CYCLOPE

User Guide, Reports

Parameterized analysis
of CYCLOPE usage indicators

*User guide*

Cyclope Computer Monitoring Software

Content

Application report management

1. Overview

The Summary Report gives the application user the opportunity to see on a single page the most important landmarks regarding the analysis of the work submitted by registered employees. From details on how long employees have been active to even a heatmap chart that marks exactly this time during working hours, this page concentrates more basic information and thus is a kind of dashboard for the entire application. Each information module has a details button which is a link to the more detailed version of the corresponding report.

The information included on this page:

- Tree structure containing Login Accounts, Users and Scanned Computers organized in separate tabs.
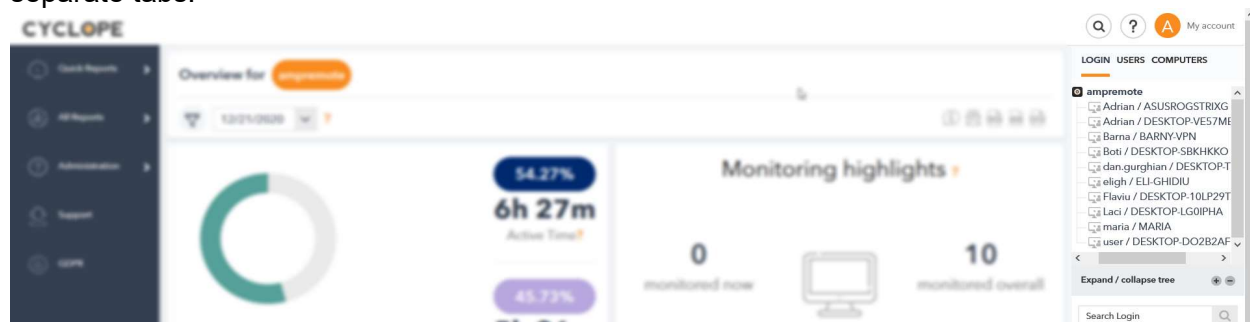

- **Total time recorded.** In addition to **Total Recorded Time**, this section contains numeric and percentage values for **Active Time** and **Idle Time**.
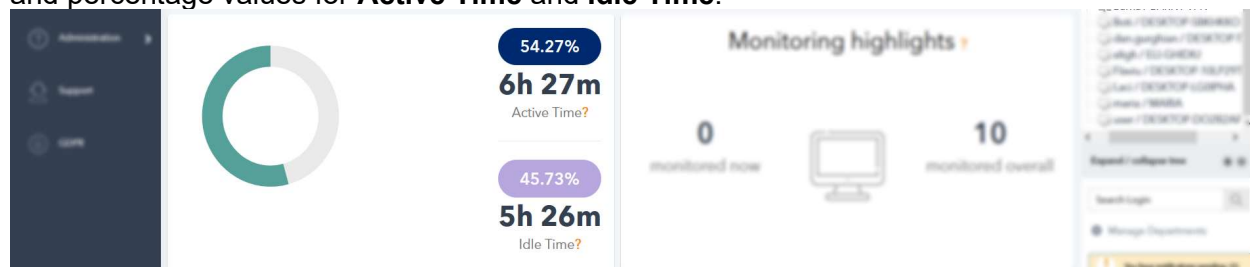
- **Monitoring highlights**. A simple and intuitive graph that illustrates the number of actively analyzed employees compared to the total number of stations analyzed by the Cyclope application.
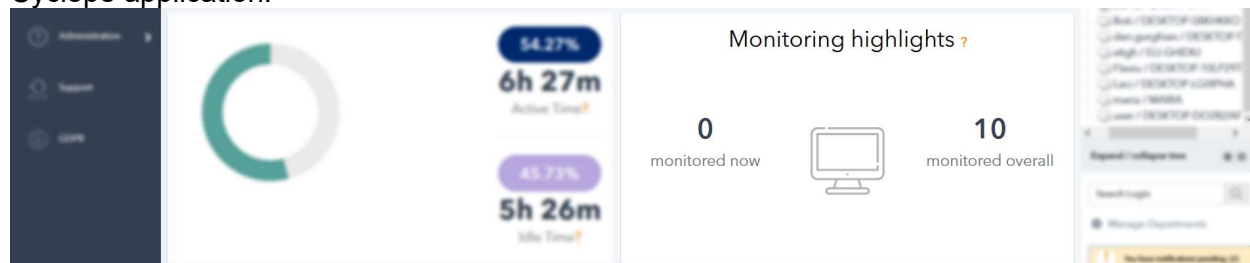
■ **Productivity level**. This graph illustrates how much of the active time was categorized as Operative or Inoperative. The remaining active time, which without operational settings, is generically referred to as Neutral.
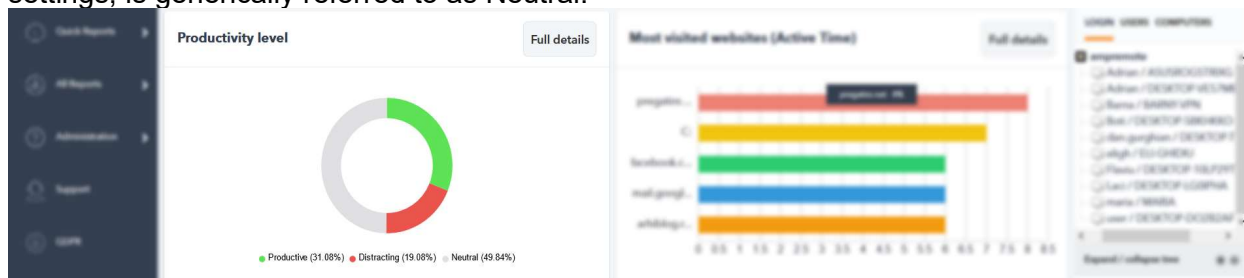
■ **Most visited sites (Active time)**. This is a simple and suggestive chart that shows the top 5 most visited web domains.

■ **Most used applications (Active time)**. Similar to the top 5 web domains, this chart illustrates the top 5 most used applications.

■ **Activity heatmap** chart by hours. This chart shows the daily activity divided by hours. If the selected time range includes more than one day, the graph will show an average of the activity corresponding to the selected time period.
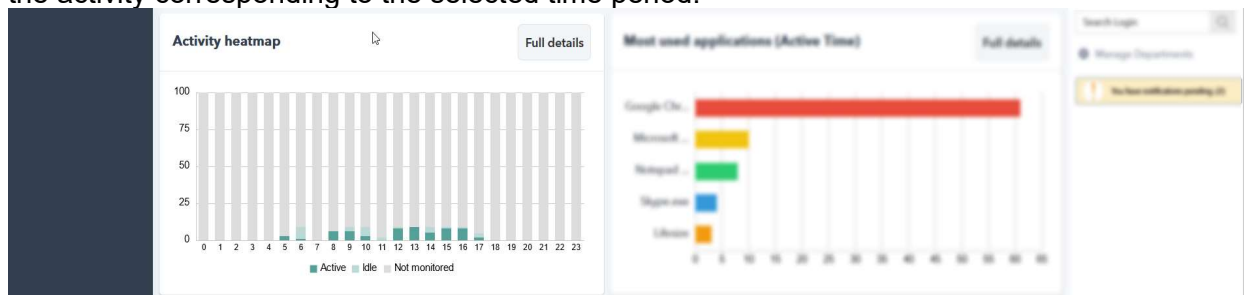
*A*S A GENERAL CONVENTION IN THE GRAPHS IN THE *CYCLOPE* APPLICATION, THE ACTIVE TIME IS REPRESENTED BY DARK BLUE, WHILE THE INACTIVE TIME IS REPRESENTED BY *GRI. P*AUSE INTERVALS APPEAR IN GRAY ON THE GRAPH.

The calendar date selector provides several predefined time intervals (Today, Yesterday, This Week, Last Week, This Month, and Last Month) as well as the ability to select a specific date or date range. provides several predefined time intervals (Today, Yesterday, This Week, Last Week, This Month, and Last Month) as well as the ability to select a specific date or date range.
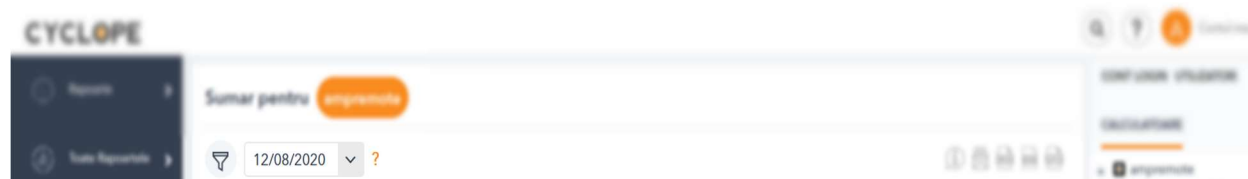

*T*HE ADMINISTRATOR HAS PERMISSION TO VIEW ALL STATISTICS. *T*HE MANAGER CAN ONLY VIEW STATISTICS THAT BELONG TO EMPLOYEES WHO ARE PART OF THE DEPARTMENTS HE MANAGES. *T*HE EMPLOYEE IS ALLOWED TO VIEW ONLY THE STATISTICS OF A SINGLE EMPLOYEE (NORMALLY HIS OWN).

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2. Attendance

If we accept that the moment when the employee opens the computer (desktop, laptop) is the moment when the work starts for that day, the Attendance report provides a fairly accurate picture of the attendance at the office of the analyzed persons, as well as information about the share of active time. (when the user was active) and inactive (when the user was inactive) respectively compared to the total time recorded.
The information included on this page:

- ■ **Tree structure** containing **Login**, **Users** and **Computers** analyzed on separate tabs.
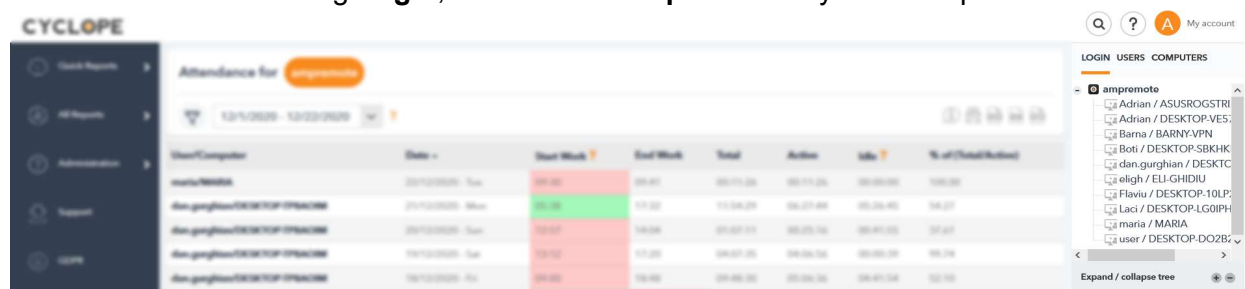
- **Data table** containing the following information displayed in columns:

  - ✓ User / Computer - Indicates the user's login name and the station on which he/she works.
  - ✓ Date - Calendar date of the monitored day.
  - ✓ Start work - The time when the first log from the client was received on the server.
  - ✓ End work - The time when the last log from the client was received on the server.
  - ✓ Total - The total time recorded for the selected node in the tree structure.
  - ✓ Active - The time the monitored user was active.
  - ✓ Idle - The time the monitored employee was inactive.
  - ✓ % of (Total / Active) - The percentage represented by the active time relative to the total recorded time.

The **Calendar date selector** provides several predefined time intervals (Today, Yesterday, This Week, Last Week, This Month, and Last Month) as well as the ability to select a specific Date or Date Range.

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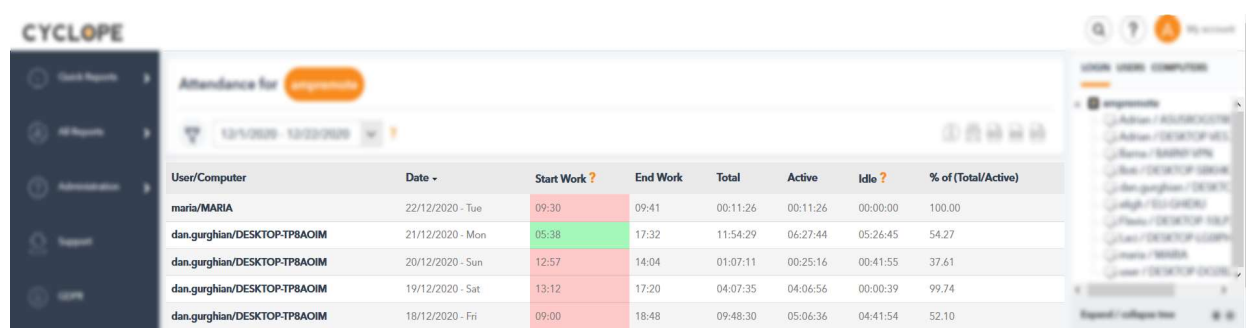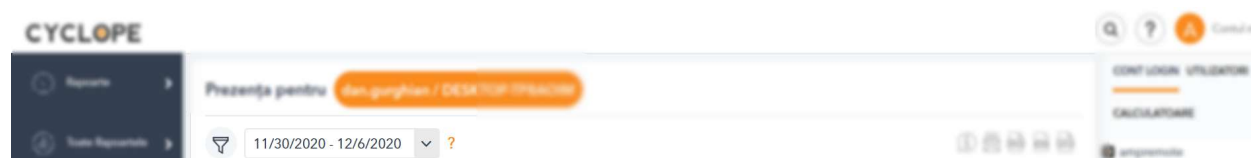
3. Top websites / online

The information included on this page:

- ■ **Tree structure** containing **Login**, **Users** and **Computers** analyzed on separate tabs.

3.1 Top websites

This report illustrates a hierarchy of the most visited web domains for the appropriate selection in the tree. The included graph shows, in a visually suggestive way, the share of online time spent on each of these areas. In the data table, if the selection in the tree involves a department with several users, all users who visited that web domain appear next to each domain.

- ■ **Data table** containing the following information displayed in columns:

  - ✓ Domain - List of web domains visited.
  - ✓ User - The login name used by the employee on the analyzed station.
  - ✓ Time - The time spent by the employee on the registered web domain.
  - ✓ % of Active Time - How much of Active Time is the usage time of each registered web domain.

Domain	User	Time	% of Active Time
■ amplusnet.com (1)	1) maria - 0h 8m 45s	0h 8m 45s	13,30%
■ zoso.ro (1)	1) dan.gurghian - 0h 8m 0s	0h 8m 0s	12,16%
■ click.ro (1)	1) dan.gurghian - 0h 5m 57s	0h 5m 57s	9,04%
■ C: (1)	1) dan.gurghian - 0h 5m 54s	0h 5m 54s	8,97%
■ arhiblog.ro (1)	1) dan.gurghian - 0h 5m 3s	0h 5m 3s	7,68%
■ zf.ro (1)	1) dan.gurghian - 0h 5m 0s	0h 5m 0s	7,60%

■ Radial graph illustrating the data presented in the table. The first 15 web domains are represented in descending order of their access time.
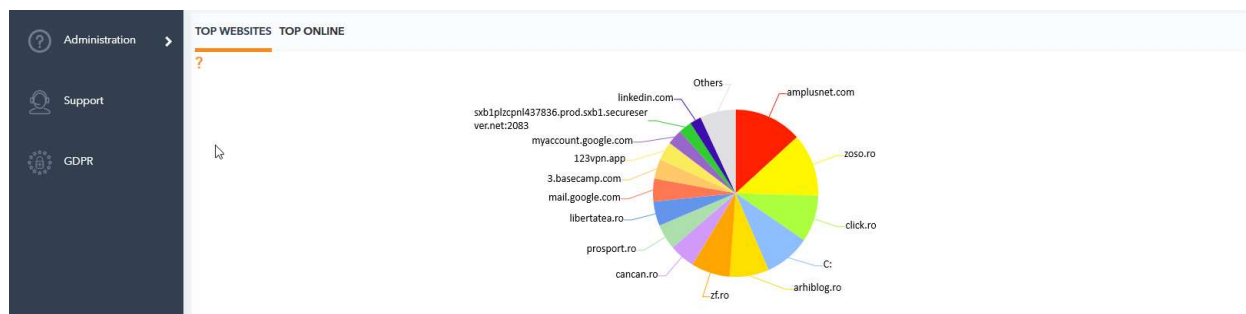
3.2 Top online

This report illustrates a hierarchy of users, depending on the time they spend online, for the appropriate selection in the tree. The users who have spent the most time online appear first in this top.

■ **Data table** containing the following information displayed in columns:

  ✓ User - The login name used by the user on the analyzed station.
  ✓ Active time - The active time recorded for the selected period.
  ✓ Online time - The time recorded when the employee was active online.
  ✓ % of Active Time - How much of Active Time is online time.

User	Active Time	Online Time	% of Active Time
■ maria	83h 16m 56s	56h 2m 12s	67,29%
■ dan.gurghian	60h 49m 36s	41h 10m 59s	67,71%
■ user	8h 23m 18s	0h 37m 5s	7,37%
■ eligh	0h 24m 51s	0h 9m 3s	36,42%

■ Bar chart illustrating the data presented in the table. The first 15 users are represented in descending order of their online time.

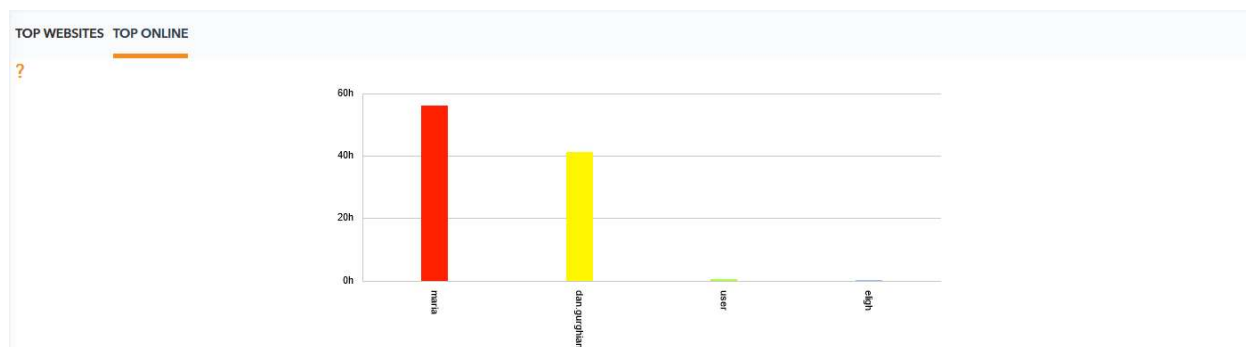The **calendar date** selector provides several predefined time intervals (Today, Yesterday, This Week, Last Week, This Month, and Last Month) as well as the ability to select a specific Date or Date Range.

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4. Top applications

This report illustrates a hierarchy of the most used desktop applications, for the appropriate selection in the tree. The included graph shows, in a visually suggestive way, the share of time of use of each of these applications. In the data table, if the selection in the tree involves a department with several users, all users who used that application appear next to each application.

The information included on this page:

- ■ **Tree structure** containing **Login**, **Users** and **Computers** analyzed on separate tabs.

- ■ **Data table** containing the following information displayed in columns:
  - ✓ Application - The name of the registered application.
  - ✓ Category - A dropdown selection where the user can assign an application to one of the defined categories. The default value is **Uncategorized**.
  - ✓ User - The login name used by the employee on the monitored station.
    NOTE: IF THE SELECTED NODE IN THE TREE IS A DEPARTMENT, THIS COLUMN WILL LIST ALL USERS IN THAT DEPARTMENT WHO USED THAT APPLICATION.
  - ✓ Time - Application usage time.
  - ✓ % of Active Time - How much of Active Time is the usage time of each registered application.

Application	Category	User	Time ▾	% of Active Time
■ Google Chrome (2)	Uncategorized ▾	1) dan.gurghian - 1h 38m 40s 2) maria - 0h 10m 15s	1h 48m 55s	68,96%
■ Microsoft Outlook (2)	Email ▾	1) maria - 0h 14m 59s 2) dan.gurghian - 0h 8m 13s	0h 23m 12s	14,69%
■ Skype.exe (1)	Uncategorized ▾	1) dan.gurghian - 0h 10m 34s	0h 10m 34s	6,69%
■ WhatsApp (1)	Uncategorized ▾	1) dan.gurghian - 0h 3m 53s	0h 3m 53s	2,46%
■ Microsoft Excel (2)	Office Applications ▾	1) maria - 0h 3m 35s 2) dan.gurghian - 0h 0m 11s	0h 3m 46s	2,38%
■ Notepad : a free (GNU) source code editor (1)	Software Development ▾	1) dan.gurghian - 0h 3m 3s	0h 3m 3s	1,93%
■ Windows Explorer (2)	Windows Utilities ▾	1) dan.gurghian - 0h 1m 15s 2) maria - 0h 0m 44s	0h 1m 59s	1,26%

- **Radial diagram** illustrating the data presented in the table. The first 15 applications are represented in descending order of time of use of each.
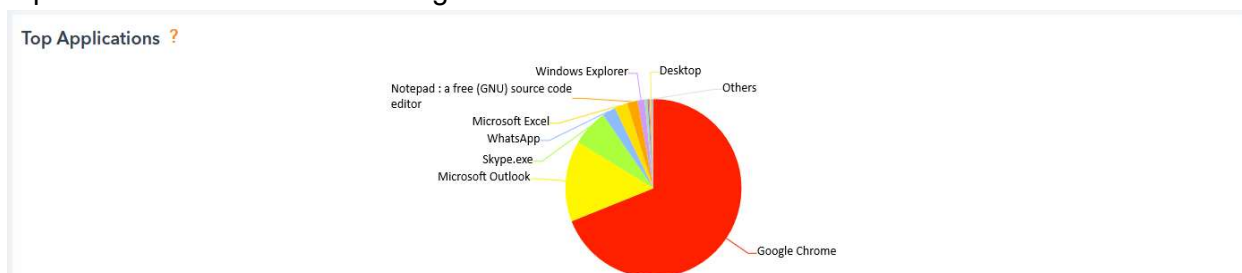
The calendar date selector provides several predefined time intervals (Today, Yesterday, This Week, Last Week, This Month, and Last Month) as well as the ability to select a specific Date or Date Range.

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5. Top productive

This report illustrates a hierarchy of users, depending on their operating time, for the appropriate selection in the tree. The users who have the longest operating time appear first in this top.

The information included on this page:

- **Tree structure** containing **Login**, **Users** and **Computers** analyzed on separate tabs.

- **Data table** containing the following information displayed in columns:
 - ✓ User - The login name used by the employee on the analyzed station.
  - ✓ Active time - The active time recorded for the selected period.
  - ✓ Productive time - The time spent by the employee using productive applications.
  - ✓ % of Active Time - How much of the Active Time is the recorded operating time

User	Active Time	Productive Time ▾	% of Active Time
🟥 maria	83h 16m 56s	42h 9m 36s	50,62%
🟨 dan.gurghian	61h 40m 24s	19h 14m 52s	31,21%
🟩 user	8h 23m 18s	2h 41m 13s	32,03%
🟦 eligh	0h 24m 51s	0h 23m 56s	96,31%

- **Bar chart** illustrating the data presented in the table. The first 15 employees are represented in descending order of their operating time.
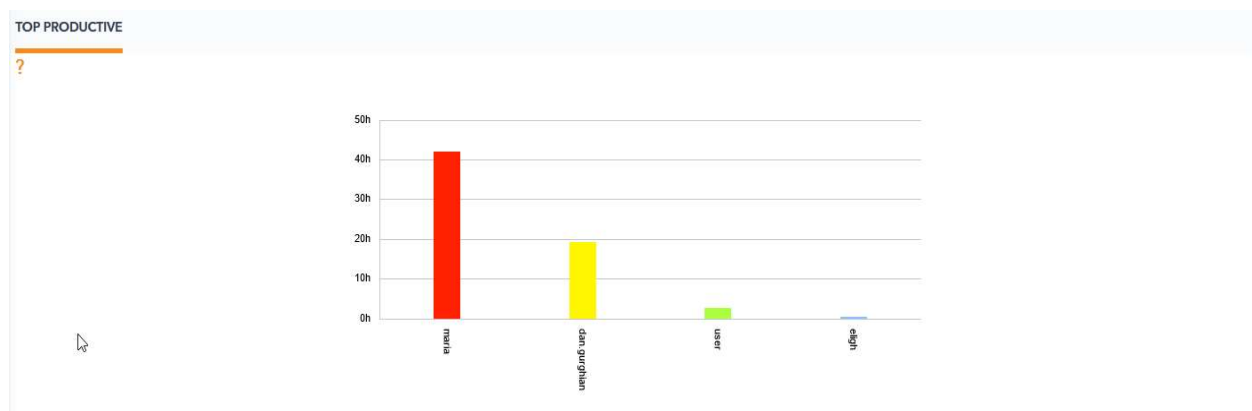
The calendar date selector provides several predefined time intervals (Today, Yesterday, This Week, Last Week, This Month, and Last Month) as well as the ability to select a specific Date or Date Range.

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6. Top active / idle

The information included on this page:

- **Tree structure** containing **Logins**, Tree structure containing Monitored Sessions, Employees and Computers, organized in separate tabs and **Computers**, organized in separate tabs.
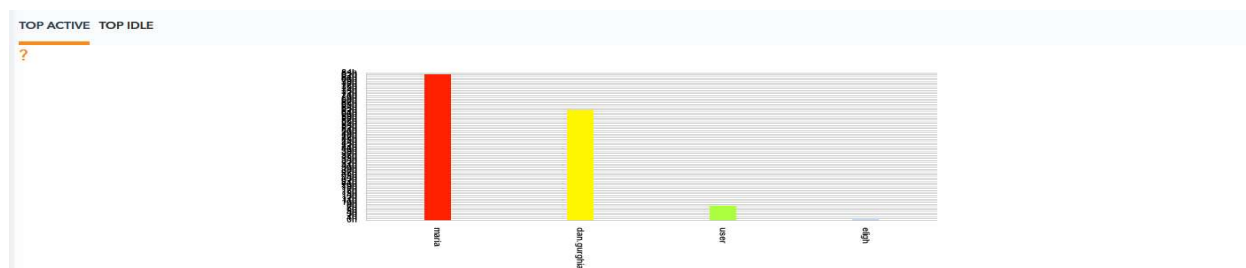

6.1 Top Active

The Top Active report presents a hierarchy of users, arranged in descending order of the active time recorded for each of them.

- **Data table** containing the following information displayed in columns:
  - ✓ User - The name used by the user on the monitored station.
  - ✓ Total time - The total time recorded for the selected period.
  - ✓ Active time - The time recorded when the user was active.
  - ✓ % of Total Time- The percentage represented by the active time relative to the total time recorded.

User	Total Time	Active Time ▾	% of Total Time
🔴 maria	130h 12m 15s	83h 16m 56s	63,96%
🟡 dan.gurghian	118h 27m 33s	62h 58m 58s	53,17%
🟢 user	46h 15m 11s	8h 23m 18s	18,14%
🔵 eligh	0h 26m 59s	0h 24m 51s	92,09%

Bar chart illustrating the data presented in the table. The first 15 employees are represented in descending order of their active time.
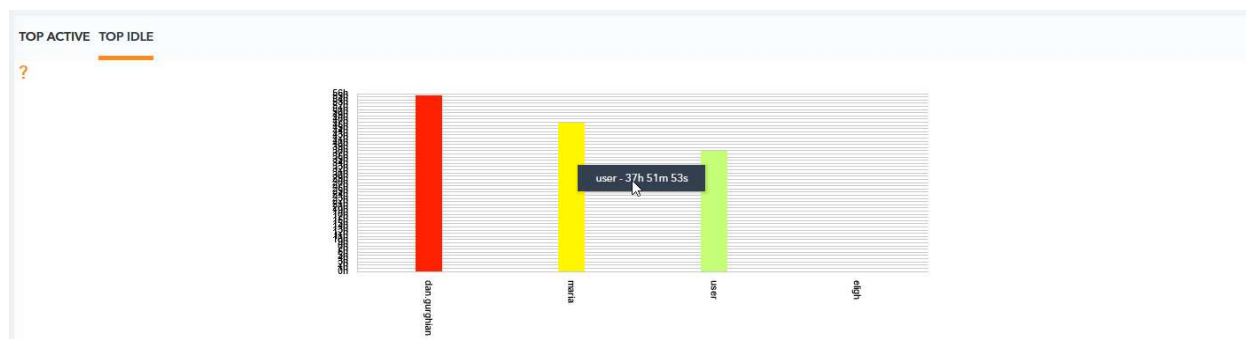

6.2 Top Idle

The Top Idle report presents a hierarchy of users, arranged in descending order of idle time recorded for each of them.

- **Data table** containing the following information displayed in columns:
  - ✓ User - The name used by the user on the monitored station.
  - ✓ Total time - The total time recorded for the selected period.
  - ✓ Idle time - The time recorded when the user was inactive.
  - ✓ % of Total Time- The percentage represented by the idle time relative to the total time recorded.

User	Total Time	Idle Time	% of Total Time
dan.gurghian	118h 27m 33s	55h 28m 35s	46,83%
maria	130h 12m 15s	46h 55m 19s	36,04%
user	46h 15m 11s	37h 51m 53s	81,86%
eligh	0h 26m 59s	0h 2m 8s	7,91%

- **Bar chart** illustrating the data presented in the table. The first 15 users are represented in descending order of their idle time.

The calendar date selector provides several predefined time intervals (Today, Yesterday, This Week, Last Week, This Month, and Last Month) as well as the ability to select a specific date or Date Range, and all of these can be combined with an option that applies a time filter over the desired time interval.

A filter consisting of a list of radio buttons with the following options: **All**, **Only during the program** and **Only outside the program**. This filter allows the user to quickly apply to the returned data a time filter that corresponds to the defined work schedule. If the work schedule has not yet been modified, the default work schedule will be considered.

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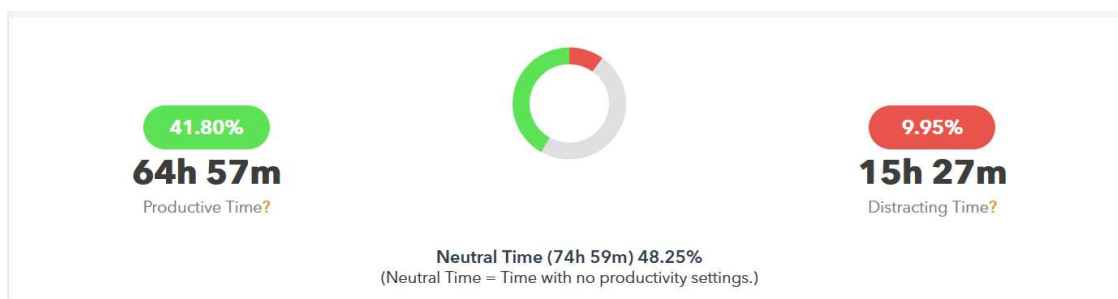
7. Productivity

This report lists all the activities for selection in the tree (desktop applications or domains and web applications) and can be set for each of them if the time allocated to them is productive or unproductive. Activities with a longer usage time appear first in this top.

The information included on this page:

- **Tree structure** containing **Logins**, **Users** and **Computers**, organized in separate tabs.

■ **Radial graph** illustrating how much of the active time is designated as Operative or Inoperative. The rest of the Active Time, the one without operability settings, is generically called Neutral.

41.80%
64h 57m
Productive Time?

9.95%
15h 27m
Distracting Time?

Neutral Time (74h 59m) 48.25%
(Neutral Time = Time with no productivity settings.)

■ **Data table** containing the following information displayed in columns:
✓ Application - The name of the registered application.
✓ Category - A dropdown selection where the user can assign an application to one of the defined categories. The default value is ***Uncategorized***.
   NOTE: CHANGING THIS OPTION IS ONLY ALLOWED AT THE DEPARTMENT LEVEL.
✓ Type - By activating this control, the user can choose whether an application is ***productive*** or ***unproductive.*** The default value is ***neutral***.
   NOTE: CHANGING THIS OPTION IS ONLY ALLOWED AT THE DEPARTMENT LEVEL.
✓ Time - The usage time for the registered application.
✓ % of Active Time- The percentage represented by the used application relative to the total time recorded.

Application	Category	Type	Time ▾	% of Active Time
Microsoft Outlook	Email ▾	Productive	18h 51m 45s	12,14%
cursant4.bitnet-1.ml	Uncategorized ▾	Neutral	12h 59m 31s	8,36%
Skype.exe	Uncategorized ▾	Productive	8h 41m 45s	5,60%
web.whatsapp.com	Uncategorized ▾	Productive	8h 8m 31s	5,24%
Windows Explorer	Windows Utilities ▾	Productive	7h 31m 54s	4,85%
canva.com	Information Technology ▾	Neutral	5h 34m 10s	3,58%
Microsoft Word	Office Applications ▾	Productive	5h 26m 32s	3,50%
facebook.com	Windows Utilities ▾	Distracting	4h 52m 50s	3,14%
alison.com	Education ▾	Neutral	3h 26m 21s	2,21%
Microsoft Excel	Office Applications ▾	Productive	2h 55m 11s	1,88%
mail.google.com	Uncategorized ▾	Neutral	2h 38m 52s	1,70%
google.com	Search Engines and Portals ▾	Productive	2h 38m 23s	1,70%

APPLICATIONS WHOSE NAME IS PRECEDED BY A PLUS ICON CAN BE EXPANDED SO THAT THE USER CAN ACCESS A DETAILED VIEW OF ALL WINDOWS REGISTERED FOR THAT APPLICATION. BY ACTIVATING THE TYPE CONTROL AT THE APPLICATION LEVEL, ALL CHILDREN IN THAT APPLICATION WILL INHERIT THAT SETTING. ON THE OTHER HAND, IF THE USER ACTS THE CONTROL FOR ONE OF THE CHILDREN OF THE APPLICATION, THE CONTROL AT THE APPLICATION LEVEL WILL BE REPLACED WITH A GRAPHICAL

SEGMENT THAT WILL EXPRESS THE PERCENTAGE DISTRIBUTION OF PRODUCTIVE, UNPRODUCTIVE AND NEUTRAL WINDOWS FOR THE APPLICATION IN QUESTION.

*AS A GENERAL CONVENTION IN THE GRAPHS IN THE CYCLOPE APPLICATION, THE **ACTIVE TIME** IS REPRESENTED BY **GREEN**, WHILE THE **INACTIVE TIME** IS REPRESENTED BY **RED**. KEEPING THE SAME LOGIC, THE RADIAL GRAPH ON THIS PAGE SHOWS THE **PRODUCTIVE APPLICATIONS** IN **GREEN** AND THE **NON-PRODUCTIVE** APPLICATIONS IN **RED**; **UNCATEGORIZED APPLICATIONS** REMAIN **GRAY**.*

The **calendar date selector** offers several predefined time intervals (***Today***, ***Yesterday***, ***This Week***, ***Last Week***, ***This Month***, and ***Last Month***) as well as the ability to select a specific Date or Date Range, and all of these can be combined with an option that applies a time filter over the desired time interval.

A filter consisting of a list of radio buttons with the following options: *All*, *Only during the program* and *Only outside the program*. This filter allows the user to quickly apply to the returned data a time filter that corresponds to the defined work schedule. If the work schedule has not yet been modified, the default work schedule will be considered.

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8. Activity categories

This report shows the most common categories of activity within an user's activities. This report is all the more accurate as there are more activities performed by users that are labeled with these categories.

The information included on this page:

■ **Tree structure** containing **Login**, **Users** and **Computers**, organized in separate tabs.

- **Bar chart** showing the degree of use of all defined categories.
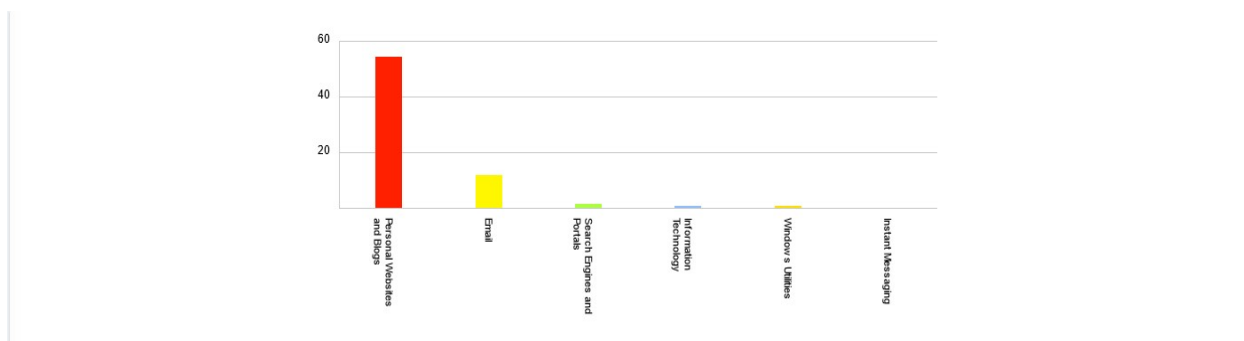
- **Data table** containing the following information displayed in columns:
  - ✓ Category - The name of the application category.
  - ✓ Time - The usage time of each category.
  - ✓ % of Active Time - Percentage of use of each category.

Category	Time	% of Active Time
🟥 Personal Websites and Blogs	0h 18m 27s	54,40%
🟨 Email	0h 3m 59s	11,74%
🟩 Search Engines and Portals	0h 0m 31s	1,52%
🟦 Information Technology	0h 0m 14s	< 1%
🟨 Windows Utilities	0h 0m 11s	< 1%
🟧 Instant Messaging	0h 0m 3s	< 1%
🟪 Uncategorized	0h 29m 42s	87,57%

The **calendar date selector** offers several predefined time intervals (*Today*, *Yesterday*, T*his Week, Last Week, This Month*, and *Last Month*) as well as the ability to select a specific Date or Date Range, and all of these can be combined with an option that applies a time filter over the desired time interval.

A filter consisting of a list of radio buttons with the following options: *All, Only during the program* and *Only outside the program*. This filter allows the user to quickly apply to the returned data a time filter that corresponds to the defined work schedule. If the work schedule has not yet been modified, the default work schedule will be considered.

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9. Applications

This report illustrates which desktop applications are most used for the current selection in the tree. They appear in descending order of time of use.

The information included on this page:

- **Tree structure** containing **Login**, **Users** and **Computers**, organized in separate tabs.

9.1 Aggregated

- **Data table** containing the following information displayed in columns:
  - ✓ Application - The name of the registered application.
  - ✓ Category - A dropdown selection where the user can assign an application to one of the defined categories. The default value is ***Uncategorized***.
    NOTE: CHANGING THIS OPTION IS ONLY ALLOWED AT THE DEPARTMENT LEVEL.
  - ✓ Time - The usage time for each application.
  - ✓ % of Active Time - Percentage of application usage time relative to total recorded time.

Application	Category	Time ▾	% of Active Time
🟥 Google Chrome	Uncategorized ▾	0h 33m 53s	76,72%
🟨 Microsoft Outlook	Email ▾	0h 4m 51s	10,98%
🟩 Microsoft Word	Office Applications ▾	0h 1m 53s	4,26%
🟦 Skype.exe	Uncategorized ▾	0h 1m 18s	2,94%
🟨 Windows Explorer	Windows Utilities ▾	0h 1m 1s	2,30%
🟧 Bitdefender Vpn UI App	Uncategorized ▾	0h 0m 27s	1,02%
🟪 Skype-Setup.tmp	Uncategorized ▾	0h 0m 16s	< 1%

■ **Graph** illustrating the data presented in the table. This graph is radial.
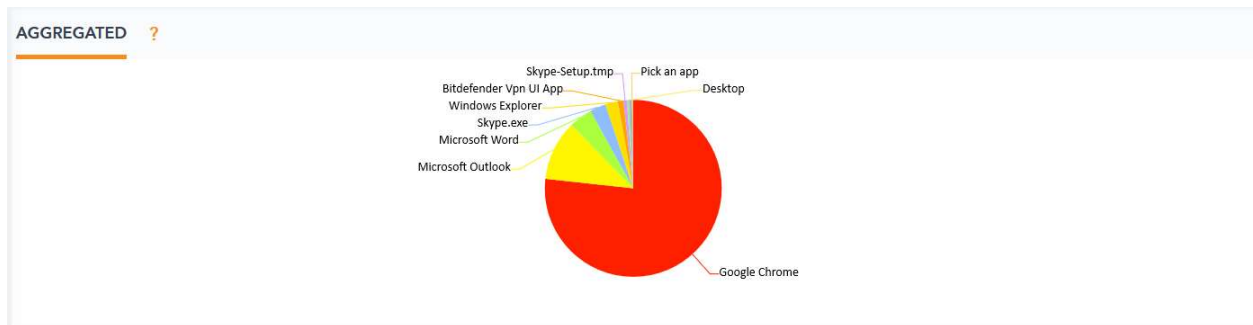

10. Internet

In the Internet report, the user of the analysis application can consult the list of the most visited domains and web applications, for the selection made in the tree. In addition to this default way of presenting the report, there are two more reproductions of the same hierarchy on the page, on separate tabs, but considering the links of the web pages visited or their titles, respectively.

The information included on this page:

■ **Tree structure** containing **Login**, **Users** and **Computers** analyzed on separate tabs.
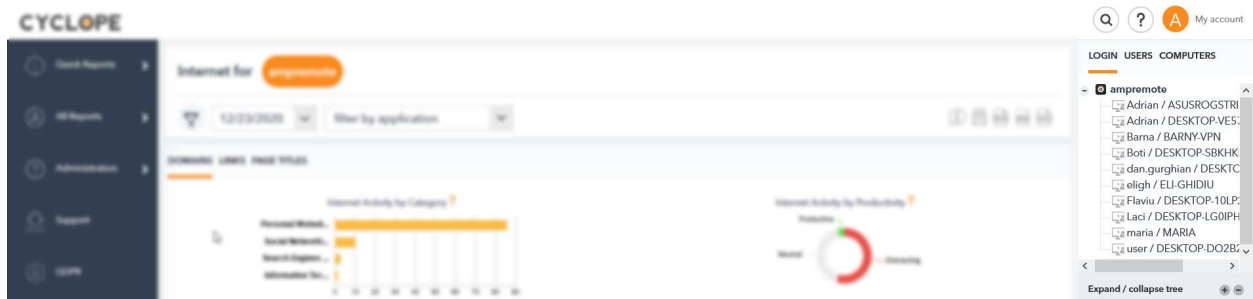
10.1 Domains

■ **Bar chart** illustrating the top 5 most visited web domains, grouped by Category.

■ **Radial graph** illustrating the use of all visited web domains, grouped according to the assigned operative status (productive, distracting or neutral).

■ **Data table** containing the following information displayed in columns:

✓ Domain - The name of the registered web domain.
✓ Category - A dropdown selection where the user can assign an application to one of the defined categories. The default value is **Uncategorized**.
✓ Type - By activating this slider, the user can determine whether a domain is **productive** or **distracting** for the workflow. The default value is **neutral**.
✓ Time - Usage time for the registered domain.
✓ % of Active Time - How much of Active Time is the time recorded for each web domain.

Domain	Category	Type	Time ▾	% of Active Time
Z zoso.ro	Personal Websites and Blogs ▾	Distracting	0h 19m 0s	48,80%
G mail.google.com	Uncategorized ▾	Neutral	0h 4m 36s	11,82%
◎ texdata.cyclope.cloud	Uncategorized ▾	Neutral	0h 2m 22s	6,08%
f facebook.com	Social Networking ▾	Distracting	0h 2m 15s	5,78%
◉ licensing.cyclope-series.com	Uncategorized ▾	Neutral	0h 2m 13s	5,69%
C cronica.ro	Uncategorized ▾	Neutral	0h 1m 43s	4,41%
portswigger.net	Uncategorized ▾	Neutral	0h 1m 33s	3,98%
▶ play.google.com	Uncategorized ▾	Neutral	0h 1m 18s	3,34%

10.2 Links

■ **Data table** containing the following information displayed in columns:

✓ Web page link - the full URL of the registered web page.
✓ Type - A graphical indicator that indicates the current setting for each web page. Possible values and colors are: **productive (green)**, **distractive (red)** and **neutral (gray)**.
✓ Time - The usage time for each web page.
✓ % of Active Time - How much of Active Time is the time recorded for each webpage.

10.3 Page titles

- **Data table** containing the following information displayed in columns:

  - ✓ Window - The title of the registered web page.
  - ✓ Type - A graphical indicator that indicates the current setting for each web page. Possible values and colors are: **productive (green)**, **distractive (red)** and **neutral (gray)**.
  - ✓ Time - The usage time for each web page.
  - ✓ % of Active Time - How much of Active Time is the time recorded for each webpage.

The **calendar date selector** offers several predefined time intervals (*Today, Yesterday, This Week, Last Week, This Month,* and *Last Month*) as well as the ability to select a specific Date or Date Range.

A dropdown list filter that allows the user to filter the information in the table according to any of the registered applications on the monitored workstations and which have the type set to 'Browser'.

This page can be exported in **CSV**, **XLS** and **PDF** formats by clicking on the corresponding icon located to the right of the page, under the page title and below the time filters.

11. Documents

The document report contains a hierarchy of the most used documents related to the selection in the tree, arranged in descending order of their time of use.

The information included on this page:

- ■ **Tree structure** containing **Login**, **Users** and **Computers** analyzed on separate tabs.

- ■ Data table containing the following information displayed in columns:
    - ✓ Document - The name of the monitored document.
    - ✓ Time - The usage time for the registered document.
    - ✓ % of Active Time - How much of Active Time is the time recorded for each document.

Document	Time ▾	% of Active Time
Inbox	0h 6m 35s	42,84%
RE: Raportarea pe email nu functioneaza	0h 2m 48s	18,22%
RUTCS - reguli de utilizare tehnica de calcul.doc [Compatibility Mode]	0h 1m 47s	11,61%
A6 Organizarea securitatii informatiei.doc [Compatibility Mode]	0h 1m 12s	7,81%
A10.10 Monitorizare.doc [Compatibility Mode]	0h 0m 48s	5,21%
Outlook Send/Receive Progress	0h 0m 28s	3,04%
A15-Conformitatea cu cerintele legale.doc [Compatibility Mode]	0h 0m 23s	2,49%
5.2.2.Instruire.doc [Compatibility Mode]	0h 0m 19s	2,06%
PV Sedinta de analiza.doc [Compatibility Mode]	0h 0m 14s	1,52%
Your identity has been successfully verified! - Message (HTML)	0h 0m 12s	1,30%

The **calendar date selector** offers several predefined time intervals (T*oday, Yesterday, This Week, Last Week, This Month,* and *Last Month*) as well as the ability to select a specific Date or Date Range, and all of these can be combined with an option that applies a time filter over the desired time interval.

A dropdown list filter that allows the user to filter the information in the table by any of the registered applications on the monitored workstations and which have the type set to 'Document'.

This page can be exported in **CSV** and **PDF** formats by clicking on the corresponding icon located to the right of the page, under the page title and below the time filters.

12. Print

This report provides a list of documents listed on each station for selection in the tree.

The information included on this page:

■ **Tree structure** containing **Login**, **Users** and **Computers** analyzed on separate tabs.
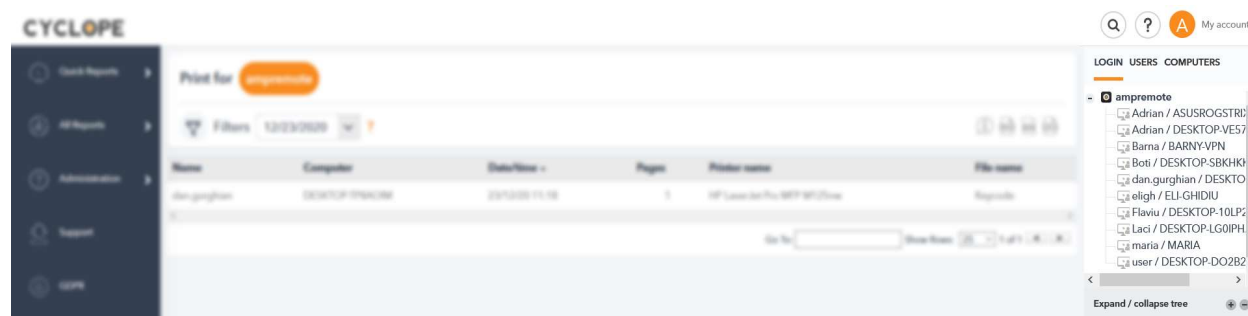
■ **Data table** containing the following information displayed in columns:
  ✓ Name - The login name used by the user on the monitored station.
  ✓ Calculator - The name of the station used by the user.
  ✓ Date / Time - The date and time the print was made.
  ✓ Pages - Displays how many pages the listed document has.
  ✓ Printer Name - The name of the printer that was printed.
  ✓ File name - The name of the printed document.

Name	Computer	Date/time ▾	Pages	Printer name	File name
dan.gurghian	DESKTOP-TP8AOIM	23/12/20 11:18	1	HP LaserJet Pro MFP M125nw	Keycode

Go To: [　　　] Show Rows: 25 ∨ 1 of 1 ◄ ►

The **calendar date selector** offers several predefined time intervals (T*oday, Yesterday, This Week, Last Week, This Month,* and *Last Month*) as well as the ability to select a specific Date or

Date Range, and all of these can be combined with an option that applies a time filter over the desired time interval.

This page can be exported in *CSV*, *XLS* and *PDF* formats by clicking on the corresponding icon located to the right of the page, below the page title and below the time filters.

13. Files

The Files report contains the complete table of file operations performed under the current Windows user, for selection from the tree.

The information included on this page:

- ◼ **Tree structure** containing **Login**, **Users** and **Computers** analyzed on separate tabs.
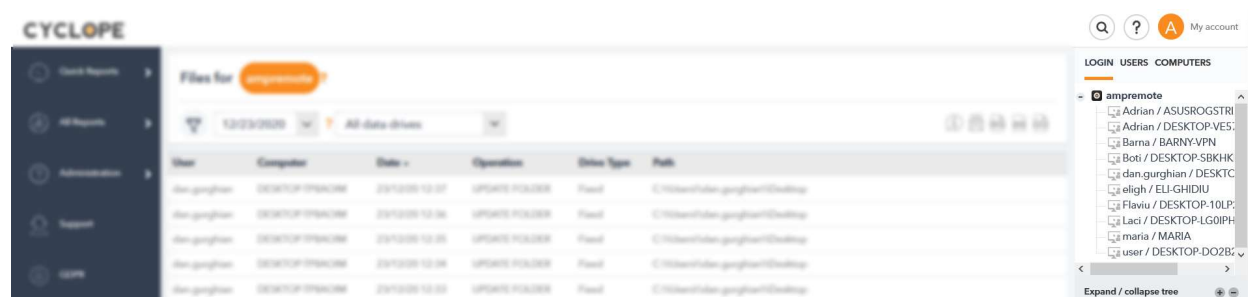
- ◼ **Data table** containing the following information displayed in columns:
  - ✓ User - The login name used by the user on the workstation.
  - ✓ Calculator - The name of the station being worked on.
  - ✓ Date - Calendar date for the analyzed data.
  - ✓ Operation - The operation that was performed with the recorded file.
  - ✓ Drive Type - The type of disk on which the file is located.
  - ✓ Path - The full path to the recorded file.

User	Computer	Date ▾	Operation	Drive Type	Path
dan.gurghian	DESKTOP-TP8AOIM	23/12/20 12:37	UPDATE FOLDER	Fixed	C:\\Users\\dan.gurghian\\Desktop
dan.gurghian	DESKTOP-TP8AOIM	23/12/20 12:36	UPDATE FOLDER	Fixed	C:\\Users\\dan.gurghian\\Desktop
dan.gurghian	DESKTOP-TP8AOIM	23/12/20 12:35	UPDATE FOLDER	Fixed	C:\\Users\\dan.gurghian\\Desktop
dan.gurghian	DESKTOP-TP8AOIM	23/12/20 12:34	UPDATE FOLDER	Fixed	C:\\Users\\dan.gurghian\\Desktop
dan.gurghian	DESKTOP-TP8AOIM	23/12/20 12:33	UPDATE FOLDER	Fixed	C:\\Users\\dan.gurghian\\Desktop

The **calendar date selector** offers several predefined time intervals (T*oday, Yesterday, This Week, Last Week, This Month,* and *Last Month*) as well as the ability to select a specific Date or Date Range, and all of these can be combined with an option that applies a time filter over the desired time interval.

A dropdown list filter that allows the user to filter the information in the table by any of the registered applications on the monitored workstations and which have the type set to 'Files'.

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14. Software inventory

The software inventory provides useful information for each station regarding the hardware configuration and the complete list of installed applications.

The information included on this page:

Tree structure containing **Login**, **Users** and **Computers** analyzed on separate tabs.

14.1 Computer – User - IP

- ■ **Basic information** to identify the owner of the inventory list:
  - ✓ Station name
  - ✓ User's login name
  - ✓ The IP address assigned to the analyzed station.

14.2 System information

■ **Data table** containing the following information displayed in columns:
   ✓ OS - Operating system
   ✓ CPU - Microprocessor model.
   ✓ Memory - RAM installed.
   ✓ Storage - Installed storage units.
   ✓ Monitor - The type of monitor connected to the station.

Software Inventory for **DESKTOP-10LP29T / 169.254.59.230**

Computer - User - IP	System Information
DESKTOP-10LP29T	OS: Microsoft (build 18363), 64-bit
Flaviu	CPU: Intel(R) Core(TM) i5-4210U CPU @ 1.70GHz
169.254.59.230	Memory: 8.00 GB
Last updated: 2020-08-09 20:20:06	Storage: Hard Disk No. 1: Total size: 223 (GB); Hard Disk No. 2: Total size: 931 (GB); -
Computer Type: Laptop	Monitor: Screen resolution 1600x900. Color depth: 32 Bits per pixel. Refresh frequency: 60 Hz

14.3 Installed applications

■ **Data table** containing the list of all software applications installed on the analyzed station. Details for each application:
   ✓ Application name - The name of the installed application
   ✓ Publisher - The name of the author under which the application was published
   ✓ Install date - The date it was installed on the analyzed station

INSTALLED APPLICATIONS

Application Name	Publisher	Install date
ASUS Device Activation	ASUSTeK COMPUTER INC.	2018-06-09
ASUS Live Update	-	-
ASUS USB Charger Plus	ASUS	-
ATK Package	ASUS	-
Adobe Acrobat Reader DC - Romanian	Adobe Systems Incorporated	2020-12-12
Adobe Refresh Manager	-	-
AnyDesk	-	-
AudioWizard	-	-
CPM version 1.0	Amplusnet	2020-12-17

The **calendar date selector** offers several predefined time intervals (T*oday, Yesterday, This Week, Last Week, This Month,* and *Last Month*) as well as the ability to select a specific Date or

Date Range, and all of these can be combined with an option that applies a time filter over the desired time interval.

A dropdown list filter that allows the user to filter the information in the table by any of the registered applications on the monitored workstations and which have the type set to 'Document'.

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15. Alerts

The alerts report illustrates, for the current selection in the tree, all the cases in which the conditions for triggering the alerts defined by the administrator have been met.

The information included on this page:

■ **Tree structure** containing **Login**, **Users** and **Computers** analyzed on separate tabs.
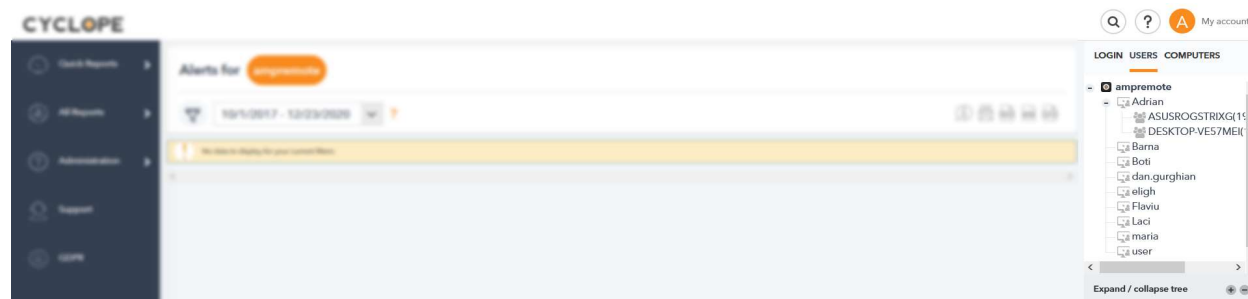
■ Data table containing the following information displayed in columns containing the following information displayed in columns:
  ✓ Name - The name of the alert that was triggered.
  ✓ Type - The type of alert that was triggered.
  ✓ For -
  ✓ Description - Details of the set alert.
  ✓ Actions - Actions applicable to the alert.

The **calendar date selector** offers several predefined time intervals (T*oday, Yesterday, This Week, Last Week, This Month,* and *Last Month*) as well as the ability to select a specific Date or Date Range, and all of these can be combined with an option that applies a time filter over the desired time interval.

A dropdown list filter that allows the user to filter the information in the table by any of the registered applications on the monitored workstations and which have the type set to 'Alerts'.

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16. Applications forms

This report contains the hierarchy of all windows included in the workflow, corresponding to the current selection in the tree. Usage times can be analyzed for each entry, but the total time values for the loaded page are also available.

The information included on this page:

■ **Tree structure** containing **Login**, **Users** and **Computers** analyzed on separate tabs.

- **Data table** containing the following information displayed in columns:
  - ✓ Application - The name of the application whose window is listed.
  - ✓ Show in - The name of the report where this window appears.
  - ✓ Window Name - The name of the monitored window.
  - ✓ Total Time - The total time spent in each window.
  - ✓ Active Time - The active time spent in the monitored window.
  - ✓ Idle Time - The elapsed idle time focusing on the monitored window.

Application	Show in	Window Name	Total Time	Active Time	Idle Time
Total (on this page)			1113h 25m 22s	667h 2m 0s	446h 23m 22s
Skype.exe	Chat [change]	Skype	150h 10m 43s	104h 41m 23s	45h 29m 20s
Google Chrome	Internet [change]	WHMCS - Support Tickets - Google Chrome	141h 16m 32s	92h 27m 44s	48h 48m 48s
VirtualBox Virtual Machine	Application Forms [change]	win7 [Running] - Oracle VM VirtualBox	75h 31m 16s	65h 14m 12s	10h 17m 4s
Application Frame Host	Internet [change]	Skype	58h 42m 27s	50h 11m 27s	8h 31m 0s
Firefox	Internet [change]	WHMCS - Support Tickets - Mozilla Firefox	101h 12m 38s	49h 6m 58s	52h 5m 40s

*AS A GENERAL CONVENTION IN THE GRAPHS IN THE CYCLOPE APPLICATION, THE **ACTIVE TIME** IS REPRESENTED BY **GREEN**, WHILE THE **IDLE TIME** IS REPRESENTED BY **RED**. KEEPING THE SAME CONVENTION, THE ACTIVE TIME COLUMN HAS A GREEN BACKGROUND WHILE THE IDLE TIME COLUMN HAS A RED BACKGROUND.*

The **calendar date selector** offers several predefined time intervals (T*oday, Yesterday, This Week, Last Week, This Month,* and *Last Month*) as well as the ability to select a specific Date or Date Range, and all of these can be combined with an option that applies a time filter over the desired time interval.

A dropdown list filter that allows the user to filter the information in the table by any of the registered applications on the monitored workstations and which have the type set to 'Application'.

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17. Timeline

17.1 Timeline

The chronological report provides the list of all activities performed by an user, arranged in chronological order of their performance. The heatmap completes with a visual perspective the image of the disposition of the user's activities during a working day.

The information included on this page:

- **Tree structure** containing **Login**, **Users** and **Computers** analyzed on separate tabs.

- **Bar chart** showing the time sequence of all monitored applications for the specified date.
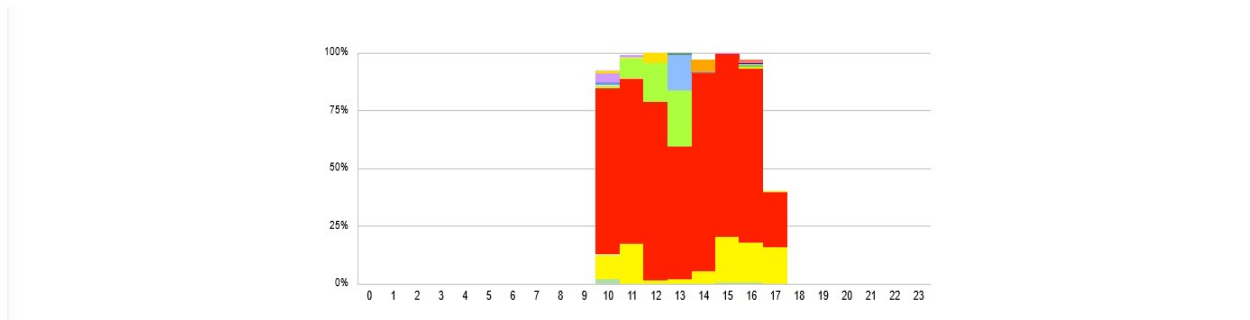
- **Data table** containing the following information displayed in columns:
  - ✓ Hour - On this page, the information is grouped by hours.
  - ✓ Total - The length of time (accompanied by start time and end time) of each period of continuous use of an application.
  - ✓ Filter by application - The name of the applications used by the employee, displayed in chronological order.

    NOTE: A LINK TO THE NUMBER OF WINDOWS USED IS INCLUDED UNDER THE NAME OF EACH APPLICATION within the monitored application within the displayed time period. If you click on this link, the detailed list of used windows appears. The total number of windows associated with that application is also specified in parentheses.

    NOTE: IF YOU CLICK ON THE NAME OF A LISTED APPLICATION THE REPORT WILL BE FILTERED ACCORDINGLY with the name of the selected application.

  - ✓ Category - A dropdown selection where the user can assign one of the defined categories to a chat window. The default value is ***Uncategorized***.

Hour	Total	filter by application	Category
	0h 0m 3s 10:03:58 AM - 10:04:01 AM	☐ Windows host process (Rundll32) **1 windows**(1 windows total)	Windows Utilities ▾
	0h 0m 1s 10:04:01 AM - 10:04:02 AM	☐ Desktop **1 windows**(1 windows total)	Uncategorized ▾
	0h 0m 3s 10:04:02 AM - 10:04:05 AM	☐ Windows Explorer **1 windows**(9 windows total)	Windows Utilities ▾
	0h 0m 10s 10:04:05 AM - 10:04:15 AM	☐ Microsoft Outlook **2 documents**(31 documents total)	Email ▾
	0h 0m 16s 10:04:15 AM - 10:04:31 AM	☐ Lifesize **1 windows**(1 windows total)	Uncategorized ▾
	0h 0m 3s 10:04:31 AM - 10:04:34 AM	☐ Skype for Business **1 chats**(1 chats total)	Uncategorized ▾
	0h 0m 3s 10:04:34 AM - 10:04:37 AM	☐ Lifesize **1 windows**(1 windows total)	Uncategorized ▾

NOTE: CHANGING THIS OPTION IS ONLY ALLOWED AT THE DEPARTMENT LEVEL.

The **calendar date selector** offers several predefined time intervals (Today or Yesterday as well as the possibility to select a specific Date. Additionally, it can also be filtered after a time interval using the 2 dropdowns.

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17.2 Activities Sequences

Starting with a granularity similar to the chronological report, and also keeping the chronological order of the activities, the Activity Sequences report visually presents all the occurrences of the defined activity sequences, for an user and for a single working day.

The information included on this page:

■ **Tree structure** containing **Login**, **Users** and **Computers** analyzed on separate tabs.

- **Data table** containing the following information displayed in columns:
  - ✓ Total - The length of time (accompanied by start time and end time) of each period of continuous use of an application.
  - ✓ Activity - The names of the applications used by the user, displayed in chronological order.
  - ✓ Sequence -

Total	Activity	Sequence
0h 0m 3s 10:03:58 AM - 10:04:01 AM	Windows host process (Rundll32) Dialog	
0h 0m 1s 10:04:01 AM - 10:04:02 AM	Desktop	
0h 0m 3s 10:04:02 AM - 10:04:05 AM	Windows Explorer	
0h 0m 3s 10:04:05 AM - 10:04:08 AM	Microsoft Outlook Opening - Outlook	

Note: The name of each application includes the number of windows used in the analyzed application during the displayed time period. The total number of windows associated with that application is also specified in parentheses.

The **calendar date selector** offers some predefined time intervals (*Today* or *Yesterday* as well as the possibility to select a specific Date.

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