User Guide

Revised in Feb, 2012

Browse**Reporter**

Version 4.2

Web Monitoring Tool

BrowseReporter User Guide - Table of Contents

1.0 Introduction to BrowseReporter

BrowseReporter is an easy to use reporting tool, designed to allow department managers, team leaders, teachers and lecturers to monitor user Internet browsing activity.

BrowseReporter provides the facility to generate reports and graphs at both the computer and user level. In depth information of the sites visited and the time spent at these sites are presented. Detailed reports, summary level reports and graphs can be generated.

In addition, to tracking Internet activity, BrowseReporter also includes bandwidth monitoring and remote screen capture functions.

1.1 CurrentWare Components

There are four primary components in the CurrentWare Console

CurrentWare Server
This component includes a server Service and database. It houses all the data for the configuration and settings. The CurrentWare Server is the central hub for the CurrentWare Consoles and the CurrentWare Clients to connect to. A Firebird database is used for the data storage.

CurrentWare Console
This component is the management console that the administrator uses to control the functionalities of the CurrentWare Solutions. The administrator will be able to see the connection status of their CurrentWare Clients within the CurrentWare Console.

Multiple consoles can be installed on the same network. Multiple authentications can be assigned to different users to allow or restrict the full functionality of the console.

Note: the CurrentWare Server and the Console components are commonly installed on the same computer. Additional CurrentWare Consoles may be installed on other administrators' computers.

CurrentWare Solutions
This component contains different functionalities based on the solution that you are installing. After the installation of a CurrentWare solution, the solution's functions will be embedded on the right hand side of the CurrentWare Console.

- **BrowseControl:** Internet Management
- **BrowseReporter:** Internet Tracking and Reporting
- **enPowerManager:** Power Management
- **AccessPatrol:** Endpoint Security Tool

CurrentWare Client
This component is to be installed on all computers that need to be managed by the CurrentWare Console. The CurrentWare Clients establish communication to the CurrentWare Server. The client is password protected and runs in stealth mode.

1.2 System Requirements

Hardware Requirement

All components of the CurrentWare Console are supported on desktop computers and server computers with the following specifications.

- **Processor:** Any CPU running faster than Pentium II.

- **Memory:** At least 128MB of RAM

- **Disk Space:** At least 100MB of disk space

Software Requirement

All components of the CurrentWare Console are compatible with the following Operating Systems

- **Windows XP Professional***

- **Windows Vista Professional***

- **Windows 7 Professional and Ultimate***

- **Windows Server 2003* and 2008****

* Support for 32-bit and 64-bit computers.

** Support Windows Terminal Server

1.3 Installing the CurrentWare Server, Console and Solutions

Follow the instructions below to install the CurrentWare Server, Console and Solutions on your network.

Before you begin your installation:

- Installation of all components must be done with an admin user account.
- The Server and Console components may be installed on the same computer.

1. **Download the Setup Files**

   Download the CurrentWare setup files from our website:

   http://www.CurrentWare.com. Remember to also download the setup file for

   the CurrentWare solutions (BrowseControl, BrowseReporter,

   enPowerManager, and AccessPatrol) that you want to install.

2. **Select a Computer to install the CurrentWare Server and Console**

3. **Install the CurrentWare Server and Console**

   1. Unzip the setup file that you downloaded from our website and run the **currentware.exe** to initiate the CurrentWare Console Installation Wizard.

   2. Proceed to accept the **License Agreement**.

   3. Put in your **User Information** (Full Name and Organization name) and select the software usage for "Anyone who uses this computer" or "Only for me"

   4. Now, select the **CurrentWare Components** that you want to install. For first time installation, click next. The install wizard will automatically select the CurrentWare Console and Server to be installed on your computer.

   5. Type in the computer name (or IP address) of your CurrentWare Server. For first time installation, click next. The install wizard will automatically type in your Computer name.

6. The Installer will now proceed to install the CurrentWare Server and Console on your computer.

4. Install the CurrentWare Solutions

Once your CurrentWare Server and Console are installed, you can proceed to install the CurrentWare Solutions by running the appropriate setup file below (You have to download the CurrentWare Solutions setup file from our website):

- **BrowseControl**: run *BrowseControl.msi*
- **BrowseReporter**: run *BrowseReporter.msi*
- **enPowerManager**: run *enPowerManager.msi*
- **AccessPatrol:** run *AccessPatrol.msi*

CurrentWare

1.4 Installing the CurrentWare Clients

Follow the instructions below to install the CurrentWare clients on the computers you want to manage. After a successful installation of the CurrentWare Clients, they will connect to your CurrentWare Server and automatically show up on your CurrentWare Console.

Before you begin your installation:

- Installation of all components must be done with an admin user account.
- To successfully deploy the CurrentWare Client using the *Remote Client Install* utility, please temporarily disable the Windows Firewall on the client computers and disable Window's Simple File Sharing.

There are four ways to deploy the CurrentWare Clients to your workstations.

1. **Local CurrentWare Client Install:** run the *cwClient.msi* file on all the computers you want to manage.

2. **Remote Client Install:** use the built-in *Remote Client Install* tool on the CurrentWare Console to push the CurrentWare Client install to the computers.

3. **Deploy the CurrentWare Client by Command Line:** create a batch file that will install the CurrentWare Client. Run the batch file through *Active Directory* or *Login Script*.

4. **Deploy the CurrentWare Client with a Third-Party Software Delivery Tools:** use third-party software to deploy the cwClient.msi file.

1.4.1 Local CurrentWare Client Install

This is the most standard method of installing the CurrentWare Client. Run the *cwClient.msi* file on each computer you want to manage.

The *cwClient.msi* file can be found on the computer that you have installed the CurrentWare Server. This set up file is stored under:

CurrentWare Client Setup File:
C:\Program Files\CurrentWare\cwClient\cwClient.msi

When you run the *cwClient.msi* on your managed computers, you will need to fill in the following information.

1. Computer Name or IP Address of the CurrentWare Server

Put in the Computer Name or IP address of the CurrentWare Server that you want the client to connect to. Ensure that the managed workstations can establish connections to the CurrentWare Server.

2. CurrentWare Client Password (Optional)

The CurrentWare Client password is used to configure the CurrentWare Client settings. If you do not put in a custom CurrentWare Client password, then the default password is "Admin" (without the quote; case sensitive).

Upon the completion of your CurrentWare Client installation, it will automatically connect to your CurrentWare Console.

1.4.2 Remote Client Install

Before you begin your installation:

- On computers running Windows Vista, Windows 7 and Windows 2008, please disable UAC (User Account Control) before running the Remote Client Install.
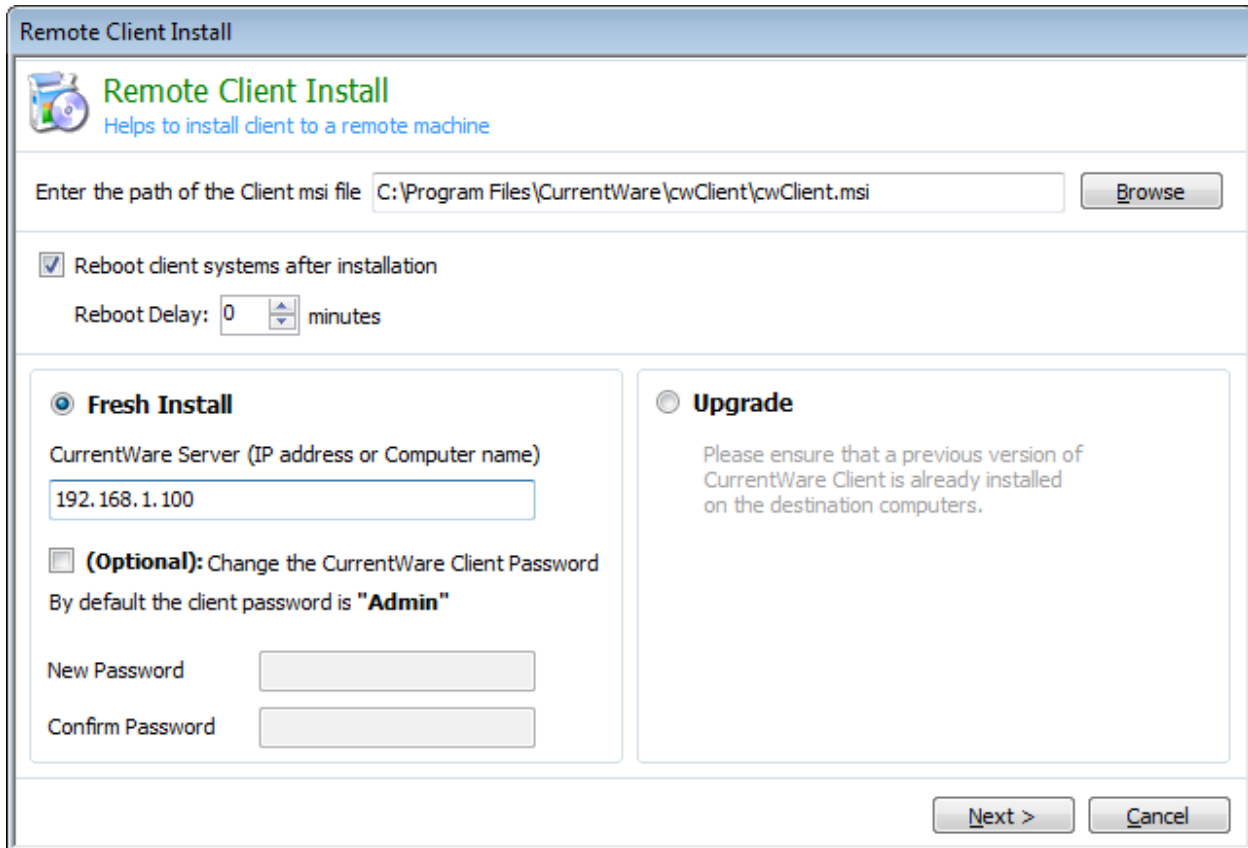
CurrentWare Clients can be remotely installed from the Console. The remote installer can be found on the console under the menu **Install > Client > Remote Client Install**.

1. Browse for the path of the CurrentWare Client setup file, cwClient.msi, on your computer. By default this file is located in the following folder on the server computer:

C:\Program Files\CurrentWare\cwClient\cwClient.msi

2. Select the option to enable or disable **reboot** after the installation (the recommended option is to enable reboot).
3. Select the appropriate Install option: **Fresh Install** or **Upgrade**.
4. Enter the **Computer name or IP address** of the CurrentWare Server.
5. (Optional): Change the **CurrentWare Client password**.
6. Select the computers you want to install the CurrentWare Client on:

a. You can enter the IP address manually, or

b. Click on the Search button to allow CurrentWare to look for the computers on your network, or

c. Import from a text file that contains a list of your computers' names of IP addresses.

7. Enter the username and password of an account that has administrative rights to the computers you are installing to

a. If you are a domain admin, put in the username in the format of **Domain\Administrator**

8. The CurrentWare Client will now be deployed to the designated computers.

Remote Client Install

Remote Client Install
Helps to install client to a remote machine

Enter the path of the Client msi file C:\Program Files\CurrentWare\cwClient\cwClient.msi   Browse

☑ Reboot client systems after installation

Reboot Delay: 0 ⬍ minutes

◉ **Fresh Install**

CurrentWare Server (IP address or Computer name)

192.168.1.100

☐ **(Optional):** Change the CurrentWare Client Password
By default the client password is **"Admin"**

New Password

Confirm Password

○ **Upgrade**

Please ensure that a previous version of CurrentWare Client is already installed on the destination computers.

Next >   Cancel

The First screen of the Remote Client Install Window

1.4.3 Deploy CurrentWare Client by Command Line

The CurrentWare client file can be deployed through a single command line. Below is a list of switches you can along with the command line to deploy the CurrentWare client with the configurations of your choice.

e:\cwClient.msi ALLUSERS=1 USERPARAMS="-p Admin -ds

192.168.1.100 -rp test -sp test" /qn /l e:\install.log

Switches:

-p   Required parameter (password is Admin)
-ds   CurrentWare Server IP address or Computer name
-rp   New Password (Optional)
-sp   Confirm Password (Optional)
/qn   Quiet Install
/l   Create a log file during the install. Specify the location and name of the log file.

In the above example, the network drive is assigned with the letter e:\. The CurrentWare Client set up file is stored on the network drive and the install log file will be created on the network drive after the installation.

1.4.4 Deploy CurrentWare Client with a Third-Party Software Delivery Tool

The CurrentWare Client is packaged as a MSI file. You can use your company's system deployment tools to deploy the CurrentWare client to your workstations.

Deploy by customizing the cwClient.MSI file

You can take the existing cwClient.msi file and customize it with the proper CurrentWare Server Computer name and other parameters before you deploy the file.

Use a MSI editor (for example, the Orca MSI editor) and modify the following table within the cwClient.MSI file:

Table	Property	Value
Property	**USERPARAMS**	**"-p Admin -ds 192.168.1.100"**

Change the IP address in the value field to the IP address of your CurrentWare Server.
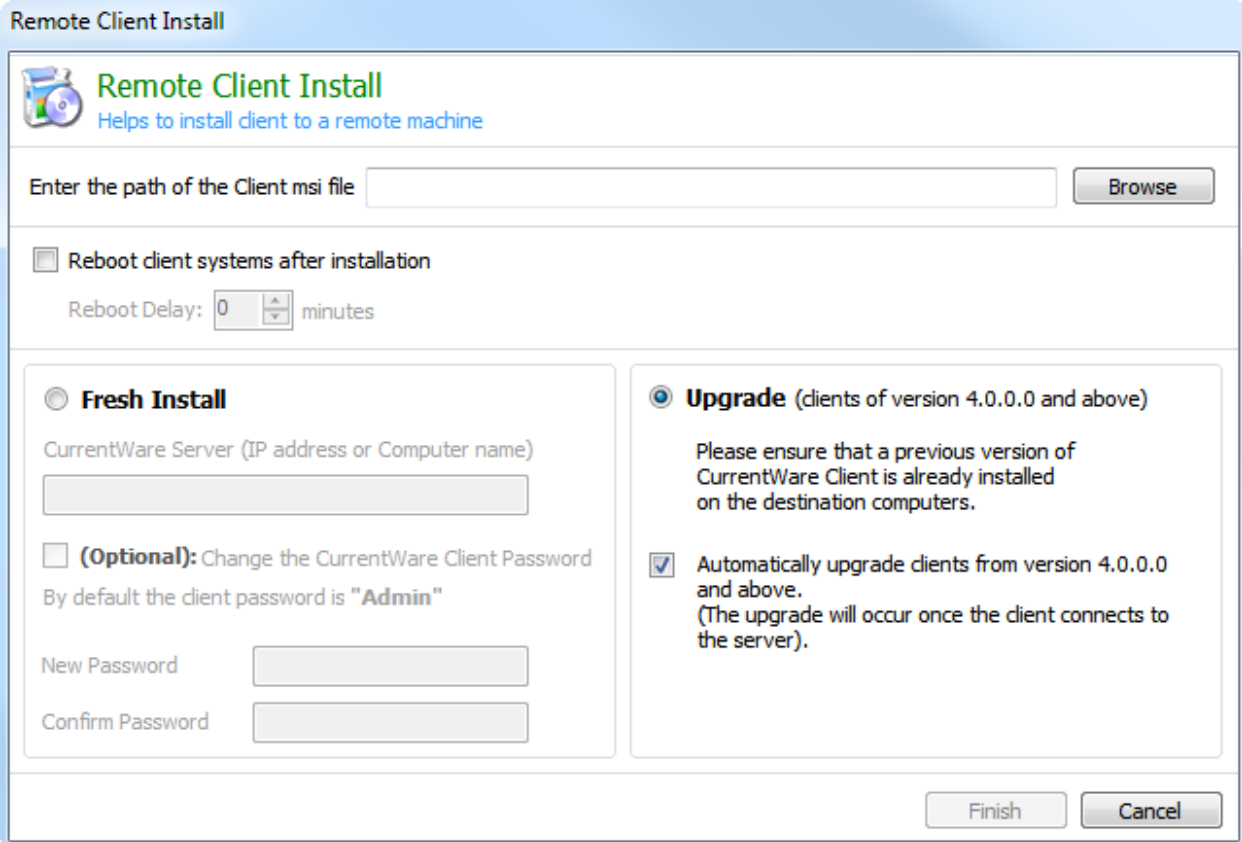
1.5 Upgrading the CurrentWare Clients

There are two ways to upgrade the CurrentWare clients in version 4 – Automatic upgrade or Manual upgrade.

1.5.1 Automatic Upgrade of the CurrentWare Clients

The client upgrade process can be automated when you upgrade any version of the CurrentWare client to the latest version.

1. On the CurrentWare Console, go to **Install > Client > Remote Install**

2. Click on the **Upgrade** button

3. Click on the **"Automatically upgrade clients from version 4.0.0.0 and above"** checkbox and the CurrentWare Server will push the update to the clients.

The Client upgrade is automatic when this option is enabled.

1.5.1 Manual Upgrade of the CurrentWare Clients

The client upgrade method can be done manually by running the cwClient.msi file on each computer that has CurrentWare v4 client installed.

1.6 Terminal Server Setup

The CurrentWare Console is compatible with Windows Terminal Server. The terminal server installation is the same as a normal CurrentWare Console installation.

The following Solutions are compatible with Terminal Server:

- **BrowseControl**

- **BrowseReporter**

1.61 BrowseControl and Terminal Server

In order to view the users on your Terminal Server, you must change your CurrentWare Console from PC mode to User mode.

On the CurrentWare Console, expand the BrowseControl tab on the right hand side. Click on the Mode button. Select User mode and click Apply. You are now using BrowseControl in User Mode.

Once you are in user mode, your Terminal Server users will be listed under the User Mode tab automatically after they log onto the terminal server for the first time.

1.62 BrowseReporter and Terminal Server

BrowseReporter is automatically compatible with Terminal Server without the need of any further configurations.
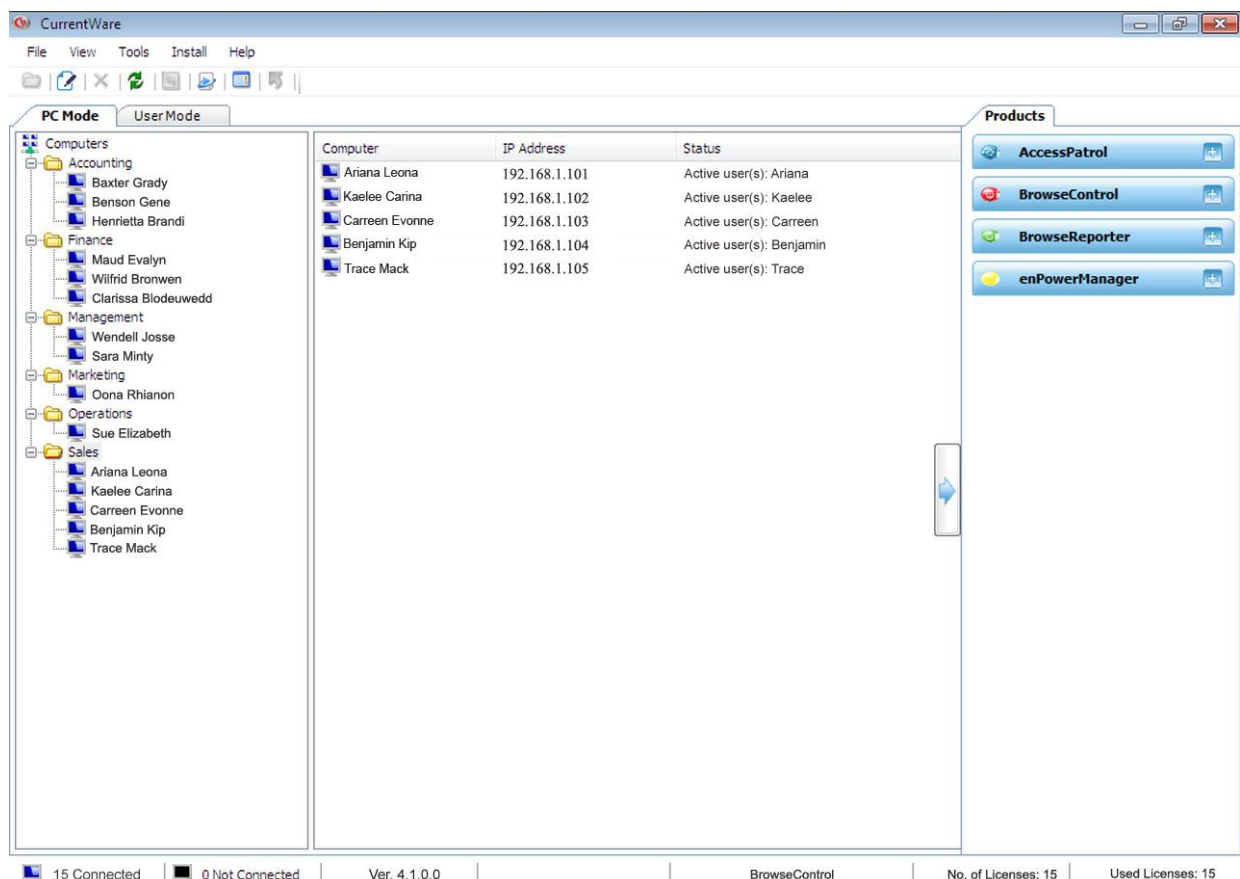
The Terminal Server users will be listed under the User Mode tab automatically after they log onto the terminal server for the first time.

2.0 CurrentWare Console Overview

The CurrentWare Console is the manager that the administrators will use to control the managed workstations.

The CurrentWare Console contains the following functions.

- **Client and Group Management**

- **Redirect Clients**

- **Client Settings**

- **Operators**

- **Import Users**

- **Options**

- **Log Out**

The CurrentWare Console

2.1 Client and Group Management

In computer mode, a connected client is represented by a blue computer icon, while an unconnected client is represented by a grey computer icon. In user mode, an active user is represented by a green user icon, while an inactive user is represented by an orange user icon. For ease of management, the workstations and users can be organized into groups.

Create a New Group

To create a new group, from the menu, select **File > Add New Group**

Or, right click on the computer pane in the CurrentWare console and select **Add New Group**.

Rename a Group

To rename a group, from the menu, select **File > Rename**

Or, right click on the computer pane in the CurrentWare console and select **Rename**.

Delete a Group

To delete a group, from the menu, select **File > Delete**

Or, right click on the computer pane in the CurrentWare console and select **Delete**.

Move Computers/Users

On the CurrentWare Console, organization of the computers, users and groups can be accomplished by dragging and dropping the selected computer/user into the group. To facilitate the organization of a large number of computers, users or groups, you can use the **Move Computers/Users** function.
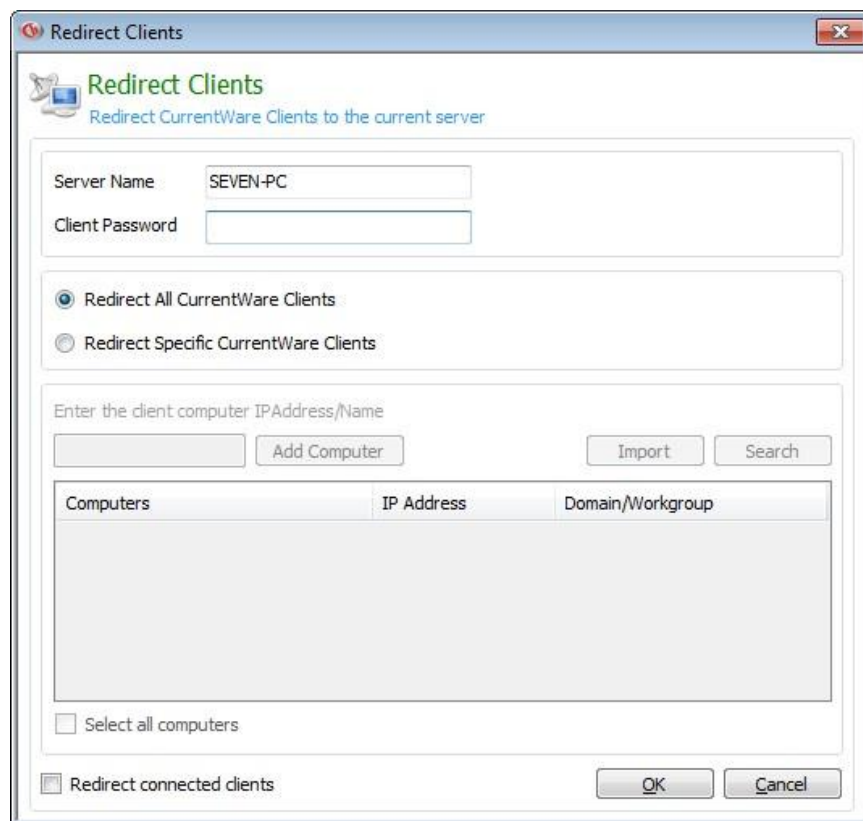
On the CurrentWare Console menu, select **File > Move Computer/Users**. The left hand side contains the source folder and the right hand side contains the destination folder. Select the computer(s) you want to move from the source folder, and then select the destination folder. Click on the **>>** button to move the computers.

2.2 Redirect Clients

Redirect Clients is usually used when there are more than one CurrentWare Servers installed on your network. It is used to connect the CurrentWare Clients from another CurrentWare Server to the current CurrentWare server. Essentially, the redirect clients tool, transfers the CurrentWare Clients from one server to another.

Scenario: I need to transfer all of my CurrentWare Clients from my old server to the new server.

1. On the new CurrentWare Server, launch the CurrentWare Console and access the menu **Tools > Redirect Clients**.

2. Enter the CurrentWare Client password. The default password is Admin

3. Select Redirect All CurrentWare Clients.

4. Enable the option Redirect connected Client(s)

5. Click on OK

6. After a brief moment, the CurrentWare Clients will start connecting to the new Server.

Redirect CurrentWare Clients that are connected to one CurrentWare Server
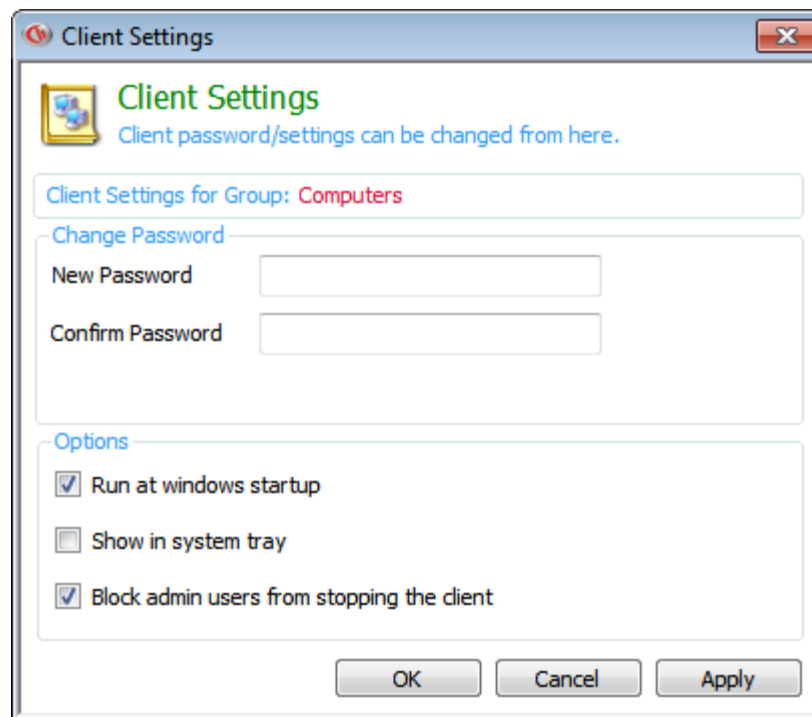
to another CurrentWare Server

2.3 Client Settings

The CurrentWare Client settings can be modified in the CurrentWare Console under **Tools > Client Settings**. You can also right click on a group to find the Client Settings.

Change Password

Put in the new CurrentWare Client password to replace the existing CurrentWare Client password. You will need to use the CurrentWare client password if you want to change the client settings, such as IP address or computer name of the CurrentWare Server or the port that the client use to connect to the CurrentWare Server. By default the case sensitive Client password is **Admin**.

Options

- **Run at Windows Startup:** toggle the option to allow the CurrentWare client service to start every time the workstation boots up.

- **Show in System Tray:** toggle the option to display the CurrentWare icon in the system tray. When this option is enabled, the administrator can double click on the icon, put in the password, to access the CurrentWare Client configuration window.

- **Block admin users from stopping the client:** toggle the option to prevent the users of the workstation to stop the CurrentWare Client service or end the CurrentWare Client process.

CurrentWare Client Settings

2.4 Operators

Operators are used in the CurrentWare Console to assign console permissions to different users. The Operators utility is available on the CurrentWare Console under **Tools > Operators**. There are two types of operators in CurrentWare Console: Administrator and User.

- **Administrator type** has complete control over every computer, group and the solution's functionalities.

- **User type** has limitations defined by the administrator. These limitations include the solution's functionalities and group accesses.
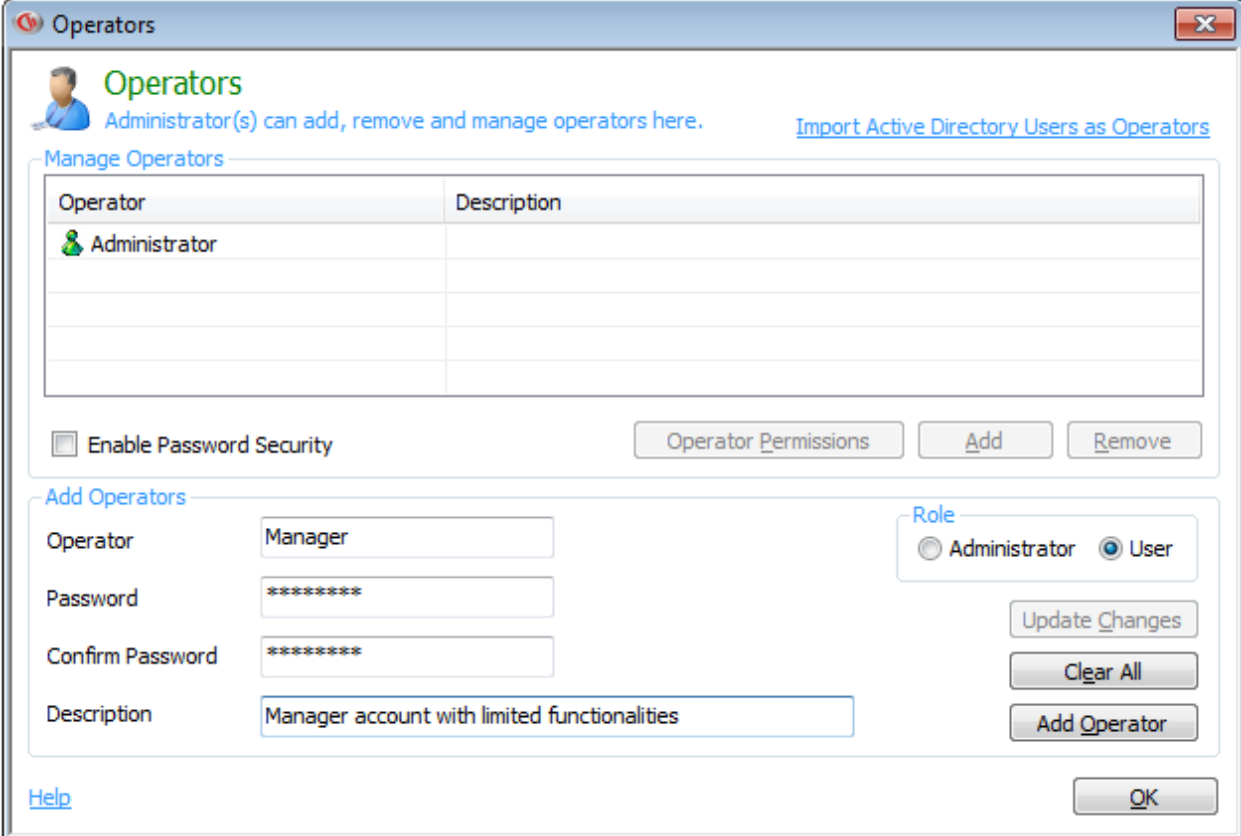
Password Protect the Console

In order to password protect the console, operator accounts need to be created.

Creating an Operator:

1. Launch the CurrentWare Console.
2. On the menu select **Tools > Operators.**
3. Click on the **Add** button**.**
4. Fill in the name, password and description.
5. Select a role for this operator. While the **Administrator** role has access to all the features of BrowseReporter, the **User** role only has the limited access to the solution's functionalities.
6. Click **OK** to create a new operator.

Enable Password Protected CurrentWare Console

1. Create an operator with the step above.
2. Check the option **Enable Password Security**.
3. Log out of the CurrentWare Console.
4. The next time you log into the CurrentWare Console, you will be prompted for a username and password.

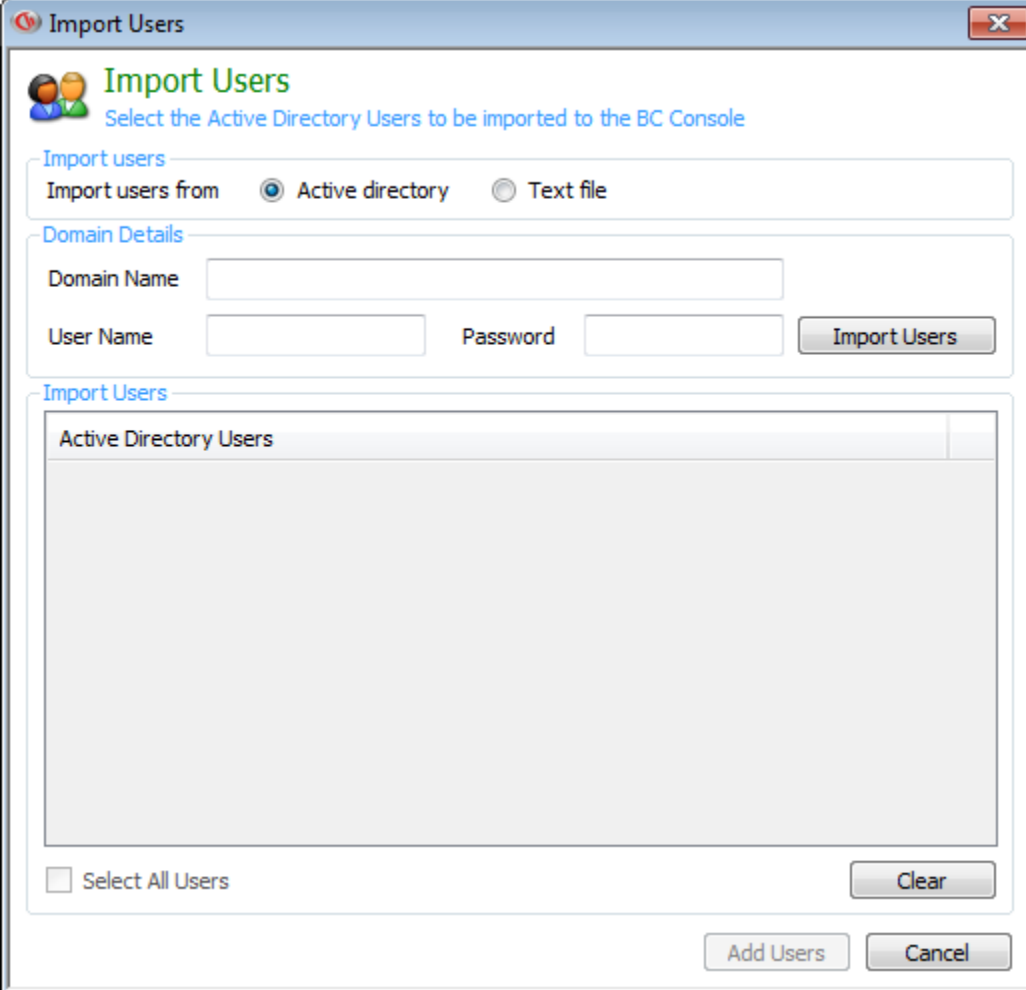Administrators have unlimited control. Users have limited controls

NOTE: When you import users from Active Directory to the CurrentWare Console as operators, the operator name will be the same as the username on active directory. However, the passwords cannot be retrieved directly from the Microsoft Active Directory for security purposes. The new password for each operator is the username in lowercases. For example, if your Active Directory username is John, your CurrentWare operator password will be john.

2.5 Import Users

The Import users function will import your existing Windows users from your Active Directory domain into the CurrentWare Console.

1. In order to import users, your CurrentWare Console must be in User Mode. Click on the tab called "User Mode" below the toolbar on the left hand side to activate User Mode.

2. Click on **Tools** > **Import Users**

3. Select to Import from **Active Directory** or from a **Text File**

4. Enter the **Domain administrator** credential (Domain name, user name and password) and click on the Import Users button.

5. A list of your Active Directory Users will be populated in the window.

6. Select specific users you want to add to the CurrentWare Console or click on the checkbox **Select All Users**.

7. Click **Add Users** to add the selected users to the Console.
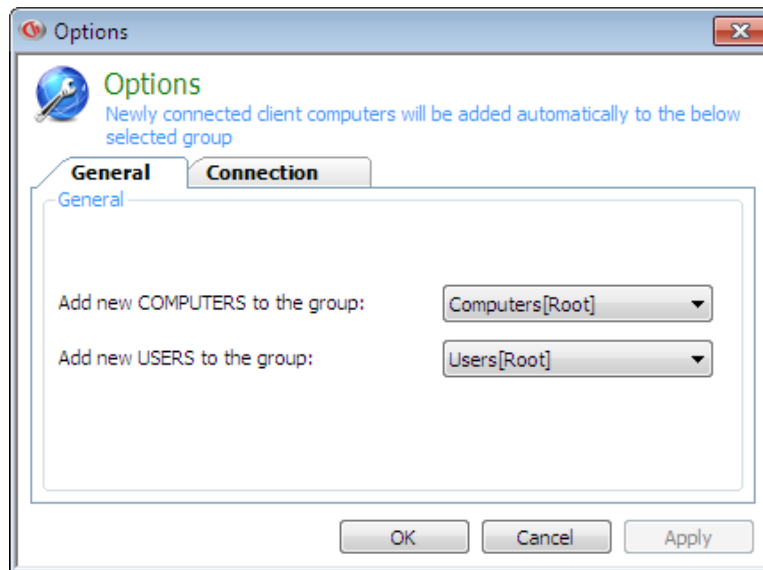

Import Windows Users from Active Directory

2.6 Options

Details of the Console port and newly connected client management are available on the CurrentWare Console under **Tools > Options**

General

Add new Computers to the group: define the group that a new computer will automatically be assigned to once it connects to the CurrentWare Server for the first time.
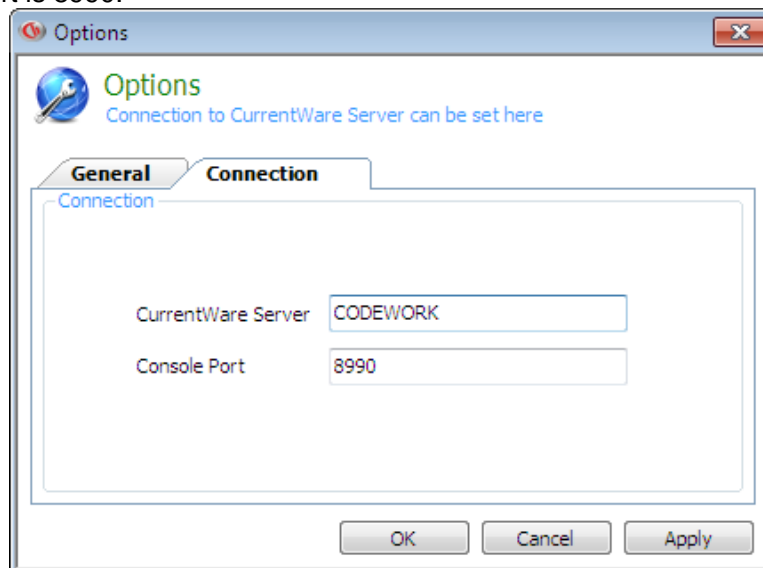
Add new Users to the group: define the group that a new user will automatically be assigned to once it is populated to the CurrentWare Server for the first time.

Connection

CurrentWare Server: the computer name or the IP address of the CurrentWare Server that the CurrentWare Console is connected to.

Console Port: The port that CurrentWare Console uses to connect to the CurrentWare Server. The default Console port is 8990.
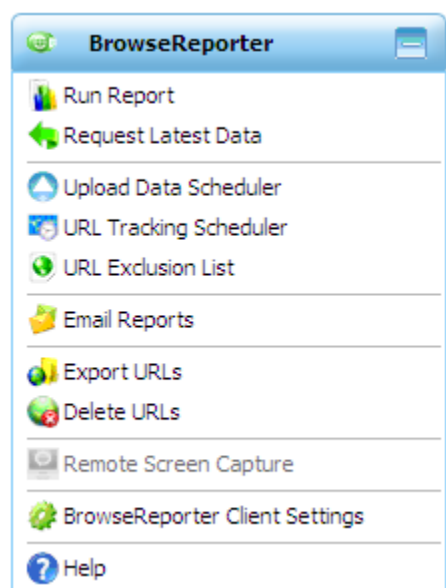
2.7 Log Out

Log Out can be used to re-log into the Console with a different user name and password. This feature can be found under the menu **File → Logout**.

3.0 Overview of BrowseReporter Functions

BrowseReporter is an Internet tracking tool that allows an administrator to review the Internet activities of the network users.
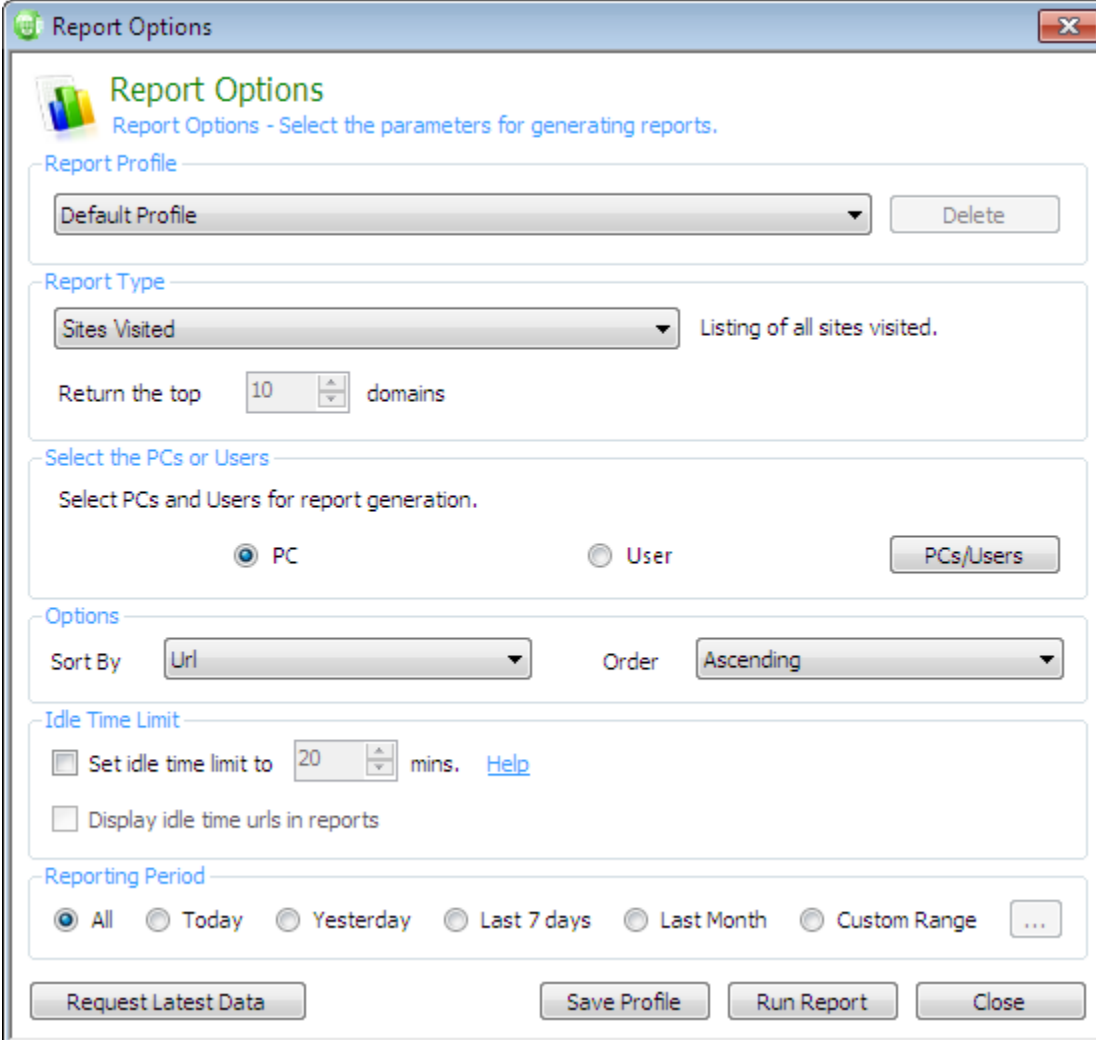
An overview of the BrowseReporter functions includes:

- **Run Report**

- **Request Latest Data**

- **Upload Data Scheduler**

- **URL Tracking Scheduler**

- **URL Exclusion List**

- **Email Reports**

- **Export URLs**

- **Delete URLs**

- **Remote Screen Capture**

4.0 Run Report

The reports are the core components of BrowseReporter. The administrator can generate reports to view the Internet activities of his/her users.

4.1 Report Profile

Administrators can create different report profiles to use as shortcuts to reports and settings that they commonly use in BrowseReporter. A report profile will store the selection for report type, the computers or users selected options, idle time option and the reporting period.

How to create a report profile

1. Select **Run Report** on the BrowseReporter menu located on the right hand side of the CurrentWare console.

2. Select the Report type

3. Select the computers or users you want to generate for your report profile

4. Select the sorting and ordering of your report

5. Choose the Idle Time Limit settings

6. Choose a reporting period

7. Click on Save Profile

8. Give a name to the report profile and click OK

The profile is now saved and can be accessed for future report generation. To retrieve the report profile, simply select the report profile from the Report Profile list the next time you run a report.

4.2 Report Type

There are many different types of reports within BrowseReporter ranging from a detailed report that includes all the websites that the users visited (Sites Visited) to a graph that shows the top 10 domains that your network users are visiting. This is a list of all the Reports in BrowseReporter:

- **Sites Visited**: detail of web sites visited and the duration of each visit on a per computer or user basis

- **Domains Visited:** similar to the Sites Visited report, but displays the website domain and duration of each visit.

- **Top (N) Domains by Hits:** summary of hits by popular domains visited on a per computer or user basis. (N) is a number that you can define in the Report options.

- **Top (N) Domains by Browsing Time:** summary view of a list of top domains that the computer or user has spent the most time on. (N) is a number that you can define in the Report options.

- **Domain Summary:** an aggregate list of domains sorted by browsing time.

- **Total Browsing Time:** accumulated time spent on the Internet for each computer or user.

- **Bandwidth Usage**: bandwidth sent or received by the computers or users with details of each URL.

- **Bandwidth Summary:** accumulated bandwidth consumption for the time period.

- **Graph – Hourly Browsing Time:** a graphical display of the accumulated Internet browsing time for users for each hour of the day.

- **Graph – Weekly Browsing Time:** a graph that shows the accumulated Internet browsing time for users for each day of the week.

- **Graph – Top 10 Computers by Browsing Time:** a graph of the top 10 computers on your network that spent the most time on the Internet.

- **Graph – Top 10 Users by Browsing Time:** a graph of the top 10 users on your network that spent the most time on the Internet.

- **Graph – Top 10 Domains by Hits:** a graph of the top 10 domains on your network that your computers or users visited most frequently by hits.

- **Graph – Top 10 Domains by Browsing Time:** a graph of the top 10 domains on your network that your computers or users spent the most time on.

4.3 Report Options

The BrowseReporter Report Options utility allows you to customize the report on the basis of specific criteria.

4.1.1 Select Mode

Select the computers or users to generate a BrowseReporter report on. You can select an individual computer, multiple computers and a group of computers. The same selection applies for the users.

4.1.2 Options

The BrowseReporter report options allow you to select the sorting and ordering of the report. You can sort by URL, Browsing Date, Browsing Time, Domains, Hits, Date, Bandwidth Sent and Bandwidth Received.

Reports can be sorted by ascending or descending order.

4.1.3 Idle Time Limit

The Idle time limit filters out web sessions that are perceived to be inactive or idle from the final report. This function is optional and the time limit value is defined by the administrator. The URLs with a web session period longer than the idle time limit will not be displayed in the reports.

Set idle time limit

When enabled, the BrowseReporter will look for all browsing sessions that are longer than the idle time limit value and exclude it from the report.

Display idle time URLs in reports

When enabled along with the "Set idle time limit" option, the BrowseReporter will look for all browsing sessions that are longer than the idle time limit value and add a red asterisk indicator * before the entry in the report.

4.1.4 Reporting Period

Select the time and date period for the report. The reporting period options are as follow:

- All
- Today
- Yesterday
- Last 7 Days
- Last Month
- Custom Range: day and time range.

Request Latest Data

A button for requesting latest data is also located on the Run Report Window for easy access.
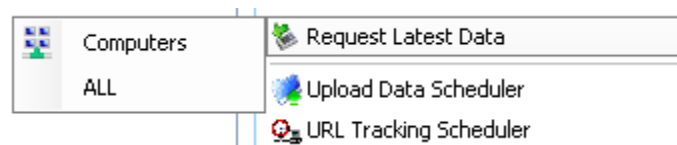
5.0 Request Latest Data

The Internet data tracked by BrowseReporter is initially stored locally on the CurrentWare Client computer. This data must be uploaded to the CurrentWare Server before the administrator can generate a report.

You can manually request the latest data from the CurrentWare Client workstation when the CurrentWare Client is connected to the CurrentWare Server.

How to request the latest data from a computer

1. Select the desired computer or group folder
2. Click on **Request Latest Data** under the BrowseReporter tab
3. Select the computer that you have selected in step 1
4. A window will appear with the upload progress
5. Click OK when the upload is finished.

You can also request the latest data automatically by setting up an upload data scheduler. See the next section called *Upload Data Scheduler* for more details.

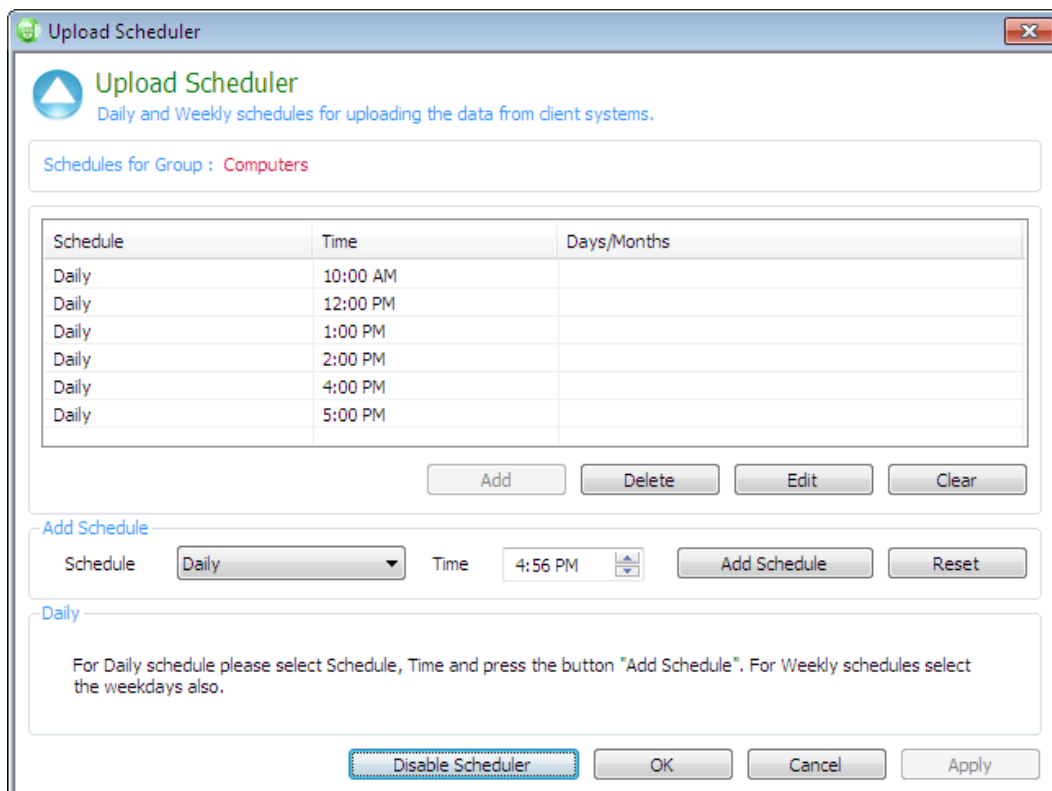Request latest data to update the data in your BrowseReporter database

6.0 Upload Data Scheduler

Schedules can be created to automatically upload data from the Client systems on a daily, weekly, or monthly basis. The Upload Scheduler is group specific.

To access the Upload Scheduler, under the BrowseReporter tab on the right hand side of the CurrentWare Console, click on Upload Data Scheduler.

How to create an upload data schedule

1. Click on **Upload Data Scheduler** under the BrowseReporter tab
2. Click on the **Add** button
3. Select your schedule (Daily or Weekly).
4. For Daily, pick the time and click on the add schedule button
5. For Weekly, pick the time and the week days, then click on the add schedule button
6. Click **Enable Scheduler**
7. Click Apply
8. BrowseReporter will now automatically upload the data at the scheduled time.

The Upload Scheduler will automatically upload data to the CurrentWare Server at the scheduled time.
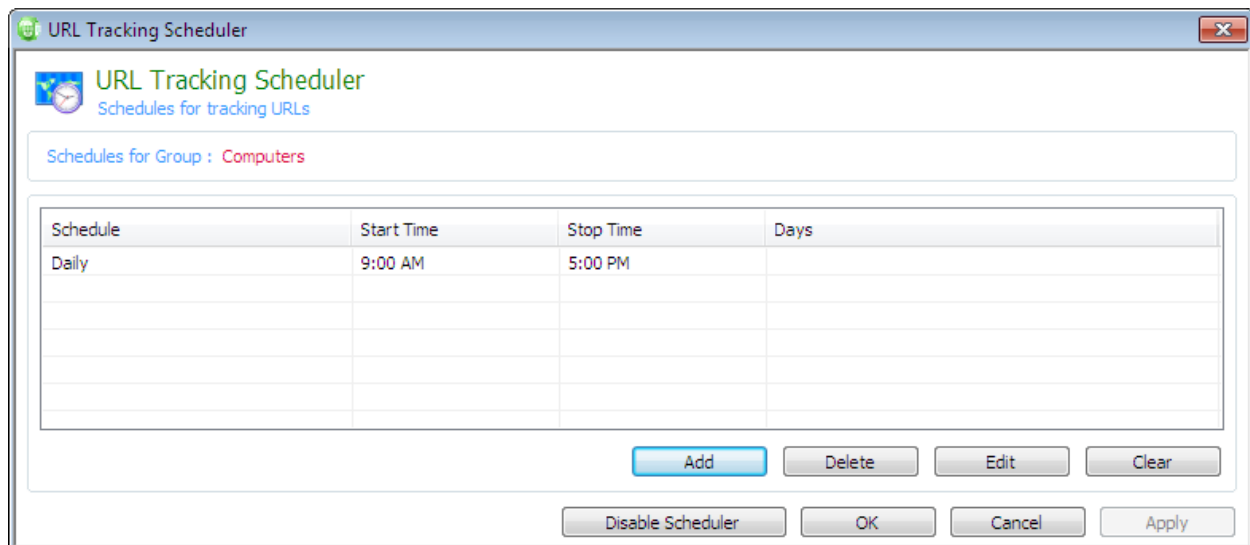
7.0 URL Tracking Scheduler

Collecting URL information at all times may be unnecessary. For example, managers may only be interested to track browsing activity during business hours.

Through the URL Tracking Scheduler, you can schedule the date and time ranges for collecting the Internet browsing activity.   Outside of these schedules, no browsing data will be collected. This also helps to maintain the database size. Below is an example of how to use the URL Tracking Scheduler.

Scenario: Track URLs only during work hours.
Predefined work hours: 9:00 AM to 5:00 PM. BrowseReporter will track Internet activities only during the work hours.

1. Launch the URL Tacking Scheduler by selecting clicking on **URL Tracking Scheduler** under the BrowseReporter tab on the right hand side of the CurrentWare Console.
2. Click on the **Add** button.
3. Select Daily
4. Set the start time as 9:00 AM and the stop time as 5:00 PM.
5. Click on **Add Schedule**
6. Click on **Enable Scheduler**
7. Click on Apply
8. BrowseReporter will now only track the Internet activities of the computers or users during the scheduled time.
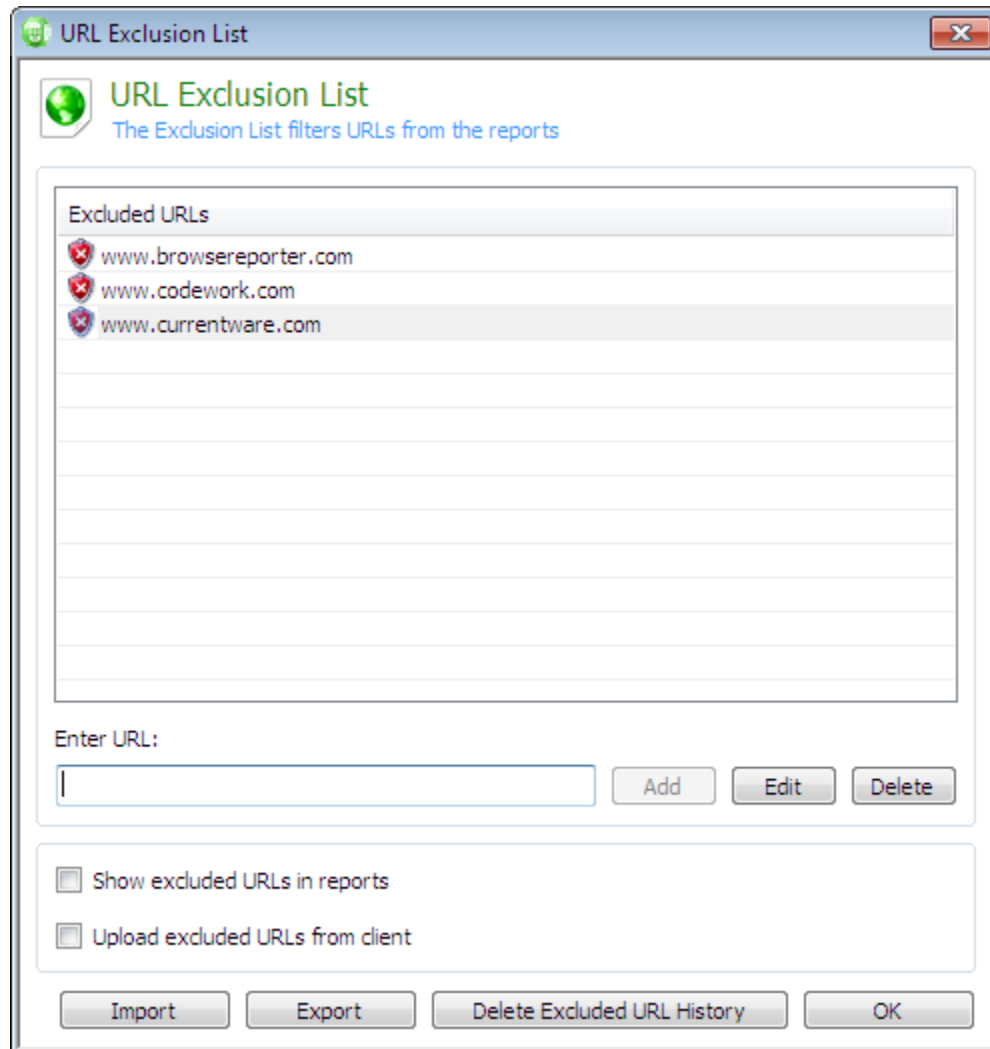

The URL Tracking Scheduler will only track Internet activitiy during the specified time range

8.0 URL Exclusion List

When monitoring the browsing activity of users, it may be necessary to purge the tracking of authorized URLs. Adding "authorized" URLs to the Exclusion List eliminates them from being tracked by BrowseReporter.

To access the URL Exclusion List, under the BrowseReporter tab on the right hand side of the CurrentWare Console, click on URL Exclusion List.

Show Excluded URLs in Reports:

By enabling this checkbox, all URLs defined under the exclusion list will be listed in the reports

Upload Excluded URLs from the clients:

When this option is disabled, URLs under the Excluded List will not be uploaded to the central database. Removing irrelevant data will enhance the performance of the server database. This option will permanently erase the excluded URLs on the client's local database, before any data is uploaded to the server.

Delete Excluded URL History

When you click on this button, BrowseReporter will delete all the Internet activities that contain the entries listed on your Excluded URLs list.

Import and Export

A copy of the Excluded URL list can be saved by exporting it to a text file. You can also import a text file that contains a list of URLs you want to exclude into the Excluded URL list.

In the text file, each entry must be separated by a line break.
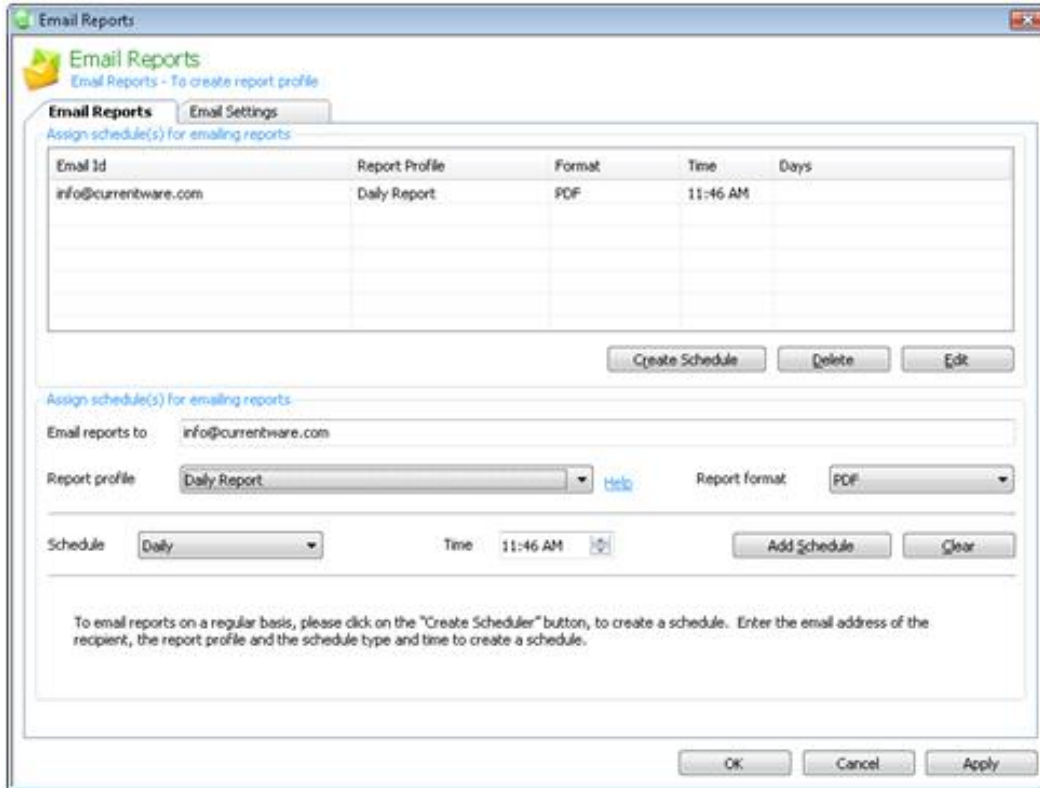
9.0 Email Reports

Through the Email Reports feature, the BrowseReporter reports can automatically be generated and emailed to the administrator periodically. This eliminates having to rely on the manual process of creating reports.

To access Email Reports, under the BrowseReporter tab, click on **Email Reports**.

How to create a schedule for e-mail reports:

Note: You must have your email settings configured and a report profile created before creating an email report schedule.

1. Under the BrowseReporter tab on the right hand side of the console, select **Email Reports.**
2. Click on the **Create Schedule** button
3. Define the **email address** of the recipient of the reports.
4. Select a **Report profile** to generate a report of your choice.   A report profile is created in the Report Options menu item.
5. Define the **schedule type (daily or weekly)** of the email report.
6. Define the delivery **time** of the email report.
7. The Internet report will be sent in a PDF format.

9.1 Email Settings

Under the Email Settings tab, enter the email configuration that is required to successfully send the reports to the administrator.
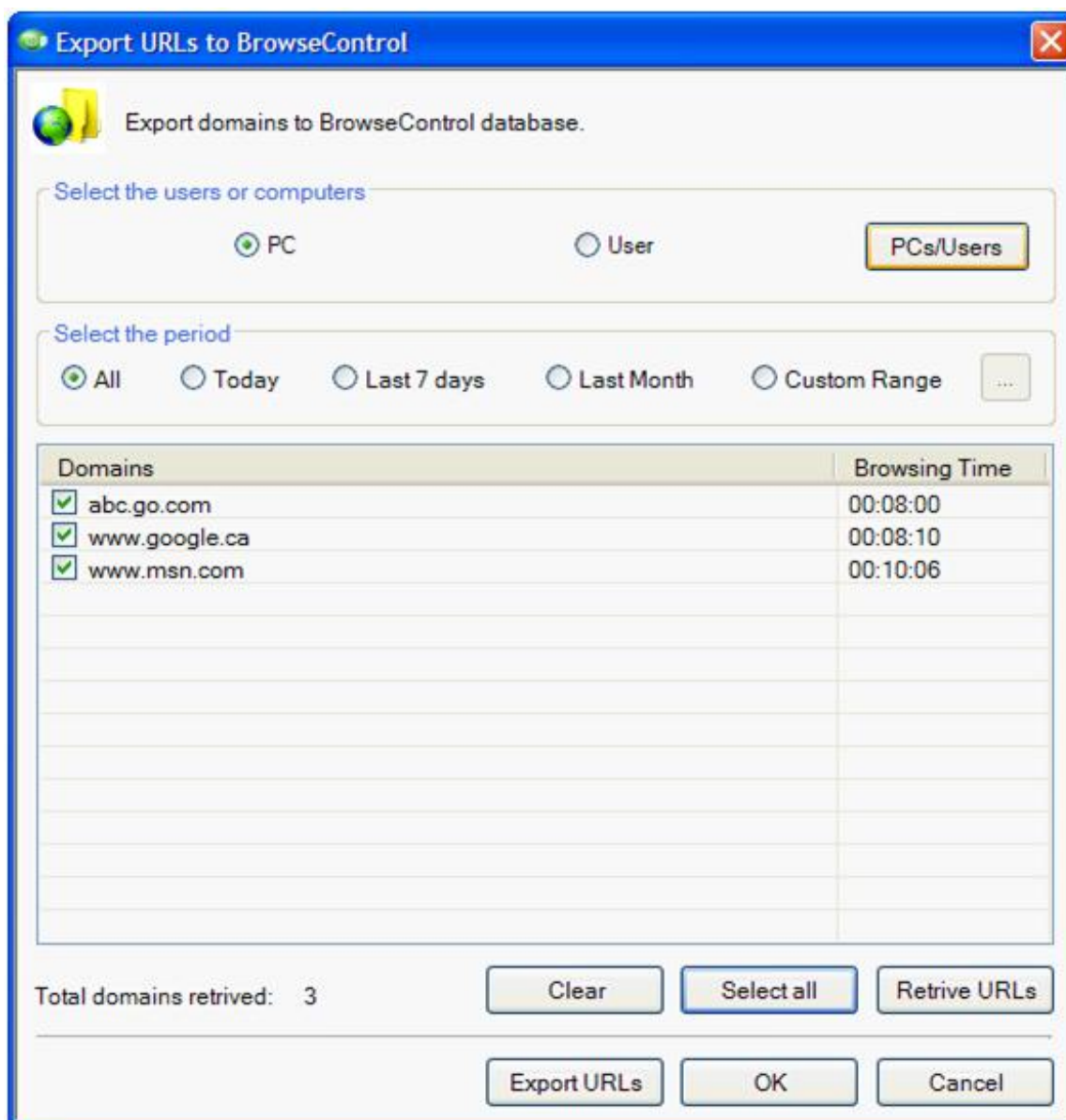
How to Configure your Email Settings

1. Enter the appropriate email Information, including the **name**, **email address** and the **password** for your email address.

2. Define the **outgoing mail server** that your email account uses to send email. The default SMTP port that BrowseReporter uses to send email is port 25.

3. Enable **mail server authentication** if your email server requires the authentication.

4. You can also use web email services, such as Gmail/ Hotmail/ Yahoo mail, to generate email notifications. These web email services usually require mail server authentication.

5. To test the validity of the email account information, click on the **Test Email Account** button to ensure that the reports will be emailed successfully.

6. Click on the Apply button

10.0 Export URLs

The **Export URLs** feature allows the administrator to export a list of domains from the BrowseReporter reports directly to the BrowseControl's URL filter list.

BrowseControl is a separate CurrentWare solution that controls the Internet access of your users. By integrating the URLs from BrowseReporter, administrators will be able to use the tracked URLs to control the Internet access of the users.

Export the URL directly to the BrowseControl URL filter

11.0 Delete URLs

The administrator can delete specific URLs from the BrowseReporter database.

To Delete URLs from the BrowseReporter database:

1. From the BrowseReporter tab, click on Delete URLs
2. Select the computers or users that you want to delete the data from.
3. Specify the time period to delete the data from.

Define the BrowseReporter data that you want to delete

12.0 Remote Screen Capture

Track employee/student activity by capturing screenshots of their PCs on regular intervals. Identify users who are spending excessive amounts of company/school time on unauthorized sites, chats, games etc.

How to use Remote Screen Capture

1. Select the computer on the left hand panel of the CurrentWare console
2. Under the Browse**Reporter tab, click o**n the **remote screen capture** button
3. A window will now appear to display the screen of the remote computer

The ideal display resolution for remote screen capture is 1024 by 768. If the remote computer has a higher resolution, then the remote screen capture may not display properly.

Note: ensure that port 1024 is open on the client system, to allow for screen capturing.

13.0 BrowseReporter Client Settings

The BrowseReporter Client Settings allow the administrator to enable the BrowseReporter Client warning message.

The warning message will appear to the users when they log on to their computers.

BrowseReporter Client Settings

14.0 CurrentWare Server Manager

The CurrentWare Server Manager is used to manage the administrative tasks of the CurrentWare Server. To access the Server Manager, click on the **Start Menu > Programs > CurrentWare > CurrentWare Server Manager**

14.1 Changing the CurrentWare Client and Console Port

Changes to the Client and Console ports may be required to establish the connections between the CurrentWare server, clients and consoles. For example, if you are using a program that is already utilizing the ports that CurrentWare uses, then you will need to change the ports. Otherwise, please do not modify the Client and Console ports.

The default client port is 8991 and the default console port is 8990.

CurrentWare Server Manager

14.2 Stopping the CurrentWare Server Service

To stop the CurrentWare Server, under the Service tab, click on the button "Stop CurrentWare Server"

14.3 Compress the CurrentWare Database

It is recommended that database compression be performed on a regular basis.

To compress your CurrentWare database:

1. Make sure you have closed the **CurrentWare** Console.
2. Go to the Start menu > Programs > CurrentWare > CurrentWare Server Manager
3. Under the **Compress** tab, click on the **browse** button and search for your CurrentWare database. By default, the database is located under **C:\Program Files\CurrentWare\cwServer\CWNPFB.CWD**.
4. Click on the **Compress** button to begin compressing your database.

14.4 Archive and Restore the CurrentWare Database

In order to maintain optimal database performance, it is recommended that the CurrentWare database be archived on a regular database. Archiving the CurrentWare database will create a copy of your existing database. However, all tracking data from the existing live database will be deleted.

Note: archiving will create a copy of the current database. After the archiving process is completed, the Internet tracking data for BrowseReporter will be deleted. All Computer and User data will be maintained but the corresponding monitoring data will be removed.

To Archive your CurrentWare Database:

1. Under the **Archive and Restore** tab, click on the **Archive** button (Fig. 21).

2. A copy of your database will be created under **C:\ Program Files\CurrentWare\cwServer\Archive**

Restoring the database will put your current database back to the state it was prior to archiving. The current database will be replaced with the archived database. It is advised that you archive your current database before restoring to a previous database, should you need to retrieve the original data.

Restoring an Archived Database:

1. Under the **Archive and Restore** tab, select the database that you want to restore from the drop-down menu

2. Click on the **Restore** button to begin the process of restoring your archived database.

15.0 CurrentWare and Terminal Server

The CurrentWare Console is supported on a Windows Terminal Server.

The CurrentWare Console for a terminal server is compatible for up to 65 concurrent connections. Beyond this maximum number of connection, some of the CurrentWare functionalities may not work properly. It is advised that you do not have more than 65 users connected to the Terminal Server simultaneously.

The terminal server license is based on a per-user basis. Only one CurrentWare client can be installed on the terminal server computer.

16.0 Licensing

CurrentWare Solutions are licensed on a per-computer basis for client management, while Terminal Server clients are licensed on a per-user basis.

The evaluation copy of BrowseControl is functional on a maximum of 50 computers for 21 days.

16.1 Register your Permanent License key

After you have purchased BrowseControl, BrowseReporter, enPowerManager or AccessPatrol from CurrentWare, you will receive an email from our licensing department containing your license key information, which includes the following fields:

1. **Organization's Name**

2. **Number of Licenses**

3. **License key**

To register your license key, follow the steps below

1. Launch the CurrentWare Console
2. Go to **Help > Licensing**
3. From the Solutions drop down box, select the **Solution**
4. Select the **mode of license** (computers or terminal server)
5. Copy your **Organization's name, number of licenses and Activation Code** from the licensing email sent to you
6. Click on the **Register** Button
7. Your CurrentWare Console has now been registered.
8. Click on **Next** to manage the computers you want to apply the license keys to.

16.2 License Management

Managing your CurrentWare Licenses

You will need to manage your CurrentWare Licenses if you have applied your license key before installing your CurrentWare Clients.

1. After you install your CurrentWare Clients, launch your CurrentWare Console

2. Go to **Help > Licensing**

3. Fill in the fields for the Organization name, solution, mode of license, number of licenses and license key

4. Click **next**

5. Now the **License Computers** window will appear. This is where you assign your licenses to your computers.Click on the checkbox to assign a license key to your computer

Manage your CurrentWare Licenses

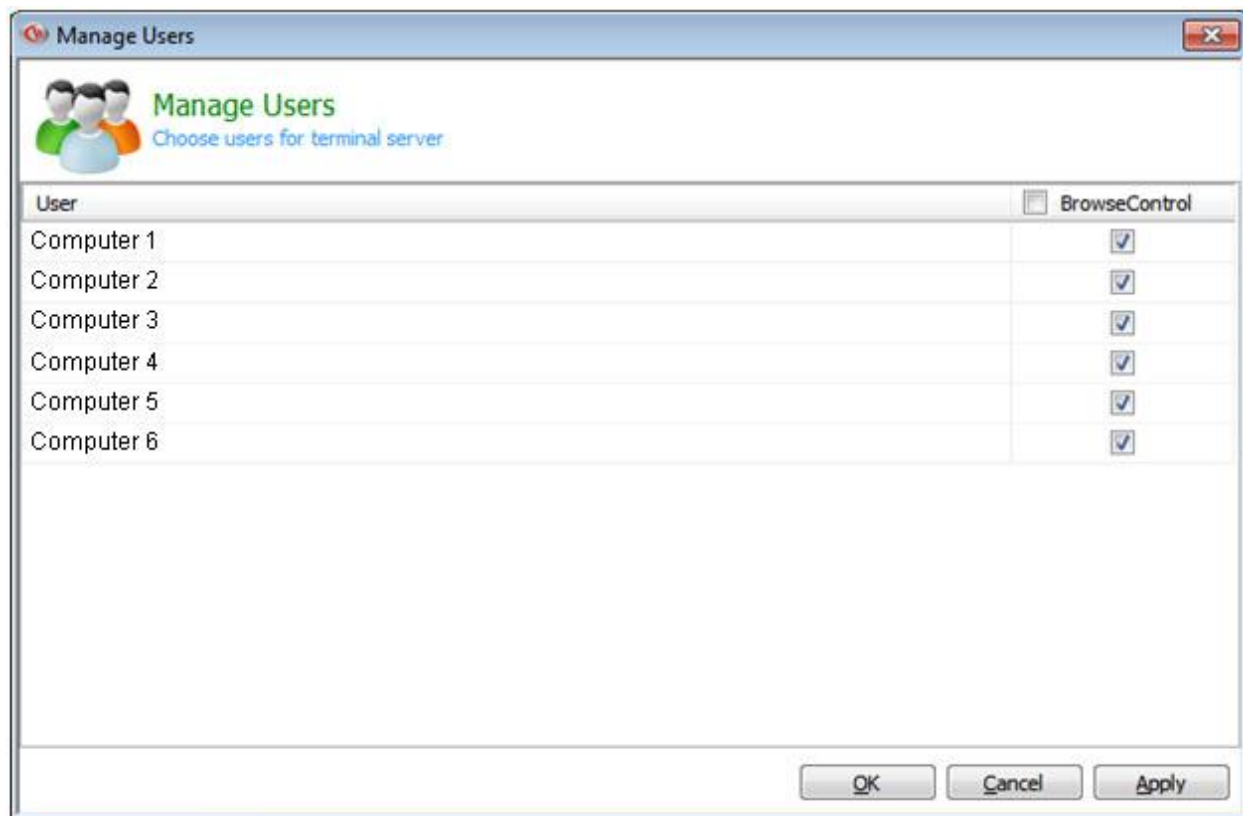## 16.3 Managing your Terminal Server Licenses

The CurrentWare Console is compatible with Windows Terminal Server. The terminal server licensing is based on a per-user basis.

When the terminal server license is applied, only one CurrentWare client can be connected to the CurrentWare Server. This CurrentWare client must be installed on the terminal server.

CurrentWare's Terminal Server license is strictly for Windows 2003 and 2008 terminal server operating systems. Do not use terminal server license for any other Windows operating system as some of the functions will not be compatible on it.

Applying your Terminal Server Licenses

1. Launch your CurrentWare Console

2. Go to **Help > Licensing**

3. Fill in the fields for the Organization name, solution, mode of license, number of licenses and license key. (For Mode of License select "Terminal Server")

4. Click **next**

5. Now the **License Computers** window will appear.

6. Click on the checkbox to assign a license key to your Terminal Server computer. For Terminal server license, you will only be able to assign one license key to one terminal server.

7. Click on the **Manage Users** button on top right hand corner to assign your licenses to your users.

8. You will only be able to assign the number of licenses to your Terminal Server users based on the quantity on your license agreement.

Manage your CurrentWare Terminal Server Licenses

17.0 Uninstall CurrentWare Server, Console and Solutions

17.1 Uninstalling the CurrentWare Solutions

1. Launch your CurrentWare Console
2. If a solution is installed, you will see the uninstall option under the "Install" menu.
3. Select Install > Uninstall BrowseControl, or Uninstall BrowseReporter, or Uninstall enPowerManager, or Uninstall AccessPatrol.
4. Click Yes to uninstall the Solution from your CurrentWare Console.
5. The CurrentWare Console will restart and the solution will be removed from the Console.

Alternatively, a solution can be uninstalled form the Add/Remove Programs utility in the Control Panel.

17.2 Uninstalling the CurrentWare Server and Console

The CurrentWare Console and Server can be removed from the Control Panel.

1. Before you uninstall the CurrentWare Server and Console, ensure that all of the CurrentWare Solutions are uninstalled first.
2. Go to Start Menu and select Control Panel
3. Under Programs, Select Uninstall a Program.
4. Uninstall **CurrentWare**
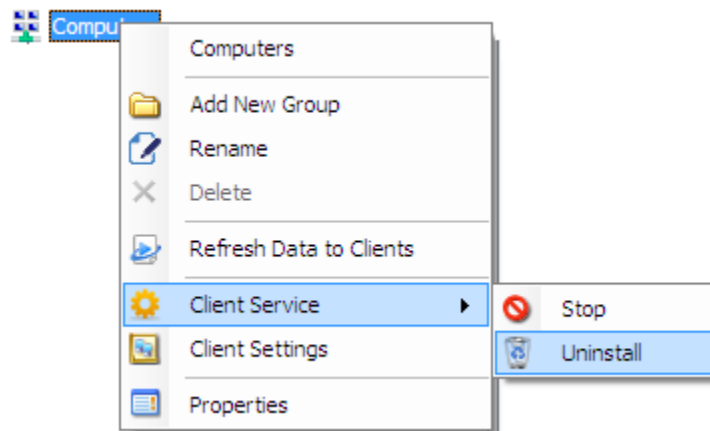
18.0 Uninstall CurrentWare Client

The CurrentWare Client can be uninstalled by two different methods:

- **Uninstall CurrentWare Client from the Console**

- **Uninstall CurrentWare Client on the workstation by command line**

- **Uninstall CurrentWare Client on the workstation from the Client Configuration Window**

18.1 Uninstall CurrentWare Client from the Console

Follow the steps below to uninstall the CurrentWare Client remotely from the CurrentWare Console.

1. Launch the CurrentWare Console
2. Right click on the computer or the group of computers that you want to uninstall, select **Client Service > Uninstall**
3. The client will proceed to uninstall
4. A reboot will be prompted. It is recommended to restart the computer.

18.2 Uninstall CurrentWare Client on the workstation by command line

Follow the steps below to uninstall the CurrentWare Client locally on the workstation by running a command line.

You need to have your CurrentWare Client password in order to uninstall the CurrentWare Client by Command line.

On your CurrentWare Client computer, go to start menu > run > type in the following (for Windows 7, go to the run command box):

Cwclient –p Admin –u

*The word "Admin" in the command is the password field. Admin is the default CurrentWare Client password. If you changed the CurrentWare Client password during the installation, please replace Admin with your CurrentWare Client password.

18.3 Uninstall CurrentWare Client on the workstation from the Client Configuration Window

Follow the steps below to uninstall the CurrentWare Client locally on the workstation from the CurrentWare client configuration Window.

To bring up the CurrentWare client configuration Window, go to start menu > run > type in the following (for Windows 7, go to the run command box):

Cwclient –p Admin –v

*The word "Admin" in the command is the password field. Admin is the default CurrentWare Client password. If you changed the CurrentWare Client password during the installation, please replace Admin with your CurrentWare Client password.

In the CurrentWare Client Configuration Window, click on the General Settings tab. Click on the Uninstall button to uninstall the CurrentWare client from your workstation.

19.0 Technical Support

For technical support of CurrentWare, please contact us at info@currentware.com.

20.0 Contacts

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