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Getting Started

System Requirements

To use ScreenWatch your computer must meet the following minimum requirements:

Operating System:

- Windows XP with Service Pack 3
- Windows Vista with Service Pack 1
- Windows 7

Software:

- Microsoft .NET Framework v4.0 or later

Processor

- 1GHz

Memory

- 512MB RAM

Hard Disk

- 2GB for .NET Framework
- 5MB for ScreenWatch

Display

- Video: 1024 x 768 16 bit

Network

- TCP/IP protocol
- Client for Microsoft Networks

Input Device

- Microsoft mouse or compatible pointing device

About ScreenWatch

Thank you for purchasing ScreenWatch – the most powerful, easy-to-use, student monitoring software application on the market. With ScreenWatch, you're back in charge of the PC classroom, library or training room. Once installed, ScreenWatch gives you the power to monitor, blank and freeze student video as well as freeze their keyboard and mouse. ScreenWatch also gives you the power to block certain applications from running as well as block access to certain web sites. You can monitor multiple PCs with the Scan feature, and capture student's screens for later reference.

This manual information may be accessed directly from the ScreenWatch Monitor program itself. To load Help from within ScreenWatch, click Settings on the main toolbar then Help.

Demo Version

The demonstration version of ScreenWatch is downloadable from our website. It is the same product as the registered version but with the following limitations:

- The demo is limited to five(5) clients and one(1) monitor.
- The demo does not save customized user settings.

What to know before you begin

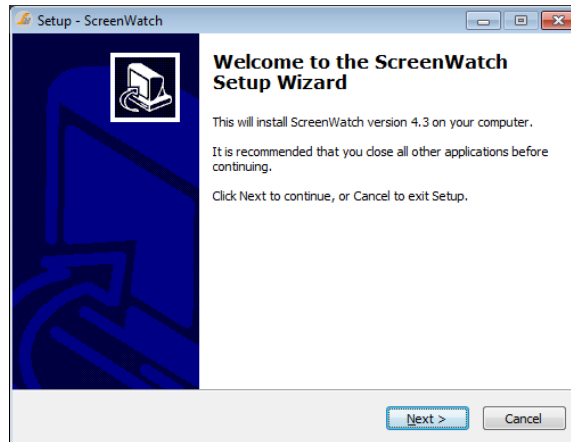
To use ScreenWatch the product must be loaded on the instructor machine and each of the student machines. You will find detailed instructions for installing both the Monitor and the Client in a later section. Note that you must have administrative privileges to install or uninstall ScreenWatch and also that ScreenWatch installation requires .NET 4.0 or later to be present.

Installation

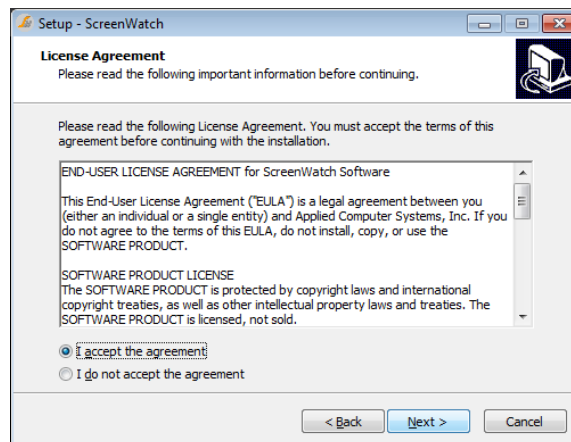
Installing the Monitor (Instructor)

This component is installed on the computers that will monitor client computers. Once registered you may load the Monitor software on up to five (5) PCs.

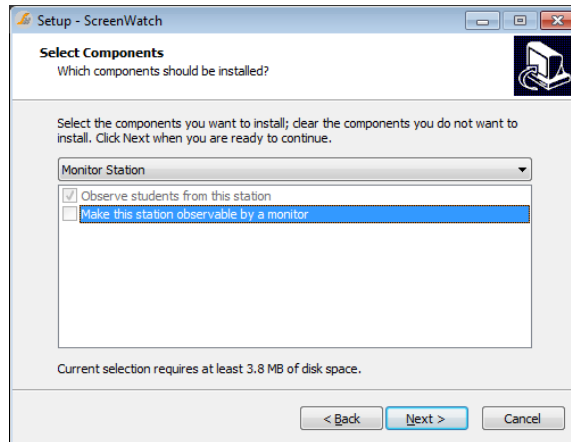
1. Place the CD in the drive. If setup does not start automatically browse to the CD and run install.exe by double-clicking on it. If you downloaded the installer from our web page run the downloaded file. Click Next to continue.



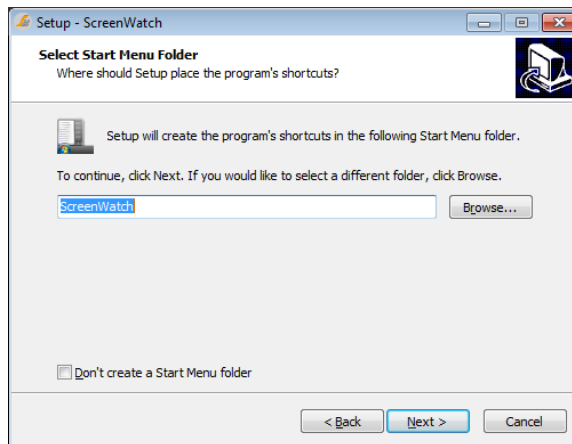
2. You are required to accept the license agreement to proceed.



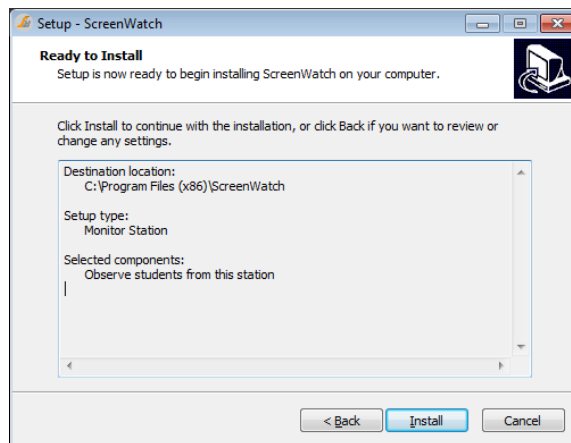
3. Select “Monitor Station” from the drop-down box, then click Next.



4. If you wish to change the Start Menu shortcut location, do so here. Click Next.



5. The following screen summarizes the installation. Click Install to proceed.

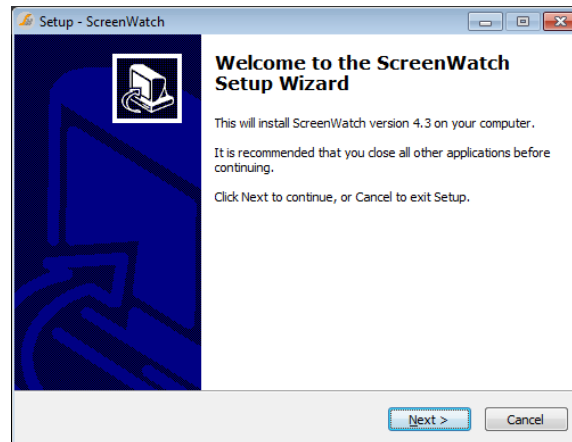


6. Repeat steps 1 through 5 as needed for up to four (4) additional monitor PCs.

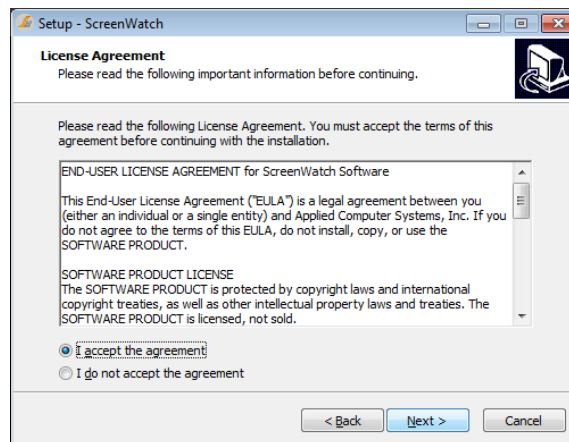
Installing the Client (Student)

This component is installed on the computers that will be monitored.

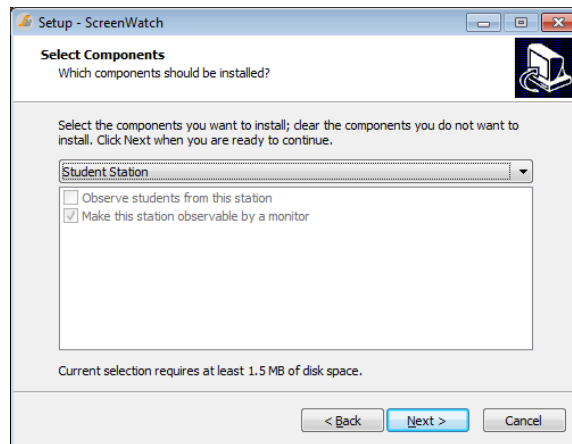
1. Place the CD in the drive. If setup does not start automatically, browse to the CD and run “install.exe” by double clicking on it. If you downloaded the installer from our web page run the downloaded file. Click Next to continue.



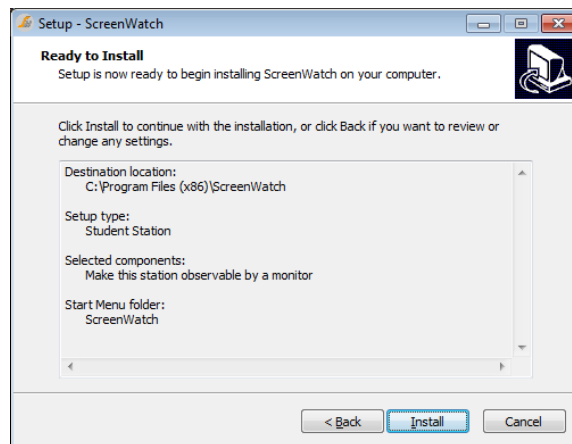
2. You are required to accept the license agreement to proceed.



3. Select “Student Station” from the drop-down box, then click Next.



4. The following screen summarizes the installation. Click Install to continue.



5. Repeat for the remaining clients.

Uninstalling ScreenWatch

Follow the procedures below on each PC to remove ScreenWatch:

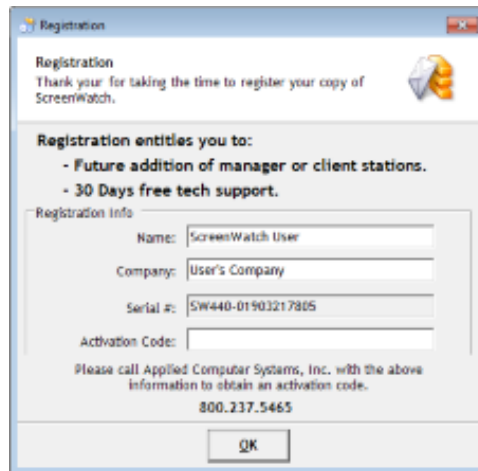
1. Open Control Panel
2. For Windows XP: Select Add/Remove Programs
For Windows Vista/7: Select Programs and Features
3. Find ScreenWatch in the list and double-click it
4. Follow the on-screen instructions to complete uninstallation

How to Register Your Copy of ScreenWatch

NOTE: APPLIES ONLY TO CUSTOMERS WHO HAVE PURCHASED A SCREENWATCH LICENSE

ScreenWatch must be registered to allow the entire classroom to be monitored. Please follow these steps to register your product:

1. Start the ScreenWatch monitor.
2. Click the Settings Button located in the lower left hand corner of the window.
3. Click the Register button. The following window will pop up:



The screenshot shows a Windows-style dialog box titled "Registration". The text inside reads: "Registration Thank you for taking the time to register your copy of ScreenWatch." Below this, it states "Registration entitles you to:" followed by two bullet points: "- Future addition of manager or client stations." and "- 30 Days free tech support." The "Registration Info" section contains four input fields: "Name" (filled with "ScreenWatch User"), "Company" (filled with "User's Company"), "Serial #:" (filled with "SW440-01903217805"), and "Activation Code:" (empty). At the bottom, it says "Please call Applied Computer Systems, Inc. with the above information to obtain an activation code." and "800.237.5465". An "OK" button is located at the bottom center.

4. Note the Serial # that begins with "SW440-" and call Applied Computer Systems at 800.237.5465 to request a registration code. You may also email your serial # to support@acs-linksystems.com. Please include your name, your organization's name, and the order number given to your purchase.
5. Once you receive your activation code enter it into the box labeled Activation Code and click the OK button.

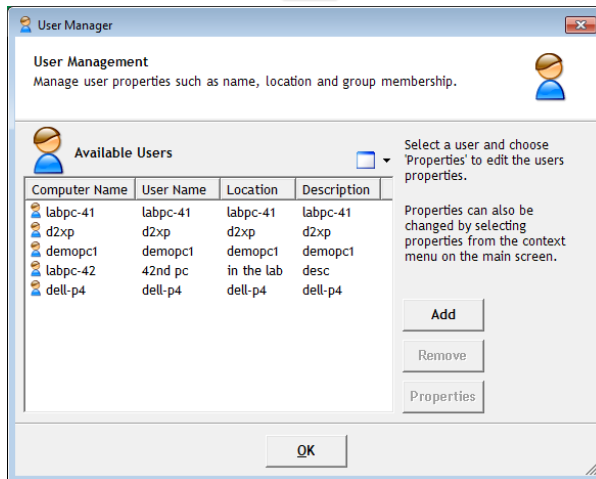
Configuration

Adding Users

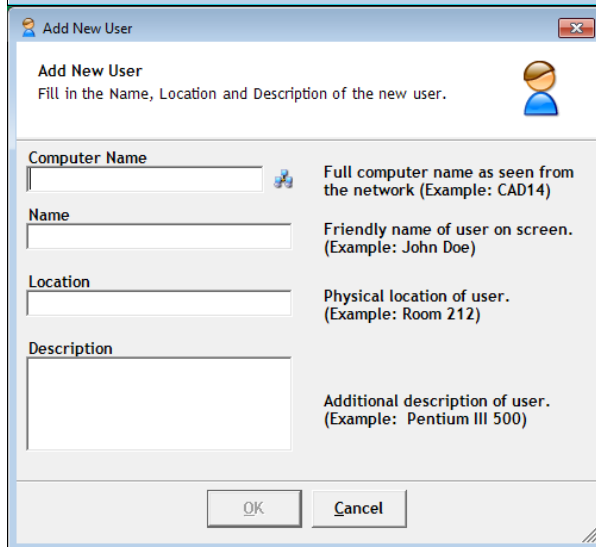
The next step is to configure your Monitor station to view the clients. ScreenWatch uses a direct network connection to each of the clients. The following summarizes how to connect your clients to the monitor.



Click the Users button on the Manage tab in the toolbar.



Click the Add button to add a new user.



The Add New User screen will open. You must complete all fields before continuing.

Computer Name: This is the network hostname for the client PC. A browse button is available for searching for computers.

Name: This is the unique name that will be displayed on the desktop.

Location: This is for reference purposes but may also be used when grouping clients.

Description: This field gives you the opportunity to enter additional information.

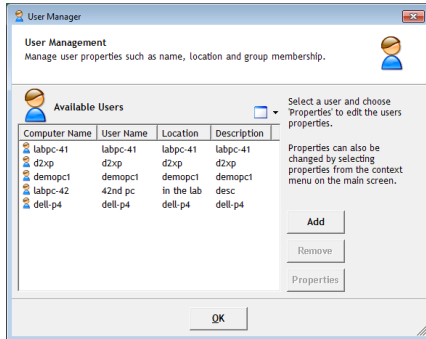
Once the information has been entered press OK to add the user. All added users will be automatically added to the "All" group with an icon appearing in the upper left hand corner. They will be stacked upon one another and can then be positioned on the screen to mimic the room's physical layout or otherwise to your liking.

Adding Groups

Groups are used to logically manage clients. They are also used to apply alert policies, block policies, and actions to a group. The default group, "All", contains all configured users. This group cannot be removed nor can clients be removed from it without fully removing them from ScreenWatch's user list.



Click the Groups button on the Manage tab in the toolbar.



Choose Add from the list of commands on the right.

Name
Location
Description

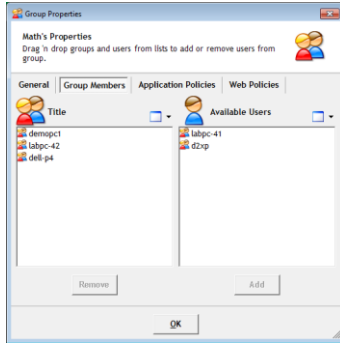
Name: This is the unique identifier for the group.

Location: This field does not have to be unique.

Description: This field gives you the opportunity to enter additional information.

Click OK to create the group.

Adding and Removing Users from a Group



Open the properties for the desired group and select the Group Members tab. Current group members are listed on the left; available users are listed on the right.

Adding Group Members

Select one or more members from the Available Users list and click the Add button. Alternatively you may double-click an available user to add them to the group.

Removing Group Members

Select one or more members from the Group Members list and click the Remove button.

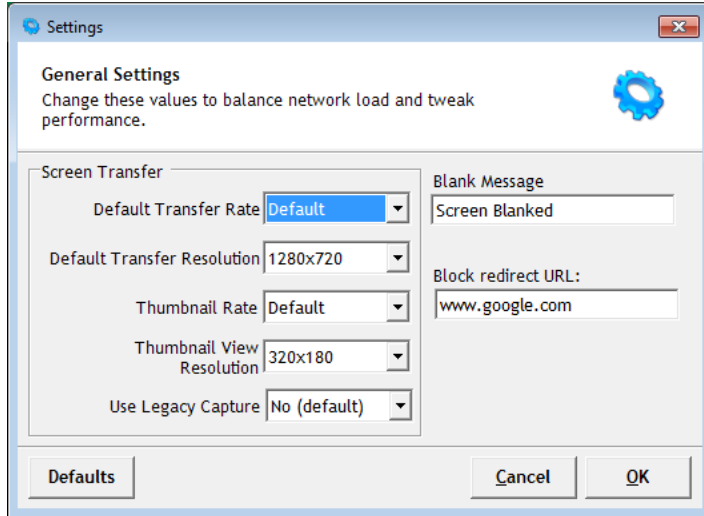
Other Group Settings

For information on the remaining tabs see the later sections on Policies.

General Settings



Click the General button on the Settings tab in the toolbar.



The General Settings page provides the ability to set screen transfer rates, image resolutions, and a “blank” message.

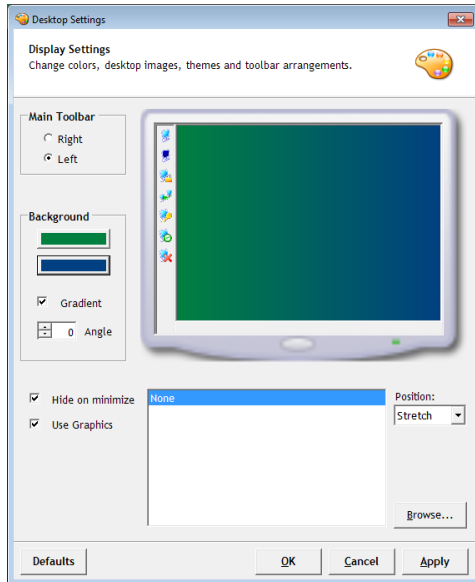
Settings Definitions

<i>Default Transfer Rate</i>	The rate at which the client's screen updates when a Monitor sees.
<i>Default Transfer Resolution</i>	The resolution at which the client transfers when a Monitor initiates a receive. The image may be stretched or shrunk to fit on the screen.
<i>Thumbnail Rate</i>	The rate at which updates are sent while viewing thumbnails.
<i>Thumbnail View Resolution</i>	The resolution of thumbnails when they are available.
<i>Use Legacy Capture</i>	This is an advanced option. Set this to “yes” only if you have trouble receiving images. If legacy capture does not correct your issue, change it back to “no” and call ACS for technical assistance.
<i>Blank Message</i>	The message that is displayed on the screen whenever it is blanked.
<i>Block Redirect URL</i>	When a user attempts to access a blocked website, this is the address of the page that they are redirected to.

Desktop Settings



Select the Display button under the Settings tab of the main toolbar to open the Desktop Settings dialog box.



The Desktop Settings page provides the ability to configure the look and feel of ScreenWatch.

Settings Definitions

Main Toolbar

The main toolbar can be placed on the left or the right.

Desktop Background Color

Up to two different colors can be specified for the background of the desktop as well as the angle at which to blend them.

To change the first color click the button that represents its current value. To use a second color first place a checkmark in the Gradient box then choose the color you want and, optionally, a blending angle. Valid angles values are between 0 and 180.

Desktop Background Image

The background of the screen can be changed by choosing a background picture from the list or by clicking Browse and navigating to an image. Valid background pictures are bitmap files (*.bmp). The image can be tiled, centered on the screen, or stretched to fit the screen through the drop down to the right of the image list.

Hide on Minimize

This check box specifies whether ScreenWatch will stay on the taskbar when it is minimized or be put into the system tray.

Using ScreenWatch

The ScreenWatch Desktop

The desktop is where the users for the current group are located. The icons can be arranged manually or automatically and then locked in-place if desired.



Desktop Menu

To access the menu right-click on the ScreenWatch desktop.

Arrange

Users can be arranged either manually by left clicking on them and dragging them to a new location on the screen, or automatically as described below.

Lock Users User icons can be locked and unable to be moved by selecting Lock from the Arrange sub-menu. Selecting it again unlocks the icons.

Align Now Automatically align the icons first by availability (connected clients first) and then alphabetically.

View

Users can be viewed in one of three ways:










Regular Icons Shows the status icon only. The username appears by holding the mouse over the icon.

Large Icons Shows the status icon, the username, and the current status.

Thumbnails Shows the user's screen as a small image. The image resolution and refresh rate are determined by the General Settings.

Actions

These functions can be applied to a single user or to an entire group.

	<i>Clear</i>	Clears a Blank or Freeze state and returns the client to normal.
	<i>Freeze</i>	The client screen will remain visible, but the keyboard and mouse are disabled.
	<i>Blank</i>	The client screen will be blackened and the keyboard and mouse will be disabled. An optional message can be displayed on the user's screen.
	<i>Scan</i>	Scans through all clients in the current group. To receive a single user choose Receive from appropriate icon's drop-down menu.
	<i>Log Off</i>	Logs off a client machine.
	<i>Reboot</i>	Reboots a client machine.
	<i>Shut Down</i>	Shuts down a client machine.
	<i>Power On</i>	This option cannot be used on groups, only individual clients. It will attempt to wake up a computer which is currently powered off. It is heavily reliant upon compatible hardware to work correctly.
<p>If this feature does not work for a machine it may be possible to correct this by enabling “Wake-On-LAN” in the machine's CMOS settings. Please be aware that CMOS settings are critical to the proper operation of a PC and that you should only attempt to modify them if you feel comfortable doing so. Another safer option would be to contact one or both of the PC manufacturer or the network card manufacturer for help setting up WOL support.</p>		
	<i>Send File</i>	Send one file to all connected clients.

Selecting a Target

- To apply any of the above actions to a single client, select the appropriate command from the client's dropdown menu by right-clicking on its icon.
- To apply any of the above actions to an entire group, select the corresponding command from the main toolbar.

Receiving a Client's Screen

Receiving is used to view a client's screen. Under the General section of the Settings tab on the main toolbar options can be modified to suit your needs. Only one client can be viewed in this manner at a time.



To receive a single client right-click on the client's icon and choose Receive.



The client's screen will appear in a separate window. To return to the Monitor window exit the view screen by clicking the close button in the upper right-hand corner.



While receiving you may perform the following actions by using the menu at the top:

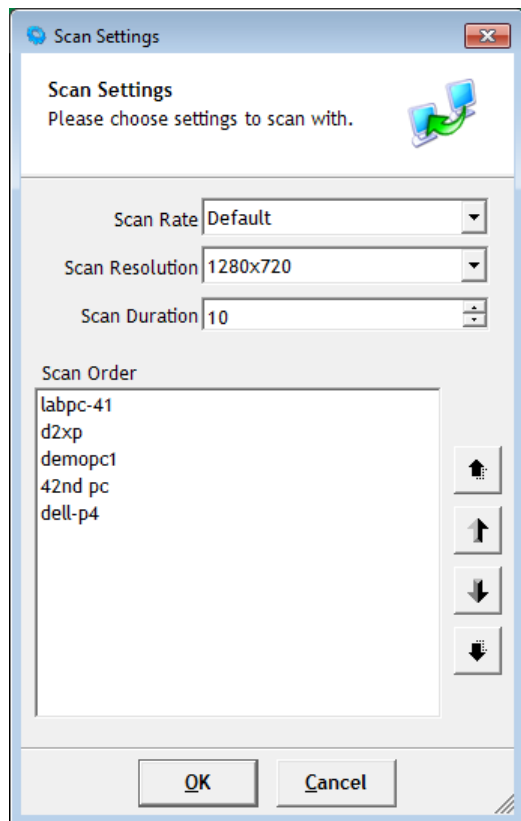
- **Clear** – Returns the monitored screen to normal
- **Blank** – Blanks the currently received screen and displays a message to the user (customizable in General Settings).
- **Freeze** – Freezes the currently received screen disabling the keyboard and mouse.
- **Capture** – saves the current screen's image to a location of your choosing.

Scanning Groups

Scanning is the group equivalent of receiving. Each client is received for a period of time then the view switches to the next client in the group. Scanning will continue until it is stopped by clicking the close button in the upper right-hand corner.



Choose Scan from the main toolbar.



Set the scan rate and resolution. These settings are saved between scan sessions.

Click OK to begin scanning. While you are scanning you will have the following options:

- Pause scanning on the current screen.
- Resume scanning after a pause.
- Capture a screenshot to the designated path.
- Freeze the screen currently being received.
- Blank the client's screen.
- To stop scanning close the scanning window

Freezing

Freezing is used to lock an individual or a group. When a client is frozen the client's keyboard and mouse are disabled. An lock icon will appear in the upper-right corner of the client's screen to indicate that the PC is frozen.



To freeze all clients in a group click the Freeze button on the Action menu bar. All connected users in the current group will be frozen.



To freeze a single client right-click the user icon and choose Freeze from the drop down menu.



To stop freezing click the Clear button or right-click the client icon and select Clear from the drop-down menu.

Blanking

Blanking is used to prevent users from being distracted by their PCs. This operation will show a black screen to the user rather than their desktop image. Additionally when a client is blanked the keyboard and mouse are frozen. A customizable message is also displayed to the user.



To Blank the active group click the Blank button on the Action menu bar. All connected users in the group will be blanked.



To Blank a single client right-click on the client's icon and choose Blank from the drop-down menu.



To end blanking click the Clear button or right-click the client's icon and select Clear from the drop-down menu.



Blank Settings

The Blank message shown on the client may be modified in the General Settings.

Creating Group Policies

General

Policies are rules put into place to help manage users. Application policies notify the Monitor when a user runs a program, or prevent the user from running that program. Website policies are similar to application policies but apply to web pages.

Alerts

The monitor will be notified if a user machine is running an application or viewing a website that has given an Alert Policy.



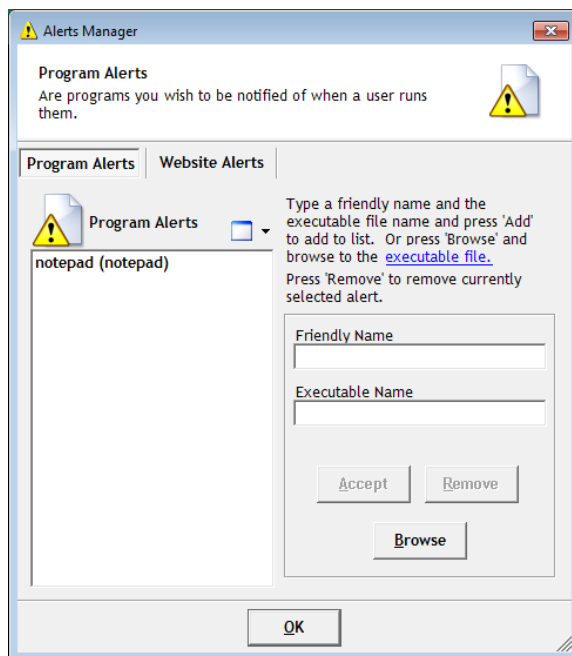
Choose the Alerts button from the Manage tab on the main toolbar to get to the Alerts Manager.

Program Alerts



Select the Program Alerts tab from the top of the dialog. All available program alerts are shown in the list box on the left.

To add a new Program Alert:



Enter a friendly name (eg. Solitaire) and the name of the executable (eg. sol.exe) in the fields and click Add. An executable name may also be specified by browsing to it.

To remove a Program Alert:

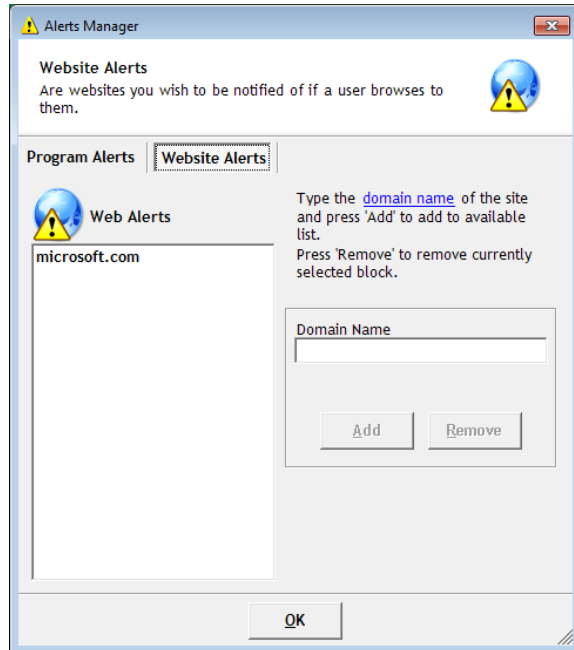
Select the alert from the list and click Remove.

Website Alerts



Select the Website Alerts tab from the top of the dialog box. All available website alerts are shown in the list box on the left.

To add a new Website Alert:



To be alerted about a website type the domain name of the website (eg. google.com) and click Add. If ScreenWatch matches this string to any part of the URL an alert will be sent.

To remove a Website Alert:

Select the alert from the list and click Remove.

Blocks

Blocks are applications that are restricted from being run or websites that are restricted from being viewed. The clients will not be permitted to access items on the block list.



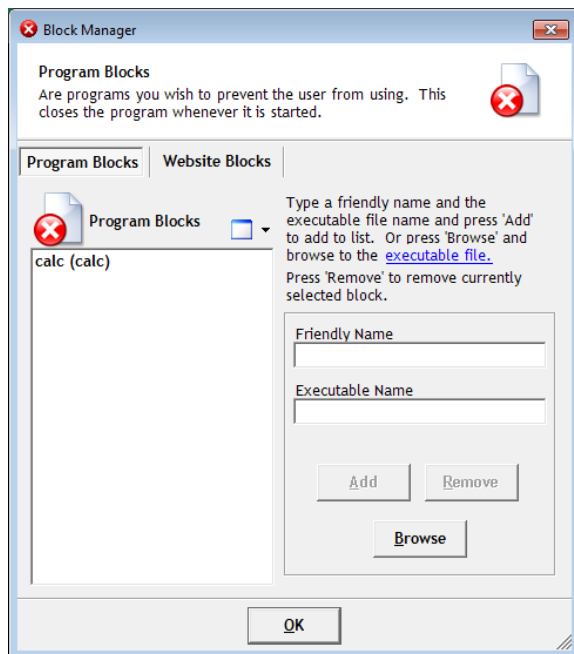
Choose the Blocks button from the Manage tab on the main toolbar to get to the Block Manager.

Program Blocks



Select the Program Blocks tab from the top of the dialog box. All available program blocks are shown in the list box on the left.

To add a new Program Block:



Type a friendly name (eg. Solitaire) and the name of the executable (eg. sol.exe) in the appropriate fields and click Add. An executable name may also be specified by browsing to it.

To remove a Program Block:

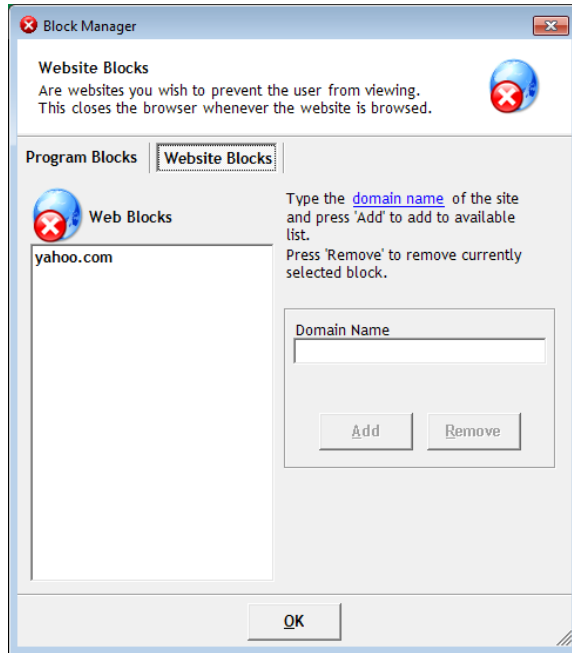
Select the block from the list and click Remove.

Website Blocks



Select the Website Blocks tab from the top of the dialog box. All available website blocks are shown in the list box on the left.

To add a new Website Block:



Type the domain name (eg. google.com) of the website you wish to block in the field and click Add. If ScreenWatch matches this string to any part of the URL the browser will instead navigate to the site designated by General Settings.

To remove a Website Block:

Select the block from the list and click Remove.

Applying Group Policies

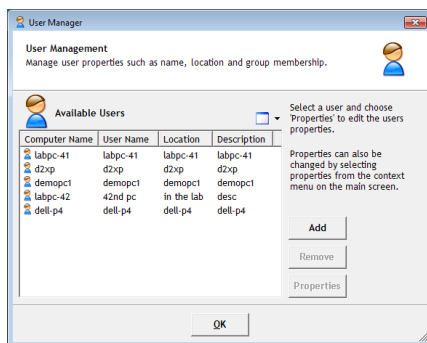
General

Policies are applied at the group level, and users in more than one group get policies from all groups they are members of. If more than one group applies the same policy removing the user from only one of the groups does not remove the policy from the user.

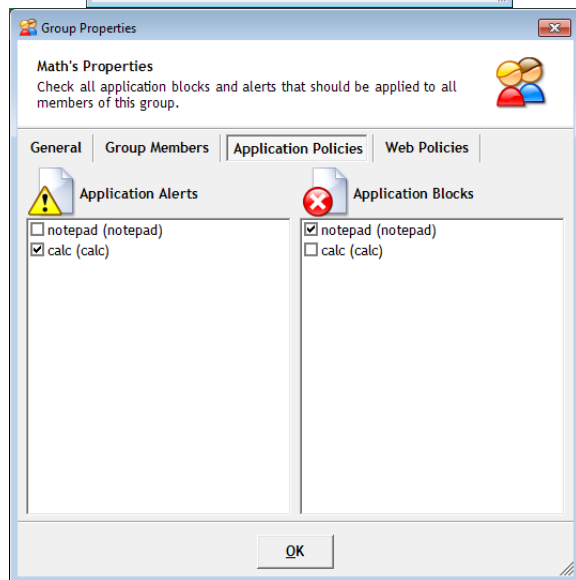
Changing Policies for a Group



Click the Groups button on the Manage tab in the toolbar.



Choose Properties from the list of commands on the right.



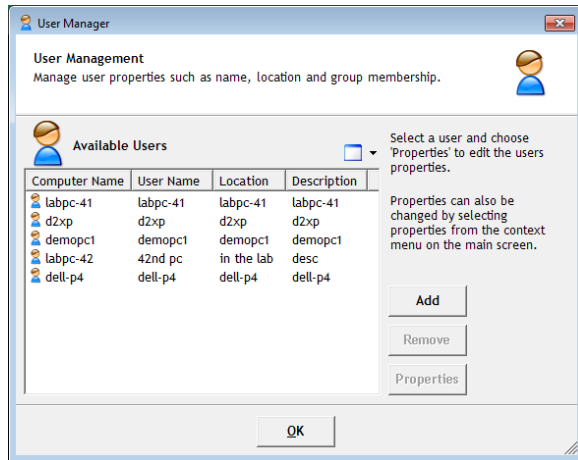
From the top of the Group Properties window select either “Application Policies” or “Web Policies”. You will see alerts on the left side and blocks on the right side. Placing a checkmark beside any item activates that item for the entire group.

Checking Effective Policies for a User

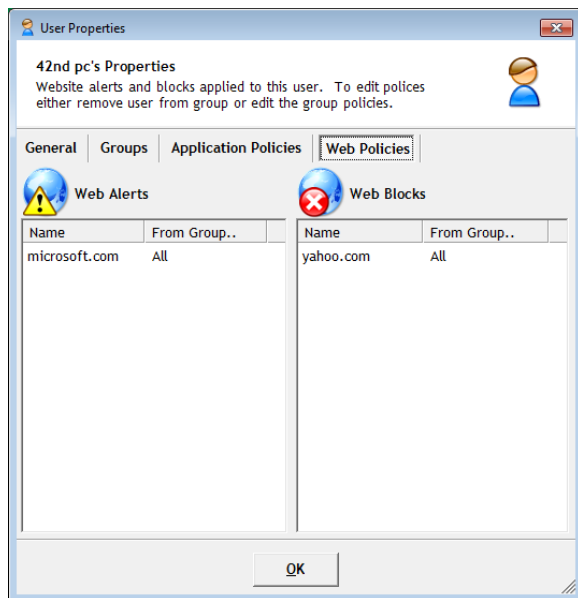
To see which policies are active for a certain user, perform the following steps:



Click the Users button on the Manage tab in the toolbar.



Click the Properties button.



From the top of the window choose Application Policies or Web Policies.

Policy names are listed on the left side of the column; groups the policy is applied from are listed on the right. Note that policies cannot be applied, removed, or modified for individual users, only groups.

Contact Us

If you have any comments regarding the design, installation, configuration, or operation of this package please contact us.

We can never test our software on every possible combination of equipment. We may have inadvertently introduced a restriction or incompatibility which affects you. We apologize for any shortcomings that you may discover. Please let us know so that we can fix them.

Applied Computer Systems, Inc.

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Technical Support: support@acs-linksystems.com

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