SurveilStar Employee Monitoring

Document Management

[*Manage and control document to protect your intellectual property.*]

Document Management Module Description

If there are no controls or preventions about document management, someimportant files may be leaked out accidentally or maliciously by employees,or accessed by unauthorized personnel.

SurveilStar Document Management module aims to control all document actions in different types of storage media such as local hard disk, CD-ROM, Floppy, network drive and removable drive. You can also set different policies targeting on different types of disks to control the file operations such as read, modify and delete. The typical examples are to protect important files which cannot be deleted; to limit different users to access specified network shared drives; to prohibit user from playing MP3 files and so on. In addition, it backs up documents before they are modified or deleted in order to prevent unintentional and malicious data loss.

Document Control

Administrator can control user's operating privilege of document on hard disks, removable storage devices, network disks, etc.
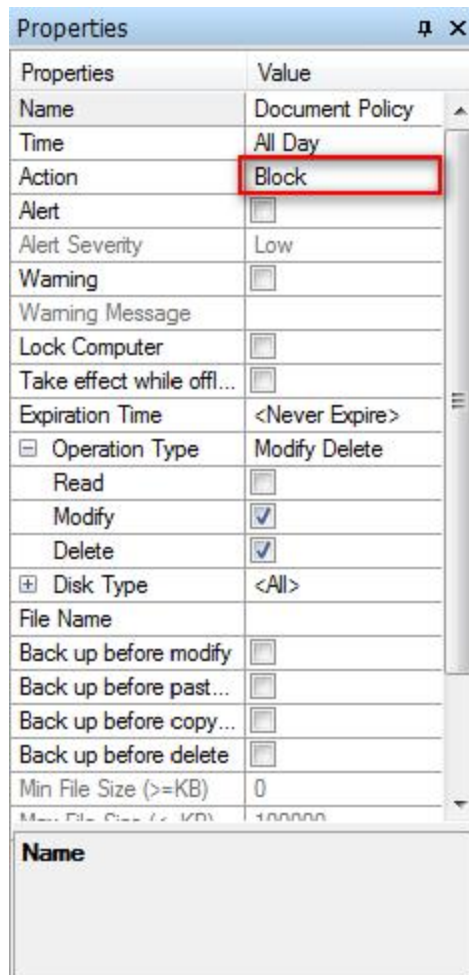
- Control document access permissions.
- Prohibit users from copying any files to removable media.
- Prohibit users from modifying and deleting specified documents.
- Only allow authorized users to access specified shared folders on servers.
- Prevent users from illegally accessing sensitive documents stored on specified disks and network paths.
- Back up confidential documents before they are changed.

Document Actions Logging

- Record document actions including create, access, edit, copy, move and delete.
- Record document actions on hard disks, removable storage devices, local shares and network paths.

Shared File Logs

Shared File Logs records operations of remote host in shared files of agent computers. It includes Type, Remote Host, Filename, Path, etc.
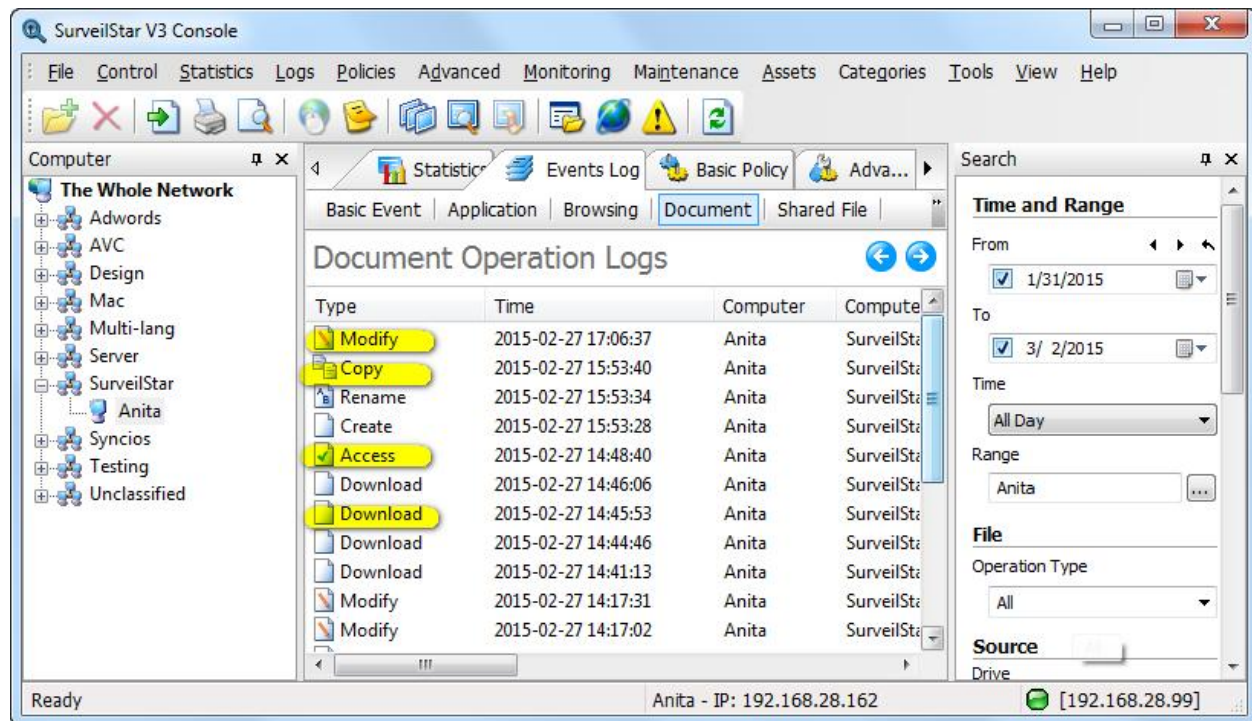

Document Control Policy

Real-Time Alert and Warning

- Custom warning messages.
- Send instant warning messages to users if they commit any illegal document operations.
- Pop up alert messages on administrators' computers if any users attempt to illegally access documents.

Screen Snapshot

Document Operation Logs

More Features

- ❖ Application Management
- ❖ Bandwidth Management
- ❖ Basic Management
- ❖ Device Management
- ❖ **Document Management**
- ❖ Email Management
- ❖ IM Management

- ❖ IT Asset Management
- ❖ Network Management
- ❖ Print Management
- ❖ Remote Maintenance
- ❖ Removable Storage Management
- ❖ Screen Monitoring
- ❖ Website Management

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