



FastTracker Fact Sheet

Personal Usage Report (Employee View)

The **Personal Usage Report** allows you, the employee, to access a personalized report of your own recent web browsing activity with the click of a button on your desktop. The FastTracker product helps a company increase productivity and reduce the threat of liability; the **Personal Usage Report** includes you in this solution by allowing you to manage your own activity to stay within corporate policy.

You can see your browsing trends over the past month, see a breakdown of specific categories of web pages visited, or see the specific URLs that you visited on a particular day.

Web browsing is also broken down into Business, Non-Business and Unacceptable classifications, and the average time spent online in each classification is compared to the recommended guidelines for your organization.

Personal Usage Report FAQ's

1. How can FastTracker tell what is business vs. non-business?

Your company determines what is considered business content and what is non-business content. FastTracker provides a default category structure that your company can organize in any way it sees fit. Your company determines how each web page category should be classified.

2. What if I leave my browser open at a web page?

If you leave your browser open it is not a problem. FastTracker ends its page recording time after 2 minutes if you have not moved on to another web page.

3. What is unacceptable?

Your company's Internet Usage Policy or management's discretion determines what is unacceptable content. Generally, unacceptable categories include such things as adult content and hate-oriented content. Companies often will also restrict web pages dealing with games and shopping.

4. How do I open the Personal Usage Report?

To open your browsing report, locate the FastTracker logo in your system tray (green and black checkerboard icon). Double-click on the icon and wait a few seconds. Your report will open in the trending format, reporting your Internet usage for the past month. For users running in FastTracker "agentless" mode, there is not icon; instead, Employee View may optionally be accessed at <http://employeeview.fastdatatech.com>, depending on the connection/authentication method chosen by your company.

5. What if the FastTracker icon does not appear in my system tray?

If your company is using the FastTracker Personal Proxy (FPP), the icon should appear a couple of minutes after you first open your browser. If you are having trouble opening your browsing report or the icon does not appear in your system tray, please logoff and log back on. For users running in FastTracker "agentless" mode, you may be authorized to access your report at <http://employeeview.fastdatatech.com/>.

6. How do you categorize web pages?

FastTracker uses a variety of mechanisms – including a URL list and artificial intelligence techniques – to categorize all web pages into one of several categories, such as Adult, Shopping, Business & Industry, Finance, Government & Law, etc. FastTracker may change these categories over time. Your organization's FastTracker administrator controls how each category is classified (business, non-business, or unacceptable). Your administrator also can override how a specific web page should be classified.

7. How do I read the reports?

FastTracker's visual representation eliminates the need for long, data-intensive reports that are rarely read. FastTracker creates an easy-to-understand, real-time picture of your Internet use, allowing you to manage yourself and stay within corporate guidelines. It is the only solution that was designed to include the employee in the productivity equation.

Trending: is a visual time line that shows how you are conforming to corporate guidelines over time.

Graphical: is a visual graphic illustrating your Internet usage broken down into business, non-business, and unacceptable classifications.

Tabular: is a traditional table format providing greater detail about your Internet usage, including time spent and megabytes transferred.

View URLs: provides a table with details about actual URLs visited on a specified day.

8. How can I view a category definition?

Click onto the tabular view and look on the left hand side of the table. Look under the definition column and click on 'view.'

9. Who can I contact if I have a concern?

Please contact your FastTracker system administrator for more information.

Personal Usage Report Specifics

Comparison to Guidelines

The table at the top of the report shows how your *average* daily web browsing compares to your organization's guidelines for each of the Business, Non-Business, and Unacceptable classifications.

Browsing Trends Over the Past Month

The Personal Usage Report can show you how your business-related and non-business-related web browsing has changed over time. To switch to this view, click the TRENDING link on the 'Choose your view' option.

- The graph shows your *actual* minutes spent each day browsing in each classification for the past 30 days, excluding weekends. Immediately above the graph are two options for display format: line graph or bar graph.
- Listed below the graph are your *total* minutes spent browsing in each classification for the past 30 days, excluding weekends.

Breakdown by Category Over the Past Month

The Personal Usage Report can show you how your web browsing is broken down into specific categories, such as Computers, Shopping or Web Messaging. This information may be viewed either graphically or in table form.

Graphical View

To view the category breakdown graphically, click the GRAPHICAL link on the 'Choose your view' option.

- In the graphical view, categories are represented by **colored rectangles**. The size of a rectangle reflects the relative amount of web browsing in that category. Categories are colored green, yellow, and red if they are Business-related, Non-Business-related, or Unacceptable, respectively.
- Moving the **mouse cursor** over any rectangle pops up a box identifying the category (classification is shown in parentheses), your the time spent browsing in that category, and the % change of time spent compared to the previous 30 days. The shading (either dark, light, or neutral) of a rectangle is related to the % change; darker shades indicate a decrease, while lighter shades indicate an increase. To view the definitions of each category, you must change to the tabular view.

- Listed immediately below the graph are the totals for your web usage for the past 30 days: categories of web pages visited, time spent browsing those web pages, and megabytes of data transferred while browsing them.

Tabular View

To view the category breakdown in table form, click the [TABULAR](#) link on the 'Choose your view' option. Individual categories will be listed, with the time spent and total megabytes for the past month.

- **category** identifies the category to which web pages have been assigned. Click [view](#) to see a **definition** of the category.
- **classification** specifies whether this category has been classified as Business, Non-Business, or Unacceptable for your organization.
- **time spent** specifies the hours:minutes:seconds you spent viewing the web pages in this category during the past 30 days.
- **megabytes** indicates the number of megabytes of data that were transferred while browsing web pages in this category.

Tabular reports support **sorting** by columns. Just click on the column name. Click a second time to reverse the sort order.

View Specific URLs Visited on a Particular Day

The Personal Usage Report can show you all URLs visited for a specific day. In any of the views, an option at the bottom of the screen allows you to select a date to view the list of URLs.

Click the [GO](#) option to open up a new browser window showing the URLs visited that day. The report lists all categories of web pages that were accessed.

- **date/time** specifies when access to the web page was requested.
 - **category** specifies the category to which the web page was assigned. Click [view](#) to see a **definition** of the category.
 - **URL** specifies the URL of the web page. If user access was blocked, the word **BLOCKED** is shown. Click the URL to open a browser window to view the actual page. NOTE: Not all web pages will be viewable. Also, a blocked page sometimes may not display the word **BLOCKED** next to it if it was a secondary page that automatically accompanied a primary blocked page.
 - **time spent** specifies the hours:minutes:seconds spent viewing the web page. When you do not move on to another web page within 2 minutes, a 2-minute maximum is assigned as the viewing time spent.
 - **bytes** indicates the number of bytes of data that were transferred while browsing this web page.
 - Under **detail**, click [view](#) to see an explanation of why the web page was assigned to the indicated category.
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