CYCLOPE

User Guide, Settings

Parameterized analysis of CYCLOPE usage indicators

Settings management

Cyclope Computer Monitoring Software

Content

Application settings management

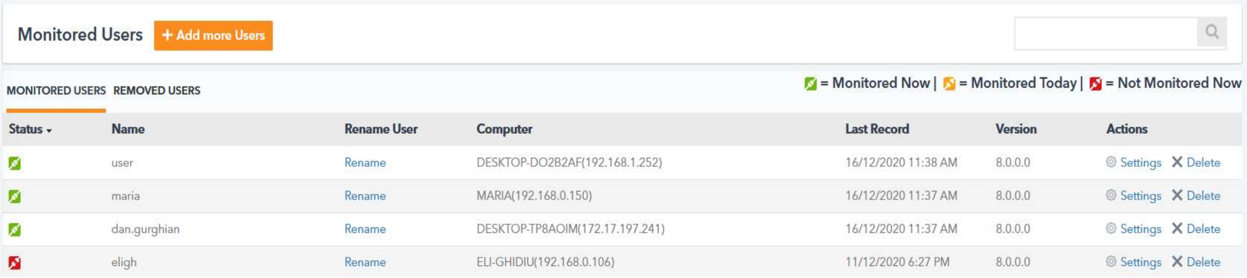
1. Monitored users

This page contains the list of all stations on which the activity analysis client application has been installed and all users used to connect to the analyzed workstations, respectively.

The information included on this page:

1.1 Monitored users

- **Data table** containing the following information displayed in columns:
  - ✓ Status - Icon that reflects the status of each employee. The **green** version of the icon shows that the user is now scanned, the **orange** version of the icon indicates that the server has not received data from the client for a period of time 6 times longer than the connectivity period set for that user's client and the **red** version of the icon indicates that the server has not received data from the client on that station, and with that user, for more than 24 hours.
  - ✓ Name - The Windows user name used by the employee on the analyzed station.
  - ✓ Rename User - shortcut link to a form that allows the renaming, only within the analysis application, of the Windows Username used by that employee.
  - ✓ Computer - The name of the computer used by the employee. The name of each station, in parentheses, also includes the IP address used by that station.
  - ✓ Last record - The date and time when the last registration from the client was received on the server.
  - ✓ Version - The version of the client application installed on that station.
  - ✓ Actions - Links to view and change the client's current settings, and to delete the analyzed employee.


Monitored Users + Add more Users

MONITORED USERS REMOVED USERS

= Monitored Now | = Monitored Today | = Not Monitored Now

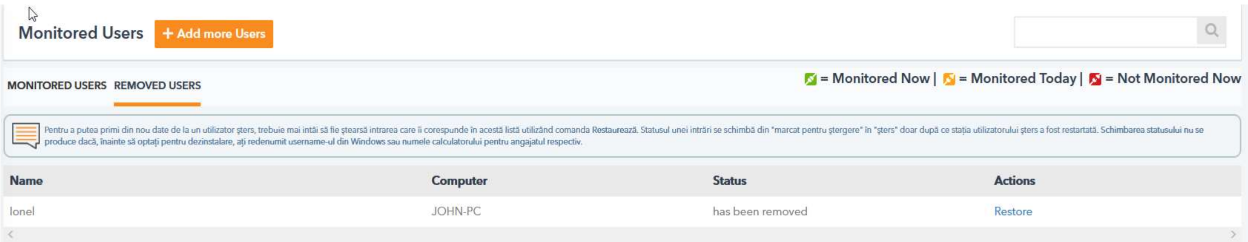
Status	Name	Rename User	Computer	Last Record	Version	Actions
	user	Rename	DESKTOP-DO2B2AF(192.168.1.252)	16/12/2020 11:38 AM	8.0.0.0	Settings ✕ Delete
	maria	Rename	MARIA(192.168.0.150)	16/12/2020 11:37 AM	8.0.0.0	Settings ✕ Delete
	dan.gurghian	Rename	DESKTOP-TP8AOIM(172.17.197.241)	16/12/2020 11:37 AM	8.0.0.0	Settings ✕ Delete
	eligh	Rename	ELI-GHIDIU(192.168.0.106)	11/12/2020 6:27 PM	8.0.0.0	Settings ✕ Delete

NOTE: DELETING THE ANALYZED USER WILL DELETE ALL DATA ASSOCIATED WITH THAT USER AND THEN YOU WILL BE ASKED IF YOU WANT TO UNINSTALL THE CLIENT APPLICATION FROM THE MACHINE IN QUESTION.

NOTE: A SEARCH CONTROL IS INCLUDED ABOVE THE TABLE THAT ALLOWS YOU TO SEARCH THE TABLE WITH USERS ANALYZED, TAKING INTO ACCOUNT THE INFORMATION IN THE NAME FIELD.

1.2 Removed users

- **Data table** containing the following information displayed in columns:
  - ✓ Name - The Windows user name used by the user on the analyzed station.
  - ✓ Computer - The name of the computer used by the user.
  - ✓ Status - There can be two values for this column: *marked for deletion* for users that have been deleted, and this action was not implemented because the client application on that station was not restarted and deleted if the deletion action materialized.
  - ✓ Actions - The *Restore* action appears on this column to remove a user from this list of deleted users. After performing the action, the client will resume sending data to the server, after restarting the client application (respectively by restarting the workstation).

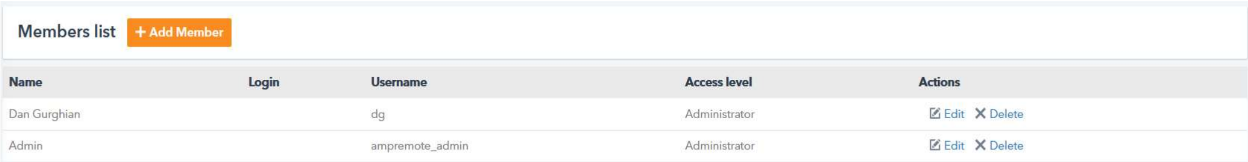


2. Members list

This page lists all the access accounts to the analysis application, and you can manage these accounts: add, edit or delete.

The information included on this page:

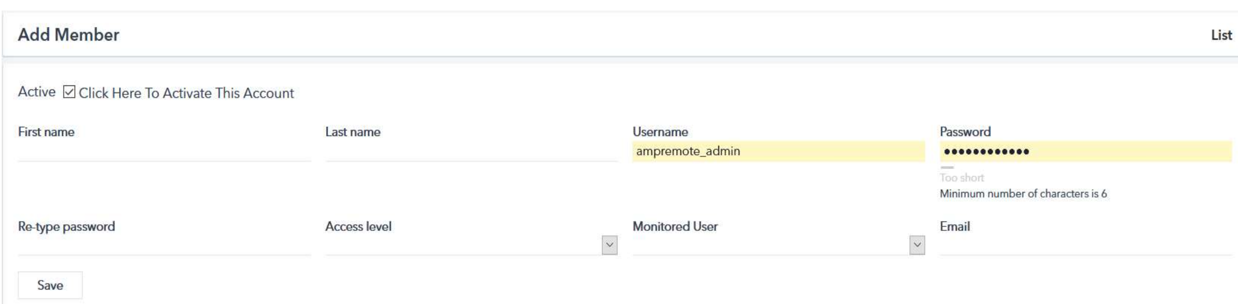
- **Data table** containing the following information displayed in columns:
  - ✓ Name - Last name and first name set for the account.
  - ✓ Login - Windows username (appears if the account access level is Employee)
  - ✓ Username - The name specified for the product interface access account.
  - ✓ Access level - The access level set for the account (Administrator, TechAdmin, Manager, Limited Manager, Employee)
  - ✓ Actions - Links to edit or delete your login account.



2.1 Add member

This page allows you to create a new login account or modify an existing login account. The user has the following options:

- The **Active** box, used to deactivate only the login account instead of deleting it and losing the information
- **First name**. First name specified for the login account.
- **Name**. The name specified for the login account.
- **Username**. The name of the interface access account.
- **Password**. Access account password. The password security level can also be checked as you fill in this field.
- **Re-type password**. Verify the password by re-entering it in this field.
- **Access level**. The available options are: Administrator, TechAdmin, Manager, Limited Manager and Employee. The Administrator account has full rights, while the Manager account can only see the statistics of one or more departments and its access to the Administration section is limited (Alerts, Settings, Applications, Activity Categories). The Limited Manager account can only access the Statistics section without having access to the Administration section. The Employee login account can view the statistics of a single employee.
- **Monitored user**. Contains the access scope for the created account. When creating an Administrator account, this field is not visible and is not required.
- **E-mail.** You can optionally specify an email address when creating the login account.
- **Dropdown list**. Select a user from this list to create an access account from existing users in Active Directory. In this case, the password does not need to be filled in, the login password in Active Directory is valid.
- **Save button**. Tap Save to save the changes and create the account.



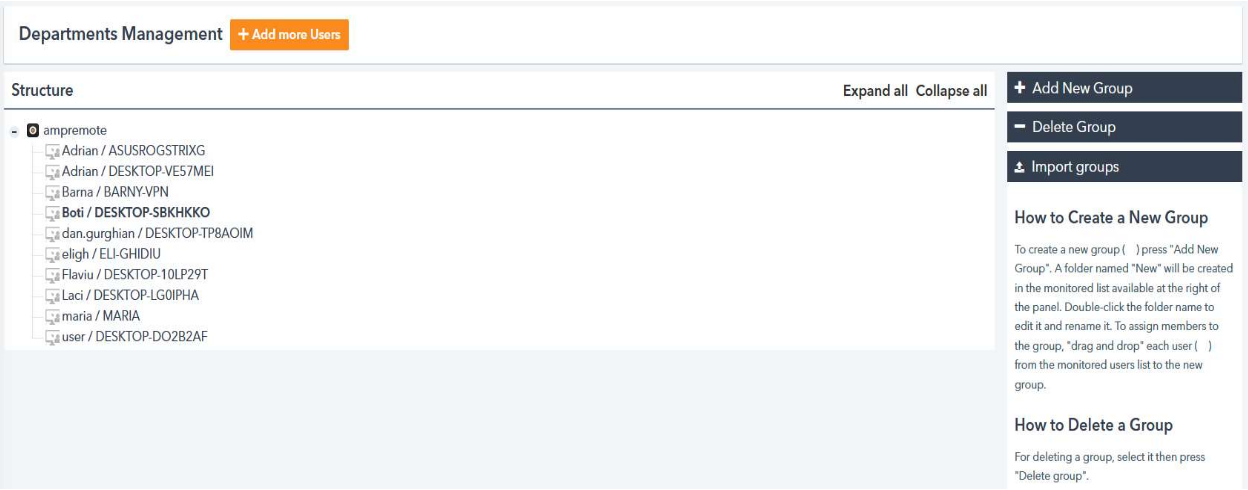
3. Departments

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

- The section called **Structure** comprises the tree structure of the entire analyzed network.
- The **Add New Group** button creates a new department.
- The **Delete Group** button allows you to delete an existing department.

- The **Import Groups** button is an option that can create the entire tree structure in the analysis application from the existing structure in Active Directory.
- The **Expand All** button expands all nodes in the tree structure.
- The **Collapse All** button narrows all nodes in the tree structure.

NOTE: READ THE INSTRUCTIONS ON THE PAGE TO CREATE AND DELETE DEPARTMENTS.

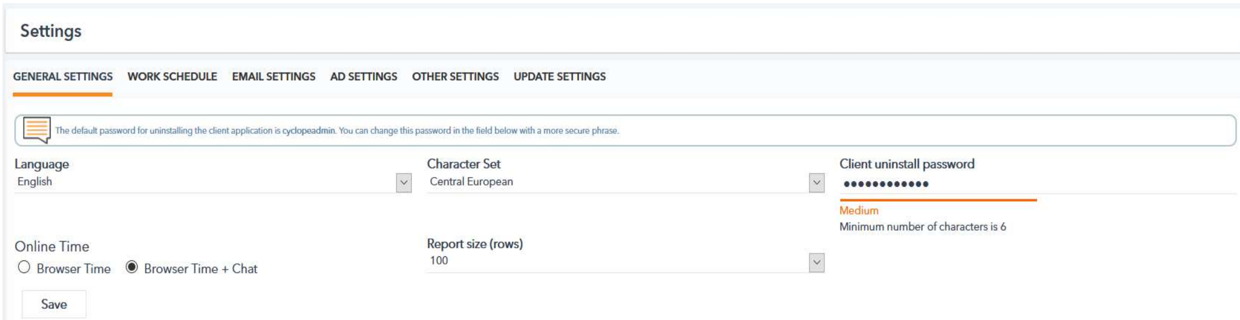


4. Settings

This page brings together several application settings, grouped into separate tabs.

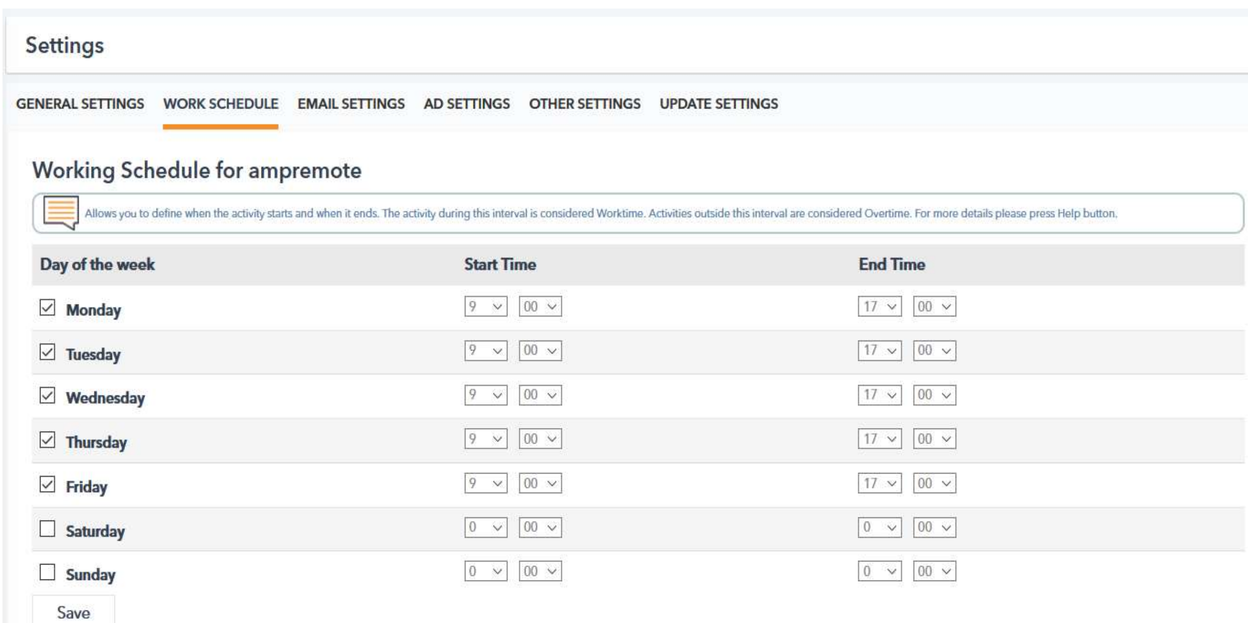
4.1 General settings

- **Language**. The list contains predefined values for setting the language in the interface.
- **Character set**. You can choose a character set according to the selected language (for example Central European for English)
- **Client uninstall password**. Fill in the field required in this field when manually uninstalling the client application from the analyzed stations. The password security level can also be checked as you fill in this field.
- **Online time**. The administrator can decide whether the time spent online also includes the time spent in chat applications, in addition to the time spent in browser applications.
- **Report size (rows)**. Select the size of the data tables that are included in the statistical reports in the product interface. PDF reports that can be exported are also affected by this setting. The default value is 100.
- The **Save button** allows you to save and apply the set values.



4.2 Work schedule

- This tab allows you to define the **work schedule** for all monitored users. Use the dropdown boxes and controls to create virtually any setup for a week.
  NOTE: THE WORK SCHEDULE CAN ONLY BE SET AT THE DEPARTMENT LEVEL.
- The **Save** button allows you to save and apply the set values.

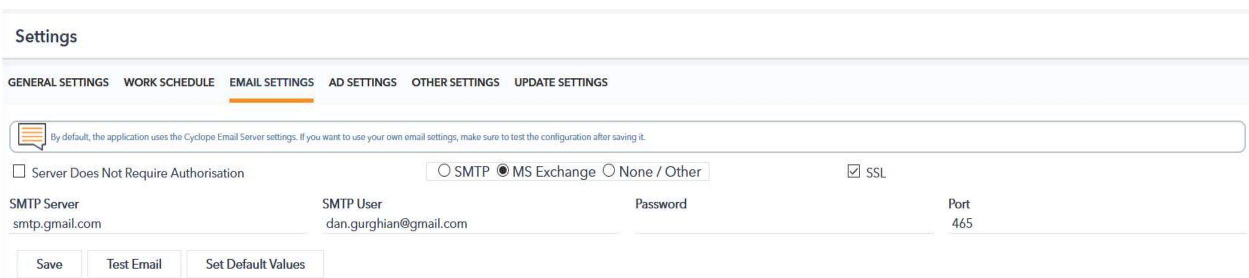


4.3 Email settings

NOTE: TO USE THE EMAIL REPORTING FEATURE, YOU MUST CONFIGURE THE EMAIL SETTINGS FIRST.

- **Check** option. *Server does not require authentication* - tick only if the email server does not require authentication.

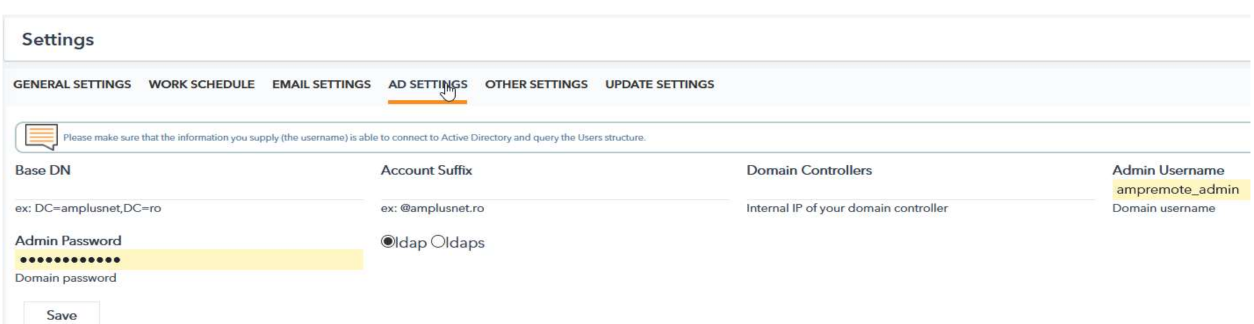
- **Radio buttons.** Select from several available variants the type of email server (SMTP, MS Exchange, None or Other type)
- **Check** option. SSL - is checked only if the email server requires this protocol.
- **SMTP server**. Name for the SMTP email server.
- **SMTP user**. Username for accessing the SMTP server (email address).
- **Password**. Password associated with the SMTP server access account
- **Port**. The port used to send emails
- The **Save** button allows you to save the current settings.
- The **Test Email** button attempts to send a test email, using the current email settings, to the email address with which the application was registered. The user will then be notified of the result of this test.
- The **Set Default values** button resets the mail settings to the default level with which the application was originally installed..



4.4 AD Settings

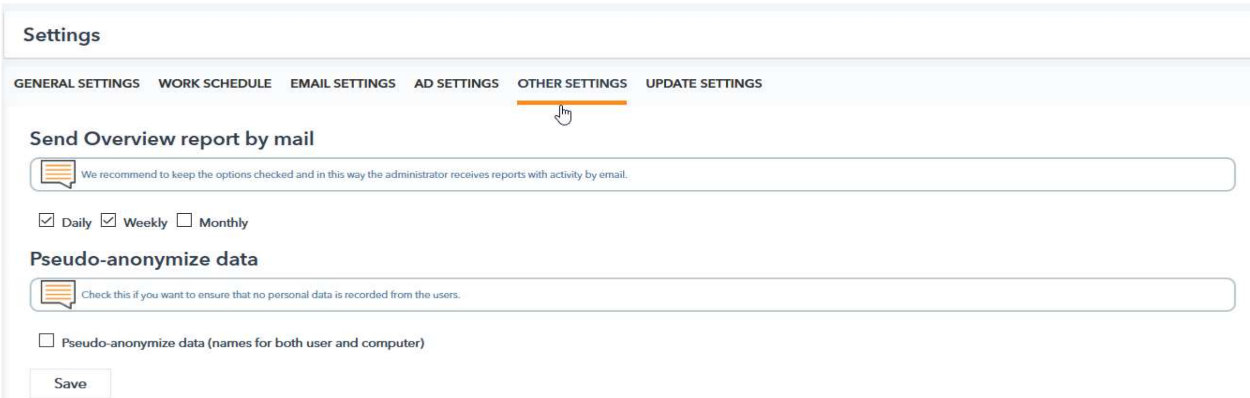
NOTE: IT IS NECESSARY TO CAREFULLY FOLLOW THE EXAMPLES WRITTEN NEXT TO EACH FIELD WHEN FILLING IN THESE FIELDS..

- **Base DN**. Domain name base.
- **Account suffix**. The specific suffix for all accounts in the domain.
- **Domain controllers**. The internal IP of the domain controller.
- **Admin username**. A user with administrative rights is entered în this field
- **Admin Password**. The password for the administrator account listed above.
- **Radio buttons**. Select the type of authentication in the domain: LDAP or LDAPS
- The **Save** button allows you to save the current configuration.



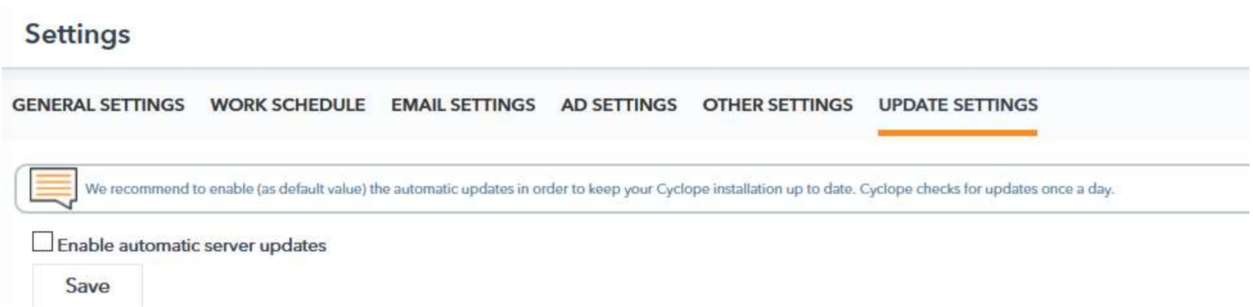
4.5 Other settings

- **Send Overview report by mail**
  NOTE: YOU CAN SELECT HOW OFTEN TO SEND REPORTS BY E-MAIL.
- **Pseudo-anonymize data** By checking this option, no more personal data is collected from users
- The **Save** button allows you to save the current configuration.



4.6 Update settings

- By checking the "Enable automatic server updates" box, the server application will be updated automatically to the latest available version.
- The **Save** button allows you to save the current configuration.



5. Reports by Email

This section will define the reports that will be sent by e-mail. The departments for which reports will be generated, the recipients, the type of reports, the format of the reports (pdf, xls, csv) and the generation / sending frequency will be defined.

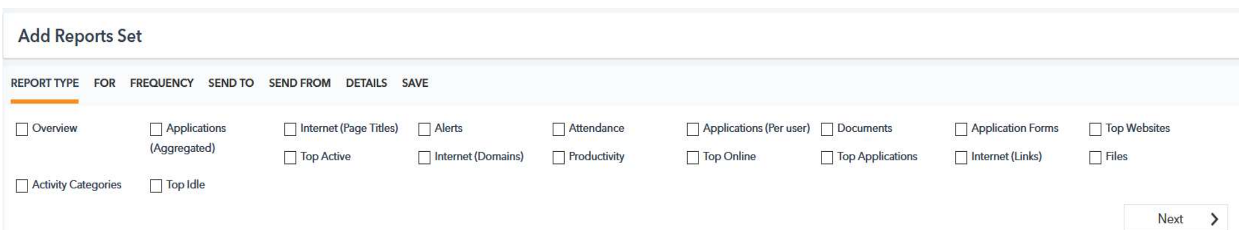
The information included on this page:

- **Data table** containing the following information displayed in columns:
  - ✓ Name - The name of the defined report set.
  - ✓ For - List of departments whose data are contained in the selected reports.
  - ✓ Description - The description associated with the report set.
  - ✓ Actions - Edit or delete link for each set.

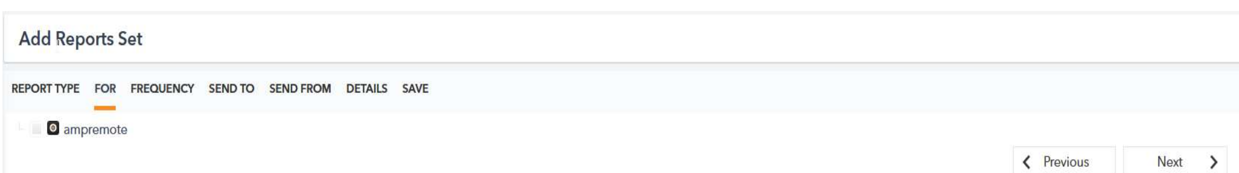
5.1 Add reports set

If you want to add a new report set or edit one of the existing sets, you are brought to this page. The configurator on the page requires several steps:

- **Select report type**. Check one or more reports in the list.



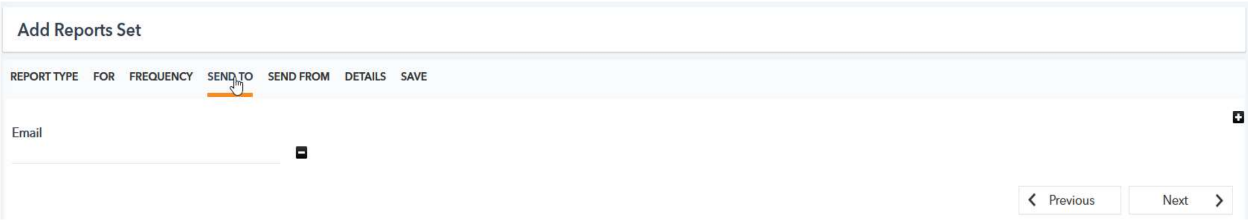
- **For**. Next, you need to specify the departments whose data will be included in the selected reports.



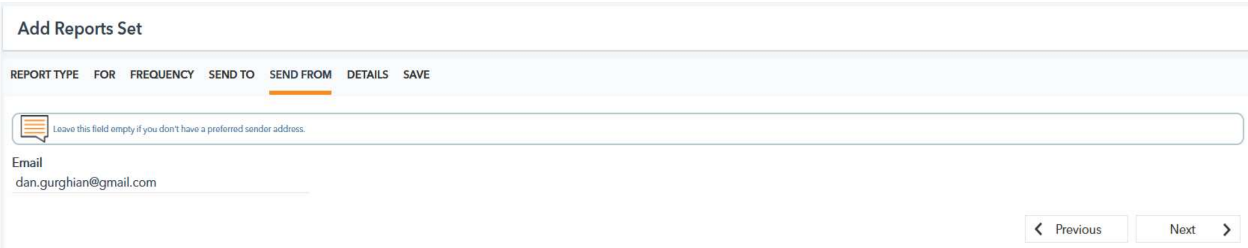
- **Frequency**. Determine how often you want to receive reports.

NOTE: REPORTS WILL BE SENT TO THE SPECIFIED EMAIL ADDRESSES AT THE END OF THE SELECTED PERIOD. FOR EXAMPLE, IF YOU CHECKED THE DAILY OPTION, TODAY'S REPORTS WILL BE SENT STARTING AT 12:00 AM TOMORROW.

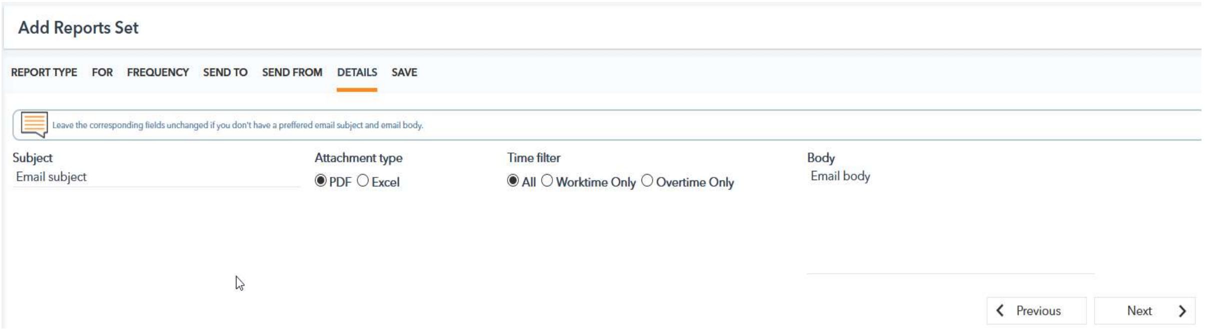
- **Send to**. Add one or more email addresses to which you want the selected reports to be sent.



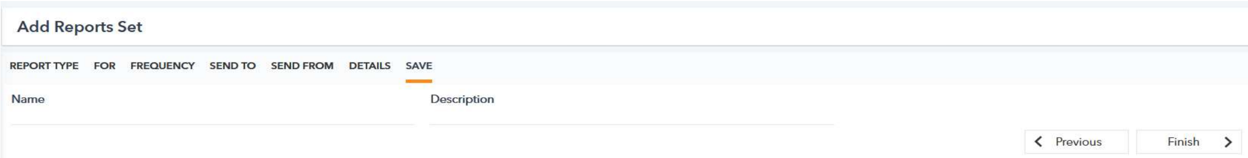
- **Send from**. Specify the email address that appears in the Sender field for the email that will contain the selected report. The default email address is root @ localhost.



- **Details**



- **Save**. The last step of the configurator is to ask you for a name for the report set. Optionally, you can add a short description. The *Finish* button ends the process.



6. Alerts

The section allows the definition of alerts / notifications regarding different events of interest:

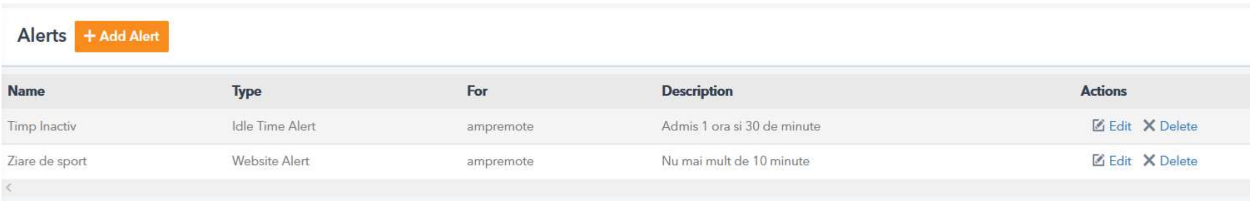
- ✓ Work schedule alert
- ✓ Idle time alert
- ✓ Online time alert

- ✓ Application alert
- ✓ Monitor alert
- ✓ Website alert
- ✓ Sequence alert

Triggered alerts will be displayed in the Alerts report in the reports section.

The information included on this page:

- **Data table** containing the following information displayed in columns:
  - ✓ Name - The name of the defined alert.
  - ✓ Type - Alert type
  - ✓ For - List of departments for which the alert applies.
  - ✓ Description - Alert description (this field is optional).
  - ✓ Actions - Links to edit or delete each alert.



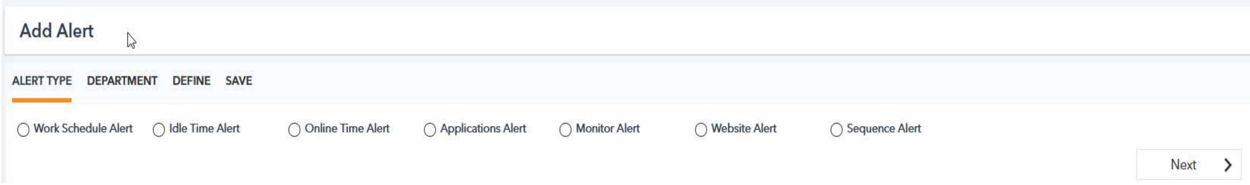
Name	Type	For	Description	Actions
Timp Inactiv	Idle Time Alert	ampremote	Admis 1 ora si 30 de minute	Edit Delete
Ziare de sport	Website Alert	ampremote	Nu mai mult de 10 minute	Edit Delete

6.1 Add alert

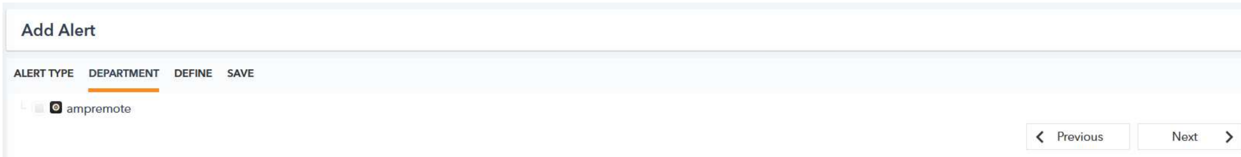
If you want to add a new alert or edit one of the existing alerts, you'll be taken to this page. The configurator on the page requires several steps:

Select report. Specify the type of alert. You can choose between:

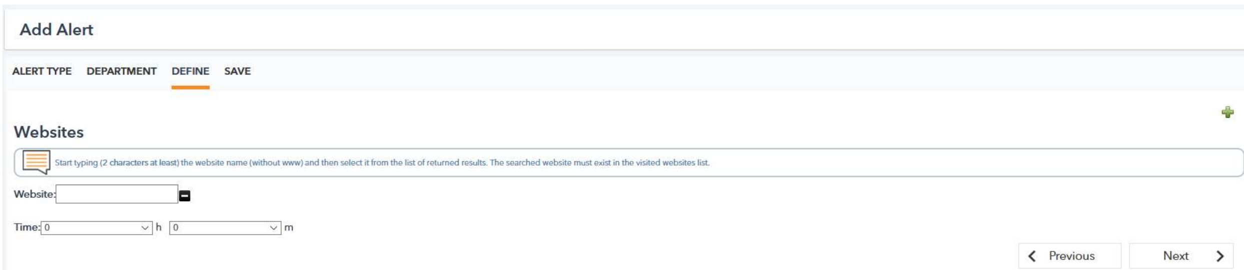
- Work schedule alert
- Idle time alert
- Online time alert
- Application alert
- Monitor alert
- Website alert
- Sequence alert



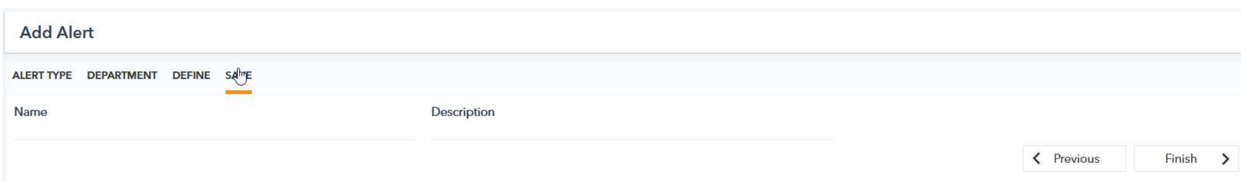
- **Department**. Select the department (s) for which you want to trigger this alert.



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



- **Save.** This is the last configuration step. To save the alert, you must first specify a name and then click Finish. You can also optionally specify a short description of the alert.



7. Applications

This page displays all the desktop applications that have been accessed and some information about them (the activity category and the report in which they will be presented). It is also allowed to change this information or even the name under which the application appears in reports. The information included on this page:

- **Data table** containing the following information displayed in columns:
  - ✓ Name - The name of the registered application.
  - ✓ Show in - The type of each application, as seen by the monitoring solution.
  - ✓ Category - Each application can be assigned a category from the existing ones. If no assignment is made this column will indicate *No category*.
  - ✓ Actions - Link for editing each application.

Applications

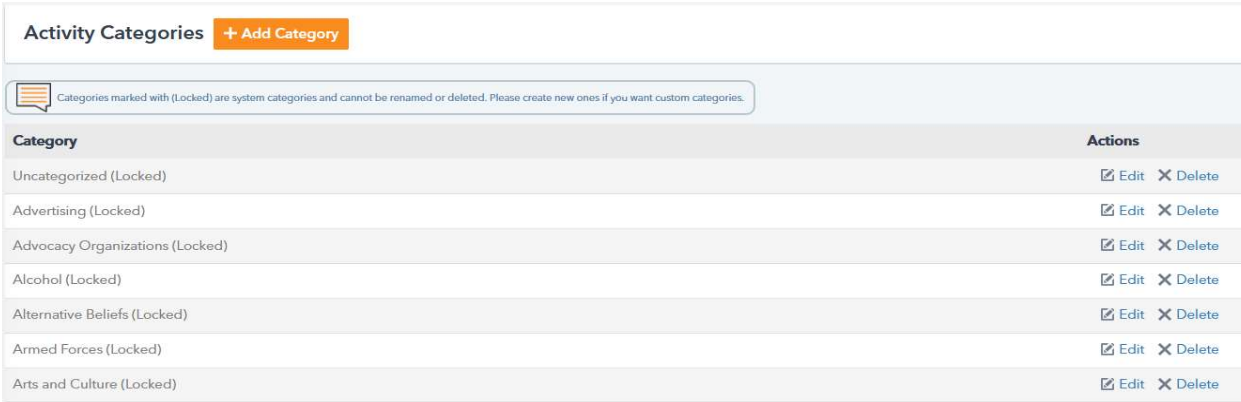
Name	Show in	Category	Actions
	Application Forms	Uncategorized	Edit
µTorrent	Application Forms	Peer-to-peer File Sharing	Edit
安装/卸载	Application Forms	Uncategorized	Edit
5c43243a-86f2-4fee-9fe8-027cbe70ec1d.exe	Application Forms	Uncategorized	Edit
7-Zip File Manager	Application Forms	Windows Utilities	Edit
7-Zip GUI	Application Forms	Windows Utilities	Edit

8. Activity categories

This section allows you to view and edit activity categories. As well as the definition of new categories. The information included on this page:

- **Data table** containing the following information displayed in columns:
  - ✓ Category - Category name.
  - ✓ Actions - Links for editing or deleting each category.

NOTE: CATEGORIES MARKED WITH (LOCKED) ARE SYSTEM CATEGORIES AND CANNOT BE RENAMED OR DELETED.



Activity Categories + Add Category

Categories marked with (Locked) are system categories and cannot be renamed or deleted. Please create new ones if you want custom categories.

Category	Actions
Uncategorized (Locked)	Edit Delete
Advertising (Locked)	Edit Delete
Advocacy Organizations (Locked)	Edit Delete
Alcohol (Locked)	Edit Delete
Alternative Beliefs (Locked)	Edit Delete
Armed Forces (Locked)	Edit Delete
Arts and Culture (Locked)	Edit Delete

8.1 Add category

If you want to add a new activity category or edit one of the registered categories, you are brought to this page.

- **Category**. Specify a name for the category to be created.
- The **Save** button allows you to save changes and create a new activity category.

9. Activities sequences

In this section we will view the defined activity sequences and also define new sequences.

The information included on this page:

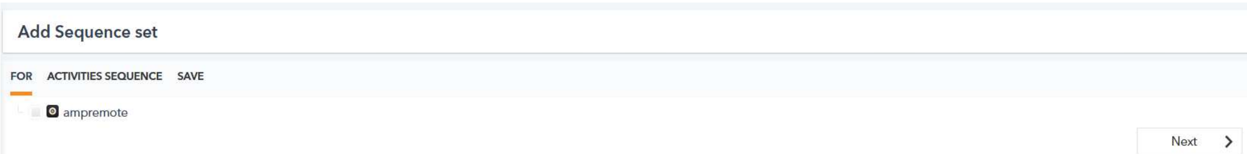
- **Data table** containing the following information displayed in columns:
  - ✓ Name - The name of the defined sequence.
  - ✓ For - List of departments whose data are contained in the selected reports.
  - ✓ Description - The description associated with the report set.
  - ✓ Actions - Edit or delete link for each set.

Nume	Pentru	Descriere	Acțiuni
test secventa alex 1	Admin2, Exemplu	12346789	Editează Șterge
test secv alex 2	Admin2, Exemplu	12345897891231	Editează Șterge
cerasela4	Exemplu	.	Editează Șterge
Cerasela3	Exemplu	.	Editează Șterge
Cerasela2	Exemplu	descriere test	Editează Șterge
ALEX 3	Admin2	132456789	Editează Șterge

9.1 Add sequence

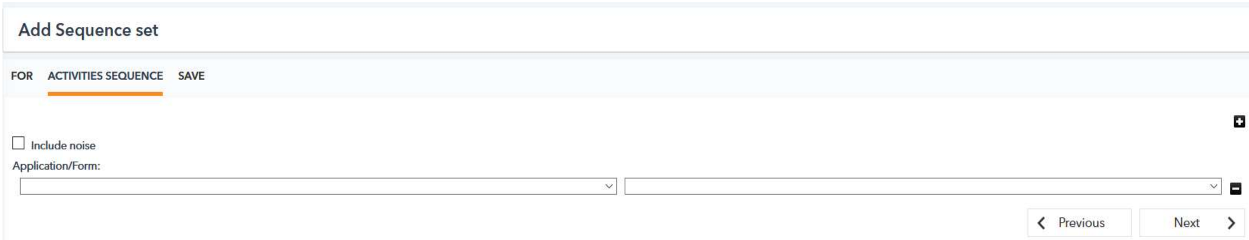
If you want to add a new sequence of reports or edit one of the existing sets, you are brought to this page. The configurator on the page requires several stepsIf you want to add a new sequence of reports or edit one of the existing sets, you are brought to this page. The configurator on the page requires several steps:

- **For**. Next, you need to specify the departments whose data will be included in the selected reports.



- **Activities sequence**. At this step, the sequence of activities followed is effectively established. The first step is to select the application and then (optionally) select a specific window within that application. These steps can be repeated several times - depending on the number of operations / activities in the sequence.

  Another aspect that can be configured is the acceptance of noise. If noise is accepted then the occurrence of other activities interspersed with operations defined in the sequence will be ignored.

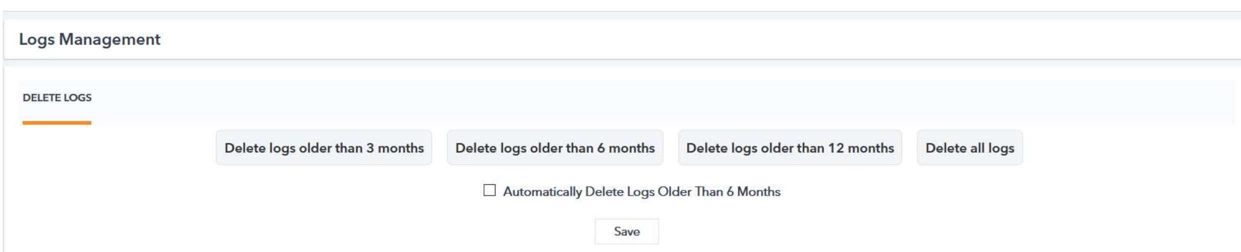


- **Save**. The last step of the configurator asks you for a name for the defined sequence. Optionally, you can add a short description. The *Finish* button ends the process.

10. Logs management

This page allows you to perform some basic delete operations on saved logs.

- **4 predefined options** are available with a simple click. These are: Delete logs older than 3 months, Delete logs older than 6 months, Delete logs older than 12 months, and Delete all logs



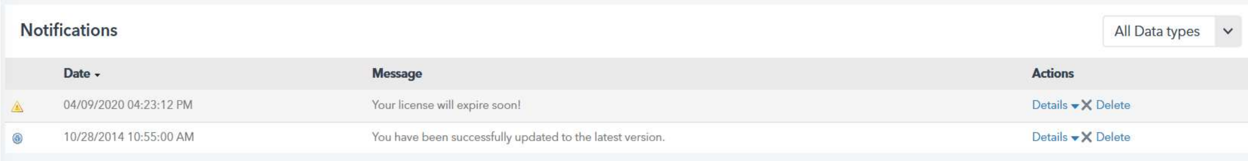
11. Notifications

This section presents the notifications generated by the application regarding licensing, updates, etc. The information included on this page:

- **Data table** containing the following information displayed on the columns:
  - ✓ Date - Date of notification.
  - ✓ Message - Text message of the notification.
  - ✓ Actions - Links to view more details and delete the notification.

  NOTE: ONCE A NOTIFICATION HAS BEEN DELETED, IT WILL NO LONGER APPEAR IN THE INTERFACE.

THERE ARE THREE TYPES OF NOTIFICATIONS: ERROR MESSAGES (ACCOMPANIED BY A RED ICON), WARNING MESSAGES (ACCOMPANIED BY A YELLOW ICON) AND INFORMATION MESSAGES (ACCOMPANIED BY A BLUE ICON).



12. Color themes

The monitoring solution gives you the ability to customize the application interface. Choose an existing color theme, or create your own theme for the graphs shown on the reporting interface.

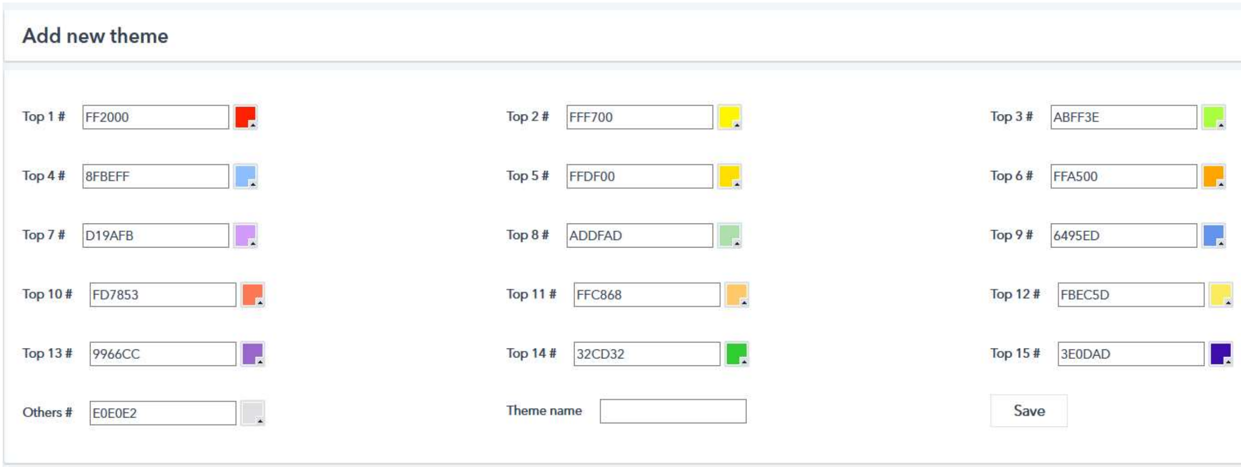
- The **Color Themes** list shows the defined color themes:
  - ✓ A check mark icon indicates the current color theme.
  - ✓ Theme name - Contains the name of each defined color theme.
  - ✓ Colors - This column contains the actual set of colors. Each set contains 15 colors, along with a neutral color used to graph grouped items (for example: Other).
  - ✓ Actions - Links to select and apply a color theme, and to edit or delete one of the defined color themes.

NOTE: DELETING OR EDITING THE DEFAULT COLOR THEME (DEFAULT THEME) IS NOT ALLOWED..

12.1 Add new theme

This page allows you to define a color theme or edit a previously defined color theme.

- Each color must be defined by specifying a valid **hexadecimal code**. If you do not have a code ready, you can use the **Color Picker** attached to each colored box.
- Theme name. Specify a name for the new color theme so that it can be identified in the list.
- The **Save** button allows you to save changes.

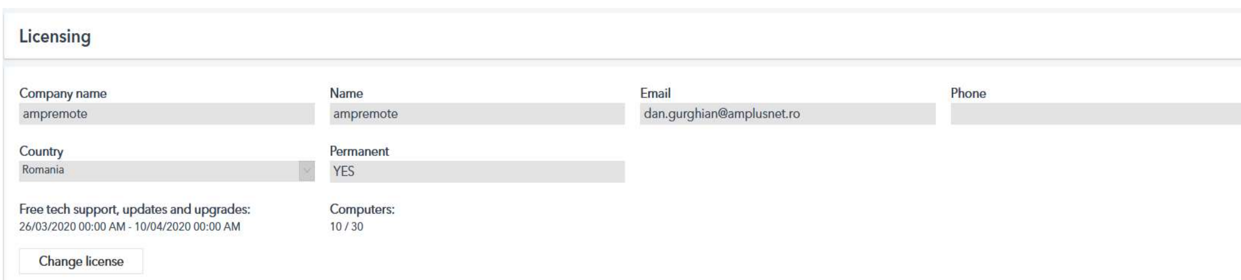


13. Licensing

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

- **Company Name**. The name of the company where the application is installed.
- **Name**. The name of the IT manager or administrator.
- **E-mail**. Associated email address.
- **Phone**. Phone number used for contact.
- **Country**. Select your location from the list of countries.
- **Permanent**. License code - permanent or annual.
- The **Change License** button allows you to change the licensing information.

NOTE: YOU CAN ALSO SEE THE EXPIRATION DATE OF THE LICENSE AND THE NUMBER OF MONITORED COMPUTERS COMPARED TO THE NUMBER OF MONITORED COMPUTERS ALLOWED UNDER YOUR LICENSE..

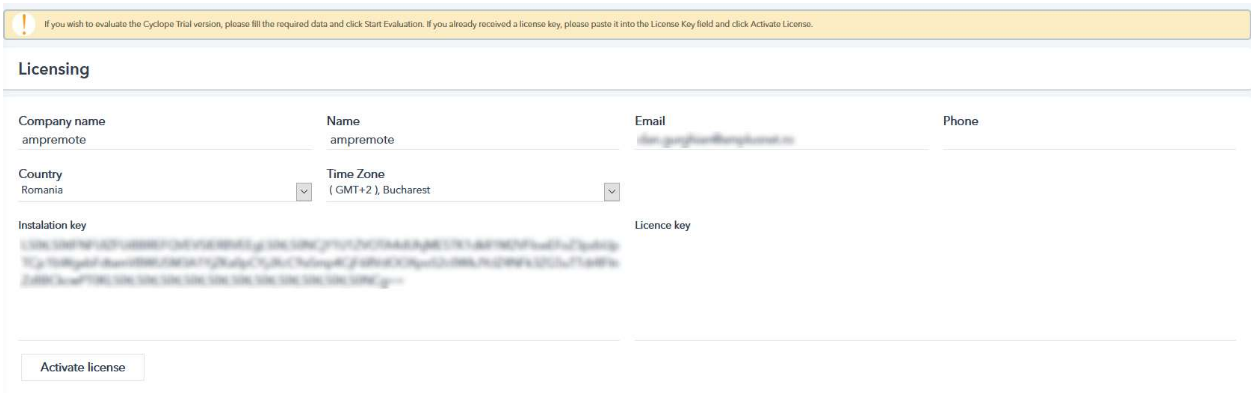


13.1 Change license

On this page you can change your licensing information.

- You can edit the information in the **Company Name**, **Name**, **Email**, **Phone**, and **Country** fields.
- **Installation code**. This code is generated for the computer where the monitoring solution - server component is installed.
- **License**. Include the license code received from the support team here.

- The **Activate license** button allows you to activate the license and start (or continue) using the application.
- The **Start Evaluation** button allows you to request a free evaluation period of the application.
  NOTE: THIS BUTTON IS ONLY AVAILABLE WHEN THE MONITORING SOLUTION IS INSTALLED FOR THE FIRST TIME AND YOU ARE BROUGHT TO THIS PAGE.



14. Updates

The monitoring solution now gives you the latest product updates right in the web interface. On this page you can see if there are new versions and what changes they bring.

- Each version of the application is listed in the **Updates** list along with the following information:
  - ✓ A check mark icon that indicates the current version.
  - ✓ Version - Version number.
  - ✓ Change log - A list of the most important changes.
  - ✓ Download date - Release date.
  - ✓ Actions - A link to upgrade to the latest version (appears next to newer versions) or a link to revert to an older version (appears next to older versions).