

SOFTWARE INSTALLATION.....	.....
INITIAL ACTIVATION.....	.....
SETTING THE SOFTWARE OPTIONS.....	.....
Bookmark „SOFTWARE SETTINGS”.....	.....
Bookmark „RULES”.....	.....
Bookmark „LOCKS”.....	.....
BROWSING RESULTS.....	.....
Browsing results.....	.....
Results management.....	.....
BOOKMARK INFORMATION.....	.....
MINI MONITORING AND MANY USERS	
ABOUT DEMO VERSION	
PRECAUTIONS.....	.....
DEINSTALLATION.....	.....

**The User Guide includes the instructions of installation and using Mini Monitoring software. The current version of Mini Monitoring software as well as this document is available at <http://www.minimonitoring.com.pl>**

### ABOUT THE SOFTWARE

Mini Monitoring is a discrete, background/hidden program which saves all user’s actions made on a computer. It saves screenshots, full history, every newly-opened windows and visited webpages. It also captures all the characters typed on the keyboard and attributes them to specific windows and programs. Mini Monitoring enables to lock viewing some chosen webpages and running chosen games and programs.

Moreover, Mini Monitoring lets you put some time-limits on the users of the computer, which makes your computer a completely safe place of work and play.

This program is ideal to be used by parents, small companies, schools, that means in every place where controlling and blocking the unwanted users’ activity is needed. The software consists of two modules: a **supervisory program** and a software that monitors actions on your computer. The **monitoring software** starts working as soon as the system starts up and it works unnoticed.

### INSTALLATION

After inserting the CD into the CD drive the process of installation should start automatically. If you don’t have the CD, download the software at: [www.minimonitoring.com.pl](http://www.minimonitoring.com.pl) and run the installation program „mm-wersja\_ukryta.exe”. In order to continue click „NEXT” .

The next step of installation allows you to set a password. This password will be needed for everyday use of the software. Create, memorize and type you password twice.

After typing the password click „NEXT”

In the next window you can read the conditions of the License Agreement. If you don’t accept them, further installation and using the software is not possible. After accepting the conditions click “Next”

Next step is selecting the location for the software directory. All the files will be copied in the selected folder. **It is advisable to leave it at its default settings.** To move forward click „Next”.

In the next step you can select the folder with the software’s shortcuts in Start Menu. **It is advisable to check the box „Don’t create any icons” which means that no new positions appear in Menu Start and the software stays hidden.**

The installer is ready to install the software on your computer. To start copying the files click “Install”.

The process of installation is completed. Make sure you have checked “Run Mini Monitoring program” and click “Finish”.

### **INITIAL ACTIVATION**

You will be asked to enter the password set during the installation every time you start the software. Enter your password and accept it with Enter key or click „OK”.

After restarting your computer ,you can start the supervisory program by pressing CtrlShift G.

### **SETTING THE SOFTWARE OPTIONS**

After entering the password correctly the software starts up. You should adjust it to your needs.

#### **Bookmark„SOFTWARE SETTINGS”**

##### **Screenshots**

Screenshot is an image of the display on a computer screen saved as a graphics file. If you want the software to save the screenshots periodically, select „ Save screenshots to files ” and choose the frequency of recording. Depending on your needs you can decide how often the software should save the screenshots. In the same box you can decide if it should take a screenshot of a full screen or just an active software. If you select the first option the software will recognize the window in which the user is currently working and it will take a screenshot of this window only. The second option allows to reduce the size of data and leave more space on a hard disk. You can define the quality of taken images. The proposed quality of 70% guarantees that the images will be readable and the size of the files won't be too big. If you increase the quality of the image, you will get more precise and detailed image, but the data will take more space on your hard disc. If you want your program to take the screenshot of each newly opened window (e.g. when spam appears) select „take a screenshot of each new window”. If you select „append to work history link to a screenshot” , while browsing the Work history you will be directed to the screenshot related to visited entries.

##### **Keyboard**

If you want the software to save every key which was pressed on the keyboard in its work history , select “ capture characters typed on the keyboard”. The software will save everything that will be typed on the keyboard in each program (also passwords).

If the software does not capture the characters typed on the keyboard, you must turn User Account Control off in the Control Panel.

Here are the links with the instruction of turning off the User Account Control for different Windows Systems :

Vista: <http://windows.microsoft.com/pl-pl/windows-vista/turn-user-account-control-on-or-off>

W7: <http://windows.microsoft.com/pl-pl/windows/turn-user-account-control-onoff#1TC=windows-7>

W8: <http://windows.microsoft.com/pl-pl/windows/turn-user-account-control-onoff#1TC=windows-vista>

The view of the bookmark „Software settings” :

##### **Monitoring web browser**

In order to collect the data about visited webpages , the software monitors the most popular browsers: Internet Explorer, Firefox and Opera. If you want to know which webpages the users have visited and you want to lock some webpages, select the browsers installed on your computer. It is advisable not to select the browsers which are not used in order to reduce the system load. The software does not fully operate with Chrome. The information about using this browser and the titles of visited pages will be available in the Work history. The results will not appear in the Web history.

### **Setup the key combination which runs the software.**

If the monitoring software is active you can run the supervisory program using a special key combination( default ctrl Shift G). In this program you can change the settings and view the results. You can setup your own key combination. Remember the combination should be difficult to be pressed so that the program does not start accidentally and it should be also unique not to interfere with other programs' combinations.

### **The priority of the monitoring software versus other softwares**

Thanks to the software's priority you can setup "importance" of the software and setup the speed of its access to the computer resources versus other softwares. Setting a low priority makes the software give way to other softwares in case of high system load, which means it starts working when the computer is not loaded. With this setup the working of the software is the least noticeable. It is not advisable to use this setup together with capturing the keyboard.

Normal priority is a typical setup (advisable)- the software works together with other programs working on the computer.

Setting the high priority means the software has a priority in accessing the computer resources and its activities are done in the first place.

### **Setting the destination directory for collected data**

The software allows you to define the folder in which the screenshots, work history and information about visited webpages are collected. It is advisable to leave the default settings. During the installation special authorizations are set thanks to which the software can save all the users' activities in one place. The proposed folder is well hidden and thanks to its qualities it is unnoticeable to the majority of users even those who know Windows well. Incorrect change of the folder may cause the software to stop working and it may disable the data collection.

The software offers the possibility to lock the access to the folder in which the data is saved. This option is available for Windows 200,XP, Vista, W7 and W8.

The lock disables the access to the folder with data even for the computer administrator. We advise you to turn on this option unless you use user switching feature not logging off and logging on.

### **Saving settings**

At the bottom of the „software settings” bookmark there is “Save” button which saves all the changes and informs the monitoring software about the new settings which makes them work automatically.

### **Bookmark RULES**

The view of the bookmark „Rules”:

In the bookmark RULES you can set the reactions of the software to appearing events e.g. starting a program or logging on by a user.

#### **Trusted users**

If you have more users' accounts on your computer , you can choose those whose work on the computer will not be monitored. In the box 'users detection' you will see the names of the users who logged on at least once after the installation of Mini Monitoring. You can add your account to the list of trusted users and after logging on the monitoring software will automatically stop working and it will not collect data. If the monitoring software is turned off ,it is not possible to start the supervisory program by using a special key combination( default ctrl Shift G).

### **Daily time-limits for the users of the computer**

The software enables you to set daily time limits on using the computer by every user.

Thanks to this function you can e.g. limit your child's access to the computer to 60 minutes a day or you can divide this time between siblings. When the time limit is reached the user is automatically logged out of Windows system.

In the box 'users detection' you will see the names of the users who logged on at least once after the installation of Mini Monitoring.

### **Setting the frequency of screenshots by running**

The software allows to define the frequency of taking screenshots for each program separately. It allows e.g. to increase the frequency of screenshots while the user is opening the Internet browser or a communicators such as GaduGadu. In order to add a new rule, first you need to find out the name of the process or the executable file of the program e.g. for Internet Explorer it is iexplore.exe. The names of the processes can be found in Work History, where the title of the program is assigned to the process responsible for the program and its visible windows. If the program which has its rule is active, the screenshots are taken according to the set frequency. The rest of the settings such as the image quality are copied from the bookmark "software settings"

If the program which doesn't have its rule is active, the software returns to the standard settings from the bookmark „Software settings”.

### **Saving settings**

At the bottom of the „software settings” bookmark there is "Save" button which saves all the changes and informs the monitoring software about the new settings which makes them work automatically.

## **Bookmark "LOCKS"**

The view of the bookmark „Locks”:

In the bookmark „Locks” you can lock using chosen programs or ban visiting specified webpages. The locks apply to all the monitored users.

### **Locking software**

Mini Monitoring enables to lock certain software. To activate locking check „run software locking” and add the software you want to be locked to the list. The software is locked by entering the names of its executable file (process). For example if you want to lock GaduGadu, you need to type gg.exe in the edit box and click „Add”. If you want to delete the locking of a software select it on the list and click „Remove”. In order to add a new rule, first you need to find out the name of the process or the executable file of the program e.g. for Internet Explorer it is iexplore.exe. The names of the processes can be found in Work History, where the title of the program is assigned to the process responsible for the program and its visible windows. If Mini Monitoring identifies that the software from the list is run it will stop its working at once.

### **Locking webpages**

Mini Monitoring allows to lock webpages whose addresses or titles contain defined key words. The software does not analyze the content of the webpage, but only its title and address. In order to lock webpages, you need to select the used browsers in the bookmark „software settings” and then in the bookmark „Locks” add the keywords chosen by you to the list. After identifying some webpages with the key words, Mini Monitoring will close the browser. To add your own key words to the list, you need to type them in the edit box and click „Add”. To delete a chosen word from the list you need to select it on the list and click "Remove". For example if you put the word „onet” on the list all the websites of onet.pl. will be locked.

Mini Monitoring has a built-in list of words connected with pornography, thanks to which you can easily lock webpages related to it by selecting "lock words related to pornography" .

Mini Monitoring also has a built-in list of vulgarisms, thanks to which you can easily lock webpages whose addresses or titles contain vulgarisms by selecting "lock vulgarity".

You can add new words to both lists by editing a chosen list.

## **Saving settings**

At the bottom of the „software settings” bookmark there is “Save” button which saves all the changes and informs the monitoring software about the new settings which makes them work automatically.

## **BROWSING RESULTS**

The view of the bookmark „Results”:

### **Browsing results**

If the software is not activated press CtrlShiftG (or other key combination set before). You will be asked to enter your password. After entering the password, go to “Results” bookmark. You need to select the user whose results you want to see from the list.

Below you need to select the day from which the data should be shown. If the list does not drop down and you can't select the user, you should open „Information” bookmark and stop the monitoring process, which can block the access to the data. After browsing the results, you can turn the monitoring on again.

The software functions are available on the right side:

**Work history** – it is a chronological record of the events on the computer. The software saves the **time of turning off the system** . All the data about used software is saved here.

It saves the starting time, the title and the name of the process. In the „text” column there is information about the keys pressed on the keyboard and entered text.

The software detects and saves the content of the **toolbar**, changes in the screen resolution and other Windows events. In the Work History (depending on the settings) you can see links to screenshots related to the records from the Work History.

**Web History** – here you can find some information about webpages visited in IE, Firefox, Opera. The software records that the browsers have been opened, the title of the webpage and potential events caused by the software e.g. locking a webpage. The data from Chrome browser can be found in the Work History.

**Used softwares**- the software records the time of using programs which are **in the foreground** in Windows system. This option displays a bar graph showing how long each of the programs was in use. The graph can contain a lot of sites between which you can toggle.

**Screenshots** – the software displays a list of saved screenshots taken on the day. These are Jpg files and you can open them with any image viewer.

### **Results management**

Here you can delete, export or burn the collected data on a CD. You need to decide if you are interested in data of all the users or just one from the list. In the box „from day” „to day” you need to define the days from which you want to delete or export the data.

**Delete results**- it deletes collected data from the chosen period of time of all the users or just a chosen one. The software does not move the data to the trash.

**Export**-the software enables to export collected data to the chosen location ( a different folder, disc, memory stick) A browser will be attached to the collected data which enables to view the data e.g. on a different computer.

**Burn a CD** – It enables to prepare data to be burnt on a CD. After preparing a CD, Windows system should show a message that it is ready to record the data.

Next you should follow the system instructions. When managing the results you should wait until the final message about finishing the operation appears. Some operations may refer to thousands of files so you need to be patient.

## BOOKMARK INFORMATION

In the „Information” bookmark there are the following boxes:

1. „Information about the monitoring process” – it shows the status of the monitoring software, it allows to stop or run the monitoring process.
2. „Information about software version and distributor – it shows the number of the installed version of the software and the contact details of the distributor. It allows to move to the Mini Monitoring webpage easily. (w programie jest błąd- allowes)
3. „Full version of the software”(nie ma takiego okna) – It allows to purchase the software easily and enter the serial number. After purchasing the software and entering the given serial number the software becomes a full version with no time limits.

## MINI MONITORING AND MANY USERS

The installation of the software should only be done from the administrator’s account. If there are more users’ accounts on the computer , each of them is monitored. It is not advisable to switch users, it is better to log on and off.

A chosen user account can be added to the list of trusted users which are not monitored by the software (bookmark „Rules”). After adding a trusted user the monitoring software will automatically turn off which means the CtrlShiftG shortcut, that elicits the supervisory program to browse the results, will not work. The software collects data of each user separately.

## ABOUT DEMO VERSION

The demo version works for 14 days. After that time, if the user doesn’t purchase the program, it stops working.

After finishing the testing period, the software will stay hidden .

## PRECAUTIONS

If the program is supposed not to be noticed by other user we advise you to:

- Install the software in a version difficult to uninstall, which means the software will not appear in the Control Panel “add/delete programs or Uninstall a program
- while installing the software select „don’t create any icons”. The description of the installation is found at the beginning of the document
- After each use, check Windows Start menu and make sure the system has not created the icon of MM software. If it does, you can delete it with the left mouse button. You will delete only the icon not the software.
- After each use, check Windows Start menu and the list of the documents opened recently (e.g. recent items) and make sure there is nothing connected with MM software. These can be links to screenshots or text files with the work history or the visited sites.

## DEINSTALLATION OF THE SOFTWARE

The software installed from mm-wersja\_latwa\_do\_odinstalowania.exe can be deleted from the Windows Control Panel in „uninstall a program” or “Add/ Remove programs. To uninstall the software in the background version, so the one installed from mm-wersja\_ukryta.exe ,you need to::

1. Start Mini Monitoring software, go to „information” bookmark and click „,stop” in the “information about the monitoring process” box to turn the monitoring software off. This step is necessary because without it you may be asked to restart the computer. If the monitoring software is turned off, you may move to the next step
2. Using „mm-wersja\_latwa\_do\_odinstalowania.exe” install Mini Monitoring software. The installation file is on a CD, it can be also downloaded from the webpage: [www.minimonitoring.com.pl](http://www.minimonitoring.com.pl).  
The process of installation can be done according to the description at the beginning of the User Guide. Ignore any potential error messages! In the last step of the installation **uncheck(odznacz)** the „Launch Mini Monitoring”box.
3. Click „Start” button, find and select Control Panel , then “Add / remove programs” or “uninstall a program”. From the list of the installed software choose Mini Monitoring and click “Delete”