

Future Digital Footprint Ltd

Console User Guide

Version 1.0 - October 2017

Initial Release

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Document History

Table 1 – Document History

Version	Date	Summary
0.3	11/05/2016	Stage 3 Release updates
0.4	30/06/2016	Amendments post 0.3 review
0.5	30/05/2017	Stage 4 Release updates
0.6	01/09/2017	Final Draft post 0.5 review
1.0	31/10/2017	Initial Release Version

Table 2 – Glossary of Terms

Term	Description
Capture	Information about an event which consists of a screenshot, the word or phrase itself and other additional information pertaining to user, machine, application title and date/timestamp
Pre-graded capture	System defined grades awarded to captures by an automatic script
Graded capture	A capture with numeric value of importance; the value can vary from 0 to 5, 0 is awarded to captures without any grade by default, 1-5 is awarded to each capture by administrators and dependent on its perceived importance.
Show pre-graded	When enabled, displays number pre-graded captures along with graded and/or risk, where risk is calculated on system defined grades and volume.
Theme	Overall theme of grouped captures
Widget	A form containing configured data specific to the header title i.e. User Activity, contains a list of configured users and their associated capture counts, displayed by graded or pre-graded risk
Risk	Calculated risk based on graded/pre-graded and volume of captures

Introduction

Congratulations on choosing our safeguarding monitoring product, the most leading edge and intuitive computer and device monitoring system available that allows you to safeguard users while they are active in your ICT environment.

The purpose of our safeguarding monitoring product is to enable any organisation to enforce its own 'Acceptable Use Policy' and to control misuse of available computing resources.

This guide provides users with information pertaining to the console interface and its associated functionality and specific features.

Product Key Features

A potential violation generates a 'screen capture'. A capture is created when viewing or creating inappropriate material, based on words and/or phrases contained within it. A capture can be generated by a keyboard entry or by viewed data/content.

When a 'screen capture' is taken on the client device, it is then sent to the console for storage and later examination. In this instance the user may be warned of this action and the offending program potentially terminated depending on the severity of the instance or the level of settings set by each establishment. Alternatively, the whole process can occur without the user's knowledge (stealth mode).

The following key features show how the software can help enforce the terms of an Acceptable Use Policy and detect potential misuse.

Desktop Filtering

This feature filters all the content that appears on the desktop, based on a series of built-in word/phrase libraries. If a user views or types inappropriate text, a full screen capture is taken in real-time showing all the things that they were doing at that time. This information can then be viewed and assessed by an administrator and the appropriate action taken.

Web Site Logging

This feature records all web sites that a user has visited, duration of the visit and how many times that site has been visited.

Acceptable Use Policy Display

This feature can force the Acceptable Use Policy (AUP) of your organisation to be displayed at boot-up, each logon or tied to specific applications. The user must digitally 'accept' the AUP to use the computer and/or specified application. All accept and decline responses are logged.

Browser Support

Browser & OS support

Browser\OS	OS X El Capitan	Windows 8.1	Windows 10	Windows 7	OS X Mountain Lion	OS X Mavericks	OS X Yosemite
Edge	×	×	+	×	×	×	×
Chrome	+	+	×	×	×	×	×
Firefox	×	+	×	×	×	×	×
IE 11	×	+	×	+	×	×	×
Safari	+	×	×	×	×	×	×



Browser/OS - supported



Browser/OS - unsupported

Login

To login to the console you need to enter the URL provided by our Support Team in any supported Internet Browser from any Internet-enabled device.

Once the shortcut is launched, the login dialog will be displayed.

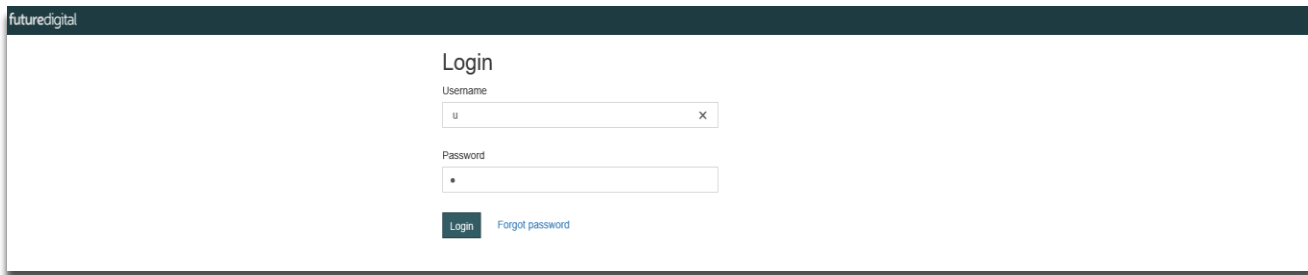
A screenshot of a web browser window showing a login dialog. The dialog has a dark blue header with the text "futuredigital" in white. Below the header, the word "Login" is centered. Under "Login", there are two input fields: "Username" and "Password". The "Username" field contains the letter "u" and has a small "X" icon on the right. The "Password" field contains a single asterisk "*" and is masked. Below the input fields, there is a "Login" button and a link that says "Forgot password".

Figure 1 - Login

The user credentials will be supplied to you at the same time as your software. Enter these details to login. Please note that they are case-sensitive.

HINT: Features in this document are subject to user access permissions

Dashboard

The **Dashboard** (Figure 2) displays several widgets containing real time statistics on all captures within the past 24 hours or 7 days. These are configurable within **Dashboard Settings**. All widgets are auto updated every 5 minutes. Each widget can also be refreshed manually by clicking on the **Reload** icon.

Visible on the top right corner of each widget are two available settings available:



Reload where selection will refresh the widget content



Collapse where selection will collapse the widget content

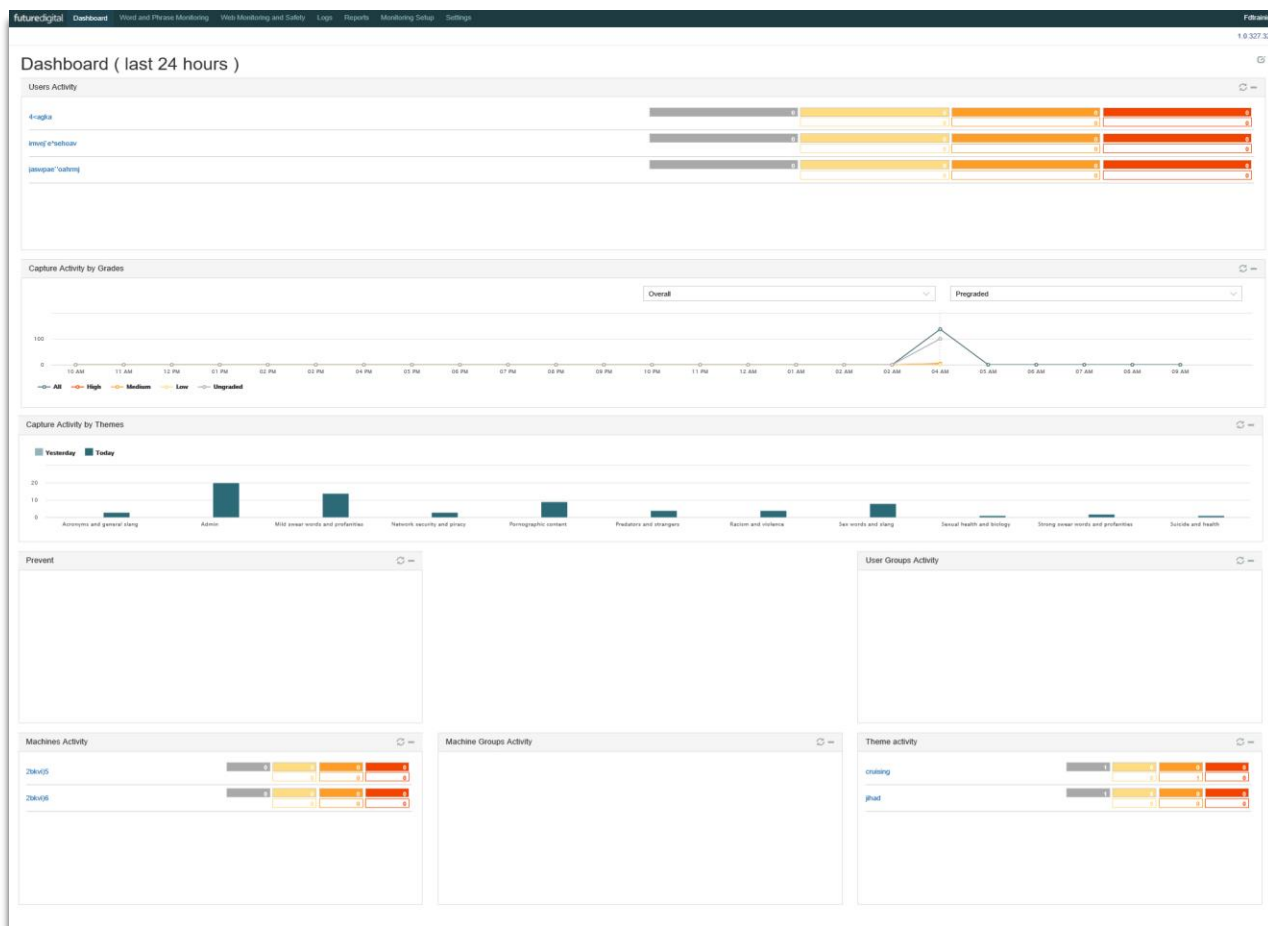


Figure 2 - The Dashboard

Dashboard Configuration

Selecting the **Dashboard Edit Icon** (*Figure 2*) in the top right corner enables configuration of the dashboard layout. This includes capability to add/remove widgets, rearrange widgets within the dashboard, edit both the dashboard and widget titles and to set settings for each widget.



Figure 3 – Dashboard Edit Icon

On selection of the **Dashboard Edit Icon**, the following options are displayed:



Settings, allows update to Dashboard title, viewing structure and the period setting for displaying statistics (24 hours or 7 Days).



To save changes select the **Apply** button on the pop up and apply by selecting the **Save Icon**.



Changes can be undone by selecting the **Undo Icon**.



Selecting the **Add New Widget Icon** will invoke a list of available widgets (*Figure 4*) for selection.

HINT: The **Add New Widget** table will appear empty if all widgets are already selected

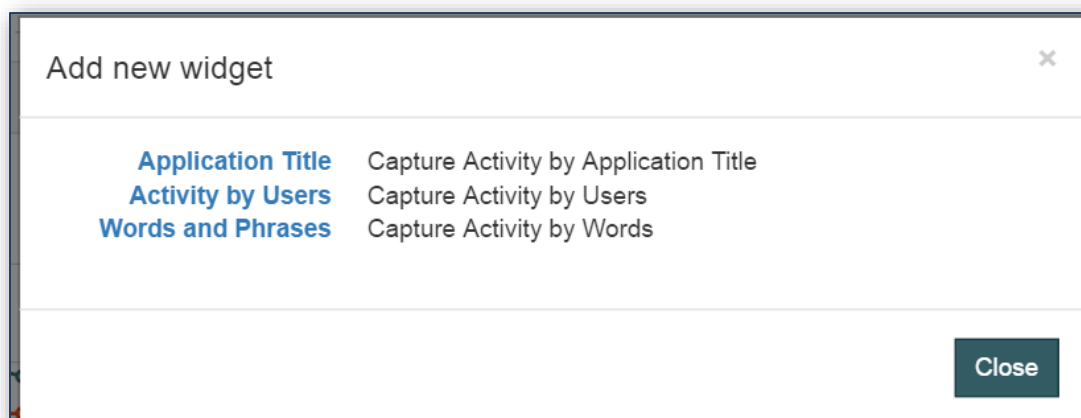


Figure 4 - Add New Widget Selection



Widget location can be changed in **Dashboard Edit Mode** (*Figure 3*) by dragging and dropping to a new location



Widgets can also be removed from **The Dashboard** by selecting on the minus icon (you can add widgets again in the dashboard settings if needed). The **Widget Title** can also be set in **Dashboard Edit Mode**



In **Widget Edit Mode** each widget can be configured separately by selecting the **Widget Settings** configuration icon



To update information within the widget, select the **Reload Icon**



Widgets can be removed from the dashboard by selecting on the **Close Icon**

Dashboard Widgets

The following table provides a list of widgets available for Dashboard configuration and display:

Table 3 – Dashboard Widgets

Widget Label	Description
Capture Activity by Grades	User configurable graphical representation of capture activity over the past 24 hours or 7 days
Capture Activity by Themes	User configurable graphical representation of capture activity by Theme over the past 24 hours or 7 days
Activity by Users	User configurable, enabling links to selected user(s) activity
Machine Activity	User configurable, enabling links to selected machine(s) activity
Words and Phrases	User configurable, enabling links to words/phrases from selected Theme(s)
Machine Groups Activity	User configurable, enabling links to selected machine group(s) activity
User Groups Activity	User configurable, enabling links to selected user group(s) activity
Application Title	User configurable, enabling links to selected application title(s) activity
Prevent	Auto-populated with captures from the Prevent library

A **Widget Title** can be set in **Widget Settings** by using the **Dashboard Edit Mode**:

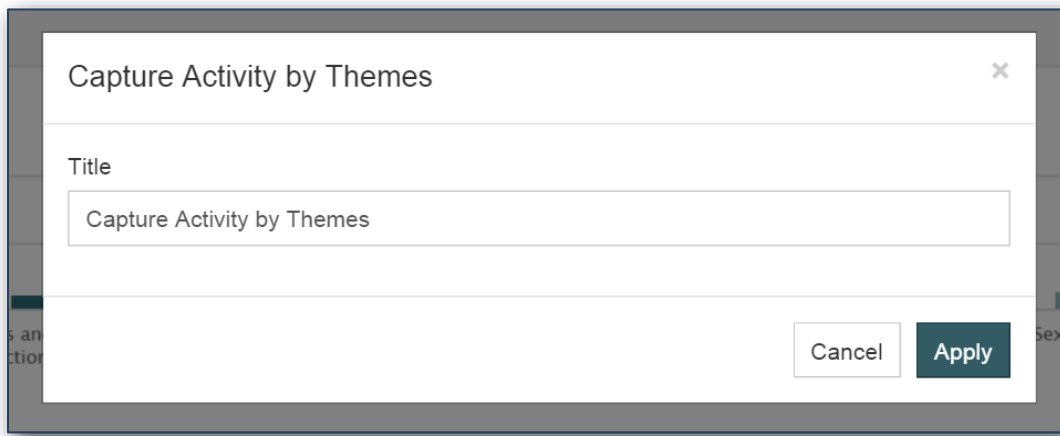


Figure 5 – Widget Title in Edit mode

Select **Apply** button to apply changes or Select **Cancel** to abort the action.

Capture Activity by Grades

Capture Activity by Grades (Figure 6) is a widget that shows the number of captures received for the last 24 hours or the past 7 days.

Statistics are shown for each hour when **Dashboard Settings** are configured to show statistics for the last 24 hours or for each day of the week when **Dashboard Settings** are configured to display the past 7 days.

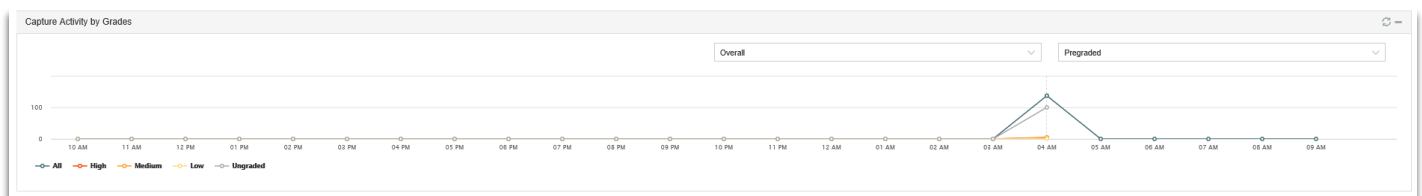


Figure 6 - Capture Activity by Grades Widget

The graph allows the user to view either overall data or data for a theme. Users can view captures specific to pre-graded or graded captures.

To hide/show associated line data for **All**, **High**, **Medium**, **Low Risk** and **Ungraded** captures, select the Key Icons displayed under the chart.

Capture Activity by Themes

Capture Activity by Themes (figure 7) is a widget with a bar chart that displays the number of all captures (graded and ungraded) received during the current day and previous day or last and previous week, as configured within **Dashboard Settings**.

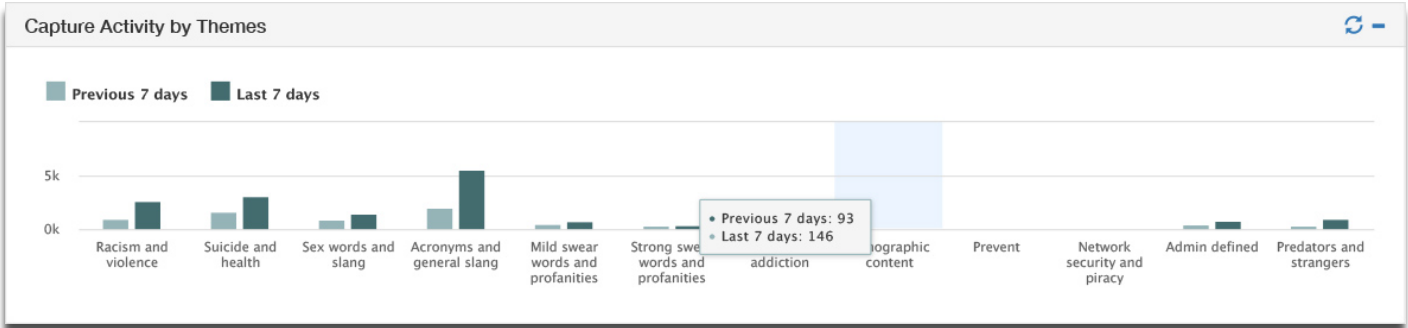


Figure 7 - Capture Activity by Themes

The following table provides a list of themes available activity themes available for selection and viewing purposes for English language (QWERTY) keyboards:

Table 4 - Theme filters for Capture Activity

Theme Title	Description
Overall	Shows all available Themes
Acronyms and general slang	Commonly used abbreviations and slang that may indicate inappropriate content
Admin defined	Shows all words defined by administrator of the application
Drugs and addiction	Drug and addiction related content
Mild swear words and profanities	Basic swearing, insults and rude words. General words you may encounter every day or in films and the media.
Network security and piracy	Terminology that may indicate hacking, phishing, snooping, piracy and another illegal IT activity
Pornographic content	Words that may indicate pornographic or sexually inappropriate web sites.
Predators and strangers	Common predatory terms and phrases that may indicate inappropriate conversations and activity.
Prevent	Words and phrases that have are associated with extremist, radical or terrorist activity in accordance with the Prevent mandate.
Racism and violence	Content that may indicate offensive remarks, racism, bullying, incitement to harm and other hate related inappropriate behaviour
Sex words and slang	Explicit pornographic sex words and slang as commonly found in adult and hard-core sex material.
Sexual Health and Biology	Words used to describe sexual organs, sexual issues and sexual terms.
Strong swear words and profanities	Explicit and more specialised swearing and profanity. Stronger and more unusual types of words.
Suicide and health	Content related to physical, moral and mental health and well-being. Usage may indicate depression, anxiety, bullying and self-harm.
Undefined	All words that does not fit in any listed category

Activity by Users

The **Activity by Users** (Figure 8) widget displays capture statistics for tracked users or tracked users by theme(s), as configured within **Users Widget Setting** on selecting **Dashboard Edit Mode** (Figure 9).

Select **Apply** button to apply changes or Select **Cancel** to abort the action.

Return to **Dashboard Edit Mode** by selecting the **Save Icon** within **Widget Settings**.

By selecting a hyperlink, a **Capture Listing** view of all associated captures associated with each activity will be displayed. Further information on the **Capture Listing** views can be found later in this document.

The default on this function is set to display pre-graded captures with the option to select a view of associated graded captures.

Activity values are dependent upon if the **Dashboard** is configured to 24 hours or 7 days.

The opaque grey, yellow, orange and red boxes indicate captures categorised as ungraded (grey), graded low-risk (yellow), graded medium-risk (orange) and graded high-risk (red). The boxes below display new captures that have been pre-graded.



Figure 8 - Activity by Users Widget

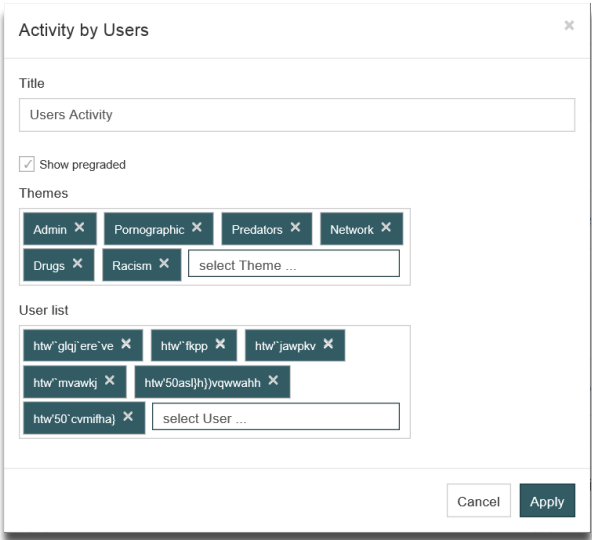


Figure 9 - Activity by Users Widget Settings

HINT: Widget content will remain empty unless configured via settings

Activity by Machines

The **Activity by Machines** (Figure 10) widget displays capture statistics for tracked machines or tracked machines by theme(s), as configured within **Machines Widget Settings** (Figure 11).

Select **Apply** button to apply changes or Select **Cancel** to abort the action.

Return to **Dashboard Edit Mode** by selecting the **Save Icon** within **Widget Settings**.

By selecting a hyperlink, a **Capture Listing** view of all associated captures associated with each activity will be displayed. Further information on the **Capture Listing** views can be found later in this document.

The default on this function is set to display pre-graded captures with the option to select a view of associated graded captures.

Activity values are dependent upon if the **Dashboard** is configured to 24 hours or 7 days.

The opaque grey, yellow, orange and red boxes indicate captures categorised as ungraded (grey), graded low-risk (yellow), graded medium-risk (orange) and graded high-risk (red). The boxes below display new captures that have been pre-graded.

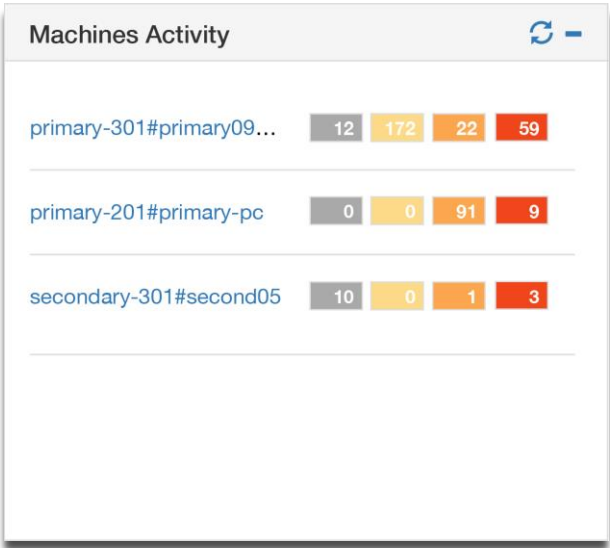


Figure 10 - Activity by Machines Widget

Activity by Machines

Title: Activity by Machines

☒ Show pregraded

Themes: select Theme ...

Machine list: htw'egleqlej6, htw'egleqlej2, htw'egleqlej<, htw'fwgja'q)41, select Machine ...

Buttons: Cancel, Apply

Figure 11 - Activity by Machines Widget Settings

Words and Phrases

The **Words and Phrases** (Figure 12) widget displays capture statistics for tracked theme(s), as configured within Words and Phrases **Widget Settings**. (Figure 13).

Select **Apply** button to apply changes or Select **Cancel** to abort the action.

Return to **Dashboard Edit Mode** by selecting the **Save Icon** within **Widget Settings**.

By selecting a hyperlink, a **Capture Listing** view of all associated captures associated with each activity will be displayed. Further information on the **Capture Listing** views can be found later in this document.

The default on this function is set to display pre-graded captures with the option to select a view of associated graded captures.

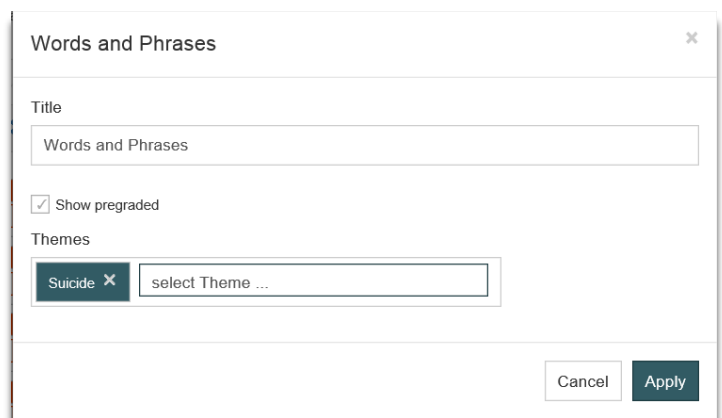
Activity values are dependent upon if the **Dashboard** is configured to 24 hours or 7 days.

The opaque grey, yellow, orange and red boxes indicate captures categorised as ungraded (grey), graded low-risk (yellow), graded medium-risk (orange) and graded high-risk (red). The boxes below display new captures that have been pre-graded.



Words and Phrases				
cut	224	1	0	1
		1	221	2
obese	21	0	0	0
		0	21	0
suicid	9	2	0	0
		0	0	9
ana	8	0	0	0
		0	0	8
alcoholic	5	0	1	0
		0	5	0

Figure 12 – Words and Phrases Widget



Words and Phrases

Title
Words and Phrases

☒ Show pregraded

Themes
Suicide X select Theme ...

Cancel Apply

Figure 13 – Words and Phrases Widget Settings

User Groups Activity

Activity by User Groups (Figure 14) widget displays capture statistics for tracked user groups or tracked user groups by theme(s), as configured within **User Groups Widget Settings** (Figure 15).

Select **Apply** button to apply changes or Select **Cancel** to abort the action.

Return to **Dashboard Edit Mode** by selecting the **Save Icon** within **Widget Settings**.

By selecting a hyperlink, a **Capture Listing** view of all associated captures associated with each activity will be displayed. Further information on the **Capture Listing** views can be found later in this document.

The default on this function is set to display pre-graded captures with the option to select a view of associated graded captures.

Activity values are dependent upon if the **Dashboard** is configured to 24 hours or 7 days.

The opaque grey, yellow, orange and red boxes indicate captures categorised as ungraded (grey), graded low-risk (yellow), graded medium-risk (orange) and graded high-risk (red). The boxes below display new captures that have been pre-graded.

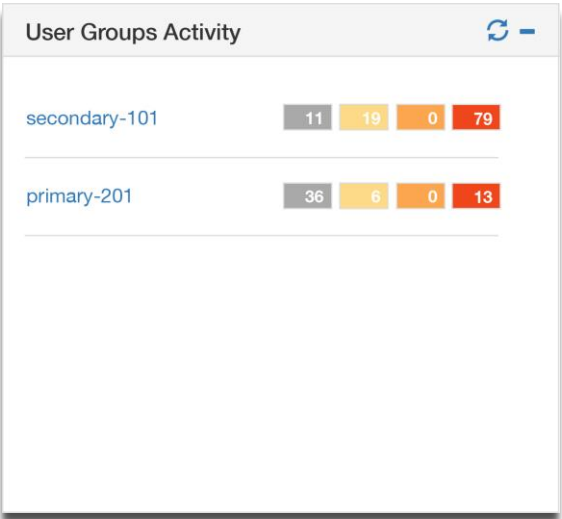


Figure 14 - Activity by User Groups Widget

Activity by User Groups

Title: Activity by User Groups

☒ Show pregraded

Themes: select Theme ...

User Group list: htw, htw'mte'qwavw, select User Group ...

Buttons: Cancel, Apply

Figure 15 - Activity by User Groups Widget Settings

Machine Groups Activity

Activity by Machine Groups (Figure 16) widget displays capture statistics for tracked machines or tracked machines by theme(s), as configured within **Machine Groups Widget Settings** (Figure 17).

Select **Apply** button to apply changes or Select **Cancel** to abort the action.

Return to **Dashboard Edit Mode** by selecting the **Save Icon** within **Widget Settings**.

By selecting a hyperlink, a **Capture Listing** view of all associated captures associated with each activity will be displayed. Further information on the **Capture Listing** views can be found later in this document.

The default on this function is set to display pre-graded captures with the option to select a view of associated graded captures.

Activity values are dependent upon if the **Dashboard** is configured to 24 hours or 7 days.

The opaque grey, yellow, orange and red boxes indicate captures categorised as ungraded (grey), graded low-risk (yellow), graded medium-risk (orange) and graded high-risk (red). The boxes below display new captures that have been pre-graded.

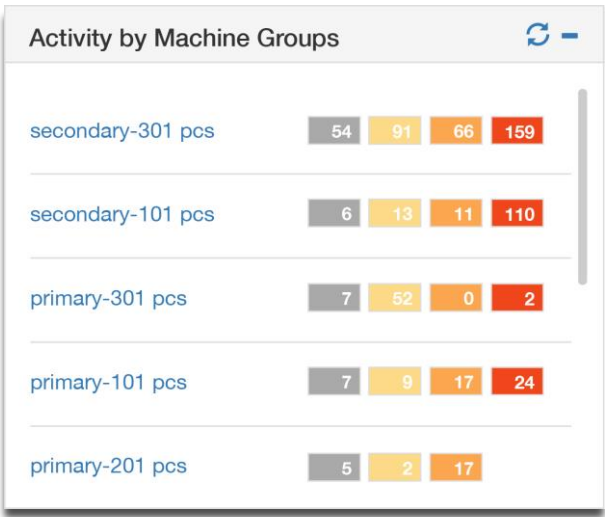


Figure 16 - Activity by Machine Groups Widget

Activity by Machine Groups

Title: Activity by Machine Groups

☒ Show pregraded

Themes: Admin X select Theme ...

Machine Group list: HTW\$wtagmeh X select Machine Group ...

Cancel Apply

Figure 17 - Activity by Machine Groups Widget Settings

Application Title

Application Title (Figure 18) widget displays capture statistics for tracked application titles or tracked application titles by theme(s), as configured within Application Title **Widget Settings** (Figure 19).

Select **Apply** button to apply changes or Select **Cancel** to abort the action.

Return to **Dashboard Edit Mode** by selecting the **Save Icon** within **Widget Settings**.

By selecting a hyperlink, a **Capture Listing** view of all associated captures associated with each activity will be displayed. Further information on the **Capture Listing** views can be found later in this document.

The default on this function is set to display pre-graded captures with the option to select a view of associated graded captures.

Activity values are dependent upon if the **Dashboard** is configured to 24 hours or 7 days.

The opaque grey, yellow, orange and red boxes indicate captures categorised as ungraded (grey), graded low-risk (yellow), graded medium-risk (orange) and graded high-risk (red). The boxes below display new captures that have been pre-graded.

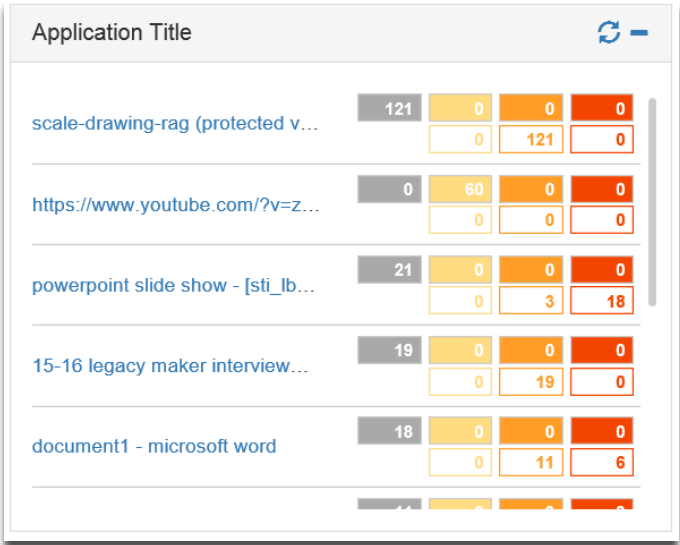


Figure 18 – Application Titles Widget

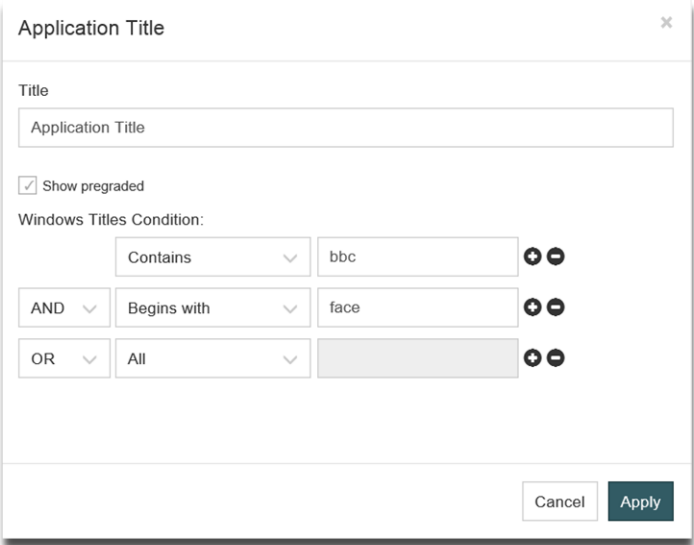


Figure 19 – Application Titles Widget Settings

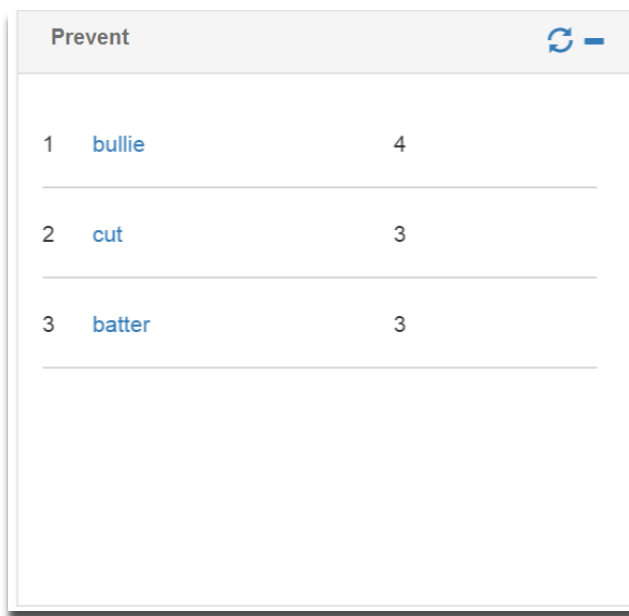
Prevent

The **Prevent** (Figure 20) widget is auto-populated with words/phrases from the Prevent (Alerts) library.

By selecting a hyperlink, a **Capture Listing** view of all associated captures associated with each activity will be displayed. Further information on the **Capture Listing** views can be found later in this document.

The default on this function is set to display pre-graded captures with the option to select a view of associated graded captures.

Activity values are dependent upon if the **Dashboard** is configured to 24 hours or 7 days.



Prevent		
1	bullie	4
2	cut	3
3	batter	3

Figure 20 – Prevent Widget

HINT: Widget content for Prevent (Alerts) is non-configurable

Risk Grading and Profiling

The **Risk Grading and Profiling chart (RGaP)** (*Figure 21*) provides two views of the top 20 users, machines or groups. Data displayed can be viewed as either the highest amount of captures (**by Capture Count**) or the greater risk % of captures (**by High Risk %**). Data can be further interrogated via a range of filters: **Capture Theme, Capture Type, Period, Status and Groups**.

The **Risk Grading and Profiling chart (RGaP)** is displayed in the form of donuts divided into 3 components with each part indicating the percentage of high, medium and low risk captures. Each donut represents one user, machine, user group or machine group dependent on the **Groups** filter option.

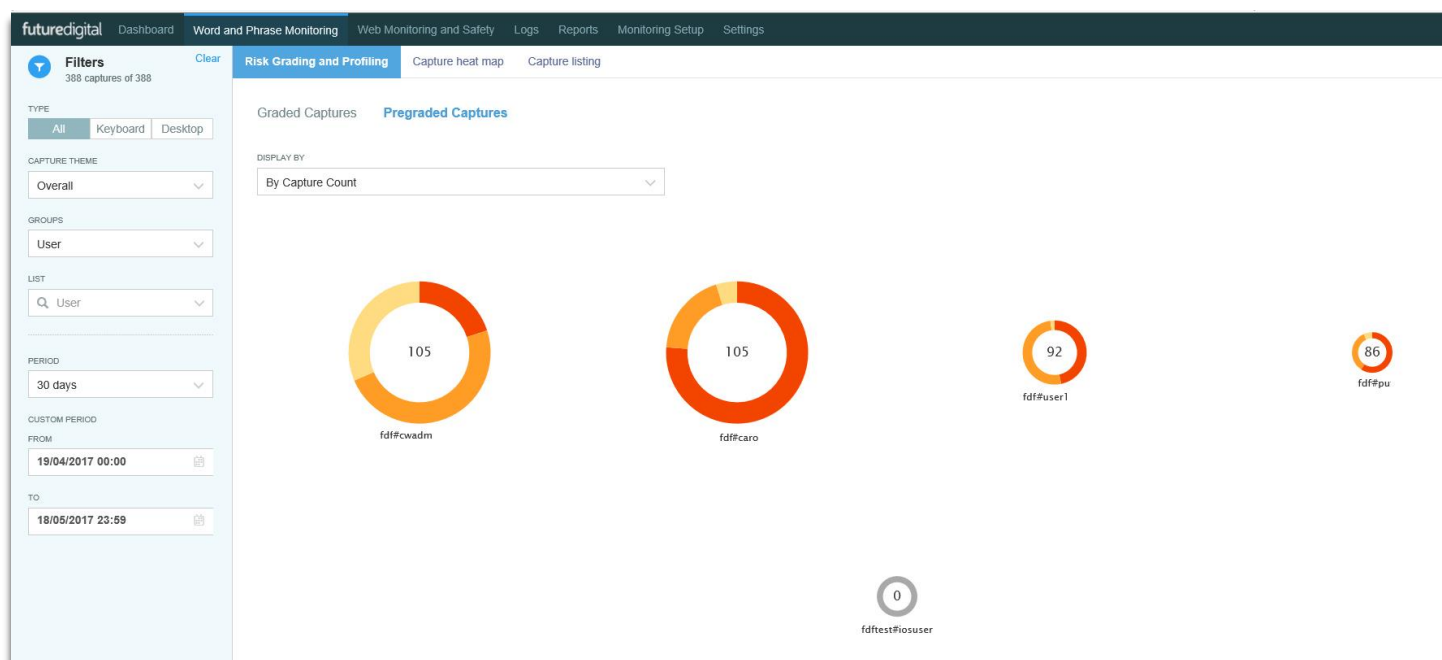


Figure 21 - Risk Grading and Profiling Chart

Display **by Capture Count** (*Figure 21*) displays Top 20 users, machines or groups with the highest volume of graded or pre-graded captures, whereas **by High Risk %** displays objects that have the highest percentage of high-graded captures and number of captures not less than 11. The donut size is then scaled dependent on the number of captures for an entity – the more captures, the greater the size of the donut. By default RGaP displays the Top 20 violators for **Overall Capture Themes** within the last 24 hours.

By hovering on a donut (Figure 22) a pop-up will be invoked that displays full user/machine or group name and the percentage of high, medium and low risk captures for the selected item.

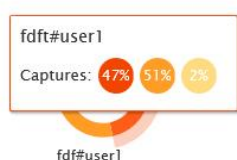


Figure 22 - Risk Grading and Profiling 'Donut'

Clicking on different areas of this or the user name will display a **capture list view** of the selected data.

NB: label 'Due to access rights captured totals may not tally' means that data displayed in any chart is attributed to the users' permission only and therefore may not tally with any displayed capture totals, where applicable.

It is possible to choose multiple filters for **Risk Grading and Profiling chart (RGaP)** via the left-hand **Filters** menu (Figure 23) where selected filters are retained for all tabs in **Word and Phrase Monitoring**. Filters are cleared via the clear filters option top-right of the **Filters** menu.

The following filters are available for the RGaP chart. These are explained in further detail in the sections below:

A vertical sidebar menu for filters. It includes sections for TYPE (All, Keyboard, Desktop), CAPTURE THEME (Overall), GROUPS (User), LIST (User), PERIOD (30 days), and CUSTOM PERIOD (FROM 19/04/2017 00:00 TO 18/05/2017 23:59).

TYPE	
All	Keyboard Desktop

CAPTURE THEME	
Overall	▼

GROUPS	
User	▼

LIST	
Q User	▼

PERIOD	
30 days	▼

CUSTOM PERIOD	
FROM	19/04/2017 00:00
TO	18/05/2017 23:59

Figure 23 - Filters Menu

Table 5 - Risk Grading and Profiling Chart Filter Descriptions

Filter Label	Description
Capture Type	Selection based on capture origin, where the following options are available and where 'All' is selected by default: <ul style="list-style-type: none"> • All – allows to view all capture types • Keyboard – captures received by user input • Desktop – captures received by user
Capture Theme	Contains a list of themes available across the system, refer to (Table 4) and where Overall is selected by default
Groups	Select from the following options - each selection will provide a List selection (Figure 24): <ul style="list-style-type: none"> • User • Machine • User Group • Machine Group
List	Select items from the list that are then displayed and removed as necessary via the Show link and collapsed via the Hide link. (Figure 24)
Period	Select a specified time or date range. Data can be filtered by the predefined periods or custom time or date range, where Custom date range can be set via two date pickers. Predefined periods include: <ul style="list-style-type: none"> • 1, 2, 4 or 24 hours • 7 days • 30 days • 90 days •

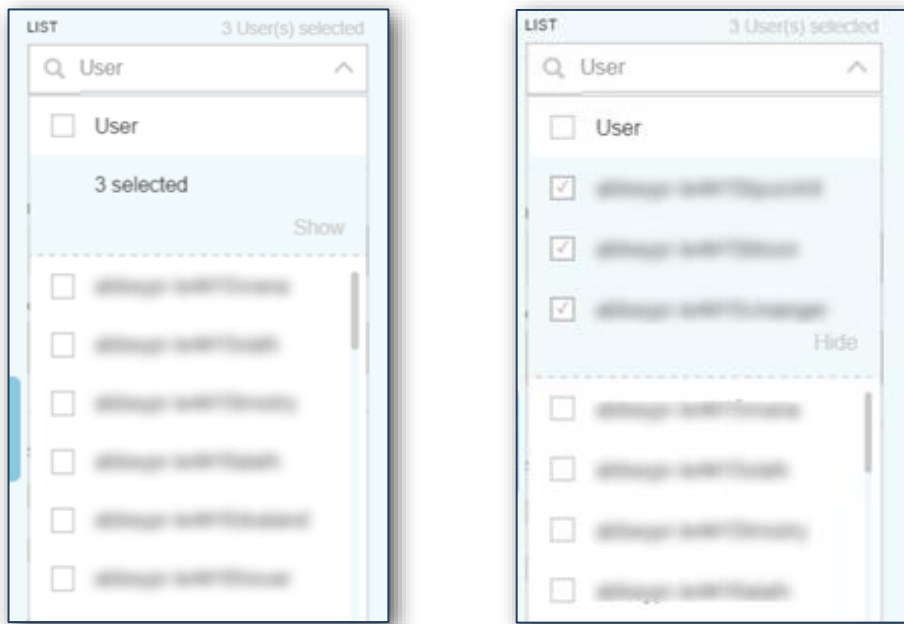


Figure 24 - List filters (show/hide)

General Trends

General Trends (GT) (Figure 25) displays a representation of general trends for the volume of high, medium and low risk captures per target group as selected for **Risk Grading and Profiling chart (RGaP)**. The data can be rendered on a timeline scaled by hours, days, weeks, months, quarters, and years.

By hovering on a period, the volume of high, medium and low risk captures will be displayed for this period.

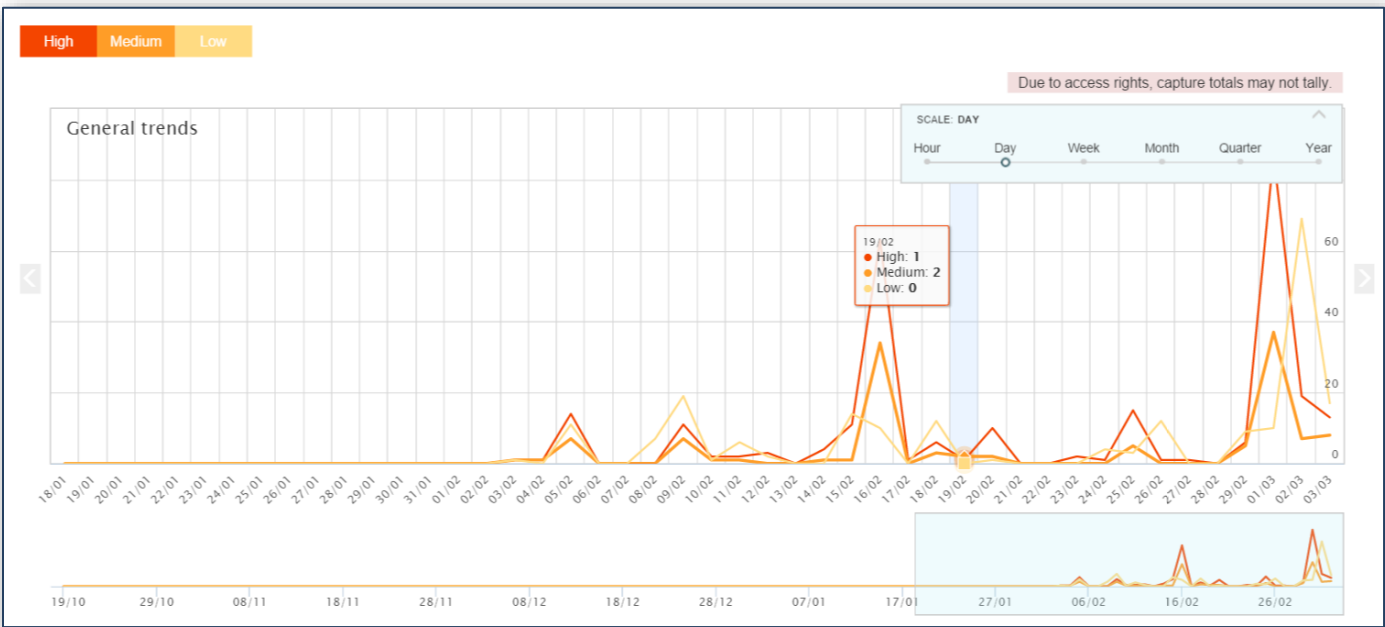


Figure 25 - General Trends Chart

Capture Heatmap

Capture Heatmap (CH) (Figure 26) displays the statistics for the Top 50 captures. Data displayed is relative to the amount of captures and average severity calculated as a derivative value between the amount of captures and risk levels of the captures.

The **Capture Heatmap** provides two views. Display **by Capture Count** (Figure 26) displays the Top 50 objects with the highest volume of pre-graded or graded captures whereas **by High Risk %** displays objects having the highest percentage of highly-graded pre-graded or graded captures, where the number of captures is not less than 11. Data can be further interrogated via a range of filters: **Capture Theme, Capture Type, Period, Status and Groups**.

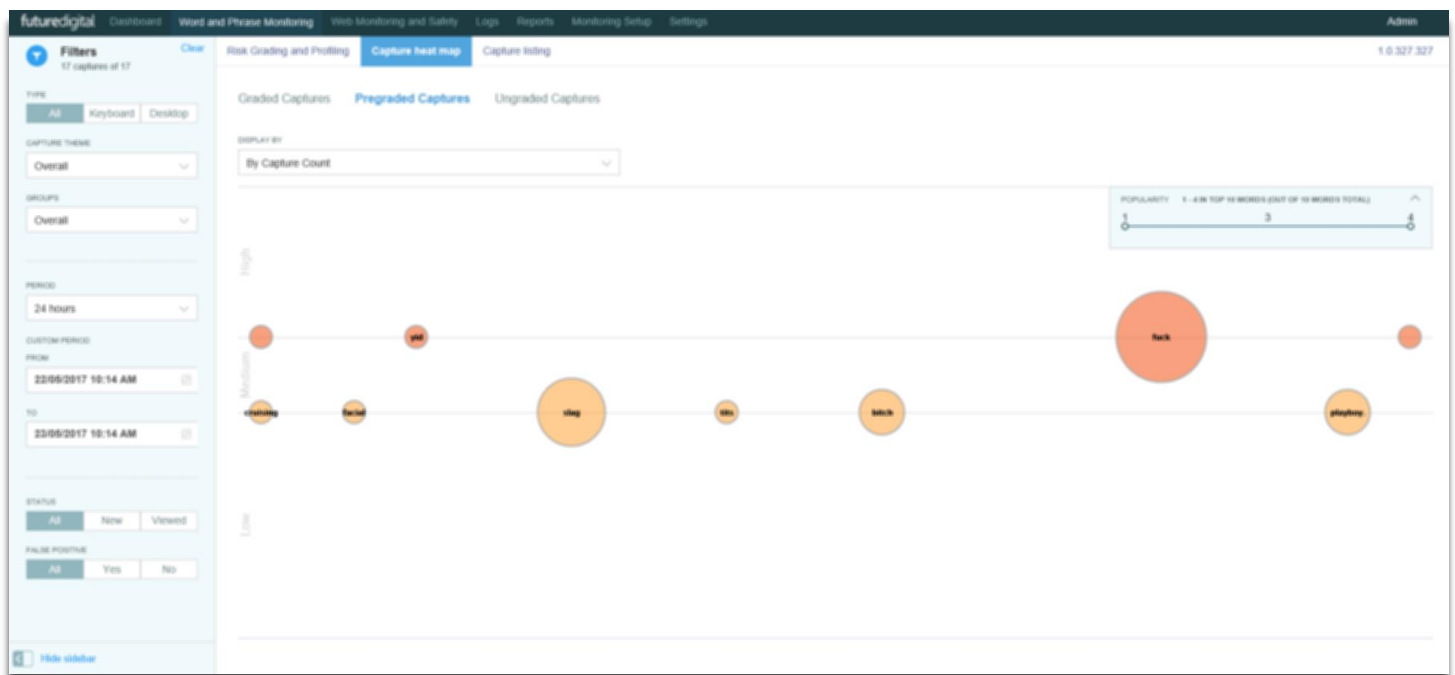


Figure 26 - Capture Heatmap Chart – Display by Capture Count

The Popularity dropdown shows the minimum and maximum amount of captures per word. It contains a slider to limit the amount of bubbles shown.

Data on the chart is shown in form of bubbles. Each bubble represents one captured word or phrase. Bubble size depends on the number of captures for a word. The greater amount of captures, the bigger the bubble displayed. By default, **Capture Heatmap** displays **Pre-graded captures** for **Overall Capture Themes** for all users within the last 24 hours.

Each capture can be graded with 1-5 points. The **Capture Heatmap** that displays graded captures is horizontally divided into 3 parts according to **Low, Medium, and High-Risk** value. Captures graded as 1 and 2 are shown in the **Low Risk** area,

captures graded as 3 in the **Medium Risk** area, captures graded from 4 to 5 are shown in the **High-Risk** area. On the X axis captures are scattered in a random order.

On the **Capture Heatmap** that displays ungraded captures, bubbles are scattered in a random order on both X and Y axes.

It is possible to choose multiple filters for **Capture Heatmap** via the left-hand **Filters** menu where selected filters are retained for all tabs in **Word and Phrase Monitoring**. Filters are cleared via the clear filters option at the top-right of the **Filters** menu.



HINT: Hovering over a bubble will display the amount of associated captures

Table 6 - Heatmap Filter Options

Filter Label	Description
Capture Type	<p>Selection based on capture origin, where the following options are available and where Overall is selected by default:</p> <ul style="list-style-type: none"> • Overall – allows to view all capture types • Keyboard – captures received by user input • Desktop – captures received by user
Capture Theme	<p>Contains a list of themes available across the system. Refer to (Table 4) and where Overall is selected by default</p>
Groups	<p>Select from the following options, where each selection will provide a List selection</p> <ul style="list-style-type: none"> • User • Machine • User Group • Machine Group
List	<p>Select items from the list that are then displayed and removed as necessary via the Show link and collapsed via the Hide link.</p>
Period	<p>Select a specified time or date range. Data can be filtered by the predefined periods or custom time or date range, where Custom date range can be set via two date pickers. Predefined periods include:</p> <ul style="list-style-type: none"> • 1, 2, 4 or 24 hours • 7 days • 30 days • 90 days
Status	<p>Select from the following capture properties:</p> <p>Status</p> <ul style="list-style-type: none"> • All the graph displays both new and previously viewed captures. • New: the graph displays only new captures that have not yet been viewed. • Viewed: the graph displays only captures that have been already viewed. <p>False Positive</p> <ul style="list-style-type: none"> • All: the graph displays captures flagged as false positive as well as those that have not. • Yes: the graph displays only captures that have been flagged as false positive. • No: the graph displays captures that have not been flagged as false positive.

Selecting Captures to View

Selecting a ‘bubble’ will show a window containing information on it.

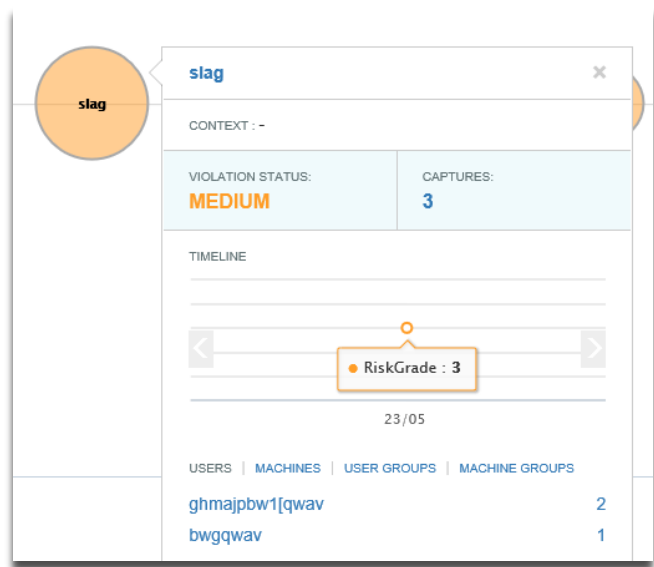


Figure 27 - Capture information

Table 7 – Capture Information

Filter Label	Description
Capture Word/Phrase	Shows the reason for capture.
Context	An explanation why the word/phrase is in the theme, it required.
Violation Status	Captures graded as 1 and 2 are shown as Low (risk), captures graded as 3 are shown as Medium (risk) and captures graded from 4 to 5 are shown as High (risk).
Captures	The total amount of captures in the selected ‘bubble’.
Timeline	Depending on the time frame selected in the heatmap view, this will display a timeline when the captures occurred.
Users/Machines/ User or Machine groups	The specific captures contain the ‘bubble’ can be viewed from the links shown under each column. Selecting the user or machine link will show all captures from the selected time. Selecting the numbers will show the specific captures of the word/phrase in the ‘bubble’.

Selecting one of the links will display a capture listing that shows each capture in detail.

Capture Listing

Capture Listing displays filtered captures. This is displayed when hyperlinks have been selected from either the Dashboard, Heatmap or alternatively, directly from the Capture List filter menu and with additional filtering options available.

There are three ‘views’ available. Each view can be selected from the options on the top right of the page.






Figure 28 - Capture Views

The view shown in (Figure 29) is the default ‘list’ view.

This view shows the columns in the table below.

Table 8 – Capture Listing – Column Descriptions

Grid Columns	Description
Date	Contains capture date/timestamp
Machine Name	Contains machine name details
User Name	Contains user name details
Title and Application	Contains the window title and application where the reason for capture exists
Capture	Contains the word/phrase that is the reason for capture The Pencil symbol  identifies it as a keyboard generated capture.
False-positive	Toggle to mark the capture as a ‘false–positive’
Pre-grade/grade	Shows the pre-grade or grade that has been applied. Resting the mouse on it will show the number. 
Selection	 This is used to highlight more than one capture for actions.

Selecting an entry in the list will display in the **capture view window** detailed further in this document.

List View

futuredigital

Dashboard

Word and Phrase Monitoring

Web Monitoring and Safety

Logs

Reports

Monitoring Setup

Settings

Admin

Filters

2 captures of 118

Clear

TYPE

AllKeyboardDesktop

CAPTURE THEME

Overall

GROUPS

User

LIST

Q User

ghmaipbw1[qwav X

PERIOD

24 hours

CUSTOM PERIOD

FROM

22/05/2017 10:14 AM

TO

23/05/2017 10:14 AM

PREGRADE

012345

Hide sidebar

Risk Grading and Profiling

Capture heat map

Capture listing

1.0.327.327

Pregraded & Ungraded Captures

Graded captures

50 on Page

<1 / 1>

ASSIGNED FILTERS

User(s): 1 selected X

Capture: slag X

	Pregrade	F/Pos...	Capture	Title and application	User name	Machine name	Date
<input type="checkbox"/>	000000		Slag	microsoft word	ghmaipbw1[qwav	bemvbmah"mgp<Jtg	23 May 04:15 AMApply
<input type="checkbox"/>	000000		Slag	document1 - microsoft word	ghmaipbw1[qwav	bemvbmah"mgp<Jtg	23 May 04:15 AMApply

Figure 29 - Capture Listing – Pre-graded & Ungraded Captures

Thumbnail View

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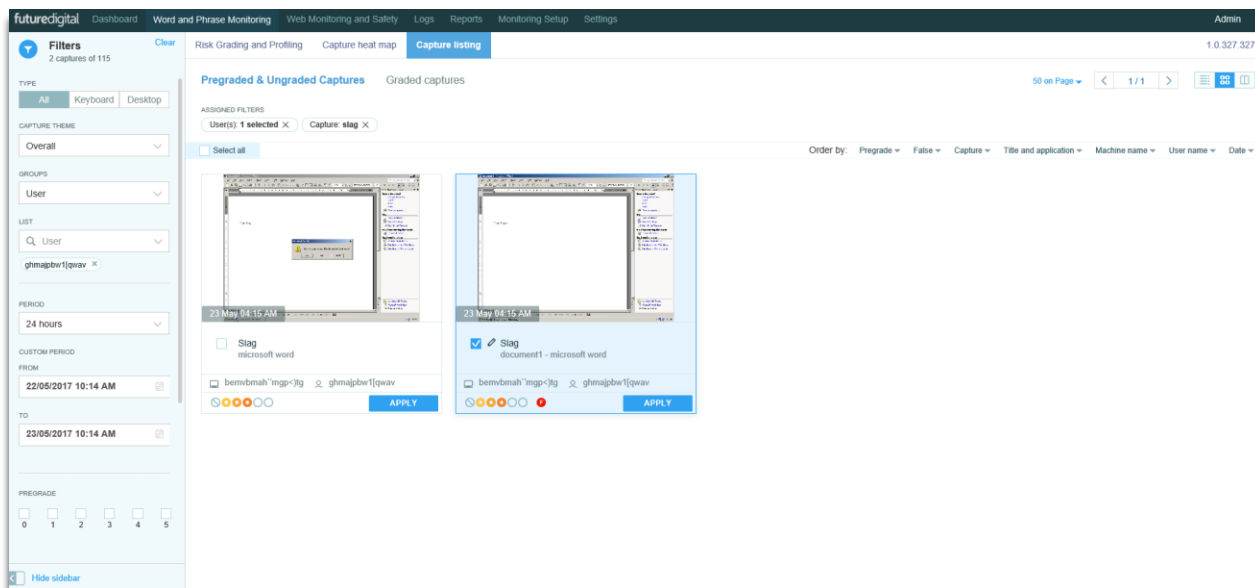


Figure 30 – Thumbnail View

The view displays all captures in a grid view that shows a ‘thumbnail’ of the capture image. Much of the data shown in table 7 is contained with each entry. Selecting the capture will show it in the **capture view window** detailed further down.

Thumbnail and List View

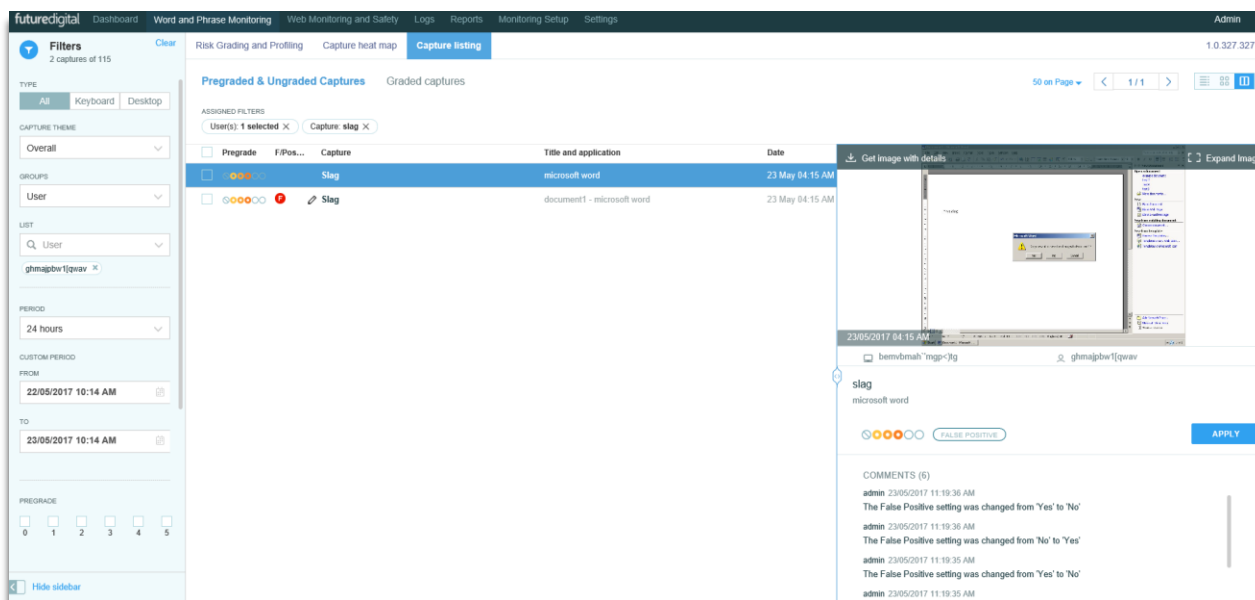


Figure 31 – Thumbnail and List View

The view displays a split screen of the previous list view with the ‘thumbnail’ view of each capture to the right.

Cycling through the captures in the list will also display the associated **capture view window** to the right.

HINT: Checkbox selection can be applied overall via the **Select All** check box or via the individual check box for each capture.

Any selected **List** and **Status** filters are displayed at the top of the **Capture Listing** grid to allow for ease of viewing and deselection (Figure 31).

Graded Captures

Pregraded Captures

Ungraded Captures

ASSIGNED FILTERS

Statuses: Viewed X

Graded Captures

Pregraded & Ungraded Captures

ASSIGNED FILTERS

STATUSES: Non-False Positive X

USER(S): 5 selected X

Figure 32 - Assigned Filters for List and Status

Table 9 – Capture Listing Filter Options

Filter Label	Description
Capture Type	Selection based on capture origin, where the following options are available and where Overall is selected by default: <ul style="list-style-type: none"> • All – allows to view all capture types • Keyboard – captures received by user input • Desktop – captures received by user
Capture Theme	Contains a list of themes available across the system, refer to (Table 4) and where Overall is selected by default
Groups	Select from the following options, where each selection will provide a List selection: <ul style="list-style-type: none"> • User • Machine • User Group • Machine Group
List	Select items from the list that are then displayed and removed as necessary via the Show link and collapsed via the Hide link.
Period	Select a specified time or date range. Data can be filtered by the predefined periods or custom time or date range. The Custom date range can be set via two date pickers. Predefined periods include: <ul style="list-style-type: none"> • 1,2,4 or 24 hours • 7 days • 30 days • 90 days

Capture View Window

Selecting a capture from the list view will display it in a separate window. The left and right buttons can be used to 'cycle' through captures in your selection.

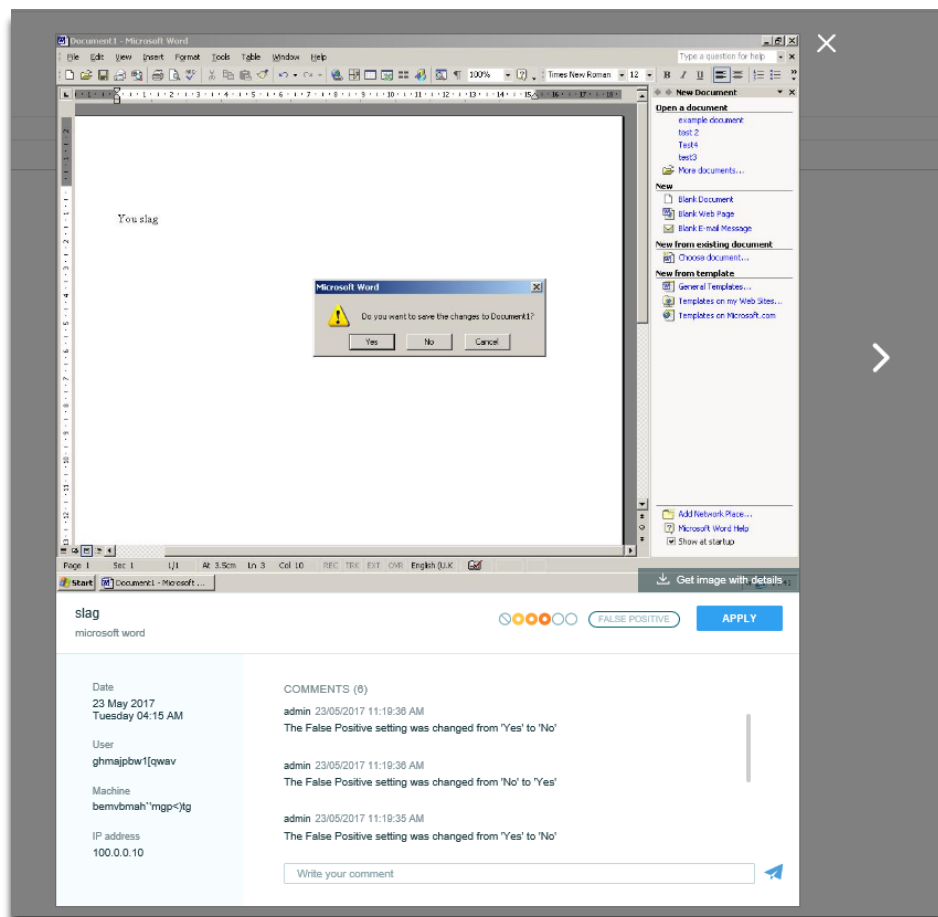


Figure 33 – Capture View Window

Table 10 – Capture View Window – possible actions

Grid Columns	Description
Get image with details	Export the image to an external image (JPG) file on the local device. The image will also include a banner at the top of it to show capture information such as user name, machine name and date/time.
Grade	Use the slider to change the grade and 'Apply' to commit.
False-Positive	Select this option if required and 'Apply' to commit.
Comment	Enter text to accompany the capture and use and 'Apply' to commit. The data is date/user stamped, stored and displayed with the capture. Note it is not possible to remove this data once added.

Grading Captures - Bulk

The purpose of grading captures is to mark them as items that have been viewed by a console user and are likely to generate further interest or action. It will also make them easier to locate again from the **Graded heatmap view**.

Any of the list views allow for captures to be graded.

When viewing or amending captures any grades already applied are displayed alongside a checkbox.

Selection of the false-positive indicator will flag captures for archive within 24 hours.

The screenshot displays the 'Capture listing' page in the Future Digital monitoring solution. The interface includes a sidebar with filters and a main table of captures.

Filters:

- TYPE: All, Keyboard, Desktop
- CAPTURE THEME: Overall
- GROUPS: User
- LIST: Q User, ghmaipbw1[qwav]
- PERIOD: 24 hours
- CUSTOM PERIOD: FROM 22/05/2017 10:14 AM, TO 23/05/2017 10:14 AM
- PREGRADE: 0, 1, 2, 3, 4, 5

Table:

Pregrade	F/Pos...	Capture	Title and application	User name	Machine name	Date
All captures on this page are selected (2)						
<input checked="" type="checkbox"/>	<input type="checkbox"/>	Slag	microsoft word	ghmaipbw1[qwav]	bemvbmah'mgp<3jg	23 May 04:15 AM Apply
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Slag	document1 - microsoft word	ghmaipbw1[qwav]	bemvbmah'mgp<3jg	23 May 04:15 AM Apply

Footer:

- FALSE POSITIVE
- 2 captures selected
- [CLEAR PREGRADES](#)
- [APPLY](#)

Figure 34 – Capture Listing – False/Positive

Web Monitoring and Safety

Web Logs

Web logs (Figure 35) are captured from all web site content viewed by any user on the network. This is regardless of activity that does or does not generate a screen capture

This data can be interrogated and viewed to provide details on the pattern of access to Internet resources by any user, group or computer. Comprehensive reports of this data are available to provide details on Internet usage based on different criteria.

Data captured includes:

- The Internet address (URL) of the web site
- Username
- Computer used
- Date and time

<input type="checkbox"/>	Date	User Name	Machine Name	URL	Action
<input type="checkbox"/>	19/05/2017 15:17:00	fdtfeipufi	fdtfeipufi	https://www.google.co.uk/?gws_rd=ssl#q=cobra	Allow Block Ignore
<input type="checkbox"/>	19/05/2017 09:53:57	matst#ite	matst#tes	https://www.betfair.com	Allow Block Ignore
<input type="checkbox"/>	19/05/2017 09:53:49	matst#ite	matst#tes	https://www.betfair.com	Allow Block Ignore
<input type="checkbox"/>	19/05/2017 09:53:42	matst#ite	matst#tes	https://www.betfair.com	Allow Block Ignore
<input type="checkbox"/>	19/05/2017 09:42:56	matst#ite	matst#tes	http://go.microsoft.com/fwlink/?linkid=69157 - inter...	Allow Block Ignore
<input type="checkbox"/>	19/05/2017 09:42:39	matst#ite	matst#tes	https://www.betfair.com	Allow Block Ignore
<input type="checkbox"/>	19/05/2017 09:41:30	matst#tes!	matst#desktop-1jk2f62	www.bet.com	Allow Block Ignore
<input type="checkbox"/>	18/05/2017 09:06:26	matst#tes!	matst#desktop-1jk2f62	https://www.pornhub.com/	Allow Block Ignore
<input type="checkbox"/>	18/05/2017 09:06:04	matst#tes!	matst#desktop-1jk2f62	http://www.bet.com/	Allow Block Ignore
<input type="checkbox"/>	18/05/2017 09:05:04	matst#tes!	matst#desktop-1jk2f62	https://www.betfair.com/	Allow Block Ignore
<input type="checkbox"/>	18/05/2017 09:03:03	matst#tes!	matst#Katy	https://www.betfair.com/	Allow Block Ignore
<input type="checkbox"/>	17/05/2017 21:58:13	fdtfeiosuser	fdtfeiosuser	http://www.peppapig.co.uk/mobi	Allow Block Ignore

Figure 35 – Web Logs

The Allow, Block and Ignore options for each URL have the following functions.

Table 11 – Web log allow/block/ignore functions

Option	Description
Allow	The selected URL is allowed if previously blocked by web blocking.
Block	Use the slider to change the grade and 'Apply' to commit.
Ignore	This action will add the Website(s) to your global "Websites to ignore" list. Visits to these Websites are not logged and are completely ignored for all users.

Reports

List of Reports

List of Reports (Figure 36) allows you to view available reports and to create **New** reports and **Create Packs** of reports.

Please note that reports are always statistical. There are no reports that show thumbnails of capture.

The screenshot shows the 'List of Reports' page in the Future Digital Online Monitoring Solution. The page has a dark blue header with the 'futuredigital' logo and navigation links: Dashboard, Word and Phrase Monitoring, Web Monitoring and Safety, Logs, Reports (active), Monitoring Setup, and Settings. A user profile 'Admin' is in the top right. Below the header, there's a sub-header with 'List of Reports' (active) and other links: Recipients, Delivery Times, Custom Pages, Scheduled Reports, and Settings. A version number '1.0.327.327' is in the top right corner.

The main content area is titled 'List of Reports'. It features two dropdown filters: 'REPORT CATEGORY' (set to 'All') and 'REPORT TYPE' (set to 'All'). Below these are buttons: 'New', 'Remove', 'Duplicate', and 'Create Pack'. A table of reports follows, with columns: Name, CreatedBy, Date, Usage, and Edit. Each row has a checkbox on the left and a 'View' link on the right.

<input type="checkbox"/>	Name	CreatedBy	Date	Usage	Edit
<input type="checkbox"/>	ex2	ent	18/05/2017 10:40:54 AM	0	View
<input type="checkbox"/>	example	ent	11/05/2017 02:13:33 PM	0	View
<input type="checkbox"/>	Overall Themes	fdf	09/05/2017 12:11:17 PM	0	View
<input type="checkbox"/>	test	ent	08/05/2017 09:50:54 AM	0	View

Figure 36 - List of Reports

Existing reports can be filtered by **Report Category** and **Report Type** and data in the table can be sorted in ascending/descending order by Selecting on column titles.

Report Category

Report Category has the following options:

- All
- Word and Phrase monitoring reports
- Web monitoring and safety reports
- Summary reports
- System reports

Report Type

Report Type has the following options:

- All

Table 12 – List of Reports options

Filter Label	Description
Checkbox	Identifies selected items when ticked
Name	Contains the name of the report created
Created By	Contains Author credentials for the created report
Date	Contains date of report creation
Usage	Contains number of times the report has been used
Edit	Selection allows users to edit a selected report. Selecting the Remove button whilst in edit mode will invoke a popup requesting confirmation of the deletion. Whilst selecting the Duplicate button will create a copy that will include a suffix identifying that it is a copy.
View	Selection invokes a screen view of the report, populated with data accessible by the logged in user, where target group 'All' is used for preview.

Add New Reports

To create a new report, select the **New** button to display the available report types.

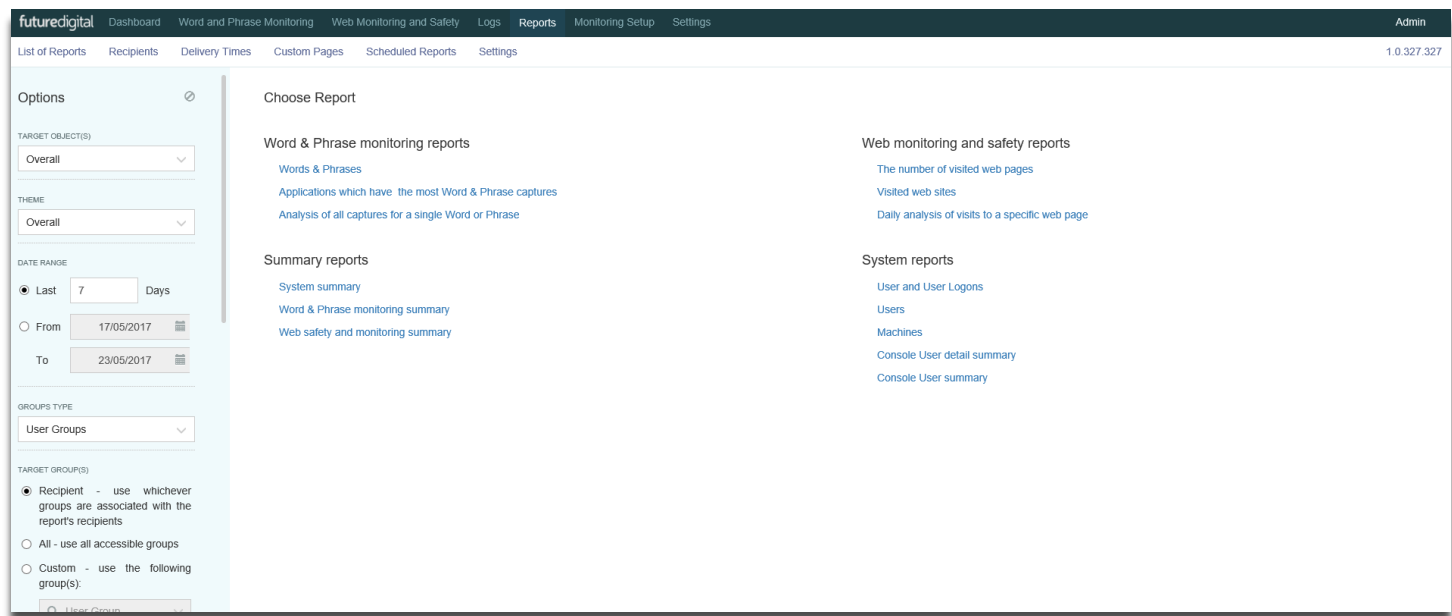


Figure 37 – New Report Types

The following table shows the report types available.

Table 13 – List of Report options

Report Type	Available reports
Word & Phrase monitoring reports	<ul style="list-style-type: none">Words and PhrasesApplications which have the most Word & Phrase capture.Analysis of captures for a single Word or Phrase.
Web Monitoring and Safety reports	<ul style="list-style-type: none">The number of visited web pagesVisited web sitesDaily analysis for a specific web page
Summary reports	<ul style="list-style-type: none">System SummaryWord & Phrase monitoring summaryWeb safety and monitoring summary
System reports	<ul style="list-style-type: none">User logonsUsers (list)MachinesConsole User Detail SummaryConsole User Summary

Once the desired report type is decided, select from the filter options available to populate the report, then enter a **Report Name** and select **Save** to add the report to the **List of Reports Options** (Table 12).

futuredigital

DashboardWord and Phrase MonitoringWeb Monitoring and SafetyLogs**Reports**Monitoring SetupSettings

List of ReportsRecipientsDelivery TimesCustom PagesScheduled ReportsSettings

Admin1.0.327.327

Options

TARGET OBJECT(S)

Users

THEME

Overall

DATE RANGE

Last7Days

From17/05/2017To23/05/2017

TARGET GROUP(S)

Recipient - use whichever groups are associated with the report's recipients

All - use all accessible groups

USER(S)

All Users

User

SPLIT BY

Grades

CAPTURE TYPE

Overall

ITEMS TO SHOW

10

CHART TOP-UP

None

BackWords & Phrases

REPORT NAME

Save

DATE RANGE

17/05/2017 - 23/05/2017

TARGET OBJECT

USERS

TYPE

ALL

SELECTED ITEMS

10

Grade-5Grade-4Grade-3Grade-2Grade-1

Users	Total	Grade-5	Grade-4	Grade-3	Grade-2	Grade-1
msbhc	39	0	0	0	0	0
lthwinc	35	0	0	0	0	3
lthwaul	23	0	0	0	0	0

Figure 38 – Add New Report – Save New Report

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Table 14 – Add New Report filtering options

Filter Label	Description
Target Object(s)	<p>Selection of target object will highlight available report templates</p> <ul style="list-style-type: none"> • Overall • Users • Machines • User Groups • Machine Groups • Word & Phrases • Applications • Word/Phrase • Console User
Theme	Contains a list of themes available across the system, refer to (Table 4) and where Overall is selected by default
Date Range	Select a specified time or date range. Data can be filtered by the predefined periods, custom time or date range
Target Group(s)	<p>Select from the following options:</p> <ul style="list-style-type: none"> • Recipient - use whichever groups are associated with the report's recipients • All - use all accessible groups
Users	Select 'All users' or a specific user as desired
Split In	<p>Display by Risk or Grade</p> <ul style="list-style-type: none"> • Grades • Risks • Grades (with Ungraded) • Risks (with Ungraded)

Filter Label	Description
Word	Specific word or phrase to include
Order By	<ul style="list-style-type: none"> • None • Number of web page visits • UserName • MachineName • Visits • Duration • User Name • Last Communication Date • Number of User Logon • Last Logon Date • Machine Name
Sort Order	<ul style="list-style-type: none"> • Ascending • Descending
Items to Show	<p>Number of records to display</p> <ul style="list-style-type: none"> • All • 10 • 20 • 50 • 100 • 250 • 500 • 1000
Chart Top OF	<p>Option to display a chart top of page, detailing capture activity timeline for top 1 to 5 users/machines/groups</p> <ul style="list-style-type: none"> • None • 1 • 2 • 3 • 4 • 5

Scheduled Reports

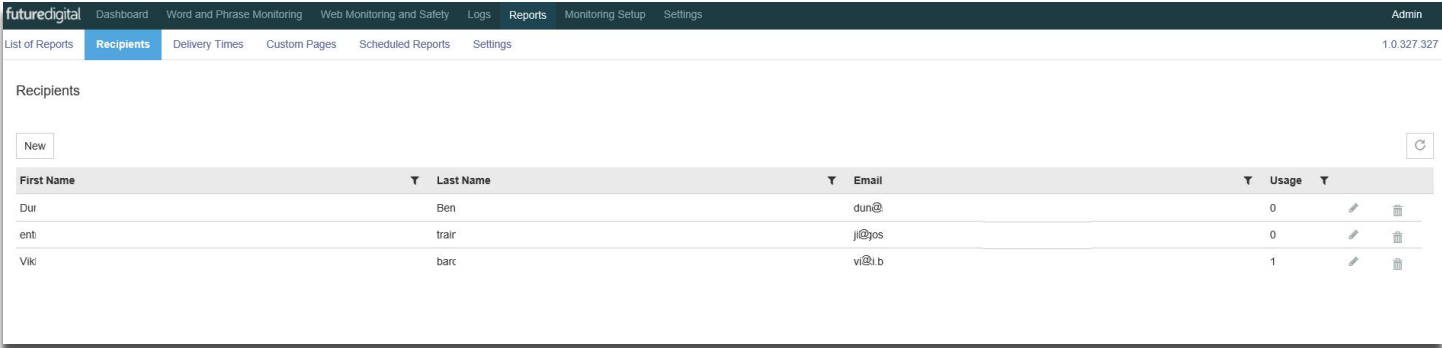
Scheduled Reports allows selected console users to create a schedule to send reports by email to selected recipients.

NB: Reports are sent in the form of a PDF attachment.

A scheduled report is created from one or more reports from the **Reports List**, followed by assigning your **Recipient(s)**, and a **Delivery Time**. **Custom Pages** may then be added where applicable.

Recipients

The **Recipients** tab allows users to create a list of reports recipients. Options are available to add **New** recipient, **Edit** or **Remove** an existing recipient.

The screenshot shows the 'Recipients' tab in the Future Digital console. At the top, there's a navigation bar with 'futuresdigital' and various menu items like 'Dashboard', 'Word and Phrase Monitoring', 'Web Monitoring and Safety', 'Logs', 'Reports', 'Monitoring Setup', and 'Settings'. Below this is a sub-navigation bar with 'List of Reports', 'Recipients' (highlighted), 'Delivery Times', 'Custom Pages', 'Scheduled Reports', and 'Settings'. The main area is titled 'Recipients' and contains a 'New' button and a refresh icon. Below is a table with columns: 'First Name', 'Last Name', 'Email', 'Usage', and action icons (edit and delete). The table contains three rows of data.

First Name	Last Name	Email	Usage	
Dui	Ben	dun@	0	
ent	trair	ji@yos	0	
Viki	barc	vi@i b	1	

Figure 39 - Recipients Table

Table 15 – Recipient options

Label	Description
First Name	Contains the first name of a recipient
Last Name	Contains the last name of the recipient
Email	Contains an email of the recipient
Usage	Indicates the amount of times when this recipient was chosen as a recipient for a report
Edit Option	edit information about the recipient
Delete Option	delete the recipient

HINT: Data in any table can be sorted ascending/descending by Selecting on the column titles.

The 'New Recipient' dialog box has a title bar with a close button (X). It contains two tabs: 'Details' (selected) and 'Visible Groups'. Under the 'Details' tab, there are three text input fields labeled 'First Name', 'Last Name', and 'Email'. At the bottom right, there are two buttons: 'Cancel' and 'Save'.

Figure 40 - Add New Recipient

Select **Visible Groups** that will be used to create reports. Select from either; all, or individual items in the list. When selecting several items, select the link **Show** to display the items selected. The link **Hide** will hide the selected items.

The 'New Recipient' dialog box is shown with the 'Visible Groups' tab selected. It features two dropdown menus: 'User Groups' and 'Machine Groups'. Below the 'User Groups' dropdown, a list of groups is displayed with checkboxes. Two groups are selected, indicated by a blue highlight and the text '2 selected'. At the bottom right, there are 'Cancel' and 'Save' buttons.

Figure 41 - Add New Recipient Visible Groups

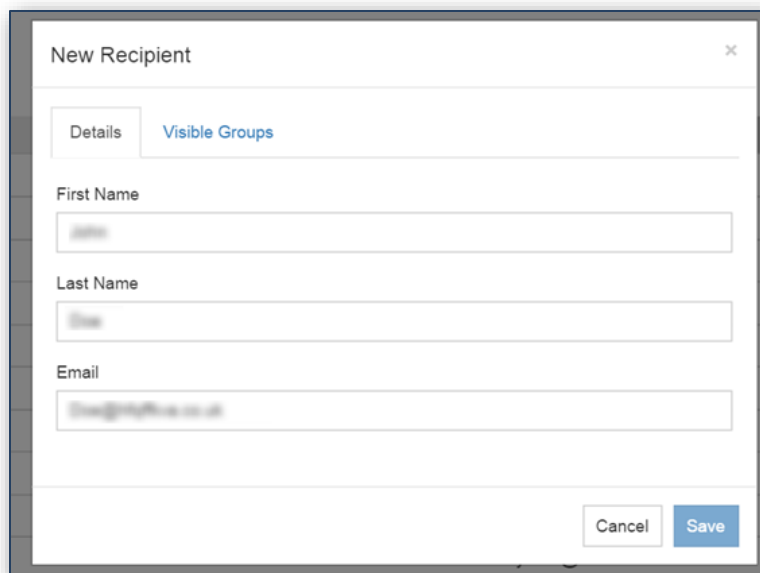
Edit Recipient

In front of each added recipient there is an **Edit** option (figure 42).



Figure 42 - Edit Option

By Selecting on the **Edit** option, you can edit information and save or cancel changes in user **Details** or **Visible Groups**.



The image shows a 'New Recipient' dialog box with a close button (X) in the top right corner. It has two tabs: 'Details' (selected) and 'Visible Groups'. Under the 'Details' tab, there are three text input fields: 'First Name' (containing 'John'), 'Last Name' (containing 'Doe'), and 'Email' (containing 'john.doe@abc.com'). At the bottom right, there are two buttons: 'Cancel' and 'Save'.

Figure 43 - Editing of Recipients Information

Delete Recipient

In front of each added recipient there is a **Delete** option.



Figure 43 - Delete Option

By Selecting on the **Delete** option you will be asked to confirm the deletion. Select **Delete** button if you are sure you want to delete a Recipient or Select **Cancel** button if you do not want to delete.

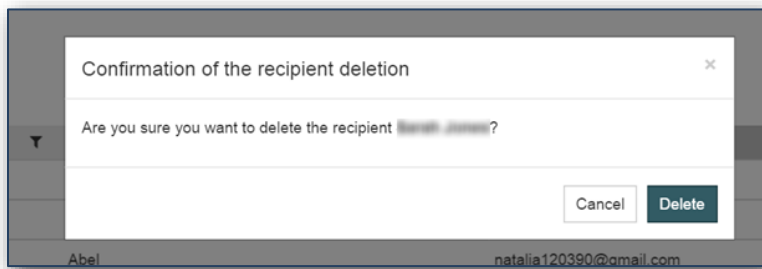


Figure 44 - Confirmation of Deletion

Advanced Filter

Advanced Filter can be applied to **First Name**, **Last Name**, **Email** and **Usage** columns by selecting the icon within each column header.

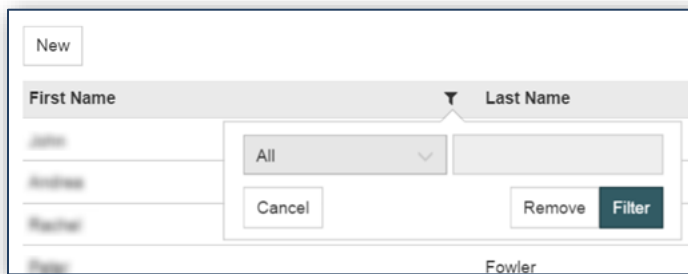


Figure 45 - Advanced Filter

Available filter options are the following:

Where advanced filters are applied to the Capture Listing grid the **Advanced Filter** icon is highlighted red (*Figure 46*).



Figure 46 - Applied Advanced Filter Icon

Delivery Times

Delivery Times tab allows you to create a schedule for reports by adding **New** or **Duplicate**, **Edit** or **Remove** an existing delivery time.

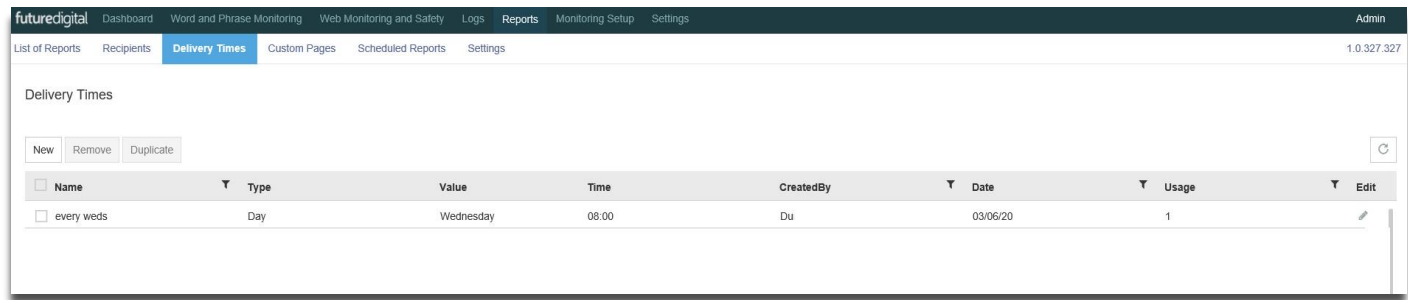
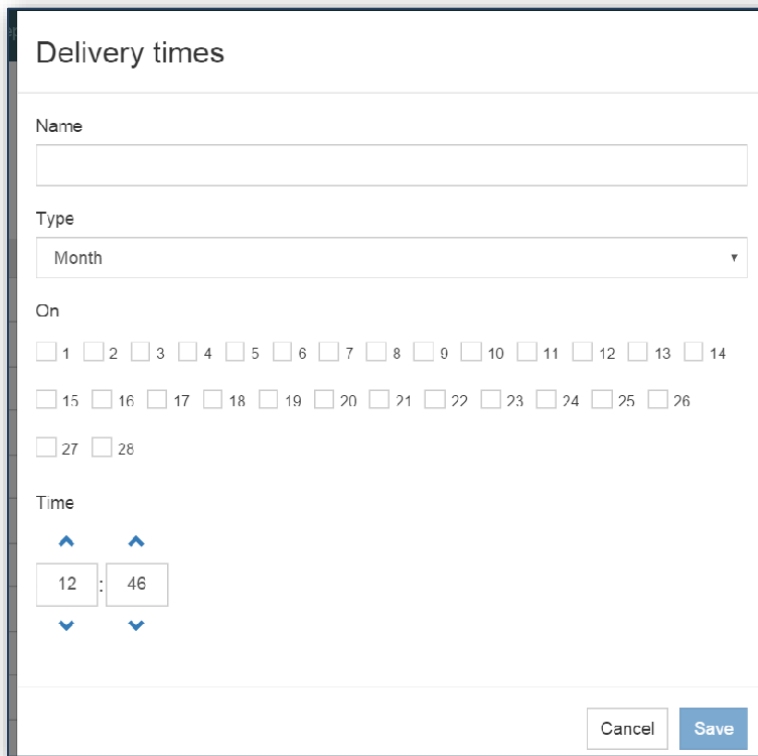


Figure 47 - Delivery Times Grid

Table 16 – Delivery Times Grid

Grid Columns	Description
Tick	Allows selection of one or more items
Name	Name assigned to the delivery time
Type	Delivery time type i.e. Date, Day, Month, etc...
Value	Contains the type value of the delivery time
Time	Contains the assigned time for delivery
Created By	Contains the user credentials of the person who created the delivery schedule
Date	Contains the creation date of the delivery schedule
Usage	Contains the amount of times the delivery schedule has been selected to date
Edit Option	Allows editing of the selected delivery schedule.

Create New Delivery Time



The screenshot shows a web form titled "Delivery times". It has three main sections: "Name", "Type", and "On". The "Name" section has a text input field. The "Type" section has a dropdown menu currently set to "Month". The "On" section contains a grid of checkboxes for each day of the month, from 1 to 28. Below this, there is a "Time" section with two spinners for hours and minutes, currently showing 12:46. At the bottom right, there are "Cancel" and "Save" buttons.

Delivery times

Name

Type

Month

On

☐ 1 ☐ 2 ☐ 3 ☐ 4 ☐ 5 ☐ 6 ☐ 7 ☐ 8 ☐ 9 ☐ 10 ☐ 11 ☐ 12 ☐ 13 ☐ 14

☐ 15 ☐ 16 ☐ 17 ☐ 18 ☐ 19 ☐ 20 ☐ 21 ☐ 22 ☐ 23 ☐ 24 ☐ 25 ☐ 26

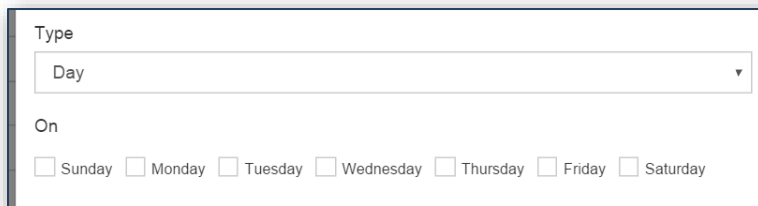
☐ 27 ☐ 28

Time

12 : 46

Cancel Save

Figure 48 - New Delivery Time - Type: Month



The screenshot shows a web form titled "Delivery times". It has three main sections: "Type", "On", and "Time". The "Type" section has a dropdown menu currently set to "Day". The "On" section contains checkboxes for each day of the week: Sunday, Monday, Tuesday, Wednesday, Thursday, Friday, and Saturday. The "Time" section is partially visible at the bottom, showing two spinners for hours and minutes.

Type

Day

On

☐ Sunday ☐ Monday ☐ Tuesday ☐ Wednesday ☐ Thursday ☐ Friday ☐ Saturday

Time

Figure 49 - New Delivery Time - Type: Day

Month – allows selection of a date or dates of the month. The option has only 28 days to unify option for all month and to avoid mistakes connected with non-existent dates.

When all fields are filled in Select the **Save** button to save changes or Select **Cancel** if you want to close the window without saving the **New** delivery time.

Remove/Duplicate Delivery Time

When one or more item is ticked you can **Remove** or **Duplicate** by Selecting on corresponding buttons.

By Selecting on the **Remove** button, you will be asked to confirm the deletion. Select the **Delete** button if you are sure you want to delete a **Delivery Time** or Select **Cancel** to cancel.

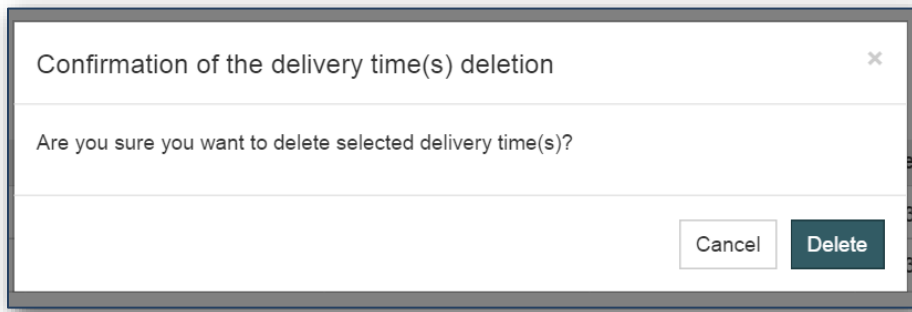


Figure 50 - Confirmation of the Deletion

Advanced Filter can be applied to the following columns: **Name**, **Created By**, **Date** and **Usage** by selecting on the **Filter** icon on the column header.

The **Date** column within **Advanced Filter** has the following options:

- After
- All
- Before
- Last month
- Last quarter
- Last week
- Last year
- This month
- This quarter
- This week
- This year
- Today
- Year to date
- Yesterday

Custom Pages

Custom Pages allows to add .pdf files to **Reports**, with a maximum size of 4Mb.

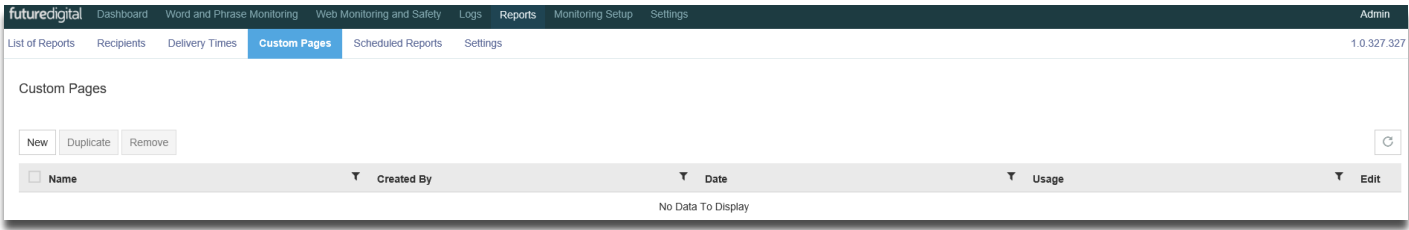


Figure 51 - Custom Pages

Table 17 – Custom Pages Filter Options

Grid Columns	Description
Tick	Allows selection of one or more items
Name	Name assigned to the delivery time
Created By	Contains the user credentials of the person who created the delivery schedule
Date	Contains the creation date of the delivery schedule
Usage	Contains the amount of times the delivery schedule has been selected to date
Edit	Allows editing of the selected delivery schedule.

To add **New Custom Page**, Select the **New** button, enter **Custom Page Name** and **Upload** a .pdf file (maximum size 4 Mb). Select the **Save** button if you want to add the uploaded **Custom Page** to the table or Select the **Cancel** button to cancel.

New Custom Page

Name

File (only PDF, max 4Mb allowed)

Select File

Cancel

Save

Figure 52 - New Custom Page

Remove and Duplicate Custom Page

When you have ticked one or more items you can **Remove** or **Duplicate** by Selecting on corresponding buttons.

To **Remove** a page or pages the system will ask you to confirm. Select the **Delete** button if you are sure you want to delete a **Custom Page** or Select the **Cancel** button to cancel.

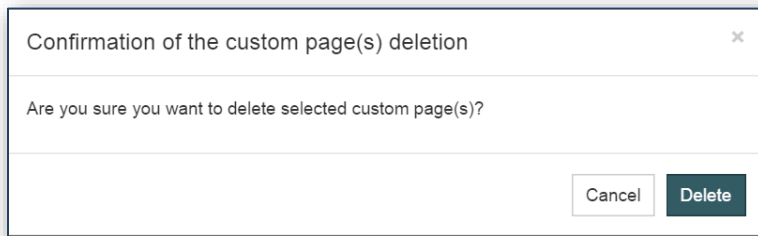


Figure 53 - Confirmation of the Deletion

Select the **Show file** button to change the **Custom Page Name**, replace the **Custom Page** (by Selecting **Replace file** button) or preview the **Custom Page**. Select the **Save** button to save changes.

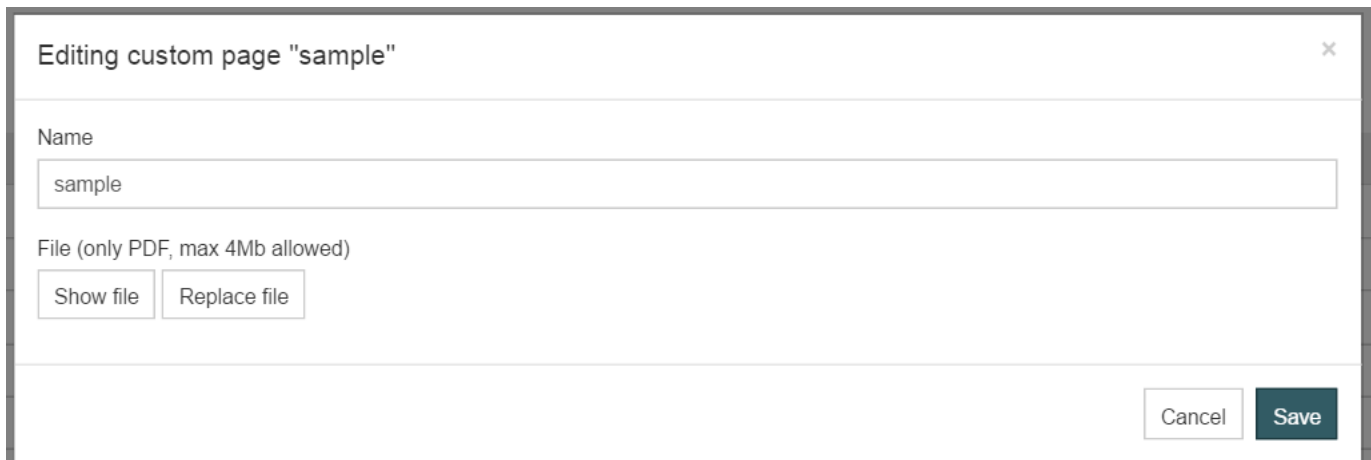


Figure 54 - Editing the Custom Page

Scheduled Reports

Scheduled Reports tab allows the user to **Edit**, **View Run History** or **Run Now**.

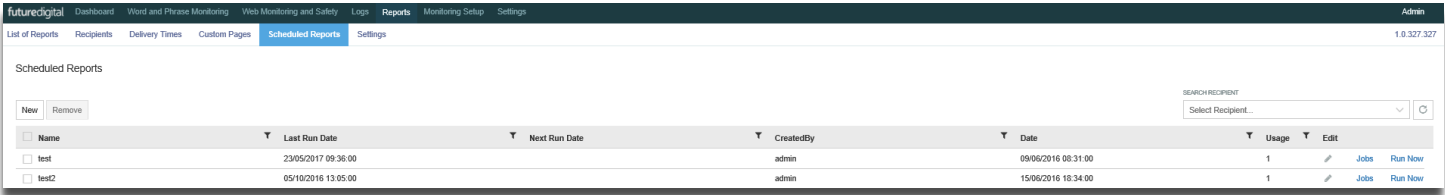


Figure 55 - Scheduled Reports

Table 18 – Custom Pages Filter Options

Grid Columns	Description
Tick	Allows selection of one or more items
Name	Name assigned to the delivery time
Last Run Date	Date the report was last run
Next Run Date	Date the report is scheduled to next run
Created By	Contains the user credentials of the person who created the delivery schedule
Date	Contains the creation date of the delivery schedule
Usage	Contains the amount of times the delivery schedule has been selected to date
Edit	Allows editing of the selected delivery schedule.
Jobs	Report run log
Run Now	Allows the report to run at any time

New Scheduled Report

To add **New Scheduled Report**, select the **New** button, enter **Scheduled Report Pack Name** on the page and add additional information.

Figure 56 - New Scheduled Report

Recipients can be added by selecting the **Recipients** button, a pop up with the list of all available **Recipients** and their emails will be displayed. Select each recipient by entering a tick next to their name and select the **Update** button or **Cancel** to abort the action.

<input type="checkbox"/>	Full Name	Email
<input type="checkbox"/>	Andrea Leslie	natalia120390@gmail.com
<input type="checkbox"/>	Andrew Westwood	nbychko@dataart.com
<input type="checkbox"/>	Andy Owens	awovens@montrose.leicester.sch.uk
<input type="checkbox"/>	Ann Bashir-Pugh	a.bashir-pugh@moorgreenprimary.bham.sch.uk
<input type="checkbox"/>	Balinder Kazi	bkhandel@beaumontodge.leicester.sch.uk
<input type="checkbox"/>	Chiman Mabry	cmabry@mayflower.leicester.sch.uk
<input type="checkbox"/>	Clara Rivaut	clara@leic.ac.uk
<input type="checkbox"/>	Cleo Adediran	cedediran@thornbyodge.leicester.sch.uk
<input type="checkbox"/>	Craig Stewart	cstewart@hazel.leicester.sch.uk
<input type="checkbox"/>	Danny Bullock	dbullock@inglehurst-jun.leicester.sch.uk
<input type="checkbox"/>	Debra Bailey	dbailey@rusheymead-pri.leicester.sch.uk
<input type="checkbox"/>	Elinor Newnham	enewnham@keestrel.leicester.sch.uk

Figure 57 - New Scheduled Report Recipients

HINT: Advanced filters are available where columns indicate a funnel icon

Delivery Times – after selecting on **Delivery Times** button you will view a pop up with the list of all available **Delivery Times** and its details. Select delivery times by entering a tick next to each one and select the **Update** button or **Cancel** if you want to abort the action.

New Scheduled Report

Recipients

Delivery Times

Select when you want this scheduled report to be produced and delivered

<input type="checkbox"/>	Name	Type	Value	Time	Usage
<input type="checkbox"/>	All	Month	1,2,3,4,5,6,7,8,9,10,11...	12:12	20
<input type="checkbox"/>	15-17	Month	15,16,17	12:16	0
<input type="checkbox"/>	Weeks	Day	1,7	18:00	1
<input type="checkbox"/>	Daily	Day	2,3,4,5,6	20:00	2
<input type="checkbox"/>	Today	Date	17/12/2015	12:15	1
<input type="checkbox"/>	New Year	Date	31/12/2015	23:59	0
<input type="checkbox"/>	All - copy 17/12/2015 1...	Month	1,2,3,4,5,6,7,8,9,10,11...	12:12	0
<input type="checkbox"/>	IE test	Month	1,2,3,15	13:00	1
<input type="checkbox"/>	IE Today	Date	17/12/2015	13:08	2
<input type="checkbox"/>	New	Month	22,23	15:44	0
<input type="checkbox"/>	All - copy 14/03/2016 5...	Month	1,2,3,4,5,6,7,8,9,10,11...	12:12	1
<input type="checkbox"/>	All - copy 14/03/2016 5...	Month	1,2,3,4,5,6,7,8,9,10,11...	12:12	1

Cancel

Update

Figure 58 - New Scheduled Report Delivery Times

Selection of the **Add Report** button will invoke a list of all available **Reports** and its details. Select each report by entering a tick next each one and select the **Update** button or **Cancel** to abort the action.

Add Report

Search

<input type="checkbox"/> Name	CreatedBy	Date
<input type="checkbox"/> Carolines Report	admin	21/03/2016 5:39:09 PM
<input type="checkbox"/> nujla, nujla pcs	Mark Pijla	18/03/2016 12:53:34 PM
<input checked="" type="checkbox"/> List of sites machines	admin	15/03/2016 5:08:20 PM
<input checked="" type="checkbox"/> Sites ex-machines	admin	15/03/2016 5:03:31 PM
<input checked="" type="checkbox"/> user groups save	admin	15/03/2016 5:01:08 PM
<input type="checkbox"/> 00	admin	14/03/2016 7:08:17 PM
<input type="checkbox"/> Granby-lc2 - copy 14/03/2016 5:58:22:63...	admin	14/03/2016 4:58:22 PM
<input type="checkbox"/> Granby-lc2	admin	14/03/2016 4:57:54 PM

Cancel
Add 3 Report(s)

Figure 59 - Add Report

HINT: Context field search is available in most fields

Selection of **Add Customer Page** button will invoke a pop up with the list of all available **Custom Pages** and its details. Select each recipient by entering a tick next to their name and select the **Add Custom Page** button or **Cancel** to abort the action.

Add Custom Page(s) to Report Pack
Upload New

Search

<input type="checkbox"/> Name	CreatedBy	Date
<input type="checkbox"/> sample	admin	14/03/2016 1:47:40 PM
<input type="checkbox"/> Readline Guide	admin	07/03/2016 7:02:10 PM
<input checked="" type="checkbox"/> One more	admin	14/03/2016 1:47:25 PM
<input checked="" type="checkbox"/> New	admin	14/03/2016 1:46:56 PM
<input type="checkbox"/> More	admin	14/03/2016 1:47:06 PM
<input type="checkbox"/> Lorem ipsum	admin	14/03/2016 1:47:52 PM
<input type="checkbox"/> Comparison Charts	admin	12/01/2016 6:40:23 PM

Cancel
Add 2 Custom Page(s)

Figure 60 - Add Custom Page

All added information is displayed on main **New Scheduled Report** page in the left menu.

The **New Scheduled Report** page will allow a preview of all added reports and custom pages.

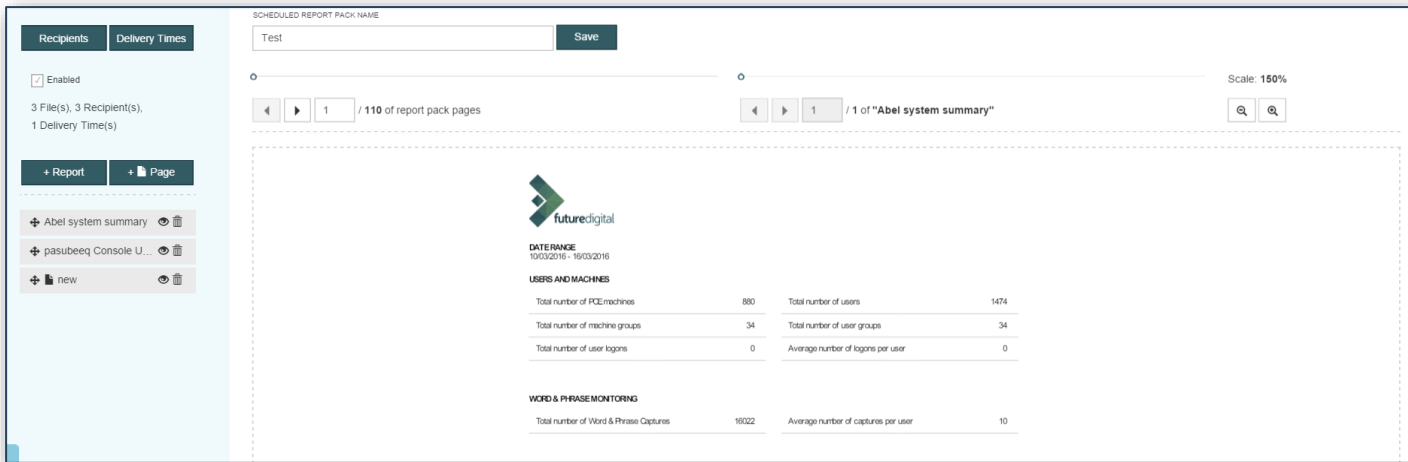


Figure 61 - New Scheduled Report

To save the **New Scheduled Report** select the **Save** button on the right side of the **Scheduled Report Pack Name** field.

Remove and Duplicate Scheduled Reports

Selecting one or more items on **Scheduled Reports** allows **deletion** or **duplication**.

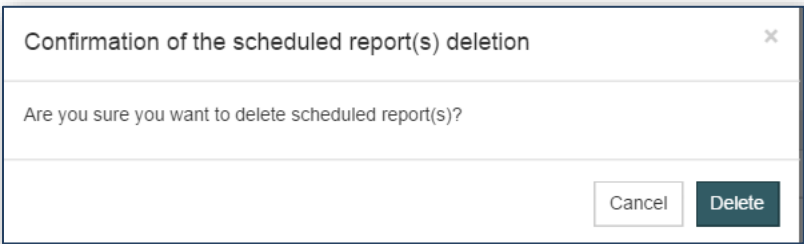


Figure 62 - Confirmation of the Deletion

To **Delete** scheduled report(s) the system will ask you for confirmation. Select the **Delete** button to delete a **Scheduled Report(s)** or Select **Cancel** button to abort the action.

Search Recipient

The **Search Recipient** dropdown shows the list of all available **Recipients**.

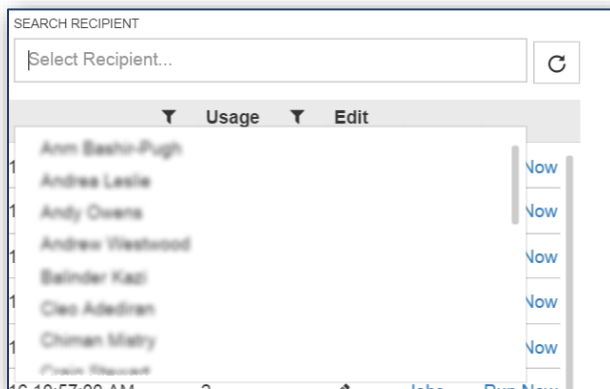


Figure 63 - Search Recipient Dropdown

Edit Scheduled Report

Select the **Edit** icon to view and edit information about the **Scheduled Report**.

Recipients

Delivery Times

☒ Enabled
1 File(s), 1 Recipient(s),
1 Delivery Time(s)

+ Report

+ Page

+ kjafbtrx Machines Re...

SCHEDULED REPORT PACK NAME

Machines UPD - copy 15/03/2016 10:44:34:473AM

Save

1 / 31 of report pack pages

1 / 31 of "kjafbtrx Machines Report - cop"

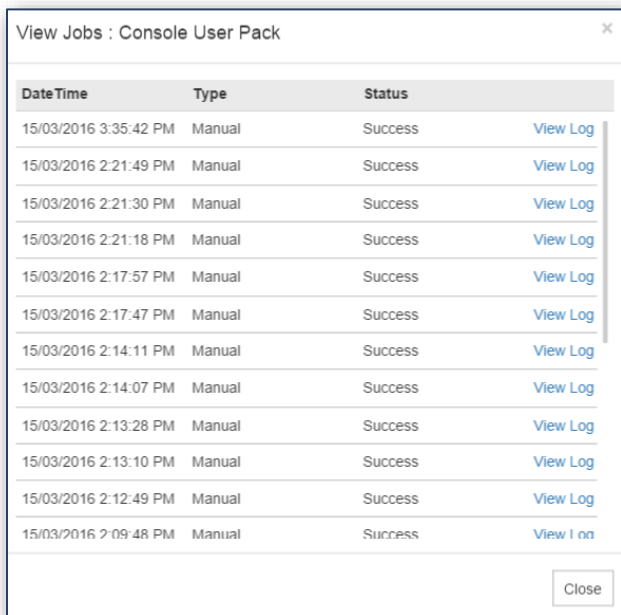
Scale: 150%

MACHINE GROUP: WYVERNLEA PCS (15 MACHINES)

Machine Name	Version	UnViewed	Word Phrase	Web Logs	ALPs	Last Profile Request
wyvern-lea48p-w7-gc	6.2.3.22.W	47	124	0	0	14/05/2015 10:30:05
wyvern-lea48p-w7-G3	6.2.3.22.W	28	100	0	0	14/05/2015 11:34:41
wyvern-lea48p-w7-G5	6.2.3.18.W	100	100	0	0	11/05/2015 10:04:25
wyvern-lea48p-w7-05ch	6.2.3.22.W	51	115	0	0	13/05/2015 18:28:48
wyvern-lea48p-w7-10	6.2.3.18.W	0	0	0	0	13/05/2015 13:58:15

Figure 64 - Edit Scheduled Report

Select the **Jobs** link to view information about the amount of runs of the **Scheduled Report**, **Date**, **Time**, **Type** and **Status** of the run displayed in a popup.

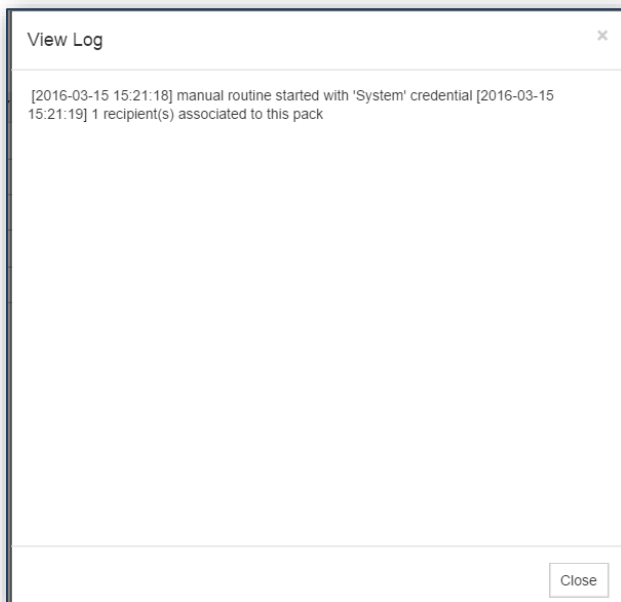


DateTime	Type	Status	
15/03/2016 3:35:42 PM	Manual	Success	View Log
15/03/2016 2:21:49 PM	Manual	Success	View Log
15/03/2016 2:21:30 PM	Manual	Success	View Log
15/03/2016 2:21:18 PM	Manual	Success	View Log
15/03/2016 2:17:57 PM	Manual	Success	View Log
15/03/2016 2:17:47 PM	Manual	Success	View Log
15/03/2016 2:14:11 PM	Manual	Success	View Log
15/03/2016 2:14:07 PM	Manual	Success	View Log
15/03/2016 2:13:28 PM	Manual	Success	View Log
15/03/2016 2:13:10 PM	Manual	Success	View Log
15/03/2016 2:12:49 PM	Manual	Success	View Log
15/03/2016 2:09:48 PM	Manual	Success	View Log

Close

Figure 65- View Jobs

Select the **View Log** link to view information about the run of the **Scheduled Report**.



View Log
[2016-03-15 15:21:18] manual routine started with 'System' credential [2016-03-15 15:21:19] 1 recipient(s) associated to this pack

Close

Figure 66 - View Log

Select the **Run Now** link to run the scheduled report immediately and press **Reload** button to view changes in the **Scheduled Reports** table.

Monitoring Setup

Any changes to configuration and features can be made from the **Monitoring Setup** section of the console. Note most changes will require a logoff and back on to activate.

Selecting User Group

To begin changing configuration settings, first select **Monitoring Setup** from the top menu. The user groups available to your level of console user access will be displayed on the left.

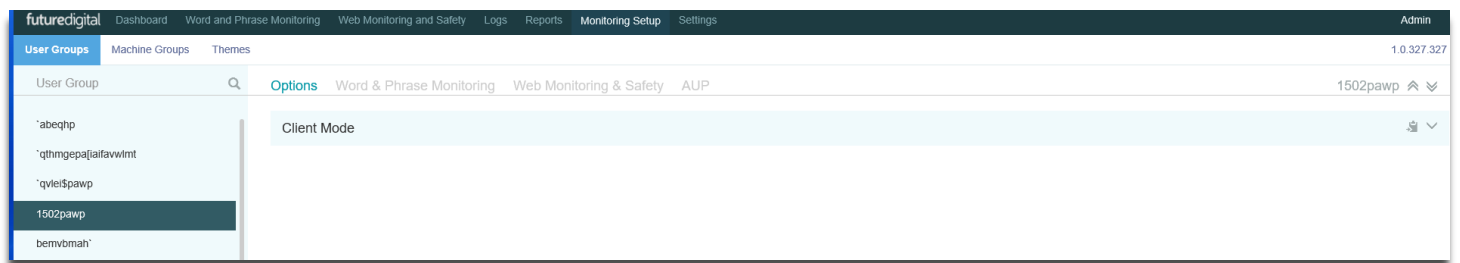


Figure 67 – User Groups

Note more user groups may be present for your site. Please contact your 'Siteadmin' user who will have access to all and can allocate any for which that you believe you should have access to you.

If no such groups exist, even for a 'Siteadmin' then please contact our support service who can assist with bringing relevant groups present in your system into the console. Contact details are at the end of this document.

It is also possible to configure Future Cloud for 'machine groups' based on machine names and typically location but this is not the default method for using groups and so is unlikely to be enabled. Please contact our support service who can assist with activating and using machine groups. Contact details are at the end of this document.

Once a group is selected, each configuration 'tabs' can be selected to change the settings for it.

Options

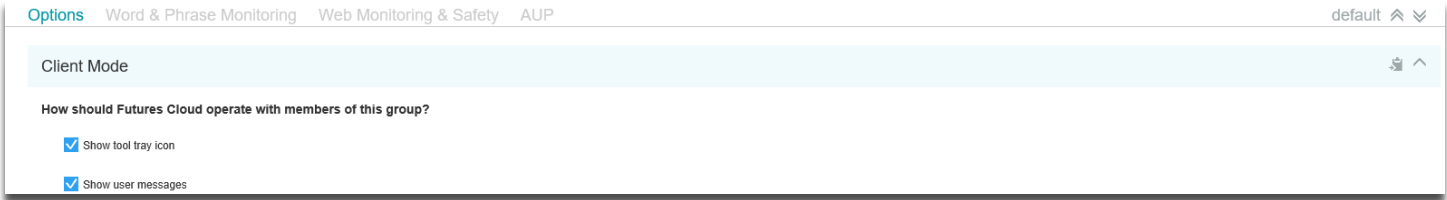



Figure 68 – User Group Options

Table 19 – Options

Setting	Purpose
Show tool tray icon	Clients will display a 'shield' in the tool tray to show the software is active.  Note the user cannot interact with this tool tray icon.
Show user messages	Suppress or allow any user messages that settings made elsewhere would display. This includes notification of capture, if enabled.

Word & Phrase Monitoring

Word & Phrase Monitoring is used to configure the capture process based on words and phrases displayed on the desktop or type via the keyboard.



Figure 69 – Word and Phrase Monitoring Options

Custom Words & Phrases

The ‘Custom Words & Phrases to Monitor’ Library is a user- defined list of words and phrases which will be INCLUDED in the Desktop Filter and therefore cause a ‘capture’.

The Custom Word Library contents usually contain words and phrases specific to the organisation where Future Digital products are installed. For example, people, places or local slang.

This feature should be used with caution to avoid adding a term that is too general (such as ‘GAME’) which would create many ‘false-positives’.

Adding a New Custom Word/Phrase

Select the ‘New’ button to display the word/phrase entry dialog.

Enter the word or phrase in the field provided then click on the ‘Save’ button to submit it to the list.

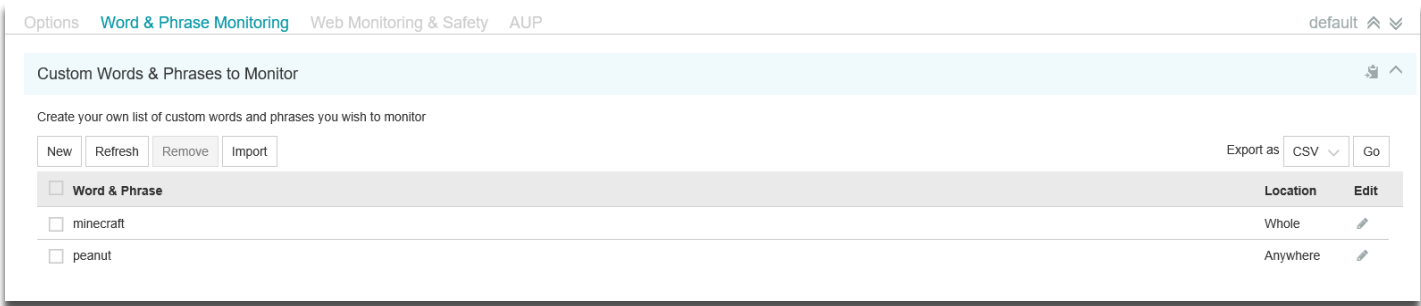


Figure 70 – Custom Word and Phrase Monitoring

Remove Custom Word/Phrase

Tick the box next to the word/phrase and use the **Remove** button to delete it from the list.

Each new word or phrase added to this library can be classed as either 'anywhere' or 'whole' with regard to its location in text.

Setting the location to 'anywhere' will trigger a capture if it is displayed within other text as well as individually. A 'whole' location setting would only create a capture if displayed exclusively.

The table below illustrates examples of each type when the word 'man' is added.

Anywhere

Text	Create Capture ?
The man walked down the road	Yes
www.demanding.com	Yes
My Grandma never forgets my birthday	No

Whole

Text	Create Capture ?
The man walked down the road	Yes
www.demanding.com	No
My Grandma never forgets my birthday	No

Import Custom Word/Phrases from CSV

Select the 'Import' button to display the word/phrase entry dialog.

Chose the local file and select 'import' to import the contents into the dialog.

Words & Phrases to Ignore

This Library is a user- defined list of words and phrases which will NOT BE INCLUDED in the Desktop Filter and therefore will not cause a 'capture'.

The Library contents usually contain words and phrases that would cause many false-positive captures as they are words that in common use but in another context. For example, within a user's surname.

Words & Phrases to Ignore



Enter a list of words or partial words that you want the monitoring to ignore. These can be either full words or parts of words detected from any theme. (e.g. enter "arsenal" to allow arsenal even if "arse" is a monitored word.)

New Refresh Remove Import

Export as CSV Go

☐ Word & Phrases**Edit**☐ bully☐ foscarn

Figure 71 – Words and Phrases to Ignore

Use of the **New**, **Remove** and **Import** buttons are the same as that described in the previous section.

Actions

This section is used to configure the action(s) to be taken when a capture is triggered.

Actions

Each time a word or phrase is typed or appears anywhere on the screen☒ Take and log a screen shot☒ Show the following message

Title

eSafety Monitoring Alert

Text Content

H1	H2	H3	H4	H5	H6	P	pre	”	B	I	U	S	≡	≡	C	↶	Ø	≡	≡	≡	≡	≡	≡
</>				Words: 0	Characters: 0																		

An incident has been detected that may indicate inappropriate use. This information has been recorded for your protection.

Figure 72 – Actions

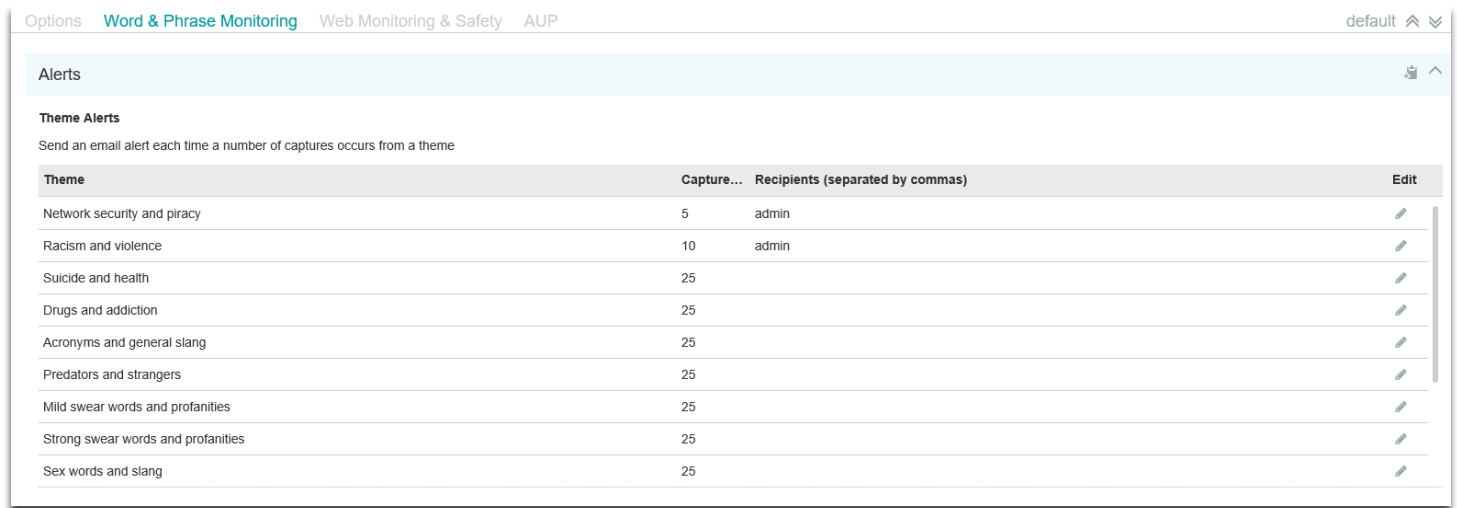
Table 20 – Actions

Setting	Purpose
Take and log a screenshot	This setting controls the capture process. If it is un-ticked, captures will not occur regardless of words or phrases typed or viewed.
Show the following message	This setting enables a customised 'full screen' message to display on capture. Note this is rarely used in practice as it is a considerable distraction to a user of the device.

Alerts

This sections tab is used to configure an email notification to alert designated console users when group members have reached a threshold of new captures from a selected library.

Once the recipient receives the alert email they can access the console to verify the nature of the capture and take the necessary administrative steps.



The screenshot shows the 'Alerts' configuration page. At the top, there are tabs for 'Options', 'Word & Phrase Monitoring' (which is active), 'Web Monitoring & Safety', and 'AUP'. In the top right corner, it says 'default' with up and down arrow icons. Below the tabs, the page title 'Alerts' is displayed with a trash icon and an upward arrow. Underneath, the section 'Theme Alerts' is shown, followed by the instruction 'Send an email alert each time a number of captures occurs from a theme'. A table lists various themes with their corresponding capture thresholds and recipients. Each row has an 'Edit' button (pencil icon) on the right.

Theme	Capture...	Recipients (separated by commas)	Edit
Network security and piracy	5	admin	
Racism and violence	10	admin	
Suicide and health	25		
Drugs and addiction	25		
Acronyms and general slang	25		
Predators and strangers	25		
Mild swear words and profanities	25		
Strong swear words and profanities	25		
Sex words and slang	25		

Figure 73 – Alerts

Setting up an Email Alert.

Use the **Edit** button to the left of each theme to configure the Alert threshold from the list available and to confirm the console user's email address and phone number to receive the alert.

Tick the SMS checkbox if an SMS message should be sent to accompany the email.

Select **Save** to commit this entry.

Modifying the Email Template.

The contents and format of the email template used when an alert is sent can be modified using the email message dialog.

Options Word & Phrase Monitoring Web Monitoring & Safety AUP

Email Message

Title

Future Digital Client Software Notification

Text Content

H1H2H3H4H5H6Ppre”

BBIU ≡≡C↶∅

≡≡≡≡≡≡

</>🖼️🔗📺

Words: 0

Characters: 0

Attention

%Username% was working on %Machinename% when their violation threshold was reached.

The violation threshold is currently configured as follows:

Library: %Library%

Violation Threshold: %CaptureNumber%

Please login to your monitoring console to further investigate a possible breach of the Acceptable Use Policy.

Thank you

Figure 74 – Email Message

Change the text as required and use the **Save** button at the bottom to commit.

Word and Phrase Themes to Monitor

This selection is used to switch on or off selected themes to modify the form of use that will generate captures.

Options Word & Phrase Monitoring Web Monitoring & Safety AUP

Word & Phrase Themes To Monitor

Each of the following libraries contains words and phrases that Futures Cloud will continuously monitor for. Select the libraries you wish to monitor

☐ Select All

- ☒ Prevent
- ☒ Acronyms and general slang
- ☐ Admin
- ☒ Drugs and addiction
- ☐ Health & Safety (Arabic)
- ☐ Mild swear words and profanities
- ☐ Network security and piracy
- ☒ Pornographic content
- ☐ Predators and strangers
- ☐ Profanities (Arabic)
- ☐ Racism and violence
- ☐ Radicalisation (Arabic)
- ☒ Sex words and slang
- ☒ Sexual health and biology
- ☒ Strong swear words and profanities
- ☐ Suicide and health

Figure 75 – Themes

The themes contain words and phrases that relate to different forms of unacceptable use. It is possible to switch different themes on or off.

Tick the box next to each library that you want to be active for the group.

Select **Save** to commit your changes.

Table 21 – Themes

Setting	Purpose
Prevent	Content related to the UK Government’s counter-terrorism agenda, aiming to highlight those at risk of radicalisation, terrorist or extremist activities.
Acronyms and general slang	Commonly used abbreviations and slang that may indicate inappropriate content
Admin	Words and phrased added to the ‘custom’ library for the group
Drugs and Addiction	Drug and addiction related content
Health & Safety (Arabic)	Content related to physical, moral, mental health and well-being, in the Arabic language.
Mild swear words and profanities	Basic swearing, insults and rude words. General words you may encounter every day or in films and the media.
Network security and piracy	Terminology that may indicate hacking, phishing, snooping, piracy or other illegal IT activity
Pornographic content	Words that may indicate pornographic or sexually inappropriate web sites.
Predators and strangers	Common predatory terms and phrases that may indicate inappropriate conversations and activity.
Profanities (Arabic)	Basic swearing, insults and rude words, in the Arabic language.
Racism and violence	Content that may indicate offensive remarks, racism, bullying, incitement to harm and other hate related inappropriate behaviour
Radicalisation (Arabic)	Content that may be associated with extreme political, social, or religious ideals and aspirations, in the Arabic language.
Sex words and slang	Explicit pornographic sex words and slang as commonly found in adult and hard-core sex material.
Sexual Health and Biology	Words used to describe sexual organs, sexual issues and sexual terms.
Strong swear words and profanities	Explicit and more specialised swearing and profanity. Stronger and more unusual types of words.
Suicide and health	Content related to physical, moral, mental health and well-being. Usage may indicate depression, anxiety, bullying and self-harm

Web Monitoring and Safety

Web Monitoring & Safety is used to configure the features that control access to web site content.

This section also includes a feature to block access to web pages and to exclude web pages from capture based on words and phrases contained in them.

Each configuration option displayed when a group has been selected is explained below.

Web Monitoring

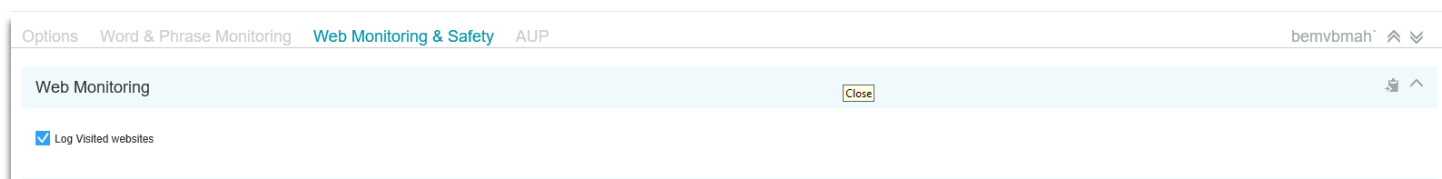


Figure 76 – Web Monitoring (Logs)

Web Monitoring logs all web page access from a device with the client software installed. This will include web sites visited by a user of it as well as web site access by the machine itself. For example, Windows Update or local Anti-Virus software updates.

There may be other products in use that are also performing a web log service or the data may not be of interest and so the log feature can be switched on or off for the group using this setting.

Change the setting as required and use the 'Save' button at the bottom of the screen to commit.

Web Themes to Block

Web Monitoring includes a feature to provide simple blocking of specific categories of web sites. Many different categories available and the list of web sites contained within them is a mixture of web site lists and dynamic examination of the content of a web site before display.

As this is a 'client' based feature, it is not possible to block access to secure SSL (HTTPS) web sites using it. This is because such web sites are encrypted up to the point of local display.

Select the feature to configure use. Note the default setting for groups is to disable this feature.

Figure 77 – Web Themes to Block

Select the web site themes to block and use the ‘Save’ button at the bottom of the screen to commit. New settings will take effect at the next log in.

Table 22 – Web Site Themes

Setting	Purpose
Drugs and alcohol	Drug, alcohol and addiction websites.
Gambling and betting	Gambling, betting and gaming websites.
Games	Online games and entertainment.
Hacking and piracy	Websites dealing with hacking, piracy and all types of IT and technological misuse.
Hate and violence	Websites that discuss, practice, advertise, glorify and incite all types of hate, racism, bullying, crime and violence.
Music and entertainment	Online music download and streaming sites.
Pornography	Pornographic and other sexually inappropriate websites.
Shopping and auctions	Online shopping, auction and money related websites.
Social networks and dating	Online chat, social networks and dating websites.
Webmail	Web based email websites.

Theme Content Blocking

Web Monitoring includes a feature to blocking web page access based on words or phrases contained in them.

This can be used to block access to a web page that explores an unacceptable subject or even if it contains a term that has been added to the 'custom theme' for the group.

It should be used with caution as web site content can change often and so a web page may be intermittently blocked due to changing text within it. For example, a news article on terrorist activity.

As this is a 'client' based feature, it is not possible to block access to secure SSL (HTTPS) web sites using it. This is because such web sites are encrypted up to the point of local display.

Select the feature to configure use. Note the default setting for groups is to disable this feature.

The screenshot shows a web interface for configuring 'Theme Content Blocking'. At the top, there are tabs for 'Options', 'Word & Phrase Monitoring', 'Web Monitoring & Safety' (which is active), and 'AUP'. The user's name 'bemvbmah' is in the top right corner. The main heading is 'Theme Content Blocking'. Below it, a sub-heading says 'Block web pages that contain words from the following themes'. There are two main options: 'Select All' (unchecked) and 'Prevent' (checked). Below these are several individual themes, each with an unchecked checkbox: 'Acronyms and general slang', 'Admin', 'Drugs and addiction', 'Health & Safety (Arabic)', 'Mild swear words and profanities', 'Network security and piracy', 'Pornographic content', 'Predators and strangers', 'Profanities (Arabic)', 'Racism and violence', and 'Radicalisation (Arabic)'. At the bottom left, there are 'Save' and 'Reset' buttons.

Figure 78 – Theme Content Blocking

Select the word and phrase themes to query on web pages and block if present. Use the 'Save' button at the bottom of the screen to commit. New settings will take effect at the next log in.

Custom Content Blocking

This feature is an extension of the ‘Web Themes to Block’ function shown previously. It can be used to block web page access based on words or phrases contained in the list displayed.

This is a quick way to block access to a web page that explores an unacceptable subject such as a bullying incident or has a specific name used in it.

It should be used with caution as a very commonly used term entered in the list could result in unrelated web sites being blocked.

As this is a ‘client’ based feature, it is not possible to block access to secure SSL (HTTPS) web sites using it. This is because such web sites are encrypted up to the point of local display.

Select the feature to configure use. Note the default setting for groups is to disable this feature.

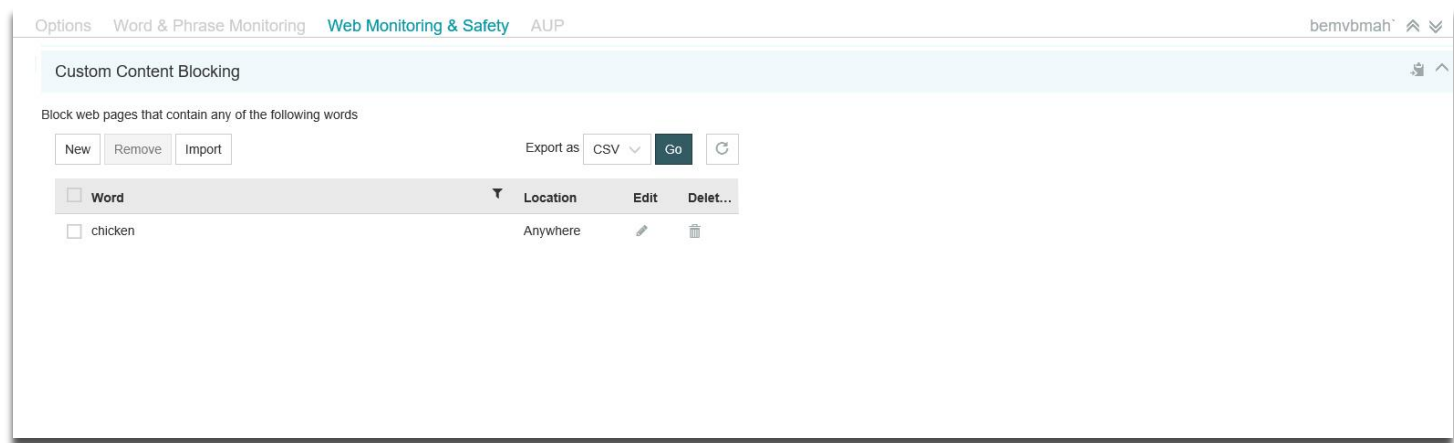


Figure 79 – Custom Content Blocking

Use the ‘New’ button to create a new entry. The dialog displayed is similar to that used in the ‘Adding a New Custom Word/Phrase’ section shown previously. Please refer to that section for a guide to use of it and the ‘Import’ and ‘Export’ options.

Custom Web Sites to Block

This feature is used to block web sites with a specific URL.

This is a quick way to block access to a web page that does not fall in to a category above.

Select the feature to configure use.

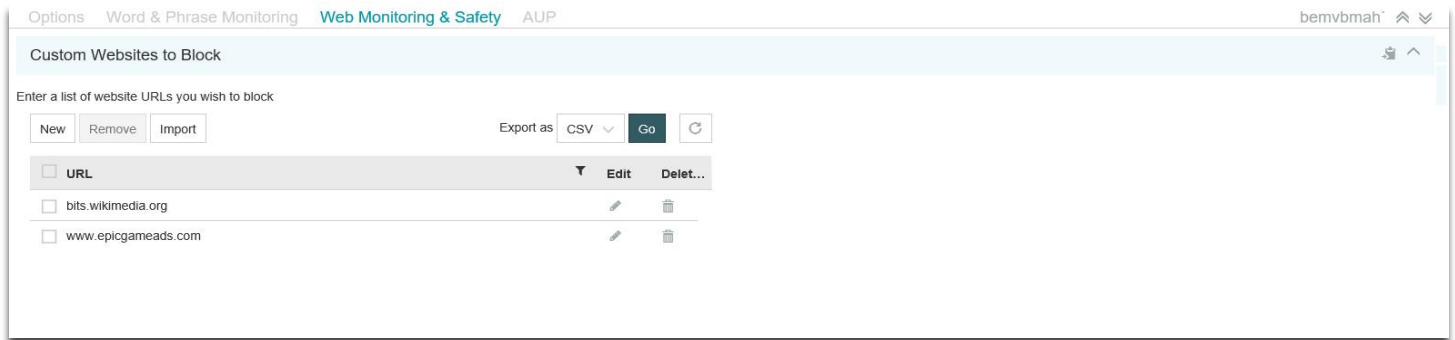


Figure 80 – Custom Websites to Block

Select 'New' to create a new entry. The new website URL dialog is displayed.

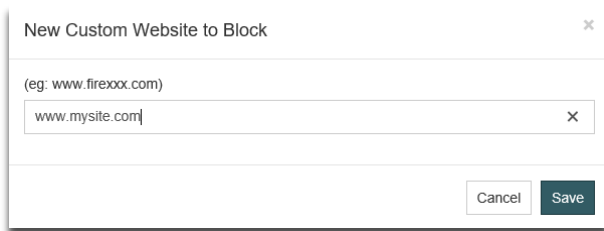


Figure 81 – New Custom Website to Block

Enter the new URL details. Wildcards ('*' and '?') are permitted but ensure their use does not block other valid websites. Select 'Save' to commit any changes.

An existing entry can be selected in the list and the 'Remove' button used to delete it.

Web Sites not to Block or Monitor

This feature is used to exclude web sites from the word and phrase capture process and from any of the web site blocking features configured in the previous sections.

It is often used to list web sites that contain many terms that are present in the themes but are always present in an entirely ‘false-positive’ way, such as on a news web site.

Select the feature to configure use.

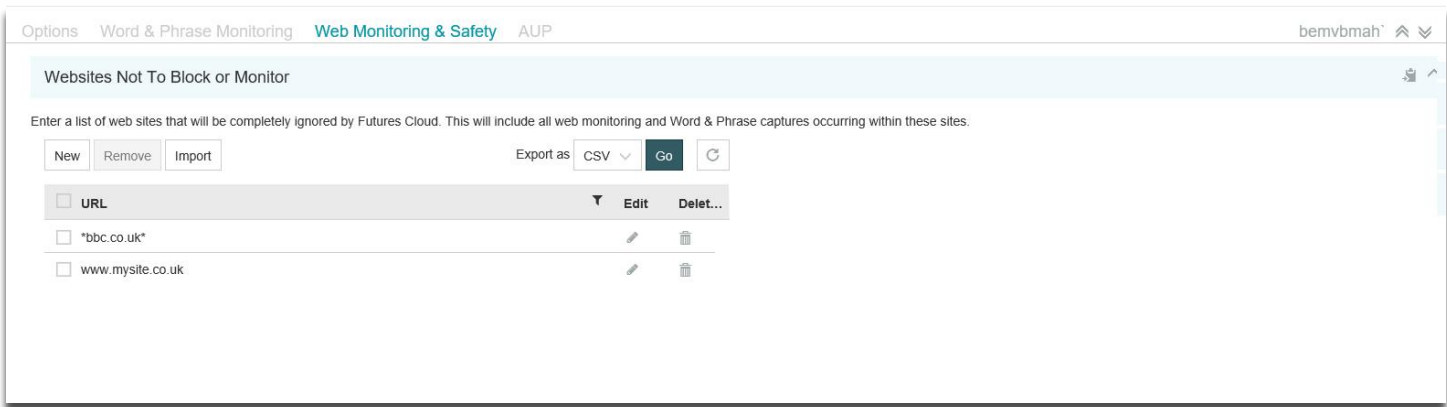


Figure 82 – Websites Not to Block or Monitor

Select ‘New’ to create a new entry. The new ‘Website Not to Block or Monitor’ dialog is displayed.

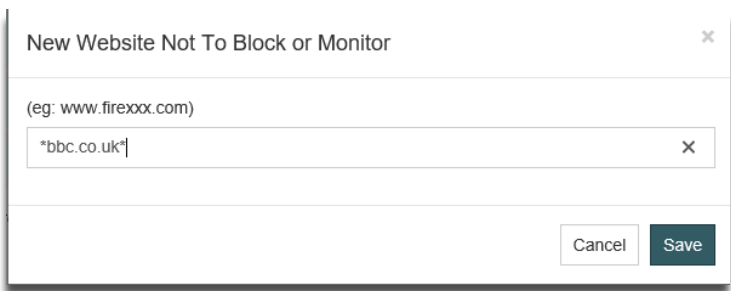


Figure 83 – New Website Not to Block or Monitor

Enter the new URL details. Wildcards (‘*’ and ‘?’) are permitted. Select **Save** to commit any changes.

An existing entry can be selected in the list and the **Remove** button used to delete it.

Note that entries here cannot block a web site from possible capture completely. Web sites show content from many other sources under their core URL and so many of these sources may still result in capture.

Blocked Website Message

If any of the features above are activated and block access to a web page, it is necessary to inform the user that this has occurred.

The message displayed on screen when the block takes place can be configured using the dialog shown.

The screenshot shows a web application interface with a top navigation bar containing 'Options', 'Word & Phrase Monitoring', 'Web Monitoring & Safety' (highlighted), and 'AUP'. The user 'bemvbmah' is logged in. The main content area is titled 'Blocked Website Message'. It features a 'Title' field with the text 'Internet Safety'. Below this is a 'Text Content' section with a rich text editor toolbar including options for heading (H1-H6), paragraph, pre, bold, italic, underline, strikethrough, bulleted list, numbered list, link, unlink, undo, redo, and clear. The editor shows a placeholder text: 'This page has been blocked because it may contain unsuitable or barred content'. At the bottom of the dialog are 'Save' and 'Reset' buttons.

Figure 84 – Blocked Website Message

Enter a suitable title and body text to display and select **Save** to commit any changes.

AUP (Acceptable Use Policy)

This section logs each user's acceptance or refusal of the terms of the Acceptable Use Policy (AUP) for the organisation.

The AUP can be configured to display at boot-up, logon or when specific applications are loaded.

Data can be viewed or printed, then shown to the user if any misuse has occurred and they deny having read the AUP.

Select **AUP Settings** to choose the AUP should be displayed after the user has completed the log on process.

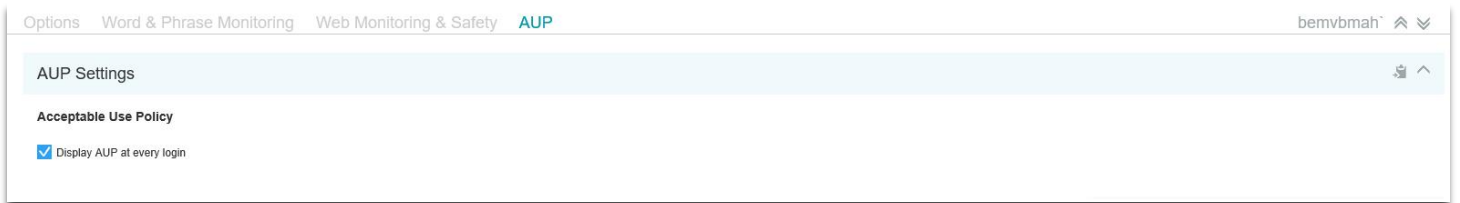


Figure 85 – AUP Settings

The Acceptable Use Policy text displayed can be edited using the 'AUP Message' dialog below.

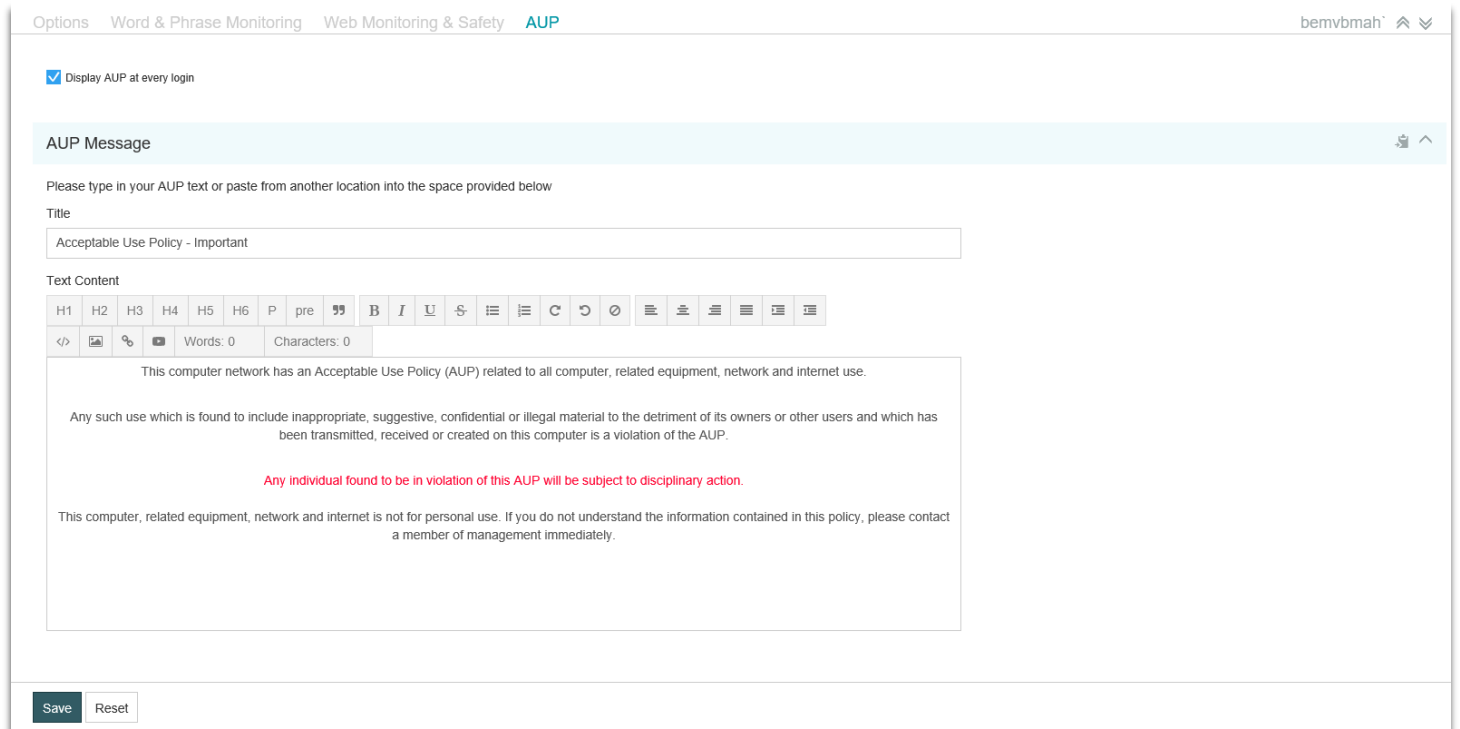


Figure 86 – AUP Message

Enter suitable text and use the toolbar edit functions to change as required. Select **Save** to commit any changes.

Note the AUP will appear as a 'full screen' window and cannot extend beyond the text area allocated.



Figure 87 – Example AUP Display

The user must select either the **Accept** or **Decline** buttons to proceed. **Accept** will log this action and return the user to their session whereas **Decline** will log refusal and immediately log them out of their session.

Settings

In this section you can specify settings for the application. To save new settings options Select the **Save** button or Select the **Cancel** button if you want to abort the action.

The following options are available:

SMTP Settings

Settings

SMTP SETTINGS

Specify which server FutureCloud should use when sending report packs related emails and alerts

☐ Use FutureDigital's SMTP server

☒ Use custom SMTP server

Server Name

smtp.fdc.com

Server Port

25

User Name

report@fd.com

Password

Enable SSL

☐

Figure 88 - SMTP Settings

Email Message Settings

EMAIL MESSAGE SETTINGS

From

report@fd.com

Subject

Report pack

Body

Please, find below your report

☐ Indicating whether the mail message body is in HTML

Figure 89 - Email Message Settings

Automated Routine

AUTOMATED ROUTINE

Specify the email address to whom you want to send the error log file in case of automated routine failure. If you want to specify more than one email it should be seperated by comma

nbychko@dataart.com

Figure 90 - Automated Routine

Permissions

PERMISSIONS

How should FutureCloud operate reports scheduling for limited user(s)?

☐ Enabled (All limited user can run their own reports scheduling)

☒ Disabled (Limited user will not see or have access to reports scheduling)

Figure 91 - Permissions

Help and Assistance

Further help and assistance on installation and use of all our products is available to you by telephone or via our Support services.

Please visit our web site for more information and links to support services available.

www.futuredigital.co.uk

T: +44 203 370 2191

E: support@futuredigital.co.uk