



# **NETWRIX USER ACTIVITY VIDEO REPORTER**

## **ADMINISTRATOR'S GUIDE**

Product Version: 1.0

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# 1. INTRODUCTION

## 1.1. Overview

This guide contains an overview of the NetWrix User Activity Video Reporter functionality, and step-by-step instructions on how to configure and use the product. For details on how to install the product, refer to [NetWrix User Activity Video Reporter Installation and Configuration Guide](#).

## 1.2. How This Guide is Organized

This section explains how this guide is organized and provides a brief overview of each chapter.

- Chapter [1 Introduction](#) is the current chapter. It explains the purpose of this document and its structure.
- Chapter [2 Product Overview](#) provides an overview of the NetWrix User Activity Video Reporter functionality, lists its main features and benefits, and explains the product workflow. It also contains the information on the product editions and a side-by-side comparison of their features.
- Chapter [3 NetWrix Management Console Overview](#) provides a description of NetWrix Management Console, which is an integrated interface for most NetWrix products.
- Chapter [4 Managed Object](#) explains how to configure a Managed Object, which in NetWrix User Activity Video Reporter is a computer collection that you monitor for users' activity. It also explains how to modify Managed Object settings.
- Chapter [5 Configuring User Activity Video Reporter Settings](#) provides instructions on how to configure the product settings, such as video recording quality, filters, and so on.
- Chapter [6 Monitored Computers](#) explains how to check and manage the status of the NetWrix User Activity Video Reporter agents installed on the monitored computers.
- Chapter [7 Data Collection](#) explains the NetWrix User Activity Video Reporter data collection workflow and contains a detailed Activity Summary description.
- Chapter [8 Activity Records](#) explains how to generate a summary of activity records in NetWrix Management Console.
- Chapter [9 Reports](#) contains an overview of the Reports functionality, explains how to configure and view reports, and provides report examples. It also contains step-by-step instructions on how to configure subscriptions to Reports.
- Chapter [10 Configuring Global Settings](#) explains how to configure or modify the settings that are applied to all Managed Objects and all NetWrix modules enabled for these Managed Objects. It also provides instructions on how to configure NetWrix Console Audit that allows tracking of changes to Managed Objects and NetWrix modules configuration.
- Chapter [11 Configuring Integration with other Modules](#) provides instructions on how to integrate videos captured by NetWrix User Activity Video Reporter into change reports of other NetWrix modules.
- [Appendix: Related Documentation](#) contains a list of all documents published to support NetWrix User Activity Video Reporter.

## 2. PRODUCT OVERVIEW

Complete visibility over critical IT systems can be difficult to implement, inefficient and expensive. Moreover, many change auditing tools require the administrators who use them to be given extensive permissions that would easily allow them to circumvent any change or configuration logging. In addition, many critical applications do not create logs, or, if they do, these logs are not easily accessible by an auditing solution.

Often, native and 3<sup>rd</sup>-party tools lack key audit detail, do not translate complex data into a human-readable format, or are too dangerous and costly to implement. Without the comprehensive information on *who* changes *what*, *where* and *when*, efficiency is reduced and issues go unresolved risking security, compliance, audit requirements and troubleshooting.

NetWrix User Activity Video Reporter, like a surveillance camera for your servers, records all user activity for later review. NetWrix VideoScape™ playback lets you jump to a specific timestamp and watch how specific actions were performed in various applications or management tools. Like scenes in a movie, NetWrix VideoScape™ embeds key metadata into video files, allowing the viewer to fast-forward to a specific activity (such as a window opened or a process started) instead of filtering through thousands of hours of activity.

NetWrix User Activity Video Reporter is an excellent complement to traditional configuration and change auditing solutions, as it provides control over applications that do not produce logs or do not provide enough insight into users' activity.

### 2.1. Key Features

NetWrix User Activity Video Reporter is a tool for video capture and reporting on users' activity. Its main features are:

- Video recording of users' activity for both interactive and remote sessions.
- The NetWrix VideoScape™ technology allows collecting session embedded metadata (application names, windows titles, and so on.) that can be used for filtering and data search inside video recordings.
- Possibility to optimize video file size by limiting video recording for specific users and applications only and by adjusting video quality (grayscale, frames per second, and so on).
- Reports on users' activity with sorting and filtering capabilities.
- Reports Subscriptions allow scheduling any available reports for automatic email delivery.
- Integration with other NetWrix Change Reporter products allows seeing HOW particular changes reported by these products were made.
- The NetWrix Console Audit feature allows to keep record of any actions performed using NetWrix Management Console and track changes to NetWrix modules configuration, Managed Objects and global settings.

### 2.2. Product Workflow

A typical NetWrix User Activity Video Reporter data collection and reporting workflow is as follows:

1. An administrator configures Managed Objects and sets the parameters for automated screen video capture and reporting.
2. The NetWrix User Activity Video Reporter agents are installed automatically on the target computers.

3. The NetWrix User Activity Video Reporter agents monitor the target computers and trigger a video recording session when specified users log in or specified applications are activated.
4. On video session completion, NetWrix User Activity Video Reporter agents connect to the NetWrix server (the computer where NetWrix User Activity Video Reporter is installed) and transfer video files and metadata. Audit data is written to the Audit Archive.
5. The product emails Activity Summaries with a list of video recordings and links to video files at set intervals to the specified recipients.
6. If the Reports functionality is enabled and configured, audit data is imported from the Audit Archive to a dedicated SQL database. Reports can be viewed through NetWrix Management Console, or in a web browser.

### 2.3. Product Editions

NetWrix User Activity Video Reporter is available in two editions: Freeware and Enterprise. The Freeware Edition can be used by companies or individuals for an unlimited period of time. The Enterprise Edition can be evaluated free of charge for 20 days.

The table below outlines the difference between the NetWrix User Activity Video Reporter editions:

Table 1: NetWrix User Activity Video Reporter Editions

Feature	Freeware Edition	Enterprise Edition
Video sessions length	Limited to 30 minutes	Unlimited
Reports based on SQL Server Reporting Services with filtering, grouping and sorting	No	Yes
Report subscriptions	No	Yes
Long-term audit data archiving	No Data is only stored for 7 days	Yes Any period of time
Integration of video recordings into reports of other NetWrix modules	No	Yes
Technical Support	<a href="#">Support Forum</a> <a href="#">Knowledge Base</a>	<u>Full range of options:</u> Phone, email, <a href="#">submission of support tickets</a> , <a href="#">Support Forum</a> , <a href="#">Knowledge Base</a>
Licensing	Free of charge	Per server/workstation <a href="#">Request a quote</a>

### 3. NETWRIX MANAGEMENT CONSOLE OVERVIEW

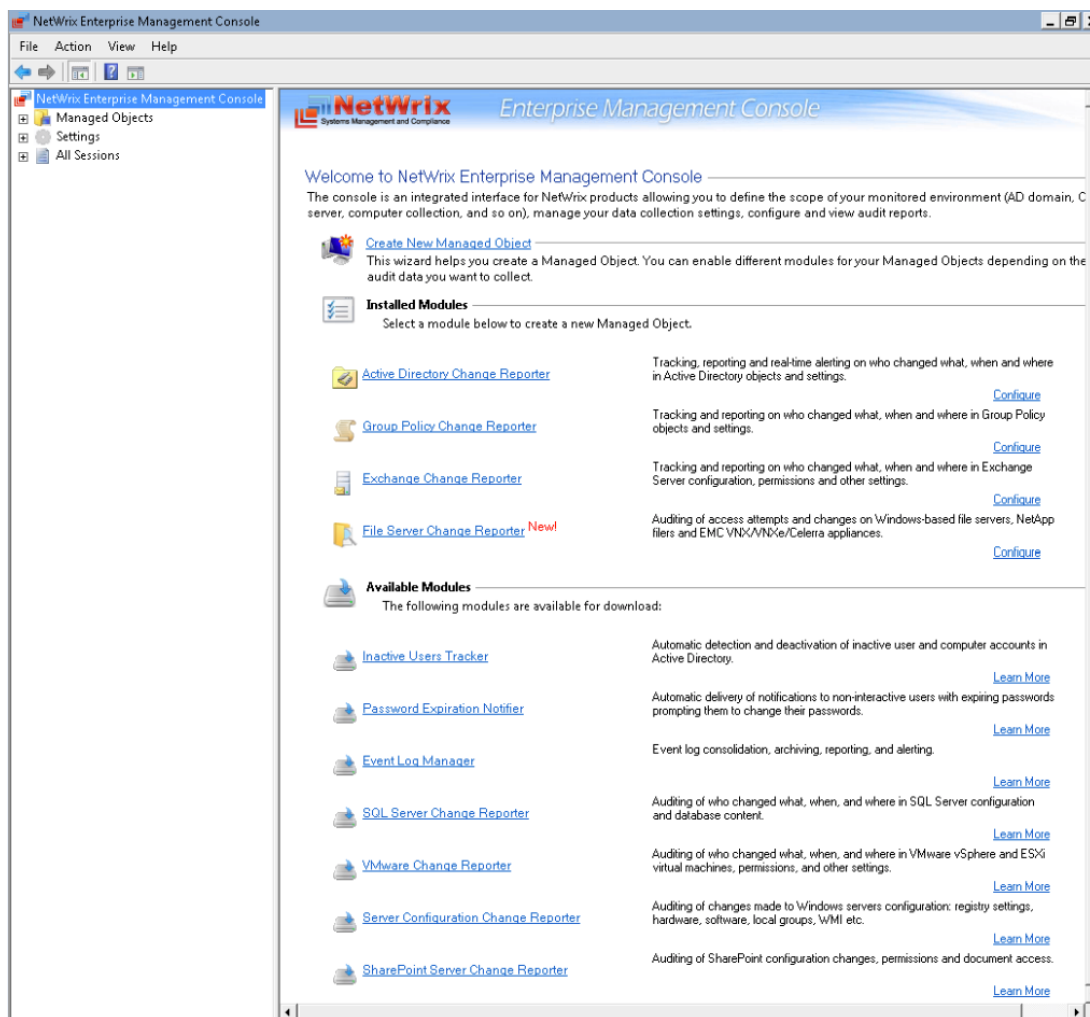
NetWrix User Activity Video Reporter is integrated into NetWrix Management Console: an MMC snap-in that allows configuring Managed Objects, the Reports options and global settings.

NetWrix Management Console allows you to do the following:

- [Manage the settings for different NetWrix products via an integrated interface](#)
- [Create and configure Managed Objects](#)
- [Enable and configure SSRS-based Reports](#)
- [View Reports](#)
- [Configure long-term archiving](#)
- [Configure Reports subscriptions](#)
- [Handle numerous Managed Objects with a single installation](#)
- [Configure your Managed Objects settings in a batch](#)

To start NetWrix Management Console, navigate to **Start → All Programs → NetWrix → User Activity Video Reporter** and click **User Activity Video Reporter**. The console window will be displayed:

Figure 1: NetWrix Management Console





## 4. MANAGED OBJECT

In NetWrix User Activity Video Reporter, a Managed Object is a collection of computers monitored for users' activity.

This chapter provides detailed step-by-step instructions on how to:

- [Create and configure a Managed Object](#)
- [Modify Managed Object settings](#)

### 4.1. Creating Managed Object

#### Procedure 1. To create and configure a Managed Object

1. In NetWrix Management Console, select the **Managed Objects** node in the left pane. The Managed Objects page will be displayed:

Figure 2: The Managed Objects Page



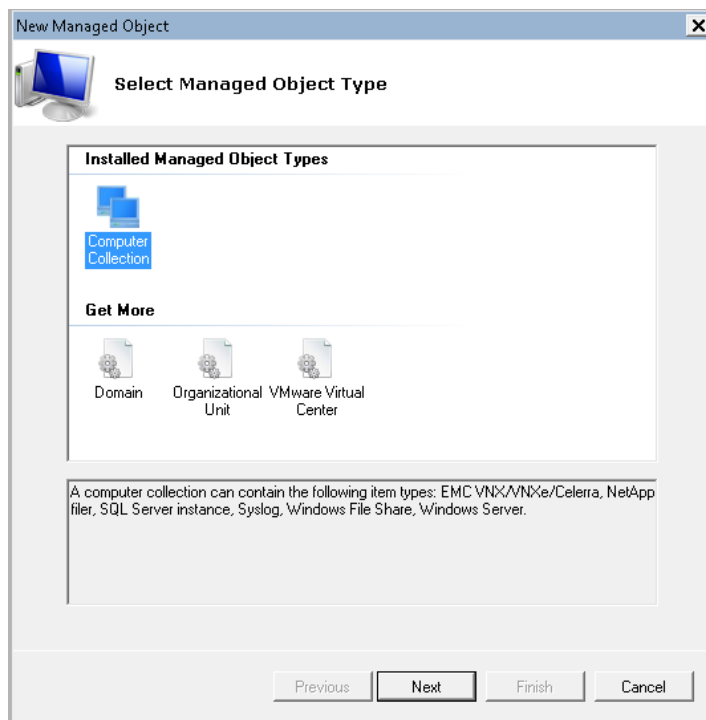
2. In the right pane, click **Create New Managed Object**. Alternatively, right-click the **Managed Objects** node and select **New Managed Object** from the pop-up menu. The **New Managed Object** wizard will start.

**Note:** For your convenience, you can group Managed Objects into folders. To create a folder, right-click the Managed Objects node, select New Folder, and specify the folder name. Then create a new Managed Object inside this folder. Managed Objects cannot be moved into a folder once they have been created.

3. On the **Select Managed Object Type** step, select **Computer Collection** as a Managed Object type, and click **Next**.

**Note:** If you have installed other NetWrix module before, the list of Managed Object types may contain several options.

Figure 3: New Managed Object: Select Managed Object Type

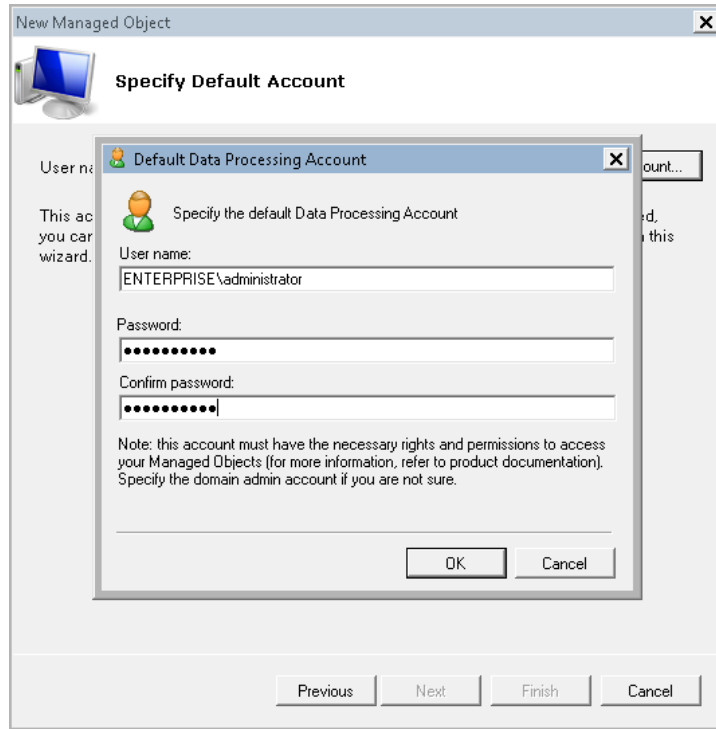


4. On the Specify Default Account step, click the Specify Account button.

**Note:** If you have installed other NetWrix modules before and specified the default Data Processing Account and email settings on their configuration, the **Specify Default Account** and **Configure Email Settings** steps of the wizard will be omitted.

5. In the dialog that opens, enter the default Data Processing Account (in the domain\_name\account\_name format) that will be used by NetWrix User Activity Video Reporter for data collection. This account must have the following rights
  - Local administrator on all monitored computers and on the computer where NetWrix User Activity Video Reporter is installed.
  - If this account is going to be used to access the SQL database with audit data, it must also belong to the target database owner (dbo) role. For detailed instructions on how to assign the dbo role to an account, refer to Chapter 5 Configuring Rights and Permissions of [NetWrix User Activity Video Reporter Installation and Configuration Guide](#).

Figure 4: New Managed Object: Specify Default Account

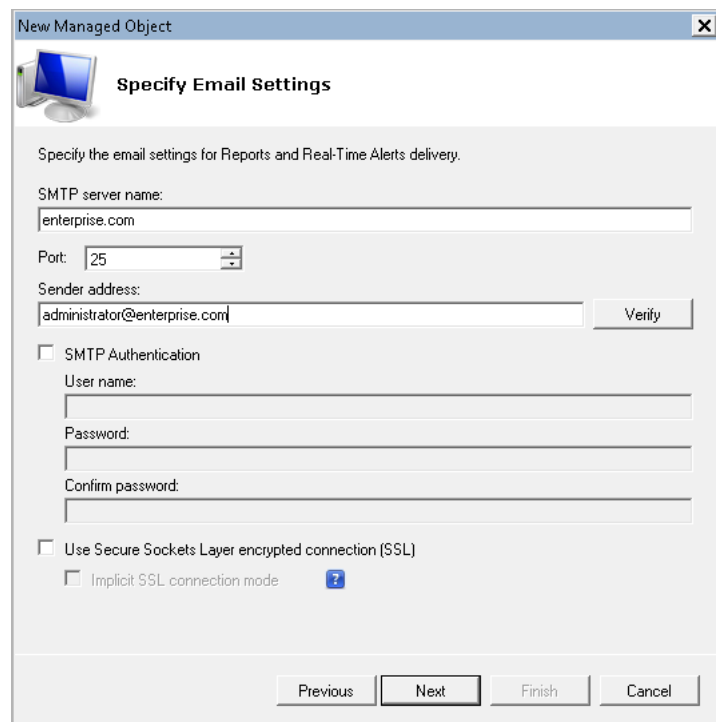


Click **OK** to continue and then **Next**.

**Note:** If later you need to modify the default Data Processing Account, you can do this either for an individual Managed Object (for instructions, refer to [Procedure 3 To change Data Processing Account](#)), or for all Managed Objects in bulk (for instructions, refer to [Procedure 24 To configure the Data Collection settings](#)).

6. On the **Configure Email Settings** step, specify the email settings that will be used for Activity Summary and Reports delivery:

Figure 5: New Managed Object: Configure Email Settings



The following parameters must be specified:

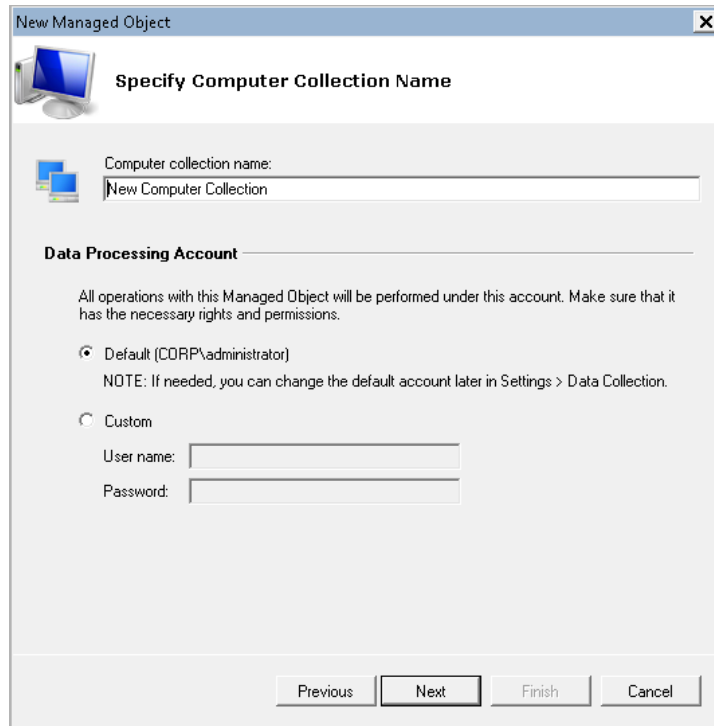
Table 2: Email Settings Parameters

Parameter	Description
SMTP server name	Enter your SMTP server name.
Port	Specify your SMTP server port number.
Sender address	Enter the address that will appear in the "From" field in Activity Summaries and Reports delivered by email. Click <b>Verify</b> to send a test message to the specified email address. You will be informed if any problems are detected.
Use SMTP authentication	Select this check box if your mail server requires the SMTP authentication.
User name	Enter a user name for the SMTP authentication.
Password	Enter a password for the SMTP authentication.
Confirm password	Confirm the password.
Use Secure Sockets Layer encrypted connection (SSL)	Select this check box if your SMTP server requires SSL to be enabled.
Use Implicit SSL connection mode	Select this check box if the implicit SSL mode is used, which means that an SSL connection is established before any meaningful data is sent.

**Note:** If later you need to modify the email settings, navigate to **Settings** → **Email Notifications** (for detailed instructions, refer to [Procedure 22 To configure the Email Notifications settings](#)).

- On the **Specify Computer Collection Name** step, specify your computer collection name:

Figure 6: New Managed Object: Specify Computer Collection Name

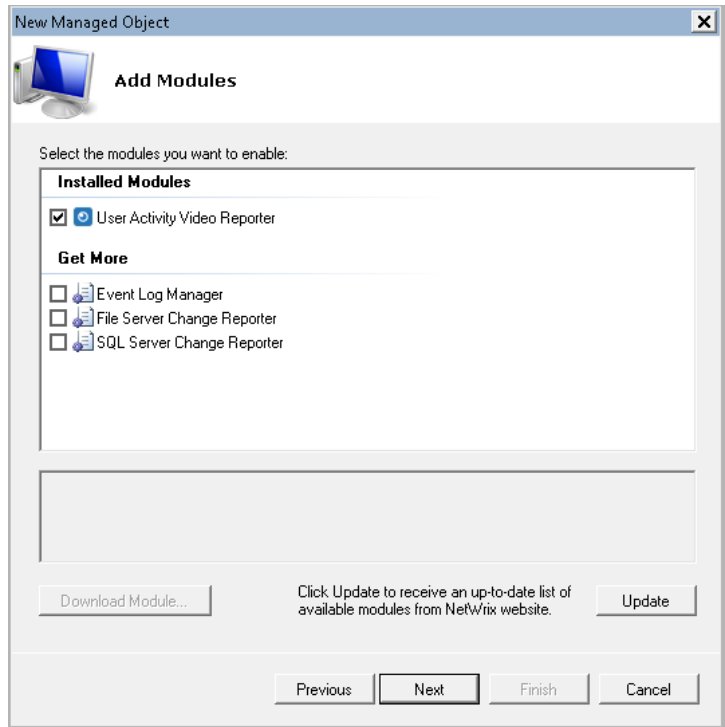


If you want to use a specific account to access data from your computer collection (other than the one you specified as the default Data Processing Account earlier in

this procedure), select the Custom option and enter the credentials. This account must be granted the same permissions and access rights as the default Data Processing Account. Click Next to continue.

8. On the **Add Modules** step, make sure that the User Activity Video Reporter module is selected under **Installed Modules**:

Figure 7: New Managed Object: Add Modules



**Note:** If you have installed other NetWrix modules previously, the list of **Installed Modules** may contain several options.

On this step, the Get More list shows other NetWrix products that have Computer Collection as a Managed Object type. To get more information on these products and download them, select the corresponding check box, or click a module and then click the Download Module button. You will be redirected to the product website page.

9. On the **Configure Reports Settings** step, select the **Enable Reports** check box if you want to use SSRS-based Reports:

Figure 8: New Managed Object: Reports Settings

**Note:** If you do not enable Reports, audit data will only be saved locally and will not be written to a SQL database. You can enable and configure Reports later (for details refer to Section [9.2 Configuring Reports](#)).

If you have enabled the Reports functionality, select one of the following options:

- **Automatically install and configure a new instance of SQL Server Express Edition.** Once you have selected this option and clicked **Next**, the Reports Configuration wizard will start. Follow the instructions of the wizard to automatically install and configure SQL Server Express with Advanced Services. SQL server version depends on the operating system your computer is running (for details, refer to the following NetWrix Knowledge Base article: [Which SQL Server versions can be installed automatically via NetWrix Management Console](#)).
- **Use an existing SQL Server with SQL Server Reporting Services** to use an already installed SQL Server instance, or to install and configure it manually before proceeding with NetWrix User Activity Video Reporter configuration. For detailed instructions on how to install Microsoft SQL Server 2005/2008 R2/2012 Express with Advanced Services and configure the Reporting Services, refer to the following NetWrix Technical Article: [Installing Microsoft SQL Server and Configuring the Reporting Services](#).

**Note:** It is recommended to consider the maximum database size in different SQL Server versions, and make your choice based on the size of the environment you are going to monitor, the number of users and other factors. Note that the maximum database size in SQL Server Express editions may be insufficient.

If you have selected the second option, specify the following parameters:

Table 3: Reports Parameters

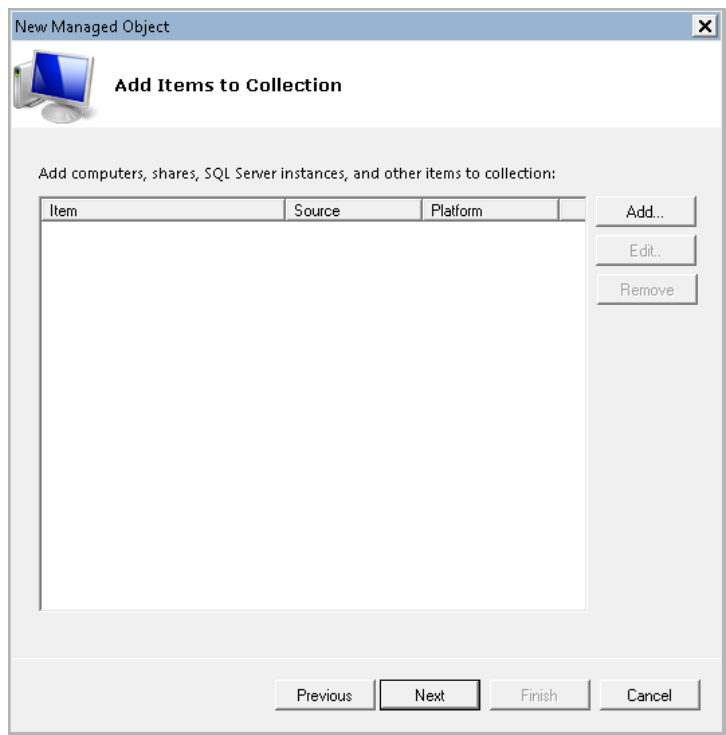
Parameter	Instruction
SQL Server	Specify the name of the SQL Server instance where a database of collected audit data will be created.
User name	Specify a user name for the SQL Server authentication. <b>NOTE:</b> This user must belong to the target database owners (dbo) role. For instructions on how to assign this role to a user, refer to Chapter 5 Configuring Rights and Permissions of <a href="#">NetWrix User Activity Video Reporter Installation and Configuration Guide</a> .
Password	Enter a password for the SQL Server authentication.
Windows Authentication	Select this option if you want to use the Data Processing Account specified earlier in this procedure to be used to access the SQL database.
Report Server URL	Specify the Report Server URL. Click <b>Verify</b> to ensure that the resource is reachable.
Report Manager URL	Specify the Report Manager URL. Click <b>Verify</b> to ensure that the resource is reachable.

**Note:** If you have already created other Managed Objects, and configured the Reports settings for them, on this step you will only be prompted to enable or disable the Reports feature. If you want to use custom Reports settings for this Managed Object (for example, write data to a different SQL database), you can change the Reports settings later (for instructions, refer to Section [9.2.1 Specifying SQL Server Settings](#) of this guide).

Click **Next** to continue and wait until NetWrix Management Console has established a connection with the Report Server.

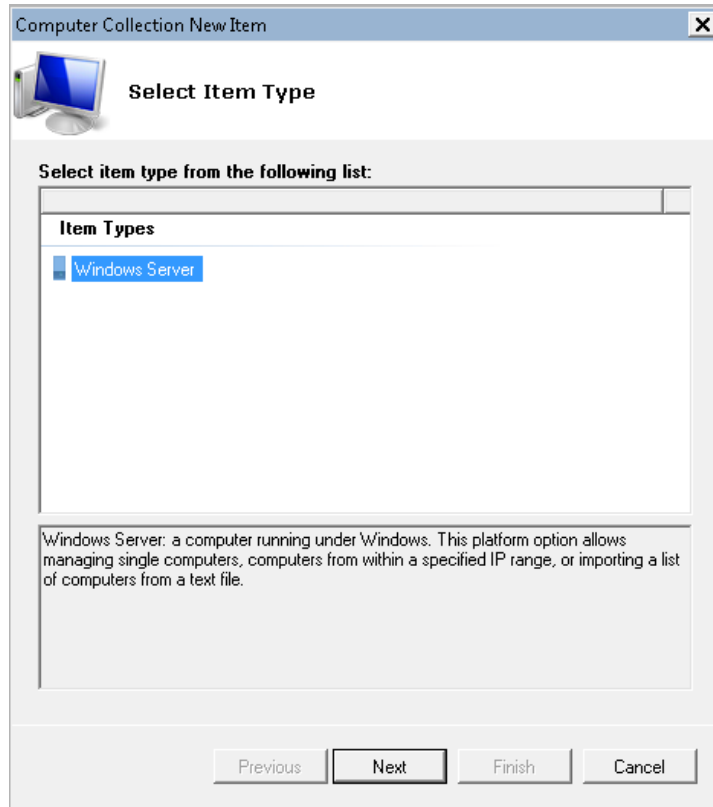
- On the **Add Items to Collection** step, specify the computers you want to monitor. Click the **Add** button:

Figure 9: New Managed Object: Add Items to Collection



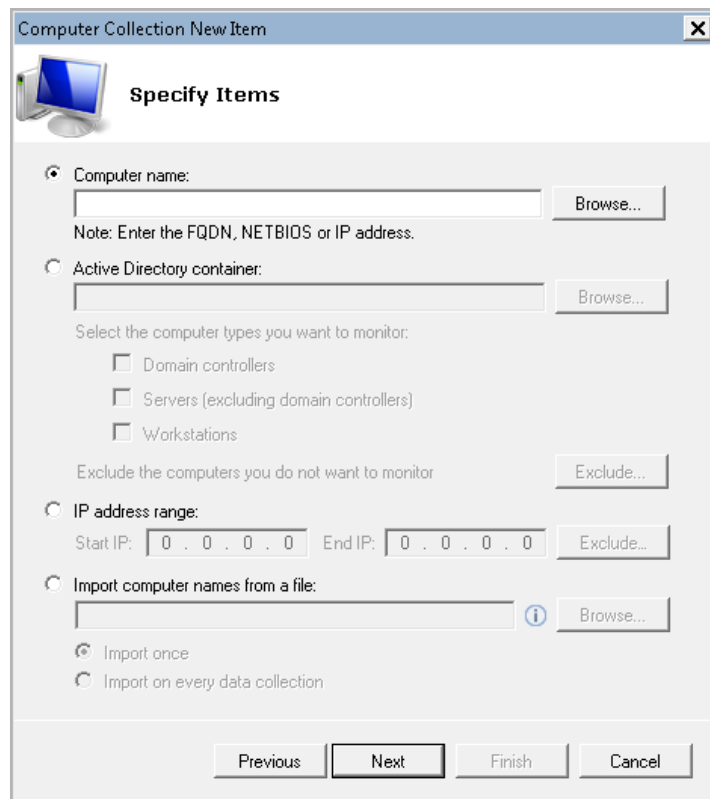
- In the dialog that opens, select **Windows Server** as the computer type, and click **Next**:

*Figure 10: Computer Collection New Item: Select Item Type*



- The Computer Collection New Item wizard will start:

*Figure 11: Computer Collection New Item: Specify Items*

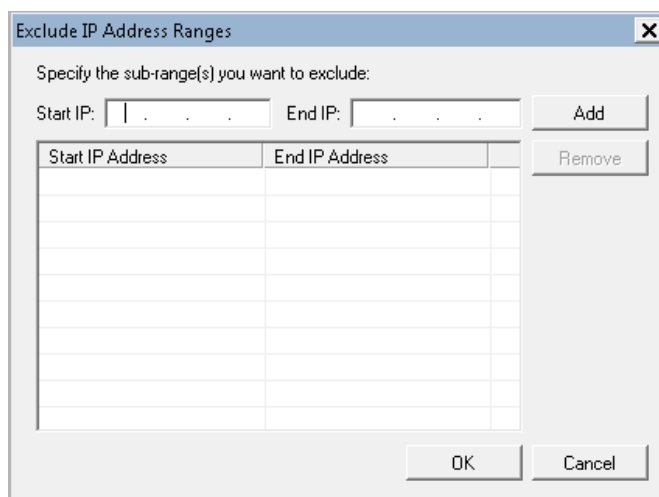




13. Select one of the following options:

- **Computer name:** allows specifying a single computer by entering its FQDN, NETBIOS or IP address. You can click **Browse** to select from the list of computers in your network.
- **Active Directory container:** allows specifying a whole AD container. Click **Browse** to select from the list of containers in your network. Under this option you also can:
  - o Select a particular computer type to be monitored within the chosen AD container: domain controllers, servers (excluding the domain controllers), or workstations.
  - o Exclude the computers you do not want to monitor: click **Exclude** to specify a container with the computers you do not want to monitor.
- **IP address range:** allows specifying an IP range for the managed computers. To exclude computers from within the specified range, click **Exclude**. Enter the IP range you want to exclude, and click **Add**:

*Figure 12: Exclude IP Address Ranges*

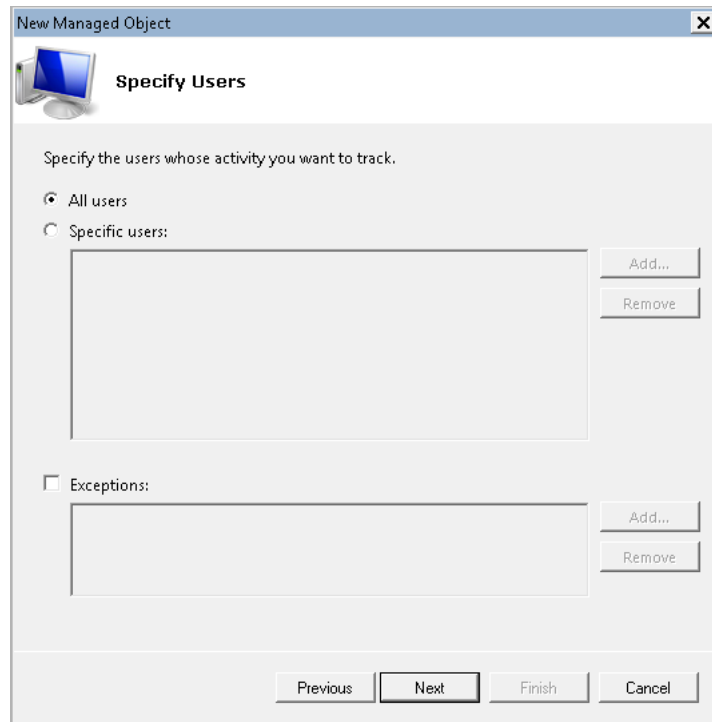


- **Import computer names from a file:** allows specifying multiple computer names by importing a list from a .txt file (one computer name/IP address per line is accepted). You can choose whether to import the list once, or to update it on every data collection.

Click **Next** to proceed and then **Finish** to complete the New Item wizard.

14. On the **Specify Users** step, indicate the users whose activity you want to track:

Figure 13: New Managed Object: Specify Users



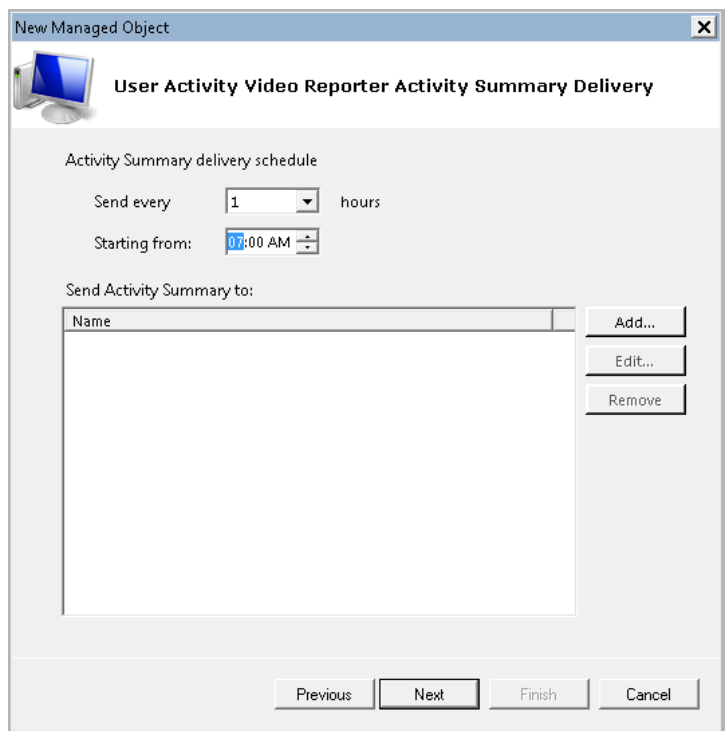
Select one of the following options:

- **All users:** to monitor all domain and local users on the target computers.
- **Specific users:** to monitor only particular users (video recording will start only if the specified users log in). Click **Add** to specify single users or Security groups (only domain accounts can be specified).
- **Exceptions:** to monitor all users except the specified ones. Click **Add** to specify single users or Security groups (only domain accounts can be specified).

Click **Next** to proceed.

15. On the **User Activity Video Reporter Activity Summary Delivery** step, set the Activity Summary delivery schedule and specify its recipients:

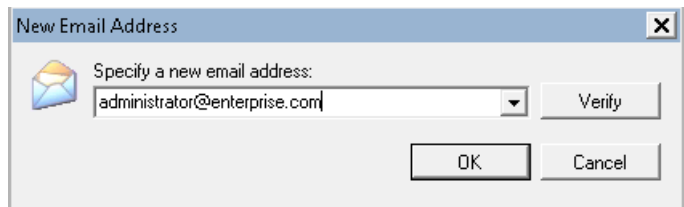
Figure 14: User Activity Video Reporter Activity Summary Delivery



By default, Activity Summary is generated and sent every hour starting from 7:00 AM. To change the delivery schedule, modify the values in the **Send every <x> hours** and **Starting from** entry fields.

To specify Activity Summary recipients, click the **Add** button and enter an email address in the dialog that opens:

Figure 15: New Email Address



Click **Verify** to send a test message to the specified email address. You will be informed if any problems are detected.

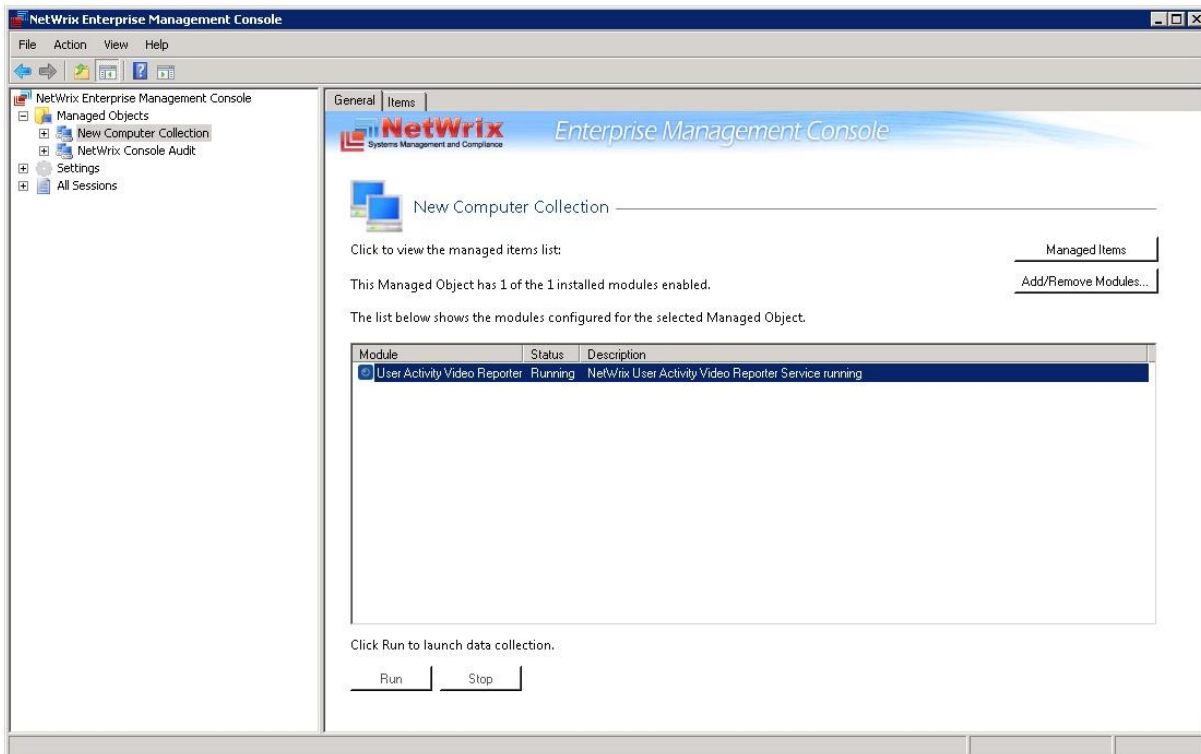
**Note:** An Activity Summary contains a list of video sessions recorded since the last Activity Summary delivery time with links to video files. By default, video files can only be accessed by members of the NetWrix User Activity Video Reporter Auditors group created automatically on product installation. When you add users to the list of Activity Summary recipients, make sure they belong to this group (for detailed instructions on how to add users to this group, refer to [Procedure 9 To grant access to video files](#)).

Click **OK** to save the changes and then click **Next**.

16. On the last step, review your Managed Object settings and click **Finish** to exit the wizard.

The newly created Managed Object will appear under the **Managed Objects** node on the left, and its details will be displayed in the right pane:

Figure 16: The Managed Object Page



## 4.2. Modifying Managed Object

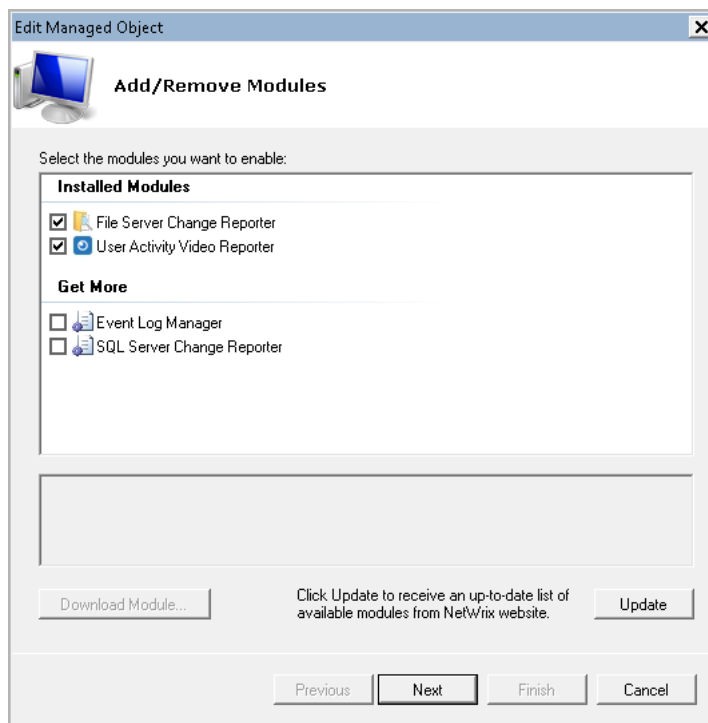
If later you need to modify the settings for an existing Managed Object, perform one of the following procedures:

- [To add/remove NetWrix modules](#) for the selected Managed Object.
- [To change Data Processing Account](#) to override the Default Data Processing Account for the selected Managed Object and specify a different account for data collection and reports generation.
- [Add/remove items to/from Computer Collection](#) to edit the list of monitored computers.
- [Modify the User Activity Video Reporter settings](#) to change the product filters, the video recording quality settings, or the Activity Summary delivery settings.

### Procedure 2. To add/remove NetWrix modules

1. In NetWrix Management Console, expand the **Managed Objects** node and select a Managed Object. The Managed Object page will be displayed showing a list of NetWrix modules added for this Managed Object.
2. Click the **Add/Remove Modules** button. The **Edit Managed Object** wizard will start.
3. In the **Installed Modules** list, select or deselect the required modules. Click **Next**:

Figure 17: Edit Managed Object: Add/Remove Modules

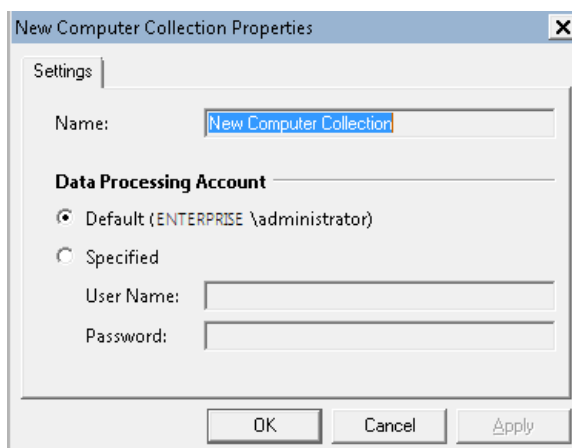


4. Follow the instructions of the wizard to configure the selected module for your Managed Object (for detailed instructions, refer to the Administrator's Guide for the corresponding NetWrix product).

**Procedure 3. To change Data Processing Account**

1. In NetWrix Management Console, expand the **Managed Objects** node, right-click a Managed Object, and select **Properties** from the pop-up menu.
2. In the **Properties** dialog, select one of the following options:
  - **Default:** to set the default Data Processing Account for your Managed Object.
  - **Specified:** to set a different account. This account must be granted the same permissions and access rights as the default Data Processing Account.

Figure 18: Computer Collection Properties

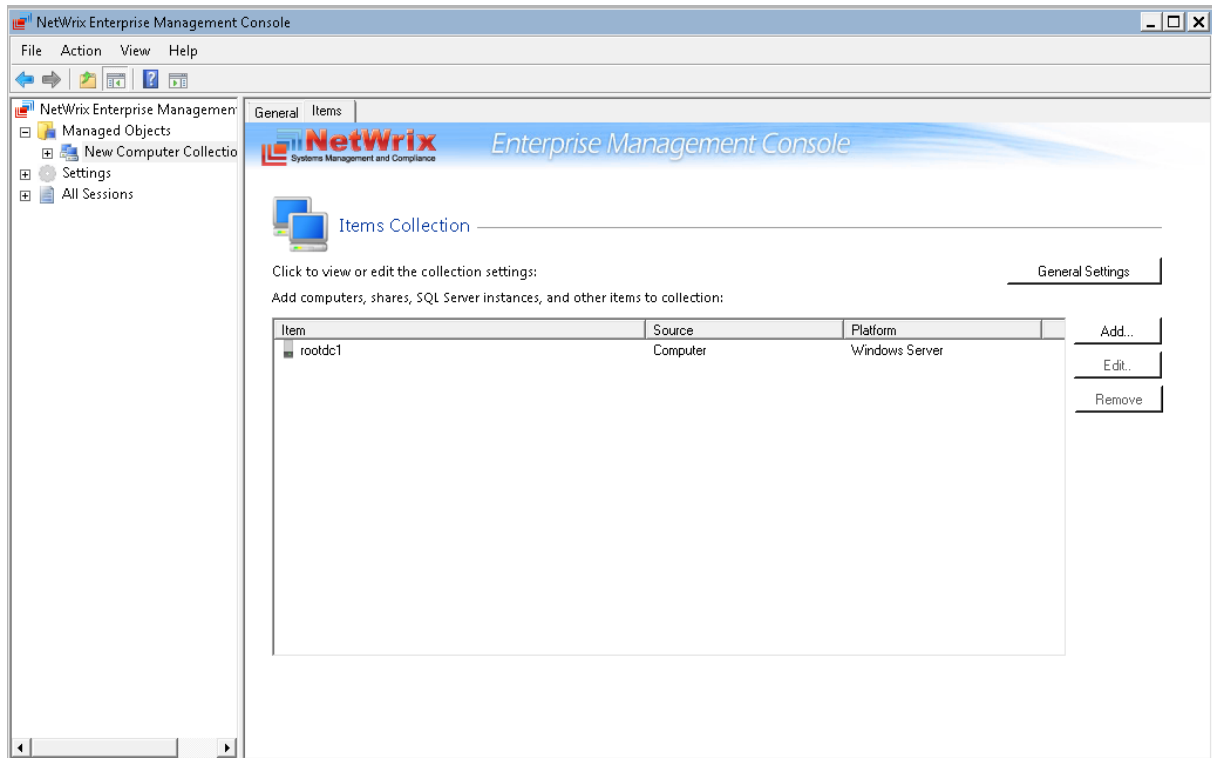


3. Click **OK** to save the changes. The selected account will be used to collect data from this Managed Object.

## Procedure 4. To add/remove items to/from Computer Collection

1. In NetWrix Management Console, expand the **Managed Objects** node and select a Managed Object.
2. Click the **Managed Items** button, or switch to the **Items** tab. The following page will be displayed showing a list of monitored computers:

Figure 19: Items Collection Page



3. Do one of the following:
  - To add a computer, click **Add** and follow the instructions of the Computer Collection New Item wizard (for details, see [step 12 of Procedure 1 To create and configure a Managed Object](#)).
  - To edit a computer name, select a computer and click **Edit**. In the dialog that opens, modify the computer name and click **OK**.
  - To remove a computer, select it from the list and click **Remove**.

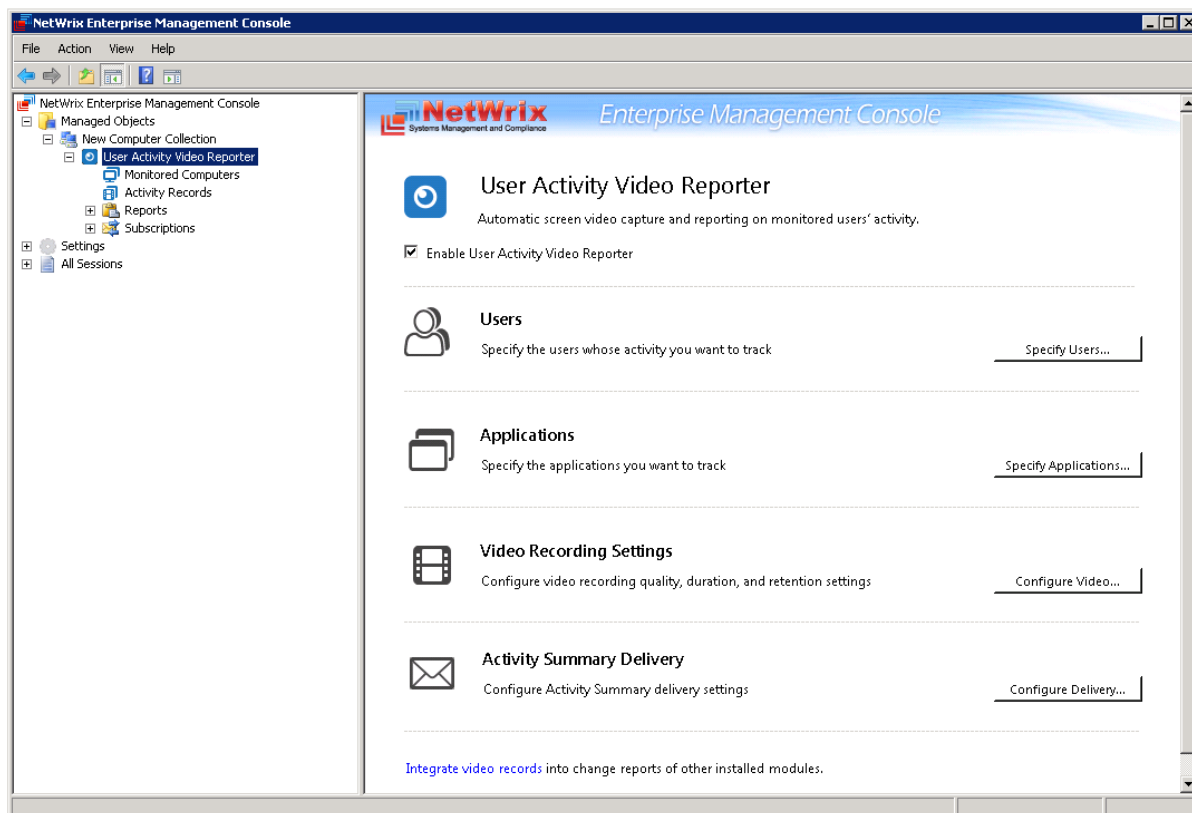
## Procedure 5. To modify the User Activity Video Reporter settings

1. In NetWrix Management Console, expand the **Managed Objects** → **<your\_Managed\_Object>** node and select **User Activity Video Reporter**.
2. Click the button next to the setting you want to modify. For a detailed description of the NetWrix User Activity Video Reporter settings and configuration options, refer to [Chapter 5 Configuring User Activity Video Reporter Settings](#).

## 5. CONFIGURING USER ACTIVITY VIDEO REPORTER SETTINGS

To access the User Activity Video Reporter settings, in NetWrix Management Console, expand the **Managed Objects** → **<your Managed Object name>** node and select **User Activity Video Reporter**. The following page will be displayed:

Figure 20: User Activity Video Reporter Page



This page provides the following configuration options:

- **Enable User Activity Video Reporter:** select/deselect this checkbox to enable/disable the User Activity Video Reporter module for the selected Managed Object.
- **Users:** allows applying filters to video recording sessions by specifying the users whose activity you want to track. For details, refer to Section [5.1 Users](#).
- **Applications:** allows applying filters to video recording sessions by specifying the applications you want to track. For details, refer to Section [5.2 Applications](#).
- **Video Recording Settings:** allows configuring video recording quality, duration and retention. For details, refer to Section [5.3 Video Recording Settings](#).
- **Activity Summary Delivery:** allows modifying the default Activity Summary delivery schedule and specifying its recipients. For details, refer to Section [5.4 Activity Summary Delivery](#).
- **Integrate Video records into change reports of other installed modules:** allows integrating NetWrix User Activity Video Reporter with other NetWrix change auditing modules to include video recordings into change reports for these modules, which helps analyze HOW particular changes were made. For details, refer to Chapter [11 Configuring Integration with other Modules](#).

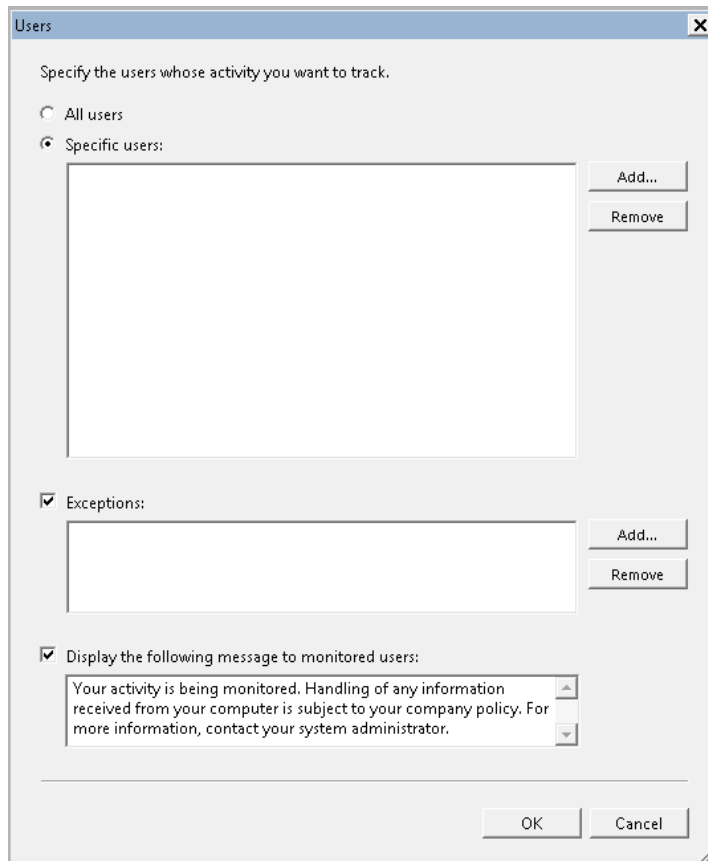
## 5.1. Users

You can apply filters to video recording sessions by specifying the users whose activity you want to track. To do this, perform the following procedure:

### Procedure 6. To specify the users you want to track

1. On the User Activity Video Reporter page, click the **Specify Users** button. The following dialog will be displayed:

Figure 21: Users



2. Select one of the following options:
  - **All users:** to monitor all domain and local users on the target computers.
  - **Specific users:** to monitor only particular users (video recording will start only if the specified users log in). Click **Add** to specify single users or Security groups (only domain accounts can be specified).
  - **Exceptions:** to monitor all users except the specified ones. Click **Add** to specify single users or Security groups (only domain accounts can be specified).
3. If you do not want the monitored users to be informed on their login that their activity is being recorded, deselect the **Display the following message to monitored users** option. You can customize the message by editing the default text.



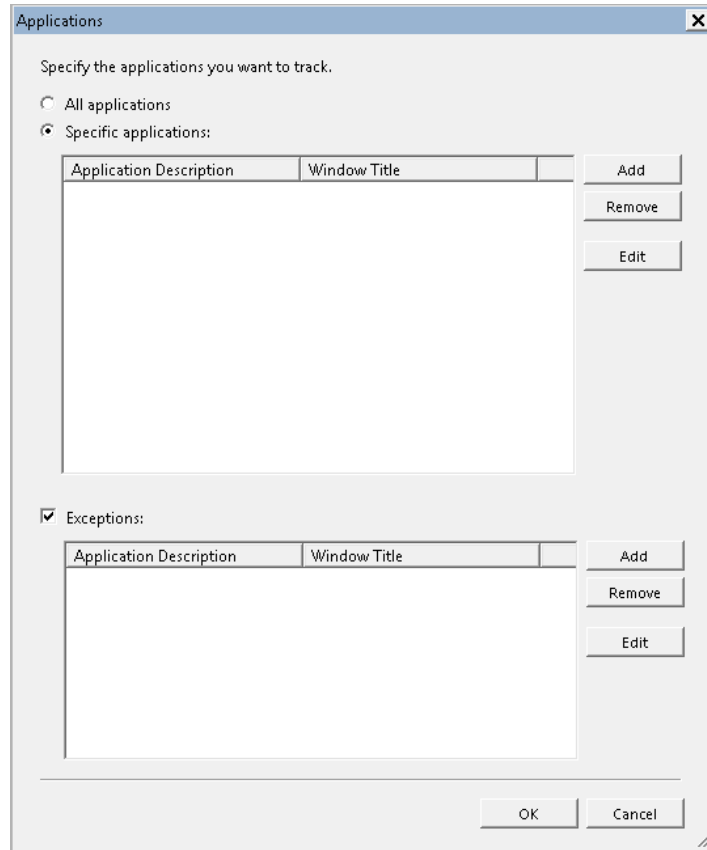
## 5.2. Applications

You can apply filters to video recording sessions by specifying the applications whose launch will trigger a video recording. To do this, perform the following procedure:

### Procedure 7. To specify the applications you want to track

1. On the User Activity Video Reporter page, click the **Specify Applications** button. The following dialog will be displayed:

Figure 22: Applications



2. Select one of the following options:
  - **All applications:** to monitor all applications activated on the target computers.
  - **Specific applications:** to monitor only particular applications (video recording will start only if the specified applications or application windows are activated). Click **Add** and specify the application description and window title (wildcards are supported). To locate a correct application description, do one of the following:
    - o Launch the application you want to monitor and start Task Manager. In the Task Manager dialog, open the **Processes** tab and look for the application description in the **Description** column.
    - o Locate the executable file for the application you want to monitor, right-click it and select **Properties**. In the **Properties** dialog, switch to the **Details** tab and look for the application description in the **File description** field.

**Note:** In the current NetWrix User Activity Video Reporter version, applications that do not have titles in their dialog windows (such as, for example, applications executed via a command line interface, or Windows Store Applications in Windows 8/Windows Server 2012) cannot trigger a video recording session.

- **Exceptions:** to monitor all applications except the specified ones. Click **Add** to specify the applications you do not want to monitor.

**Note:** NetWrix User Activity Video Reporter captures the whole desktop irrespective of the application filters. These filters determine which applications or application windows trigger a video recording session.

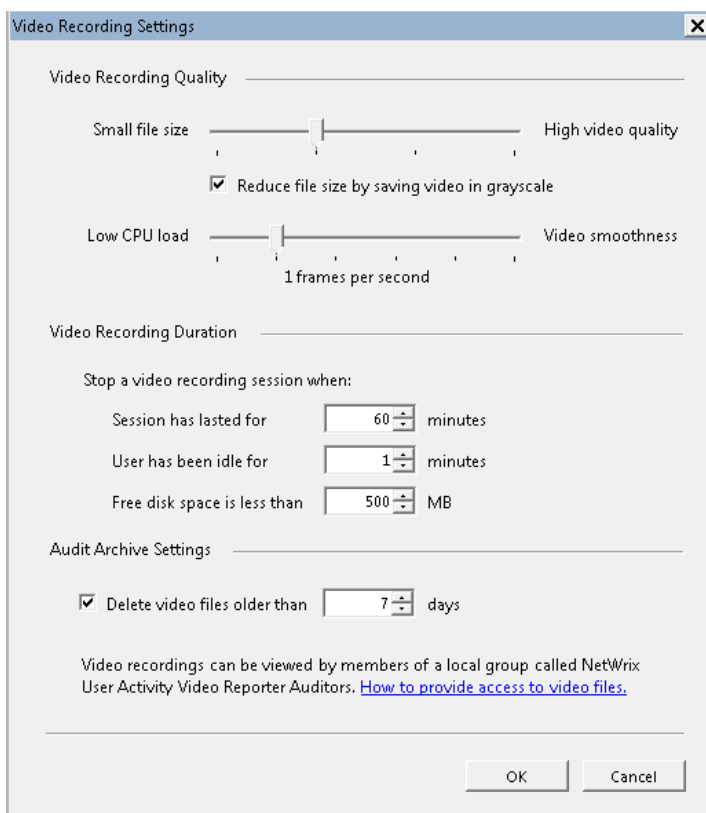
### 5.3. Video Recording Settings

To configure video recording quality, duration and Audit Archive settings do the following:

#### Procedure 8. To configure video recording settings

1. On the User Activity Video Reporter page, click the **Configure Video** button. The following dialog will be displayed:

Figure 23: Video Recording Settings



2. In the **Video Recording Quality** section adjust video file size, video quality, CPU load and video smoothness by moving the corresponding sliders. You can also select to save video in grayscale.
3. In the **Video Recording Duration** section, specify the conditions when a video recording session must be stopped:
  - When a video recording session has lasted for <x> minutes.
  - When the monitored user has been idle for <x> minutes.
  - When the available disk space on the monitored computer is less than <x> megabytes.
4. In the **Audit Archive Settings** section, specify the retention period for video files. Video files are stored in the Audit Archive for a minimum of 7 days.

**Note:** The **Delete video files older than <x> days** option defines the retention period for video files only, while the **Write data to the Audit Archive** setting on the **Audit Archive** page defines the storage term of both video files and video recording sessions data (for details, refer to Section [10.3 Configuring Audit Archive Settings](#)). For example, if the retention period for audit data is set to 24 months and the period after which old video files are removed is set to 10 days, reports on users' activity will return data for the last 2 years, but videos will be available for the last 10 days only. Mind that the longer the retention period for video files, the more disk space is required for audit data.

### 5.3.1. Granting Access to Video Files

When the User Activity Video Reporter module is added to a Managed Object, it automatically creates a shared folder called NetWrix\_UAVR\$ where video recording files will be stored. At the same time, the product setup creates a local group called NetWrix User Activity Video Reporter Auditors (the current user is automatically added to this group). This group has read access to the shared folder with video files.

To grant other users access to this folder, so that they can view videos by following the links from email Activity Summaries or web-based reports, add these users to the NetWrix User Activity Video Reporter Auditors Group by performing the following procedure:

#### Procedure 9. To grant access to video files

1. On the computer where NetWrix User Activity Video Reporter is installed, navigate to **Start → Control Panel → Administrative Tools → Computer Management** (if it is installed on a domain controller, navigate to **Start → Administrative Tools → Active Directory Users and Computers**).
2. In the **Computer Management** dialog, in the left pane, navigate to **System Tools → Local Users and Groups → Groups** (on a domain controller, navigate to **<your\_domain\_name> → Users**).
3. In the right pane, right-click **NetWrix User Activity Video Reporter Auditors**, and select **Add to Group** from the pop-up menu.
4. In the dialog that opens, click the **Add** button, select the user(s) you want to add and click **OK**.

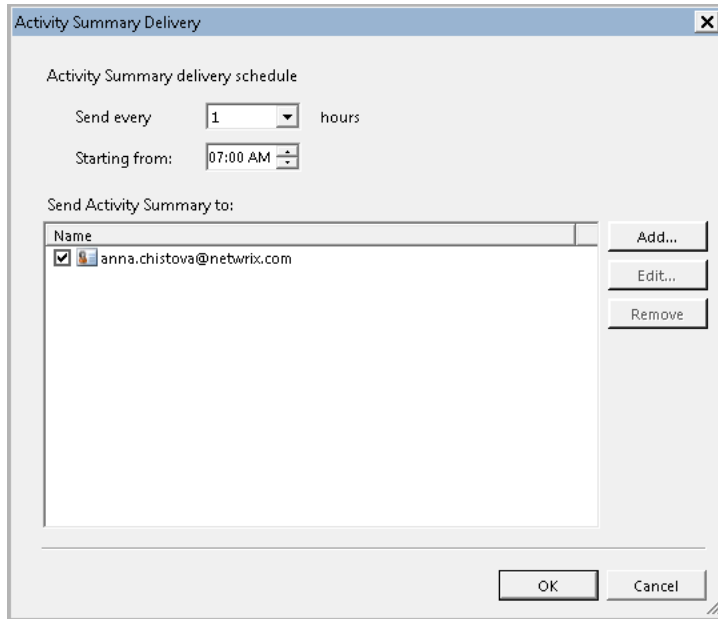
### 5.4. Activity Summary Delivery

To configure/modify the Activity Summary delivery settings, do the following:

#### Procedure 10. To configure the Activity Summary Delivery settings

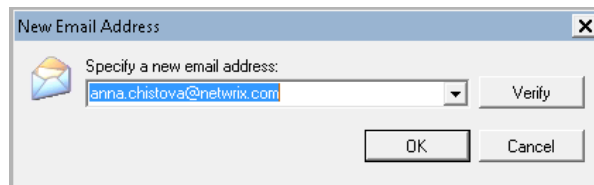
1. On the User Activity Video Reporter page, click the **Configure Delivery** button. The following dialog will be displayed:

Figure 24: Activity Summary Delivery



2. By default, Activity Summary is generated and sent every hour starting from 7:00 AM. To change the delivery schedule, modify the values in the **Send every <x> hours** and **Starting from** entry fields.
3. To specify Activity Summary recipients, click the **Add** button and enter an email address in the dialog that opens:

Figure 25: New Email Address



Click **Verify** to send a test message to the specified email address. You will be informed if any problems are detected.

**Note:** An Activity Summary contains a list of video sessions recorded since the last Activity Summary delivery time with links to video files. By default, video files can only be accessed by members of the NetWrix User Activity Video Reporter Auditors group created automatically on product installation. When you add users to the list of Activity Summary recipients, make sure they belong to this group (for detailed instructions on how to add users to this group, refer to [Procedure 9 To grant access to video files](#)).

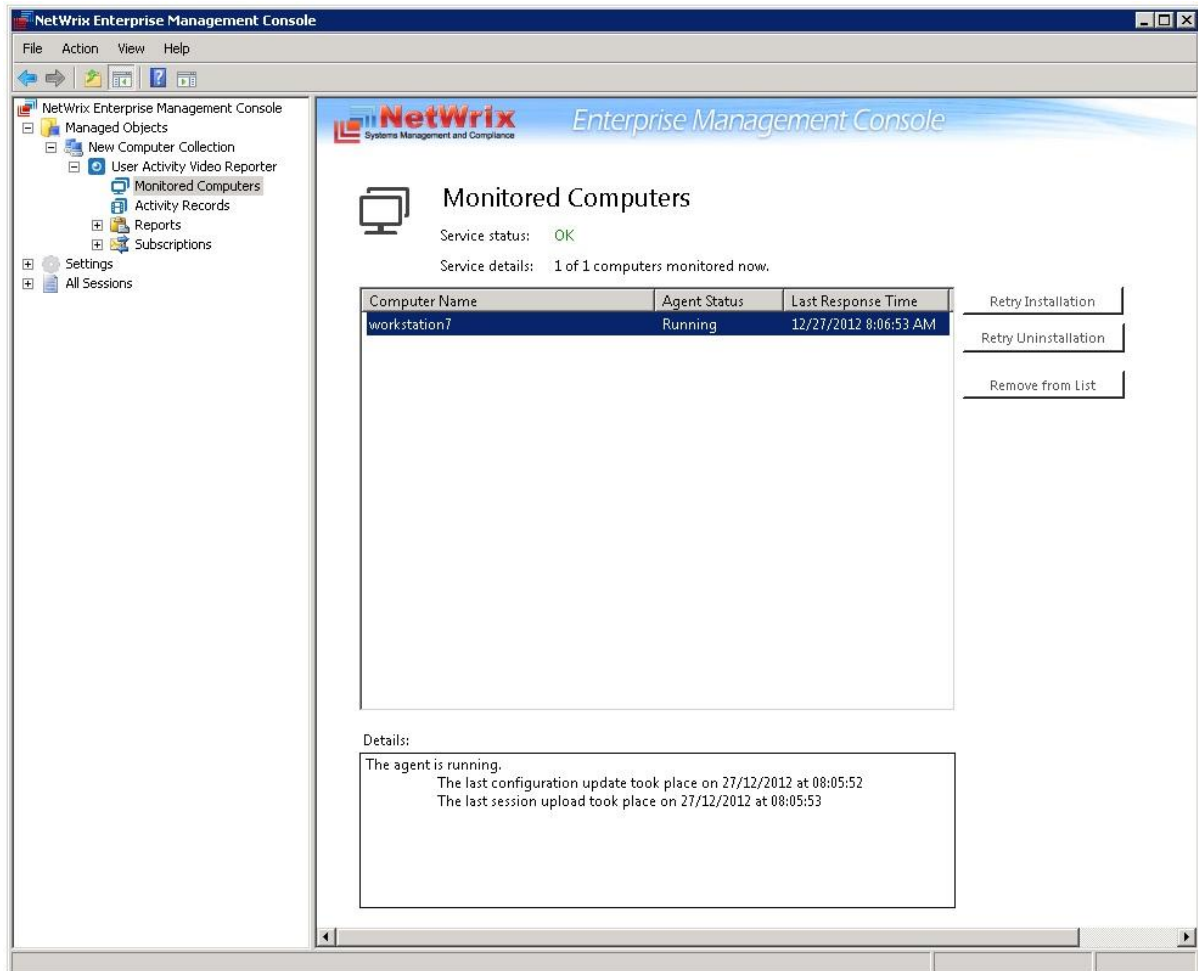
4. Click **OK** to save the changes.

## 6. MONITORED COMPUTERS

The **Monitored Computers** page allows checking and managing the status of the agents installed on your monitored computers.

To access the **Monitored Computers** page, in NetWrix Management Console, navigate to **Managed Objects** → <your Managed\_Object\_name> → **User Activity Video Reporter** → **Monitored Computers**.

Figure 26: *Monitored Computers*



The following information is available from this page:

- **Service status:** shows the current status of the NetWrix User Activity Video Reporter service running on the computer where the product is installed. The status can be **OK** or **Failed**. If the **Failed** status is returned, make sure the NetWrix User Activity Video Reporter service is running by navigating to **Start** → **Control Panel** → **Administrative Tools** → **Services**. If the service is running, but the status is **Failed**, [contact NetWrix Technical Support](#).
- **Service details:** shows the number of monitored computers.
- The grid under **Service details** shows the agent status on the monitored computers. It contains the following columns:
  - **Computer Name:** monitored computer's name.
  - **Agent Status:** The current status of the NetWrix User Activity Video Reporter agents on the monitored computers. Additional agent status details can be viewed in the **Details** field under the grid. [Table 4: Agent Statuses](#)

below provides a list of all possible agent statuses, their descriptions and workarounds for statuses that reflect agent issues.

- o **Last Response Time:** The time when the agent on the monitored computer last responded to the NetWrix User Activity Video Reporter service running on the computer where the product is installed. This information is useful when the agent status is other than "Running" to define when the agent was last active.

Table 4: Agent Statuses

Status	Description	
Identified	The target computer has been identified, agent installation is in progress.	
Installation pending	Agent installation is in progress.	
Installation complete	The agent has been installed successfully on the target computer.	
Running	The agent is running and the computer is being monitored.	
Uninstallation pending	Agent uninstallation is in progress.	
Uninstallation complete	The agent has been uninstalled successfully from the target computer.	
Upgrade pending	Agent upgrade is in progress.	
Status	Description	Workaround
Duplicate	Activity on the selected computer will not be reported within this Managed Object, because this computer is already being monitored by NetWrix User Activity Video Reporter as part of another Managed Object.	Remove this computer from this computer collection.
Disabled	The User Activity Video Reporter module is disabled (the <b>Enable User Activity Video Reporter</b> option is deselected on the main product page).	Enable the User Activity Video Reporter module.
Not Responding	The agent has not responded to the host server for more than 5 minutes.	Check if the agent is installed on the target computer, the NetWrix User Activity Video Reporter service is running, and Firewall settings allow the agent to connect to the server. For details on the Firewall settings, refer to <a href="#">NetWrix User Activity Video Reporter Installation and Configuration Guide</a> .
Unidentified	The target computer cannot be identified.	Make sure that your Firewall settings allow the agent to connect to the server, the remote registry is enabled and the Data Processing Account has the necessary permissions to read and write to the remote registry.
Unknown	The agent status is unknown.	Remove the target computer from your computer collection and then add it back, or try restarting the NetWrix User Activity Video Reporter service. If this does not resolve the issue, <a href="#">contact NetWrix Technical Support</a> .
Installation failed	Agent installation has failed (look for the reason in the <b>Details</b> field).	Click the <b>Retry Installation</b> button. If the issue persists, install the agent manually (for instructions refer to Chapter 4 Installing NetWrix User Activity Video Reporter Agent of <a href="#">NetWrix User Activity Video Reporter Installation and</a>

		<a href="#">Configuration Guide</a> )
<b>Uninstallation failed</b>	Agent uninstallation has failed.	Click the <b>Retry Uninstallation</b> button. If you fail to uninstall the agent automatically, click the <b>Remove from List</b> button. The computer will be removed from the list, and the agent will remain on the monitored computer. Delete the agent manually via <b>Add/Remove Programs</b> .
<b>Upgrade failed</b>	Agent upgrade has failed (the agent is upgraded if a new product version is installed).	Manually install the latest version of the agent on the target computer (for instructions, refer to Chapter 4 Installing NetWrix User Activity Video Reporter Agent of <a href="#">NetWrix User Activity Video Reporter Installation and Configuration Guide</a> )

## 7. DATA COLLECTION

### 7.1. Data Collection Workflow

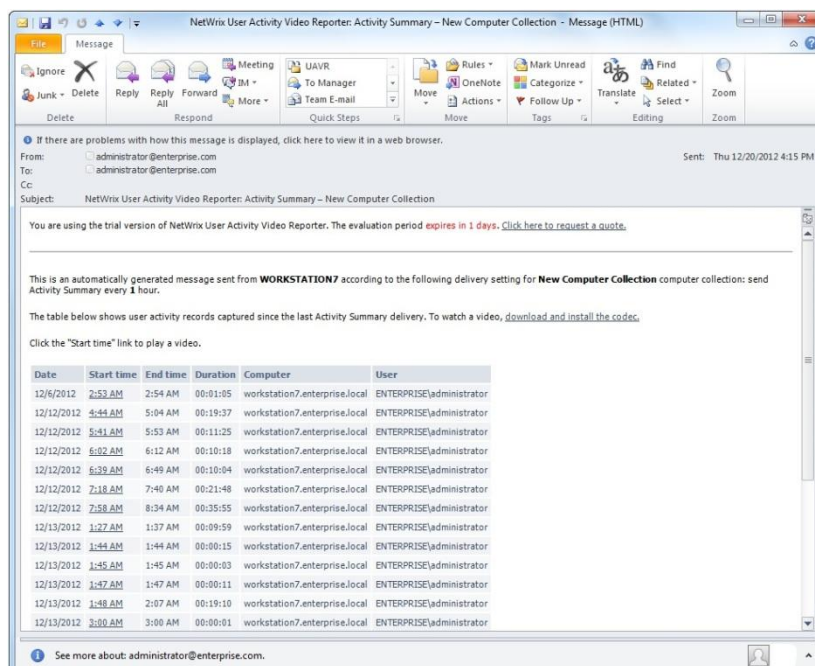
NetWrix User Activity Video Reporter data collection workflow is as follows:

1. After a new Managed Object is created, the NetWrix User Activity Video Reporter agents are installed on the monitored computer(s).
2. The agent monitors users' activity and triggers a video recording session if a condition matching the product filters is met. Video files are written to the following directory on the monitored computers:
  - Windows 2000/Windows XP: %systemdrive%\Documents and Settings\All Users\Application Data\NetWrix\User Activity Video Reporter\Agent.
  - Windows Vista or later: %systemdrive%\ProgramData\NetWrix\User Activity Video Reporter\Agent.
3. Once a minute, the agent connects to the server and transfers video files and session data to [Audit Archive](#) (it is then removed from the monitored computer).
4. If the [Reports](#) feature is enabled and configured, audit data is imported from the Audit Archive to a SQL database.
5. An [Activity Summary](#) containing a list of recorded video sessions with links to video files is sent to the specified recipients in accordance with your [Activity Summary delivery settings](#).
6. Audit data can be viewed by generating a summary of [Activity Records](#) or detailed [SSRS-based Reports](#).

### 7.2. Activity Summary

By default, an Activity Summary is generated and emailed to the specified recipients every hour starting from 7:00 AM. It contains a list of video sessions recorded since the last Activity Summary delivery time with links to video files:

Figure 27: Activity Summary





An Activity Summary contains a table with the following information:

*Table 5: Activity Summary Details*

Column	Description
Date	The date when a video session was recorded.
Start time	The video recording start time. Click the link to watch the video. To be able to watch a video, the following conditions must be met: <ul style="list-style-type: none"> <li>The user must belong to the “NetWrix User Activity Video Reporter Auditors” group. For instructions on how to add users to this group, refer to <a href="#">27Procedure 9 To grant access to video files</a>.</li> <li>A dedicated codec must be installed. It can be downloaded from: <a href="http://www.netwrix.com/download/ScreenPressorNetWrix.zip">http://www.netwrix.com/download/ScreenPressorNetWrix.zip</a></li> </ul> <p><b>NOTE:</b> The codec is installed automatically on the computer where NetWrix User Activity Video Reporter is deployed and on the monitored computers.</p>
End time	The video recording end time.
Duration	The video recording duration.
Computer	The monitored computer name.
User	The name of the user whose activity was recorded.

For instructions on how to configure/modify the Activity Summary Delivery settings and specify its recipients, refer to [Procedure 10 To configure the Activity Summary Delivery settings](#).

## 8. ACTIVITY RECORDS

The **Activity Records** page allows generating a summary of activity records for a selected period and by applying a variety of filters. To generate a summary of activity records, do the following:

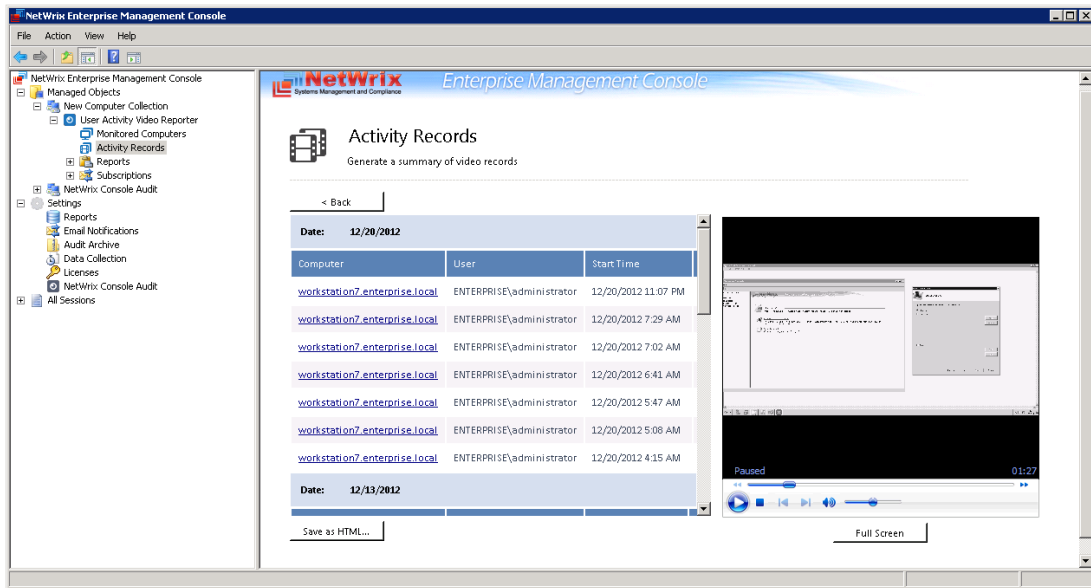
### Procedure 11. To generate a summary of activity records

1. In NetWrix Management Console, navigate to **Managed Objects** → <your Managed\_Object\_name> → **User Activity Video Reporter** → **Activity Records**. The following page will be displayed:

Figure 28: Activity Records Page

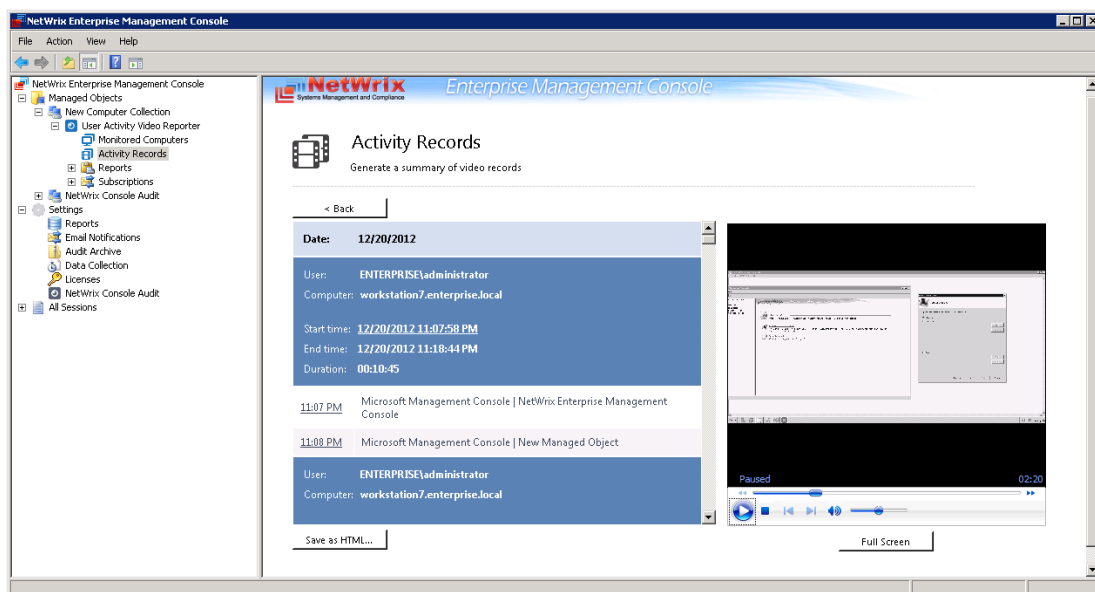
2. Select the time range in the **From** and **To** fields.
3. Select how you want to group the information in the activity records summary: by date, computer or user.
4. To filter out unnecessary information, you can specify only the computers and/or users you want to include into your summary. To do this, click the **Specify** button next to the **Computers** or **Users** section respectively. In the dialog that opens, select the computers/users from the list of monitored computers/users.
5. Do one of the following:
  - To generate a brief summary, click the **Generate Summary** button. A summary will be generated and opened in the right pane containing the computer name, user name, video session start time and end time. You can watch a video session in the console by clicking the link in the **Computer** column:

Figure 29: Activity Records Summary



- To generate a detailed summary containing an activity log:
  - a. Select the Show detailed user activity log option.
  - b. To filter out unnecessary information, you can specify only the applications and/or windows you want to include into your summary. To do this, click the **Specify** button next to the **Application description** section. In the dialog that opens, select the applications from the list.
  - c. You can also specify a Window title (wildcards are supported).
  - d. Click the **Generate Summary** button. A detailed summary will be generated and opened in the right pane containing the computer name, user name, video session start time, end time and duration. It also shows the timestamp when a particular application or application window was activated. By clicking the link on the timestamp, you can fast-forward to a specific activity instead of watching through the whole video recording:

Figure 30: Detailed Activity Records Summary



**Note:** If you are unable to watch a video and the following message is displayed: *“JavaScript is not enabled. Unable to play video. Enable JavaScript in the Internet Explorer settings”*, adjust your Internet Explorer settings: in Internet Explorer, open the **Tools** menu option, click **Custom level** on the **Security** tab and select **“Enable”** for **Scripting → Active scripting**.

This issue also occurs in Windows Server operating systems with IE Enhanced Security Configuration (for example, in Windows server 2003/2008). If this is the case, add NetWrix Management Console to the Trusted Sites zone (for instructions, refer to section **Add sites to the Trusted Sites zone** of the following Microsoft Knowledge Base article: [Internet Explorer Enhanced Security Configuration changes the browsing experience](#)), or disable IE Enhanced Security Configuration (open Server Manager, in the right pane click the **Configure IE ESC** link in the **Security Information** section and turn it off).

## 9. REPORTS

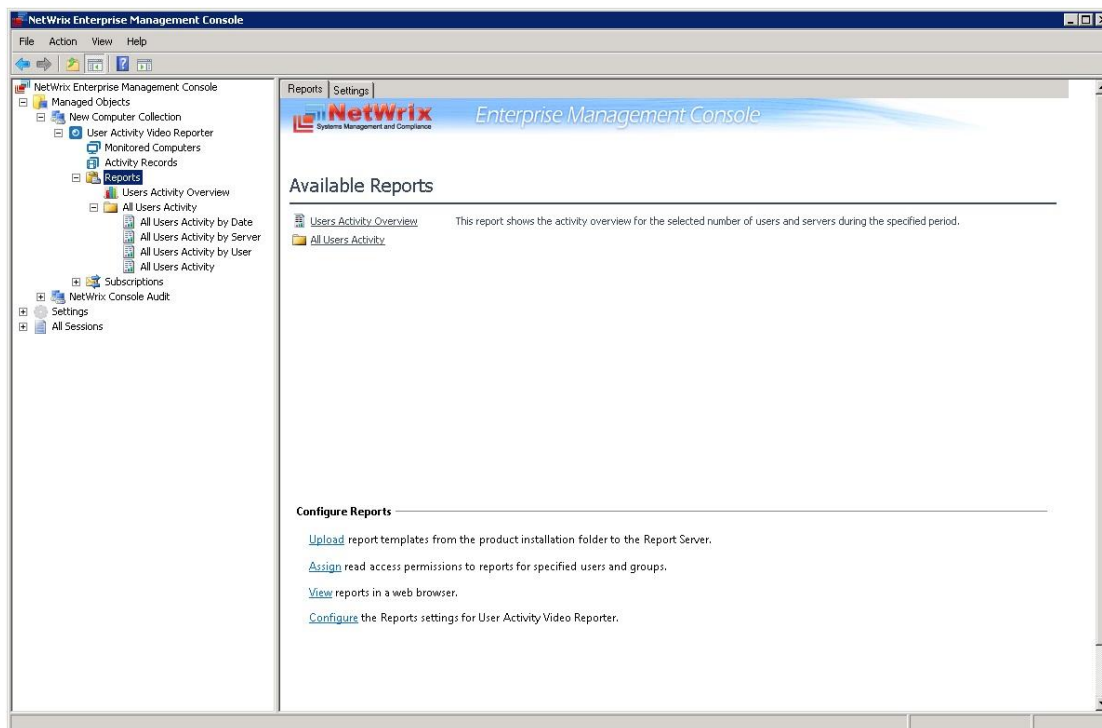
### 9.1. Reports Overview

NetWrix User Activity Video Reporter allows generating reports based on Microsoft SQL Server Reporting Services (SSRS). The product provides a variety of predefined report templates that will help you stay compliant with various standards and regulations (GLBA, HIPAA, PCI, SOX, and many others). You can use different output formats for your reports, such as PDF, XLS, and DOC.

**Note:** If your situation requires the use of additional report types, you can [order custom report templates](#) from NetWrix.

For a full list of available reports, navigate to **Managed Objects** → <your Managed\_Object\_name> → **User Activity Video Reporter** → **Reports**. The following page will be displayed:

Figure 31: Reports



You can view a users' activity summary report in the chart format by selecting **Users Activity Overview**, or select a detailed report with activity records sorted by various parameters from the **All Users Activity** folder.

### 9.2. Configuring Reports

To configure SSRS-based Reports (if you have not configured them on Managed Object creation), or modify the Reports settings for the existing Managed Objects, perform the following operations:

- [Specify SQL Server Settings](#)
- [Upload report templates to the SRS Server](#)
- [Import audit data from the Audit Archive to a SQL database](#)
- [Assign permissions to view web-based reports](#)

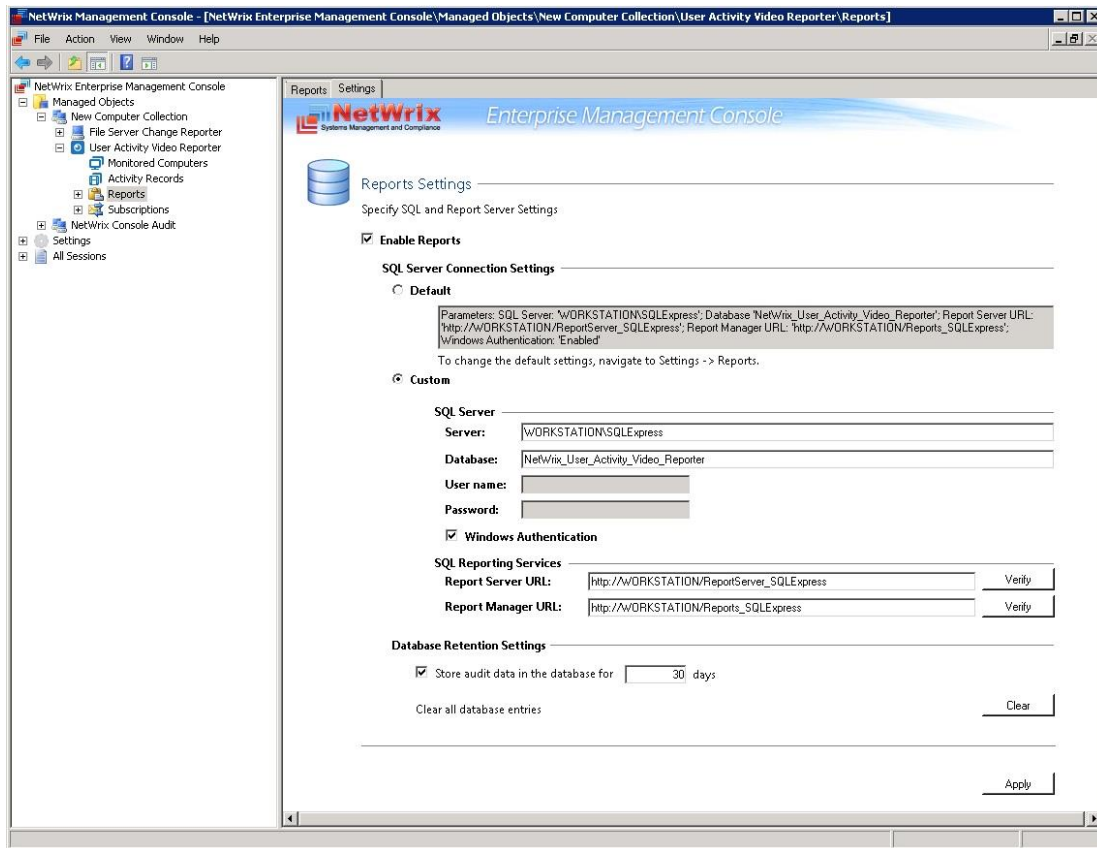
## 9.2.1. Specifying SQL Server Settings

If you have not enabled Reports on Managed Object creation, or you want to modify the Reports settings for an existing Managed Object, do the following:

### Procedure 12. To configure Reports

1. In NetWrix Management Console, expand the Managed Object → <Managed\_Object\_name> → User Activity Video Reporter node and select Reports.
2. Select Configure under Configure Reports, or switch to the Settings tab. The following page will be displayed:

Figure 32: Reports Settings



3. Specify/modify the following parameters:

Table 6: Reports Settings

Parameter	Instruction
Enable Reports	Select this check box to enable the Reports functionality for the selected Managed Object.
Default	Select this option to use the default SQL Server connection settings.
Custom	Select this option to specify your custom SQL Server connection settings.
Server	Specify the name of an existing SQL Server instance where a database of audit data will be created.
Database	Specify the SQL database name.
User name	Specify a user to access the SQL Server. This user must belong to the target database owner role.

Password	Specify a password to access the SQL Server.
Windows Authentication	Select this option if you want to use the default Data Processing Account (specified on Managed Object creation) to access the SQL database. Clear the check box if you want to use the SQL Server authentication.
Report Server URL	Specify the Report Server URL. Click <b>Verify</b> to ensure that the resource is reachable.
Report Manager URL	Specify the Report Manager URL. Click <b>Verify</b> to ensure that the resource is reachable.
Store audit data in the database for x days	Specify the retention period for audit data. Only the data for the specified period will be available in reports.
Clear all database entries	Click <b>Clear</b> to delete all data from the SQL database.

4. Click **Apply** to save the changes.

**Note:** If you skip Reports configuration on Managed Object creation and enable them later, you also need to do the following:

- Upload the report templates to the Report Server (if Reports are enabled on Managed Object creation, this operation is performed automatically). For instructions on how to upload report templates manually, refer to Section [9.2.2 Uploading Report Templates to the Report Server](#).
- Import audit data to the SQL database. When you configure the Reports settings, A SQL database for audit data is created. If you skip Reports configuration on Managed Object creation, the database will not be created and audit data will only be written to the local repository, the Audit Archive. If later you enable the Reports feature for a selected Managed Object and want historical audit data to be available for reporting, you will have to import data from the Audit Archive to the SQL database. For detailed instructions on how to do this, refer to Section [9.2.3 Importing Audit Data to SQL Database](#).

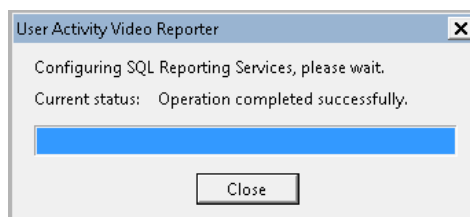
## 9.2.2. Uploading Report Templates to the Report Server

If you did not enable the Reports feature when creating a Managed Object and do it later, you need to upload the report templates to the Report Server.

### Procedure 13. To upload report templates

- In NetWrix Management Console, on the Reports page, click **Upload** under **Configure Reports**. The system will upload the report templates to the Report Server and will display the following confirmation message when the operation is completed:

*Figure 33: Report Templates Imported Successfully*



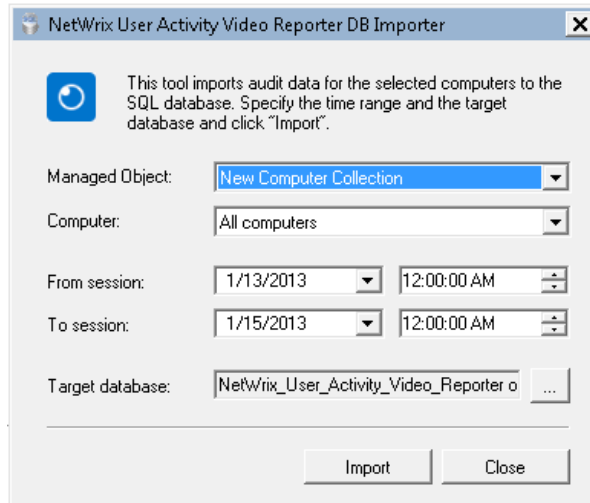
### 9.2.3. Importing Audit Data to SQL Database

If you did not enable the Reports feature when creating a Managed Object, and do it later, you may want to make audit data stored in the Audit Archive available for Reports. This can be achieved by importing data from the Audit Archive to your SQL database with the **DB Importer** tool. This tool can also be used for data recovery in case the database is corrupted.

#### Procedure 14. To import audit data

1. Navigate to **Start** → **All Programs** → **NetWrix** → **User Activity Video Reporter** → **Advanced Tools** and select **DB Importer**. The following dialog will open:

Figure 34: NetWrix User Activity Video Reporter DB Importer



2. Select a Managed Object that you want to import audit data for from the **Managed Object** drop-down list.
3. Under **Computer**, select “All Computers” or a particular computer if you do not want to import audit data for the whole computer collection.
4. Set the time range to import data for in the **From session** and **To session** fields.
5. Leave the default target database, or specify a different one by clicking the **...** button.
6. Click the **Import** button. A confirmation message will be displayed on successful operation completion.

### 9.2.4. Assigning Permissions to View Reports

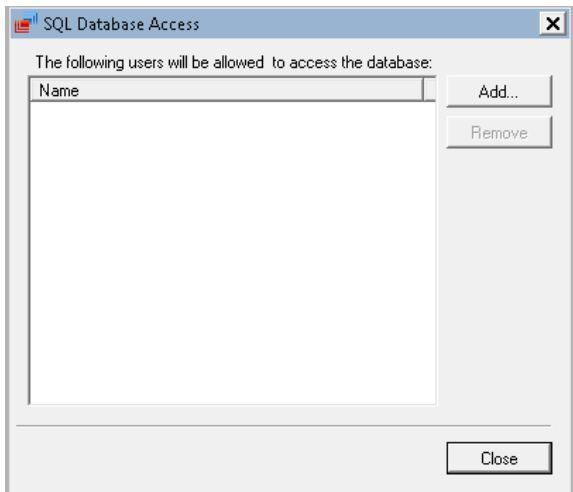
By default, only domain administrators can view reports in NetWrix Management Console or a web browser. To grant other users access to your reports, do the following:

#### Procedure 15. To assign permissions to view reports

1. In NetWrix Management Console, on the Reports page, click **Assign** under **Configure Reports**. The SQL Database Access dialog will be displayed:

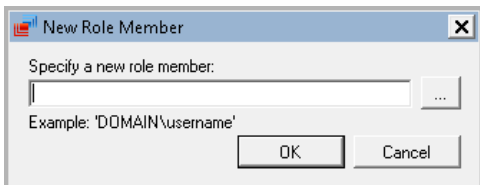


Figure 35: SQL Database Access



2. Click the **Add** button. The **New Role Member** dialog will be displayed:

Figure 36: New Role Member



3. Specify the name of the user or group that you want to assign permissions to. You can click the  button to search for users or groups inside your Active Directory domain.
4. Click **OK**. The selected user(s) will now be able to view reports.

**Note:** If you want the specified users to be able to view videos by following the links from reports, you need to grant them access to the **NetWrix\_UAVR\$** shared folder where video files are stored. For instructions on how to do this, refer to [Procedure 9 To grant access to video files](#).

To be able to view video files, users must also install the dedicated codec available from <http://www.netwrix.com/download/ScreenPressorNetWrix.zip>. The codec is installed automatically on the computer where NetWrix User Activity Video Reporter is deployed and on the monitored computers.

## 9.3. Viewing Reports

NetWrix User Activity Video Reporter provides two options for viewing reports:

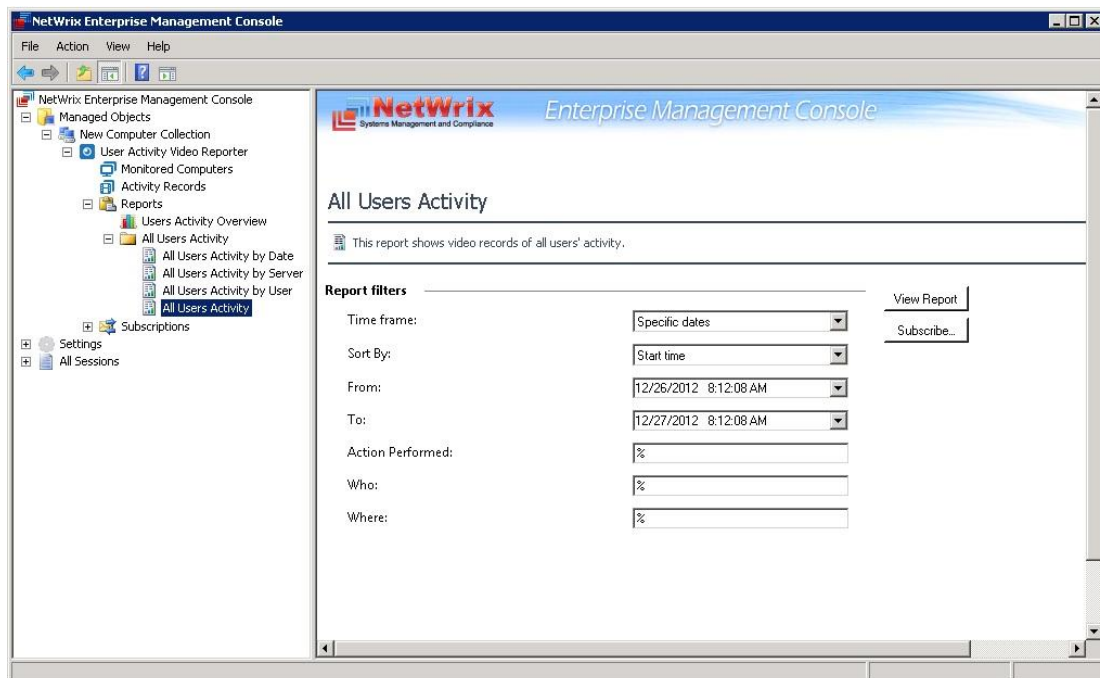
- [In NetWrix Management Console](#)
- [In a web browser](#)

### 9.3.1. Viewing Reports in NetWrix Management Console

#### Procedure 16. To view reports in NetWrix Management Console

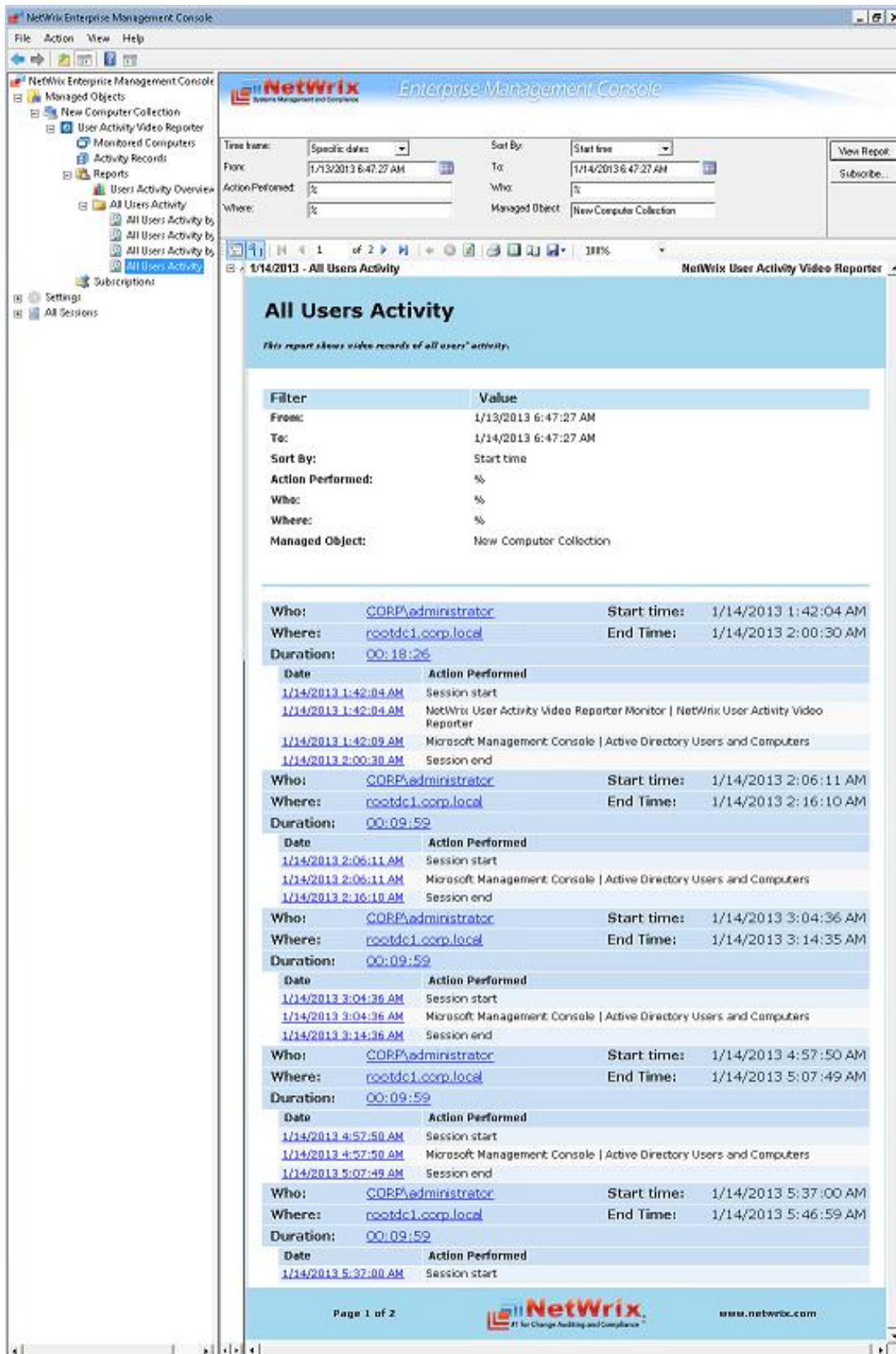
1. In NetWrix Management Console, navigate to Managed Objects → <Managed\_Object\_name> → User Activity Video Reporter → Reports.
2. Select **Users Activity Overview** to get a users' activity summary report in the chart format, or select a report from the **All Users Activity** folder. The report filters page will be displayed on the right:

Figure 37: Report Filters



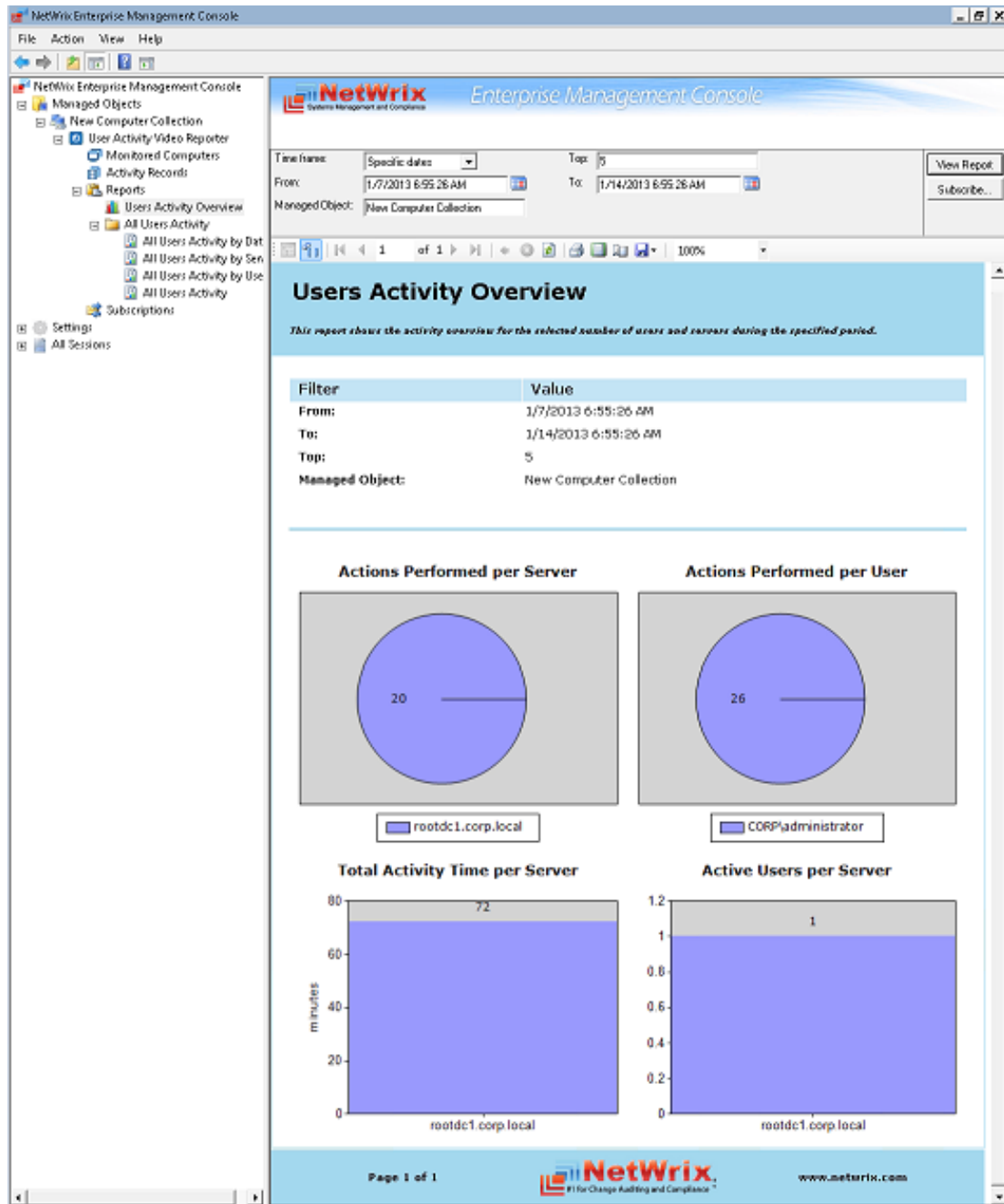
3. Specify the report filters (a wildcard % can be used to replace any number of characters) and click the **View Report** button (**View Chart** for the chart report). The report will be generated and displayed in the right pane:

Figure 38: All Users Activity



The User Activity Overview chart report provides a visual representation of all users' activity on the monitored computers:

Figure 39: User Activity Overview

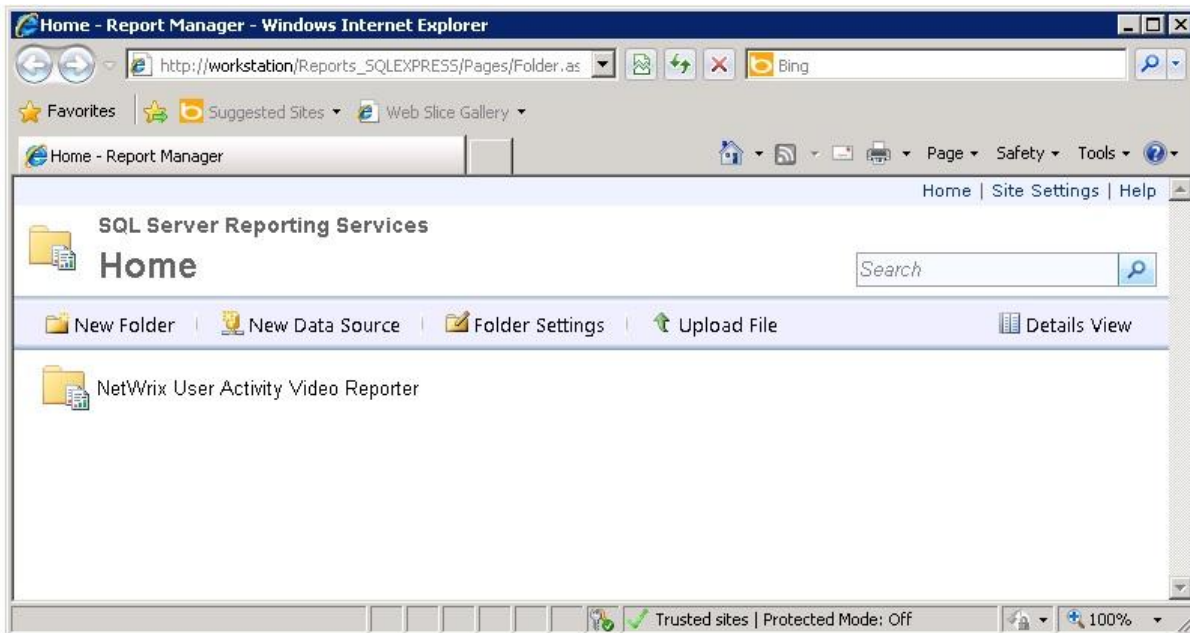


## 9.3.2. Viewing Reports in Web Browser

### Procedure 17. To view reports in a web browser

1. Open a web browser and type in the Report Server URL. You can find the URL in NetWrix Management Console by navigating to **Settings** → **Reports**. Alternatively, in NetWrix Management Console, navigate to the **Reports** page, and click the **View** link under **Configure Reports**. The **Report Manager** page will be displayed:

Figure 40: Report Manager



**Note:** If you have other NetWrix modules installed, and the Reports feature is enabled and configured for them, the Report Manager page will contain reports folders for all of these modules.

2. Click the **NetWrix User Activity Video Reporter** folder and navigate to the report you want to generate.
3. Click the report name. The report will be displayed showing the changes that occurred in the last 24 hours. On the report page, you can apply filters and click the **View Report** button (**View Chart** for chart reports) to refresh the report:

Figure 41: All Users Activity Report

The screenshot shows a web browser window displaying the NetWrix User Activity Video Reporter interface. The main content area is titled "All Users Activity" and shows a report for the date 1/14/2013. The report includes a filter table, a list of sessions with their respective start and end times, and a detailed log of actions performed during each session.

Filter	Value
From:	1/13/2013 7:12:12 AM
To:	1/14/2013 7:12:12 AM
Sort By:	Start time
Action Performed:	%
Who:	%
Where:	%
Managed Object:	%

Who:	Where:	Start time:	End Time:
CORP\administrator	rootdc1.corp.local	1/14/2013 1:42:04 AM	1/14/2013 2:00:30 AM
Duration: 00:18:26			
Date	Action Performed		
1/14/2013 1:42:04 AM	Session start		
1/14/2013 1:42:04 AM	NetWrix User Activity Video Reporter Monitor   NetWrix User Activity Video Reporter		
1/14/2013 1:42:09 AM	Microsoft Management Console   Active Directory Users and Computers		
1/14/2013 2:00:30 AM	Session end		
Who:	Where:	Start time:	End Time:
CORP\administrator	rootdc1.corp.local	1/14/2013 2:06:11 AM	1/14/2013 2:16:10 AM
Duration: 00:09:59			
Date	Action Performed		
1/14/2013 2:06:11 AM	Session start		
1/14/2013 2:06:11 AM	Microsoft Management Console   Active Directory Users and Computers		
1/14/2013 2:16:10 AM	Session end		
Who:	Where:	Start time:	End Time:
CORP\administrator	rootdc1.corp.local	1/14/2013 3:04:36 AM	1/14/2013 3:14:35 AM
Duration: 00:09:59			
Date	Action Performed		
1/14/2013 3:04:36 AM	Session start		
1/14/2013 3:04:36 AM	Microsoft Management Console   Active Directory Users and Computers		
1/14/2013 3:14:36 AM	Session end		
Who:	Where:	Start time:	End Time:
CORP\administrator	rootdc1.corp.local	1/14/2013 4:57:50 AM	1/14/2013 5:07:49 AM
Duration: 00:09:59			
Date	Action Performed		
1/14/2013 4:57:50 AM	Session start		
1/14/2013 4:57:50 AM	Microsoft Management Console   Active Directory Users and Computers		
1/14/2013 5:07:49 AM	Session end		
Who:	Where:	Start time:	End Time:
CORP\administrator	rootdc1.corp.local	1/14/2013 5:37:00 AM	1/14/2013 5:46:59 AM
Duration: 00:09:59			
Date	Action Performed		
1/14/2013 5:37:00 AM	Session start		

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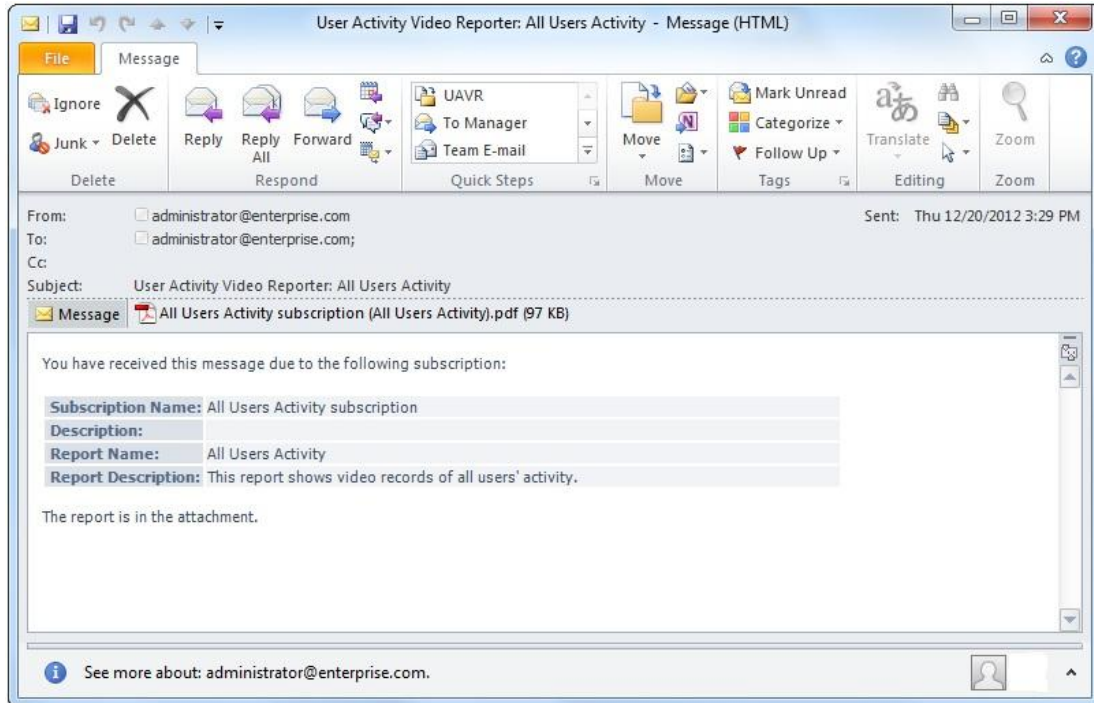
www.netwrix.com



## 9.4. Configuring Report Subscriptions

In NetWrix User Activity Video Reporter, you can configure a subscription to schedule automatic report generation and delivery. You can apply various filters to your reports, and select their output format. The report will be sent as an email attachment in the selected format:

Figure 42: Subscription Report



This section provides detailed instructions on how to:

- [Create a Subscription](#)
- [Modify a Subscription](#)
- [Force on-demand report delivery](#)

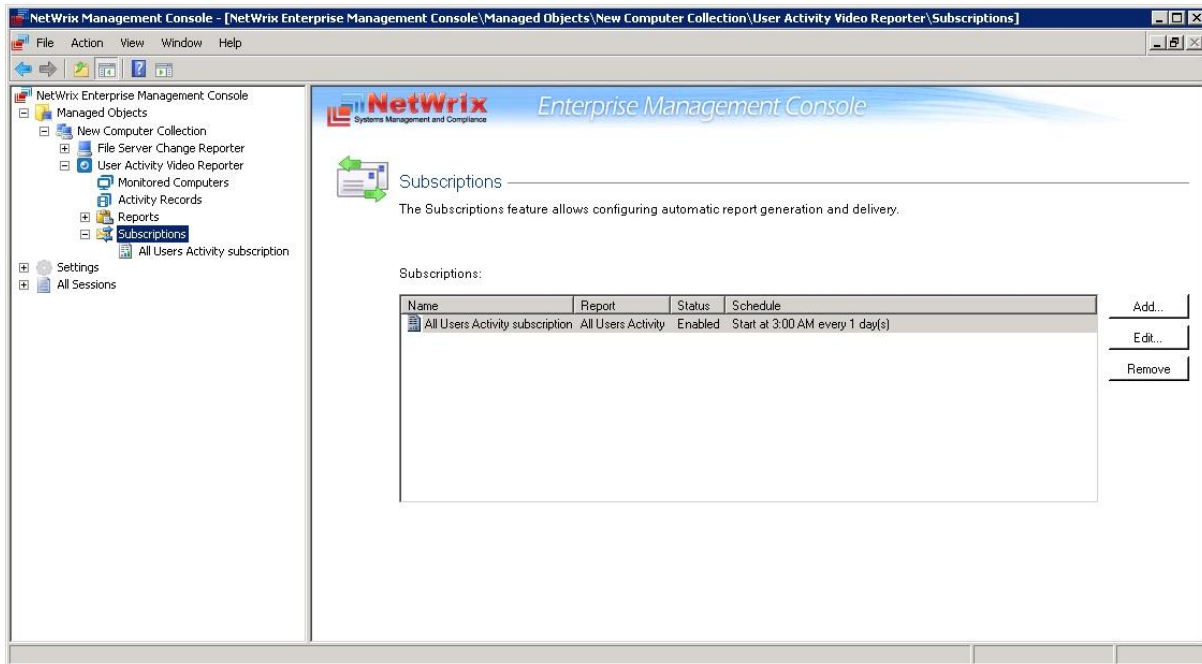
### 9.4.1. Creating Subscription

To create a subscription to a report, you must first upload the report template to the Report Server. Report templates are uploaded automatically when a report is generated for the first time. If you want to configure a subscription for a report you have not generated before, perform the procedure in [Section 9.2.2 Uploading Report Templates to the Report Server](#)

#### Procedure 18. To create Subscription

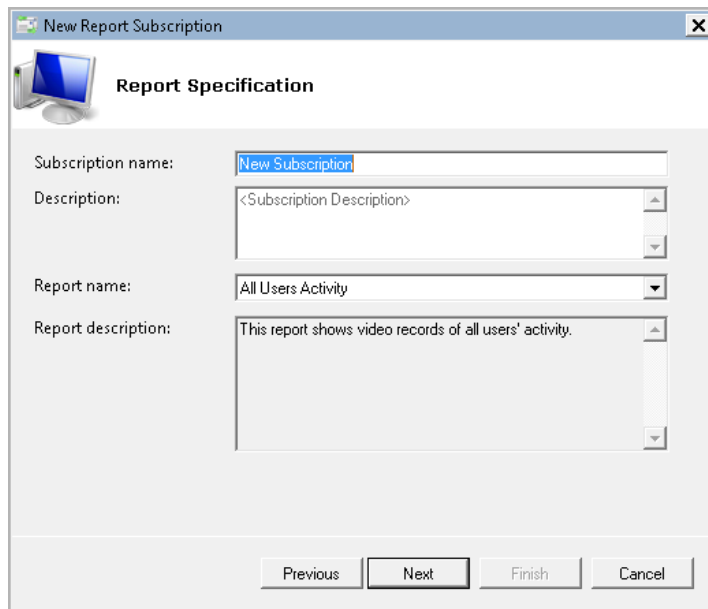
1. In NetWrix Management Console, navigate to **Managed Objects** → **<Managed\_Object\_name>** → **User Activity Video Reporter** → **Subscriptions**. The **Subscriptions** page will be displayed:

Figure 43: Subscriptions



2. Click the **Add** button to start the Report Subscription wizard. You can also start the Report Subscription wizard by selecting a report and clicking the **Subscribe** button on the report page.
3. On the **Welcome** page, click **Next**. When connection with the Report Server is established, the **Report Specification** wizard page will be displayed:

Figure 44: Report Specification



4. Specify the following parameters and click **Next** to proceed:

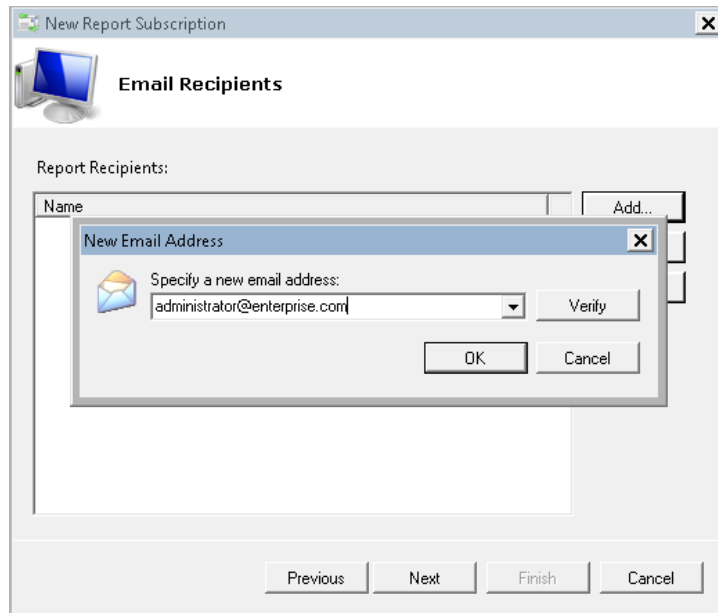


Table 7: Subscription Settings

Parameter	Instruction
Subscription name	Specify the subscription name. This name will be displayed in NetWrix Management Console under the <b>Subscriptions</b> node.
Description	Enter the subscription description (optional).
Report name	Select the report that you want to subscribe to from the drop-down list. <b>NOTE:</b> If you start the Report Subscription wizard from a specific report, this field will be filled in automatically.
Report description	This field is filled in automatically depending on the selected report.

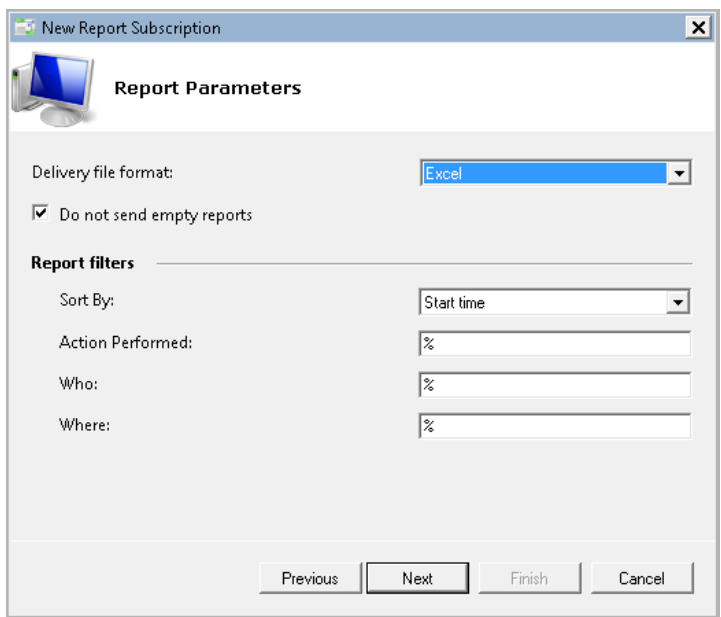
- On the **Email Recipients** step, click the **Add** button and specify the email address(es) of the report recipients. Click **Verify** to send a test message to the specified email address. You will be informed, if any problems are detected. Click **OK** to add the address and then **Next** to proceed.

Figure 45: Email Recipients



- On the **Report Parameters** step, select the report delivery format (Excel/PDF/Word) and select the **Do not send empty reports option** if you do not want reports to be generated if no activity was recorded during the reporting period. Specify the report filters and click **Next** to proceed:

Figure 46: Report Parameters

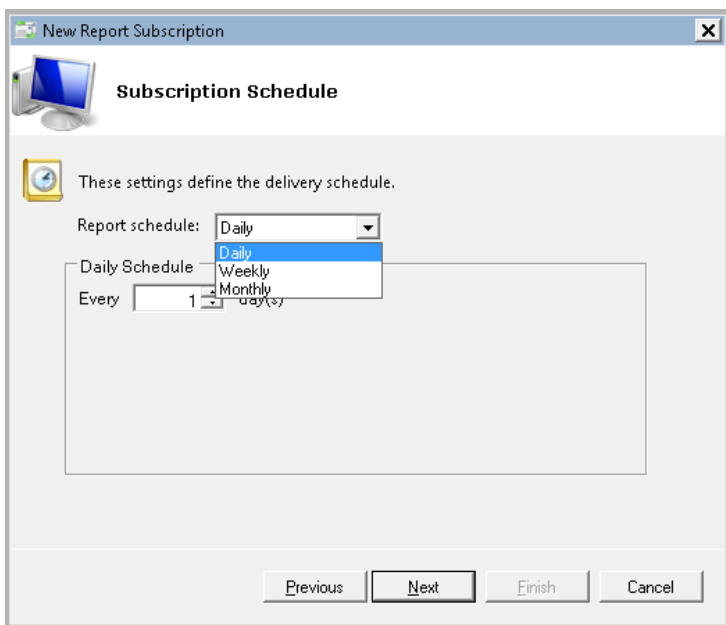


**Note:** Due to limitations of Microsoft Word and Excel, links to video files from reports saved in these formats are broken. If you want to be able to play video files by following links from reports, it is recommended to export them to the PDF format.

7. On the **Subscription Schedule** step, specify the report delivery schedule. The following options are supported:
  - Daily: reports will be delivered at a specified interval (in days) at 3:00 AM.
  - Weekly: reports will be delivered on the specified day(s) of the week at 3:00 AM.
  - Monthly: reports will be delivered in the specified months on the selected date at 3:00 AM.

**Note:** The time specified is the local time on the computer where NetWrix User Activity Video Reporter is installed.

Figure 47: Subscription Schedule



- On the last step, review your Subscription settings and click **Finish**. The new Subscription will appear under the **Subscriptions** node in the left pane.

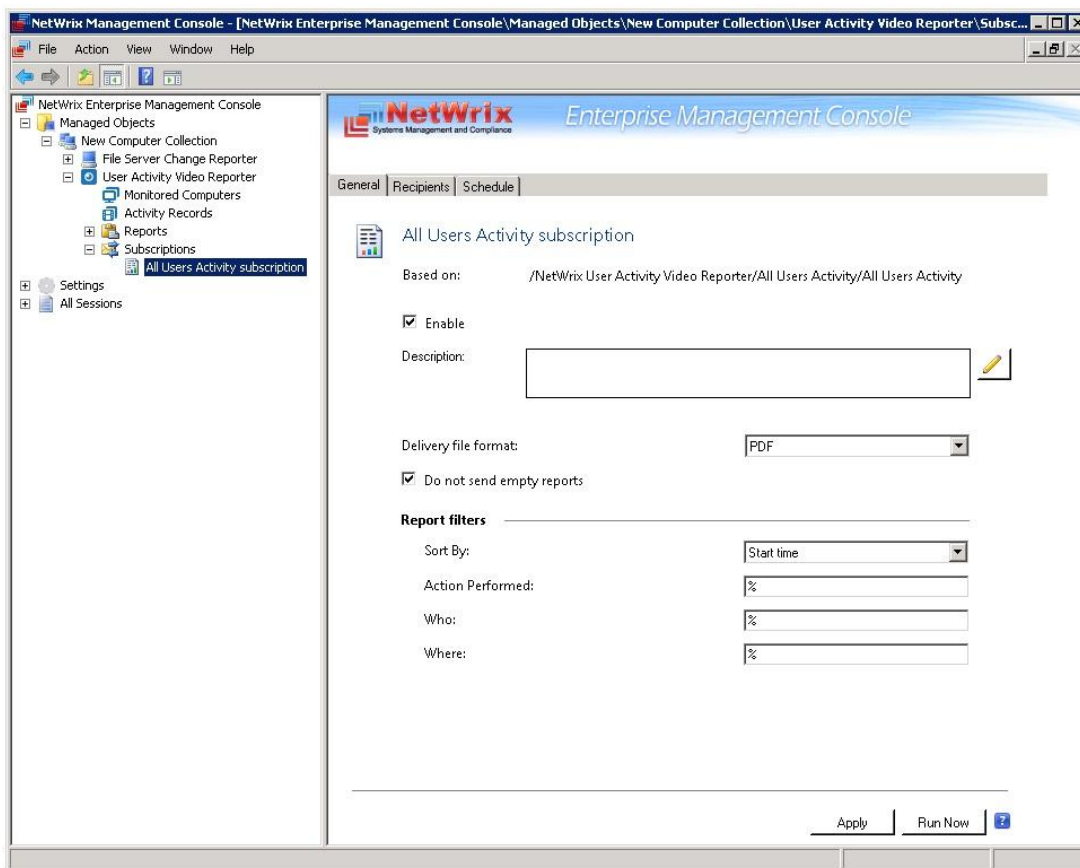
### 9.4.2. Modifying Subscription

To modify an existing Subscription, do the following:

#### Procedure 19. To modify Subscription

- In NetWrix Management Console, expand the **Managed Objects** → **<Managed\_Object\_name>** → **User Activity Video Reporter** → **Subscriptions** node and select the subscription you want to modify. The Subscription page will be displayed:

Figure 48: Subscription Settings



- Modify the subscription parameters in the **General**, **Recipients** and **Schedule** tabs and click **Apply** to save the changes.

### 9.4.3. Forcing On-Demand Report Delivery

You can force on-demand delivery of any report for which you have configured a subscription.

#### Procedure 20. To force on-demand report delivery

1. In NetWrix Management Console, expand the **Managed Objects** → **<Managed\_Object\_name>** → **User Activity Video Reporter** → **Subscriptions** node and select the Subscription for the report that you want to generate and send now.
2. On the report Subscription page, click the **Run Now** button at the bottom of the page.

The report will be generated and sent to the specified recipient(s). The report will contain data starting from the last scheduled report delivery (or from your subscription creation time, if no scheduled deliveries have occurred so far) and until the present moment (with the 5-minute approximation).

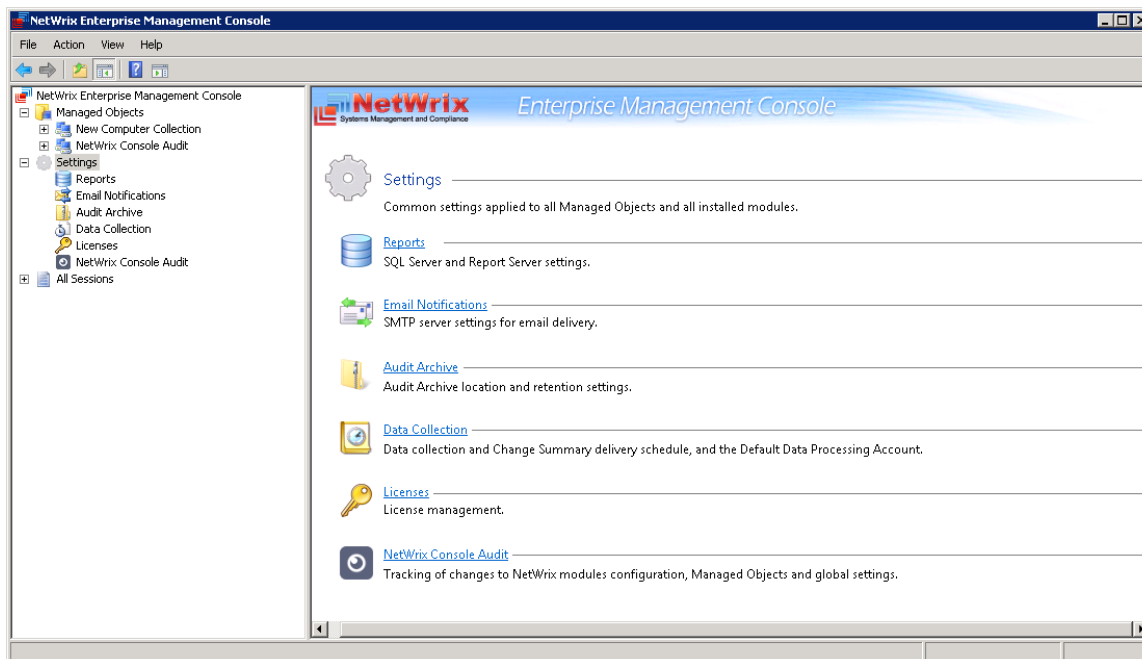
## 10. CONFIGURING GLOBAL SETTINGS

NetWrix Management Console provides a convenient interface for configuring or modifying the settings that apply to *all* existing Managed Objects and *all* NetWrix modules enabled for these objects. This chapter provides detailed instructions on how to configure these settings.

**Note:** For instructions on how to configure or modify settings for an individual Managed Object, or a NetWrix module enabled for this object, refer to Section [4.2 Modifying Managed Object](#).

To access global settings, expand the **Settings** node in the left pane:

Figure 49: Settings



The following global settings can be configured:

- [Reports settings](#)
- [Email Notifications settings](#)
- [Audit Archive settings](#)
- [Default Data Processing Account](#)
- [License Settings](#)
- [NetWrix Console Audit](#)

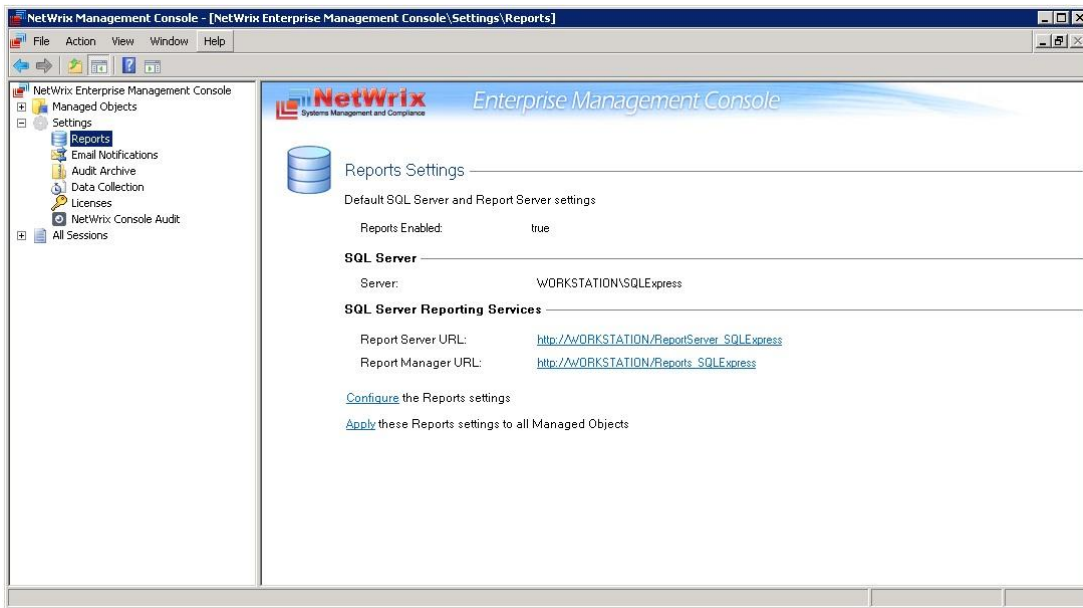
### 10.1. Configuring Reports Settings

The **Reports** option allows configuring the SQL Server and Report Server settings.

#### Procedure 21. To configure Reports settings

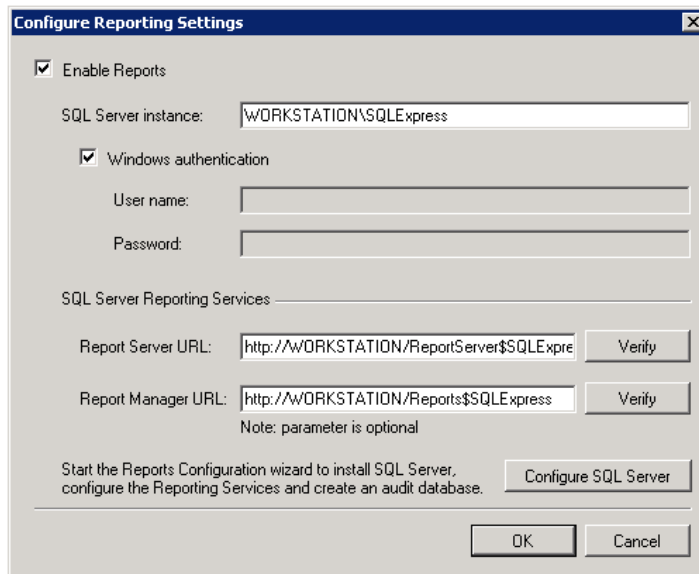
1. In NetWrix Management Console, expand the **Settings** node and select **Reports**. Alternatively, click **Reports** on the **Settings** page. The **Reports Settings** page will be displayed showing the current Reports settings:

Figure 50: Reports Settings



2. Click **Configure** in the right pane. The **Reports Settings** dialog will be displayed:

Figure 51: Configure Reporting Settings



3. Specify/modify the following settings:

Table 8: Reports Settings

Parameter	Description
Enable Reports	Select this check box to enable Reports for all Managed Objects.
Server name	Specify the name of an existing SQL Server instance where an audit database will be created.
Windows authentication	Select this option if you want to use the Data Processing Account you specified on Managed Object creation to access the SQL database. Deselect this option if you want to use the SQL Server authentication.
User name:	Specify a user name for the SQL Server authentication. This user must belong to the target Database owner role.
Password:	Specify a password for the SQL Server authentication.

Report Server URL	Specify the Report Server URL. Click <b>Verify</b> to ensure that the resource is reachable.
Report Manager URL	Specify the Report Manager URL. Click <b>Verify</b> to ensure that the resource is reachable.
Reports Configuration	Click <b>Configure SQL Server</b> to launch the Reports Configuration wizard that automatically installs and configures Microsoft SQL Server 2008R2/2012 Express with Advanced Services.

- Click **OK** to save the changes, and then **Yes** in the confirmation message to apply these settings to all Managed Objects.

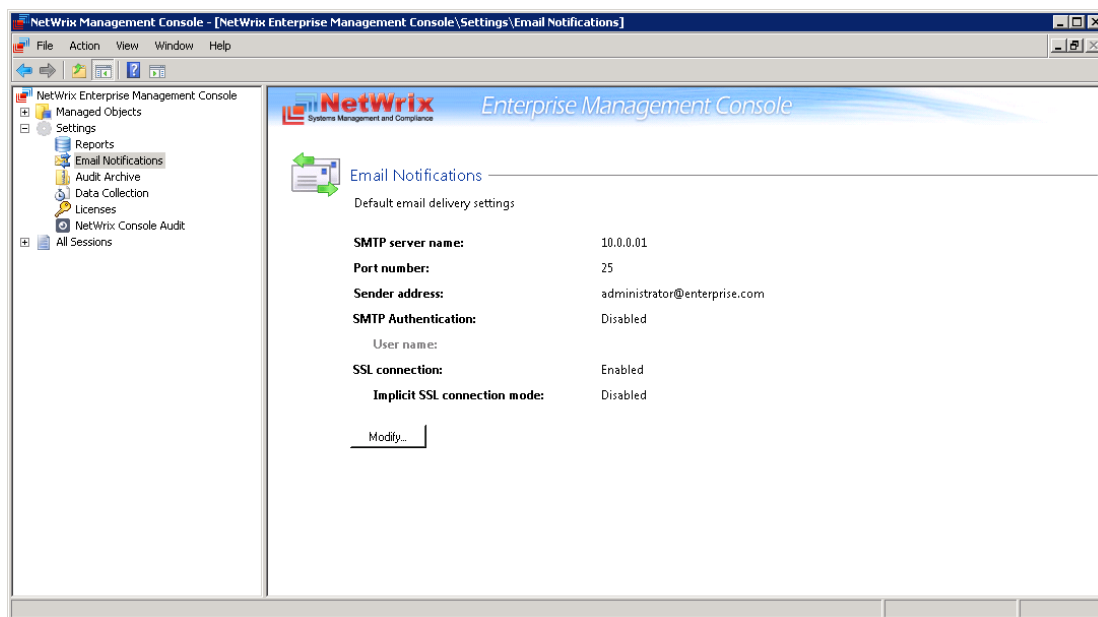
## 10.2. Configuring Email Notifications Settings

The **Email Notifications** option allows configuring the SMTP settings used to deliver Activity Summaries and Reports.

### Procedure 22. To configure the Email Notifications settings

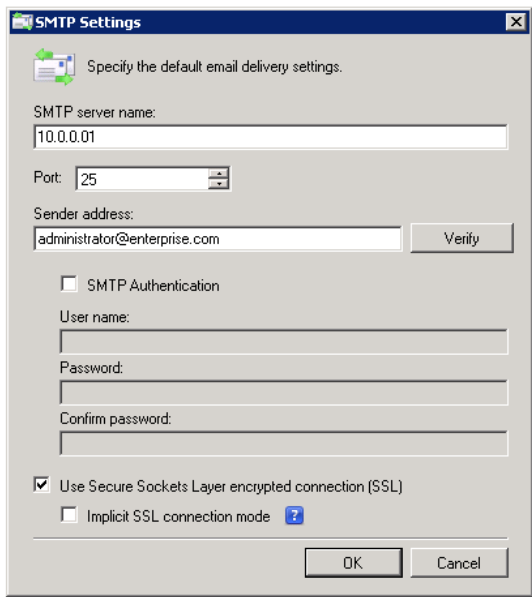
- In NetWrix Management Console, expand the **Settings** node and select **Email Notifications**. Alternatively, click **Email Notifications** on the Settings page. The **Email Notifications** page will be displayed showing the current email settings:

Figure 52: Email Notifications



- Click the **Modify** button on the right. The SMTP Settings dialog will be displayed:

Figure 53: SMTP Settings



3. Modify your current email settings if necessary, and click **OK** to save the changes. For a detailed explanation of the email parameters, refer to [Table 2: Email Settings Parameters](#).

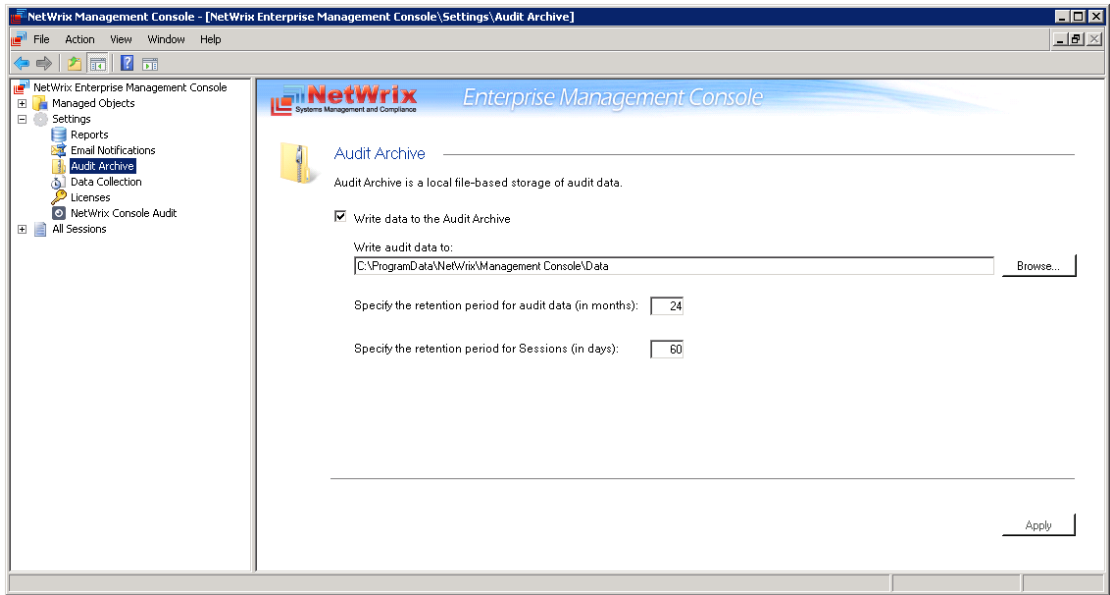
### 10.3. Configuring Audit Archive Settings

On the **Audit Archive** page, you can modify the Audit Archive location and retention settings.

#### Procedure 23. To configure the Audit Archive settings

1. In NetWrix Management Console, expand the **Settings** node and select **Audit Archive**. Alternatively, click **Audit Archive** on the Settings page. The Audit Archive page will be displayed showing the current settings:

Figure 54: Audit Archive



2. Modify the following settings if necessary:



Table 9: Audit Archive Settings

Parameter	Description
Write data to the Audit Archive	Make sure this check-box is selected. If you deselect this option, audit data will not be saved locally and will not be imported to the SQL database, so it will be unavailable for Reports.
Write audit data to:	Specify the path to the folder where audit data will be stored. Click the <b>Browse</b> button to select a location.
Specify the retention period for audit data (in months)	Specify the period for which audit data and video files will be stored in the Audit Archive. Data will be deleted automatically when its retention period is over. The minimum retention period for NetWrix User Activity Video Reporter is 7 days. Data will be stored for 7 days even if the <b>Write data to the Audit Archive</b> option is disabled or the retention period is set as 0.
Specify the retention period for Sessions	This setting is not applicable to NetWrix User Activity Video Reporter.

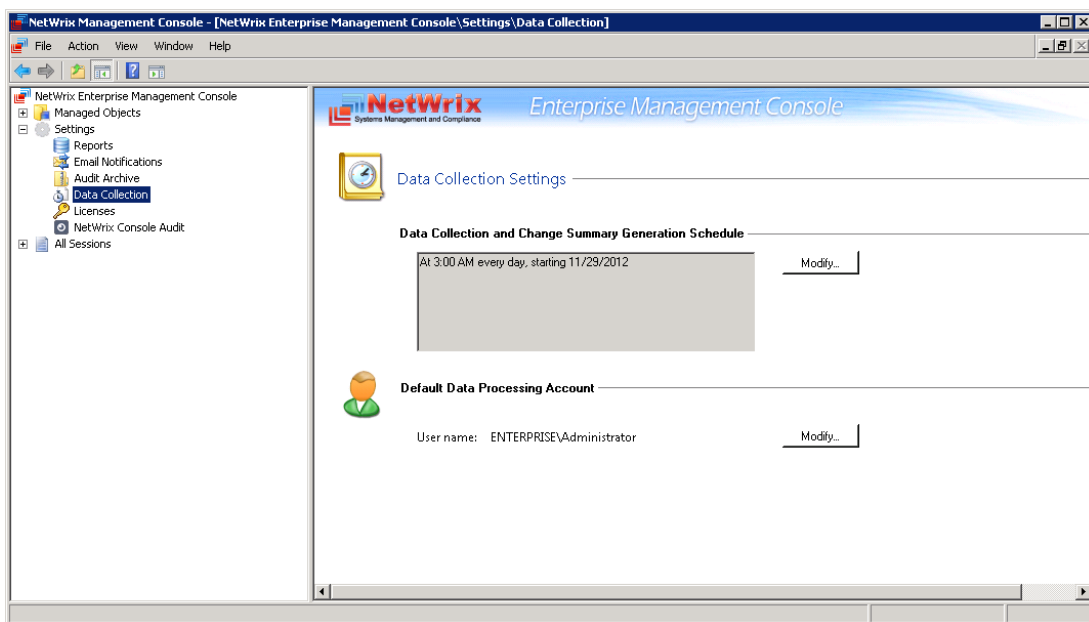
## 10.4. Configuring Data Collection Settings

The **Data Collection** option allows modifying the default Data Processing account.

### Procedure 24. To configure the Data Collection settings

1. In NetWrix Management Console, expand the **Settings** node and select **Data Collection**. Alternatively, click **Data Collection** on the Settings page. The **Data Collection Settings** page will be displayed showing the current settings:

Figure 55: Data Collection Settings



2. Click the **Modify** button next to **Default Data Processing Account**. In the dialog that opens, specify the account and its password, and click **OK**.

**Note:** The **Data Collection and Change Summary Generation Schedule** option is inapplicable to NetWrix User Activity Video Reporter as it does not have a scheduled task for data collection and Activity Summary generation. For instructions on how to modify the Activity Summary delivery schedule, refer to Section [5.4 Activity Summary Delivery](#).

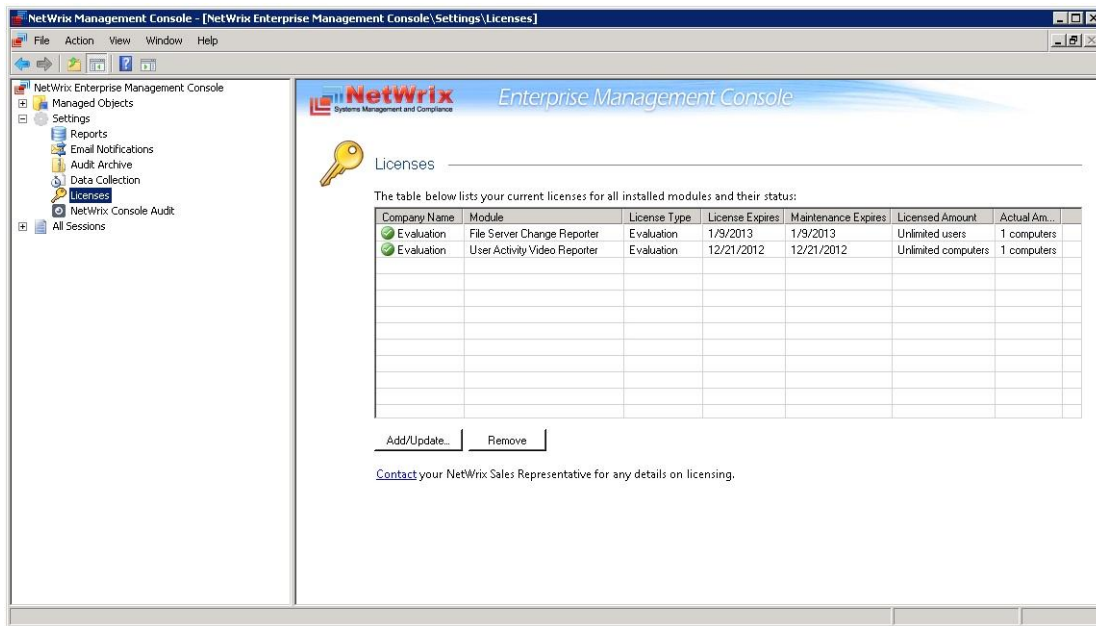
## 10.5. Configuring Licenses Settings

The Licenses option allows viewing your current licenses for installed NetWrix products, updating them and adding new licenses.

### Procedure 25. To configure Licenses settings

1. In NetWrix Management Console, expand the **Settings** node and select **Licenses**. Alternatively, click **Licenses** on the Settings page. The Licenses page will be displayed showing a list of your current licenses:

Figure 56: Licenses



2. Do one of the following:
  - To add or update your licenses, click the **Add/Update** button. In the dialog that opens, specify your company name, your license count and the license codes (separated by commas or semi-colons).
  - Note:** You can only install multiple licenses at the same time if they have the same license count. Otherwise, install them separately.
  - To remove a license, select it from the list and click the **Remove** button. Then click **Yes** in the confirmation dialog.

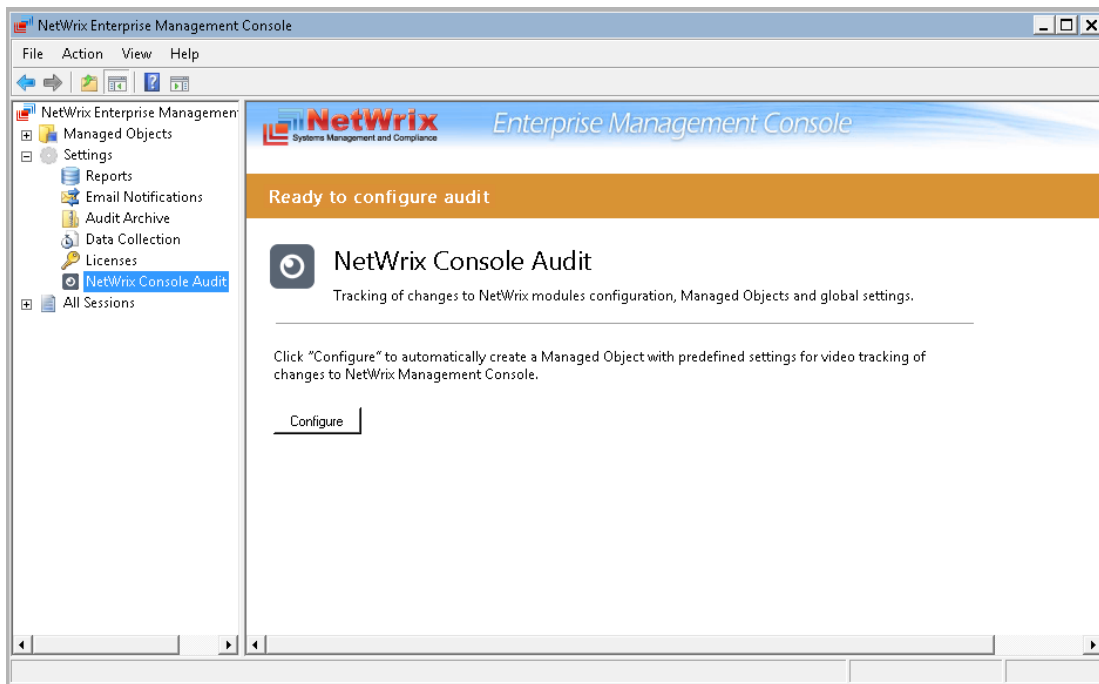
## 10.6. Configuring NetWrix Console Audit

The **NetWrix Console Audit** option allows tracking changes made to your Managed Objects, NetWrix modules configuration, and global settings. This functionality is realized through the NetWrix User Activity Video Reporter module that captures video of any activity on the monitored computer and embeds metadata (such as the information on which applications and windows were opened) into video files, which can be used for data search and positioning inside video recordings.

**Procedure 26. To enable NetWrix Console Audit**

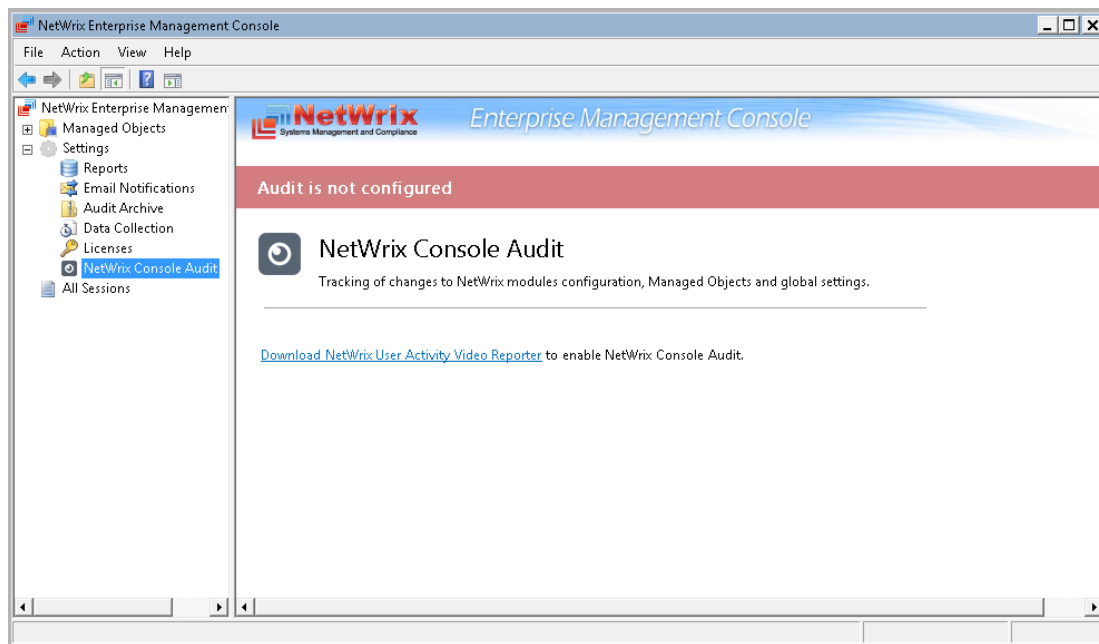
1. In NetWrix Management Console, expand the **Settings** node and select the **NetWrix Console Audit** node. Alternatively, you can click on **NetWrix Console Audit** in the **Settings** page. The following page will be displayed:

*Figure 57: NetWrix Console Audit*



**Note:** If the NetWrix User Activity Video Reporter module has not been installed, the following page will be displayed prompting you to download and install the module:

*Figure 58: NetWrix Console Audit: NetWrix User Activity Video Reporter Not Installed*



2. Click **Configure** to enable NetWrix Console Audit. A Managed Object will be created automatically with the following default settings:

Table 10: NetWrix Console Audit Default Settings

Parameter	Status
Enabled module	NetWrix User Activity Video Reporter
Monitored computers	localhost
Video recording filters by user	All users
Video recording filters by application	NetWrix*
SSRS-based Reports	Not configured
Automatic Activity Summary delivery	Not configured
Video recording quality and duration settings	Default

- Click **OK** when the confirmation message is displayed. The newly created Managed Object will appear under the Managed Objects node, and the status of NetWrix Console Audit will change to “On”:

Figure 59: NetWrix Console Audit: On



You can modify the NetWrix Console Audit settings (for example, configure automatic Activity Summary delivery, enable SSRS-based Reports, and so on) in the same way as for any other Managed Object. For instructions on how to generate an Activity Summary showing changes to the NetWrix Console configuration, refer to Section [7.2 Activity Summary](#).

# 11. CONFIGURING INTEGRATION WITH OTHER MODULES

If you have Managed Objects monitored by other NetWrix modules, you can integrate video recordings captured by NetWrix User Activity Video Reporter into change reports of these modules. If integration is enabled, change reports will contain an additional column for each change with a link to the corresponding video file. This can help analyze *how* a particular change was made.

Integration can be enabled if the following conditions are met:

- SSRS-based Reports are enabled and configured for the Managed Objects monitored by NetWrix User Activity Video Reporter and the module you want to integrate video records with.
- The modules are configured to use the same SQL Server instance. You can check SQL Server instance settings for each Managed Object in the <Managed\_Object\_name> → Reports → Settings page.
- At least one data collection must run on the Managed Object monitored by the module you want to integrate with.
- Integration will be enabled for all Managed Objects monitored by the selected modules if these Managed Objects are configured to store data in the same SQL database.

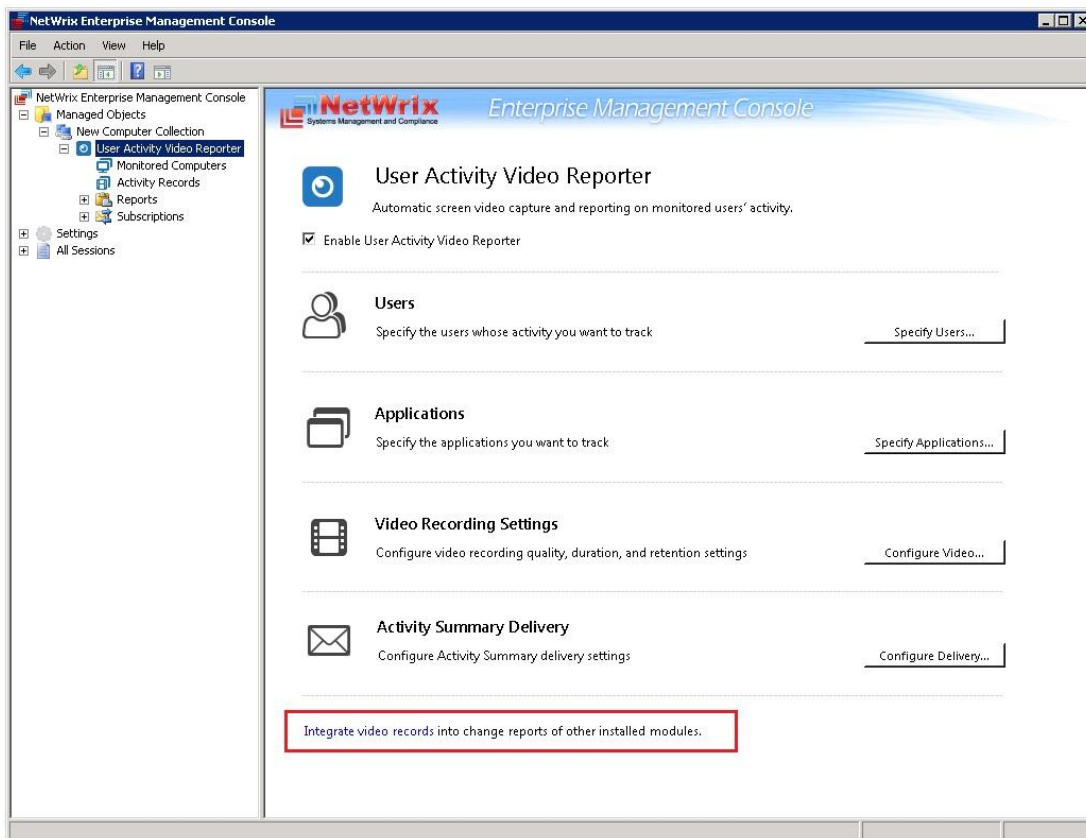
Video records integration is supported by the following modules:

- NetWrix Server Configuration Change Reporter
- NetWrix File Server Change Reporter
- NetWrix Active Directory Change Reporter
- NetWrix Group Policy Change Reporter
- NetWrix Exchange Change Reporter
- NetWrix SQL Server Change Reporter.

## Procedure 27. To enable integration of video records

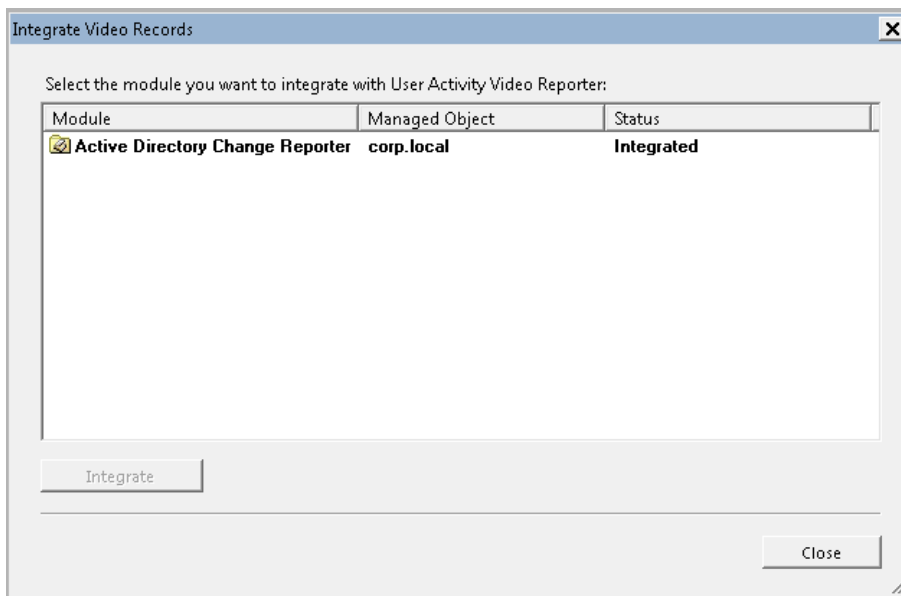
1. Click the **Integrate video records** link at the bottom of the User Activity Video Reporter main page:

Figure 60: User Activity Video Reporter Page



2. In the **Integrate Video Records** dialog, select a module from the list and click the **Integrate** button:

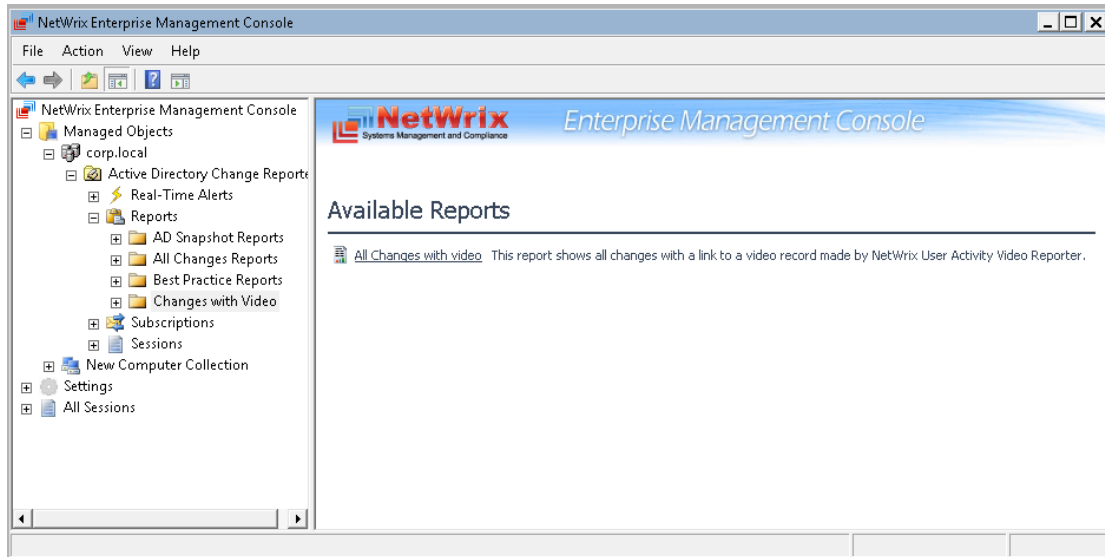
Figure 61: Integrate Video Records



3. If the operation is completed successfully, the status of the selected module will change to "Integrated". If it fails, a message will be displayed explaining the reason why integration has failed.

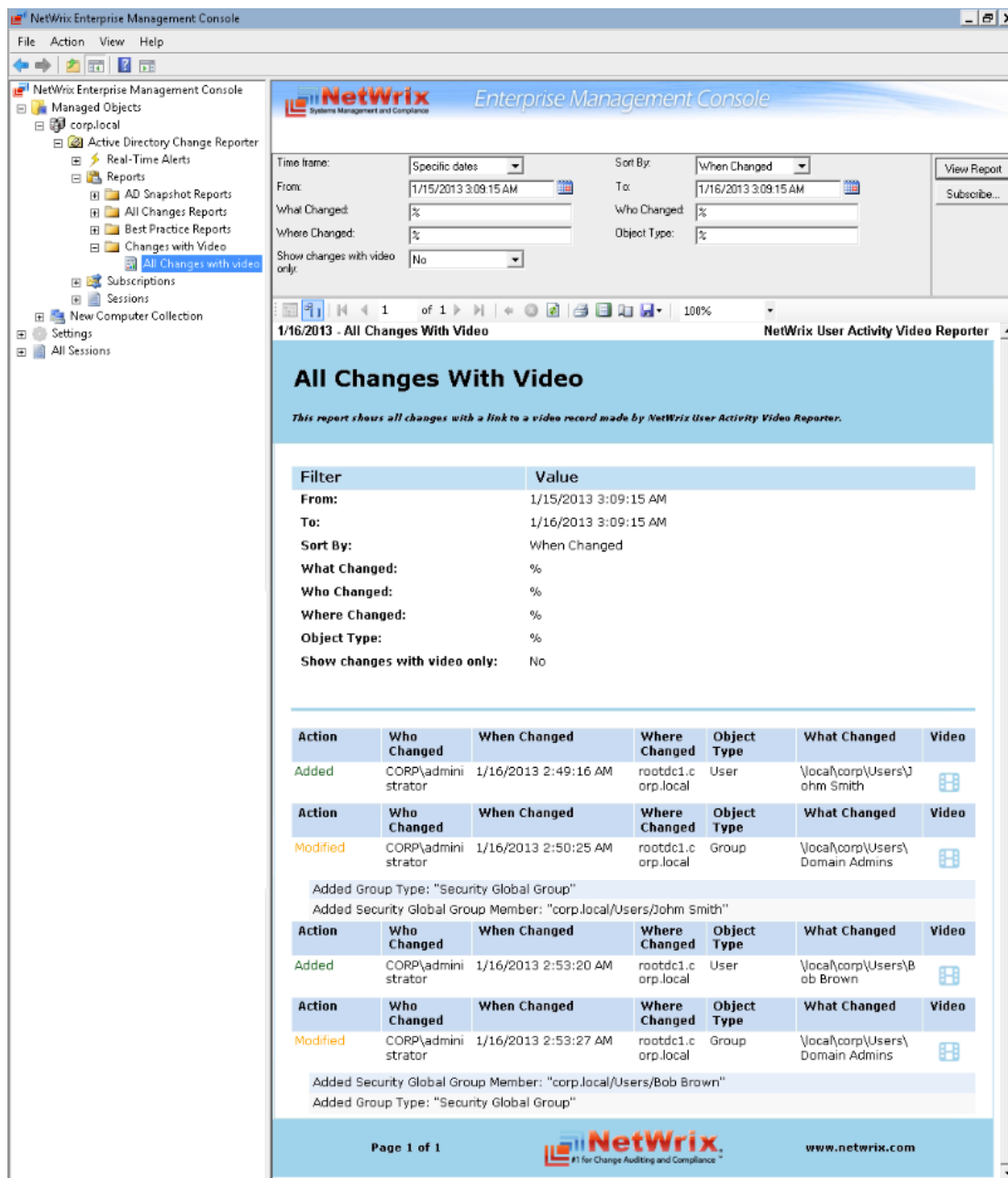
After integration of video records has been configured, a folder called "Changes with Video" will appear under the **Reports** node of the target NetWrix module:

Figure 62: Reports: Changes With Video



This report contains an additional column called “Video” which contains a link to the corresponding video file showing *how* each change was made:

Figure 63: All Changes with Video





## A APPENDIX: RELATED DOCUMENTATION

The table below lists all documents available to support NetWrix User Activity Video Reporter:

*Table 11: Product Documentation*

Document Name	Overview
<a href="#">NetWrix User Activity Video Reporter Administrator's Guide</a>	The current document. Provides a detailed explanation of the NetWrix User Activity Video Reporter features and step-by-step instructions on how to configure and use the product.
<a href="#">NetWrix User Activity Video Reporter Installation and Configuration Guide</a>	Provides detailed instructions on how to install NetWrix User Activity Video Reporter, configure the target computers and rights to watch video recordings captured by the product.
<a href="#">NetWrix User Activity Video Reporter Release Notes</a>	Contains a list of the known issues that customers may experience with NetWrix User Activity Video Reporter 1.0, and suggests workarounds for these issues.
<a href="#">Installing Microsoft SQL Server and Configuring the Reporting Services</a>	This technical article provides instructions on how to install Microsoft SQL Server 2005/2008 R2/2012 Express and configure the Reporting Services.
<a href="#">How to Subscribe to SSRS Reports</a>	This technical article explains how to configure a subscription to SSRS reports using the Report Manager.