

# Net@office

Net@office differs from Proxy in two significant areas: features & configurability. Net@office has advanced features like web page caching, site filtering, privacy options, traffic logging and so on and does all the functions of the Proxy server.

Net@office can share any type of Internet connection - be it standard dialup, AOL, DirecWay, any satellite, DSL or cable modem connection. PPPShar is small, light weight, very easy to setup and use. All Internet services are preconfigured for ease of use.

Cable modem & DSL connection sharing, AOL satellite & DSL connection sharing, one-way/telco return connection sharing, two-way satellite connection sharing, PPPoE and PPPoA connection sharing and more possible with PPPShar.

Net@office is an integrated internet sharing, accelerator, control, monitoring and reporting software. It's a tool for optimizing online learning resources. It reduces the bandwidth cost and provides web content filtering and blocking unsuitable web content by the user.

The feature and benefits of Net@office are given below.

## :: Features ::

- Webpage Caching (Off line browsing)
- Website blocking and filtering – Pop up blocker & Advt. removal
- Online Privacy Protection Options for all users in the network
- Logging of traffic and page access statistics
- Built in Proxy server and also supports any http (web) proxy server software.
- Option to enable direct connection to remote server port through https connection
- Restrict users from downloading large files - movies, music files, by setting a limit in megabytes (MB)
- Disable caching of specific websites.
- Secure Proxy (SSL) service required to access Secure (https) sites
- Option of creating white list of websites
- Option of creating IP wise website restriction.
- Supports no. of concurrent users based on the bandwidth.
- Preload Websites
- Restrict what internet services can be used, for example Controls access to Internet activities.

## :: Benefits ::

- Internet sharing based over the network based on the bandwidth.
- Increased productivity: eliminates unproductive web browsing
- Activity molding filtering: restricted access to other but work related web sites
- Speed up web browsing and file downloads
- Save bandwidth and money
- Records browsing activity of the users
- User wise Internet control
- Enhanced network security and performance: Website blocking and filtering
- Set a limit in Mb for downloading
- Speeds up browsing for even single user / Home user / networked multiple users
- Creates an additional Revenue stream for the educational institution
- Provides Comprehensive Reports on Internet usage, URLs visited, pages accessed, attempted abuse and bandwidth utilization.
- Reports on xml based / Excel files
- Protects user's online privacy by filtering incoming and outgoing Cookies

# **Frequently Asked Questions**

## **1. What is Net@office ?**

Net@office is a **Network Internet Management Software** application that is installed in an organization / institution's network to enhance productivity and protect and conserve Online Learning resources by allowing management to monitor and control their students / staff' Internet use in the workplace.

## **2. Why is Net@office a great tool for institutions improving / expanding their Learning Resource infrastructure ?**

Internet itself is a storehouse of virtually unlimited Learning resources. Some of them are free and some of them are available for a cost. However, unless the institution is equipped with Net@office to control/monitor students with a proper Internet Acceptable Use Policy (AUP), Internet cannot be harnessed to its full potential. For instance, some hackers or students may consume excessive bandwidth resulting in a loss of bandwidth, time and money for other students and staff. Net@office when used with properly defined AUP, can help you prevent such damage or sabotage.

## **3. What type of Internet activity can an Institution manage?**

Net@office manages, controls and monitors Web Browsing, file transfers, News Groups, Chat and E-mail.

## **4. Why would an Institution want to monitor its Student / Staff's Internet use?**

It is found that Student / Staff abuse Internet access privileges (for example, downloading pornography or pirated software or inappropriate use of e-mail systems). Net@office offers Management / Administrators a tool for encouraging responsible Internet use by Student / Staffs during the workday.

## **5. Can you give me an example of how Net@office might work with a Institution's Internet Acceptable Use Policy (AUP) ?**

A Institution notices that many of its Student / Staffs are using Internet for personal activities during work hours and the HOD is concerned when they are allotted to search for knowledge / information with respect to their learning resources.

## **6. Is it mandatory that a Institution an Internet Acceptable Use Policy when it installs Net@office ?**

No, but it is strongly recommended that an AUP be developed and communicated to all Student / Staffs when a Institution begins using Net Minister. Net@office includes a copy of a generic Acceptable Use Policy that companies can adapt for its use.

**Example:**     **Restrict downloading of file size**  
                  **Commonly visited websites etc..**

## **7. Do users know Net@office is running on the Network ?**

Yes, Net@office displays a message when a user tries to access a forbidden resource. This can be a simple warning message or a summary of an Acceptable Use Policy.

**8. Can I watch what a user is doing without blocking activity ?**

Yes. The philosophy behind the development of Net@office is to promote responsible Internet usage by monitoring all Internet activity. Additionally, Net@office provides the flexibility to configure access and monitoring to meet desired objectives.

**9. Does Net@office need to be configured with a list of block sites before I can begin monitoring ?**

Net@office does not require any blocked sites to be listed if you want to operate in monitoring mode or complete block mode.

**10. Can I block all sites with the exception of an acceptable list I create ?**

Yes, Management / Administrator can specify a known list of web sites, mail groups, news groups, etc. that they would like their users to be able to access. In addition, any entry in a Pass List, will override all blocks set for the users. This is useful for allowing access to sites, e-mails, etc. that does not violate your Internet Acceptable Use Policy.

**11. I do not want to violate my Student / Staffs' privacy by reading the content of their e-mail correspondence. Is there a way for Net@office to ignore the content of e-mail ?**

Yes. Net@office can be configured to log Internet activity without actually restoring content of E-mail, News, Chat or Instant Messages. Net@office can also be configured to exclude a specified list of file types being logged. This is useful if you need to protect communications that may be considered privileged or protected as confidential.

**12. The Net@office log has so much information. Is there a way to easily identify inappropriate activity ?**

Yes, Net@office can be configured to compress the log file to show a single entry per web site visited. Net@office can automatically identify attempts at accessing restricted sites by color. A quick sort on keywords, including words from a block list, can also be done very easily.

**13. Can I get a graphical representation of Internet usage ?**

Yes. Net@office exports the Log to spreadsheet formats so you can combine the full power of a spreadsheet program with the monitoring power of Net Minister.

**14. I have many Student / Staffs who use a single machine. How do I know who is being logged ?**

Net@office monitors access by user name, as well as, machine name. Net@office will display the activity of the user name assigned to that Student / Staff. You can also create different profiles for different users who have unique Net@office security configurations.

**15. Is Net@office difficult to install and use ?**

The Net@office installation is a self-guided process that takes very little time. Installation was designed with simplicity in mind. Net@office has an intuitive Windows interface that is very easy to learn. Net Minister's help, tutorials and user guides are extensive and easy to use.

**16. How does this investment improve my bottom line?**

The cost of implementing Net@office can be recouped because of the following features:

- Web Caching ( Offline Browsing, Preloaded Websites
- Restricted Downloads
- Curbs Unproductive Web browsing
- Block Banner Ads

**17. Does Net@office require a separate proxy server or firewall ?**

No. Net@office itself a proxy server runs as an independent application even Windows 98 or ME operating systems. It will run with or without firewall and thus places no restrictions on your existing or growing network infrastructure.

**18. Does Net@office require that I install software on every workstation?**

A small agent must be installed on each workstation for users to login and access the allotted hours.

**19. How are Net@office files secured?**

Net@office files are protected by your Operating System's security. In order to view or administer Net@office settings, the user must have Administrator privileges and must have access permissions to the server.

**20. How does Net@office affect network performance?**

Net@office adds negligible overhead to your network traffic. Each Internet transaction performed by a workstation is authenticated at the workstation.

**21. How does Net@office affect Internet performance?**

Net@office has evolved into an extremely efficient product. There is no noticeable performance degradation in Internet access. Net Minister's Web caching features allows the users to browse the already visited pages offline i.e. because of the reduction in inappropriate use of bandwidth, users often notice a performance increase.

**22. Can Net@office monitor two web browsers running on the same machine?**

Yes. Net@office will monitor all Web, Ftp, Pop-3/SMTP/IMAP E-mail, NNTP News, IRC Chat, and the most popular IM applications that load Microsoft's Winsock communication software. These applications can be running concurrently on the same machine.

**23. Can users get to the Internet if the Net@office Service is not available?**

You can configure your managed workstations to have either full (open) or restricted (closed) access to the Internet if the Net@office service is not available on your server. The Net@office Service may be unavailable due to server maintenance, network problems, etc.

**24. If leased line / ISDN / DSL Bandwidth connectivity is already established with Router for Internet Sharing to the other system, how and where the Net@office is to be installed ?**

Yes, Net@office can be installed in any of the clients PC's