

Module Description

Document Management module aims to control all document actions in different types of storage media such as local hard disk, CD-ROM, Floppy, network drive and removable drive.

Features

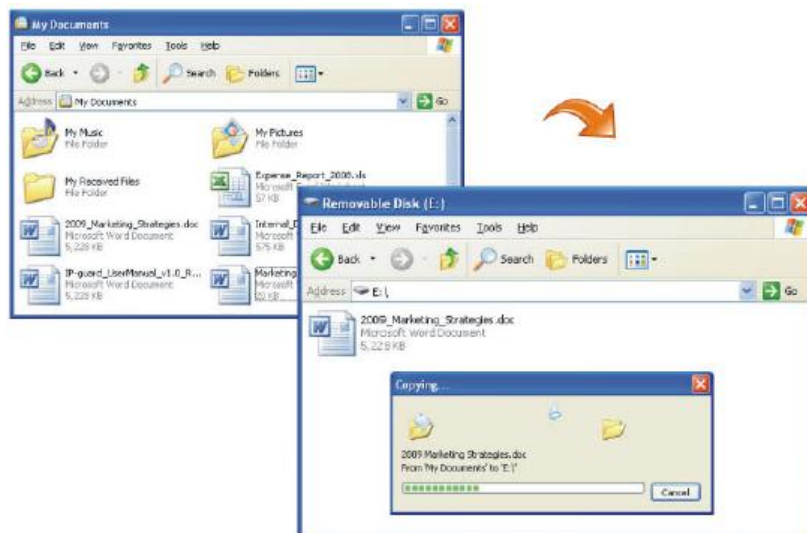
- Detailed logs about all file operations include access, modify, delete, copy, create, restore and rename actions
- Powerful control policies on local hard disk, network shared drive, CDROM and removable storage devices
- Back up specified files based on certain trigger actions such as modification, copy, cut, movement and deletion
- Powerful search engine helps to trace activities in faster and more efficient ways

Document Management Challenge

If there are no controls or preventions about document management, some important files may be leaked out accidentally or maliciously by employees, or accessed by unauthorized personnel. Moreover, IT administrators may face challenges in managing and controlling documents operated in removable devices. For instance, if some confidential files are disclosed to competitors, who, when and how these files were sent out from office? Can any event logs be traced back to starting point? Could any prevention be adopted to avoid such incidents? These are some of the questions which are often asked.

IP-guard Solution

The Document Management module aims to tackle the document security challenges. It provides ways to control all documents operated in different types of storage media, including local hard disk, network drives, CDROM, floppy drive and removable disks. IT administrator can set different policies targeting on different types of disks to control the file operations such as read, modify and delete; the typical examples are to protect important files which cannot be deleted; to limit different users to access specified network shared drives; to prohibit user from playing MP3 files; all removable disks only have read-only access right and so on. All these policies can be applied to specified groups or users.



IP-guard can effectively block all file operations; for instance, block files being copied from local computer to removable storage devices.

Document Control

Administrator can control user's operating privilege of document on hard disks, removable storage devices, network disks, etc. Therefore, document security can be ensured.

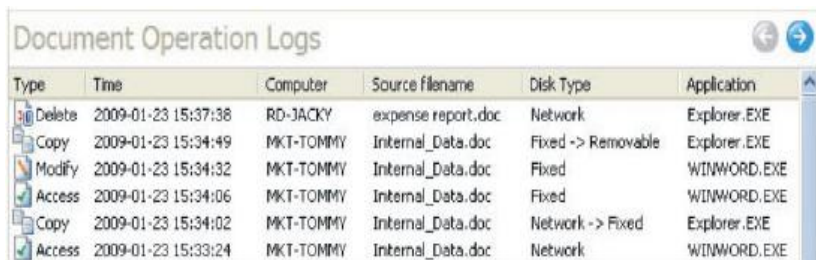
- only allow authorized users to access specified shared folders in servers
- Prohibit users from copying any files to removable disk
- Prohibit users from modifying and deleting specific important documents

Document Backup

IP-guard can back up specified files based on certain actions, such as modify, copy, cut and delete. Administrator can view and save backed up files from Document Operation Log. Therefore, IP-guard ensures that important documents are used in managers' controlled range.

Document Operation Logs

Document Operation Logs records user's document operations on hard disks, network disks, removable storage devices, etc. It includes Type, Computer, User, Filename, Path, File Size, Disk Type, Caption, Application, etc.



Type	Time	Computer	Source filename	Disk Type	Application
Delete	2009-01-23 15:37:38	RD-JACKY	expense report.doc	Network	Explorer.EXE
Copy	2009-01-23 15:34:49	MKT-TOMMY	Internal_Data.doc	Fixed -> Removable	Explorer.EXE
Modify	2009-01-23 15:34:32	MKT-TOMMY	Internal_Data.doc	Fixed	WINWORD.EXE
Access	2009-01-23 15:34:06	MKT-TOMMY	Internal_Data.doc	Fixed	WINWORD.EXE
Copy	2009-01-23 15:34:02	MKT-TOMMY	Internal_Data.doc	Network -> Fixed	Explorer.EXE
Access	2009-01-23 15:33:24	MKT-TOMMY	Internal_Data.doc	Network	WINWORD.EXE

Shared File Logs

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

More Suggestions

Two modules of IP-guard, Removable Storage Management and Device Management, are recommended. For details, please refer to brochures relating to these modules.

Available Modules for Your Selection

- Application Management
- Bandwidth Management
- Basic Management
- Device Management
- **Document Management**
- Email Management
- IM Management
- IT Asset Management
- Network Management
- Print Management
- Remote Maintenance
- Removable Storage Management
- Screen Monitoring
- Website Management