This software is NOT intended for illegal use. WinGuardian is only intended for
companies, schools, organizations, and parents who have a LEGITIMATE RIGHT to monitor what the users of   their computers
are doing.   Before using this software, make sure you have a right to
monitor the activities of the users.

WinGuardian Help File

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1- Overview:

What is WinGuardian?

WinGuardian is a useful Windows monitoring utility and filtering alternative for schools, churches, and parents. WinGuardian runs completely hidden and monitors most everything a user does on your computer. It can keep track of what programs they use, it can log all text that they type into any program, and it can log all websites that they visit. This way, you can review the logs and if you find that a user is running inappropriate programs, such as games, or visiting websites that your organization considers offensive, you will know. There is also an option to have WinGuardian display your acceptable use policy (AUP) on screen. A user must read the AUP and then click on the "AGREE" button before they are allowed to access the Internet. If a user knows that their actions are being monitored they will be deterred from using inappropriate programs or viewing inappropriate web pages. WinGuardian also gives you the option to "lock down" the Windows 95 environment so that users can only run programs that you authorize. They will not be able to modify system settings (like the Windows background wallpaper) or run authorized software. This is useful in helping to prevent viruses and intentional or unintentional operating system changes.

Who will benefit from using WinGuardian?

1. Anyone who is concerned with how the users their computer are spending their time and what they are doing. This includes, where the users are going on the web and what programs their using.

2. Anyone who needs to limit a users access to Windows 95.   Administrators can create a list of programs a user is allowed to run.   With this feature enabled, nothing else can be accessed or run, and no operating system changes can be made.

What does it cost?

WinGuardian is shareware.   You have 30 days to try WinGuardian.   If you wish to continue using it after the 30 days you must purchase a registered copy.   See the REGISTER section of this document for more information.

Where can the latest version be found?

You can download the latest beta from the WinGuardian website at http://www.webroot.com/

2- Getting Started

Installing

To install WinGuardian run the Setup.exe program.   You will also be asked to create a password to access WinGuardian.   DO NOT forgot your password, otherwise you will have to re-install WinGuardian. After installation is complete, every time Windows is started WinGuardian will begin logging the users activity.   No indication will be given to the user that WinGuardian is running.

Running

Installing WinGuardian does not create an icon on the start menu or desktop.   This is done intentionally so as not to give any indication that it is installed on the system.   To run WinGuardian you first click on the Windows 95/NT Start Button, then select the option 'RUN' from the menu, and in the 'OPEN' field of the run window type 'SYSCTRL'. Finally, enter your password when prompted.

NOTE: If no password window appears after typing 'SYSCTRL' then WinGuardian is already running.   Press your "show-key" (control-alt-shift-y) to display the WinGuardian password prompt.

3- Settings

To enter the setup screen select WINGUARDIAN from the WinGuardian main window, a pull down menu will appear, select OPTIONS.

Track Window Activity

If this box is checked, WinGuardian will monitor the program and window activity of the current user.   The DETAILS button next to this checkbox will allow you to define what window activity is monitored.

NOTE: WinGuardian cannot track DOS box activities.

     DETAILS - click on this button to bring up these additional options:

Opening/Closing of Windows - Creates an entry in the log every time a user opens or closes a program or window.

Window becomes active - Creates an entry in the log every time a user activates a window (brings a window to the front of the screen) .

Keystrokes - Logs all keystrokes that a user types into any program or window.

Track User Visited Web Sites

If this box is checked, WinGuardian will monitor both Netscape and Internet Explorer activity.   Web sites visited will be stored in an encrypted log file.

DETAILS - click on this button to bring up these additional options:

Alert Users They Are Being Monitored - Checking this box will tell WinGuardian to bring up a warning message when a user first opens a web browser.   The message can be changed by selecting the **Edit Warning Message** button and entering a new message when prompted.

Users Must First Agree With AUP - Checking this box causes WinGuardian to bring up an Acceptable Use Policy window when a user opens a web browser. Before being allowed to browse the web the user must agree to the policy, otherwise WinGuardian will not allow them to continue. The AUP message can be modified by selecting the **Edit AUP Message** button and entering a new AUP when prompted.

Secure Windows

If this box is checked, WinGuardian will not allow a user to run unauthorized programs or to modify Windows 95 settings.

DETAILS - click on this button to bring up these additional options:

Applications Allowed To Run When Windows Is Locked - This window lists all the programs that a user may run when WinGuardian has put Windows 95 into a secure mode.

Add - Adds a program to the authorized list.   When you click on ADD you will be prompted to browse your hard drive for the application you wish to add.   Locate it and click the OPEN button.

Remove - Removes a program from the authorized list.   Highlight the program by clicking on the name, then click the REMOVE button.

Done - Returns you the WinGuardian SETUP menu.

Allow User To Shut Down/Restart Windows

If this box is checked the user can select a Shut Down or Restart Windows button when WinGuardian is in secure mode.

Auto Start WinGuardian When Windows Boots

If this box is checked, WinGuardian will automatically run and hide itself when Windows 95/NT starts. No indication will be given to the user that WinGuardian has started.   However, if the Secure Windows option is enabled WinGuardian will alert the user that Windows is locked.

Max Number of Log Entries

This sets the maximum number of entries that the entire event log file can contain.   This includes the current session entries and past session entries.   If the maximum number of entries is exceeded all entries in the session log are moved to an "archive session log" and a new session log is created.   If an "archive session log" already exists it will be overwritten.   To view the archive session log go to the main menu click on "LOGS" and select "View (archived) Sessions Logs".   If this option is not visible under LOGS there is not an archived session available to view.

Max Number of Keystroke Logs

This sets the maximum number of keystroke log files that will be stored by WinGuardian.   If at anytime the

maximum number of keystroke log files exceeds the number specified here, the oldest log file will be erased.

Mirror Log File

Mirroring log files can be useful if you are intending to run WinGuardian on several systems on a LAN.   This checkbox allows you to assign a name and location for the log files to be saved.   You can then view all the logs with the "wgview.exe" utility.   WinGuardian places the wgview.exe file in your Windows\System directory.   You must provide a password for each log file to view it.

Walkthrough of implementing mirror logs on a LAN:

1. Create a shared drive on 1 system on your LAN
2. Do the following for each system you intend to run WinGuardian on:
a. Install WinGuardian.
b. Under WinGuardian settings, check the Mirror Log File option.
c. Assign a unique name for the mirror log, and select the shared drive as the mirror log path.

All mirror logs with be save to the shared drive.   Run wgview.exe and browse to the shared drive to view the logs. (wgview.exe is placed in the windows\system directory during WinGuardian setup.)

(As an alternative to mirroring the log files to one shared system, you can share (and password protect) the "Windows\System\wglogs" directory on each PC that is running WinGuardian and turn off the Mirror Log option. Then using the wgview.exe utility from a remote system, access the shared Windows\System\wglogs directory and view the system.lg or the keylogs.wg files.)

Change Show Key

This button allows you to change the Show Key.   When a WinGuardian session is running, the only way to access the WinGuardian control panel is by pressing the Show Key and entering a valid password.   The default show key is CONTROL-ALT-SHIFT-Y (all pressed at the same time).

Change Password

This button allows you to change your WinGuardian password.   A Password must be at least 5 characters long.

Done

This button will save any changes and return you to the WinGuardian main window.

Uninstall

This button will remove WinGuardian from your computer.

4- Sessions

Starting - After you have completed the setup of WinGuardian, Click on WINGUARDIAN in the top left corner of the WinGuardian main window and select START.   You will be told what your Show Key is and then the session will start.   WinGuardian will then be hidden.

Stopping - Press your Show Key (the default is CONTROL-ALT-SHIFT-Y (pressed all at the same time)) and when prompted, enter your password.   The session will be stopped and you will be returned to the main window of WinGuardian.

Completed Sessions - After a session is complete, all activity is listed in the main window of WinGuardian. You may double-click on any web address to have WinGuardian automatically launch your web browser and load the address. All previous sessions are also stored in the log file (see next section).

5- Log File

By selecting **LOGS** from the main window, and then selecting **VIEW PREVIOUS SESSIONS** you will see the log file window. All previous WinGuardian sessions are stored here.   Keystrokes are stored under **VIEW KEYSTROKE LOGS**.

GO TO URL

You may double-click on any web address or highlight the address and select the GO TO URL button to have WinGuardian automatically launch your web browser and load the site.

PRINT

This will print the log file to a printer.

CLEAR LOG

This will erase the entire log file.

BACK TO MAIN

Returns you to the main WinGuardian window.

6- Register

Register WinGuardian Beta for only $30

As a registered user you will receive a complete final version when it is released (a $40 value). You also will be e-mailed the latest betas at no cost as soon as they become available.

FOR PHONE ORDER THE WINGUARDIAN PRODUCT NUMBER IS: 3761
You may order by calling Toll-Free (within the US): 1 888 734-4880
outside of the US use our international number: +1 (770) 497-9126

To register by mail: Send $30 check or money order and name/email to:

      Webroot Software
      4969 Archdale LN
      Columbus, OH
      43214

To purchase a registered version securely online: Visit our website at http://www.webroot.com/order1.htm

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7- Disclaimer and License Agreement

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IF YOU AGREE TO THE WINGUARDIAN DISCLAIMER AND LICENSE YOU MAY:

(i) use WinGuardian on as many computers as you wish at no charge for up to but no more than 30 days. After 30 days of use you must either discontinue the use of WinGuardian, or purchase a registered version for each computer that you are going to use WinGuardian on.

YOU MAY NOT:

(i) sublicense, rent, sell,   or lease any portion WinGuardian;

(ii) reverse engineer, decompile, disassemble, modify, translate, make any attempt to discover the source code of WinGuardian, or create derivative works from WinGuardian; or

(ii) continue use of WinGuardian after your 30 day trial.

DISCLAIMER OF DAMAGES:

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Webroot Software has made every effort possible to ensure that WinGuardian is free of any bugs or errors, however in no way is this software to be considered error or bug free.   By using WinGuardian you assume all responsibility for any damages or lost data that may result from any errors or bugs in WinGuardian.   Regardless of whether any remedy set forth herein fails of its essential purpose, in no event will Webroot Software be liable to you for any special, consequential, indirect or similar damages, including any lost profits or lost data arising out of the use or inability to use WinGuardian, even if Webroot Software has been advised of the possibility of such damages. Some states do not allow the limitation or exclusion of liability for incidental or consequential damages so the above limitation or exclusion may not apply to you. In no case shall Webroot Softwares liability exceed the purchase price for the software.   The disclaimers and limitations set forth above will apply regardless of whether you accept to use WinGuardian.

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