

Chapter 3 Getting Started

Chapter 2 described the SiteMeter installation and upgrade instructions. This chapter introduces and discusses the SiteMeter application window, provides a quick start guide for experienced users and offers a tutorial to introduce SiteMeter's major features.

Introduction

What's in this Chapter

The following chart describes the sections in this chapter:

| SECTION | DESCRIPTION |
|----------------------------------|---|
| The SiteMeter Console | Provides instructions on launching the SiteMeter console, selecting menu bar items, using the tool bar as an alternative to the menu bar, and using SiteMeter's on-line help. |
| Printer Setup and Administration | Provides procedures for defining the global print settings on which you want to generate SiteMeter reports. |
| Error Handling | Discusses how to handle errors. |
| Quick Start | Provides brief instructions for setting up metering on your network. |
| Tutorial | Offers a brief walk-through of SiteMeter's main features. |

The SiteMeter Console

This section describes the SiteMeter console. In addition to instructions for launching and exiting the SiteMeter console, it discusses the menu bar, tool bar, and help facility.

Windows Terms

The SiteMeter console should be used with a mouse. The table below briefly defines several Windows terms regarding the use of the mouse and product windows.

| TERM | DESCRIPTION |
|---------------|--|
| Cancel Button | Choosing the Cancel button exits the current dialog box without saving any changes you made in this dialog box or without executing a command you selected in this dialog box. |
| Choose | Click the left mouse button (or use a key combination) on an item to initiate an action. For example, "Choose the SiteMeter icon." |
| Click | Press the left mouse button once. |
| Double click | Press the left mouse button twice in quick succession. |
| Icon | A graphic representation of an executable in Windows. |
| Point | Position the mouse until the tip of the pointer on the screen rests on the desired item. |
| Scroll | Use the scroll bars and buttons to move through a list of items. |
| Select | Mark an item by clicking on it or by highlighting it with either key combinations or the mouse. For example, "Select the Include Path option." |

NOTE:

The remainder of this manual assumes that you are familiar with Windows. Refer to your Microsoft Windows manual for information on the fundamental operating conventions of the Windows environment.

Accessing SiteMeter

After successfully installing SiteMeter, a McAfee Program Manager group and a SiteMeter program icon are created on your Windows desktop.

Use the following procedure to launch the SiteMeter console.

1. **If you plan to run reports from SiteMeter, Load Brequest.**

Upon installation, SiteMeter is configured to run with Brequest. If you are running client-based Btrieve, you must run the USEBTR.BAT file in the SITEMETR program directory before launching SiteMeter. This batch file configures SiteMeter to run with local Btrieve. For example, from within the SITEMETR program directory, issue the following command:

```
USEBTR <ENTER>
```

2. Run Windows, and double click on the SiteMeter program icon.

The SiteMeter application window is displayed.

The application window consists of the following items which are discussed in this section:

- ☐ The SiteMeter Menu Bar
- ☐ The SiteMeter Tool Bar
- ☐ Access to SiteMeter's On-Line Help

Exiting SiteMeter

Use the following procedure to end a SiteMeter session.

1. Choose the Exit command from the File menu.

A dialog box is displayed prompting you to confirm the exit action, as shown in Figure 3-1.



Figure 3-1: SiteMeter's Exit Prompt

2. To save your monitor configuration, check the 'Save monitor configuration' option.

Checking this option will save the configuration of any metering windows that are currently open in your SiteMeter application window. All open metering windows will be automatically restored upon starting your next SiteMeter session.

3. Choose the OK button to close the SiteMeter application.

SiteMeter Menu Bar

The SiteMeter console's menu bar consists of the menu items shown in Figure 3-2. To choose a menu, point to the menu name and click the left mouse button. The menu is displayed.



Figure 3-2: SiteMeter Menu Bar

The general purpose of each menu item is defined below:

- ☐ **File** - lists file oriented commands, including those for configuring global print settings and exiting SiteMeter. For several of the File menu commands, the command text and its associated action when selected depend on the currently active window in the SiteMeter application window.
- ☐ **Administration** - lists the commands necessary to set up metered applications, view application usage on the network and enable SiteMeter's security features.
- ☐ **Tools** - lists commands for viewing and managing network software usage.
- ☐ **Reports** - lists the command that launches SREPORT.EXE, SiteMeter's report generator.
- ☐ **Window** - lists commands for positioning the open document windows in the SiteMeter application window.
- ☐ **Help** - lists commands to access SiteMeter's on-line Windows hypertext help.

NOTE:

Holding down the left mouse button over a menu command displays the function of the command in the SiteMeter console's title bar at the top of the application window.

SiteMeter Tool Bar

When using SiteMeter with a mouse, SiteMeter's tool bar buttons provide an alternative for accessing the most frequently used SiteMeter functions. The tool bar is shown in Figure 3-3.

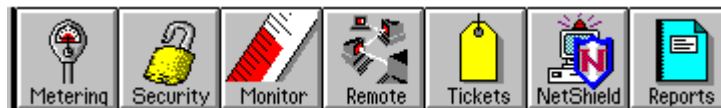


Figure 3-3: SiteMeter Tool Bar

Instead of choosing commands from the drop-down menus, you can choose the tool bar buttons to perform the same tasks. For example, to define applications to be metered, you can either choose Define Metered Applications from the Metering command on the Administration menu, or you can simply choose the Metering tool bar button. Both actions display the Define Metered Applications dialog box.

The function of each tool bar button is described below:

- ☐ **Metering** - displays the Define Metered Applications dialog box used for adding, modifying and deleting applications to be metered.
- ☐ **Security** - displays the Define Authorized Files dialog box used for specifying files that are secure.
- ☐ **Monitor** - displays the View Application Usage dialog box used for determining which applications are being used and by whom.
- ☐ **Remote** - provides access to optional McAfee NetRemote software for automated user support.
- ☐ **Tickets** - provides access to optional McAfee LAN Support Center software for help desk automation.
- ☐ **NetShield** - provides access to optional McAfee NetShield software which is a Novell NetWare loadable module (NLM) and provides uninterrupted server-based virus protection.
- ☐ **Reports** - launches SREPORT.EXE, SiteMeter's report generator.

NOTE:

Holding down the left mouse button over a tool bar button displays the function of the button in the SiteMeter console's title bar at the top of the application window.

Using the Keyboard

To use SiteMeter without a mouse, perform the standard Windows keyboard actions to navigate through the program.

Each menu item on the SiteMeter menu bar has a keyboard mnemonic. Press the <ALT> key in combination with the keyboard mnemonic key to choose a menu and cause the menu to drop down. For example, press the <ALT><F> keys to choose the File menu and display its commands.

Each command also has a keyboard mnemonic. Once the menu is displayed (i.e., "dropped down"), press the keyboard mnemonic of the command you want to choose. For example, from the File menu, press <P> to choose the

Printer Setup command. You can also use the up/down arrow keys to move the highlight to a desired command and press <ENTER> to select the command.

For detailed information on using a Windows application with the keyboard, refer to your Windows documentation.

NOTE:

Some SiteMeter features require the use of a mouse and cannot be accessed with the keyboard.

SiteMeter's Help Facility

SiteMeter's help facility provides on-line assistance for using the SiteMeter software. To get information quickly about a SiteMeter feature or procedure, choose the Help Index command from the Help menu.

Choosing the Help Index command displays an index list of topics. Choose the topic for which you require assistance.

SiteMeter's Help system is written in a standard Windows hypertext format. This means that you can jump from one topic to another by simply choosing topic names from a list. Several buttons display across the top of the Help dialog box allowing you to search for topics and also to view a list of the topics you have visited.

For detailed information on using a Windows help facility, refer to your Windows documentation.

Printer Setup and Administration

Before printing SiteMeter reports with SREPORT.EXE, you should review the global print parameters to be sure they reflect the printer settings that you require.

Printer settings include:

- ☐ Printer destination
- ☐ Page orientation (portrait/landscape)
- ☐ Paper size and source
- ☐ Graphics resolution

The procedures for customizing the contents of individual SiteMeter reports are discussed in Chapter 7. This section briefly presents the procedures for viewing and changing Windows global print settings (e.g., target printer, paper size).

NOTE:

Please refer to your Windows manual for detailed procedures on modifying the Windows print settings.

Changing Print Settings

Use the following procedure to review and change your print settings.

1. **Choose the Printer Setup command from the File menu.**

The Print Setup dialog box is displayed, as in Figure 3-4.

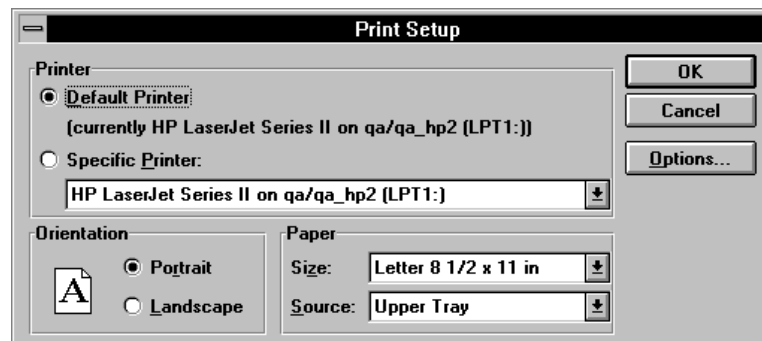


Figure 3-4: Setting Print Parameters

NOTE:

The Orientation section of this dialog box does not appear when you choose the Printer Setup command while the metering reports window is open.

2. Select the printer you want to use for printing SiteMeter reports.

The printer selected from your Windows printer control is selected as the default. To use another printer, select a Specific Printer from the drop-down list associated with this field.

NOTE:

Choosing a specific printer does not permanently change your printer setting.

3. Select the desired orientation and paper parameters.

Choose either the Portrait (long) or Landscape (wide) Orientation setting. Use the drop-down lists to define the Paper Size and Paper Source settings.

4. To make additional changes to the selected printer configuration, choose the Options button.

Additional settings include dithering and intensity control.

5. Choose the OK button in the Print Setup dialog box to save the print settings.

Error Handling

If you encounter an error while using SiteMeter, a message box is displayed with a description of the error. Choosing the OK button returns you to either the previous screen to select another choice or to the SiteMeter application window if no other choices are available.

Appendix B of this manual lists and describes all SiteMeter errors.

Quick Start Guide

This section provides instructions for configuring your network for metering. All the information provided in this section is described in detail throughout this manual.

Use the procedures described in the following sections to set up metering on your network.

Load the NLMs

1. **At the fileserver console prompt type,**

```
:Load SMRPROXY
```

2. **Press <ENTER>.**

This will load both SITMETR.NLM and SMRPROXY.NLM on the fileserver. Both of these NLMs are required for metering to take place.

Set up a Windows PC for Metering

There are several methods for setting up a Windows PC for metering. Choose from the following three methods described below.

TSR METHOD

The TSR method is optional and is described here for those users who want to use it.

1. **Load SWATCHER.COM before running Windows.**

You can do this in the AUTOEXEC.BAT file. A sample AUTOEXEC.BAT is as follows:

```
IPX
```

```
NETX
```

```
F:
```

```
SWATCHER
```

You can also do this in the SYSTEM LOGIN SCRIPT. An example Login Script would be:

```
MAP S1: ...
```

```
...
```

EXIT "LOADTSR.BAT"

The batch file LOADTSR.BAT would be:

```
SWATCHER
```

NOTE:

*If the SWATCHER TSR method is used and the Security Scan Interval has been activated, the interval should be set to at least **2 minutes or greater** to ensure that the users have enough time to log into the network and load SWATCHER before they are checked by the SiteMeter NLM for loading SWATCHER. Otherwise the user may be kicked off the network because they had too little time to login and load SWATCHER. Please see Chapter 5 for more information on the Security Scan Interval.*

2. Load SWINAPP.EXE on the load= line in the PC's WIN.INI file.

For example,

```
LOAD=NWPOPUP.EXE SWINAPP.EXE
```

SWINAPP aids SWATCHER TSR in releasing locks on applications run from Windows.

NOTE:

Copy SWATCHER.COM and SWINAPP.EXE from the \SITEMETR directory to the \LOGIN and \PUBLIC directories. SWATCHER.COM and SWINAPP.EXE are placed in the \SITEMETR directory if you answered YES to install SWATCHER TSR during the SiteMeter (or BrightWorks) installation process.

Automatic File Updating

You may be thinking "I have 500 PC's to update for SWATCHER. I do not want to go to every PC and update its WIN.INI or AUTOEXEC.BAT files." Fortunately, SiteMeter includes a file called SMRUSER.BAT in the \Public directory which will automatically make the SWATCHER/SWINAPP updates to the WIN.INI file.

1. Place the SMRUSER.BAT file in the SYSTEM LOGIN SCRIPT as follows:

```
MAP INS S1:=C:\WINDOWS
```

```
MAP INS S1:=C:\WIN31
```

```
INCLUDE SMRUSER.BAT
```

```
MAP DEL S1:
```

```
MAP DEL S1:
```

NOTE:

If the SMRUSER.BAT file is included in the system login script, a # sign must be placed in front of all of the SYSMOD statements in the SMRUSER.BAT file. For example,

```
#SYSMOD WIN.INI REPLACEKEY LOAD SWATCHER.COM  
SWATCHER.COM
```

Setting Up A Straight DOS PC For Metering

NOTHING must be loaded on a STRAIGHT DOS PC (no Windows) to meter DOS based programs. All that is needed is to load the SITEMETR NLM and the SMRPROXY NLM at the fileserver, which has already been done in the first section “Load the NLMs.” The NLMs fully take care of metering DOS based programs on a straight DOS PC.

Locking Out Local Drives

You can lock out local drives, essentially making the PC diskless and preventing users from running Local .EXE or .COM programs.

SWATCHER may OPTIONALLY be loaded on a DOS PC to enable the local drive lock out function to make a PC diskless or to disable local .exe or .com program execution (see Appendix A for more information on SWATCHER and DSW).

Activating Directory Trustee Rights

Directory Trustee Rights grant a user additional rights in specified directories when they run a metered application. This is an OPTIONAL feature. See “Registering Applications for Software Metering” in Chapter 4 for further description.

Directory Trustee Rights on a Straight DOS PC

Nothing needs to be loaded on the PC. The NLMs do all the work.
SWATCHER TSR may be optionally loaded.

Software Updates

Please check CompuServe, GO BRIGHT, LIB 3 for any software updates to SiteMeter (or BrightWorks).

Virus Protection

SWATCHER is required for Windows based virus protection to be activated.
See Chapter 5 for more information about virus protection.

Tutorial

After reading the steps in the above sections, refer to the metering tutorial in the next section for a walk-through of the major metering features.

Tutorial

This tutorial outlines the major steps in using SiteMeter to meter your applications and file protect your network software.

The steps in this tutorial include the following:

1. Creating a Metered Application
2. Viewing Application Usage
3. Creating an Authorized File
4. Setting the File Scan Interval

NOTES:

a - SiteMeter must be installed on your network before beginning the tutorial. If you have not already done so, please refer to Chapter 2 for installation instructions.

b - The options and features mentioned in this tutorial are discussed in detail in the rest of this manual.

You will realize the following benefits by using SiteMeter on your network:

- ☐ Ensured compliance with software license agreements—so you stay legal
- ☐ Controlled access to sensitive network applications with real time trustee rights granting
- ☐ Maximized effectiveness of available resources with queue back feature for metered applications
- ☐ Virus protection for your files
- ☐ Suite metering to accurately meter groups of applications
- ☐ Security features to maintain network integrity

Creating a Metered Application

A metered application is a program file that is registered for metering with SiteMeter. To register an application for metering, you must specify certain information about the application.

For the purposes of this tutorial, we are going to meter the Windows program CLOCK.EXE. The tutorial assumes you have the SiteMeter console open and that you have the SITEMETR.NLM running.

NOTE:

This tutorial assumes that you are running Windows off of the network and therefore that CLOCK.EXE is in a directory on the network. If you run Windows off of a local drive, you must choose a different file (on the network) to meter. SiteMeter does not meter files on local drives.

If you must choose a different file, substitute that filename for CLOCK.EXE throughout this tutorial.

Use the following procedure to create this metered application.

1. **Choose Metering from the Administration menu. From the sub-menu that is displayed, choose the Define Metered Applications command.**

The Define Metered Applications dialog box is displayed, as in Figure 3-5.

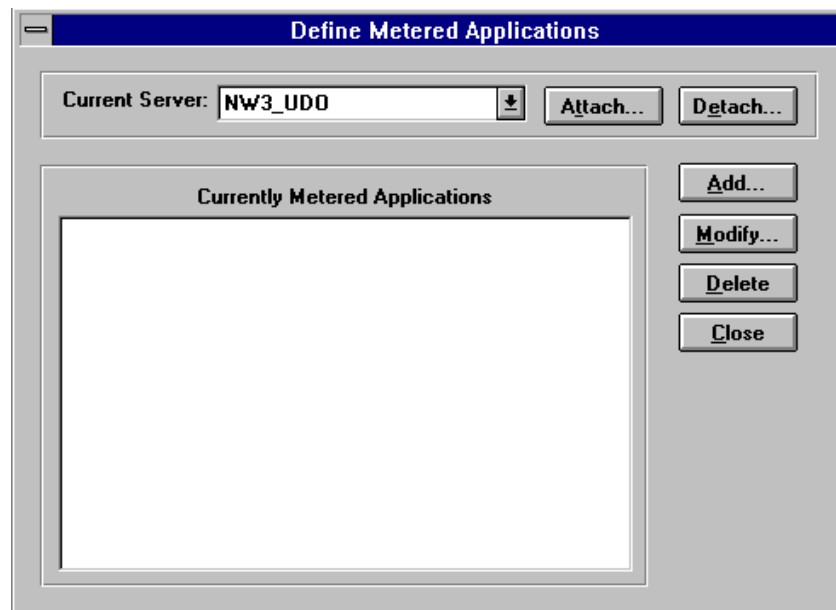


Figure 3-5: Defining Metered Applications

This dialog box displays all files currently registered with SiteMeter and offers the following options:

- ☐ **Add** - allows you to register an application for metering.
- ☐ **Modify** - allows you to change a metered application's information.
- ☐ **Delete** - allows you to remove an application from metering.

- ☐ **Attach to/Detach from File Servers** - allows you to attach to or detach from different file servers while in SiteMeter.

2. Choose the Add button.

The Add Metered Application dialog box is displayed, as in Figure 3-6.

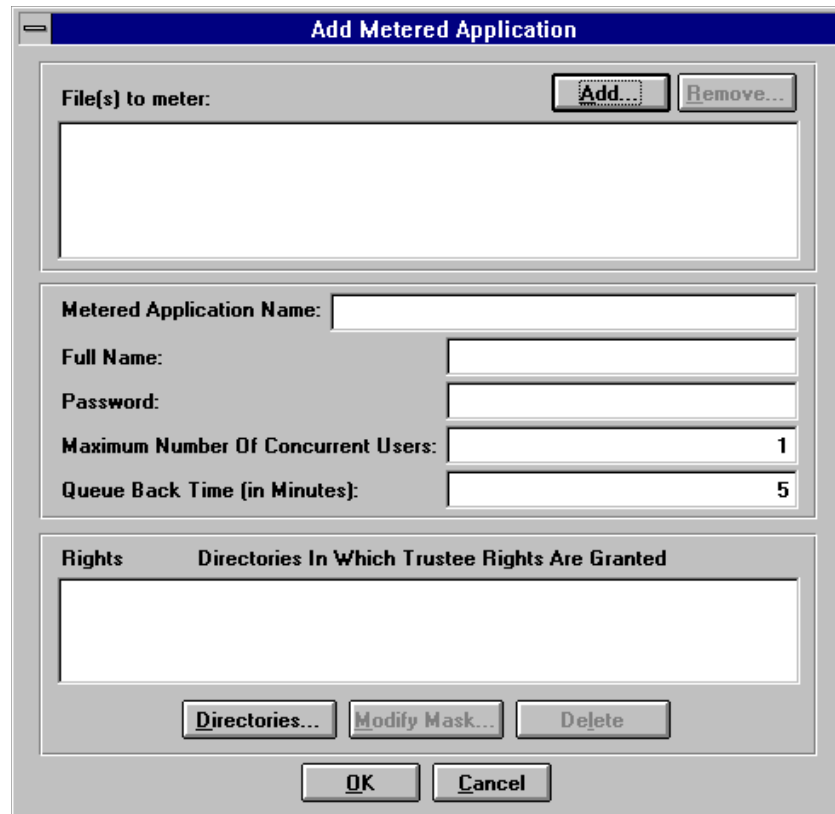
The image shows a Windows-style dialog box titled "Add Metered Application". It has a blue title bar. Inside, there's a section for "File(s) to meter:" with an "Add..." button and a "Remove..." button. Below this is a large empty text box. The next section contains several input fields: "Metered Application Name:", "Full Name:", "Password:", "Maximum Number Of Concurrent Users:" (with a value of 1), and "Queue Back Time (in Minutes):" (with a value of 5). At the bottom, there's a section titled "Rights" and "Directories In Which Trustee Rights Are Granted" with a large empty text box. Below this are three buttons: "Directories...", "Modify Mask...", and "Delete". At the very bottom are "OK" and "Cancel" buttons.

Figure 3-6: Adding Metered Applications

3. Choose the Add button.

The Browse for Files to Meter dialog box is displayed. This is a standard Windows dialog box.

- 4. Select the file CLOCK.EXE from your Windows directory.**
- 5. Select the Include Path option.**
- 6. Choose the OK button to exit this dialog box and insert the file name in the File(s) to Meter text box.**

7. Enter **CLOCK** in the Metered Application Name text box.
8. Enter **“CLOCK for Windows”** in the Full Name text box.
9. Enter **“20”** in the Maximum Number of Concurrent Users text box.
10. Enter **“2”** in the Queue Back Time text box.

Queue Back Time is the length of time an application is held exclusively for a queued user after he or she has been notified of its availability. This sets the queue back time to two minutes for CLOCK.EXE.

NOTE:

For this tutorial, we are not assigning a password or trustee rights to CLOCK.EXE.

11. Choose the **OK** button to save this information.

You are returned to the Define Metered Applications dialog box.

This completes the steps for creating a metered application for the utility CLOCK.EXE. Now only 20 concurrent users can use CLOCK.EXE on your network.

NOTE:

Refer to the section entitled “Registering Applications for Software Metering” in Chapter 4 for more information about creating metered applications.

12. Choose the **Close** button to return to the SiteMeter console.

Continue with the next section to view application usage for this program.

Viewing Application Usage

Once you create metered applications, you can view their usage on your network. Use the following procedure to view how many people are using CLOCK.EXE.

1. From the Program Manager, run the Clock application.
2. Return to the SiteMeter console.
3. Choose the Monitor button from the tool bar.

The View Application Usage dialog box is displayed, as in Figure 3-7.

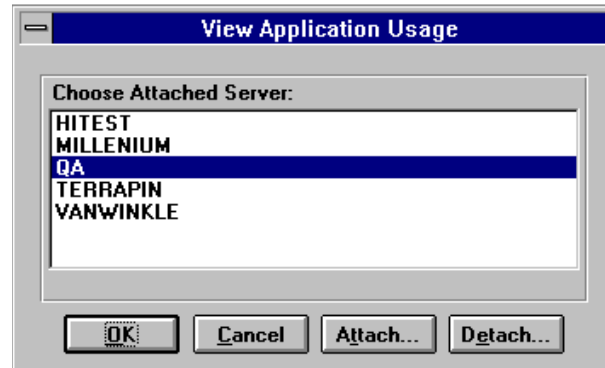


Figure 3-7: Viewing Application Usage

4. **Select the file server where CLOCK.EXE resides.**
5. **Choose the OK button.**

The Application Usage window for the file server you have selected is displayed. In the left hand side of the window, the program CLOCK.EXE is listed. The bar next to it indicates how many users are currently using this program.

6. **Position the cursor to the end of the usage graph bar and depress the left mouse button.**

A pop-up menu is displayed.

7. **Choose the View Current Users command.**

The Current Users window is displayed. Your login name will appear in this list as well as any other network users running CLOCK.EXE.

8. **Exit this window to return to the application usage graph.**

This completes the steps for viewing a metered application with the graphic display. Once you add additional metered applications, this graph will reflect usage information for every application you meter.

NOTE:

Refer to the section entitled "Viewing Application Usage" in Chapter 6 for more information about viewing application usage. If you wish to remove metering from CLOCK.EXE at this point, refer to the section entitled "Deleting Metered Applications" in Chapter 4.

Continue the metering tutorial to protect files against viruses.

Creating an Authorized File

SiteMeter protects your network against virus infection by checking each file against a registered copy before it is run. This process is called File Integrity Scanning.

For this part of the tutorial, we will register the file CLOCK.EXE for file integrity scanning.

Use the following procedure to register CLOCK.EXE for protection.

1. **Choose Security from the Administration menu. From the sub-menu that is displayed, choose the Define Authorized Files command.**

The Define Authorized Files dialog box is displayed, as in Figure 3-8.

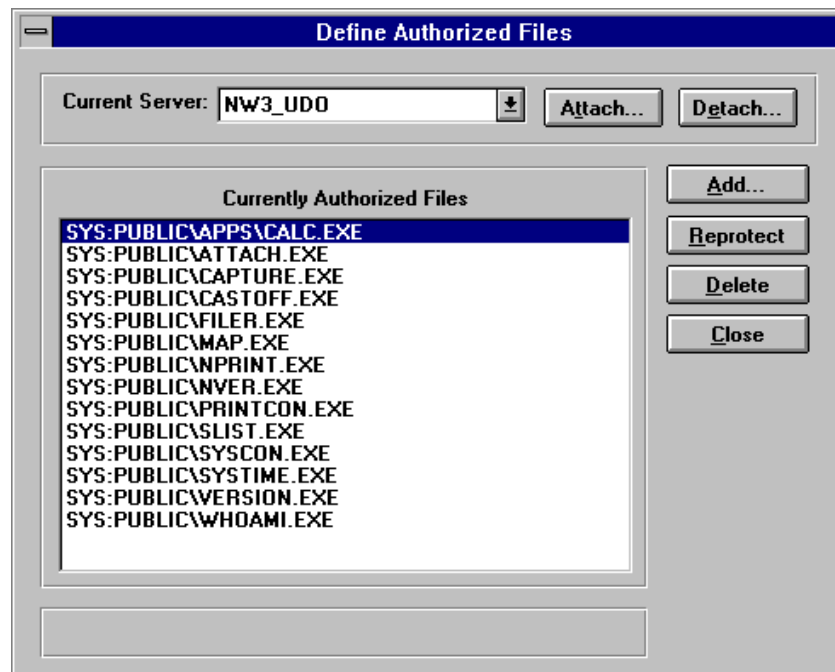


Figure 3-8: Defining Authorized Files

Your dialog box will not have the above files in the list.

From this dialog box you can:

- ☐ **Add** files to the Authorized Files list
- ☐ **Reprotect** files that are already authorized
- ☐ **Delete** files that have been authorized
- ☐ **Attach to/Detach from** different file servers

2. **Choose the Add button.**

The Browse for Files to Authorize dialog box is displayed.

3. **Select CLOCK.EXE.**

4. **Choose the OK button.**

CLOCK.EXE is listed in the Currently Authorized Files list.

5. **Choose the Close button.**

CLOCK.EXE is now an authorized file.

NOTE:

Refer to the section entitled “Adding Authorized Files” in Chapter 5 for more information about authorizing applications for file protection.

Continue with the next section to specify how often CLOCK.EXE should be checked for any changes.

Specifying the File Scan Interval

SiteMeter lets you specify how often files should be checked for changes before they are executed.

Use the following procedure to set the File Scan Interval for the authorized file, CLOCK.EXE.

1. **Choose Security from the Administration menu. From the sub-menu that is displayed, choose the Specify File Scan Interval command.**

The Specify File Scan Interval dialog box is displayed, as in Figure 3-9.

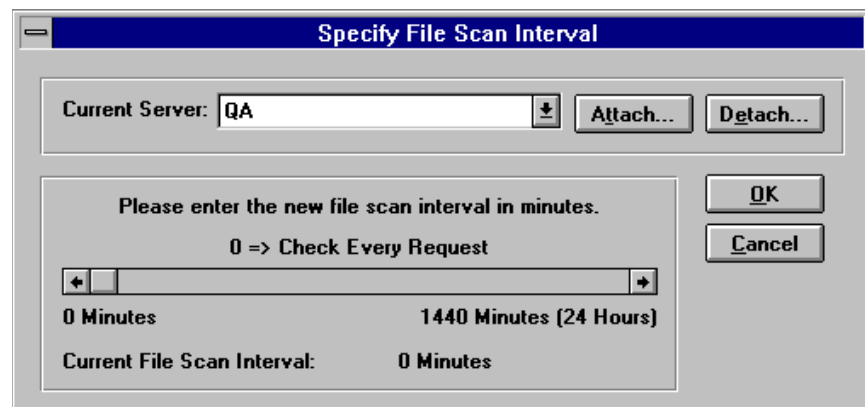


Figure 3-9: Specifying the File Scan Interval

2. **Slide the slide bar until the value underneath reads 20 minutes.**
3. **Choose the OK button.**

Now CLOCK.EXE will be checked every 20 minutes for changes to protect your network from viruses.

NOTE:

Refer to the section entitled “Specifying the File Scan Interval” in Chapter 5 for more information about specifying the file scan interval. If you wish to remove file protection from CLOCK.EXE at this point, follow the instructions in the section entitled “Deleting Authorized Files” in Chapter 5.