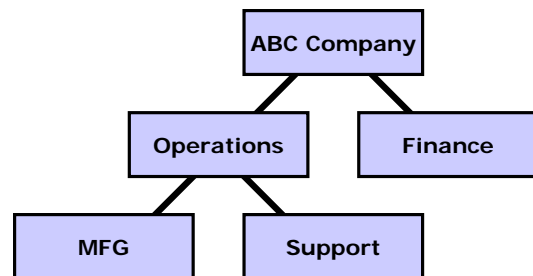




## FastTracker Fact Sheet: Using Groups with FastTracker

This Fact Sheet describes how FastTracker can be set up to use groups, allowing you to set up variable Internet policies and restricted visibility to reports for each group.

FastTracker was designed from the ground up to allow you to implement your organization's structure in the user database. This allows managers of departments, business units, and project teams to view reports and set unique Internet usage policy for their employees. Or it allows different user types in a library or school environment to have unique policies. And it allows you to delegate responsibility as you wish for setting policies and viewing reports.



For example, consider the org chart at right. You could set up administrators for every group. The Manufacturing and Support administrators would see only their respective groups in FastTracker reports. The Operations administrator would see the Manufacturing, Support, and Operations groups. Administrators at the company level would have access to any data in the system. Since access to the FastTracker reports is as simple as typing a URL into a web browser, and ease of use is the fundamental tenet of the reporting system, you can painlessly allow dozens of administrators to be viewing different parts of the organization, without having to field multiple support calls per day.

Using groups with FastTracker requires three easy steps:

1. Set up the groups in the FastTracker database
2. Set up administrators and unique policies for some or all groups (optional)
3. Put users into groups

### 1. Set up groups in the FastTracker database

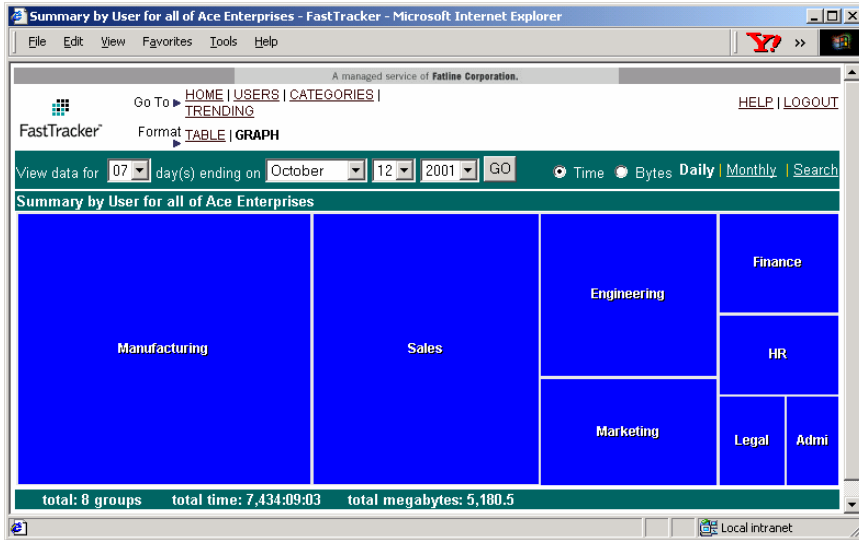
FastTracker's Policy Manager<sup>1</sup> tool will allow you to perform this function. You may also use the FastTracker Directory Integration Facility (DIF), if your organization maintains user organization information in a system directory such as Microsoft's Active Directory or Novell's eDirectory. DIF will automatically define groups, based on the directory information you request it to use.

### 2. Set up administrators and unique policies for some or all groups

If you wish to create new administration accounts that only have views of specific groups, FastTracker's Policy Manager tool will allow you to perform this function.

<sup>1</sup> <https://admin.fastdatatech.com/operations> (requires login). More information is available at <http://www.fastdatatech.com/documentation/using-policy-manager.pdf>

This step is optional. Your original administration account will still have a view of all users, with the added convenience of grouping users based on your org chart in all user views. See the screen shot below for an example.



Policy Manager allows unique Internet policies to be set up for some or all groups if you wish to do so. For any given group, policies may be adjusted by an administrator assigned to that group or by any higher-level administrator.

### 3. Put users into groups

There are presently three ways to put users in groups:

- **Use FastTracker's Self-Registration feature** to have users be prompted for which group they belong to. This option relies on users honestly and accurately choosing their group.

With this feature, FastTracker displays a form once to each user the first time that they try to access the web. Their selection is saved in the user database. The screen shot below shows what this form looks like. The logo and text are customizable.

The screenshot shows a web browser window titled "User Registration - Microsoft Internet Explorer". The page features the FastTracker logo with the tagline "Making people your most valuable asset". To the right, there is a message: "Fatline uses the FastTracker service to analyze corporate web browsing and to enforce our Employee Internet Usage Policy. For more information, please contact your manager." Below this, the "FastTracker Registration:" section contains the following form fields: "First Name: John", "Last Name: Smith", "Group: Choose division in which you work...", and "Time Zone: Choose your time zone...".

Use this option if you do not have groups specified in your user directory, or if you feel very comfortable asking users for this information.

- **Use the FastTracker Directory Integration Facility (DIF)**, if your organization maintains user organization information in a system directory such as Microsoft's Active Directory or Novell's eDirectory. Users are pre-registered to their respective groups. See the **DIF Fact Sheet**<sup>2</sup> for more details.
- **Use Policy Manager** to place users into their proper group. In the absence of auto-registration or pre-registration via DIF, users are placed into the top-level group the first time they access the Internet under FastTracker control. An administrator assigned to that top-level group can then use the Policy Manager 'Group Settings' to move each user into the proper group. See **Using Policy Manager**<sup>3</sup> for more details.

Use this option if you want to avoid the uncertainties of asking users for this information.

If you are wondering how to deploy groups that are also remote / branch offices or subsidiaries of your organization, see the **Deploying to Branches Fact Sheet**<sup>4</sup> for more information.

If you have any questions, please email us at [support@fastdatatech.com](mailto:support@fastdatatech.com).

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<sup>2</sup> <http://www.fastdatatech.com/documentation/dif-fact-sheet.pdf>

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

<sup>4</sup> <http://www.fastdatatech.com/documentation/deploying-to-branch-offices-fact-sheet.pdf>