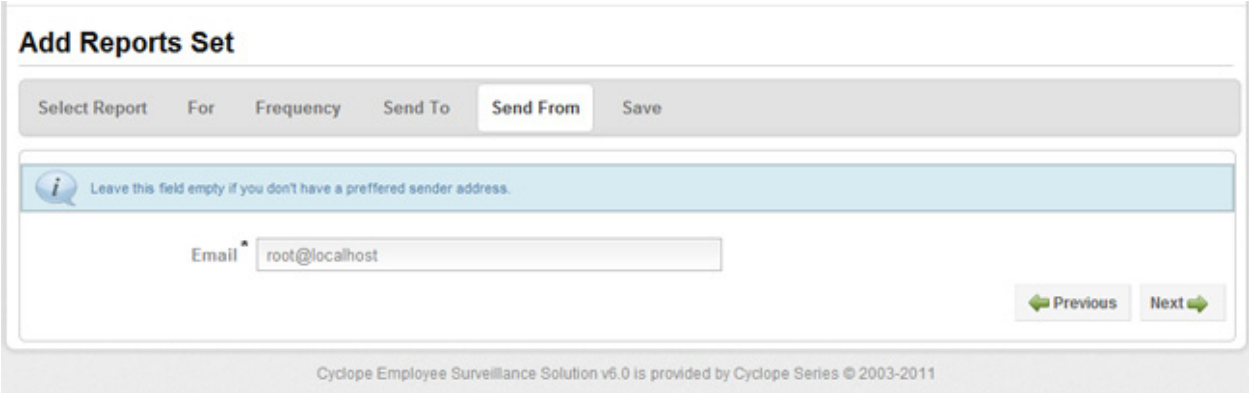
THE REPORTS WILL BE SENT TO THE SPECIFIED LIST OF EMAILS AT THE END OF THE SELECTED PERIOD. FOR EXAMPLE, IF THE DAILY OPTION IS CHECKED, TOMORROW AT 12:00 AM THE REPORTS CORRESPONDING TO TODAY'S DATE WILL BE SENT BY EMAIL.

- **Send To**. Add one or several email addresses where you would like the reports to be sent.



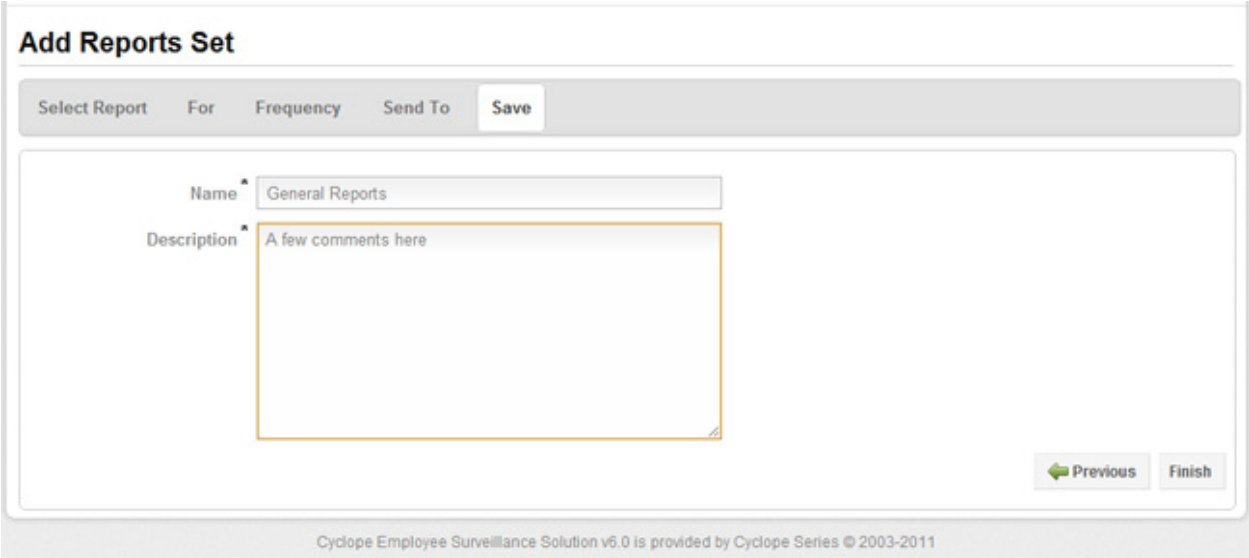
Img. 27, Add Reports Set page

- **Send From**. Specify the email address you would like to show as the sender's address for the email that will contain the selected reports set. The default sender address is root@localhost.



Img. 28, Add Reports Set page

- **Save**. The last step of the wizard prompts you for a name for the reports set. You can also add a small description if you like. By pressing *Finish* you complete the process.

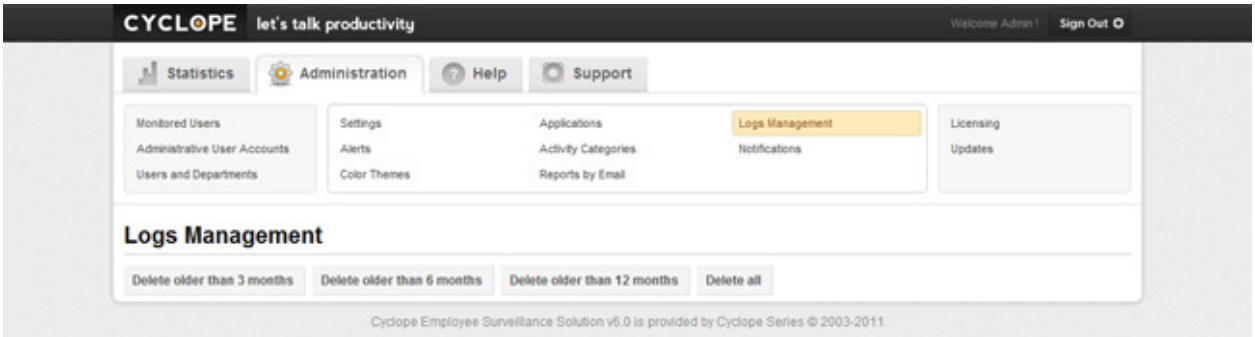


Img. 29, Add Reports Set page

2.15 Logs Management

This page allows a few basic delete operations on the already saved logs.

- There are **4 predefined options** each available at the click of a button. The options are: *Delete logs older than 3 months*, *Delete logs older than 6 months*, *Delete logs older than 12 months* and *Delete all logs*.



Img. 30, Logs Management page

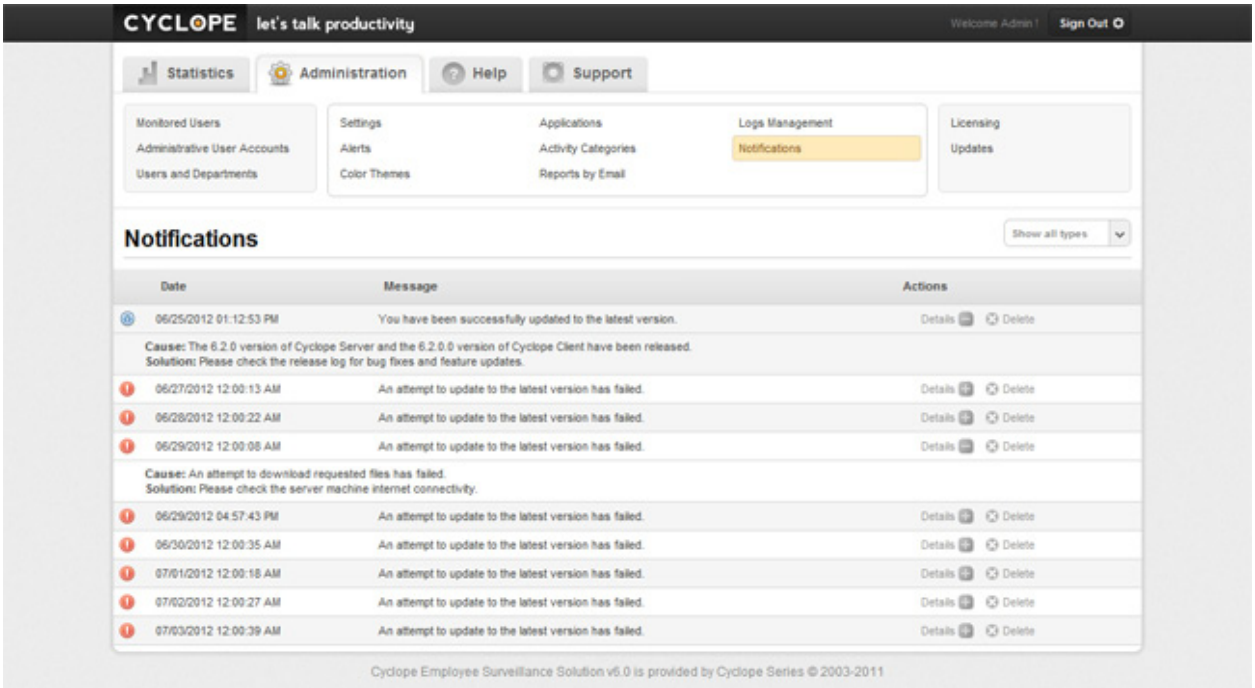
2.16 Notifications

Information sections included in this page:

- **Data Table** containing the following information displayed on columns:
  - ü Date - The date when the notification occurred.
  - ü Message - The text message of the notification.
  - ü Actions - Links for viewing further details and for deleting the notification.

WHEN DELETING A NOTIFICATION, THAT PARTICULAR NOTIFICATION WILL NOT SHOW AGAIN ON THE INTERFACE.

There are three types of notifications: Error messages (distinguished by a red icon), Warning messages (distinguished by a yellow icon) and Information messages (distinguished by a blue icon).



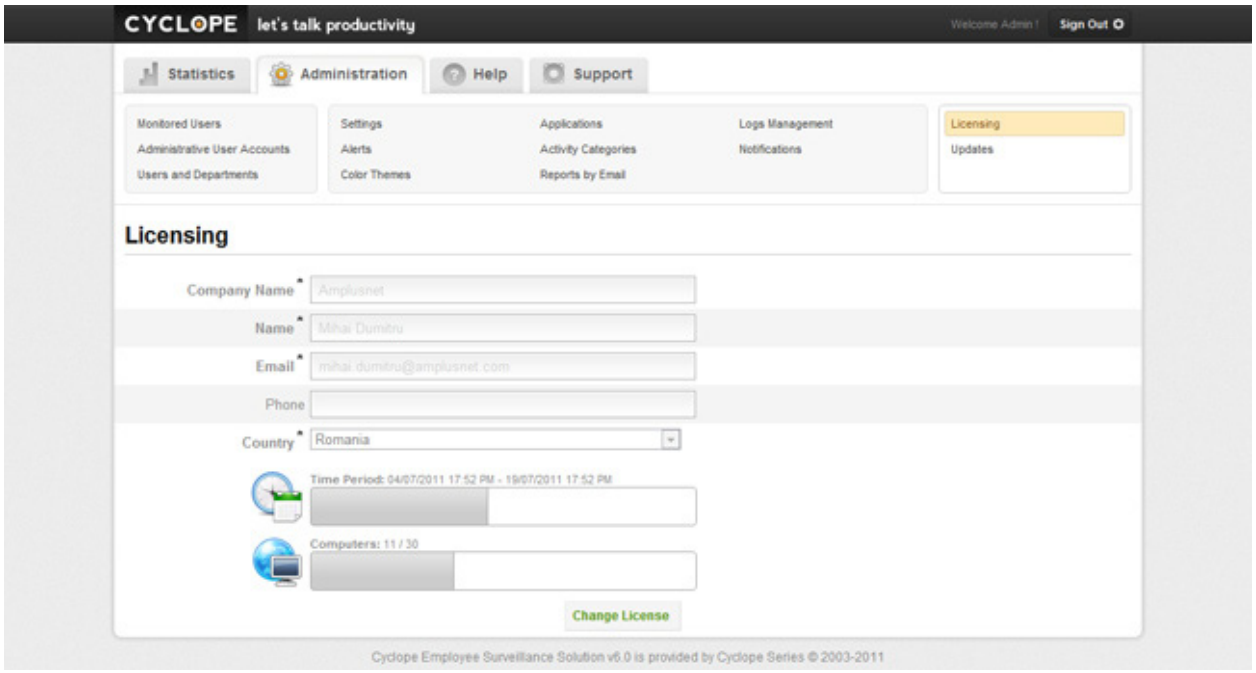
Img. 32, Notifications page

2.17 Licensing

This page gives you information on the current status of the product.

- **Company Name**. The name of the company where Cyclope is installed.
- **Name**. The name of the manager or the IT administrator.
- **Email**. The email address used for contact.
- **Phone**. The phone number used for contact.
- **Country**. Select your location from the countries list.
- **Change License** button. By clicking on this button, you can change the licensing information.

You can also see what is the expiration date of your license and what is the number of monitored computers vs. the number of monitored computers allowed by your license.

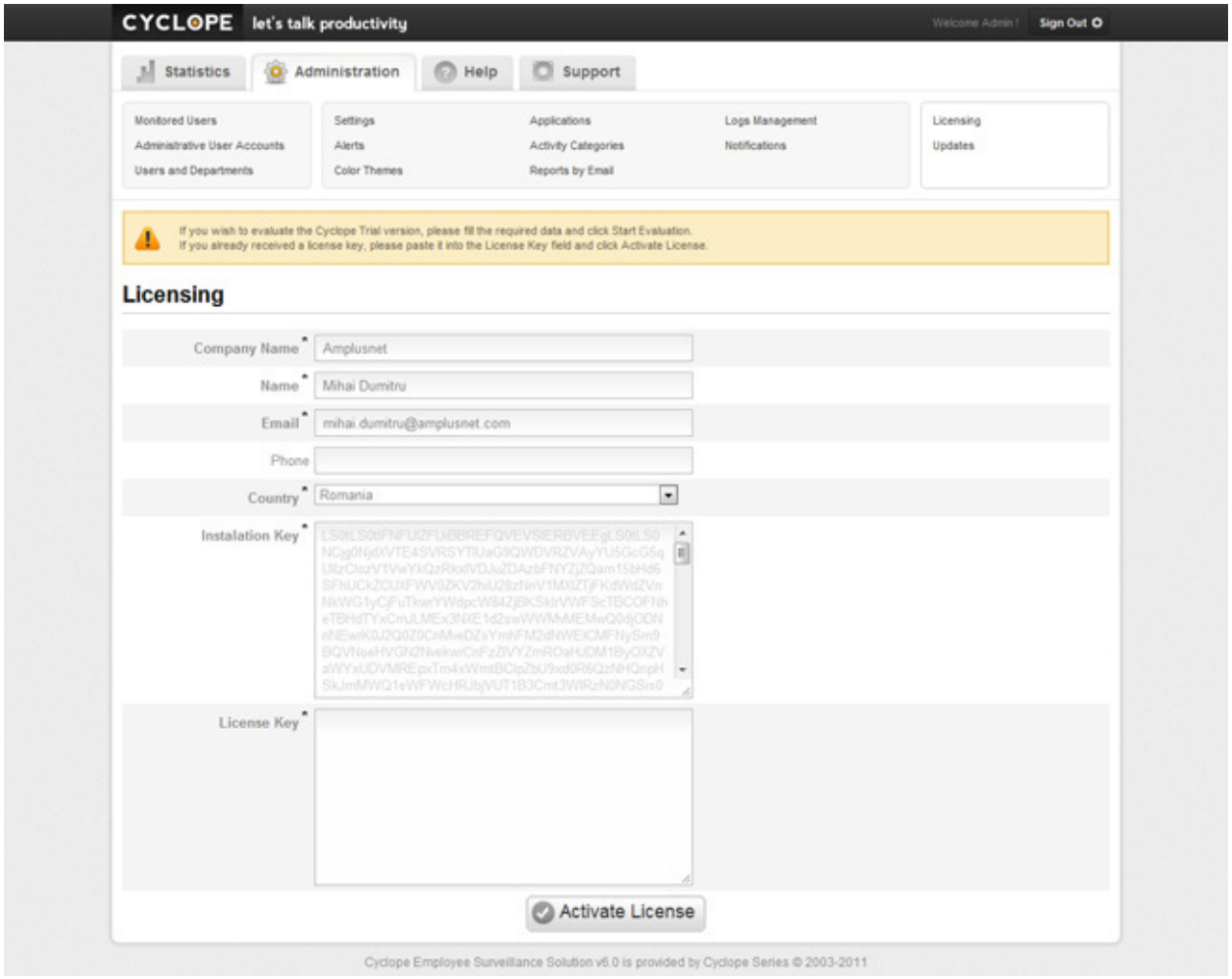


Img. 31, Licensing page

2.17.1 Change License

Change the licensing information on this page.

- You can edit the information for **Company Name**, **Name**, **Email**, **Phone** and **Country**.
- **Installation Key**. This code is generated for the computer where Cyclope Server is installed.
- **License Key**. Paste here the license code that you receive from Cyclope Support Team.
- **Activate License** button. Click this button to activate the license and start/continue using the application.
- **Start Evaluation** button. Click this button to receive a free trial period for Cyclope.
  NOTE: THIS BUTTON IS AVAILABLE ONLY WHEN YOU INSTALL CYCLOPE FOR THE FIRST TIME AND YOU ARE BROUGHT TO THIS PAGE.

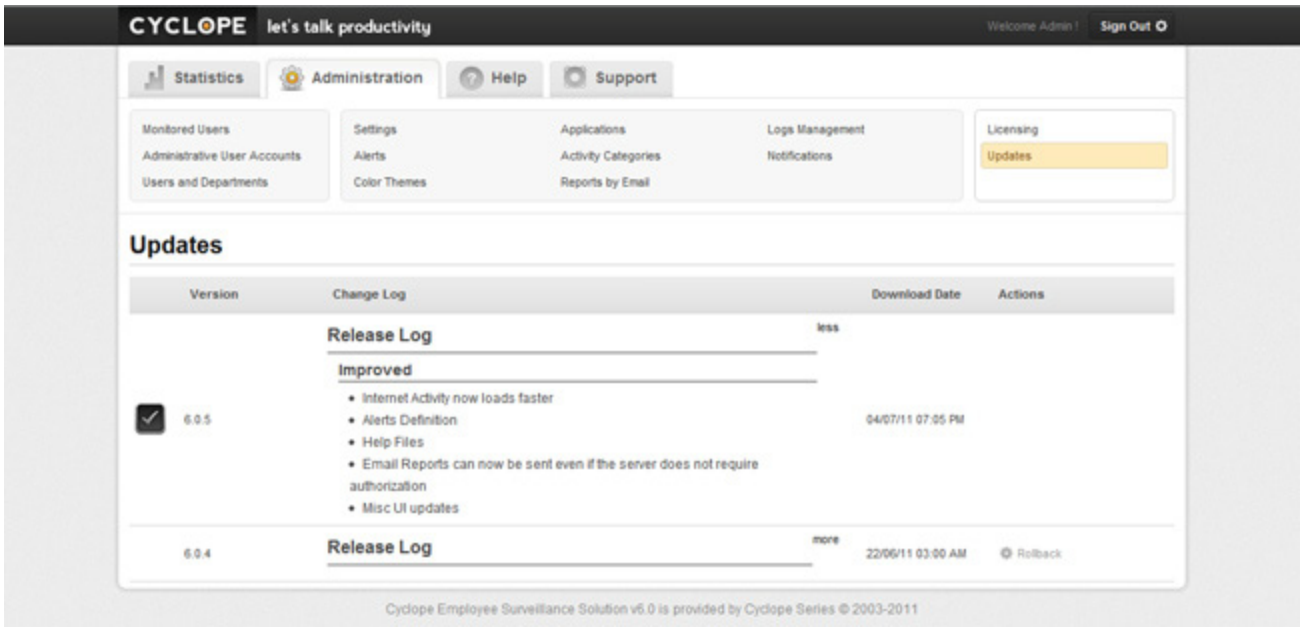


Img. 32, Licensing page

2.17 Updates

Cyclope now offers you the latest product updates right within the user interface. See on this page if are there any new releases and what are the changes they bring.

- Each product release is listed in the **Updates** list and holds the following information:
  - ü A tick icon indicating the current version installed.
  - ü Version - The version number.
  - ü Change Log - A small list pointing the most important changes.
  - ü Download Data - The date when the update was released.
  - ü Actions - A link to Update to the latest version (appears near newer versions) or a link to perform a Rollback (appears near older versions).



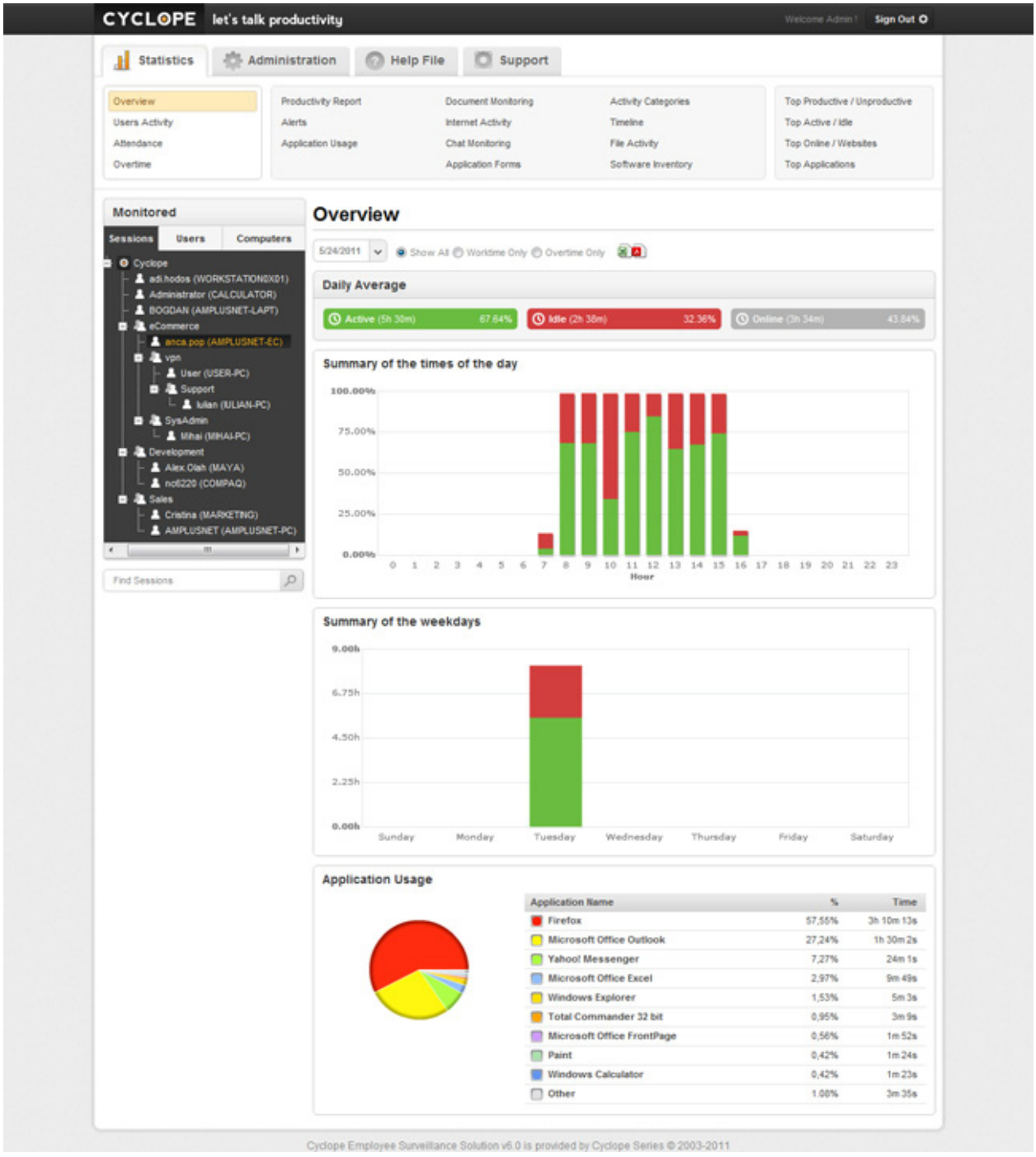
Img. 33, Licensing page

3. Manage application reports

3.1 Overview

Information sections included in this page:

- **Tree View** containing monitored **Sessions**, **Users** and **Computers**, organized on separate tabs.
- **Daily Average**, consisting of **Active Time**, **Idle Time** and **Online Time**, each of them showing both numeric and percentage values.
- **Summary of the times of the day** chart. This chart shows the daily activity on hourly basis. If the selected time frame includes more than one day, the chart will display the average activity, corresponding to that particular time interval.
- **Summary of the days of the week** chart. This chart shows the weekly activity on daily basis. If the selected time frame includes more than a week, the chart will display the average activity, corresponding to that particular time interval.
- **Application Usage**. This section includes a table with the first 9 most used applications arranged in descending order of their usage time, a link with the generic title Other where all the other used applications can be viewed and a pie chart depicting the same classification.



Img. 34, Overview page

*AS A GENERAL CONVENTION THROUGHOUT THE CYCLOPE CHARTS, THE **ACTIVE TIME** IS RENDERED IN **GREEN**, WHILST THE **IDLE TIME** IS DEPICTED IN **RED**. IF THE PRIVATE TIME OPTION IS DEFINED AND ACTIVE, THE **PRIVATE TIME** WILL APPEAR IN **GREY** ON THE GRAPHIC CHART.*

The **Datetime picker** offers a few predefined time frame options (*Today, Yesterday, This Week, Last Week, This Month and Last Month*) as well as the possibility to select a Specific Date or Date Range, and all these can be combined with an option that applies an hourly filter on the desired time selection.

A radio button list filter with the following options: *Show All*, *Worktime Only* and *Overtime Only*, allows the user to quickly apply on the returned data a time filter corresponding to the defined working schedule. If the working schedule has not been modified, the default working schedule will be considered.

THE ADMINISTRATOR HAS THE PERMISSION TO VIEW ALL STATISTICS. THE MANAGER CAN VIEW ONLY THE STATISTICS BELONGING TO THE EMPLOYEES WHO ARE INCLUDED IN THE DEPARTMENT ASSIGNED TO THE RESPECTIVE MANAGER. THE EMPLOYEE HAS THE PERMISSION TO VIEW ONE EMPLOYEE'S STATISTICS ONLY (USUALLY HIS OWN).

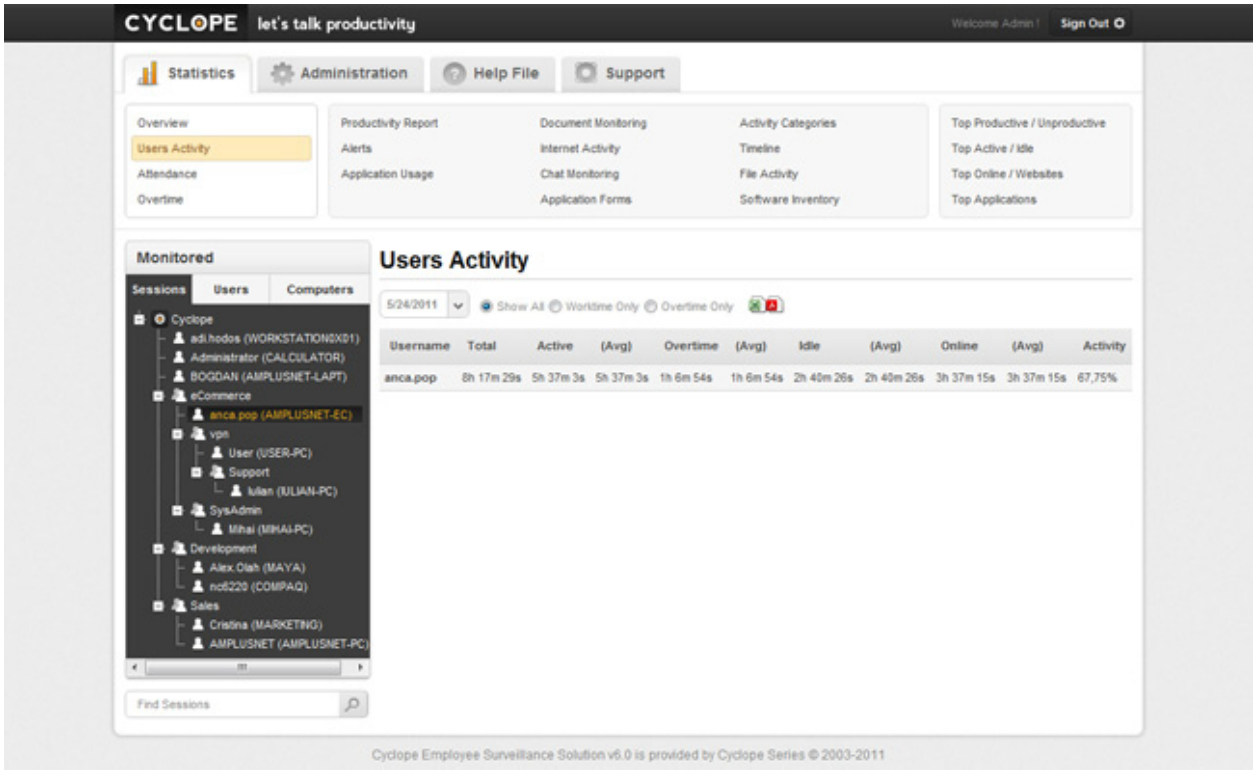
This page can be exported in ***CSV*** and ***PDF*** formats by clicking the corresponding icon located right under the page title and near the time filters.

3.2 Users Activity

Information sections included in this page:

- **Tree View** containing monitored **Sessions**, **Users** and **Computers**, organized on separate tabs.
- **Data Table** containing the following information displayed on columns:
  - ü Username - The name used by the employee on the monitored station.
  - ü Total - the total time recorded for the current selection in tree view.
  - ü Active - the amount of active time recorded for the current selection in tree view.
  - ü Overtime - the amount of overtime hours recorded for the current selection in tree view.
  - ü Idle - the amount of inactive time recorded for the current selection in tree view.
  - ü Online - the amount of time spent online recorded for the current selection in tree view.
  - ü Activity - the percentage represented by the active time relative to the total time recorded for the current selection in tree view.

NOTE: THE COLUMNS ACTIVE, OVERTIME, IDLE AND ONLINE ARE FOLLOWED BY AN ADDITIONAL COLUMN CONTAINING THE AVERAGE AMOUNT OF TIME CORRESPONDING TO EACH TYPE OF DATA PRESENTED IN THE ENUMERATED COLUMNS.



Img. 35, Users Activity page

The **Datetime picker** offers a few predefined time frame options (*Today*, *Yesterday*, *This Week*, *Last Week*, *This Month* and *Last Month*) as well as the possibility to select a Specific Date or Date Range, and all these can be combined with an option that applies an hourly filter on the desired time selection.

A radio button list filter with the following options: *Show All*, *Worktime Only* and *Overtime Only*, allows the user to quickly apply on the returned data a time filter corresponding to the defined working schedule. If the working schedule has not been modified, the default working schedule will be considered.

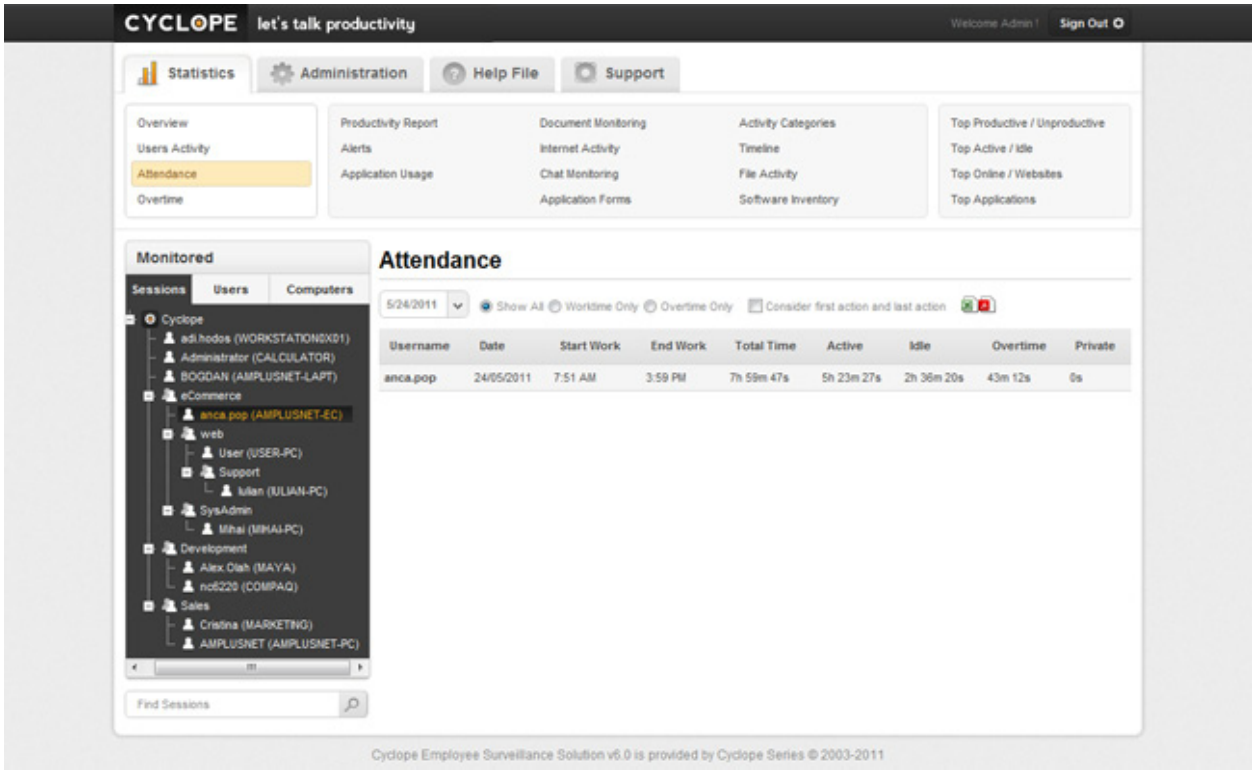
THE ADMINISTRATOR HAS THE PERMISSION TO VIEW ALL STATISTICS. THE MANAGER CAN VIEW ONLY THE STATISTICS BELONGING TO THE EMPLOYEES WHO ARE INCLUDED IN THE DEPARTMENT ASSIGNED TO THE RESPECTIVE MANAGER. THE EMPLOYEE HAS THE PERMISSION TO VIEW ONE EMPLOYEE'S STATISTICS ONLY (USUALLY HIS OWN).

This page can be exported in ***CSV*** and ***PDF*** formats by clicking the corresponding icon located right under the page title and near the time filters.

3.3 Attendance

Information sections included in this page:

- **Tree View** containing monitored **Sessions**, **Users** and **Computers**, organized on separate tabs.
- **Data Table** containing the following information displayed on columns:
  - ü Username - The name used by the employee on the monitored station.
  - ü Date - The date of the monitored day
  - ü Start Work - The time when the first client log was received on the server.
  - ü End Work - The time when the last client log was received on the server.
  - ü Total Time - The total recorded time.
  - ü Active - The amount of time when the employee was active.
  - ü Idle - The amount of time when the employee was not active.
  - ü Overtime - The amount of time recorded outside the defined working schedule.
  - ü Private - The amount of time when the user's actions remained private.



Img. 36, Attendance page

The **Datetime picker** offers a few predefined time frame options (*Today*, *Yesterday*, *This Week*, *Last Week*, *This Month* and *Last Month*) as well as the possibility to select a Specific Date or Date Range, and all these can be combined with an option that applies an hourly filter on the desired time selection.

A radio button list filter with the following options: *Show All*, *Worktime Only* and *Overtime Only*, allows the user to quickly apply on the returned data a time filter corresponding to the defined working schedule. If the working schedule has not been modified, the default working schedule will be considered.

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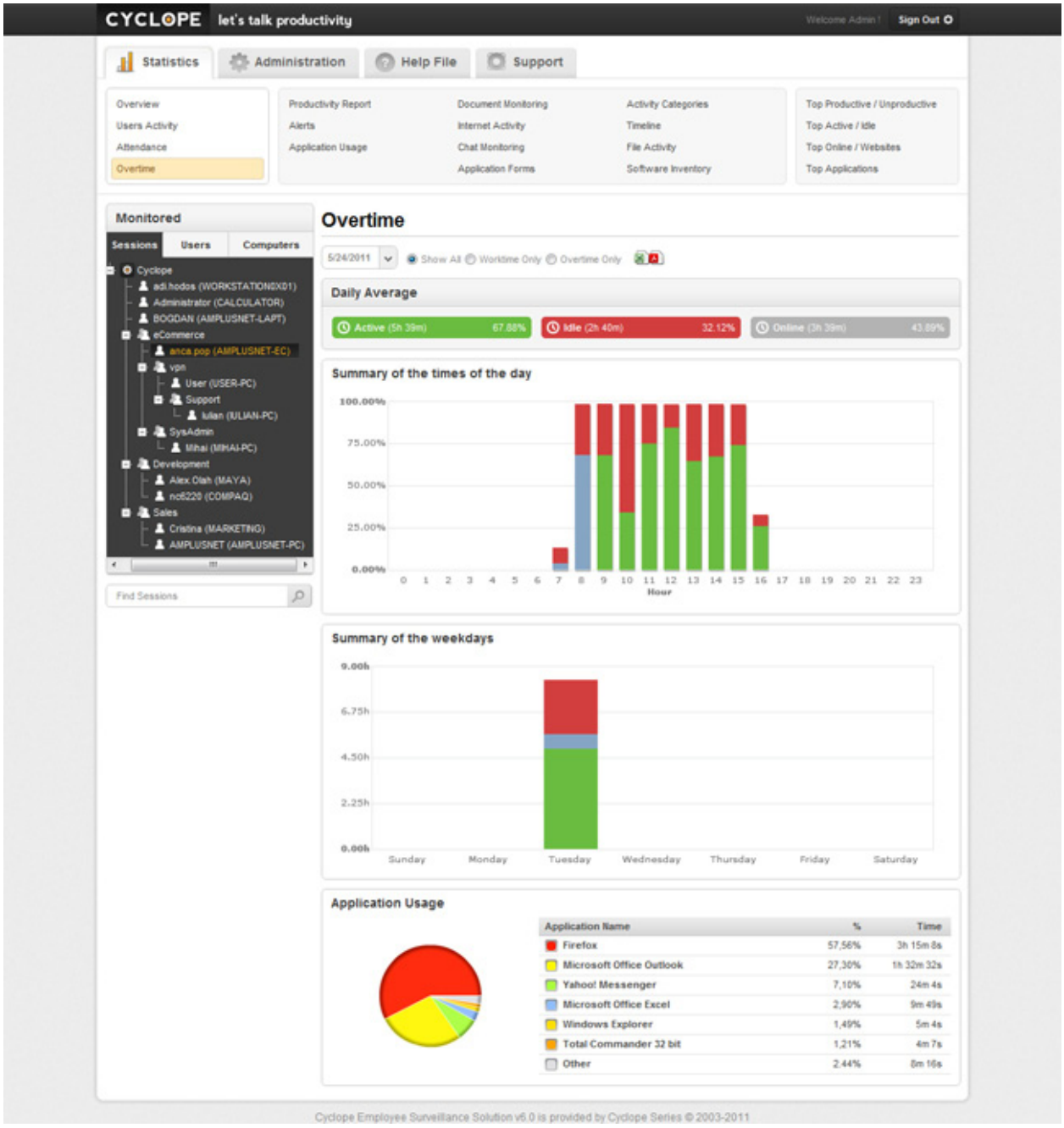
3.4 Overtime

Information sections included in this page:

- **Tree View** containing monitored **Sessions**, **Users** and **Computers**, organized on separate tabs.
- **Daily Average**, consisting of **Active Time**, **Idle Time** and **Online Time**, each of them showing both numeric and percentage values.
- **Summary of the times of the day** chart. This chart shows the daily activity on hourly basis. If the selected time frame includes more than one day, the chart will display the average activity, corresponding to that particular time interval.
- **Summary of the days of the week** chart. This chart shows the weekly activity on daily basis. If the selected time frame includes more than a week, the chart will display the average activity, corresponding to that particular time interval.
- **Application Usage**. This section includes a table with the first 6 most used applications arranged in descending order of their usage time, a link with the generic title Other where all the other used applications can be viewed and a pie chart depicting the same classification.



Img. 37, Overtime page

*AS A GENERAL CONVENTION THROUGHOUT THE CYCLOPE CHARTS, **THE ACTIVE TIME** IS RENDERED IN **GREEN**, WHILST THE **IDLE TIME** IS DEPICTED IN **RED**. IF THE PRIVATE TIME OPTION IS DEFINED AND ACTIVE, THE **PRIVATE TIME** WILL APPEAR IN **GREY** ON THE GRAPHIC CHART. THE SPECIFIC GRAPHIC ELEMENT OF THIS PAGE IS THE REPRESENTATION OF THE RECORDED **OVERTIME** IN **BLUE** ON THE RENDERED GRAPHIC CHART.*

The **Datetime picker** offers a few predefined time frame options (*Today, Yesterday, This Week, Last Week, This Month and Last Month*) as well as the possibility to select a Specific Date or

Date Range, and all these can be combined with an option that applies an hourly filter on the desired time selection.

A radio button list filter with the following options: *Show All*, *Worktime Only* and *Overtime Only*, allows the user to quickly apply on the returned data a time filter corresponding to the defined working schedule. If the working schedule has not been modified, the default working schedule will be considered.

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3.5 Productivity Report

Information sections included in this page:

- **Tree View** containing monitored **Sessions**, **Users** and **Computers**, organized on separate tabs.
- **Data Table** containing the following information displayed on columns:

ü Application - The name of the recorded application.

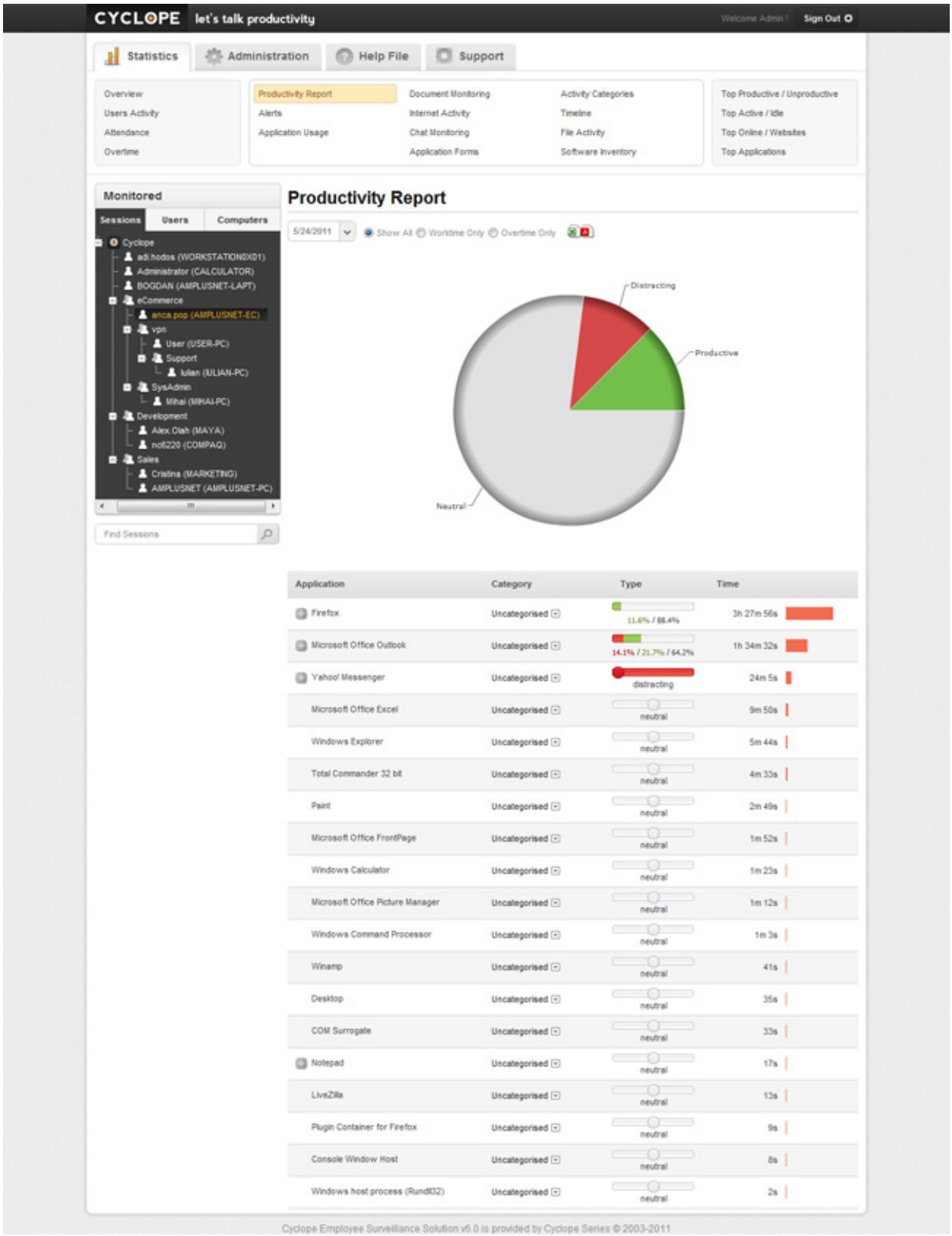
ü Category - A dropdown selection where the user can assign to an application one of the defined categories. The default value is ***Uncategorized***.
NOTE: CHANGES FOR THIS OPTION ARE ALLOWED ON DEPARTMENT LEVEL ONLY.

ü Type - By operating this slider, the user can choose whether an application is ***productive*** or ***distracting***. The default value is ***neutral***.
NOTE: CHANGES FOR THIS OPTION ARE ALLOWED ON DEPARTMENT LEVEL ONLY.

ü Time - Usage time for the recorded application.

ü Graphic bar - Colored bar corresponding to the application usage time.

THE APPLICATIONS WITH A PLUS SIGN ICON PRECEDING THEIR NAME CAN BE EXPANDED AND THE USER CAN ACCESS A DETAILED VIEW ON ALL THE WINDOWS RECORDED FOR THAT APPLICATION. BY SWITCHING THE SLIDER AT APPLICATION LEVEL, ALL ITS CHILDREN WILL INHERIT THIS SETTING. IF, ON THE OTHER HAND, THE USER CHOOSES TO CHANGE THE SLIDER FOR ONE OF THE APPLICATION'S CHILDREN, THE MAIN SLIDER WILL BE REPLACED WITH A GRAPHIC BAR SHOWING THE PERCENTAGE CONFIGURATION OF PRODUCTIVE, DISTRACTING AND UNCATEGORIZED CHILD WINDOWS FOR THE APPLICATION IN CAUSE.



Img. 38, Productivity Report page

*AS A GENERAL CONVENTION THROUGHOUT THE CYCLOPE CHARTS, THE **ACTIVE TIME** IS RENDERED IN **GREEN**, WHILST THE **IDLE TIME** IS DEPICTED IN **RED**. KEEPING THE SAME CONCEPT, THE PIE CHART ON THIS PAGE SHOWS THE **PRODUCTIVE APPLICATIONS** IN **GREEN** AND THE **DISTRACTING APPLICATIONS** IN **RED**; THE **UNCATEGORIZED APPLICATIONS** REMAIN **GREY**.*

The **Datetime picker** offers a few predefined time frame options (*Today, Yesterday, This Week, Last Week, This Month and Last Month*) as well as the possibility to select a Specific Date or Date Range, and all these can be combined with an option that applies an hourly filter on the desired time selection.

A radio button list filter with the following options: *Show All*, *Worktime Only* and *Overtime Only*, allows the user to quickly apply on the returned data a time filter corresponding to the defined working schedule. If the working schedule has not been modified, the default working schedule will be considered.

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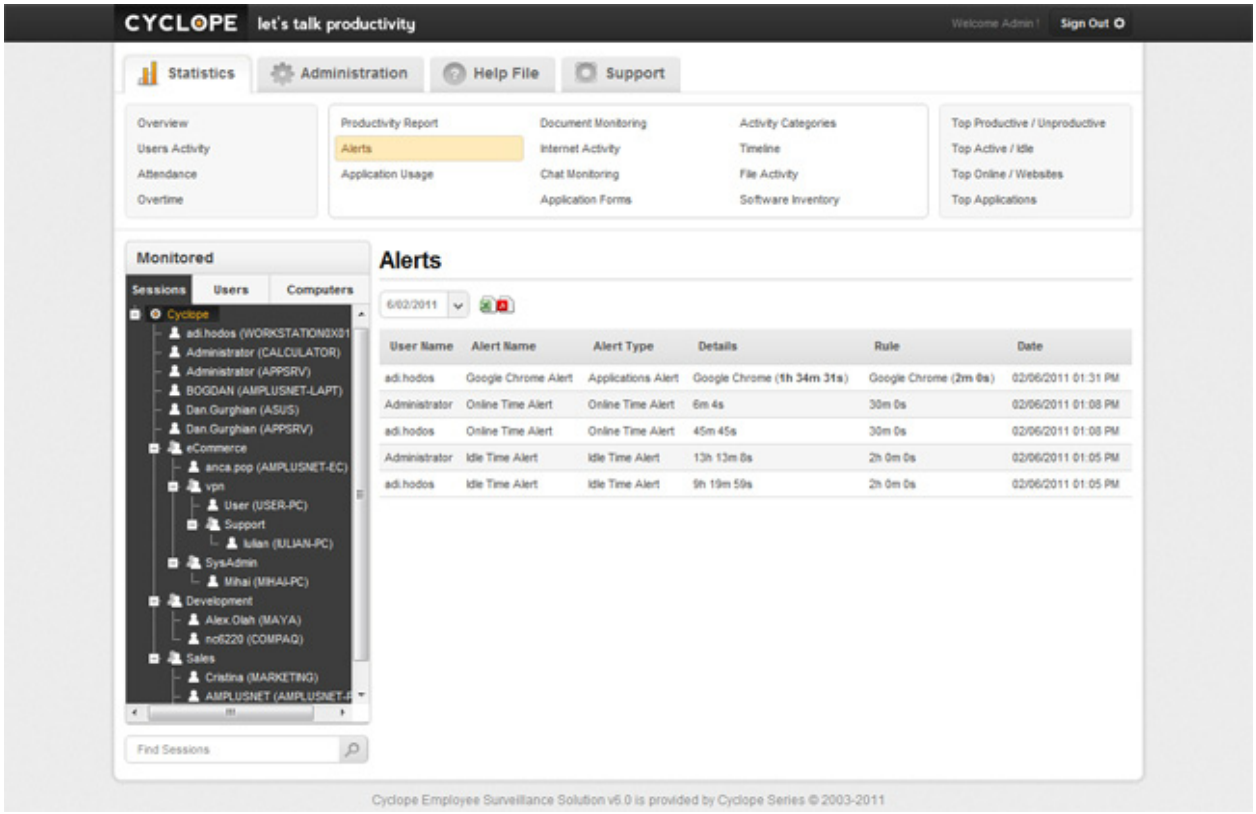
3.6 Alerts

Information sections included in this page:

- **Tree View** containing monitored **Sessions**, **Users** and **Computers**, organized on separate tabs.
- **Data Table** containing the following information displayed on columns:
  - ü Username - The name used by the employee on the monitored station.
  - ü Alert Name - The name of the triggered alert.
  - ü Alert Type - The type of the triggered alert.
  - ü Details - Employee activity details that infringed with the triggered alert's rule.
  - ü Rule - The rule of the triggered alert.
  - ü Date - The date when the alert was triggered.



Img. 39, Alerts page

The **Datetime picker** offers a few predefined time frame options (*Today, Yesterday, This Week, Last Week, This Month and Last Month*) as well as the possibility to select a Specific Date or Date Range, and all these can be combined with an option that applies an hourly filter on the desired time selection.

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3.7 Application Usage

Information sections included in this page:

- **Tree View** containing monitored **Sessions**, **Users** and **Computers**, organized on separate tabs.

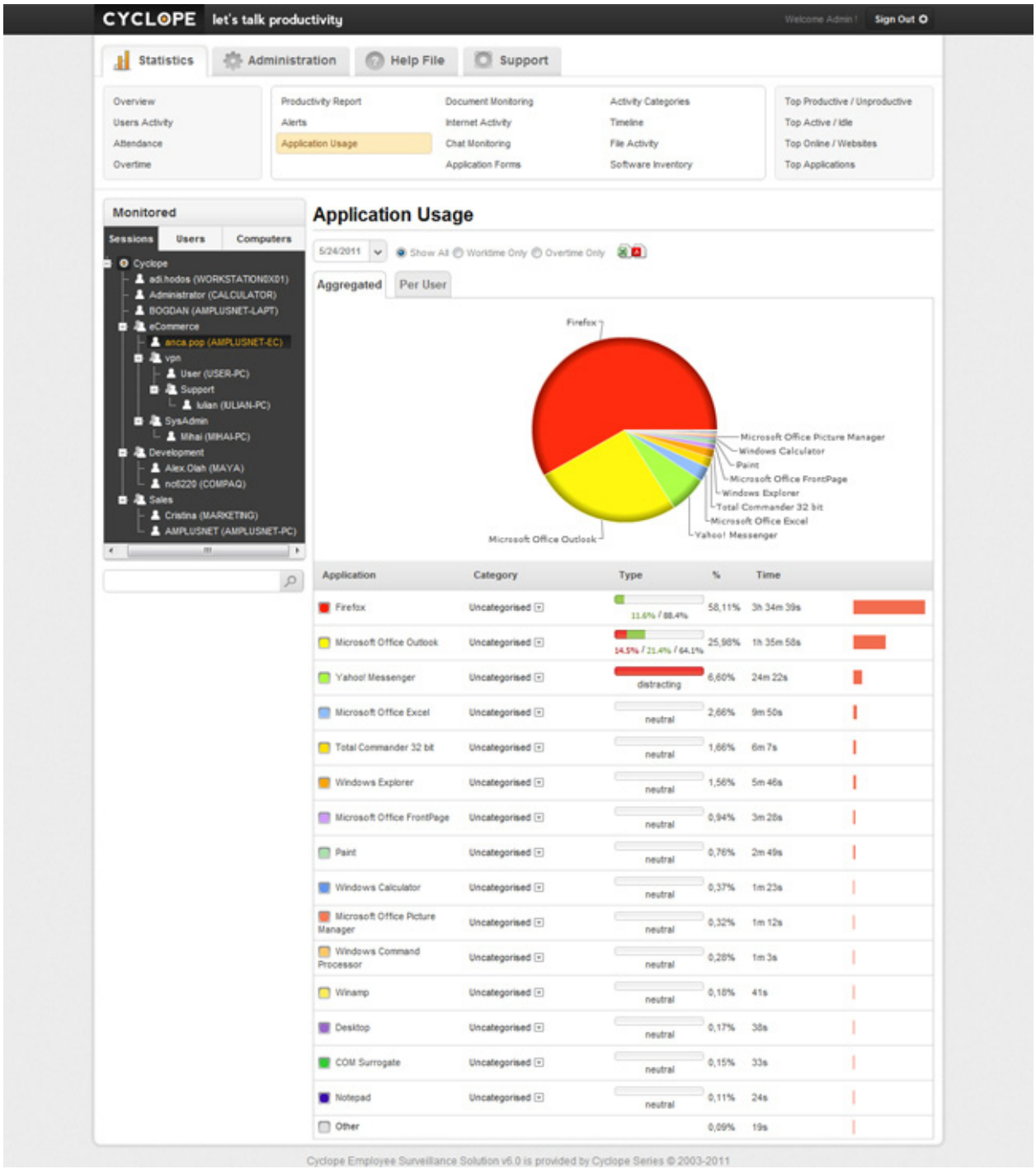
3.7.1 Aggregated mode

- **Data Table** containing the following information displayed on columns:
  - ü Application - The name of the recorded application.
  - ü Category - A dropdown selection where the user can assign to an application one of the defined categories. The default value is ***Uncategorized***.
    NOTE: CHANGES FOR THIS OPTION ARE ALLOWED ON DEPARTMENT LEVEL ONLY.
  - ü Type - A graphic indicator showing the current setting for the application. The possible values and colors are: ***productive*** (***green***), ***distracting*** (***red***) and ***neutral*** (***grey***). If the monitored application is classified as Document, Browser or Chat (involving the detailed listing of all its child windows), and if the child windows of the same parent have different settings, the graphic indicator displays the percentage held by each of the three values enounced above, as well as the afferent numeric values.
  - ü % - The percent of application usage time relative to the total recorded time.
  - ü Time - Usage time for the recorded application.
  - ü Graphic bar - Colored bar corresponding to the application usage time.
- **Graphic chart** illustrating the data presented in the data table. This chart appears as a pie chart when the tree view selection is resumed at one employee. If the selected tree view item is a department, the chart is rendered as a set of stacked bars each one corresponding to a monitored user in that department.

3.7.2 Per user mode

- **Data Table** containing the following information displayed on columns:
  - ü User - The username used by the employee on the monitored station.
  - ü Application - The name of the recorded application.
  - ü Category - A dropdown selection where the user can assign to an application one of the defined categories. The default value is Uncategorized.
    NOTE: CHANGES FOR THIS OPTION ARE ALLOWED ON DEPARTMENT LEVEL ONLY.
  - ü % - The percent of application usage time relative to the total recorded time.
  - ü Time - Usage time for the recorded application.
  - ü Graphic bar - Colored bar corresponding to the application usage time.

IF THE SELECTED TREE VIEW ITEM IS A DEPARTMENT, THE DATA IS FIRST GROUPED BY THE EMPLOYEES' USERNAMES AND SECONDLY BY THE USAGE TIME OF THE MONITORED APPLICATIONS.



Img. 40, Applications Usage page

The **Datetime picker** offers a few predefined time frame options (*Today, Yesterday, This Week, Last Week, This Month and Last Month*) as well as the possibility to select a Specific Date or Date Range, and all these can be combined with an option that applies an hourly filter on the desired time selection.

A radio button list filter with the following options: *Show All*, *Worktime Only* and *Overtime Only*, allows the user to quickly apply on the returned data a time filter corresponding to the defined working schedule. If the working schedule has not been modified, the default working schedule will be considered.

THE ADMINISTRATOR HAS THE PERMISSION TO VIEW ALL STATISTICS. THE MANAGER CAN VIEW ONLY THE STATISTICS BELONGING TO THE EMPLOYEES WHO ARE INCLUDED IN THE DEPARTMENT ASSIGNED TO THE RESPECTIVE MANAGER. THE EMPLOYEE HAS THE PERMISSION TO VIEW ONE EMPLOYEE'S STATISTICS ONLY (USUALLY HIS OWN).

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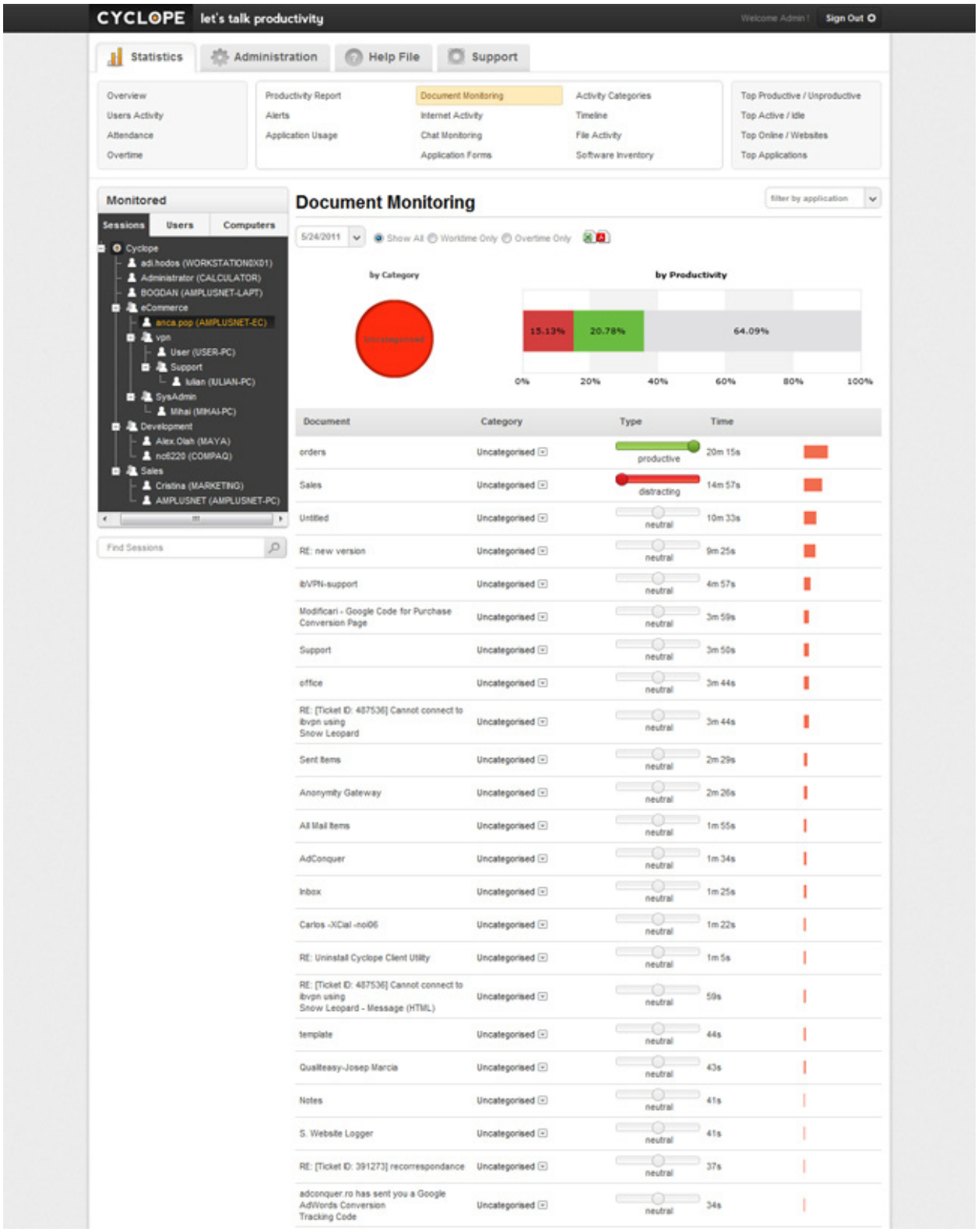
3.8 Document Monitoring

Information sections included in this page:

- **Tree View** containing monitored **Sessions**, **Users** and **Computers**, organized on separate tabs.
- **Pie Chart** illustrating the usage of all the monitored documents, grouped by the Category they are assigned to.
- **Bar Chart** illustrating the usage of all monitored documents, grouped by their assigned productive status (productive, distracting, or neutral).
- **Data Table** containing the following information displayed on columns:
  - ü Document - The name of the recorded Document.
  - ü Category - A dropdown selection where the user can assign to a document one of the defined categories. The default value is ***Uncategorized***.
    NOTE: CHANGES FOR THIS OPTION ARE ALLOWED ON DEPARTMENT LEVEL ONLY.
  - ü Type - By operating this slider, the user can choose whether a document is ***productive*** or ***distracting***. The default value is ***neutral***.
    NOTE: CHANGES FOR THIS OPTION ARE ALLOWED ON DEPARTMENT LEVEL ONLY.
  - ü Time - Usage time for the recorded document.
  - ü Graphic bar - Colored bar corresponding to the document usage time.



Img. 41, Document Monitoring page

*AS A GENERAL CONVENTION THROUGHOUT THE CYCLOPE CHARTS, THE **ACTIVE TIME** IS RENDERED IN **GREEN**, WHILST THE **IDLE TIME** IS DEPICTED IN **RED.** KEEPING THE SAME CONCEPT, THE PRODUCTIVITY CHART ON THIS PAGE SHOWS THE **PRODUCTIVE DOCUMENTS** IN **GREEN** AND THE **DISTRACTING DOCUMENTS** IN **RED**; THE **UNCATEGORIZED DOCUMENTS** REMAIN **GREY.***

The **Datetime picker** offers a few predefined time frame options (*Today, Yesterday, This Week, Last Week, This Month and Last Month*) as well as the possibility to select a Specific Date or Date Range, and all these can be combined with an option that applies an hourly filter on the desired time selection.

A radio button list filter with the following options: *Show All*, *Worktime Only* and *Overtime Only*, allows the user to quickly apply on the returned data a time filter corresponding to the defined working schedule. If the working schedule has not been modified, the default working schedule will be considered.

A dropdown filter allows the user to filter the data table by any of the applications having the type set to 'Document', recorded in the database for the monitored stations.

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3.9 Internet Activity

Information sections included in this page:

- **Tree View** containing monitored **Sessions**, **Users** and **Computers**, organized on separate tabs.

3.9.1 Domains

- **Pie Chart** illustrating the usage of all the visited domains, grouped by the Category they are assigned to.
- **Bar Chart** illustrating the usage of all the visited domains, grouped by their assigned productive status (productive, distracting, or neutral).
- **Data Table** containing the following information displayed on columns:
  - ü Domain - The name of the recorded web domain.
  - ü Category - A dropdown selection where the user can assign to a domain one of the defined categories. The default value is ***Uncategorized***.
    NOTE: CHANGES FOR THIS OPTION ARE ALLOWED ON DEPARTMENT LEVEL ONLY.
  - ü Type - By operating this slider, the user can choose whether a domain is ***productive*** or ***distracting***. The default value is ***neutral***.
    NOTE: CHANGES FOR THIS OPTION ARE ALLOWED ON DEPARTMENT LEVEL ONLY.
  - ü Time - Usage time for the recorded domain.

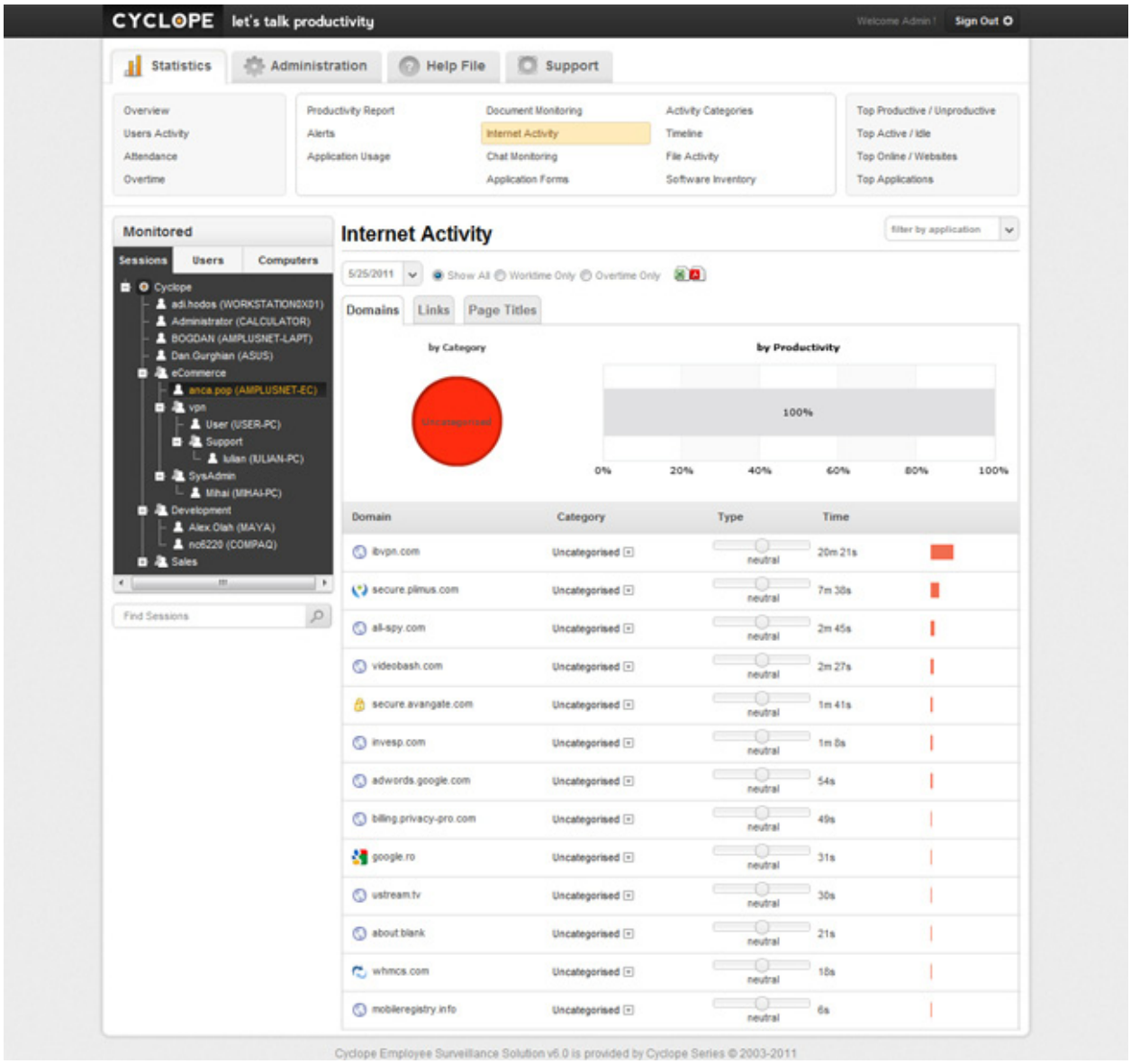
- Graphic bar - Colored bar corresponding to the time spent on the recorded domain.

3.9.2 Links

- **Data Table** containing the following information displayed on columns:
  - Webpage Link - The full URL of the recorded web site.
  - Type - A graphic indicator showing the current setting for each web site. The possible values and colors are: ***productive*** (***green***), ***distracting*** (***red***) and ***neutral*** (***grey***).
  - Time - Usage time for the recorded web site.
  - Graphic bar - Colored bar corresponding to the time spent on the recorded web site.

3.9.3 Page Titles

- **Data Table** containing the following information displayed on columns:
  - Window - The title of the recorded web page.
  - Type - A graphic indicator showing the current setting for each web page. The possible values and colors are: ***productive*** (***green***), ***distracting*** (***red***) and ***neutral*** (***grey***).
  - Time - Usage time for the recorded web page.
  - Graphic bar - Colored bar corresponding to the time spent on the recorded web page.



Img. 42, Internet Activity page

*AS A GENERAL CONVENTION THROUGHOUT THE CYCLOPE CHARTS, THE **ACTIVE TIME** IS RENDERED IN **GREEN**, WHILST THE **IDLE TIME** IS DEPICTED IN **RED.** KEEPING THE SAME CONCEPT, PRODUCTIVITY CHART ON THIS PAGE SHOWS THE **PRODUCTIVE DOMAINS** IN **GREEN** AND THE **DISTRACTING DOMAINS** IN **RED**; THE **UNCATEGORIZED DOMAINS** REMAIN **GREY**.*

The **Datetime picker** offers a few predefined time frame options (*Today, Yesterday, This Week, Last Week, This Month and Last Month*) as well as the possibility to select a Specific Date or Date Range, and all these can be combined with an option that applies an hourly filter on the desired time selection.

A radio button list filter with the following options: *Show All*, *Worktime Only* and *Overtime Only*, allows the user to quickly apply on the returned data a time filter corresponding to the defined working schedule. If the working schedule has not been modified, the default working schedule will be considered.

A dropdown filter allows the user to filter the data table by any of the applications having the type set to 'Browser', recorded in the database for the monitored stations.

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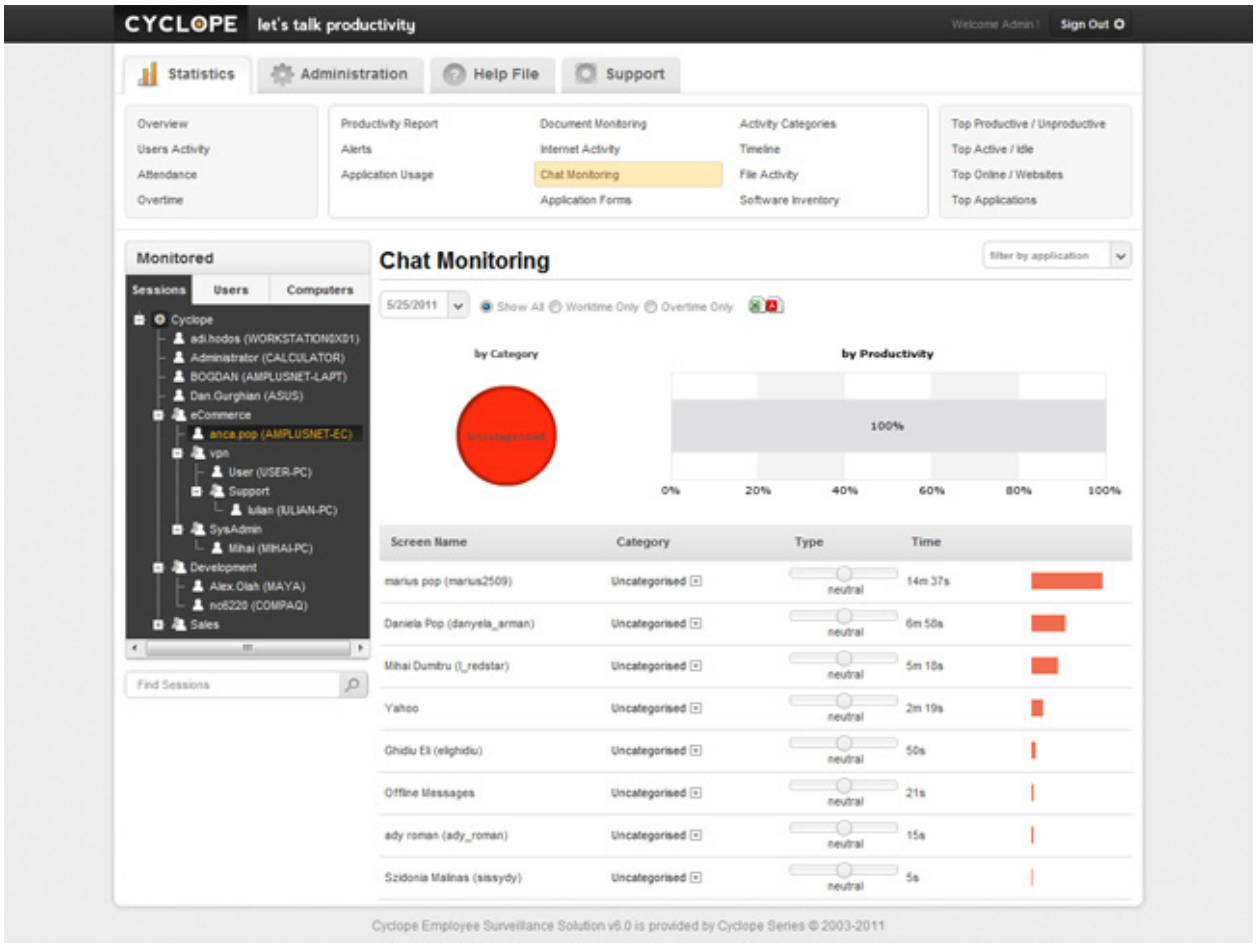
This page can be exported in ***CSV*** and ***PDF*** formats by clicking the corresponding icon located right under the page title and near the time filters.

3.10 Chat Monitoring

Information sections included in this page:

- **Tree View** containing monitored **Sessions**, **Users** and **Computers**, organized on separate tabs.
- **Pie Chart** illustrating the usage of all the monitored chat windows, grouped by the Category they are assigned to.
- **Bar Chart** illustrating the usage of all monitored chat windows, grouped by their assigned productive status (productive, distracting, or neutral).
- **Data Table** containing the following information displayed on columns:
  - ü Screen Name - The name of the recorded chat window.
  - ü Category - A dropdown selection where the user can assign to a chat window one of the defined categories. The default value is ***Uncategorized***.
    NOTE: CHANGES FOR THIS OPTION ARE ALLOWED ON DEPARTMENT LEVEL ONLY.
  - ü Type - By operating this slider, the user can choose whether a chat window is ***productive*** or ***distracting***. The default value is ***neutral***.
    NOTE: CHANGES FOR THIS OPTION ARE ALLOWED ON DEPARTMENT LEVEL ONLY.
  - ü Time - Usage time for the recorded chat window.
  - ü Graphic bar - Colored bar corresponding to the chat window usage time.



Img. 43, Chat Monitoring page

*AS A GENERAL CONVENTION THROUGHOUT THE CYCLOPE CHARTS, THE **ACTIVE TIME** IS RENDERED IN **GREEN**, WHILST THE **IDLE TIME** IS DEPICTED IN **RED.** KEEPING THE SAME CONCEPT, THE PRODUCTIVITY CHART ON THIS PAGE SHOWS THE **PRODUCTIVE CHAT WINDOWS** IN **GREEN** AND THE **DISTRACTING CHAT WINDOWS** IN **RED**; THE **UNCATEGORIZED CHAT WINDOWS** REMAIN **GREY.***

The **Datetime picker** offers a few predefined time frame options (*Today, Yesterday, This Week, Last Week, This Month and Last Month*) as well as the possibility to select a Specific Date or Date Range, and all these can be combined with an option that applies an hourly filter on the desired time selection.

A radio button list filter with the following options: *Show All*, *Worktime Only* and *Overtime Only*, allows the user to quickly apply on the returned data a time filter corresponding to the defined working schedule. If the working schedule has not been modified, the default working schedule will be considered.

A dropdown filter allows the user to filter the data table by any of the applications having the type set to 'Chat', recorded in the database for the monitored stations.

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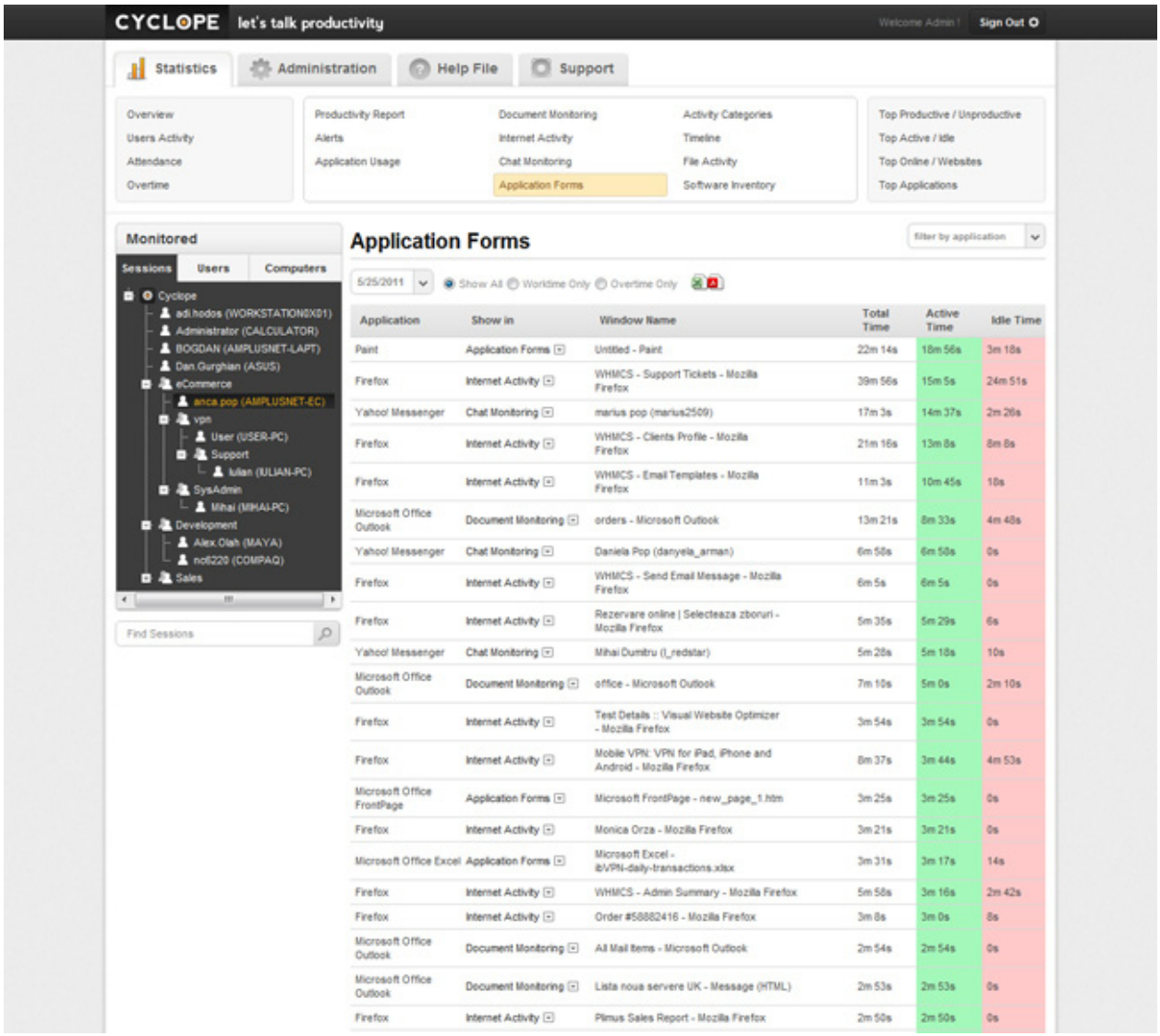
3.11 Application Forms

Information sections included in this page:

- **Tree View** containing monitored **Sessions**, **Users** and **Computers**, organized on separate tabs.
- **Pie Chart** illustrating the usage of all the monitored windows, grouped by the Category they are assigned to.
- **Bar Chart** illustrating the usage of all monitored windows, grouped by their assigned productive status (productive, distracting, or neutral).
- **Data Table** containing the following information displayed on columns:
  - ü Application - The name of the application whose window is being listed.
  - ü Show In - The name of the report where this window appears.
  - ü Window Name - The name of the monitored window.
  - ü Total Time - Total time spent on the recorded window.
  - ü Active Time - The time spent on the monitored window being active.
  - ü Idle Time - The time spent on the monitored window being inactive.



Img. 44, Application Forms page

*AS A GENERAL CONVENTION THROUGHOUT THE CYCLOPE CHARTS, THE **ACTIVE TIME** IS RENDERED IN **GREEN**, WHILST THE **IDLE TIME** IS DEPICTED IN **RED.** KEEPING THE SAME CONCEPT, THE ACTIVE TIME COLUMN FROM THE TABLE HAS ITS BACKGROUND COLORED IN **GREEN** AND THE IDLE TIME COLUMN HAS A **RED** BACKGROUND.*

The **Datetime picker** offers a few predefined time frame options (*Today, Yesterday, This Week, Last Week, This Month and Last Month*) as well as the possibility to select a Specific Date or Date Range, and all these can be combined with an option that applies an hourly filter on the desired time selection.

A radio button list filter with the following options: *Show All*, *Worktime Only* and *Overtime Only*, allows the user to quickly apply on the returned data a time filter corresponding to the defined

working schedule. If the working schedule has not been modified, the default working schedule will be considered.

A dropdown filter allows the user to filter the data table by any of the applications having the type set to 'Chat', recorded in the database for the monitored stations.

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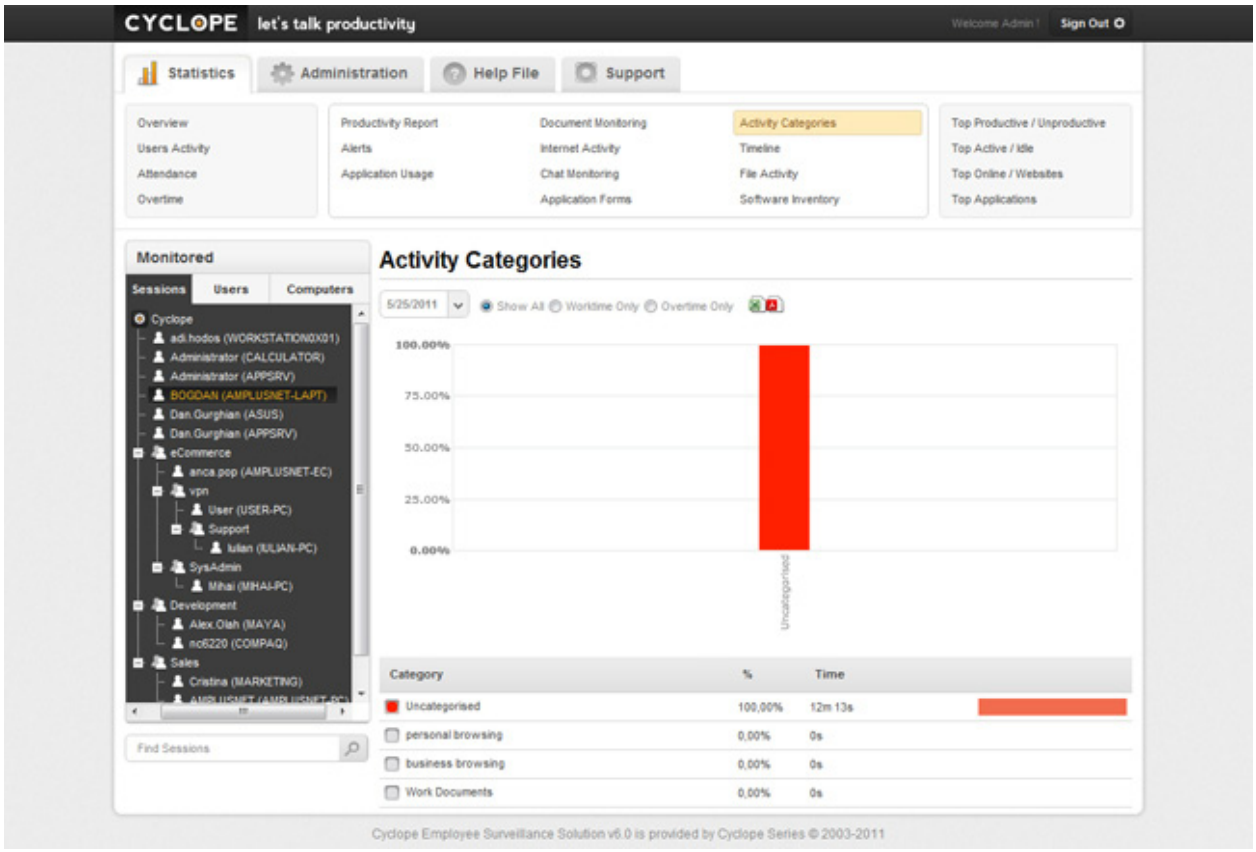
3.12 Activity Categories

Information sections included in this page:

- **Tree View** containing monitored **Sessions**, **Users** and **Computers**, organized on separate tabs.
- **Graphic Chart** presenting the usage of all defined categories.
- **Data Table** containing the following information displayed on columns:
  - ü Category - The name of the category.
  - ü % - The percentage of usage for each category.
  - ü Time - The recorded time for each category.
  - ü Graphic bar - Colored bar corresponding to the time recorded for each category.



Img. 45, Application Forms page

The **Datetime picker** offers a few predefined time frame options (*Today, Yesterday, This Week, Last Week, This Month and Last Month*) as well as the possibility to select a Specific Date or Date Range, and all these can be combined with an option that applies an hourly filter on the desired time selection.

A radio button list filter with the following options: *Show All*, *Worktime Only* and *Overtime Only*, allows the user to quickly apply on the returned data a time filter corresponding to the defined working schedule. If the working schedule has not been modified, the default working schedule will be considered.

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3.13 Timeline

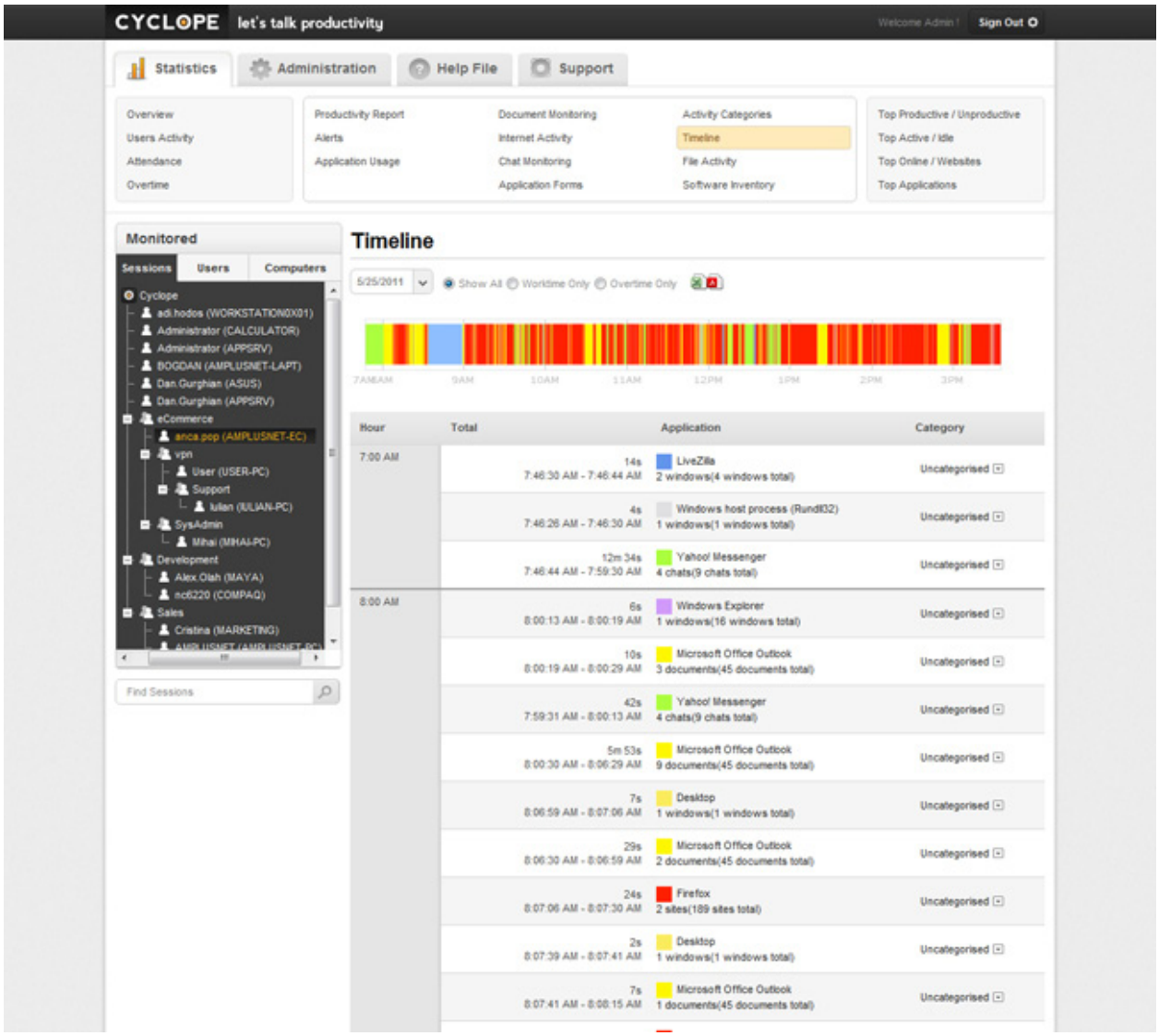
Information sections included in this page:

- **Tree View** containing monitored **Sessions**, **Users** and **Computers**, organized on separate tabs.
- **Graphic Chart** presenting the timeline with the usage succession of all recorded applications for the specified date.
- **Data Table** containing the following information displayed on columns:
  - ü Hour - On this page, the displayed information is grouped for each hour of the monitored time period.
  - ü Total - The amount of time (and also the start and end time stamp) for each continuous usage period of an application.
  - ü Application - The applications that were used by the employee, displayed in chronological order.

    NOTE: UNDER EACH APPLICATION NAME THERE IS INCLUDED A LINK WITH THE NUMBER OF WINDOWS USED WITHIN THE MONITORED APPLICATION DURING THAT PARTICULAR TIME PERIOD. WHEN CLICKING THE LINK, IT EXPANDS SHOWING THE DETAILED IMAGE OF THE WINDOWS USAGE. THERE IS ALSO SPECIFIED, IN BRACKETS, THE TOTAL NUMBER OF WINDOWS.

    NOTE: BY CLICKING THE NAME OF ONE OF THE LISTED APPLICATION THE ENTIRE VIEW WILL BE FILTERED ACCORDING TO THE CLICKED APPLICATION.
  - ü Category - A dropdown selection where the user can assign to an application one of the defined categories. The default value is ***Uncategorized***.

    NOTE: CHANGES FOR THIS OPTION ARE ALLOWED ON DEPARTMENT LEVEL ONLY.



Img. 46, Timeline page

The **Datetime picker** offers a few predefined time frame options (*Today*, *Yesterday*) as well as the possibility to select a Specific Date, and all these can be combined with an option that applies an hourly filter on the desired time selection.

A radio button list filter with the following options: *Show All*, *Worktime Only* and *Overtime Only*, allows the user to quickly apply on the returned data a time filter corresponding to the defined working schedule. If the working schedule has not been modified, the default working schedule will be considered.

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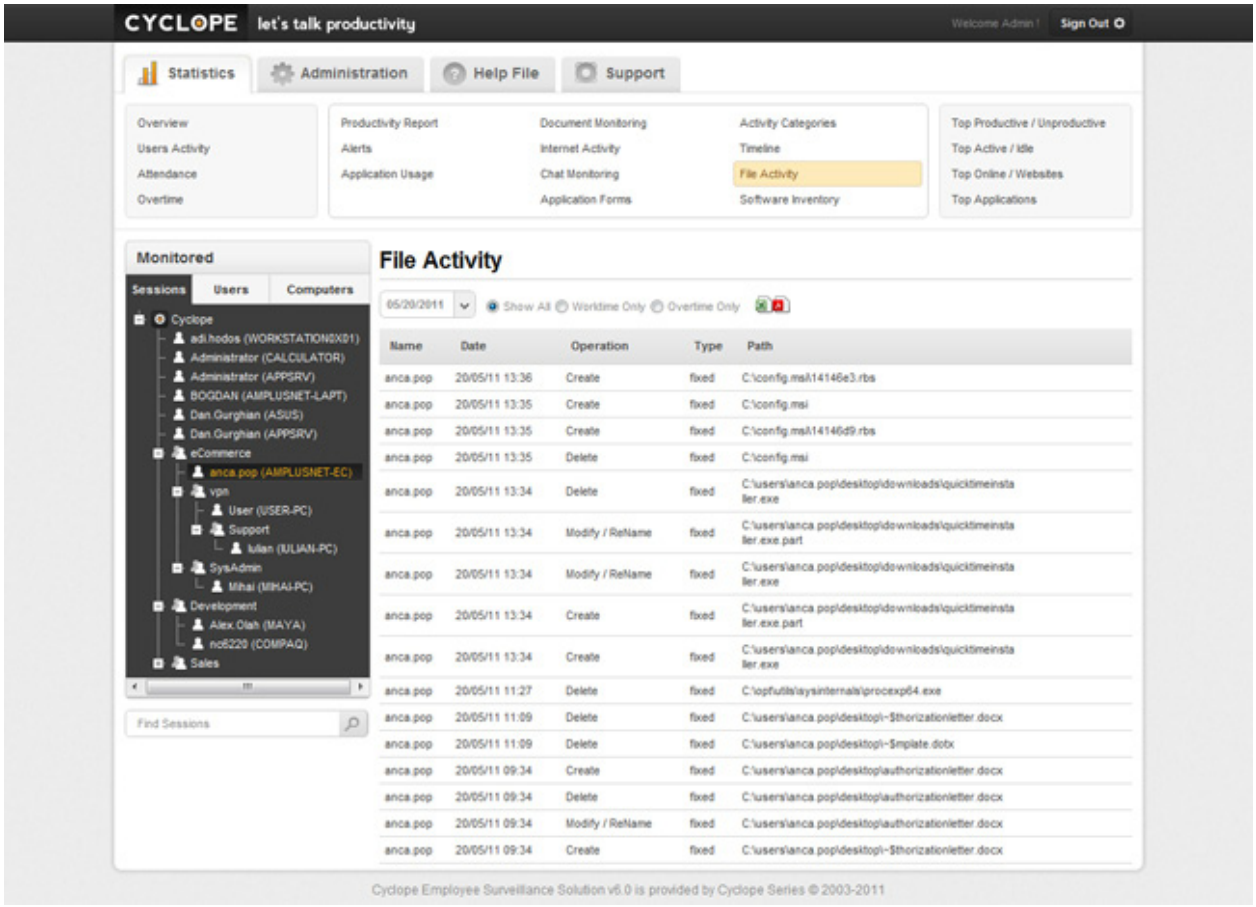
3.14 File Activity

Information sections included in this page:

- **Tree View** containing monitored **Sessions**, **Users** and **Computers**, organized on separate tabs.
- **Data Table** containing the following information displayed on columns:
  - ü Name - The username used by the employee on the monitored station.
  - ü Date - The date of the monitored day.
  - ü Operation - The recorded operation that was performed on the recorded file.
  - ü Type - The type of drive on which the file is located.
  - ü Path - The full path of the recorded file.



Img. 47, File Activity page

The **Datetime picker** offers a few predefined time frame options (*Today, Yesterday, This Week, Last Week, This Month and Last Month*) as well as the possibility to select a Specific Date or Date Range, and all these can be combined with an option that applies an hourly filter on the desired time selection.

A radio button list filter with the following options: *Show All*, *Worktime Only* and *Overtime Only*, allows the user to quickly apply on the returned data a time filter corresponding to the defined working schedule. If the working schedule has not been modified, the default working schedule will be considered.

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3.15 Software Inventory

Information sections included in this page:

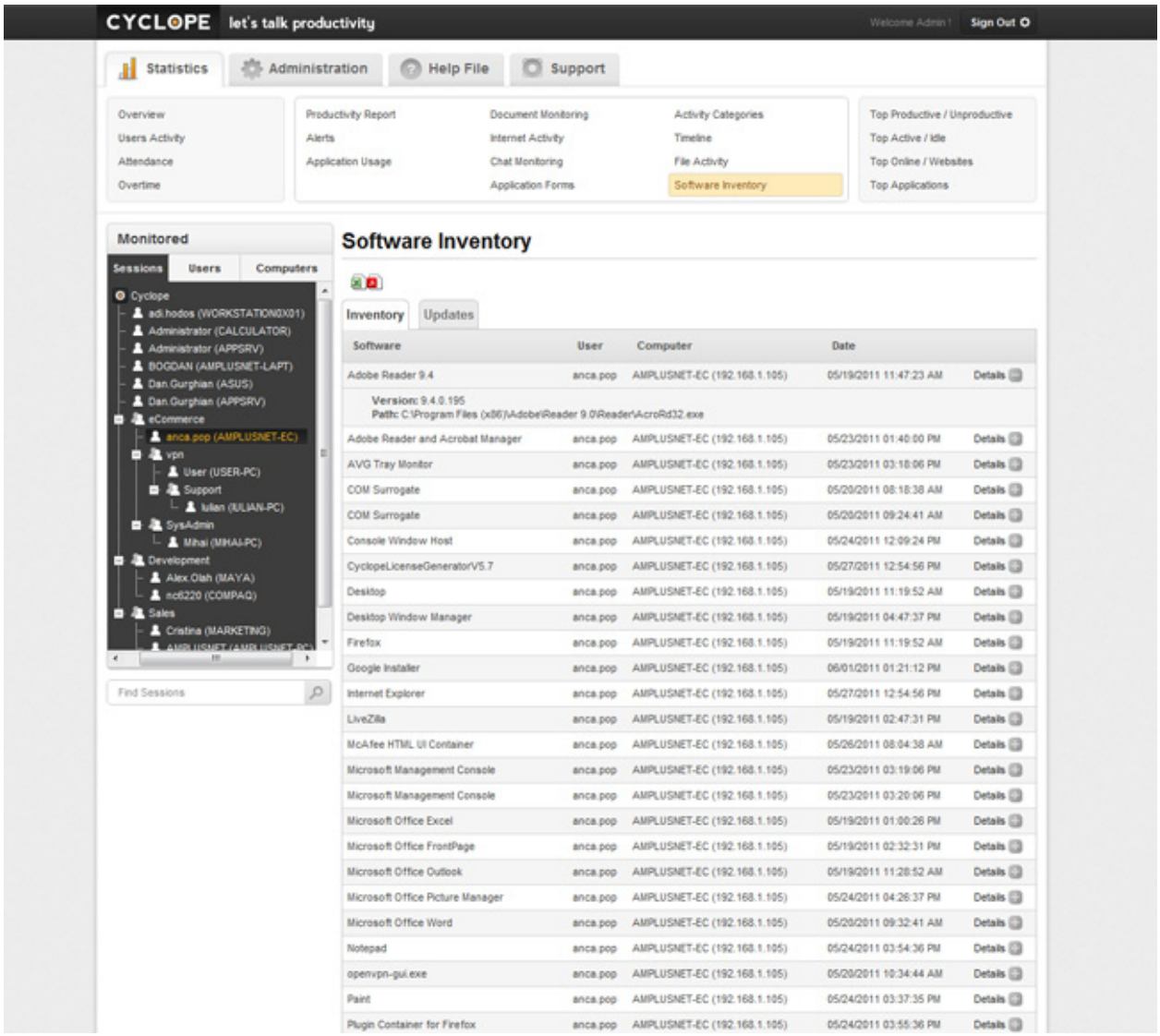
- **Tree View** containing monitored **Sessions**, **Users** and **Computers**, organized on separate tabs.

3.15.1 Inventory

- **Data Table** containing the following information displayed on columns:
  - ü Software - The name of the recorded software application.
  - ü User - The username used by the employee on the monitored station.
  - ü Computer - The name of the monitored computer.
  - ü Date - The date when the software application was recorded in the Cyclope database.
  - ü Details - An expandable link; when clicked reveals the version of the software application and the full path for its executable file.

3.15.2 Updates

A **data table** with the same information as for the previous tab, containing all the software applications that were updated since their registration in the database. The user can check on this tab when was the last update for all the registered software applications.



Img. 48, Software Inventory page

The **Datetime picker** offers a few predefined time frame options (*Today, Yesterday, This Week, Last Week, This Month and Last Month*) as well as the possibility to select a Specific Date or Date Range, and all these can be combined with an option that applies an hourly filter on the desired time selection.

A radio button list filter with the following options: *Show All*, *Worktime Only* and *Overtime Only*, allows the user to quickly apply on the returned data a time filter corresponding to the defined working schedule. If the working schedule has not been modified, the default working schedule will be considered.

NOTE: THE DATETIME PICKER AND THE RADIO BUTTON LIST FILTER ARE ONLY INCLUDED ON THE UPDATES TAB. THE INVENTORY TAB HOLDS INFORMATION FROM THE CYCLOPE INSTALLATION DATE TO THE PRESENT DATE.

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3.16 Top Productive / Unproductive

Information sections included in this page:

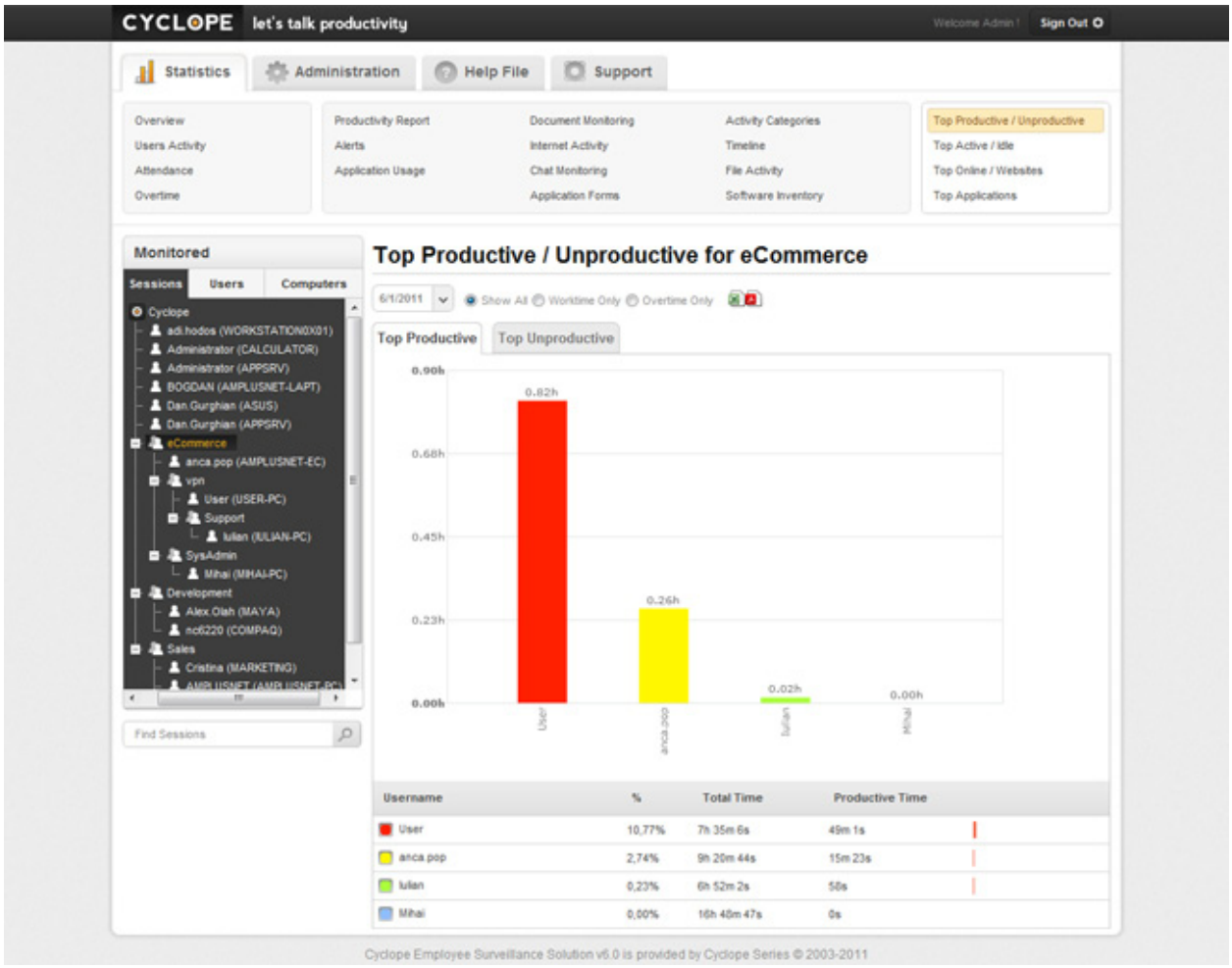
- **Tree View** containing monitored **Sessions**, **Users** and **Computers**, organized on separate tabs.

3.16.1 Top Productive

- **Data Table** containing the following information displayed on columns:
  - ü Username - The name used by the employee on the monitored station.
  - ü % - The percent of productive time relative to the total recorded time.
  - ü Total Time - The total time recorded for the selected time period.
  - ü Productive Time - The time spent by the employee using productive applications.
  - ü Graphic bar - Colored bar corresponding to the percentage of productive time.
- **Graphic chart** illustrating the data presented in the data table. This chart appears as a bar chart and presents the top 15 employees in descending order of their recorded productive time.

3.16.2 Top Unproductive

- **Data Table** containing the following information displayed on columns:
  - ü Username - The name used by the employee on the monitored station.
  - ü % - The percent of unproductive time relative to the total recorded time.
  - ü Total Time - The total time recorded for the selected time period.
  - ü Unproductive Time - The time spent by the employee using unproductive applications.
  - ü Graphic bar - Colored bar corresponding to the percentage of unproductive time.
- **Graphic chart** illustrating the data presented in the data table. This chart appears as a bar chart and presents the top 15 employees in descending order of their recorded unproductive time.



Img. 49, Top Productive / Unproductive page

The **Datetime picker** offers a few predefined time frame options (*Today, Yesterday, This Week, Last Week, This Month and Last Month*) as well as the possibility to select a Specific Date or Date Range, and all these can be combined with an option that applies an hourly filter on the desired time selection.

A radio button list filter with the following options: *Show All*, *Worktime Only* and *Overtime Only*, allows the user to quickly apply on the returned data a time filter corresponding to the defined working schedule. If the working schedule has not been modified, the default working schedule will be considered.

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3.17 Top Active / Idle

Information sections included in this page:

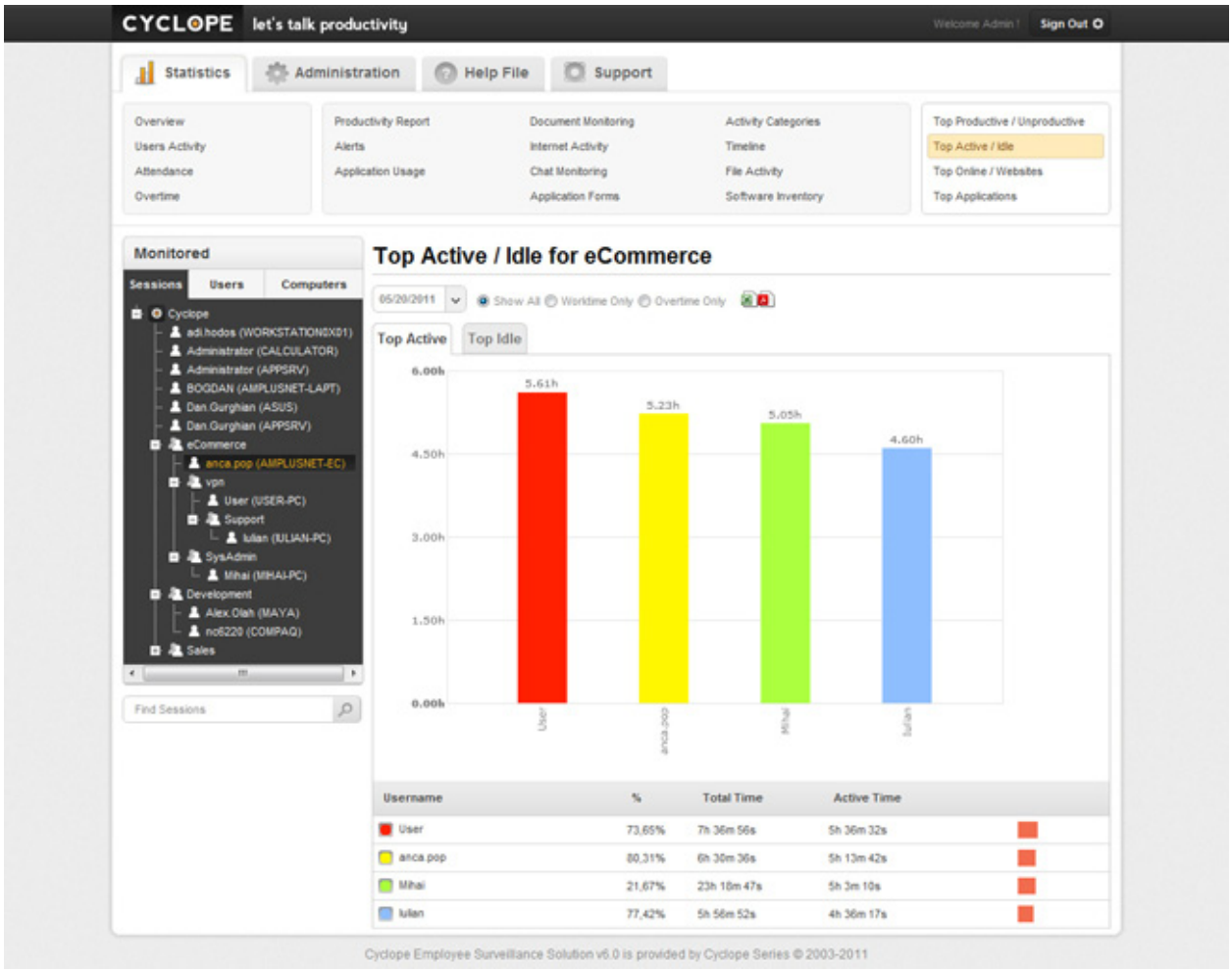
- **Tree View** containing monitored **Sessions**, **Users** and **Computers**, organized on separate tabs.

3.17.1 Top Active

- **Data Table** containing the following information displayed on columns:
  - ü Username - The name used by the employee on the monitored station.
  - ü % - The percent of active time relative to the total recorded time.
  - ü Total Time - The total time recorded for the selected time period.
  - ü Active Time - The recorded time when the employee was active.
  - ü Graphic bar - Colored bar corresponding to the percentage of active time.
- **Graphic chart** illustrating the data presented in the data table. This chart appears as a bar chart and presents the top 15 employees in descending order of their recorded active time.

3.17.2 Top Idle

- **Data Table** containing the following information displayed on columns:
  - ü Username - The name used by the employee on the monitored station.
  - ü % - The percent of idle time relative to the total recorded time.
  - ü Total Time - The total time recorded for the selected time period.
  - ü Idle Time - The recorded time when the employee was idle.
  - ü Graphic bar - Colored bar corresponding to the percentage of idle time.
- **Graphic chart** illustrating the data presented in the data table. This chart appears as a bar chart and presents the top 15 employees in descending order of their recorded idle time.



Img. 50, Top Active / Idle page

The **Datetime picker** offers a few predefined time frame options (*Today, Yesterday, This Week, Last Week, This Month and Last Month*) as well as the possibility to select a Specific Date or Date Range, and all these can be combined with an option that applies an hourly filter on the desired time selection.

A radio button list filter with the following options: *Show All*, *Worktime Only* and *Overtime Only*, allows the user to quickly apply on the returned data a time filter corresponding to the defined working schedule. If the working schedule has not been modified, the default working schedule will be considered.

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3.18 Top Online / Websites

Information sections included in this page:

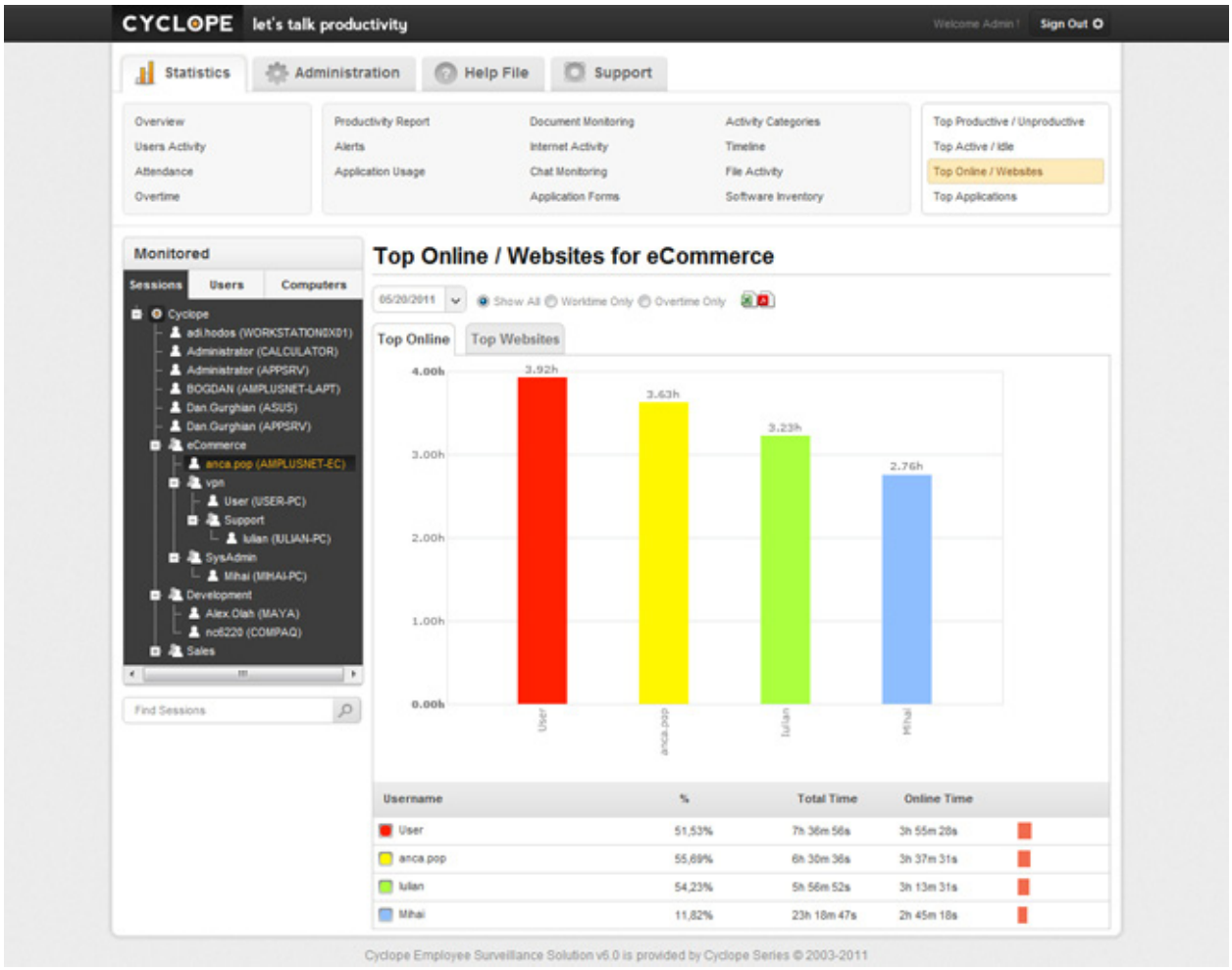
- **Tree View** containing monitored **Sessions**, **Users** and **Computers**, organized on separate tabs.

3.18.1 Top Online

- **Data Table** containing the following information displayed on columns:
  - ü Username - The name used by the employee on the monitored station.
  - ü % - The percent of time spent by the employee online relative to the total recorded time.
  - ü Total Time - The total time recorded for the selected time period.
  - ü Online Time - The recorded time when the employee was active online.
  - ü Graphic bar - Colored bar corresponding to the percentage of online time.
- **Graphic chart** illustrating the data presented in the data table. This chart appears as a bar chart and presents the top 15 employees in descending order of their recorded online time.

3.18.2 Top Websites

- **Data Table** containing the following information displayed on columns:
  - ü www - The list of visited web domains.
  - ü User - The username used by the employee on the monitored station.
  - ü % - The percent of time spent by the employee on the recorded web domains relative to the total recorded time.
  - ü Time - The recorded time spent by the employee on the recorded web domains.
  - ü Graphic bar - Colored bar corresponding to the time spent by the employee on the recorded web domains.
- **Graphic chart** illustrating the data presented in the data table. This chart appears as a pie chart and presents the top 15 most visited web domains in descending order of their recorded access time.



Img. 51, Top Online / Websites page

The **Datetime picker** offers a few predefined time frame options (*Today, Yesterday, This Week, Last Week, This Month and Last Month*) as well as the possibility to select a Specific Date or Date Range, and all these can be combined with an option that applies an hourly filter on the desired time selection.

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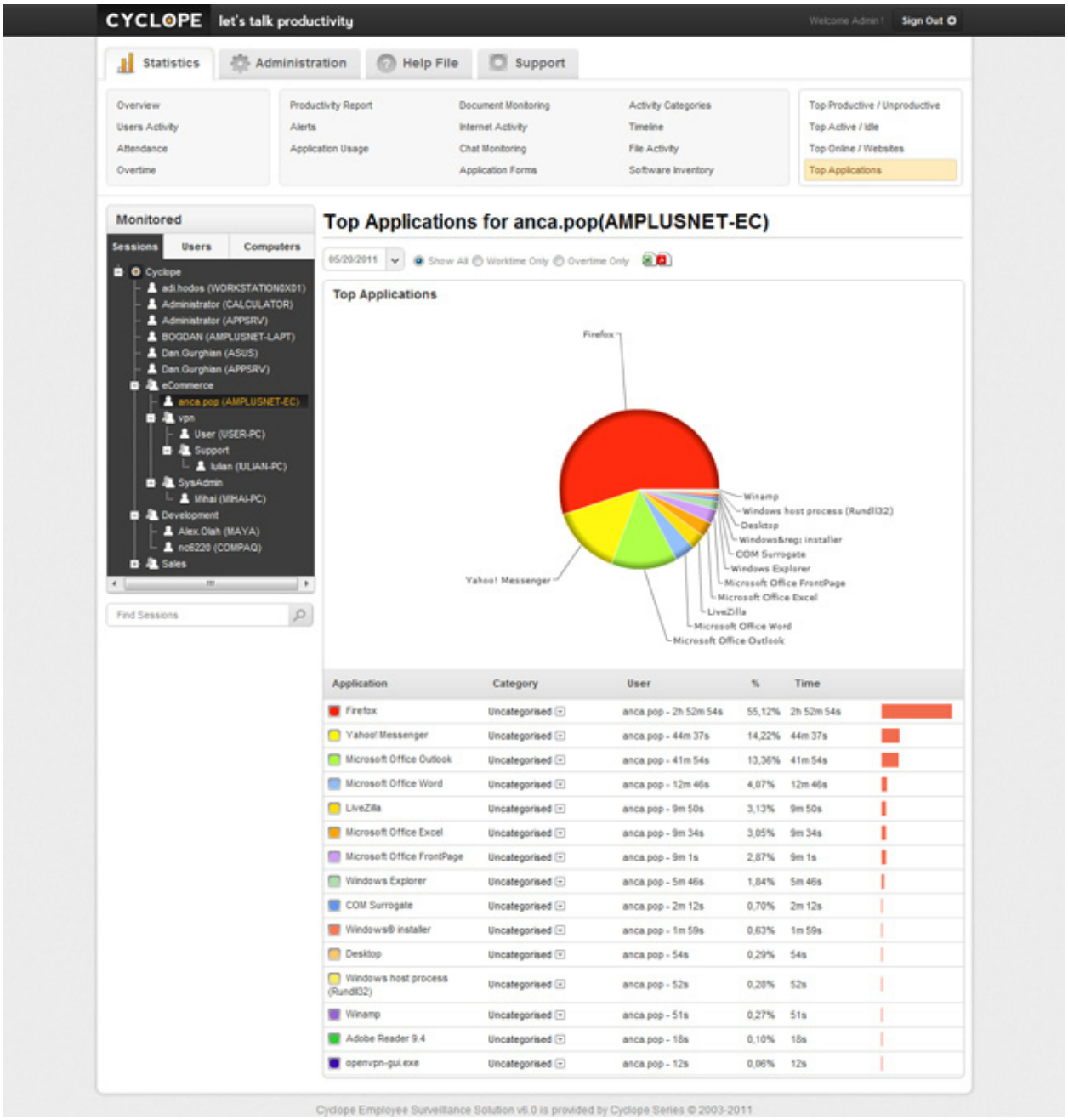
3.19 Top Applications

Information sections included in this page:

- **Tree View** containing monitored **Sessions**, **Users** and **Computers**, organized on separate tabs.
- **Data Table** containing the following information displayed on columns:
  - ü Application - The name of the recorded application.
  - ü Category - A dropdown selection where the user can assign to an application one of the defined categories. The default value is ***Uncategorized***.
    NOTE: CHANGES FOR THIS OPTION ARE ALLOWED ON DEPARTMENT LEVEL ONLY.
  - ü User - The username used by the employee on the monitored station.
    NOTE: IF THE SELECTED TREE VIEW ITEM IS A DEPARTMENT, THIS COLUMN WILL LIST ALL THE USERS FROM THAT DEPARTMENT WHO HAVE USED THE RECORDED APPLICATION.
  - ü % - The percent of application usage time.
  - ü Time - Usage time for the recorded application.
- **Graphic chart** illustrating the data presented in the data table. This chart appears as a bar chart and presents the top 15 applications in descending order of their usage time.



Img. 52, Top Applications page

The **Datetime picker** offers a few predefined time frame options (*Today, Yesterday, This Week, Last Week, This Month and Last Month*) as well as the possibility to select a Specific Date or Date Range, and all these can be combined with an option that applies an hourly filter on the desired time selection.

A radio button list filter with the following options: *Show All*, *Worktime Only* and *Overtime Only*, allows the user to quickly apply on the returned data a time filter corresponding to the defined working schedule. If the working schedule has not been modified, the default working schedule will be considered.

THE ADMINISTRATOR HAS THE PERMISSION TO VIEW ALL STATISTICS. THE MANAGER CAN VIEW ONLY THE STATISTICS BELONGING TO THE EMPLOYEES WHO ARE INCLUDED IN THE DEPARTMENT ASSIGNED TO THE RESPECTIVE MANAGER. THE EMPLOYEE HAS THE PERMISSION TO VIEW ONE EMPLOYEE'S STATISTICS ONLY (USUALLY HIS OWN).

This page can be exported in ***CSV*** and ***PDF*** formats by clicking the corresponding icon located right under the page title and near the time filters.