



FastTracker Fact Sheet

Managing Your Internet Usage Policy

This Fact Sheet describes how to set up and maintain your Internet Usage Policy using FastTracker.

Although no two organizations' Internet Usage Policies are identical, they usually include elements of maximizing productive use of the Internet, limiting liability, and keeping network utilization at a reasonable level. FastTracker allows you to implement an Internet Usage Policy that is appropriate for your organization.

Productivity

You can ensure productive use of the Internet by having users limit non-business related web browsing to a reasonable amount of time. The strategies below can help you realize this goal.

- **Use Reports to monitor non-business categories**

FastTracker breaks down all web browsing into Business, Non-Business, and Unacceptable. To view browsing by category:

- i. Log into the **Reports** at <https://admin.fastdatatech.com>
- ii. Click on **Category** reports (use graphical to see an overall breakdown, or tabular to see the full list of categories)
- iii. View **Details** or **Users** for relevant categories, as appropriate.

Your **Monthly Report**, emailed to you by FastTracker, will also include summary information about browsing habits of your users.

FastTracker makes initial assumptions about which categories are business-related and non-business-related. If while looking at reports you notice that some activity reported as non-business is actually business-related, or vice versa, you may make a correction by doing the following:

- i. Log into the **Policy Manager**¹

¹ To log into the **Policy Manager**, do one of the following:

- a. From the Reports home page, click the **log in** button on the right side of the screen, or,
- b. Open the URL <https://admin.fastdatatech.com/operations>.

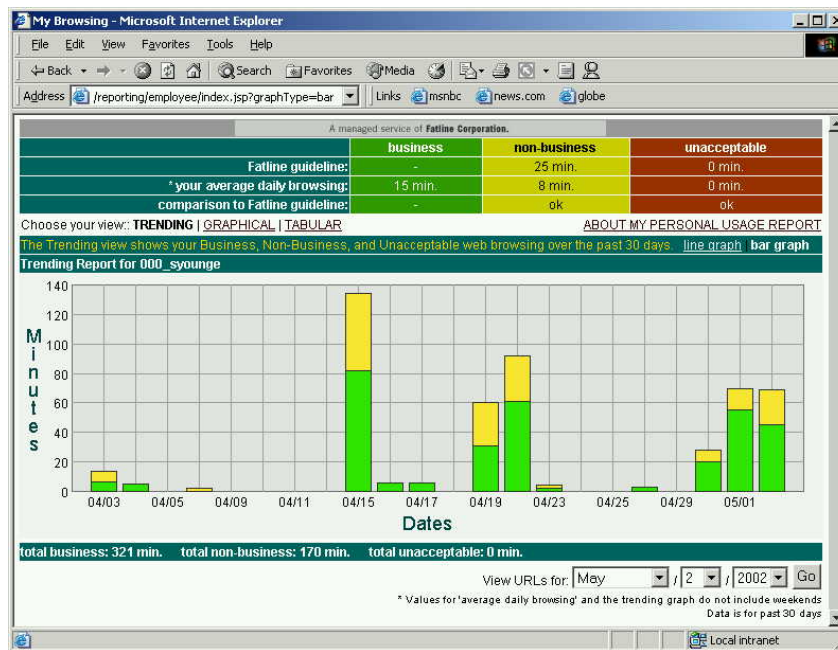
- ii. If an **entire category** needs to be re-classified, edit the **Category Assignments** for your organization by selecting the category from the drop-down list and clicking **Edit**.
- iii. If a **specific web site** needs to be re-classified, edit the **URL List** for your organization by clicking **Add New** in the appropriate section.

Note: These changes are applied within 24 hours after they are made, but will not affect reports about past web browsing by users.

If, after looking at the reports, you feel that the time spent browsing non-business categories is too high, you can notify users of the fact and/or use the two techniques below.

- **Use Employee Views so employees can see their own web browsing**

FastTracker's Employee View allows employees to access a report of their own web browsing in real time. A monthly-summary example is pictured below.



To use Employee Views:

- i. Make sure you have enabled Employee Views
- ii. Communicate to employees about FastTracker and how the Employee View is a productivity tool for employees

For more information on Employee View, see the **Personal Usage Report Fact Sheet**.²

² <http://www.fastdatatech.com/documentation/personal-usage-report-fact-sheet.pdf>

- **Establish Browsing Guidelines and communicate to users**

Browsing guidelines allow you to state what constitutes a reasonable average amount of non-business browsing time per day. These guidelines are displayed prominently in Employee Views.

To set Browsing Guidelines:

- i. Make sure that **Employee Views** are enabled
- ii. Log into the **Policy Manager**
- iii. In the **Non-Business and Unacceptable Browsing Guidelines** section, specify the guideline and click **Update**.

Note: To remove a guideline, specify 'none' instead of a number. Fast Data Technology recommends a browsing guideline of 0 for Unacceptable.

For more information about Policy Manager, see **Using FastTracker Policy Manager**.³

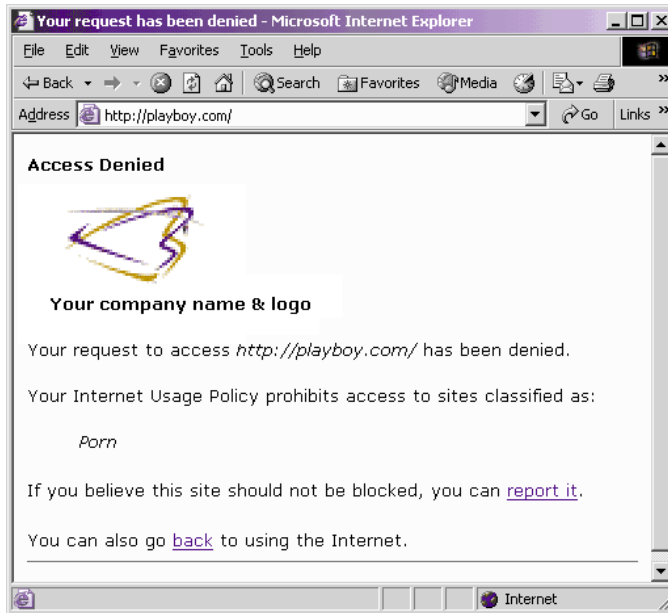
Liability

You can limit liability by controlling the amount of offensive material allowed into your corporate network. The strategies below can help you realize this goal.

- **Use blocking to filter out Unacceptable content**

The simplest way to eliminate liability is to prevent any unacceptable content from entering your network. FastTracker can replace any web page deemed as Unacceptable with a page informing the user that access is denied, similar to this one:

³ <http://www.fastdatatech.com/documentation/using-policy-manager.pdf>



To enable blocking of Unacceptable content:

- i. Log into the **Policy Manager**
- ii. In the **Blocking Policy** section, click **Turn On**.

Note: Allow 24 hours for this change to take effect. To expedite the change for an emergency, email Fast Data Technology at support@fastdatatech.com.

- **Use Alerts to be informed of Unacceptable usage**

Alerts keep you apprised of unacceptable web browsing without forcing you to log into the Reports on a daily basis. Alerts consist of a nightly email summarizing unacceptable activity for the day.

To turn on Alerts for your Reports account:

- i. Log into **Reports**
- ii. Click the **change my information** button near the top of the page and make sure your email address is correct.
- iii. In the **My Alerts** section, click **Set up My Alerts**.

For more information on Alerts, see the **Alerts Fact Sheet**⁴.

- **Use Employee Views so employees can see their own web browsing**

FastTracker's Employee View allows employees to access a report of their own web browsing in real time. Unacceptable activity in this report is colored red and is very visible to the employee. For information on setting up the Employee View, see the Productivity section, above.

⁴ <http://www.fastdatatech.com/documentation/alerts-fact-sheet.pdf>.

Bandwidth Utilization

You can ensure effective use of your network resources by ensuring that non-business web browsing does not consume significant bandwidth. The strategies below can help you realize this goal.

- **Use Reports to monitor non-business categories for bandwidth**

FastTracker breaks down all web browsing into Business, Non-Business, and Unacceptable. To view browsing by category:

- i. Log into the [Reports](#)
- ii. Click on [Category](#) reports (use graphical to see an overall breakdown, or tabular to see the full list of categories)
- iii. If in graphical view, select the [Bytes](#) option in the control bar and then press the GO button.
- iv. If in tabular view, select the [megabytes](#) column to sort by that column.
- v. You may want to pay special attention to the [Streaming Media](#) (e.g., radio stations) and [Automatic Updating](#) (e.g., windowsupdate.com) categories.

Your [Monthly Report](#), emailed to you by FastTracker, will also include summary information about browsing habits of your users.

FastTracker makes assumptions about which categories are business-related and non-business-related. If while looking at reports you notice that some activity reported as non-business is actually business-related, or vice versa, you may make a correction. See the Productivity section, above, for more information.

- **Use the By Domain report to monitor bandwidth for web sites**

In addition to using Reports to determine which categories are the source of bandwidth utilization, you can look at bandwidth for specific web sites by doing the following:

- i. Log into [Reports](#)
- ii. Click on the [By Domain](#) report
- iii. Select the [megabytes](#) column to sort by that column

- **Block non-business sites that are bandwidth hogs**

If you have determined that certain web sites or categories are having too great an impact on your network utilization, in addition to communicating this fact to users you can block these sites or categories outright.

- i. Log into the [Policy Manager](#)
- ii. If an **entire category** needs to be blocked, edit the [Category Assignments](#) for your organization by selecting the category from the drop-down list and clicking [Edit](#). Set the category to Unacceptable.

- iii. If a **specific web site** or domain needs to be blocked, edit the [URL List](#) for your organization by clicking [Add New](#) in the appropriate section. Set the URL to Unacceptable. Note: You do not need to type the http or www part of the URL.

Note: You must have blocking turned on to block any categories or sites!

If you have additional questions, see the index of all FastTracker documentation at <http://www.fastdatatech.com/documentation/> or email support@fastdatatech.com.
