Dear customer
Should you have any questions or comments on this product,
please feel free to contact our sales and distribution department.

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Manual

Easy.Tools   -   Simplifying the teaching experience.

Easy.Tools - simply Easy

SENUL
security • recovery

Contents

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Preface

Dear customer;
Thank you for choosing *Easy.Tools***.**

With *Easy.Tools* teachers can easily supervise and control students computers from their workstation.

With *Easy.Tools* teachers can fully monitor the screens of their students in real-time. Easy.Tools, a new software for networked training facitlities makes computer based training more effective, the

learning targets achieved more quickly – and all this can be achieved with a minimum of technical

effort and low cost.

 Easy.Tools – simply easy

Note:

Up to 30 clients / student computers can be administered from one Easy.Tools Manager Console.

System requirements:

Pentium 300MHz, Windows 98/Me/NT4/2000/XP,
64MB RAM

** Windows(r)98 / 98SE / ME

Network requirements:

10Base-T, 10 Mbps minimum,
recommended: 100/1000Base- TX

** Auto Login", "Benutzer Login" and "Program Blocking" are not supported on these operating systems

Installation of *Easy.Tools* on the **Client or Student computer.**

Before you can work with the functions of the Admin / Teacher Console of *Easy.Tools***,** you first need to install a so-called "Plug-In " on the Client / Student computers to be administered.

Please carry out the following steps described on the following pages:

- Check to insure TCP/IP is installed and active on both the teacher and client workstations.

- TCP Port 15872 is used for the standard communication in the Easy.Tools program. Please ensure that your firewall settings allow the traffic between your workstations to take place.
Other programs can hinder communication between workstations. Some virus scanners have integrated firewalls, these firewalls must be addressed also.

- A list of all ports used in Easy.Tools can be found in the "?" section of the Manager Console.

Installation Student / Client PC

Step 1:

Insert the installation CD into your CD-Rom drive. The *Easy.Tools* installation routine will start automatically. Click on your preferred language „German" or „English" are currently available
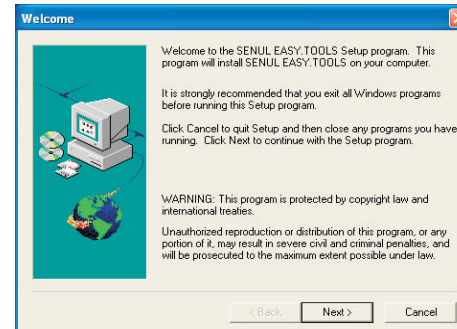

Step 2:
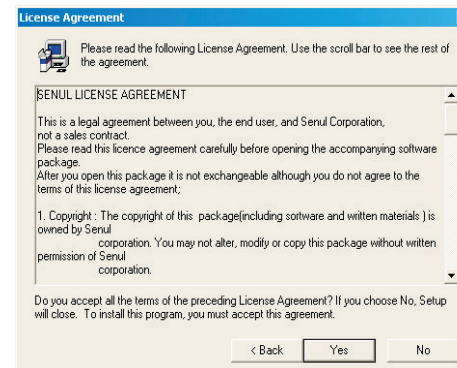
Click „*Easy.Tools*" in the following window

Step 3:

Please click "Installation *Easy.Tools*".

Stept 4:

The following window will open. Please click „Next"

Step 5:

Please read the license text carefully, confirm agreement with the listed terms with "Yes" in order to proceed to the next step in the installation.

Step 6:

Enter your name, company name and the serial number listed on your certificate.
The serial number is made up of 4 blocks of 4 alpha-numeric characters. Insert the serial number exactly as show on the license certificate including the dash character.
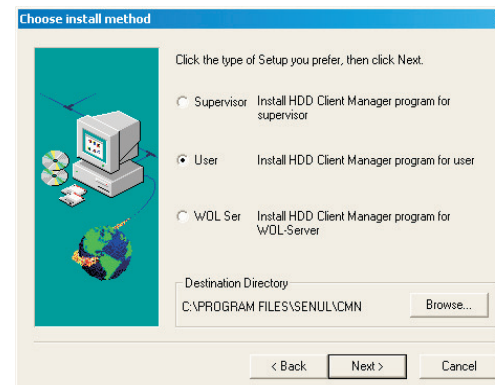
Click "Next" to continue.

Step 7:

Please check your information and confirm the information by clicking on "Yes".
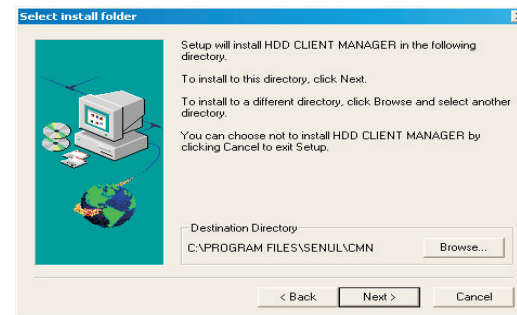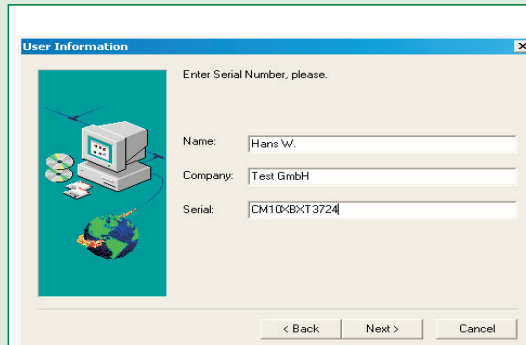
Step 8:

Select the directory for the installation of *Easy.Tools*.
The standard directory C:\Program Files\Senul is the desired location.
After having chosen the directory, click "Next".
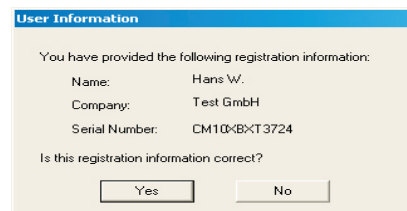
Step 9:

Note:
This installation is required on every Client / Student computer so that the Management Console can succesfully communicate with the Client computer over the network.

Select the "User" installation. Click "Next" to continue. The Installation on the Client / Student computers will start automatically.
Enter the required information and click "Next" to finish the installation of the Client.
After the installation, the client software will be started automatically.

Step 10:

After having completed the client installation successfully, you will see this symbol in your task bar

Step 11:

Installation of the *Easy.Tools* Admin / Teacher Console:

Please make sure you have installed the *Easy.Tools* client communication software "User" on all Client / Student computers before beginning the Management Console installation.

If the Client installation has not been completed:
First perform the installation (see step 9) on all Client / Student computers.

Otherwise:
Go to your Admin / Teacher computer from which you wish to run the *Easy.Tools* Management Console.

Insert the *Easy.Tools* installation CD into your CDROM drive. Repeat the first steps („choose your installation method "):
Repeat steps 1 -8
Please click „Supervisor" and then "Next". The *Easy.Tools* **Management Console** will automatically be installed on your computer.

Step 12:

Explanation of the „*Easy.Tools* Admin / Teacher Console "

After the installation, go to START/PROGRAM FILES/SENUL and select Easy.Tools to start the Management Console.

In order to simplify the program start, create a shortcut on your desktop before opening the Management Console.
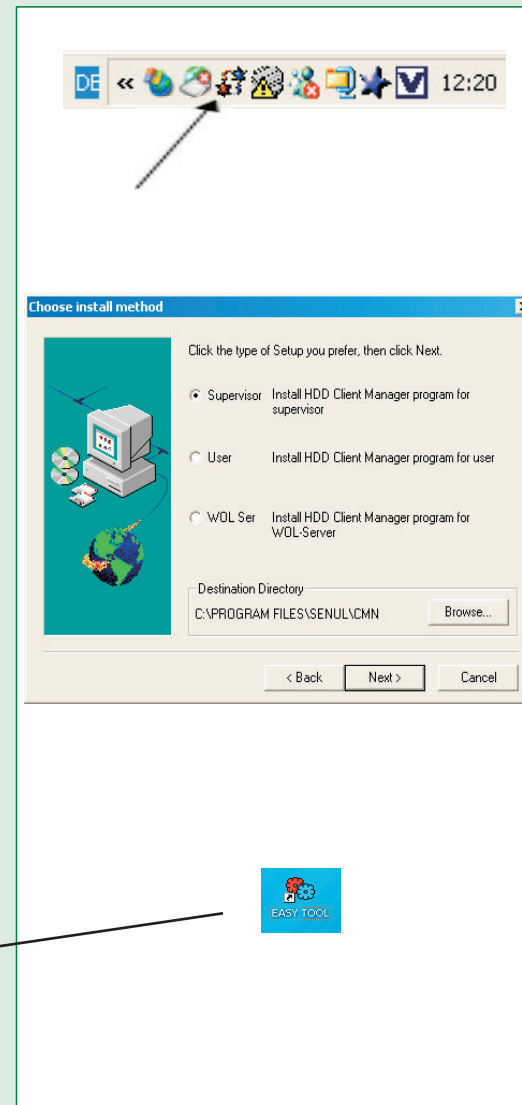
Double-click the *Easy.Tools* symbol; the Admin / Teacher Console will open showing the adjacent message:

Note: Passwords are case sensitive. Passwords can be changed easily after entering the Management Console

For administrators who do not use Senul's security solution „ HDD SHERIFF":
- Please enter "manager" as your administration password.
- a client password is not required (a . can be used if required)

For administrators who use Senul's security solution „ HDD SHERIFF":

- A password is required to utilize some options available in the Management Console in connection with HDD-Sheriff installed computers.

-The standard Management Console password after initial installation is: manager
*this can be changed at anytime.
- The standard HDD-Sheriff password is: hdd

- The required password is the password you created during the installation of your HDD-Sheriff. Further information regarding the password option can be found in your HDD-SHERIFF manual.

- Click „OK " to continue.

Step 13:

The Management Console should now be fully funtional.

Easy.Tools Management Console startup

Management Console Password:
 Easy.Tools Control functions will not be available without the correct password.

Client Control functions will not be accessible without the correct password.
 (Client password is only required in connection with HDD Sheriff installed machines)

Insert Easy.Tools Manager Password :   xxxxxxx   OK

Insert Client Supervisor Password :   xxx   Cancel

Functions of *Easy.Tools*

The following functions will be at your disposal:

Add PC's to the *EasyTools console* over the network neighborhood

Computers can also be added using their current IP address.

This icon offers you the possibility to combine the students' PC's into groups. This helps when functions must be carryied out on only select PC's.

This icon updates / refreshes the status of the client / student computers.

Here teachers can lock down and release the students PC's. This function effectively blocks keyboard and mouse and at the same time blacks out the screen. It is also possible to lock down just the keyboard and mouse

This Power Management option allows the teacher to shut down, restart, logout or boot up the networked PC's in the classroom. The full support for Wake On Lan must be available for all of these functions to work effectively. Consult your hardware manuals for more information on the "Wake On Lan" function.

User LogOn:

From the teachers computer, all student computers can be logged into the network with specific user rights.

Via the network the teacher can retrieve information to his/her screen from the active students' computers. Additionally, he/she can see;
• What hardware and which programs have been installed
• Which programs are currently running
• What hardware and which programs have been installed
• Which URLs have been accessed

With this function you can
• look onto the screen content of the Student computers;
• transfer the screen content of the Teacher computer to the Student computers;
• take over the Student computers by remote control.

This option enables you to start programs such as Word, Excel or others remotely on the students PC.

* Here the teacher can lockout user programs on the students' PC's. (ie. Internet, chat programs, games, etc.) on the PC's via the network.

Communication between teacher and student by means of an integrated chat module

Distributing and sending documents and data quickly and easily with a mouse click via the network to the Student computers

Automatically Logon workstations:
From the Teachers' PC log all students'PC's automatically

Here various functions can be automated over the integrated scheduler on the student computers. Define time and date to start such functions as
• start of the program by remote control
• reboot and start in a different HDD Sheriff operating mode.
(ie: Automatic Recovery, Manual Recovery or Supervisor mode)

Additionally for our HDD SHERIFF Users…

The teacher / administrator can change all or individual computers via the network into the various operating methods such as automatic recovery, manual recovery or supervisor mode.

Explanation of the individual functions:

Step 13:

Explanation of the individual functions:

Menü

With this function you can compile / design your Manager Console according to your own needs.
The buttons are individual internal commands of Easy.Tools and will be started individually.
(Changing the configuration of the menu bar is possible but not recommended by the manufacturer)

Add Computer:

With this function, the administrator can „register" or „add". recognised computers you wish to administer over the network to your Management Console

Note:
To use this function, the Client must have the function "File & Print Services" activated under the Windows Network Environment.
(Microsoft Client) (see network environment) so that you can communicate with the Client computers via the network. Do not insert the Managers' PC in the Console even if it is shown, it can only lead to confusion

Click the symbol „Add computer" to insert selected computers.

The adjacent window will open displaying all available Client / Student computers on which the *Easy.Tools* Client Installation was performed.

Activate the check box to enter into the *Easy.Tools* Manager Console – then click "Add computer".

The selected computers will be polled and if available inserted in the Management Console.
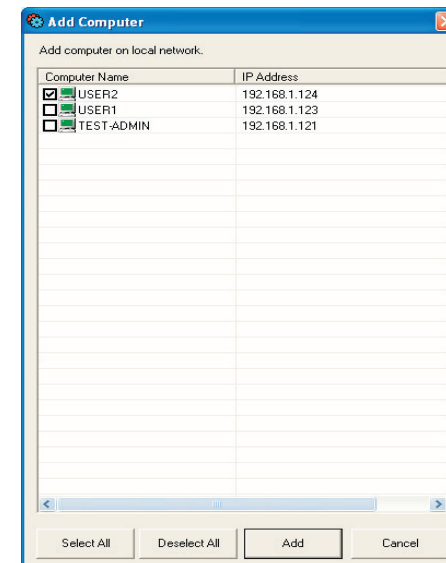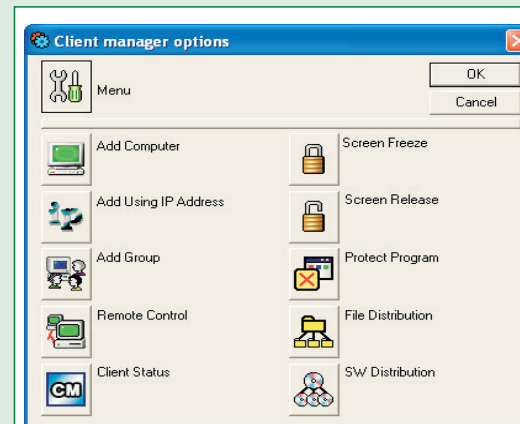
Add computer with IP address:

With this option you can add Client / Student computers quickly and effectively via the IP-address. Click the symbol IP, the following window will appear:

Enter the IP address of the Client / Student computer you wish to add to the Management Console and click O.K. Please be patient, the information from the client computer will be requested over the network.

Note: If the cursor returns without inserting the desired computer, check to see if a connectivity problem exists. An active firewall could potentially block the request (Tipp: open TCP port 15872, 15873, 15874 in the firewall configuration)

Add groups:

This option offers you the possibility to combine several present Client computers into

Note:
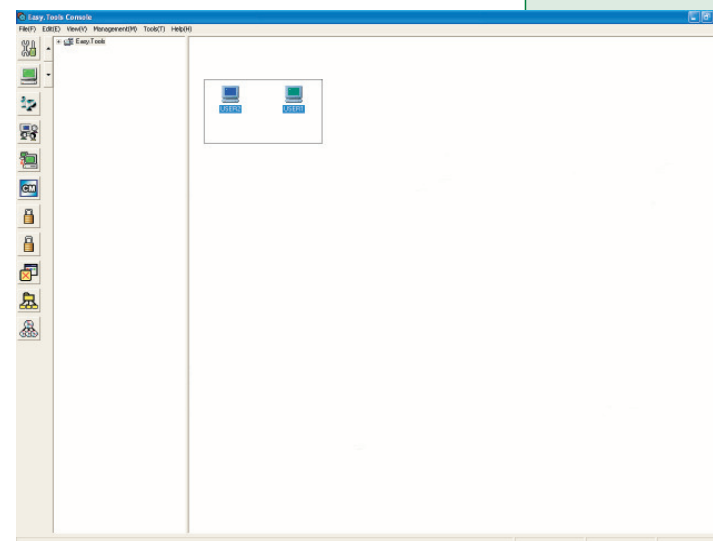This option can be very useful to obtain an overview of which clients are available in which rooms.

Remote Control:

With this function you can carry out multiple tasks, such as:
• view the screen content of the Student computers live
• transfer the screen content of the teacher computer to the Student computers
or
• take over the Students computer using the integrated remote control function

To this effect, select the Client / Student computers you wish to view and click the function "Remote Control".
The selected machines should appears in a separate window.

Add Computer using the current IP Address

Please insert the client IP address below.

IP [. . .]

OK   Cancel

Add new clients

The following client computer has requested connection.

Computer Info

Computer name : TEST-SV

IP Address : 192.168.2.126

MAC Address : 00-02-3F-B8-AC-5D

Add to Group: Easy.Tools

Add   Cancel

Easy.Tools Console

Input new group name.

[ ]

OK   Cancel
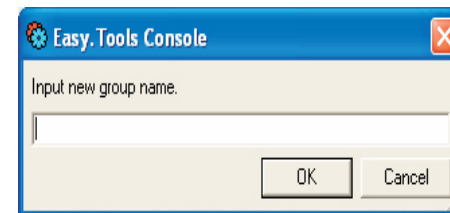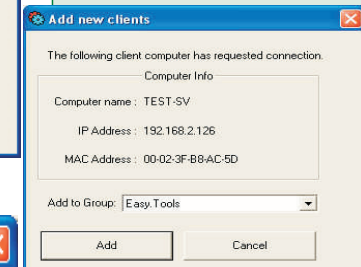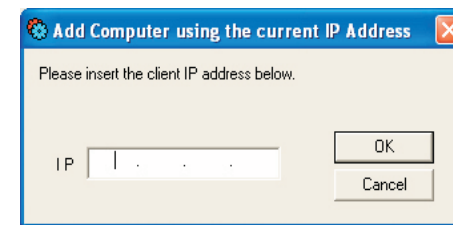
Function: Remote Control / Screen Capture
Clicking on this Icon will open the adjacent screen:

With ths option all selected Client PC's should appear in minimized screenshot form.

This minimized screen should display in close to **real-time** what the students are working on.

In order to activate the additional functions offered in this display, simply select the machine(s) you wish to carry out the action on and press the right mouse button.

At this point you will be able to choose one of the following functions:
Send Admin Screen Capture
Full Screen
Remote Control
Chat

Send Admin Screen Capture
• You can transfer the teachers/trainers screen content to the target computer(s)
For this function, more than 1 computer can be selected.

Full Screen:
• You can connect to the remote PC viewing their current screen in 1:1 size
No mouse or keyboard function is offered in this mode.
A small icon will appear on the desktop of the user being viewed.
Select the desired computer, then using the right mouse button, select Full Screen
to activate this function.
Only 1 computer can be viewed simultaneously.

Remote Control:
• You can connect to the remote PC with full remote control capabilities in full screen
mode. A small Icon will appear on the desktop of the user being controlled.
Using the mouse, double click on the desired computer to activate this function.
Only 1 computer can be taken over simultaneously.

Chat
• You can use this option communicate with the Client / Student computers via the
network without disturbing other students.

22

23
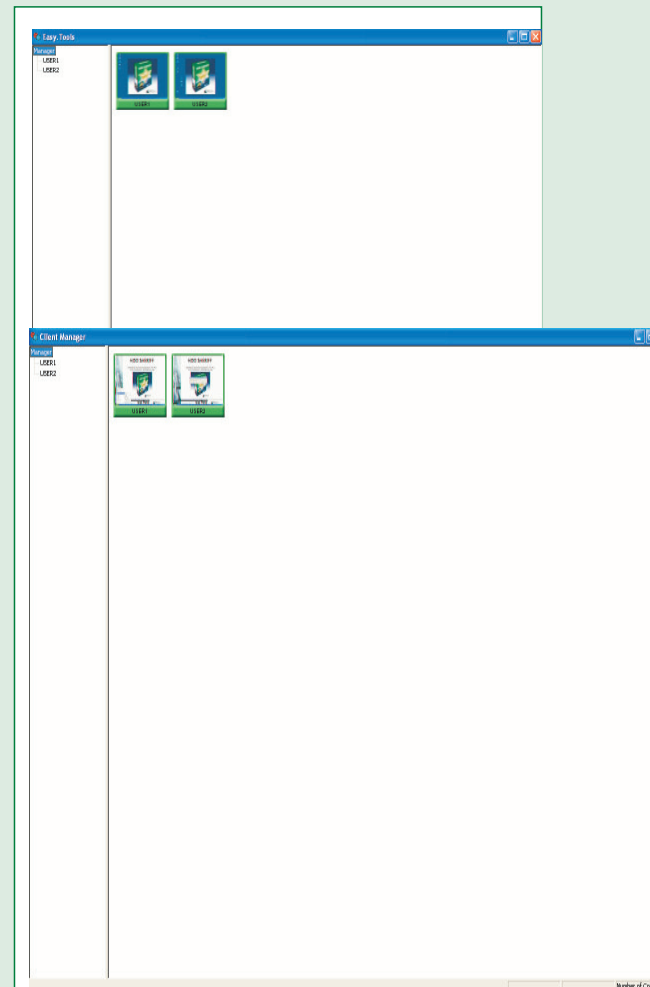
Client Manager Status:

This function can be used to retrieve important information from the chosen Client / Student computers. This function only supports the display of one computers information simultaneously.

Note: If more than one computer is selected, more than one Client Manager Status request will be sent but the program is only designed to display one computer at a time.
A second request box may be displayed after closing the active computer information windows. To close the additional "client information" screen, simply click on the "X"

• The adjacent and first screen displayed, shows a list of the installed

  "Hardware" of the selected computer.

• The adjacent screen displays the installed "Software"

This can be helpful in deciding if upgrades or program installations need to be carried out. on the client PCs'
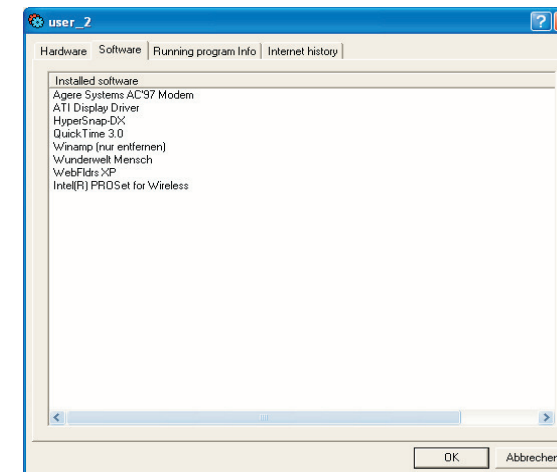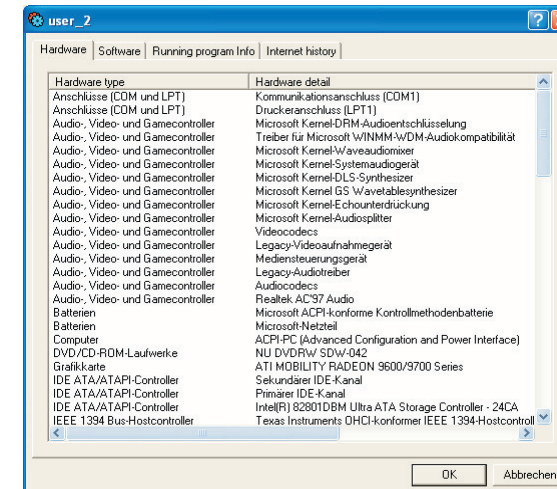
Explanation of the individual functions:

Running software

• This window displays all programs which are currently loaded and running on the selected PC.
This function is useful for administration of the students during their classroom sessions. More often than not, you will see programs running which are not required for the current assignments. Programs such as these can be blocked for the future using the program blocking feature.

URL Address

• Displays the Internet Addresses which have been accessed during the active session, it may also display a complete history of the currently user depending on the configuration of Windows and/or the installation of any hard drive protection devices.
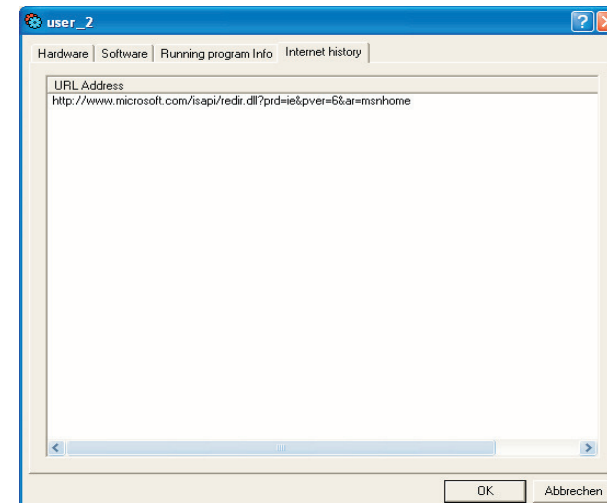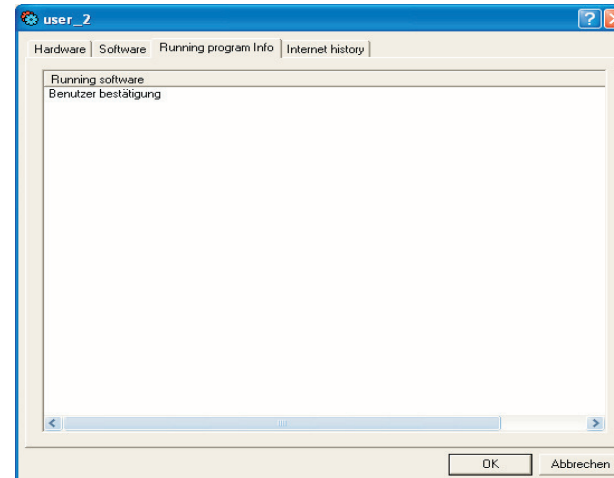
This function effectively facilitates a lock down of connected computer desktops. Students can quickly be persuaed to pay attention to the course material being demonstrated by the teacher / trainer

Keyboard and mouse can be locked immediately, screen is darkened

• Keyboard and mouse can be locked in line with the entered time
  (as shown in the adjacent screen: ie: 10 minutes) and the screen will be darkened

• Keyboard and mouse will be locked in line with the given time
  (as shown in the adjacent screen: ie: 10 minutes) and the screen will remain displayed/active

• The colour of the icons displays which users have been locked down
  Shown with a black icon (keyboard and mouse are also locked)
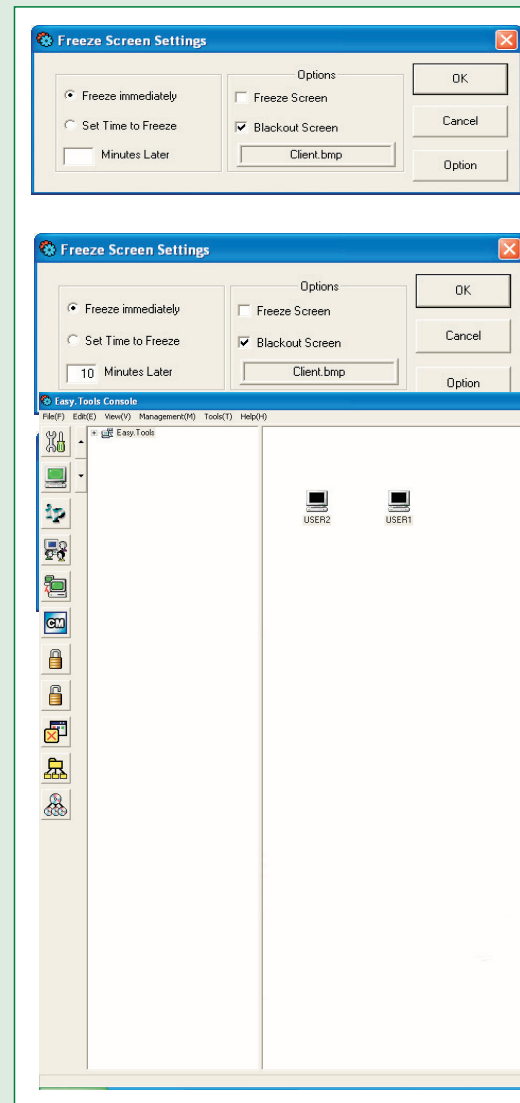
Lock programs
This function can block the start of programs on the selected client computers.
Lock installed programs with a simple mouse click from the teachers management console.
(e.g. Internet, games, chat programs, etc...)

Note: A standard list of programs has been implemented but can be updated or expanded at anytime. See "**Register**" below.

Choose all – All programs listed are chosen

Unmark –   All selected programs will be unmarked.

Delete -   All selected programs will be deleted (removed from the list)

Save –   Save the current list of programs for future use

Open –   You can call up a previous saved list of programs

Activate - The selected programs will be blocked for use on the selected clients. (Please selected all clients appropriately before activating your changes)

Be sure not to mark and unmark programs for blocking and releasing of programs for multiple clients simultaneously. Select clients to block, then the programs to be blocked and then activate the settings.

Register - New programs can be added to the list at anytime.
            Please input the following information:
a) enter the name of the file under "registered name"
b) enter the exe filename under "name of the program"
c) click "register" to register the program in the console

Block/Release Program

Block / Release program(s) on the selected client computer(s).

Registered Name	Executable File Name	Applied Drive
☑ WordPad	wordpad.exe	All Drive
☐ Internet Explorer	iexplore.exe	All Drive

Select All
Deselect All
Register New Program
Remove
Save Changes
Open
Activate / Deactivate
Cancel

Register Block/Release Program

Please input program to be registered for the block/release program function.

Example

Registered name : Notepad
Program file : Notepad.exe
Drive(s) to search   C, D

Settings to be registered

Registered Name : Wordpad
Program file : wordpad.exe
Drive(s) to search   All Drive

Register new program   Cancel   Reset to default settings

Distributing / Retrieving files

With this function you can quickly and easily distribute documents and files on the Student computers via the network. Retrieve the distributed files .

File Distribution

On the left, open the directory in order to select the desired files. On the right, you can mark the files you wish to send via the network to the selected clients.

Having marked the files, click "Distribute". This will send the marked files on the chosen Client / Student computers into the suggested C:\Temp_Fold (Standard folder).

Should you wish to store the files on the Student computers in a different folder, enter your required path and click "Distribute".

If you wish to retrieve the files at a later time, be sure to check the appropriate box before sending the files to the target stations. Click on the check-Box in front of "Create a list for the file collection function".

Retrieve files

Under "File Collection" you can retrieve the files previously distributed over the "File Distribution" function.

File Collection

In the upper part of the window you will see the files sent to the individual Client / Student computers. Choose the files to retrieve by simply clicking on the check-box

Specify the renaming convention for the files designated for retrieval

• Here you have the possibility to add date and time to the files retrieved so that you know exactly when they were retrieved.

Automatic settings

• Here you have the possibility to insert a specificed timeframe for file retrieval. After the designated time has been reached, the files will automatically be retrieved into the given directory (C:\Program Files\SENUL\CMN)

Note: It is highly recommended that a different directory is used for retrieving files, this will ensure the files are not mixed with other files unnecessarily.

File path for retrieving

• Here you should select the path where the files should be placed during retrieval.

Having completed your settings, you can begin the retrieval, confirm by clicking on the "Retrieve" button.

File Distribution / Collection

- ○ Start File Distribution
- ⦿ Start File Collection

OK   Cancel

File Collection

Collect marked file(s). Files to be collected must be in the list.

Distribution date	File name	Server Path	Client Path
☑ 2005-12-09 00-27	Kurzarbeit.rtf	C:\Schriftlicher Test	C:\Temp_Fold

Select All   Deselect All   Refresh

Options

Filename collection settings

Do no use ▾ + File Name
Use this option when more than 1 file is to be collected.
☐ Insert the collection time into the file name.

File(s) on client computer

Delete file on client computer after collecting ▾

Auto/Manual collection settings

⦿ Collect file(s), immediately.
○ 0 ▾ Hour 0 ▾ Min.

Local path for collected files: C:\PROGRAM FILES\SENUL\CMN   Search
Target directory must exist, otherwise the file retrieval option may fail

Collect / Submit for collection   Close

Explanation of the individual functions:

Power Management:

This option allows you to to shut down, reboot, logout or start up the computers via the network as;

Switch on computer
• Selected Client / Student computers will be started up
Shut down computer
• Selected Client / Student computers will be shut down
Reboot computer
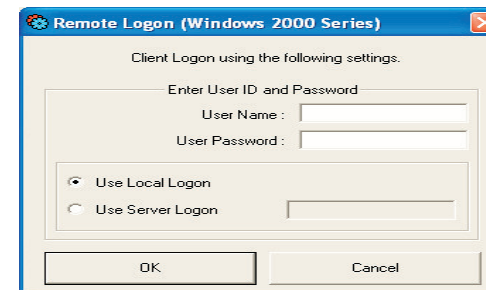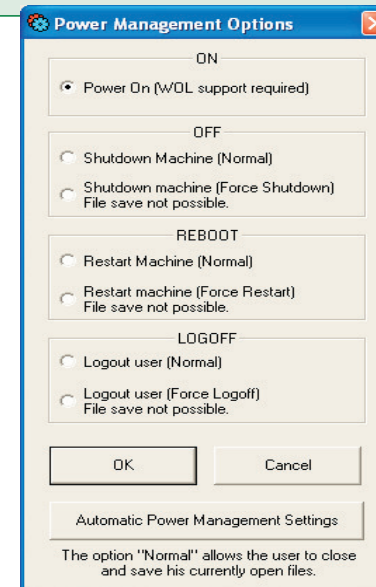• Selected Client / Student computers will be rebooted
Log out user
• Selected computers / users will be logged out of the network

User LogOn:

With this function you can login selected Client / Student computers with, for example administrator rights. This function can be carried out even when the computers have been successfully logged in. The clients will be logged out and logged back in with the given credentials. Automatically, some or all Client / Student computers will be logged out. Afterwards, all Client / Student computers will have administrator rights either on the local machine or on the network.

Power Management Options

ON
○ Power On (WOL support required)

OFF
○ Shutdown Machine (Normal)
○ Shutdown machine (Force Shutdown) File save not possible.

REBOOT
○ Restart Machine (Normal)
○ Restart machine (Force Restart) File save not possible.

LOGOFF
○ Logout user (Normal)
○ Logout user (Force Logoff) File save not possible.

[OK]   [Cancel]

[Automatic Power Management Settings]

The option "Normal" allows the user to close and save his currently open files.

Remote Logon (Windows 2000 Series)

Client Logon using the following settings.

Enter User ID and Password
User Name :
User Password :

○ Use Local Logon
○ Use Server Logon

[OK]   [Cancel]

Explanation of the individual functions:

Auto LogOn:
Automatically start all Client / Student computers in the network

Note: Should you wish to use the function Auto or User Login, please take care that the
           screen savers have been deactivated on all Client / Student computers.

Send Message:
Possibility to communicate between teacher and student by means of an integrated
chat module

• Enter a message
• Send the message and confirm with "Send"

Note: A good example for use of this function is to remind students that the time for file
           collection has arrived and they should save their work immediately.

Refresh:
This icon updates the present connection status of all Client / Student computers.
The status will be updated by simply clicking on the symbol
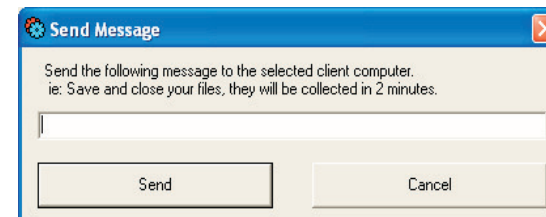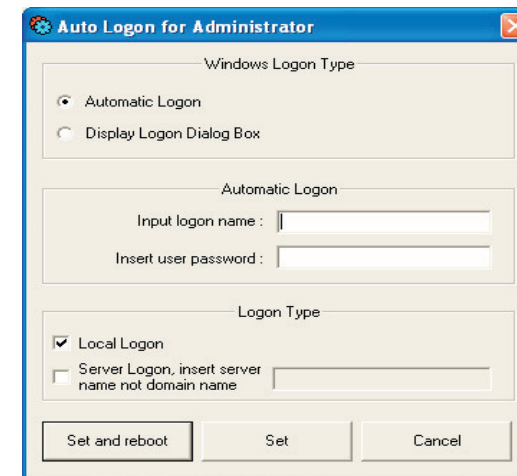
Explanation of the individual functions:

Run Client Program:

Here programs such as Word, Excel and others can be started remotely on the Student computers

.

• The following window will open when you click the „Not registered" button

Note: "Not registered" simply means that the option for this button has not yet been defined

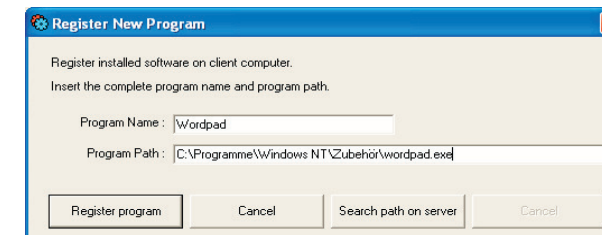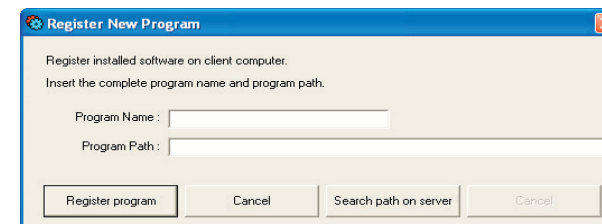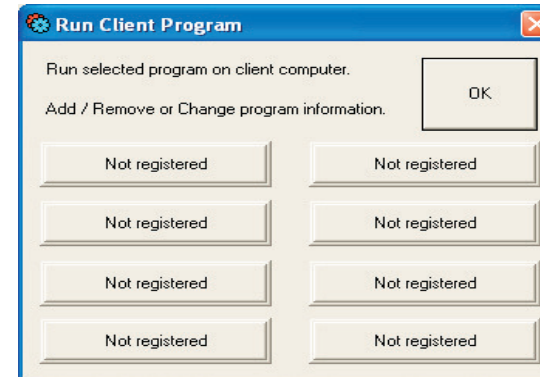**Register New Program:**
• The adjacent input window will open

• First enter the program name which you wish to run remotely. This does not influence the start of the progam, it is the reference name in the "Run Client Program" window.

Note: An example of a typical program name would be Wordpad

• Under Program path enter the full path to the remotely installed program. Please keep in mind all machines should be configured alike for this function to work well across all client machines and all client versions.
(Start – Search – Program names – Copy path – Enter)

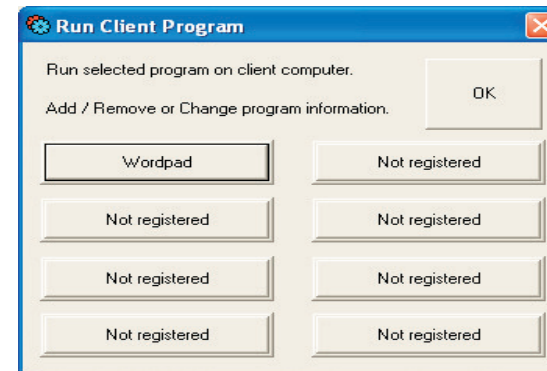• Now click „Register program" to complete the function.

E

Run Client Program:

• By selecting the registered program (here: e.g. Wordpad) and confirming it with "OK" , the registered program can be started on all selected Client / Student computers.

Scheduler

Here teachers can carry out various functions onthe Student computers remotely and at certain times of the day. Functions such as:
• Start programs by remote control
• Reboot machines in the various HDD Sheriff operating modes

Run Client Program

Run selected program on client computer.

Add / Remove or Change program information.

OK

Wordpad	Not registered
Not registered	Not registered
Not registered	Not registered
Not registered	Not registered

This additional function only applies to those users who use the configuration protection of HDD SHERIFF:
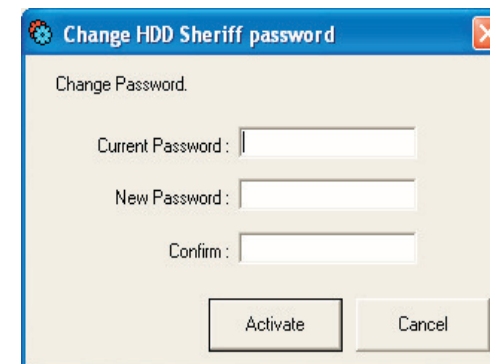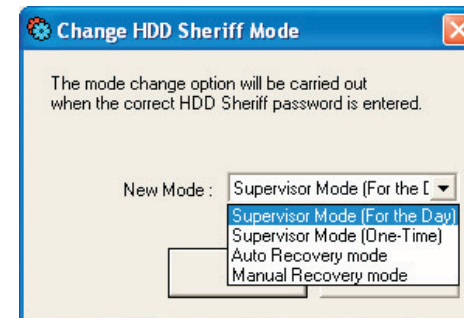Here teachers / trainers can change individually or on all computers simultaneously into the available HDD Sheriff operating methods e.g. into,
• Automatic Recovery Mode
• Manual Recovery Mode
• or one of the 2 available Supervisor Modes

This option assists in changing the current HDD Sheriff password:
• Enter the old password
• Enter the new password
• Confirm the new password
Click "Activate" to send the new password.

Change HDD Sheriff Mode

The mode change option will be carried out when the correct HDD Sheriff password is entered.

New Mode : Supervisor Mode (For the D ▼

Supervisor Mode (For the Day)
Supervisor Mode (One-Time)
Auto Recovery mode
Manual Recovery mode

Change HDD Sheriff password

Change Password.

Current Password :

New Password :

Confirm :

Activate   Cancel

Explanation of the individual functions:

Have the colours of the symbols show up

• You can have the meaning of the individual icon colours show up by clicking "Help/Symbols Details" on the menu bar.

• A pop-up window containing a detailed description of the individual icon colours will open.
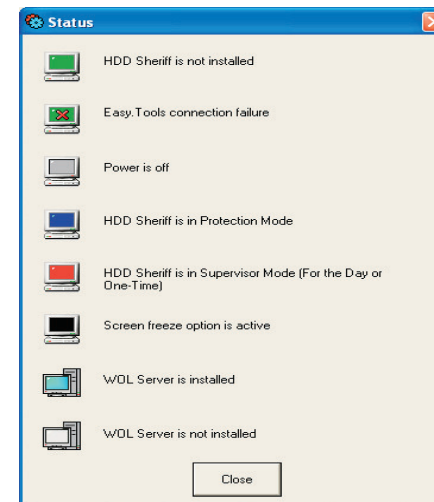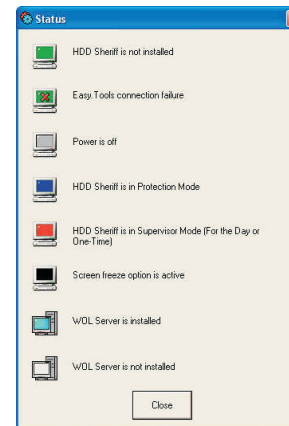
## Explanation of the individual functions:

Attendance Check:

This menu based function give teahers / trainers the possibility to check the presence of the students.

• Select each Client / Student computer to be queried for the name of the attending student.

• Click "Tools" in the menu bar.

A drop-down window will open in which you can choose the menu item "Attendance Check ".

• On each selected Client / Student computer a window will open into which the student should enter his/her full name, preferably last name first, and confirm with "OK".

• On the **Easy.Tools** Manager Console under the "View" option, you can select to view the icons of each Client / Student computers with the entered information from the attendance check option. Click on "View" then "Arrange Symbols", select "Attendant Name"

The information below the symbol should change to the students names.

Note: A blank area under the computer Icon means the information has not yet been entered or the OK button has not been clicked on.
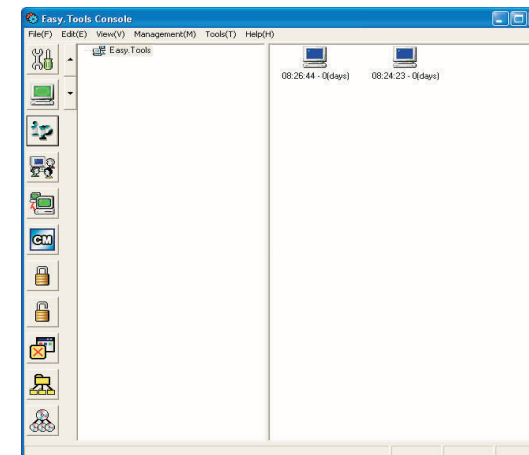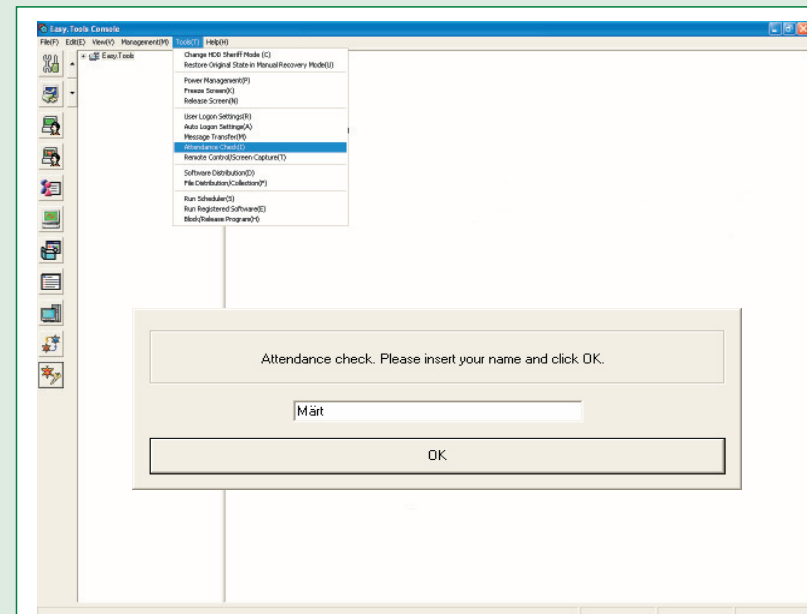
If you wish to deinstall *Easy.Tools* on the Client / Student computers, simply insert the *Easy.Tools* CD into your CDRom drive. The autostart should begin automatically. Select Easy.Tools and then the option de-install the Easy.Tools client program.

This cna be carried out additionally using the Windows Explorer by viewing the contents of the EasyTools Installation CD.

Move into the desired language directory. Move to the directory EasyT and search for the uninstclient.exe in this subdirectory

Execute the file with a double click. to begin the deinstallation process. Select remove all files and then "yes" to carry out the deinstallation of *Easy.Tools*.
The "Cancel" button will stop the deinstallation process.

Restart your computer to complete the process.

It may be necessary to deinstall the client using this method if a newer release of the client portion of this program becomes available.

If you wish to uninstall *Easy.Tools* on the Admin / Teacher computer, simply open the Windows Explorer and search for the contents of the installation directory on your hard drive.

In order to remove the *Easy.Tools* Admin / Teacher Console, go to c:/program files/senul/cmn and simply delete the contents of the cmn directory..

A restart of your computer is not required to complete the process, the *Easy.Tools* Admin / Teacher Console is no longer on your system.