

SAFETICA ONE QUICK GUIDE

1 Quick Guide

About Safetica ONE

Safetica ONE is an all-in-one solution for **data loss prevention** and **insider threat protection** that helps you identify security risks, manage data flow, and protect sensitive data. It can also facilitate your compliance with legal regulations. You can be informed about security incidents with instant alerts and customizable reports. Safetica ONE is easy to deploy and affordable for businesses of all sizes.

A more detailed introduction to our new products and modules can be found on our [website](#) or in the [Safetica Knowledge Base](#).

Safetica ONE consists of three main products and two extra modules:

Safetica ONE products

Safetica ONE Discovery

Safetica ONE Discovery focuses on security audits of file operations and transfers. It will help you detect suspicious activities, better understand your security processes, and find out what is happening inside your organization.

Safetica ONE Protection

With Safetica ONE Protection, you can use flexible DLP policies to secure data and prevent leaks of important files across varied devices and platforms. You will also have BitLocker encryption and Safetica Zones at your disposal.

Safetica ONE Enterprise

Safetica ONE Enterprise adds features geared towards big organizations. It enhances your DLP solution with automated third-party integrations, multi-domain support for Active Directory, and workflow management. You will be also able to use your own logo in endpoint notifications.

Safetica modules

With our modules, you can expand your Safetica ONE solution to even more use cases:

Safetica UEBA

Our User and Entity Behavior Analytics module focuses on user activities and insider threats. You can learn more in the [Safetica Knowledge Base](#).

Safetica Mobile

Our Mobile Device Management (MDM) solution focuses on securing data on mobile devices. You can learn more in the [Safetica Knowledge Base](#).

Legacy products

Our new alternative for **Safetica Auditor** is now **Safetica Discovery + Safetica UEBA**.

Based on customer needs, the new alternative for **Safetica DLP** is now either **Safetica Protection + Safetica UEBA**, or **Safetica Enterprise + Safetica UEBA**.

We also offer alternatives for **Safetica Supervisor** features. You can learn more about **Application control** and **Web control** [here](#) and about **Print control** [here](#). If you are still using this legacy module, you can find information about it in the [Safetica Knowledge Base](#).

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1.1 Install

The installation is performed by an installer containing all the necessary Safetica components:

- *Server (Safetica Management Service)* – facilitates connection between the database and other Safetica components.
- *Database* – used to store obtained data and settings.
- *Desk*
- *console (Safetica Management Console)* – used to manage Safetica and display obtained data to administrators.
- *WebSafetica* – a web console used for online displaying of obtained data and for managing Safetica Mobile. This component is primarily intended for managers.
- *Client (Safetica Client)* – installed on end computers. Provides all the Safetica security and monitoring functions on these computers. The client also contains the Downloader Agent which is used to update and deploy the Safetica client (e.g. using GPO).

After launching the installer, you can choose from two options: *Automatic* or *Manual* installation. This guide will only describe the *Automatic installation* which installs the server component, administrative consoles including WebSafetica, IIS web server and Microsoft SQL Server Express database server on the current computer. Clients are installed during the first launch of Safetica after installation. Make sure the computer has enough computing power to handle operation of the database, server and also WebSafetica. The recommended configuration is a quad-core processor, 8 GB RAM, 100 GB free disk space. This installation is intended exclusively for testing or for a smaller number of Safetica clients installed on end computers.

If you want to adjust the installation parameters or perform the installation for more clients, we recommend choosing the Manual installation. Its description is available in the full manual which you can open in the installer under *Manual installation -> Documentation -> Complete manual*.

After launching the Safetica installer, proceed as follows:

1. Click on *Automatic installation* and confirm the licence agreement
2. The next step displays the hardware requirements. Read them and continue.
3. Enter a strong password for the default administrator account safetica. Confirm the licence conditions of the SQL server and start the installation by clicking *Install*.

Note: WebSafetica uses the Microsoft IIS web server and is available on ports 80 and 443.

Make sure that there is no application running on the computer that would block ports 80 and 443, or configure different IIS ports after installation.

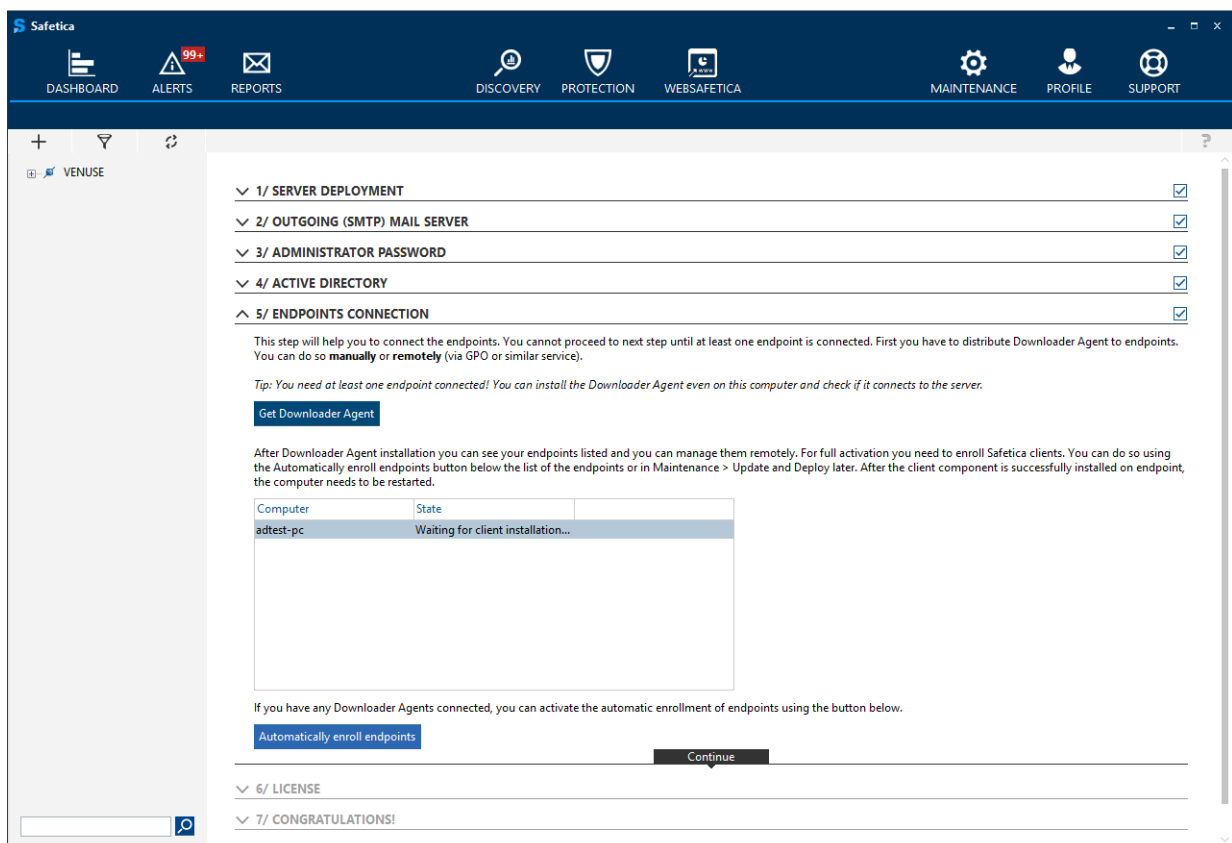
1.2 First launch

After the installation, the management console will launch; here you have to set up the initial configuration:

1. Set up a connection to an SMTP server that will be used to send e-mails with warnings and reports. If you do not have your own SMTP server, you can use the server of an e-mail provider such as Google or Microsoft.
2. If the computer is in an Active Directory (AD) domain, you can import the AD structure to Safetica in the next step.
3. From here, download the Downloader Agent installation file and install it on computers that you want to manage with Safetica. Downloader Agent is used to manage the Safetica client on end computers. It allows remote installation, updating and other management tasks. Launch the download by clicking *Get Downloader Agent*.

Computers with a successfully installed Downloader Agent will be shown in the table with the status of Client installation pending. Once all the computers where Safetica should be installed are listed in the table, click on *Automatically enroll endpoints*.

Continue with the next step.

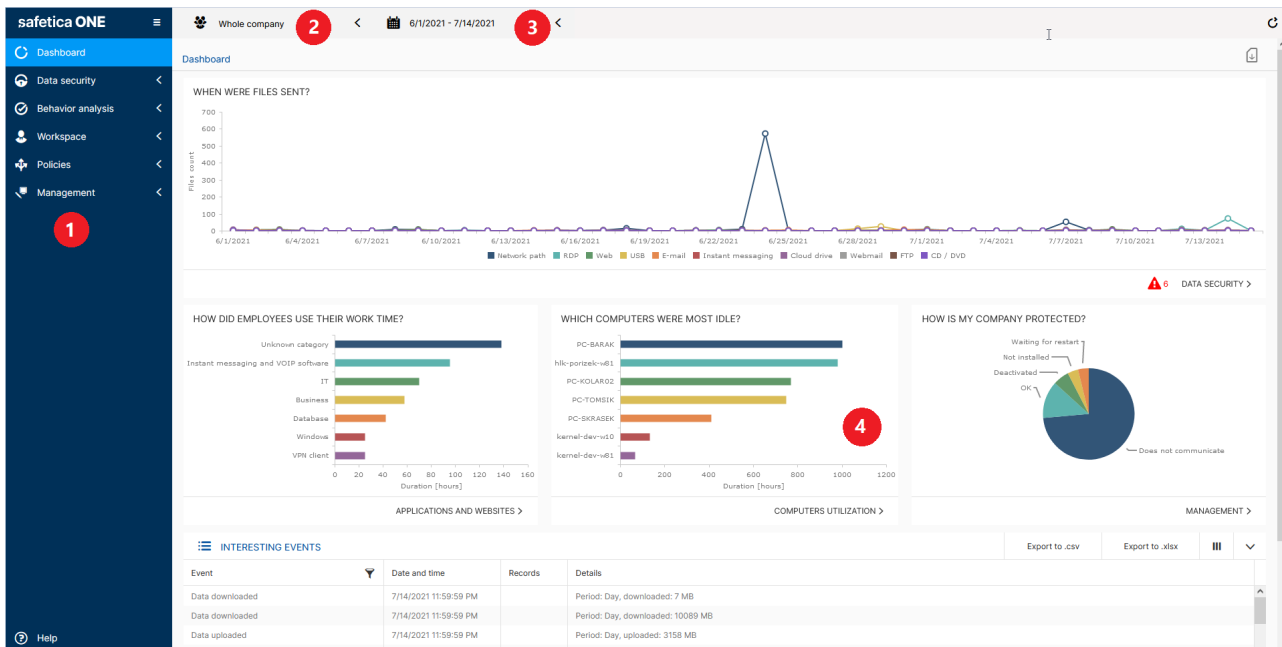


4. Enter the license number and continue.
5. In the last step of the wizard you can either choose the preset Safetica settings or adjust them manually later in each function.
6. Exit the wizard by clicking on Start protection!

1.3 Basic usage

WebSafetica

Used to display daily overviews and records and for basic administration of Safetica. Advanced settings and administration are performed via the desktop console. Log in to WebSafetica at http://computer_name or http://ip_address. User name is *safetica*. The password is the same that you entered during installation.



1. Functions and settings

Here you can switch between WebSafetica functions and settings.

2. User tree

The tree contains groups, users and computers just like the desktop console which can be used to edit the tree.

3. Time range of displayed data

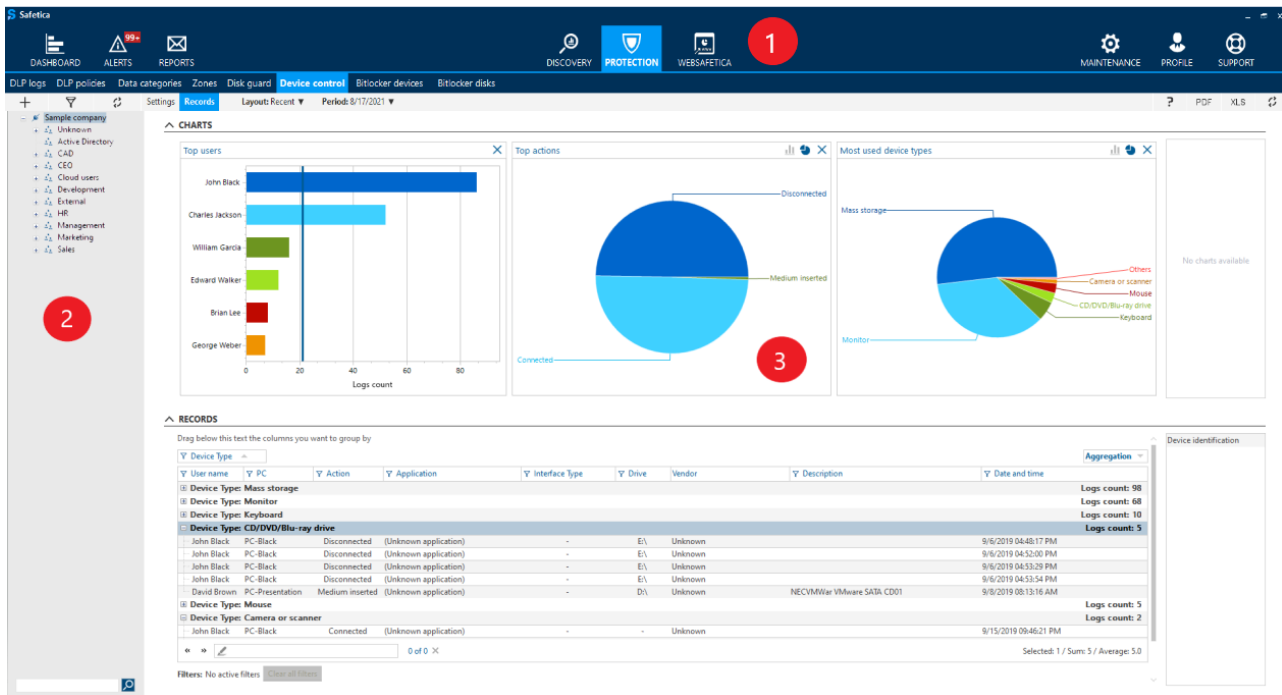
The calendar can be used to adjust the time range for which data is to be displayed.

4. Display area

This area displays charts, records and settings the same way as in the desktop console.

Safetica Management Console user interface

Safetica Management Console is used for advanced settings and management of Safetica. After logging in, you will see the following interface:



1. Main menu

In the main menu, you can switch between Safetica features and components. In the gray upper banner, there is a switch used in some features of *Protection* and *Maintenance* to switch between the *Settings* and the *Records* modes. The *Discovery* section only uses the *Records* mode.



In the *Maintenance* section, you can manage the settings of all Safetica components.

The *Profile* section shows basic information about your account and allows you to set up the connection to the server.

2. User tree

The tree contains groups, users and computers assigned to the Safetica server – the root of the tree. Groups can be used to organize connected users and computers. You can manage and reorganize the tree with drag-and-drop or using the context menu.

For selected items in the tree, you can assign settings or display obtained data in the display area (labeled 3 in the figure).

Users and computers highlighted in blue are currently online ( , ). Offline computers and users are gray. Computers on which no Safetica component is installed are also shown in gray.

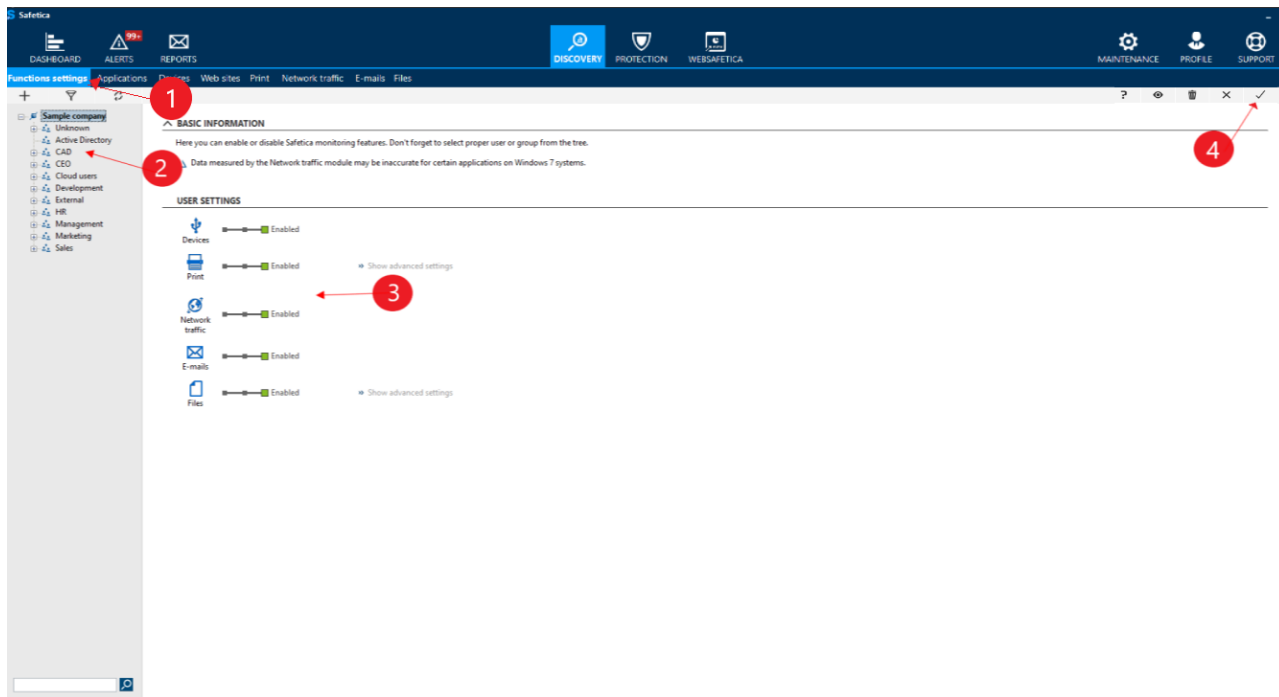
3. Display area


This area displays charts, records and settings. Its content changes depending on the currently opened feature or setting. You can filter the data or select the period for which it will be displayed.

Using Safetica for the first time

To receive initial data and verify successful installation of Safetica, perform your first setup. We recommend starting with the functions of the Discovery module which will give you a basic overview about the usage of computers and the behavior of their users. Information received this way will help you set up a better and more targeted configuration of the more advanced features of Safetica in the Protection module.

To turn on the first functions, proceed as follows:

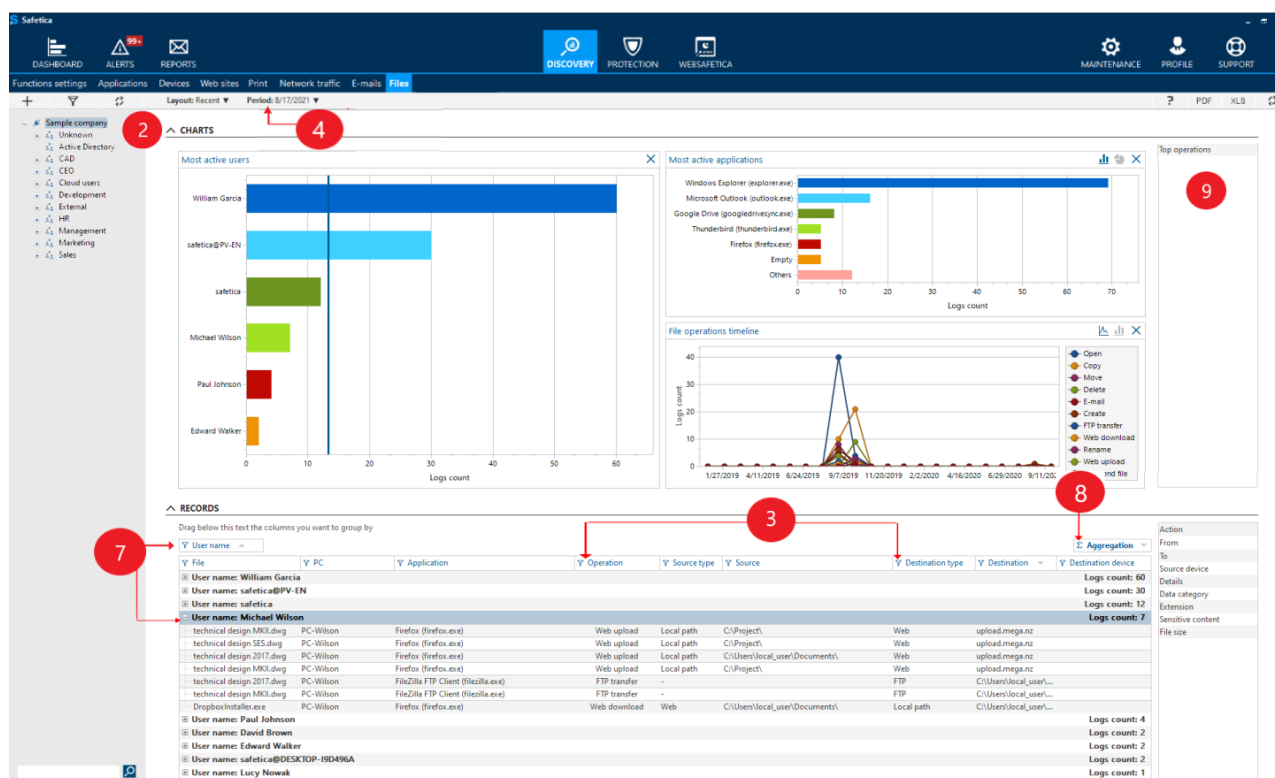





1. In the console, open *Discovery* -> *Functions settings*.
2. In the user tree, select computers, users or groups for which you want to turn on the Discovery module features.
3. Turn on these functions:
 - *Web sites* – collects information about visited websites (only available in Safetica UEBA).
 - *Applications* – collects information about application usage (only available in Safetica UEBA).
 - *Devices* – overview of operations with various devices connected to the computer.
 - *Print* – displays an overview of how many pages are printed by whom.
 - *Network traffic* – records the volume of data sent and received over the network.
4. Save the settings using the button  at the top right. Wait for several minutes and then gradually go through the individual functions. If the installation was successful and the users are actively using the computers, you will see the first data and charts in the functions.

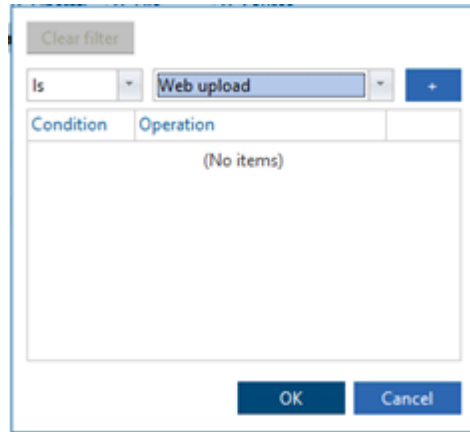
These features will bring you your first invaluable information about the use of your devices. To receive more detailed information, you can turn on advanced features in the *Discovery* section – *Files* and *E-mails*. We recommend using the features of the *Protection* section only after a thorough analysis of the data obtained from *Discovery*.

Example analysis of obtained records



From time to time, you might want to check what kinds of files were uploaded from your company to the web, have a closer look at cloud uploads and then see which users initiated them. To display this information in *Safetica Management Console*, proceed as follows:



1. Go to *Discovery > Files*.
2. The view is horizontally divided into two parts – *Charts* and *Records*. You can hide *Charts* for now by clicking the upwards-pointing arrow .
3. In the *Records* table, you can see many details about files and file operations. You can also filter the table – just click the filter icon  in the respective column header.
4. To see all files that were uploaded to the web, click the filter icon  in the header of the *Operation* column. Select the *Is* filter and in the drop down choose *Web upload*. Then confirm with *OK*.



Note: If you cannot see any records after filtering, you might want to change the time period you are analyzing. You can do this in the dropdown in the upper left corner of the view.

5. To filter out only uploads to cloud drives, click the filter icon  in the header of the *Destination type* column. Select the *Is* filter and in the drop down choose *Cloud drive*. Then confirm with OK. Now you can see all the files that were uploaded to cloud drives.
6. To get a better overview of who uploaded what files, you can order, filter, or group the records by user name. Filtering is done as mentioned above and to order the records just click the *User name* column header.
7. To group the records by user name, drag and drop the header of the *User name* column above the table. You can then click  next to each user to see all the files they uploaded to cloud drives.

Note: To cancel the grouping, just drag and drop the *User name* column back into the *Records* table.

8. To see how many files each user transferred to cloud, click the Σ symbol in the *Aggregation* button in the right part of the records area and choose *Logs count*.
9. Now you can open *Charts* again by clicking the same arrow as in step 2. From the list on the right, drag and drop the charts *Most active users*, *Most active applications*, and *File operations timeline* into the chart area.
10. Analyze the displayed data:
 - In the first place of the *Most active users* chart and the table below, you will see the user who uploaded the biggest number of files to the cloud.
 - The *File operations timeline* chart shows when files were uploaded and how many.
 - If you click the column next to a specific user in the *Most active users* chart, you will filter both the charts and the table by user name. To cancel the filtering, just click the column again.
 - In the *Most active applications* chart, you will see via which applications the biggest number of files was transferred.

1.4 What next

Full manual

You can view the full manual by clicking on the *Help* icon in the top right of the desktop console. The manual contains detailed information about all the functions and features of Safetica. We recommend reading it.

Manual installation

Manual installation of individual Safetica components is described in the full manual under *Installation -> Manual installation*.

WebSafetica

The instructions for using WebSafetica are available online at <http://go.safetica.com/help/websafetica>

Technical support

In case of any problems or questions, contact our technical support at support@safetica.com.

Other recommendations

- For security reasons, we recommend setting up separate accounts for each user accessing the Safetica console. The default account *safetica* is intended for maintenance purposes and has unlimited administration rights for all Safetica components. Custom accounts can have different access rights. You can create accounts in *Maintenance -> Access management*.
- Please keep in mind that the use of Safetica can be, depending on country-specific legislation, subject to the adoption of organizational measures, such as the consent of the employees. For more information, contact your Safetica partner.