
Using FastTracker™ Policy Manager



FastTracker™

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Overview

This guide will help you learn the features available in the FastTracker Policy Manager.

*** Instructions in this document will appear like this. Follow them to get a tour of the FastTracker Policy Manager.**

FastTracker's Policy Manager is a simple web-based application that allows you to view and change the key components of your Internet policy – adjust the classification of certain categories or URLs, turn Blocking on or off, and modify your organization's suggested browsing guidelines. More information about how FastTracker helps you with Internet policy management is available at <http://www.fastdatatech.com/documentation/internet-usage-policy-fact-sheet.pdf>.

You also use Policy Manager to set up administrator accounts and optionally divide your organization into groups of users. This allows Internet usage policies – for example, whether blocking is turned on or off – to be different from group to group. You can set up multiple policy administrator accounts, and each can be restricted to view reports and/or manage the policies for only specific groups.

Step 1: Logging In

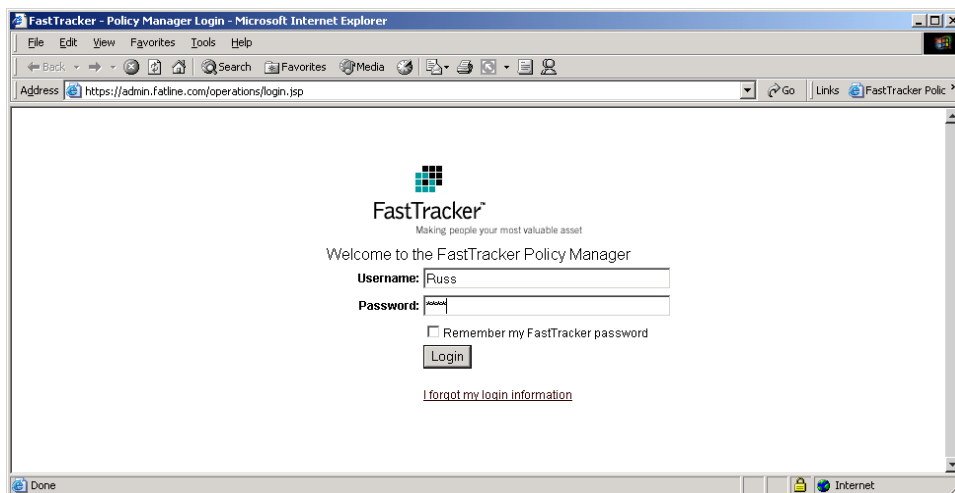
Policy Manager can be accessed from any web browser.

* **Log into the FastTracker reports by opening**
<https://admin.fastdatatech.com/operations/>

FastTracker Policy Manager uses 'https' which causes all data to be encrypted before it is sent to your computer, thereby preventing others from being able to view your data.

The Policy Manager login page will be displayed. You may wish to bookmark this page for future reference. Provide your username and password. Note: passwords are case sensitive.

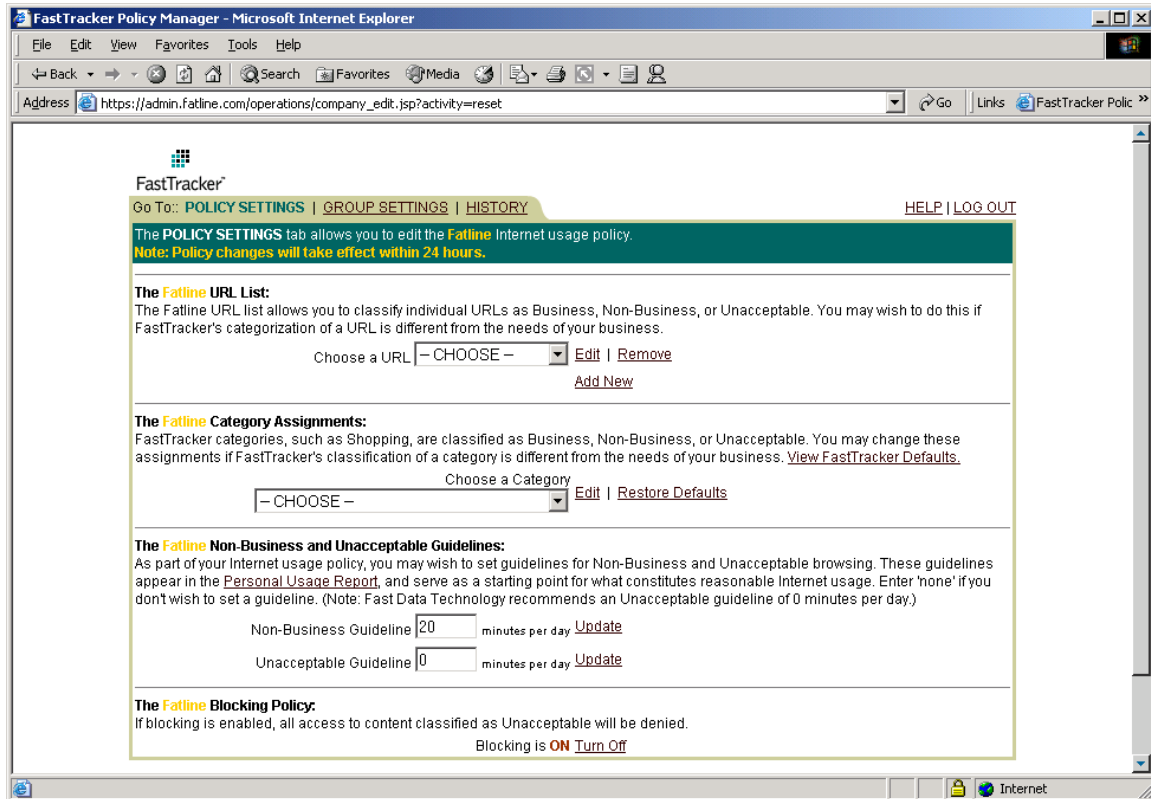
If you select the '**Remember my FastTracker password**' option, your password will be saved by FastTracker on your computer, so that you will bypass the login screen in the future when using this computer. If you wish to remove the password that was saved to your computer for future access, you can do so by clicking the LOGOUT button on any Policy Manager page.



The lock icon at the bottom of your web browser indicates that data is being encrypted before it is sent to your browser.

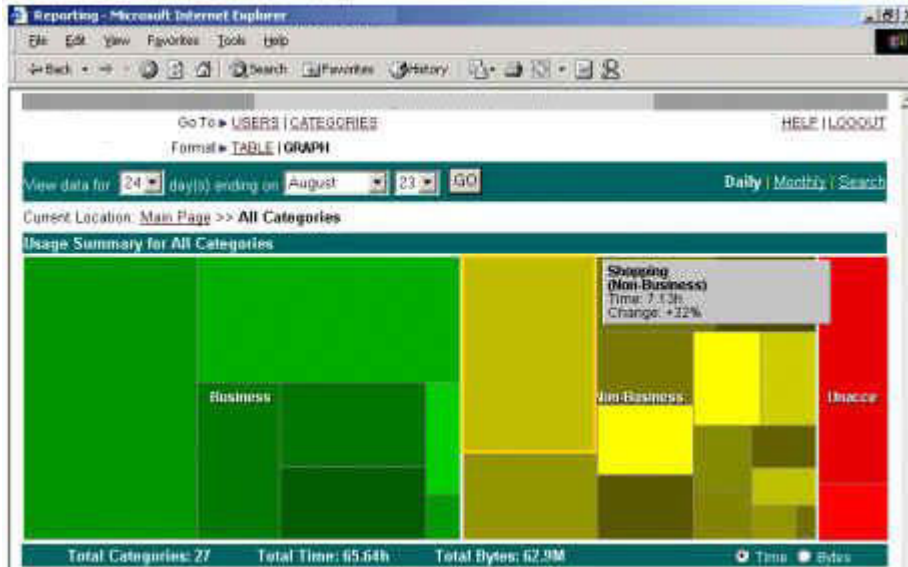
Step 2: 'Policy Settings' Page

When you login to FastTracker Policy Manager as an administrator, your views are limited by the Policy Manager **permissions** you have been granted. For example, you may only be permitted to administer settings for a subgroup within your organization, or you may not be permitted to set all policies or to use the Group Settings view. If you are authorized to modify any policies, then after you have logged in, the Policy Manager 'Policy Settings' page appears. This page displays the current policies you can modify for the top organization level that you are authorized to view.



The **Policy Settings** page allows you to administer the Internet usage policy for your entire organization or subordinate groups (subgroups) within it.

The foundation of your Internet usage policy centers on using FastTracker to classify web browsing as Business, Non-Business, or Unacceptable. These classifications allow you to take a step back to manage Internet use at its most fundamental level. In some environments (for example, public libraries) there is little or no distinction between Business and Non-Business -- both are considered Acceptable. All FastTracker reports feature the distinction of Business, Non-Business, and Unacceptable content, coloring them green, yellow, and red, respectively.



To customize FastTracker, you may use one or more of the four concepts of **Custom URLs, Category Assignments, Browsing Guidelines, and Blocking**. All of these can be set using the FastTracker Policy Manager. Each management concept is described below.

Notes:

1. When you make changes, you will be prompted for a comment. It is important to supply a useful comment, because this goes into the History log that serves as a 'paper trail'. **Changes that you make to your policy will go into effect overnight.**
2. Each policy change will also be applied to all subgroups below the group being changed, unless that subgroup has a setting that specifically overrides the "parent" group. For example, if the parent group changes the policy to set the Shopping category as Unacceptable, then Shopping would be Unacceptable for all subgroups except for those which explicitly classify Shopping as Business or Non-Business.

Custom URLs

FastTracker categorizes each web site into one of many categories, with each category's classification (Business, Non-Business, or Unacceptable) controlled by you. However, you may override FastTracker's categorization/classification of one or more web sites depending on the needs of your organization. For example, if the normal activity of a group requires access to a particular web site that would normally be classified as Unacceptable, you may wish to specifically re-classify that site's URL as Business. Classifying a URL as Unacceptable will effectively **blacklist** it, while classifying it as Business or Non-Business will effectively **whitelist** it.

- * **To add a URL, click 'Add New' and supply the requested information**
- * **To change a URL already on your organization's list, choose the URL and click 'Edit', then make your changes**
- * **To remove a URL already on your organization's list, choose the URL and click 'Remove'**

If you have set a custom URL and later remove it, FastTracker will treat the URL "normally" again. For a subgroup, that means it will be treated the same as the parent group treats it. For a top-level group, it will revert to the default FastTracker categorization.

Category Assignments

FastTracker features over 60 categories, each one having a default classification - Business, Non-Business, or Unacceptable.

Adult	Unacceptable	Nature	Non-Business
Advertisements	Non-Business	Lottery and Sweepstakes	Non-Business
Alcohol and Tobacco	Non-Business	News	Non-Business
Arts and Entertainment	Non-Business	Non-mainstream	Non-Business
Automatic Updating	Non-Business	Non-sexual Nudity	Unacceptable
Business and Industry	Business	Online Communities	Non-Business
Cars and Motorcycles	Non-Business	Online Trading	Non-Business
Cheating and Plagiarism	Non-Business	Peer File Transfer	Non-Business
Computers and Internet	Business	Porn	Unacceptable
Crime	Business	Real Estate	Non-Business
Criminal Related	Non-Business	Science and Technology	Non-Business
Cults	Non-Business	Search Engines and Portals	Business
Dating	Unacceptable	Sex Ed and Abortion	Non-Business
Dining and Drinking	Non-Business	Shopping	Non-Business
Education	Business	Social Science	Non-Business
Failed URL Request	Non-Business	Society and Culture	Non-Business
Filter Avoidance	Unacceptable	Spiritual Healing	Non-Business
Finance	Business	Sports and Recreation	Non-Business
FYI	Business	Streaming Media	Non-Business
Gambling	Non-Business	Tasteless or Obscene	Unacceptable
Games	Non-Business	Tattoos	Non-Business
Gay and Lesbian	Non-Business	Travel	Non-Business
Government and Law	Business	Vice	Non-Business
Hacking	Non-Business	Violence	Unacceptable
Hate Speech	Unacceptable	Weapons	Business
Health and Nutrition	Non-Business	Web Hosting	Business
Illegal Drugs	Non-Business	Web Messaging	Non-Business
Instant Messaging	Non-Business	Web-based Chat	Non-Business
Job Search	Non-Business	Web-based Email	Non-Business
Lingerie and Swimsuits	Unacceptable	Young Child	Non-Business

You may override these default classifications to suit your needs. For example, if your group's normal activity includes accessing online shopping services, you may choose to re-classify the Shopping category as Business-related.

*** To change a category's classification, choose the category and click 'Edit', then choose your classification or revert back to the default setting**

★ **Click 'Restore Defaults' to restore ALL categories to the same settings as your parent group**

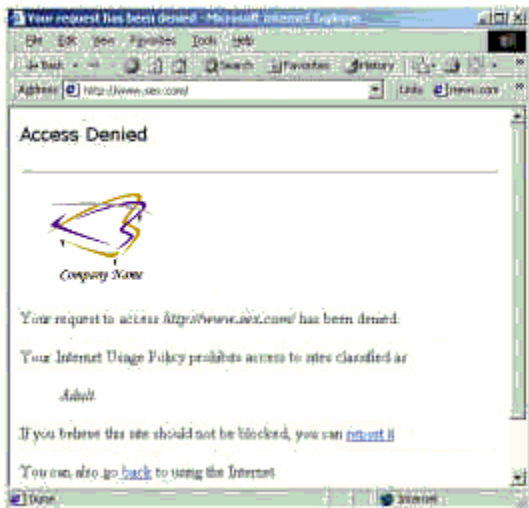
If your group is the top-level group, then 'Restore Defaults' will restore all the default FastTracker classifications.

Browsing Guidelines

FastTracker allows you to set browsing guidelines for Non-Business and Unacceptable browsing. These communicate to users what constitutes reasonable Internet usage for their group. If you allow users to view their FastTracker data using the 'Employee View' option of FastTracker, their *Personal Usage Report* compares their average daily browsing to these guidelines.

Blocking

Blocking causes all content deemed Unacceptable by your group's Internet Policy to be blocked for all users in your group. When users attempt to browse to web sites that are classified as Unacceptable, a web page will be displayed (similar to the one below) informing them that access is denied.



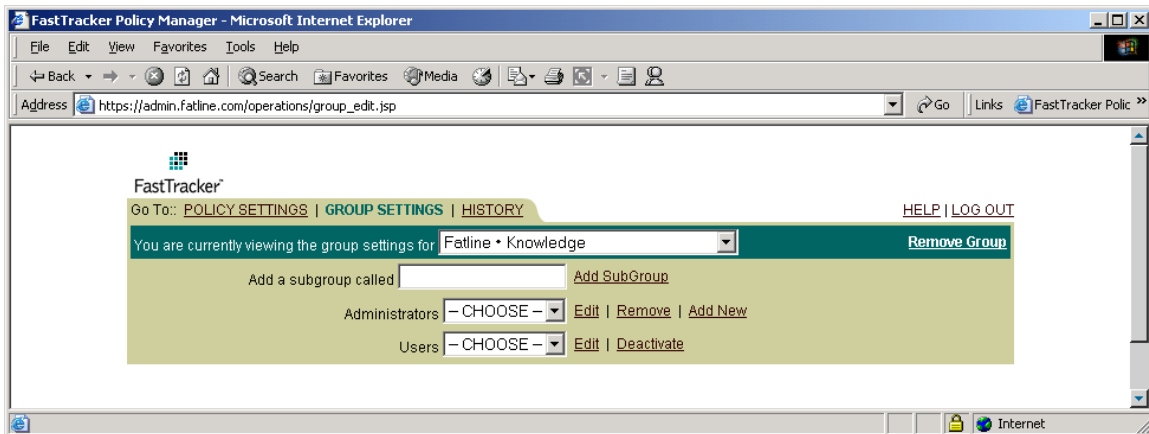
Web pages with content deemed Business or Non-Business are never blocked. If you disable blocking, users will be able to access Unacceptable content, but it will be flagged red in all reports for administrators and for users having 'Employee View'.

Step 3: 'Group Settings' Page

If you are authorized, you will see a tab called 'Group Settings' at the top of each Policy Manager screen. Click on it and the Policy Manager 'Group Settings' page appears.

★ Click the 'Group Settings' tab

This page displays the group information for the top organization level that you are authorized to view.



In the FastTracker database, users and administrators are associated with groups. By default, one group is set up to represent your entire organization. However, you can add many new groups and subgroups. The **Group Settings** page allows you to administer the hierarchy of groups and subgroups within your organization. You can set up multiple administrator accounts for setting policies and viewing reports. Furthermore, each administrator can optionally be restricted to see reports and/or control the policy for only specific groups of users. It also allows Internet usage policies – for example, whether blocking is turned on or off – to be different from group to group.

Groups

An authorized administrator is permitted to view or modify group information for his group or for any subgroups within it. Information about groups and users may be defined in several ways. More information is available at <http://www.fastdatatech.com/documentation/using-groups-fact-sheet.pdf>. But regardless of how groups and users are defined, Policy Manager may be used to supplement and modify information.

★ Click the drop-down arrow to the right of the displayed group name

Clicking the drop-down arrow displays all the groups/subgroups available to you. Once you select the group or subgroup you wish to view or modify, you will see existing information about all administrators and users associated with that group.

For the group name displayed, clicking the **Policy Settings** or **History** options at the top will take you to the information for that group. This is how you choose the group whose policies you wish to view or modify.

You specify a name and then click **Add Subgroup** to define a new subgroup within your group.

For the group name displayed, clicking **Remove Group** will entirely remove the group you're viewing. However, you must first remove all the group's subgroups and administrators. If there are any users defined for the group being removed, they will be automatically moved into the group to which it was subordinate (i.e. its parent group). The **Remove Group** option is not available to groups defined by the Directory Integration Facility (**DIF**). More information about **DIF** is available at <http://www.fastdatatech.com/documentation/dif-fact-sheet.pdf>.

Administrators

For the group you're viewing, you may select one of the existing **Administrators**. Use **Edit** to display or modify administrator information, or use **Remove** to remove an administrator. Use **Add New** to define a new administrator; each group may have multiple administrators. When you add new administrators for viewing reports or setting policies, you choose what group they administer.

Administrator definitions require such information as:

- Name
- Email address and phone number
- Login ID and Password
- Group/subgroups authorized to view and/or update
- Specific view/update permissions

Users

For the group you're viewing, you may select one of the existing **Users**. Use **Edit** to display or modify user information. You may also **Deactivate** an existing user who is no longer being monitored by FastTracker; that user's previous activity will continue to be viewable in reports, but the user will no longer be displayed by Policy Manager. You may not add new users, as they are added automatically either when they browse the web for the first time through FastTracker filtering or via the Directory Integration Facility.

User definitions may include such information as:

- Name and email address
- Group to which the user belongs

Step 4: 'History' Page

If you are authorized, you will see a tab called 'History' at the top of each Policy Manager screen. Click on it and the Policy Manager 'History' page appears. This page displays a log of changes which have been made using FastTracker Policy Manager. If you have chosen a particular Group from the 'Group Settings' screen, the displayed History will be for 'Policy Settings' that have been changed for that Group.

★ **Click the History tab**

FastTracker

Go To: [POLICY SETTINGS](#) | [GROUP SETTINGS](#) | **[HISTORY](#)** [HELP](#) | [LOG OUT](#)

The **HISTORY** tab allows you to see past changes that have been made to the **Sub Knowledge** Internet usage policy. The HISTORY tab tracks the user who made the change, when the change was made, and what was changed.

user	date	activity	object	comments
subpowers	2003-05-14 04:21:21.06	setBlocking	Turn On	rp
subpowers	2003-11-03 20:29:05.333	updateCategory	Adult set to Business Related	rick's group
subpowers	2003-11-03 20:29:16.35	setBlocking	Turn Off	rick's group
subpowers	2003-11-03 20:29:36.037	defaultCategoriesRecurse	Sub Knowledge	-- none --
subpowers	2003-11-03			

Congratulations! You have taken a tour of the most important features of the FastTracker Policy Manager! Even more detailed information about each report is available by clicking the **HELP** command in the upper right corner of any Policy Manager screen.