Jasmy Secure PC
Manager
User manual
Ver. 2.2

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# **Trademarks**

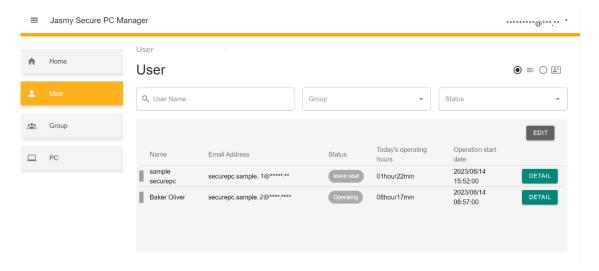
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- QR Code is a registered trademark of DENSO WAVE INCORPORATED.
- · Ghost Drive is a registered trademark of Jasmy Corporation.

# What is "Jasmy Secure PC Manager"?

"Jasmy Secure PC Manager" is a website that displays a list of terminals running the "Jasmy Secure PC Agent" application and provides detailed information about each terminal. Jasmy Secure PC Agent" application.



#### Key features include

- > Add / remove users running the "Jasmy Secure PC Agent" application
- > User List
- > User Search
- > PC List
- > PC Search
- Display of detailed terminal information
- Windows Update History

Fig. 1 Jasmy Secure PC Manager user list screen

- Display of operational status, application usage history, and file access history
- Operational Information History
- Creating Groups
- > Alert settings
- > Issue online commands
- > QR Code Issuance
- ➤ Network History
- ➤ Network/Web browsing control settings
- > Reset Password

# 2. Recommended system requirements

We recommend using "Jasmy Secure PC Manager" in the following environment

Please note that the website may not function properly if you use an environment other than the recommended environment, or depending on your browser settings even if you are using the recommended environment. We apologize for any inconvenience this may cause.

If you have any questions or inquiries, please contact the Jasmy Corporation Support Desk (https://www.jasmy.co.jp/jasmy\_secure\_pc/contact.html).

#### Recommended OS

Windows 10 and Windows 11

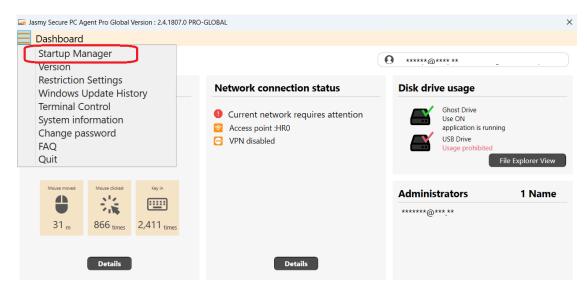
#### (web) browser

Microsoft Edge and Chrome

# 3. Advance preparation

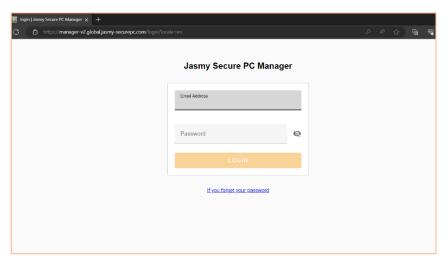
"Jasmy Secure PC Manager" must be prepared in advance by following these steps  $\,$ 

- 1. Launch the application "Jasmy Secure PC Agent
  - \*Please refer to the Jasmy Secure PC Agent User Manual for information on how to install and start the application.
- 2. Select the "Startup Manager" button in the upper right corner of the main UI screen.



3. The "Jasmy Secure PC Manager" website will open.

Enter the email address and temporary password (Figure 2) that was emailed to you in advance and select the "Login" button.



#### Caution:

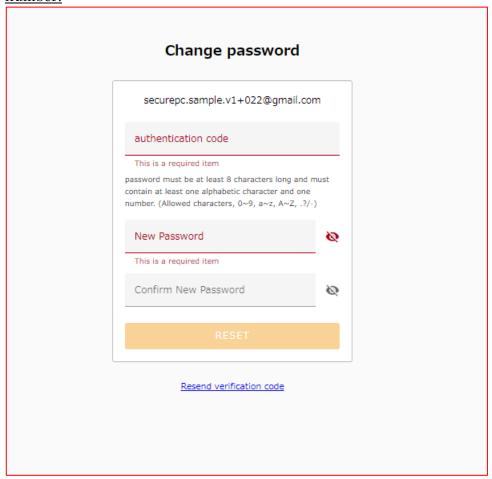
Please login with the same email address you use to login to the "Jasmy Secure PC Agent" application.

The temporary password is valid for 30 days after the receipt of the email confirming the completion of temporary registration.

Please change your temporary password and password verification before the expiration date.

Subject: Notice of provisional manager registration completion (Jasmy Incorporated)
body (of letter)
We are Jasmy Incorporated.
Thank you for applying for Jasmy Secure PC Manager.
Thank you for your patience, we are pleased to inform you that the provisional registration has been completed.
Please read the operations manual before use.
Currently, it is in a state of provisional registration.
To complete this registration, please follow the below.
■ Your registered email address
securepc.sample.v****@****.***
■ Temporary password
qRWHarIM
*The temporary password is valid for 30.
Please change your password within the period.
You will need your registered email address and temporary password when you log in for the first time.
Please remember to keep them safely.
<preparations for="" jasmy="" manager="" pc="" secure="" using=""></preparations>
Install Jasmy Secure PC Agent PRO.
Install Jasmy Secure PC Agent PRO.  *For installation instructions, please refer to the email sent to you when you applied for Jasmy Secure PC Agent PRO (Subject: Notice of Download Information and Completion of Temporary Registration (Jasmy Incorporated)).
*For installation instructions, please refer to the email sent to you when you applied for Jasmy Secure PC Agent PRO (Subject: Notice of
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*For installation instructions, please refer to the email sent to you when you applied for Jasmy Secure PC Agent PRO (Subject: Notice of Download Information and Completion of Temporary Registration (Jasmy Incorporated)).  2. Launch Jasmy Secure PC Agent PRO and select the "Startup Manager" button.  3. Jasmy Secure PC Manager will launch automatically.  4. Please enter the registered email address as the username on the login screen, and the temporary password provided in this email as the
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- 4. The password reset screen will appear. Enter the email address that was emailed to you in advance, the temporary password, and the new password, and select the "Login" button.
  - \*The new password you enter must be a <u>combination of one-byte</u> <u>alphanumeric characters and at least 8 characters long, including at least one number.</u>



#### Caution:

If you do not authenticate and reset your temporary password, you will not be able to use "Jasmy Secure PC Manager".

Be sure to perform the temporary password authentication and password reset (steps 3 and 4).

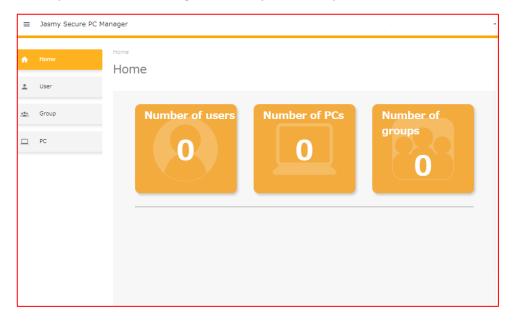
5. Read the software license agreement and select the "I agree" button

Scroll to the bottom of the software license agreement, read to the end, and select the "I Agree" button.



Jasmy Secure PC Manager Jasmy Secure PC End User License Agreement o use Jasmy Secure PC Manager, you must accept following terms 1. Jasmy collects certain personal data from you when you use the Products and Services or the Website. The types of personal data which may be collected include: 2. Information obtained from terminal devices used by you, including without limitation information that identifies its location on the network (such as IP address) and information specific to terminal devices (PC product name and serial number, etc.); 3. Operating data (running applications, input/output information (through keyboard or mouse), accessed URLs, accessed files (such as file names)); and 5. Other information which relates directly or indirectly to you from which it is practicable for your identity to be directly or indirectly ascertained. 2. It is mandatory for you to provide the above personal data to Jasmy in order for you to use the Products and Services and the Website. If you refuse or fail to provide the above personal data, Jasmy may be unable to provide the Products and Services to you and you may not be able to use all the functions of the Website. 1. You agree that your personal data provided to Jasmy may be used and retained by Jasmy for the following purposes and

6. "Jasmy Secure PC Manager" is ready and ready to use.



### Caution:

Immediately after startup, the user to be managed (the user using the application "Jasmy Secure PC Agent") is empty.

Refer to <u>5.22</u>. Adding <u>Users</u> to add users to manage and use.

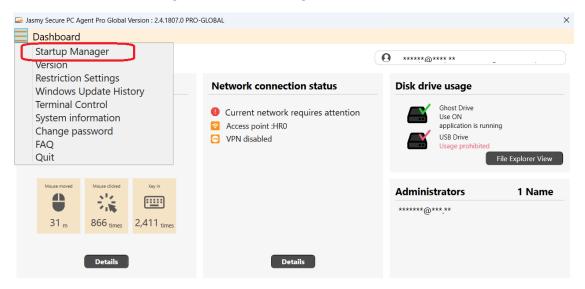
## 4. Activation method

Follow the steps below to open the "Jasmy Secure PC Manager" website.

1. Launch "Jasmy Secure PC Agent

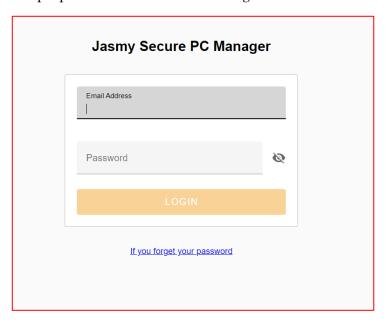
Please refer to the Jasmy Secure PC Agent Operating Instructions for how to start the application.

2. Select "Start Manager" in the hamburger menu of the main UI screen

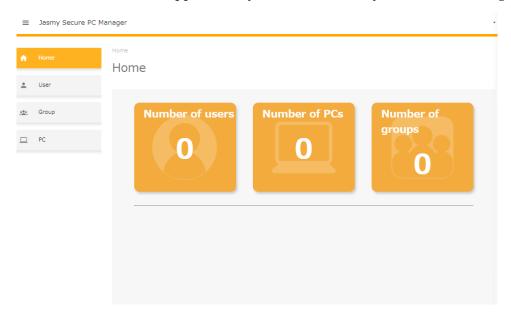


3. "Jasmy Secure PC Manager" website will open at

4. Enter your registered e-mail address and the password you have changed in the preparation and select the "Login" button.



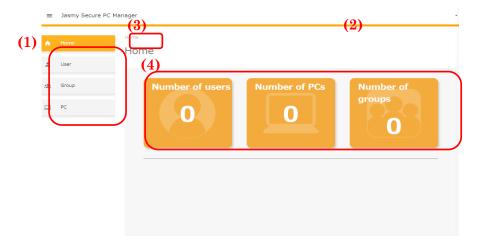
5. The Home screen will appear and you can use "Jasmy Secure PC Manager".



# 5. How to Use

## 5.1. How to view the home screen

The Home screen displays the following items



- ➤ Menu ((1))
  - > Home
  - ♦ user

Details, <u>5.2. displaying the list of managed users</u> for more information.

- ♦ PC

Details, <u>5.18</u>. <u>Managed PPCsDisplaying the List of</u> for more information.

- > Currently logged in administrator account (2)
  - > pulldown list
    - FAQ
    - End User License Agreement
    - logout
- ➤ Transition history list (③)

The transition history of the screen is displayed, and you can return to the original screen by selecting the transition history (link).

➤ Home (④)



## i. Number of users

Displays the number of users managed

Link to User List

### ii. Number of PCs

Show the number of PCs managed

Link to PC List

## iii. Number of groups

Displays the number of groups created

Link to group list

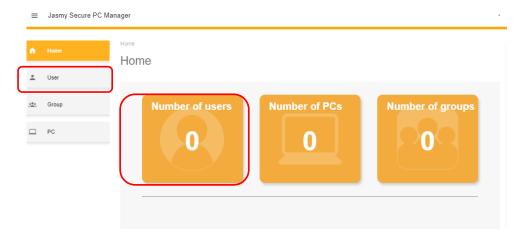
## 5.2. Display the list of users under management

"Jasmy Secure PC Manager" has two display modes for the user list: "List view " and "Card view ".

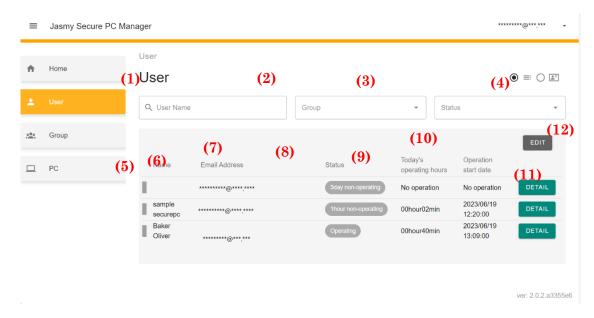
If the display mode is changed, it will remain in the "list display" mode from the next time onward.

#### <List view >

1. Select "Users" in the menu on the left of the home screen, or "Number of users" in the home



2. List view displays a list of users currently managed by the currently logged in administrator



➤ Search box ((①)

You can search for users by entering their user name (partial match)

➤ Group filter selection list (②)

By selecting a created group, only users registered in the selected group can be displayed

➤ Check box for selecting display operation status (③)

By checking the checkboxes for the statuses you want to display, you can display only the users with the selected statuses

➤ Display format radio button (④)

You can choose between two display methods (list view and card view)

> Color Status (5)

Displays the operational status of managed users by color

> Name (6)

Displays the name of the user being managed

➤ E-mail address (⑦)

Displays the email addresses of the users you are managing

> Status (8)

Displays the user's current operating status

> Operating hours today (9)

Displays the operating hours for the day

> Operation start date and time (10)

Displays the date and time of the user's start of operation

➤ Link for displaying detail page (11)

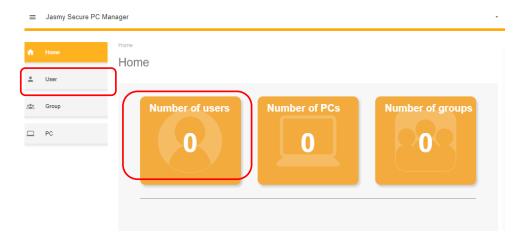
Displays operating status

➤ Edit button (12)

Displays the user edit screen

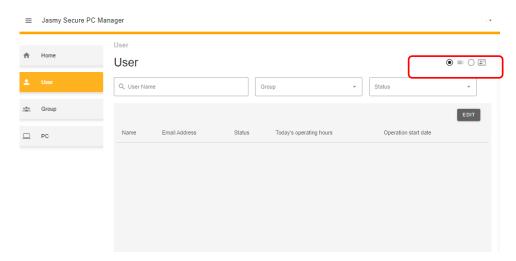
## <Card View >

1. Home Select "Users" in the menu on the left of the screen, or "Number of users" in the Home

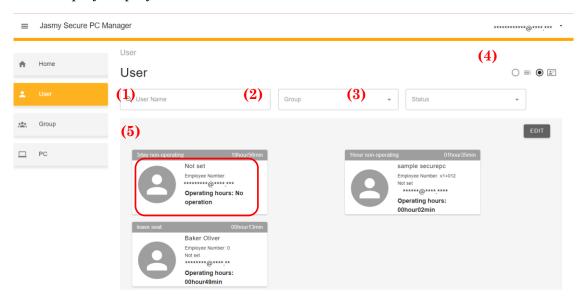


2. The list of users currently managed by the currently logged in administrator will be displayed.

Select the radio button on the upper right of the "User List" screen to "Show Cards" on the right side.



3. Card display displays a list of users



- $\triangleright$  Search box ((1))
- ➤ Group filter selection list (②)
- ➤ Check box for selecting display operation status (③)
  - operation (of machine)
  - > leaving one's seat (keyboard, etc.)
  - > break
  - > not working
  - unknown
- ➤ Display selection radio button (④)

Select the display format for the list

- ♦ list view
- ♦ card display
- User Information (⑤)

  leave seat

  00hour13min

  (1)

  (3)
  Baker Oliver

  Employee Number: 0
  Not set

  (5)
  securepc.sample.v1+010@gmail.com

  (7) Operating hours:
  00hour49min

i. Operational Status

Displays the latest operational status of the user

ii. elapsed time

Displays the time elapsed since the switch to the i operation status state

iii. username

Displays the name of the user being managed

iv. Employee No.

Displays the employee No. of the user being managed

v. Affiliation Name

Displays the affiliation name of the user being managed

vi. Email Address

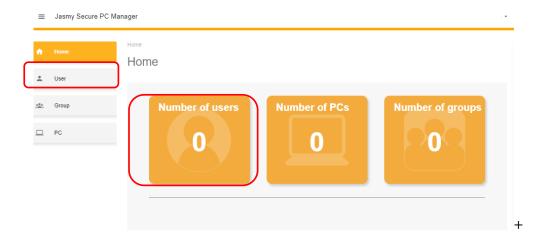
Displays the email addresses of the users you manage

vii. number of hours worked

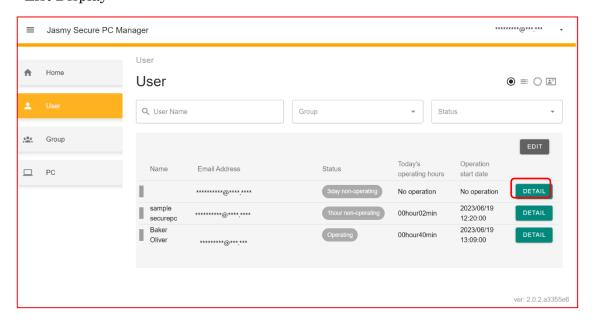
Operating hours of the day (since the Secure PC was activated) are shown.

# 5.3. Display work status of users under management

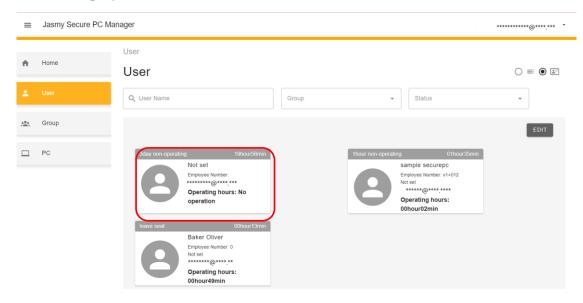
1. Select "Users" in the menu on the left of the home screen, or "Number of users" in the home



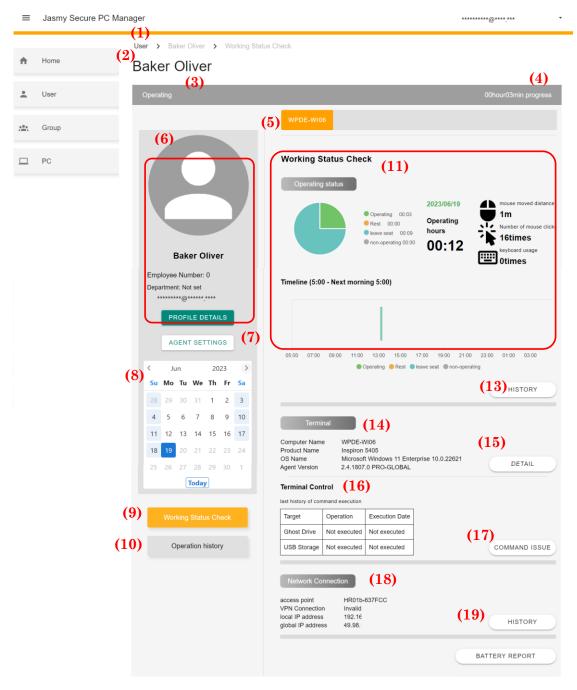
2. Select the user whose work status you want to display from the user list <List Display>



## <Card Display>







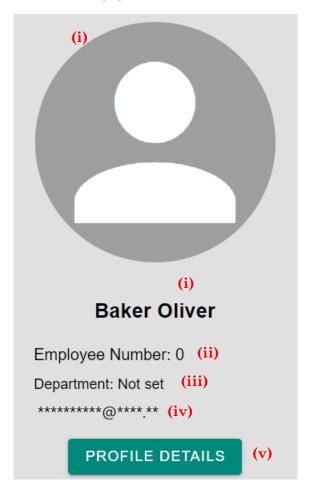
- ➤ Transition history list ((1))
- User name (2)Displays the selected user name
- > Status (③)

  Displays the current user status
- Elapsed time (4)Displays the elapsed time since the status state of (3)

> Terminal name (⑤)

Displays the name of the terminal used by the selected user

➤ User Profile (⑥)



User name (i)

Displays the user name of the user being managed

Employee No. (ii)

Displays the employee No. of the user being managed

Name of department (iii)

Displays the department name the user belong to.

> E-mail address (iv)

Displays the email addresses of the users you are managing

> Edit Profile" button (v)

Selecting the "Edit Profile" button displays the Edit Profile dialog

For more information, please refer to "<u>5.4. Editing profiles of users under management</u>

# > Agent setting (⑦)

Displays the agent setting screen

For more information, see "<u>5.5. Agent Settings for</u> for more information.

#### Calendar (8)



Display calendar

➤ Work status check button (⑨)

Displays the work status confirmation screen

When information other than the work status is displayed in the right pane, selecting this button displays the work status confirmation screen in the right pane.

Operating information history (10)

Displays the Operating Information History screen

For details, please refer to "<u>5.6. Viewing the Operational Information History of Managed Users".</u>

Confirmation of work status (11)

This section displays the following items regarding uptime and PC performance

- > number of hours worked
- Cumulative time pie chart for each operation status
- > Cumulative distance traveled by mouse on the day
- > Total number of mouse clicks on the day
- > Total number of keyboards available on the day
- > Timeline
- ➤ Application details button (③)

Displays the application details screen

> Terminal (14)

Displays the following terminal information

- ♦ computer-name
- ♦ Product name

- ♦ OS Name
- ♦ Agent Version
- > Device details button (15)

Displays the device details screen

For details, see "5.8. Displaying terminal information of managed users".

> Terminal control (16)

Displays the last history of command execution

Subjects include the following two

- ♦ ghost drive
- ♦ USB Storage
- ➤ "Issue command" button (①)

Displays the command issue screen

For details, see "5.32. Issue Online Commands".

> Network connection (18)

Displays connection information for the following networks

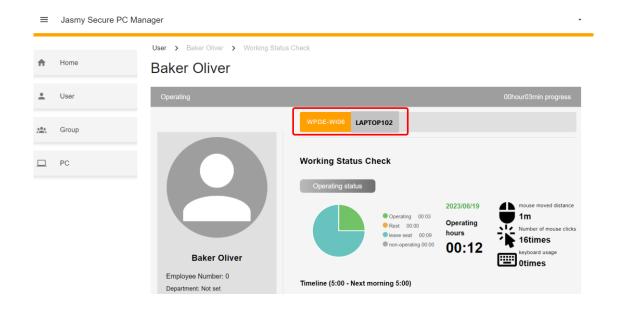
- ♦ access point
- ♦ VPN Connection
- ♦ local IP address
- ♦ global IP address
- ➤ Network history button (19)

Displays network history

For more information, see "<u>5.11. Viewing the network history of managed users</u>

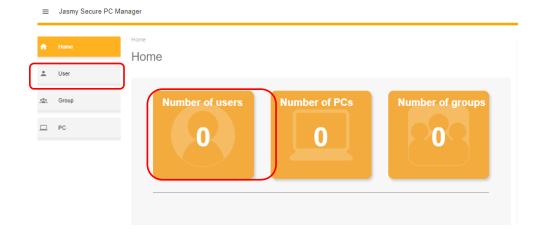
If the user selected in step 2 has multiple terminals, the availability status of the selected user is displayed by switching the availability status of each terminal

Please select the button for the device you wish to display



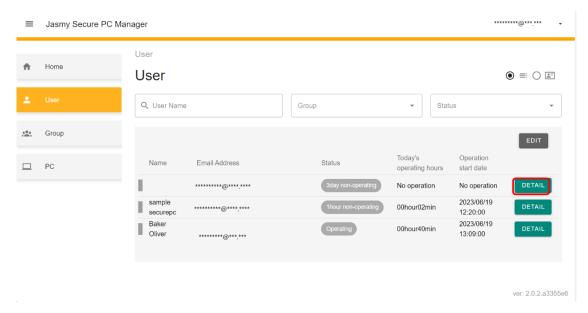
# 5.4. Edit the profiles of users under management

1. Select "Users" in the menu on the left of the home screen, or "Number of users" in the home

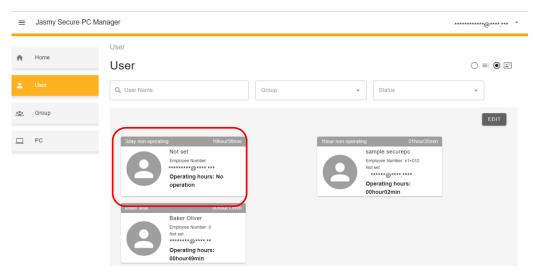


2. Select the user whose profile you wish to edit from the list of users

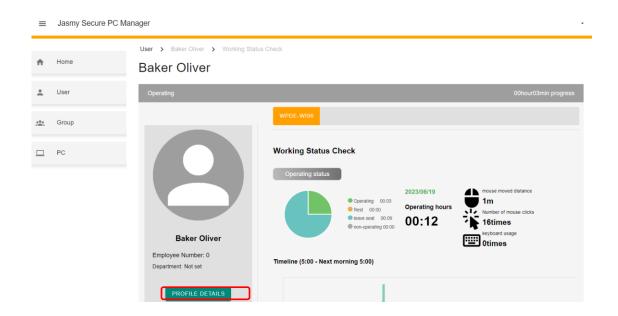
## <List Display>



## <Card Display>

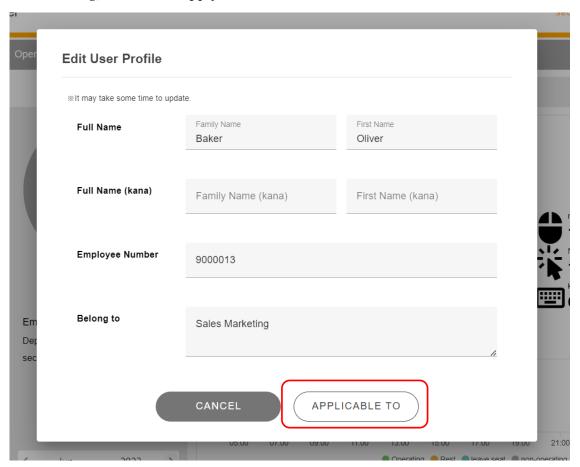


3. Displays the work status confirmation screen for the selected user Select the "Profile Details" button on the left side of the screen



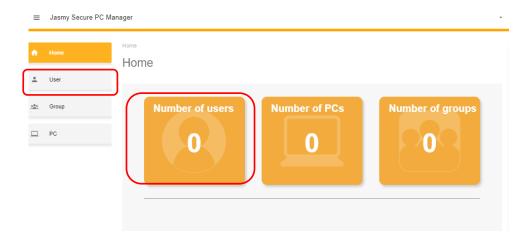
- 4. Displays the Edit User Profile dialog
  - Here you can edit the following items
  - ♦ First and Last Name
  - ♦ Name (Kana)
  - $\diamond$  employee ID number
  - ♦ belong to

After editing, select the "Apply" button



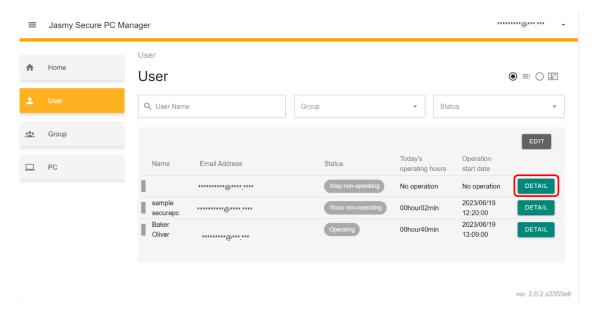
# 5.5 Settings for users under management

1. Select "Users" in the menu on the left of the home screen, or "Number of users" in the home

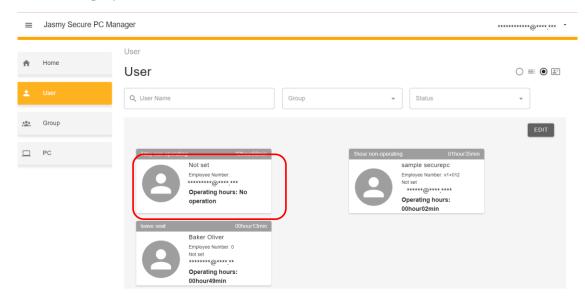


2. Select the user for whom you wish to configure agent settings from the user list

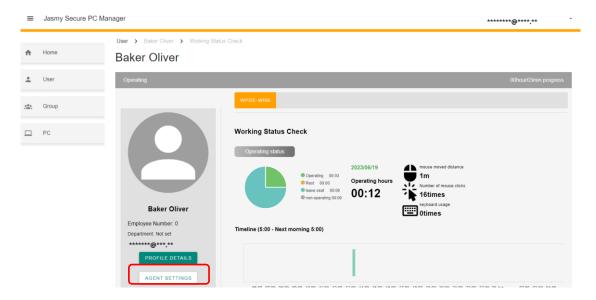
### <List Display>



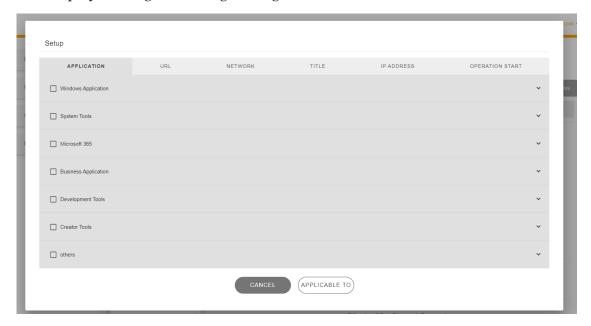
## <Card Display>



3. Displays the work status confirmation screen for the selected user Select the "Agent Settings" button on the left side of the screen



#### 4. Displays the Agent Settings dialog



Here you can set the following items

- > Application
  - Windows Applications
  - > System Tools
  - ➤ Microsoft 365
  - Business Applications
  - > Development Tools
  - > Creator Tools
  - > Other

Select the apps you want to allow users to use

If a user uses an app that has not been selected, an alert will be raised.

However, if all are unchecked, the application alert settings will be deactivated

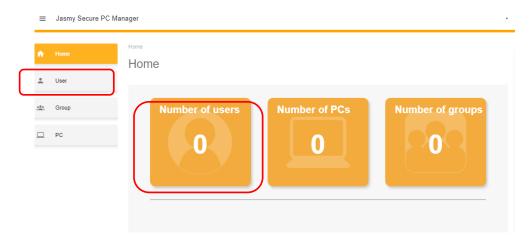
- > URL
  - > rejection list
- NETWORK
  - > Intra-office network (SSID)
  - ➤ Home network name (SSID)
  - > Office VPN Name
- > TITLE.

- > denied title list
- > IP address
  - > permission list
  - > rejection list
- > Start of operation

Select the day of the week you would like to be notified of the start of operation

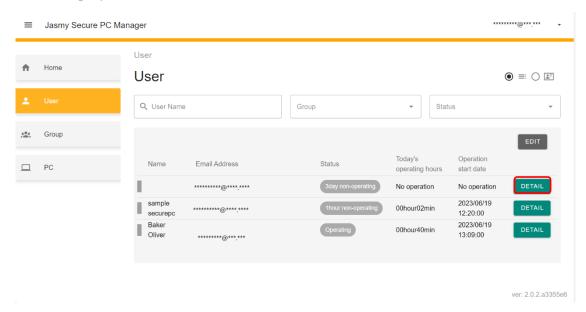
# 5.6. Display the history of operational information of users under management.

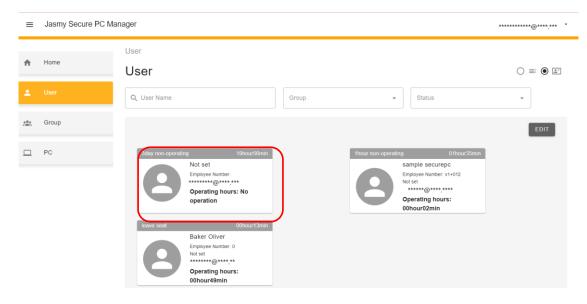
1. Select "Users" in the menu on the left of the home screen, or "Number of users" in the home.



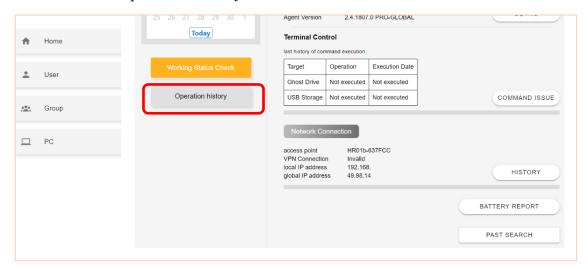
2. Select the user from the user list for whom you wish to view the operation information history.

#### <List Display>

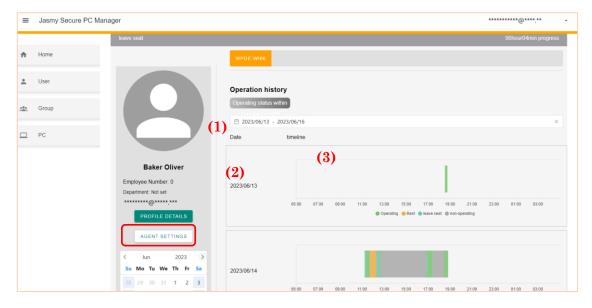




3. Displays the work status confirmation screen for the selected user Select the "Operation History" button under Profile Information

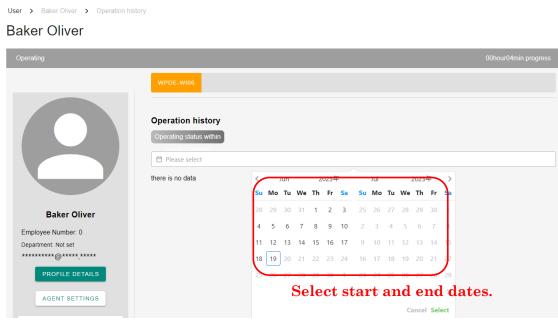


4. Displays the Operating Information History screen



➤ Select period for history display ((1))

Enter the time period for which you want the history to be displayed here



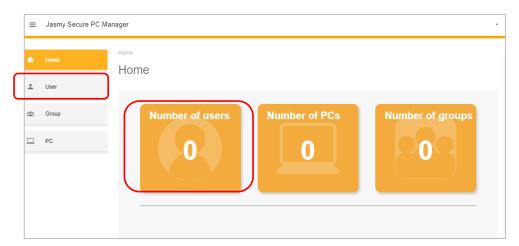
To enter the date, enter the date directly in (1), or select (1) to display the calendar, set the start and end date of the period, and then select "Select".

- > Date (2)
  - Displays the date for the period selected in ①.
- ➤ Timeline (③)

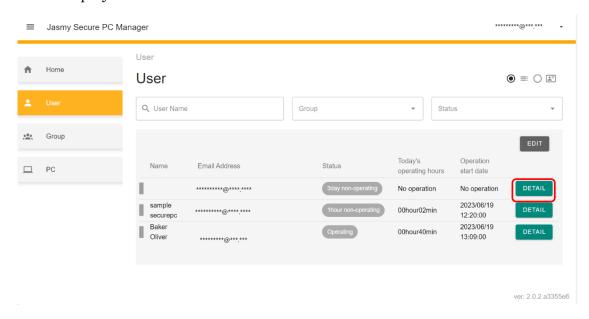
Displays a timeline for the date of (2)

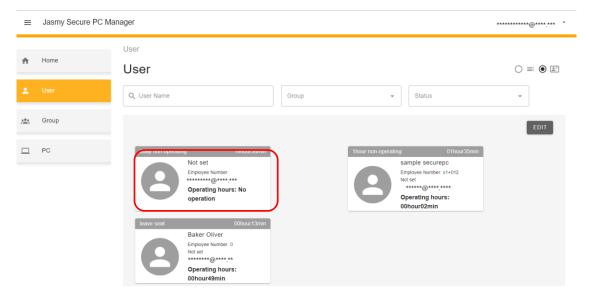
# 5.7. Display detailed information on applications used by users under management

1. Select "Users" in the menu on the left of the home screen, or "Number of users" in the home.

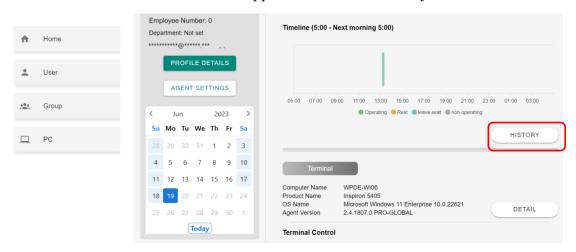


2. Select the user whose application details you wish to view from the user list <List Display>

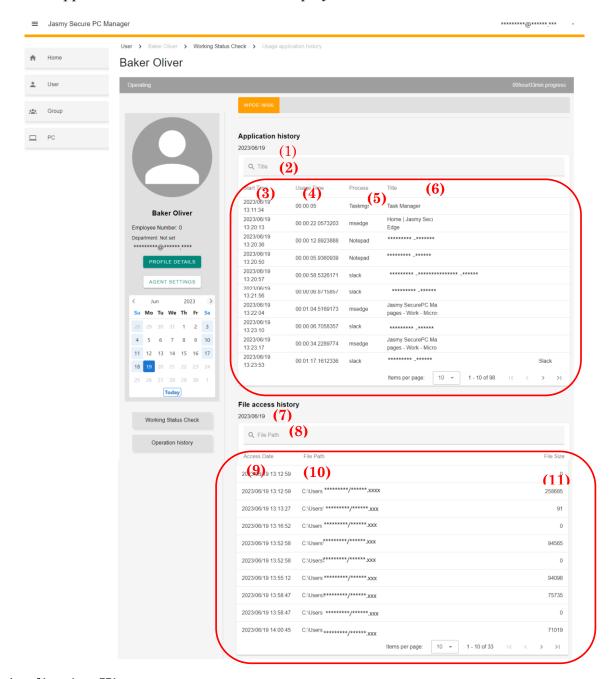




3. Select the "Details" button under Applications in Availability



4. The application details screen will be displayed



### <a href="#">Application History</a>

- ➤ History Date ((1))
  - Select the history date you want to display
- Search box (2)
  - Enter the keywords (process name/title) you wish to search for
- > Start time (③)
  - Displays the start date and time of the application used by the selected user
- > Duration of use (4)

Displays the application usage time used by the selected user

> Process name (⑤)

Displays the process name of the application used by the selected user

> Title (6)

Displays the title of the application used by the selected user

However, to protect personal information and prevent information leakage, some of the strings are hidden.

#### <File access history

➤ Date covered by history (⑦)

Select the date in the history you wish to view

➤ Search box (®)

Enter the keywords (file path) you wish to search for

> Access date and time (9)

Displays the date and time the selected user accessed the file

File path (10)

Displays the path to the file accessed by the selected user

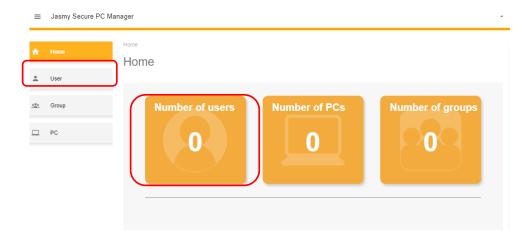
However, to protect personal information and prevent information leakage, some of the strings are hidden.

File size (11)

Displays the size of files accessed by the selected user

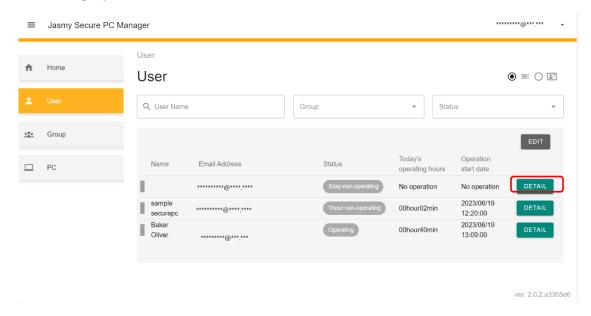
# 5.8. Display terminal information of users under management

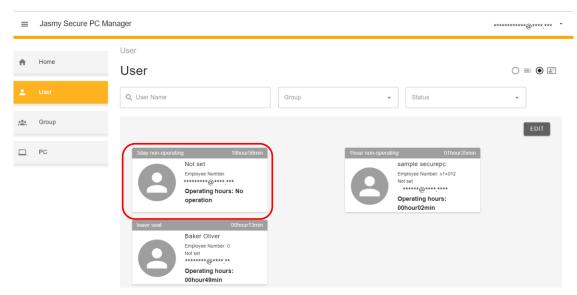
1. Select "Users" in the menu on the left of the home screen, or "Number of users" in the home



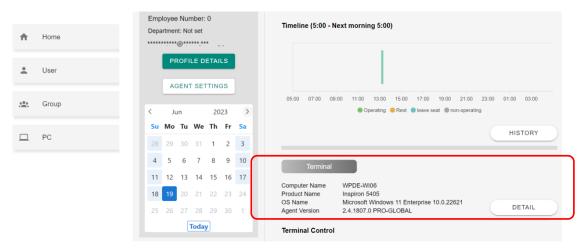
2. Select the user whose device information you want to display from the user list

#### <List Display>





3. Displays device information for the selected user

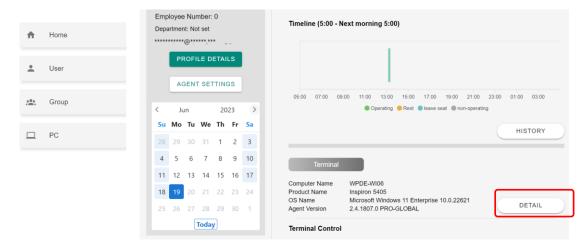


This section displays the following items for the device you are using

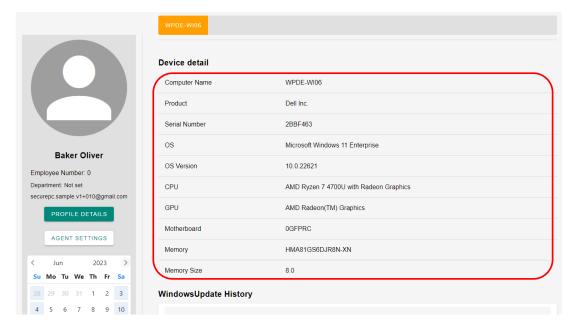
- ♦ Terminal Product Name
- ♦ Terminal OS name
- ♦ Application version of "Jasmy Secure PC Agent" you are using
- ♦ Detail" button

Displays detailed information about the terminal (see steps 4 and 5 for more information)

4. Select the "Details" button to view detailed information about the device



5. Displays detailed information about the terminal being used



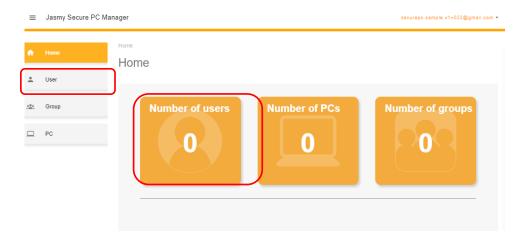
This section displays the following items for the terminal in use

- > terminal information
  - computer-name
  - manufacture
  - serial number
  - OS
  - OS Version
  - Machine name
  - CPU
  - GPU

- $\bullet$  motherboard
- memory
- Amount of memory

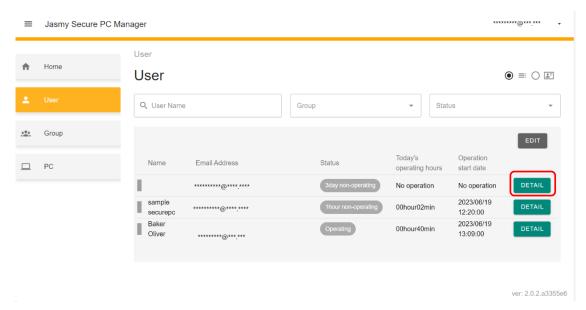
# 5.9. View Windows Update History for users under management

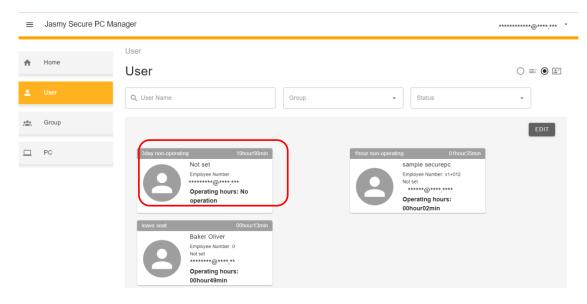
1. Select "Users" in the menu on the left of the home screen, or "Number of users" in the home



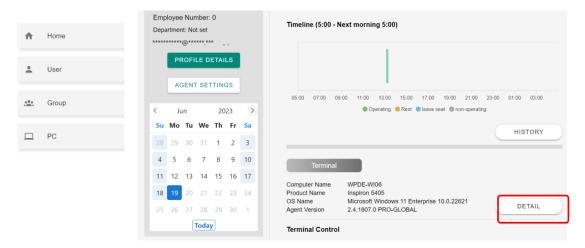
2. Select the user whose network connection information you wish to view from the user list

### <List Display>

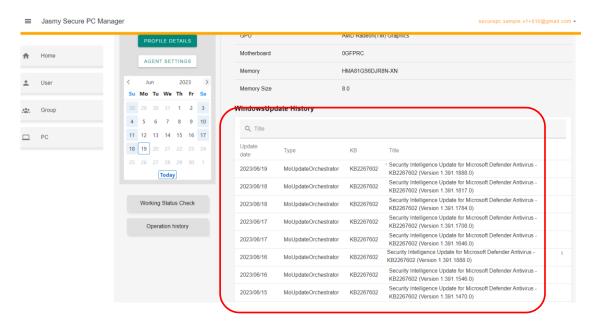




3. Select the "Details" button on the work status screen terminal

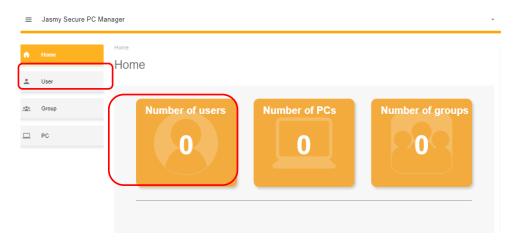


4. Displays the Windows Update history of the device being used



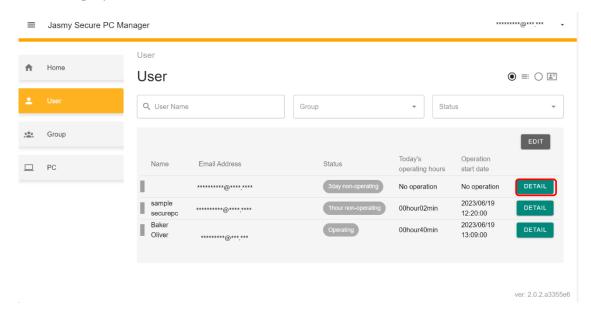
# 5.10. Display network connection information for users under management

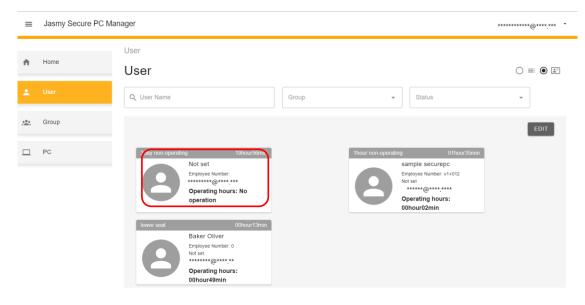
1. Select "Users" in the menu on the left of the home screen, or "Number of users" in the home



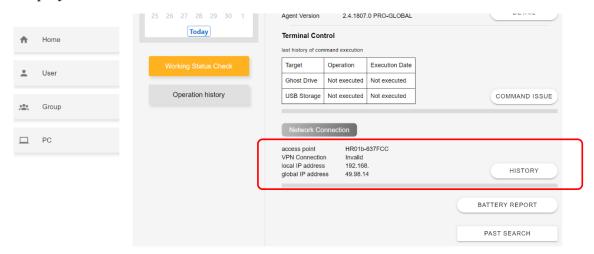
2. Select the user whose network connection information you wish to view from the user list

#### <List Display>





3. Displays network connection information for the selected user



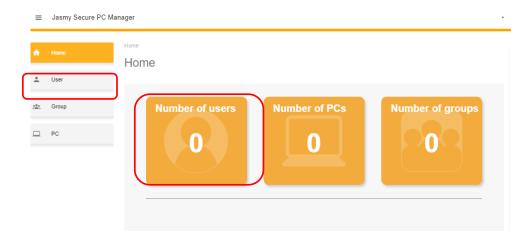
The following items are displayed here

- ♦ access point
- ♦ VPN Connection
- ♦ Local IP address
- ♦ Global IP address
- ♦ History" button

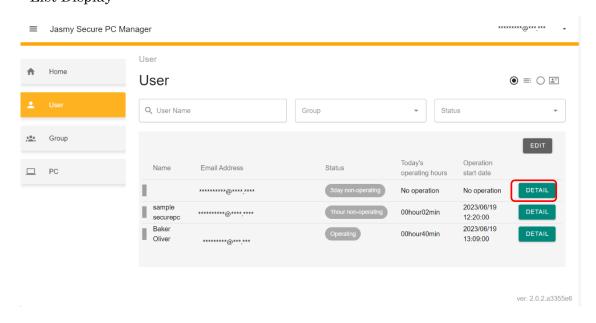
For more information, see "<u>5.11. Viewing the network history of managed users</u>

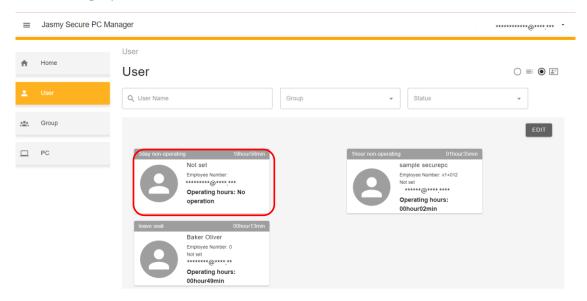
# 5.11. View Network History of users under management

1. Select "Users" in the menu on the left of the home screen, or "Number of users" in the home

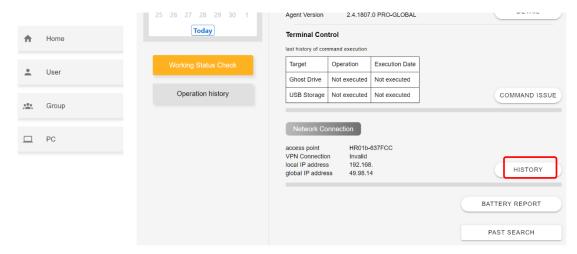


2. Select the user whose network history you wish to view from the user list <List Display>



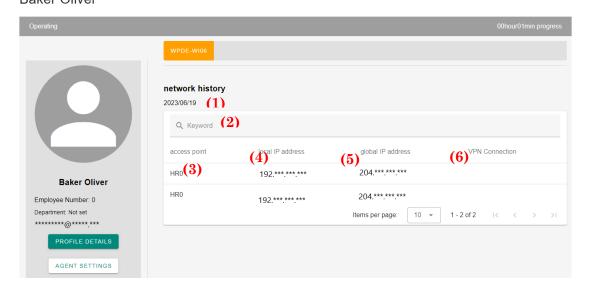


3. Select the "History" button under Network Connections on the Work Status screen.



4. Displays network history of managed users





➤ History Date ((1))

Select the history date you want to display

➤ Search box (②)

Enter the keywords you wish to search for (destination, local IP address, global IP address, or VPN connection)

➤ Connection point (③)

Displays the connected connections used by the selected user or PC terminal

➤ Local IP address (④)

Displays the local IP address of the selected user or PC terminal

➤ Global IP address (⑤)

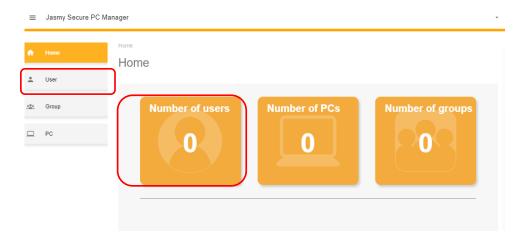
Displays the global IP address of the selected user or PC terminal

> VPN connection (6)

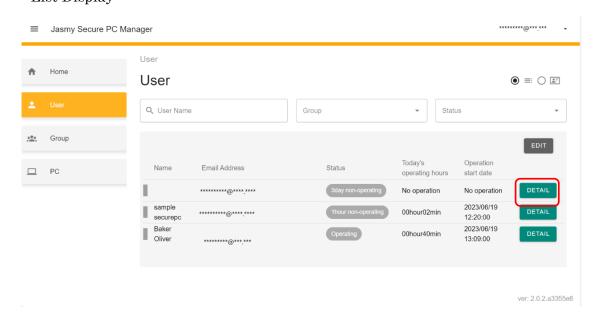
Displays whether the VPN connection is enabled or disabled for the selected user or PC terminal

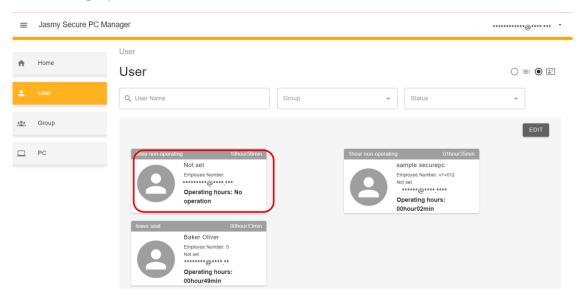
# 5.12. Display battery reports for users under management

1. Select "Users" in the menu on the left of the home screen, or "Number of users" in the home

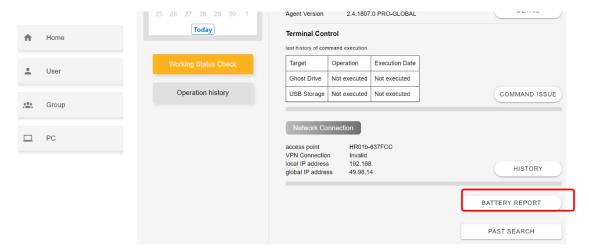


2. Select the user whose network history you wish to view from the user list <List Display>





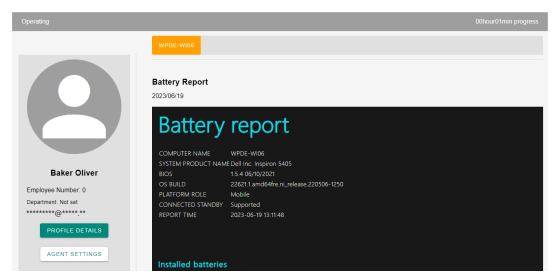
3. Select the "Battery Report" button under Network Connections on the work status screen for the selected user.



4. Displays a battery report for the selected user

User > Baker Oliver > Working Status Check > Battery Report

#### **Baker Oliver**

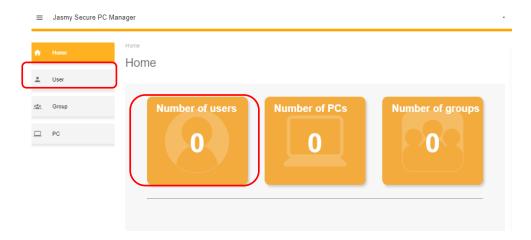


The following items are displayed here

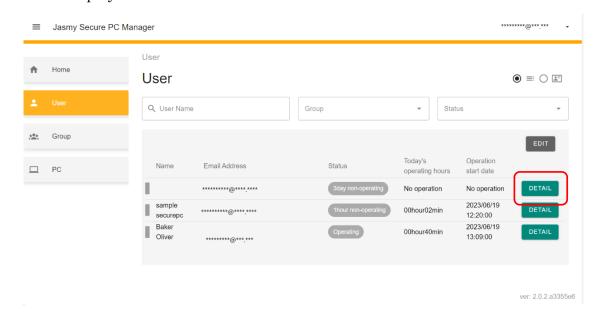
- ♦ Battery report
  - COMPUTER NAME
  - > SYSTEM PRODUCT NAME
  - > BIOS
  - > PLATFORM ROLE
  - > CONNECTED STANDBY
  - > REPORT TIME
- ♦ Installed batteries
- ♦ Recent usage
- ♦ Battery usage
- ♦ Usage history
- ♦ Battery capacity history
- ♦ Battery life estimates

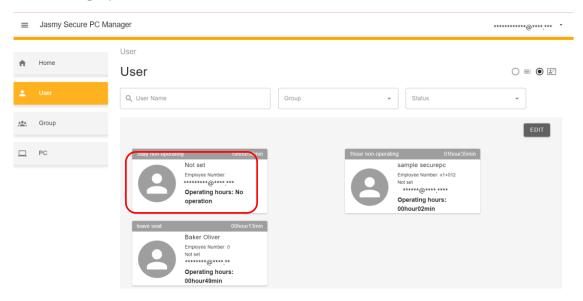
# 5.13. Search the Past Logs of users under management

1. Select "Users" in the menu on the left of the home screen, or "Number of users" in the home

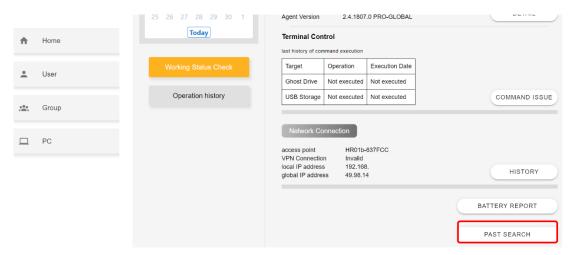


2. Select the user whose network history you wish to view from the user list <List Display>





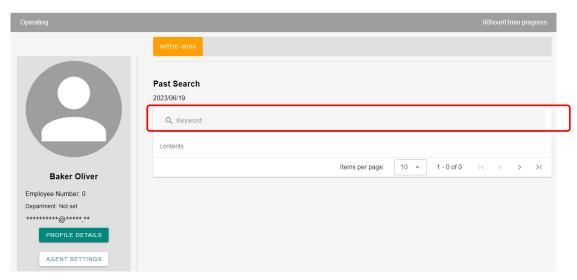
3. Select the "Past Search" button under Network Connections on the work status screen for the selected user.



4. On the Search Past Logs screen, enter the keyword(s) you wish to search for.

User > Baker Oliver > Working Status Check > Past Search

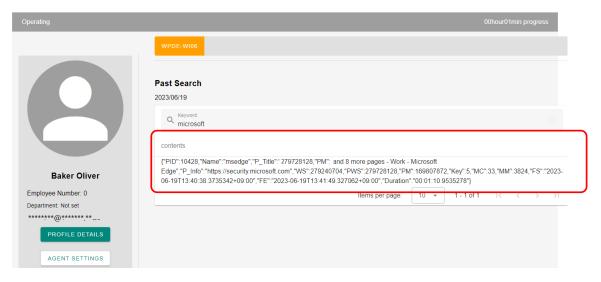
#### **Baker Oliver**



#### 5. Display search results

User > Baker Oliver > Working Status Check > Past Search

#### Baker Oliver

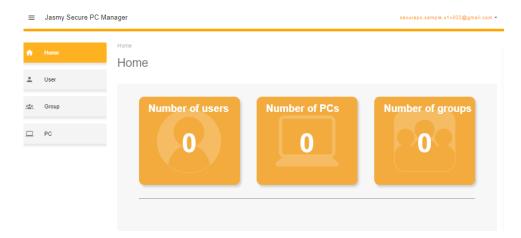


<List Display>

# 5.14. Download Operation Logs

[Note] This feature is enabled when logged in with an account that is authorized to download logs.

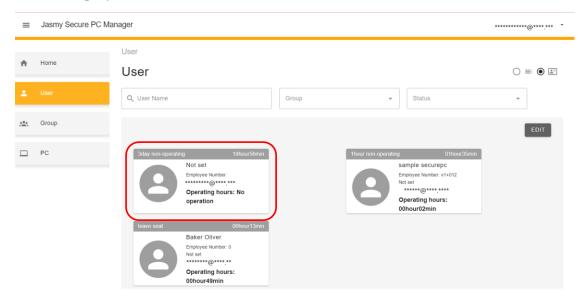
1. Select "Users" in the menu on the left of the home screen, or "Number of users" in the home



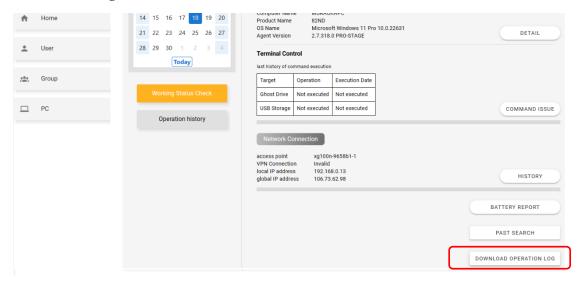
2. Select the user from the list of users to download the operation log.

#### Jasmy Secure PC Manager \*\*\*\*\*\*\*\*@\*\*\*.\*\*\* Home User $\bullet \equiv \bigcirc$ Q User Name Group Status Group EDIT Email Address Status □ PC operating hours start date No operation No operation 2023/06/19 12:20:00 securepo 2023/06/19 Baker 00hour40min \*\*\*\*\*\*\*\*@\*\*\*.\*\*\*

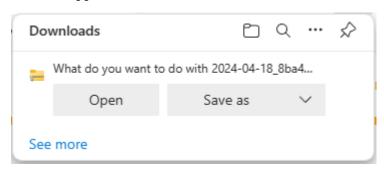
#### <Card Display>



3. Select the date you wish to download the log from the calendar and select the "Download Log" button under "Network Connection".

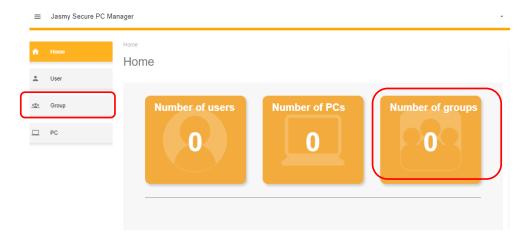


4. When the download dialog appears, select "Save As" and specify a location to save the data, then click the Save button. If there is no log data for the selected date, a "No log available for download" dialog box will appear. If there is no log data for the selected date, a "No log available for download" dialog box will appear.



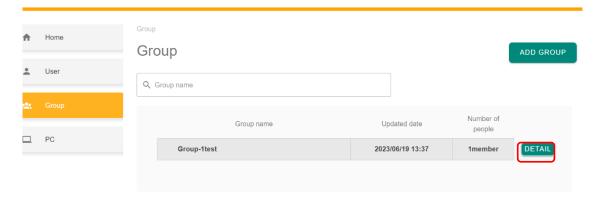
# 5.15. Display the List of Groups of users under management

1. Select "Groups" from the menu on the left of the home screen, or "Number of groups" in the home

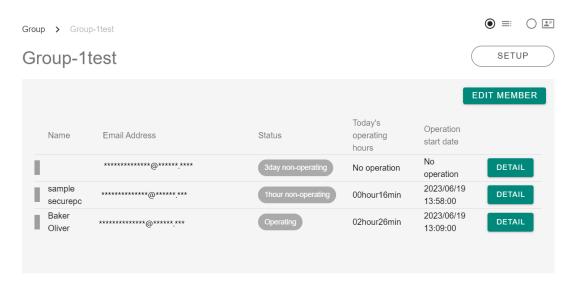


2. A list of groups will be displayed.

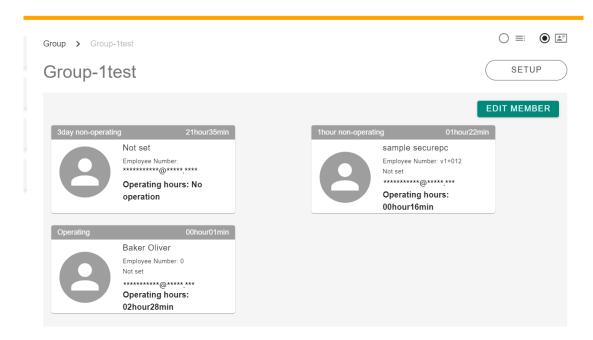
Select the "Details" button for the group whose members you want to view



3. A list showing only users belonging to the selected group will be displayed <List Display>

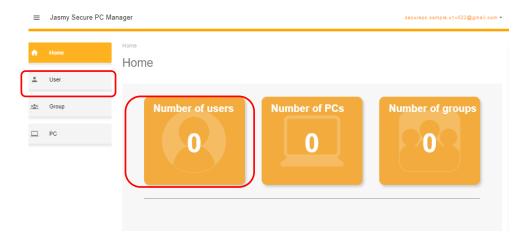


# <Card Display>



# 5.16. Search for users under management

1. Select "Users" in the menu on the left of the home screen, or "Number of users" in the home

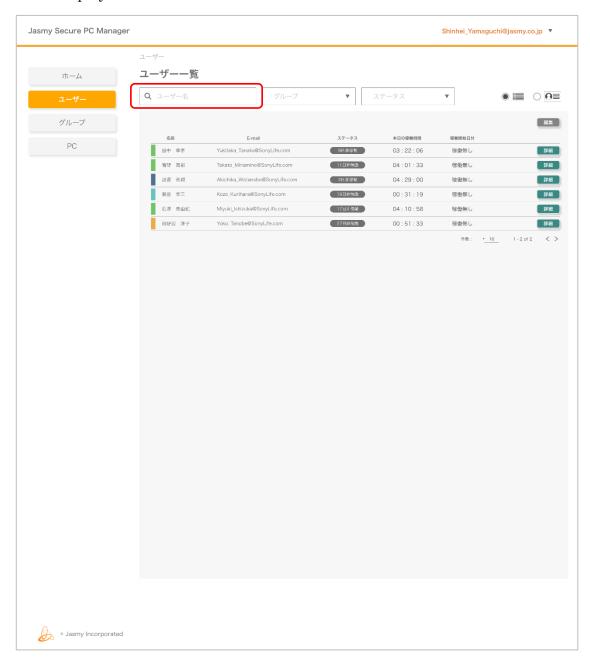


#### 2. Enter search terms in the search box

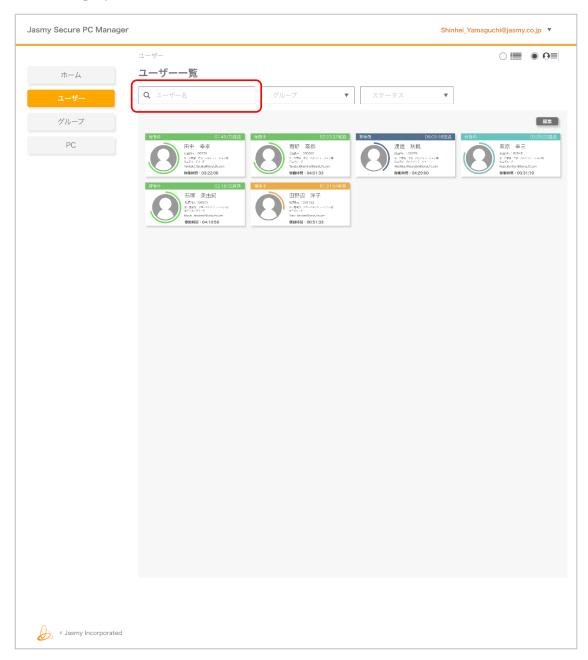
Enter the user name of the user you wish to search for in the search keywords field

The search method is partial match.

#### <List Display>



# <Card Display>



# 5.17. Change the name / employee No. / affiliation of a managed user

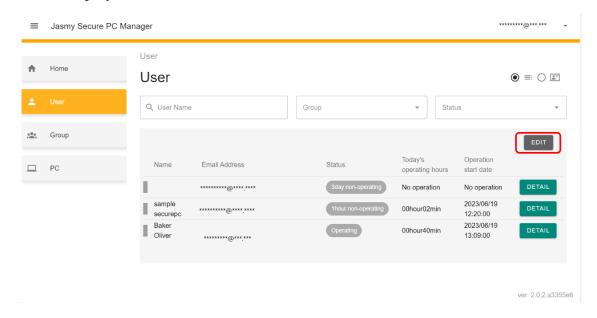
1. Select "Users" in the menu on the left of the home screen, or "Number of users" in the home



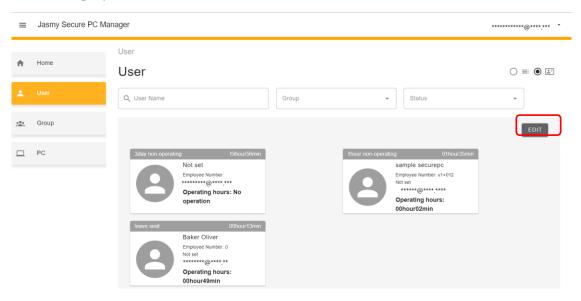
2. A list of users will be displayed.

Select the "Edit" button in the upper right corner of the list

#### <List Display>



#### <Card Display>

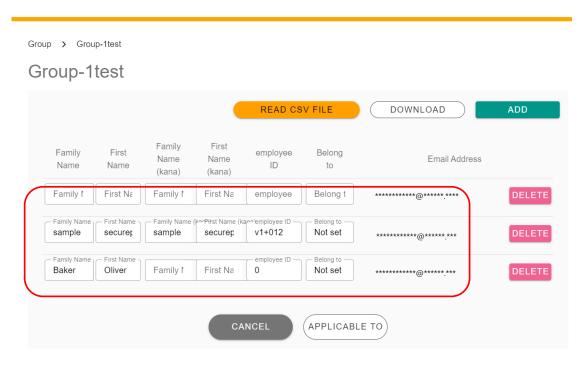


3. Change the user information you want to change and select the "Apply" button.

Here you can change the following items

- ♦ Name
- ♦ Name (Kana)
- ♦ Employee ID
- $\diamond$  belong to

Email address cannot be changed



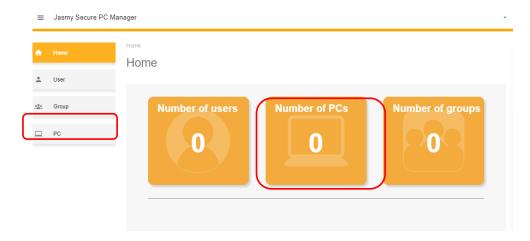
#### Caution:

The edited items in this edit screen are shared on the "Jasmy Secure PC Manager", so the edited items will not only appear in the "Jasmy Secure PC Manager" of the administrator who made the change, but also in the "Jasmy Secure PC Manager" of all administrators who have the modified user under their control. The edited items are not only shared on the "Jasmy Secure PC Manager" of the administrator who made the change, but also on all administrators who have the modified user under their control.

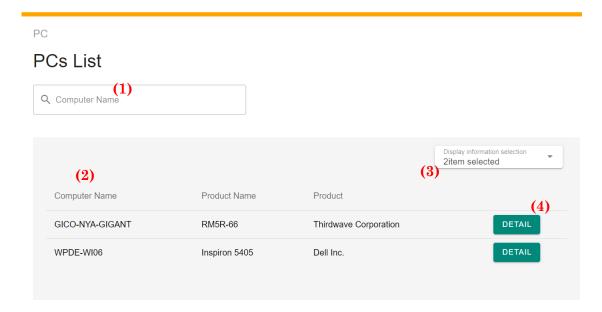
Therefore, any changes made by other administrators will be reflected in your "Jasmy Secure PC Manager".

# 5.18. Display of List of PCs used by users under management

1. Select "PC" in the menu on the left of the home screen, or "Number of PCs" in the home



2. The list of PCs managed by the currently logged-in administrator will be displayed.



 $\triangleright$  Search box ((1))

You can search for a PC by entering the computer name (partial match)

> Computer name (2)

Displays the name of the computer being managed

➤ "Add display information" list (③)

Displays a list of information you want to display in the PC list

For details, see "<u>5.19. managed PPCsSetting of items to be displayed in the list of</u> for more details.

"Detail" button (4)

Displays the PC detail screen

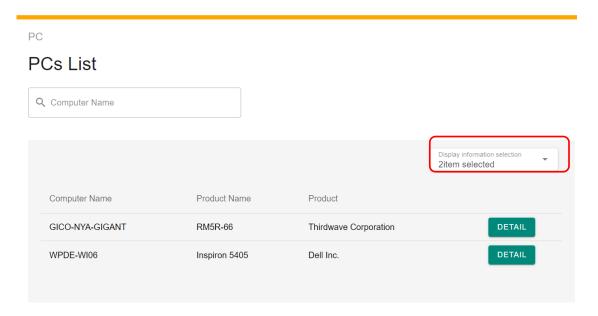
For details, see "<u>5.20. Managed PPCsViewing Detailed Information on</u> for more information.

# 5.19. Setting of Items to be Displayed in the List of Managed $\operatorname{PCs}$

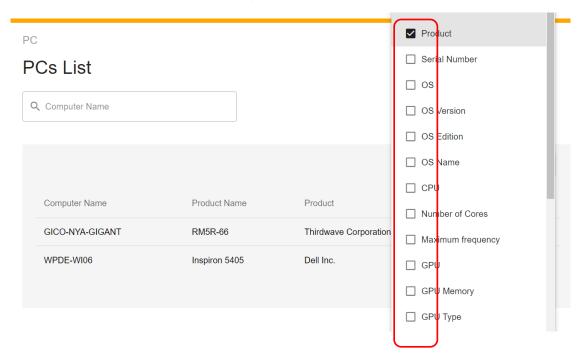
1. Select "PC" in the menu on the left of the home screen, or "Number of PCs" in the home



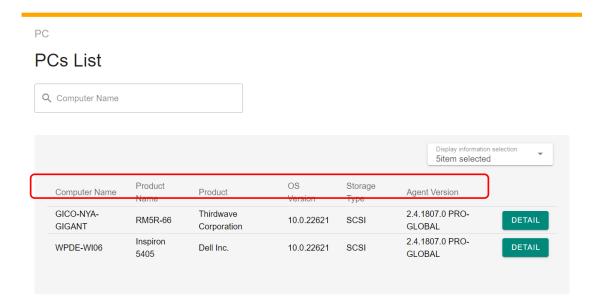
2. Select the "Add Display Information" list from the PC list



3. From the Display Information List dialog, check the items you want to display in the PC List and select a location other than the list (selecting a location other than the list will close the list).

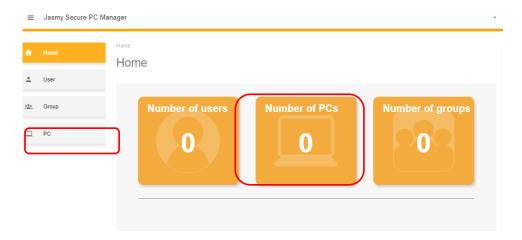


4. Items checked in the Display Information List dialog are now displayed in the PC list.

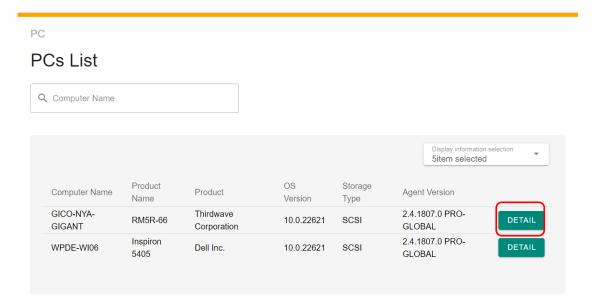


# 5.20. Display Detailed Information on Managed PCs

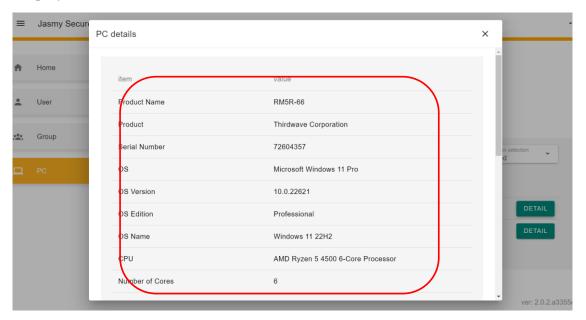
1. Select "PC" in the menu on the left of the home screen, or "Number of PCs" in the home



2. Select the PC you wish to view detailed information on from the list of PCs and select the "Details" button on the far right.



3. Displays detailed information about the selected PC



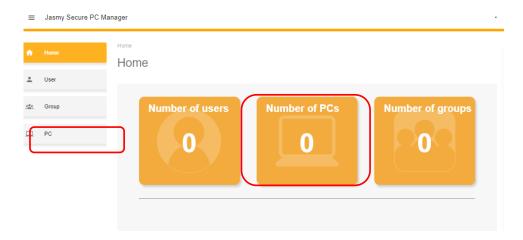
This section displays the following items for the selected PC

- Product name
- manufacture
- serial number
- os
- OS Version
- OS Edition
- OS alias
- CPU
- Number of CPU Cores
- CPU Maximum Frequency
- GPU
- GPU Memory
- GPU Type
- GPU Driver Version
- motherboard
- motherboard maker
- memory
- memory maker
- memory operating frequency

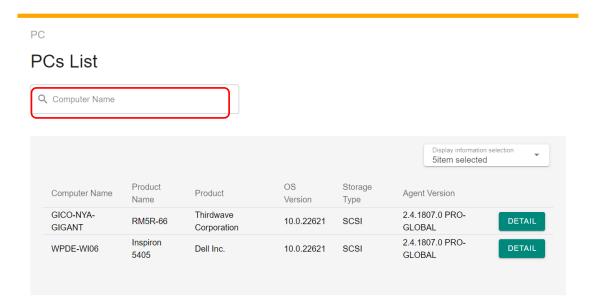
- Amount of memory
- Storage Capacity
- Storage Product Name
- Storage Type
- Agent Version

# 5.21. Search for Controlled PCs

1. Select "PC" in the menu on the left of the home screen, or "Number of PCs" in the home  $\,$ 



#### 2. Enter search terms in the search box

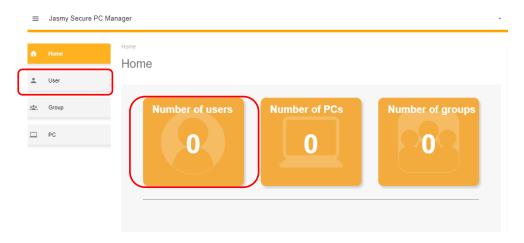


Enter the computer name of the PC you wish to search for in the Search keywords field

The search method is partial match.

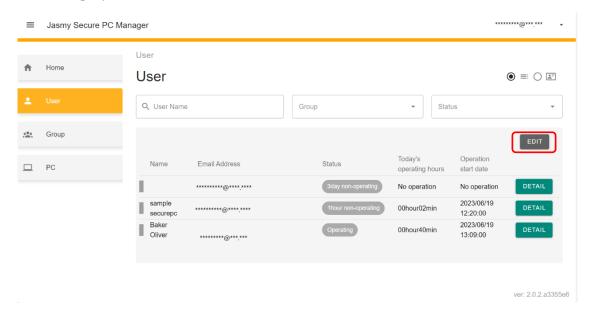
# 5.22. Add Users

1. Select "Users" in the menu on the left of the home screen, or "Number of users" in the home

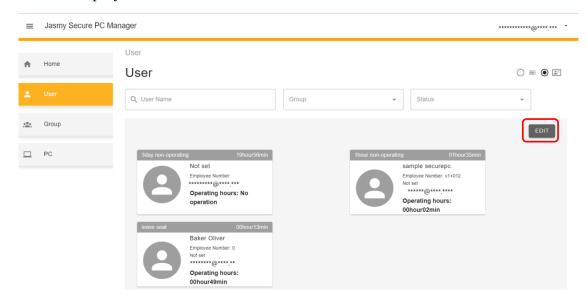


2. Select the "Edit" button from the user list

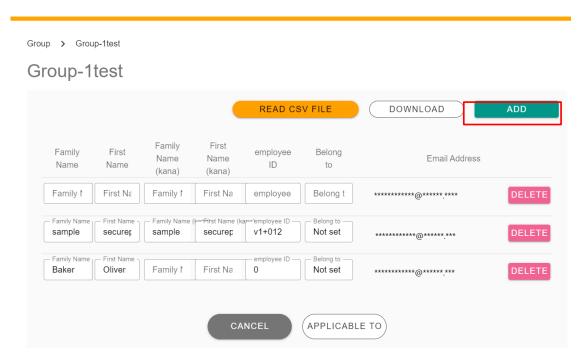
#### <List Display>



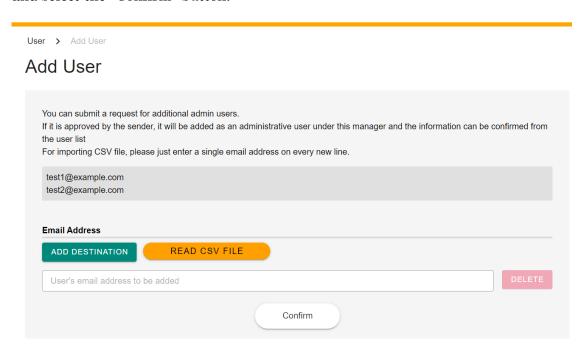
# <Card Display>



3. Select the "Add" button on the user edit screen.

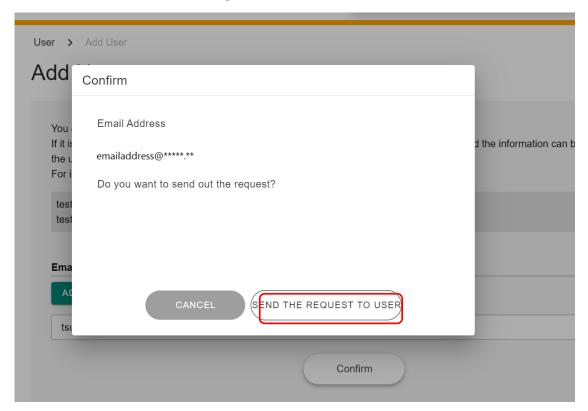


4. On the Add User screen, enter the email address of the user you wish to add and select the "Confirm" button.



However, if you enter an e-mail address that is not in the e-mail address format, a message will be displayed below the input field and you will not be able to select the "Confirm" button.

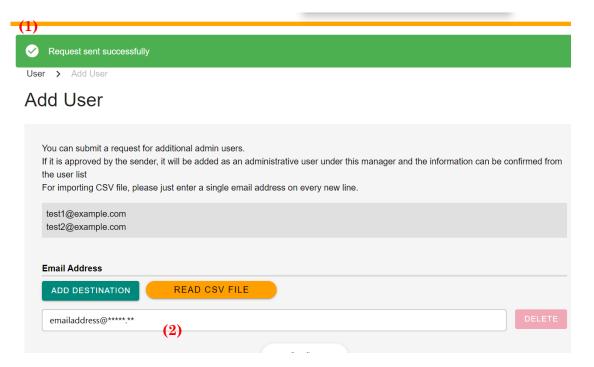
5. Confirm that the user's email address displayed in the confirmation dialog is correct and select the "Send request to user" button



At this time, a request email is sent to the user with the email address entered.

For more information, please refer to the "Jasmy Secure PC Agent" operating instructions

6. If the user who sent the request approves, the user will be added to the user list



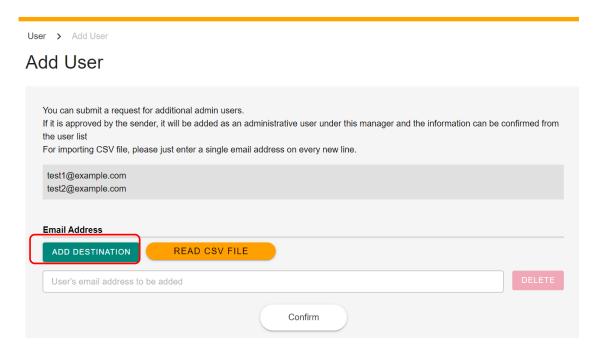
- ➤ Message ((1))
  - ❖ If the request was successfully sent: "You have requested to register a user under your control."
    - Even if there are multiple successful email addresses, one message will be displayed at a time
  - ❖ If the request fails to be sent: Display a message according to the error content.
    - If it fails, a message corresponding to the error is displayed.
- E-mail address at which the request was sent (2)

If you wish to register multiple users at once, there are two methods

- How to do this with additional destinations
- How to read email addresses from a CSV file

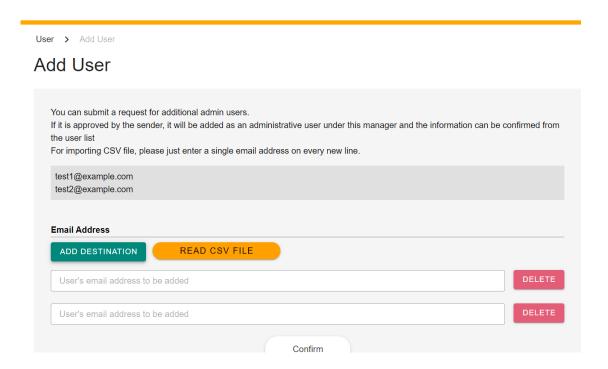
#### < How to do this with additional destinations

1. In step 4 above, select "Add destination



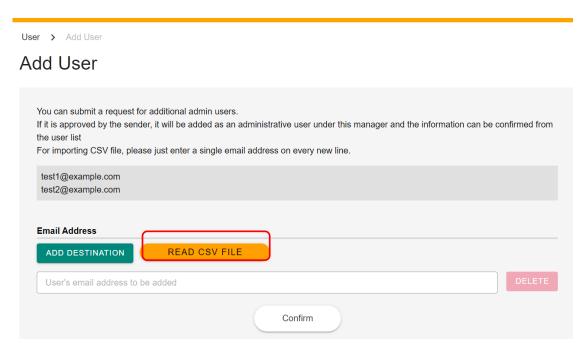
2. Add the number of email addresses for the number of users you wish to add, enter the email addresses in each field, and then select the "Confirm" button.

The following steps are the same as those described in "<u>5.22. Adding Users</u>" from step 5 onward.

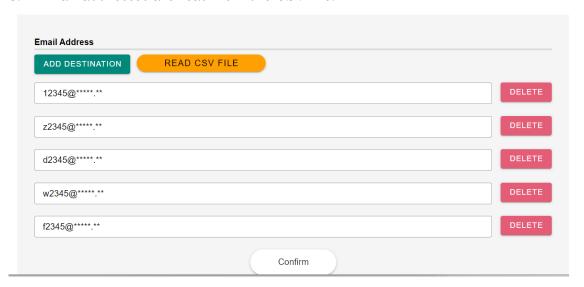


<How to read e-mail addresses from a CSV file

1. In step 4 above, select the "Import CSV file" button.



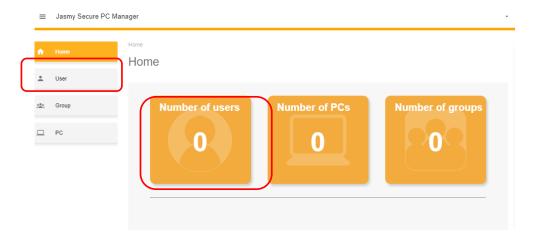
- 2. An "Open File" dialog will appear. Select the CSV file containing the email addresses of the users you wish to add and click the "Open" button.
- 3. Email addresses are read from the CSV file.



Subsequent steps are described in "<u>5.22</u>. <u>Adding Users</u> The following steps are the same as those described in "5.22. Adding a User" from step 5 onward.

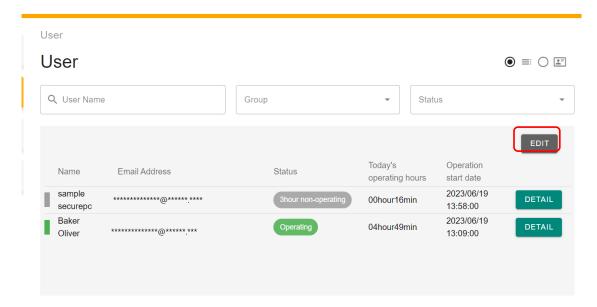
# 5.23. Delete Users

1. Select "Users" in the menu on the left of the home screen, or "Number of users" in the home

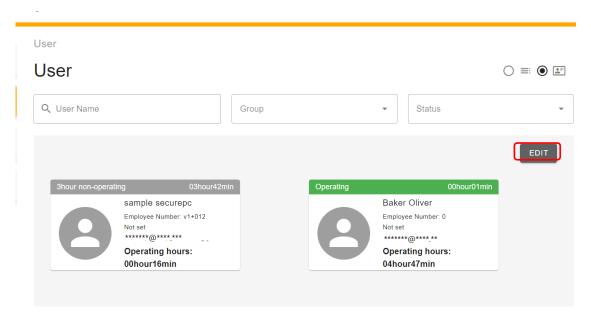


2. Select the "Edit" button from the user list

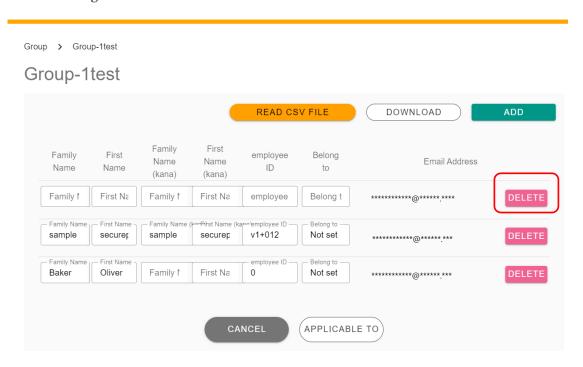
#### <List Display>



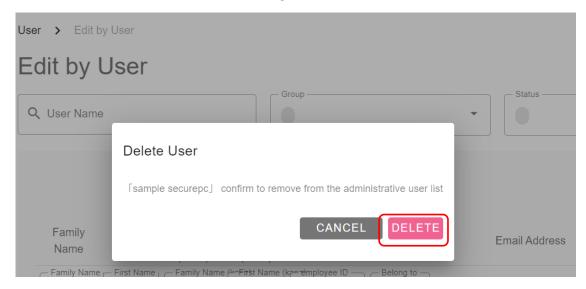
# <Card Display>



3. Select the "Delete" button on the right side of the user you wish to delete from under management.



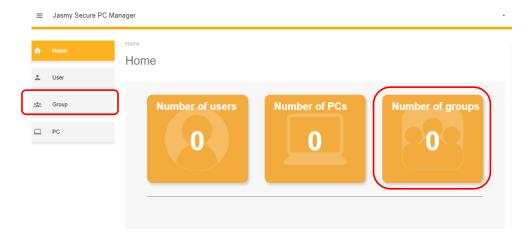
4. A confirmation dialog will appear, confirm that the Delete Username is correct, and select "Delete" in the dialog.



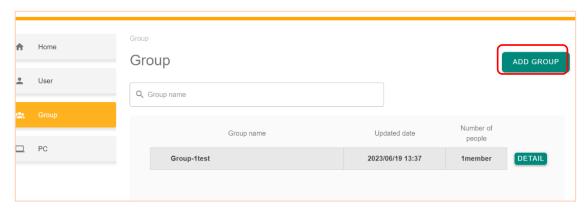
Deletion here only means that the user is removed from the list of managed users, not that the user is deleted.

# 5.24. Create Groups

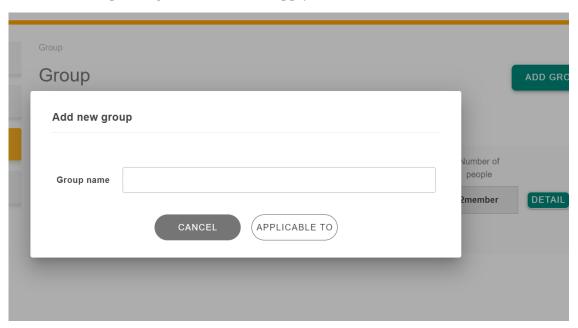
1. Select "Groups" from the menu on the left of the home screen, or "Number of groups" in the home



 $2. \quad \text{Select the "Add Group" button in the group list} \\$ 



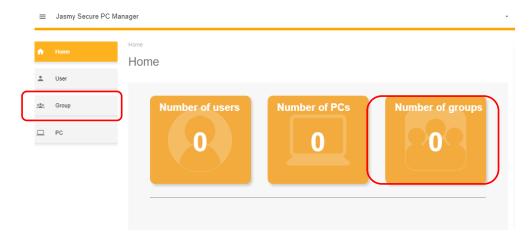
3. Enter the name of the group you wish to create (up to 50 characters) in the Add New Group dialog and select the "Apply" button.



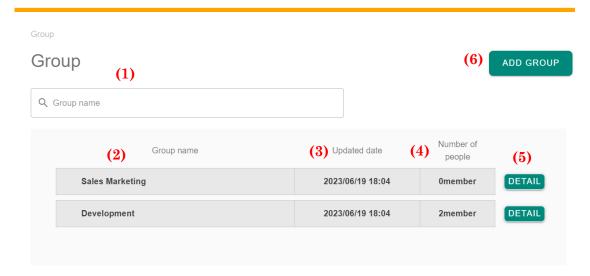
A group with the entered group name will be created.

# 5.25. Display Group List

1. Select "Groups" from the menu on the left of the home screen, or "Number of groups" in the home  $\frac{1}{2}$ 



#### 2. Displays a list of groups you manage



➤ Search box (①)

You can search for a group by entering the group name

- ➤ Group name (②)
  - Displays the name of the group being managed
- Update date and time (3)

Displays the date and time the group information was updated

- Number of persons (4)
  - Displays the number of people registered in the group
- > "Detail" button (⑤)

Selecting the "Details" button will display a list of group members

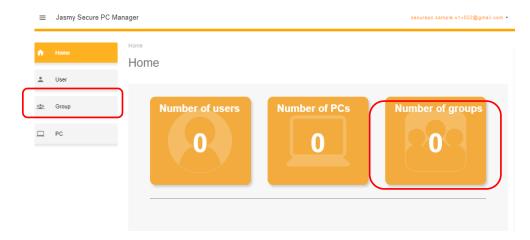
➤ Add group button (⑥)

Displays the Add New Group dialog

For more information, see "<u>5.23. Creating Groups</u>".

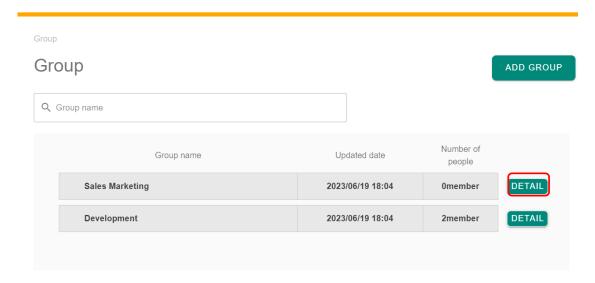
# 5.26. Display Group Member List

1. Select "Groups" from the menu on the left of the home screen, or "Number of groups" in the home

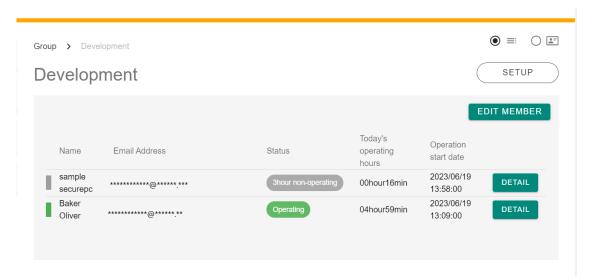


2. Displays a list of groups you manage

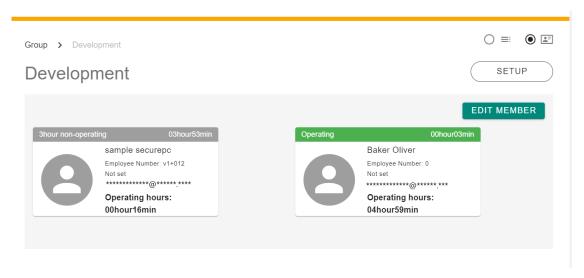
Select the "Detail" button on the far right of the group for which you want to view a list of group members.



Displays a list of members of the group selected in the Group List
 <List Display>



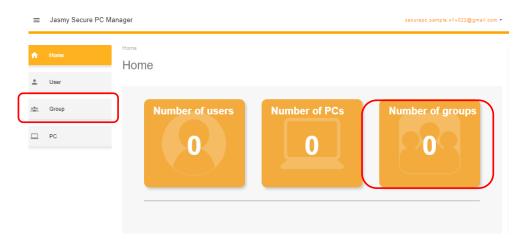
### <Card Display>



# 5.27. Edit Group Members

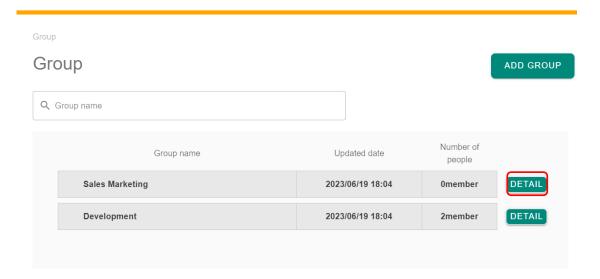
There are two ways to edit group members: one by one or by using a CSV file <How to edit one by one

1. Select "Groups" from the menu on the left of the home screen, or "Number of groups" in the home

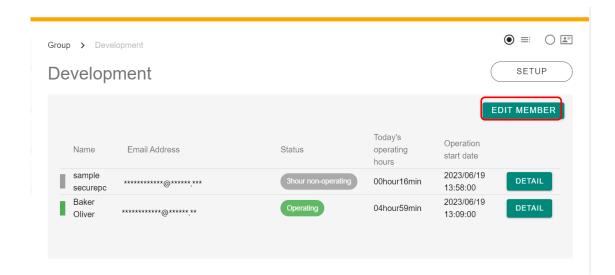


2. Displays a list of groups you manage

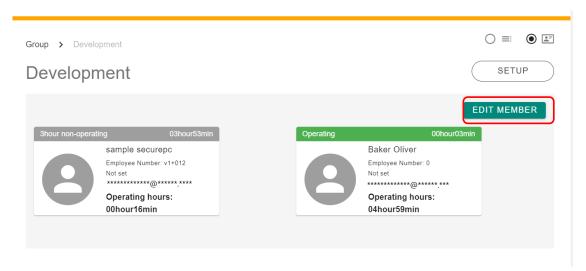
Select the "Detail" button on the right side of the group whose members you want to edit.



 Displays a list of members of the group selected in the Group List Select the "Edit Member" button
 <List Display>

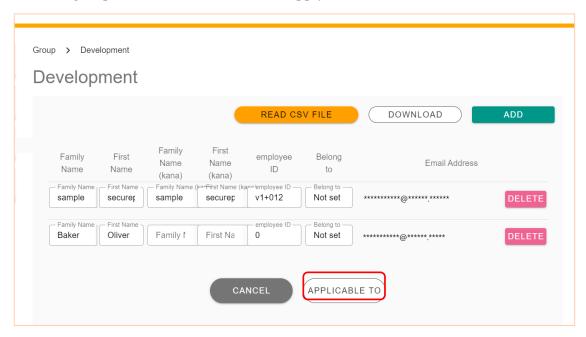


### <Card Display>



4. Displays the group member edit screen

Edit the group members and select the "Apply" button

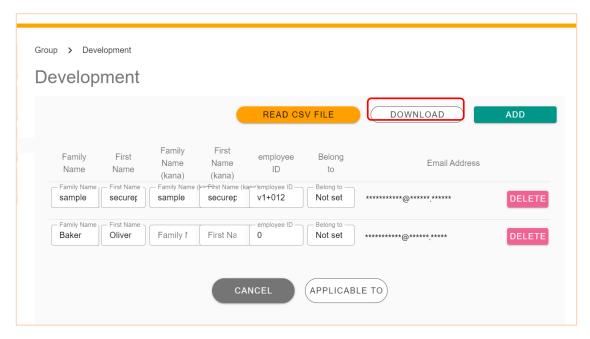


On this screen, you can edit the following items

- ♦ name
- ♦ Family name (kana)
- ♦ First name
- ♦ Employee ID
- ♦ belong to

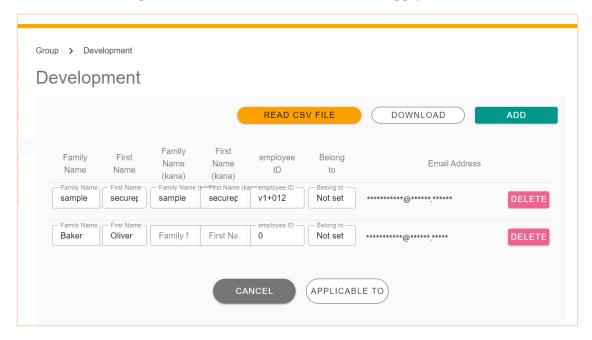
### <How to edit using a CSV file

1. Select the "Download" button in step 4

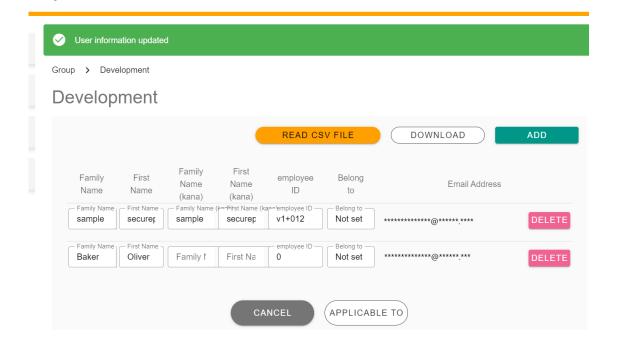


- 2. template.csv" will be downloaded
- 3. Open the downloaded CSV file and edit the items you wish to edit
  - No additional rows (users) can be added
- 4. Select the "Import CSV File" button Select the modified CSV file

5. Confirm the uploaded information and select the "Apply" button.

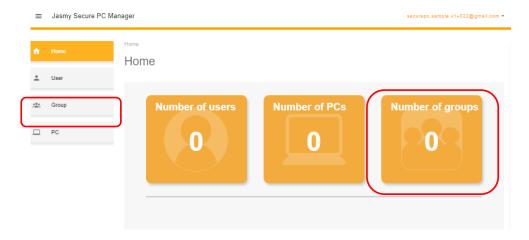


6. The message "User information has been updated" will appear and the editing is complete.



# 5.28. Add Users to Created Groups

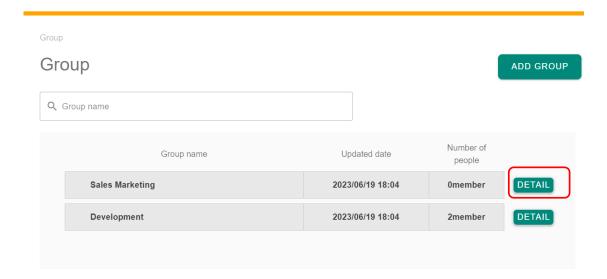
2. Select "Group" from the menu on the left of the home screen, or "Number of groups" in the home



3. Select the "Details" button for the group to which you want to add a user, which is displayed in Groups.

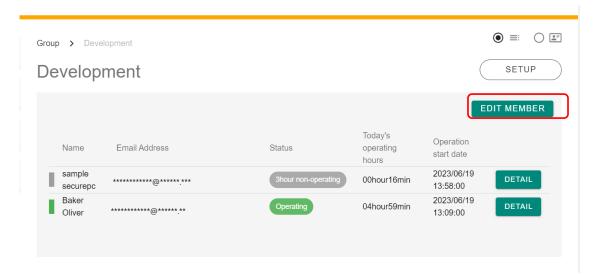
If the group name is not displayed, please create the group first

For more information, see "<u>5.24. Creating Groups</u> Creation of groups" for more information.

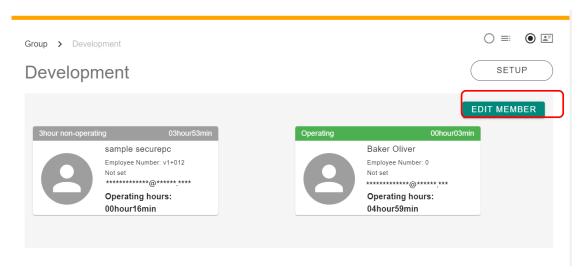


4. Select "Edit Members" from the group's member list

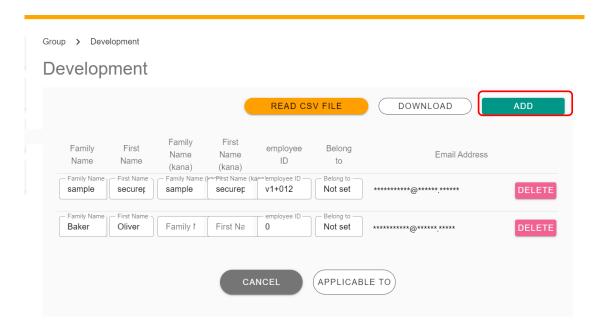
### <List Display>



### <Card Display>

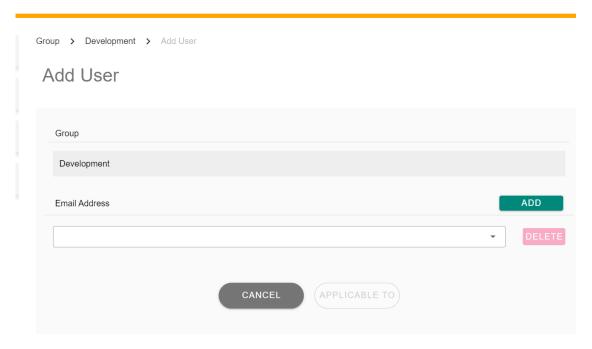


5. Select "Add" from the member edit screen

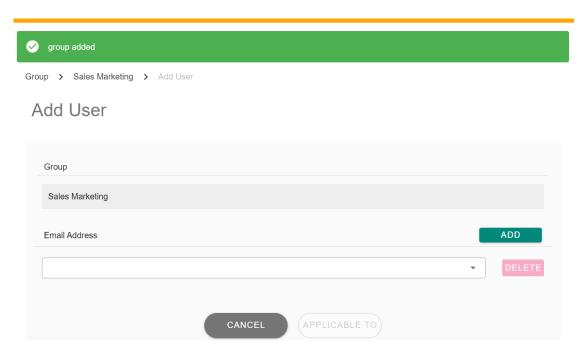


6. The Add User screen will appear.

Select the user you wish to add from the list box of email addresses and select the "Apply" button



7. The message "User added to group" is displayed and the user is added.

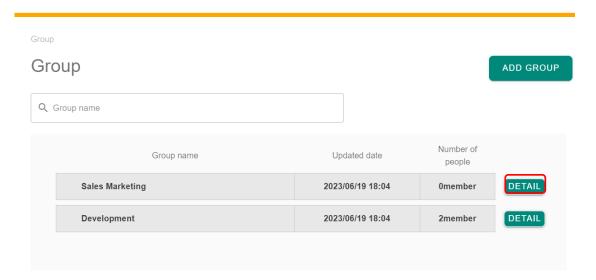


# 5.29. Delete Users from Created Groups

1. Select "Group" from the menu on the left of the home screen, or "Number of groups" in the home

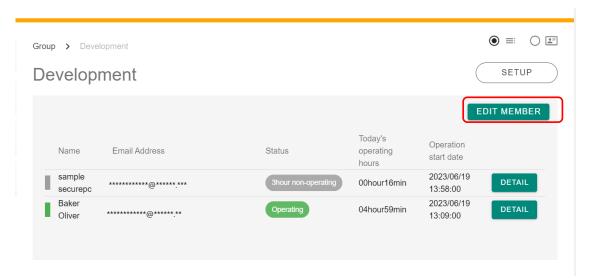


2. Select the "Details" button on the far right of the group containing the user you wish to delete

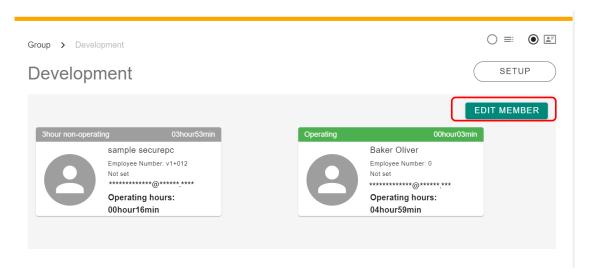


3. A list of group members is displayed and the "Edit Members" button is selected.

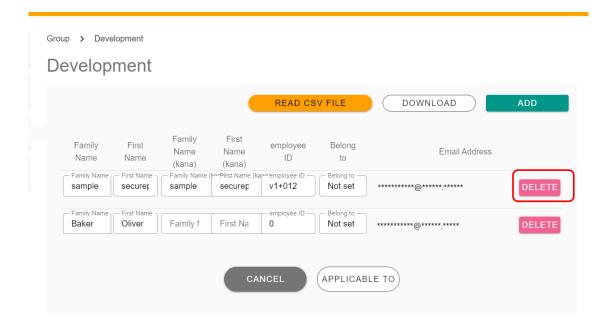
### <List Display>



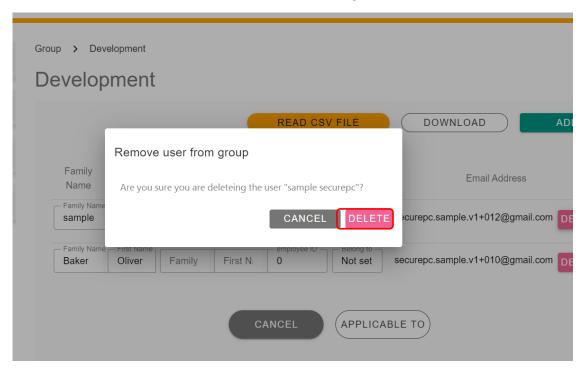
### <Card Display>



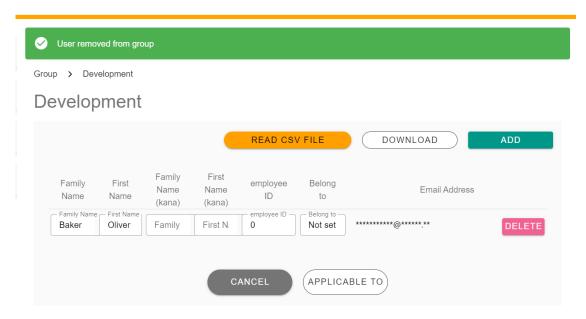
4. Select the "Delete" button on the far right of the user you wish to delete from the member edit screen.



5. A confirmation dialog will appear, confirm that the user to be deleted is correct, and select the "Delete" button in the dialog.



6. The selected user will be removed from the selected group



\* Deletion here is only from the group, not from the managed users.

# 5.30. Delete Created Groups

1. Select "Group" from the menu on the left of the home screen, or "Number of groups" in the home

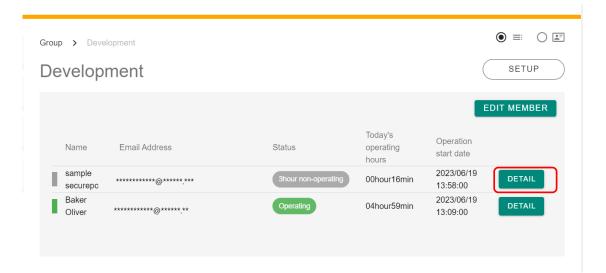


2. Select the "Details" button on the right side of the group you wish to delete from the group names displayed in the group list.

Note: Groups can only be deleted if no users have been added to the group.

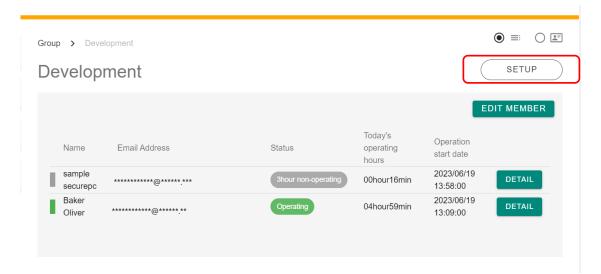
To remove a group to which users have been added, first remove all users from the group

For more information, see section <u>5.29</u>. <u>Deleting Users from Created Groups</u> for more information.

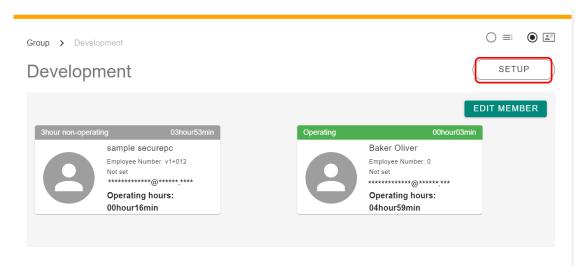


### 3. Displays a list of group members

### <List Display>

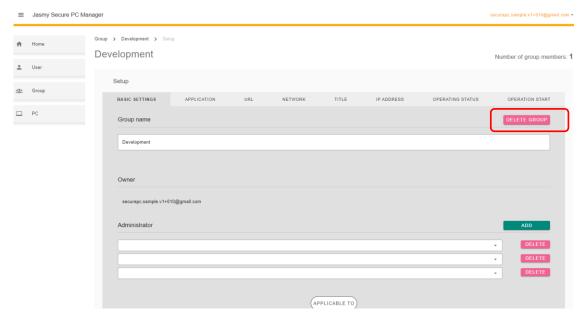


### <Card Display>

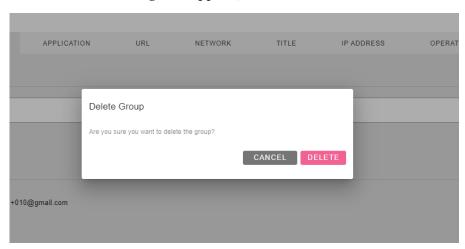


4. Displays the settings screen

Select the "Delete Group" button under the group name



5. A confirmation dialog will appear, select "Delete

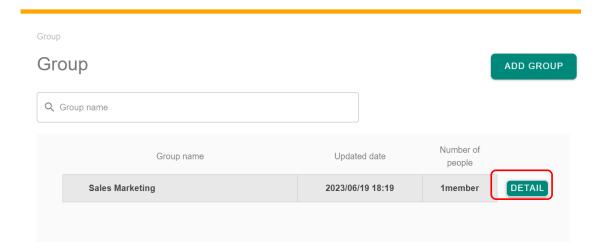


# 5.31. Alert Settings

1. Select "Group" from the menu on the left of the screen or "Number of groups" in the home

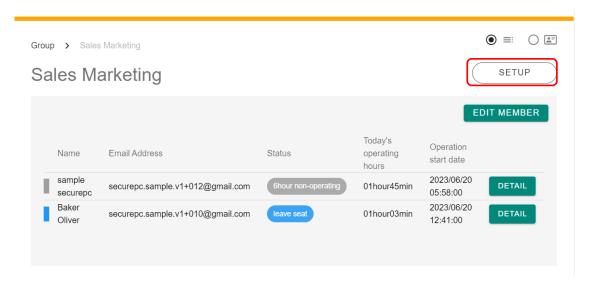


2. A list of groups will be displayed. Select the "Details" button on the far right of the group for which you want to set an alert.

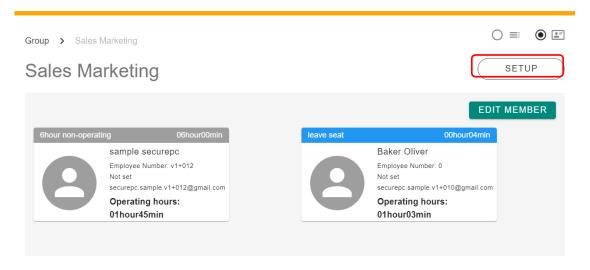


3. Select the "SETUP" button in the group member list

### <List Display>



### <Card Display>



### 4. Displays the settings screen

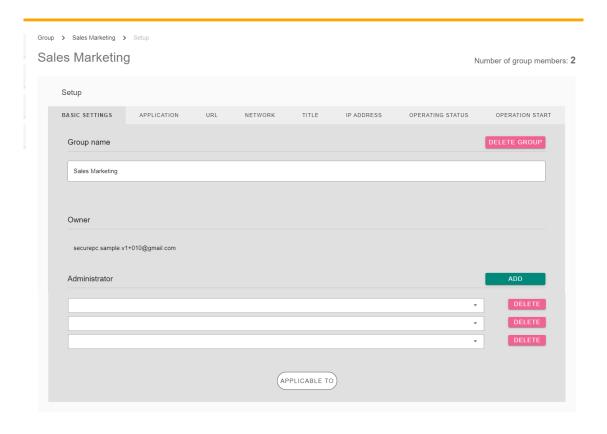
The following 8 items can be set here

- basic setting
- Application
- uniform resouce locator
- network
- Title.
- IP address
- Availability
- Start of operation

Select the tab for the item you want to set and set each item After setting, be sure to select the "Apply" button in the tab.

### basic setting

You can delete groups and add/remove administrators



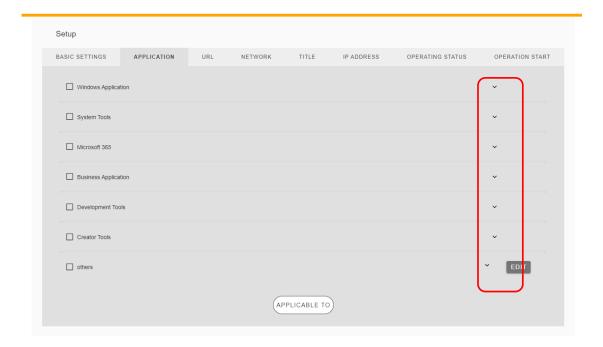
## Application

Configure which applications are allowed to be used by users in managed groups.

Immediately after switching tabs, each application item is closed.

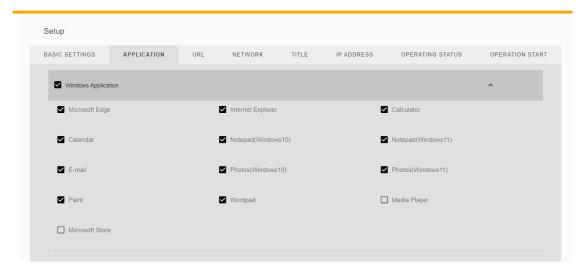
Select "^" to the right of the application name to open the item and check the applications you want to allow use of.

<ItemClose state>.



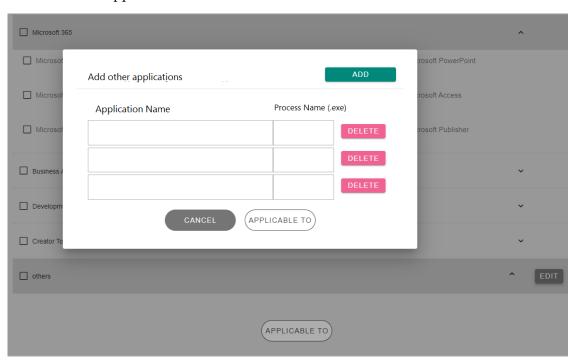
<Item Open State>.

Check the applications you want to allow users to use.



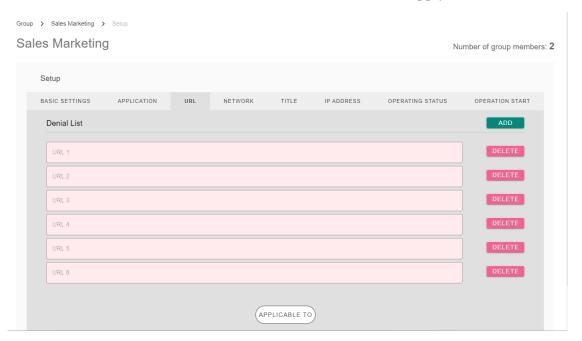
<If you want to add an item to the "Others" field>

- 1. Select the "Edit" button on the far right of the others
- The Add Other Permitted Applications dialog will appear
   Enter the application name and exe name and select the "Add" button



uniform resouce locator

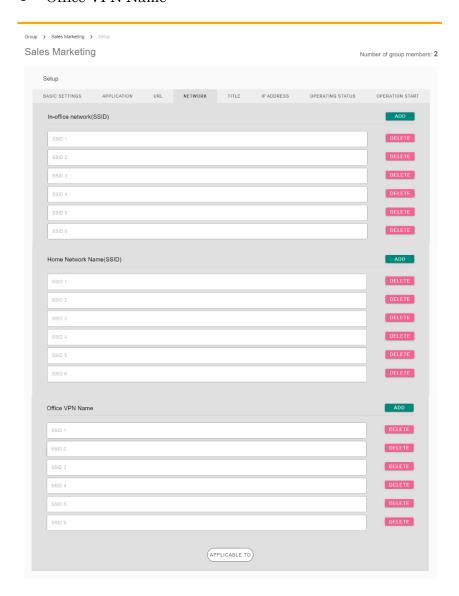
Enter the URL that should not be accessed and select the "Apply" button



#### > network

Set the networks you want to allow and select the "Apply" button Three types of networks can be configured

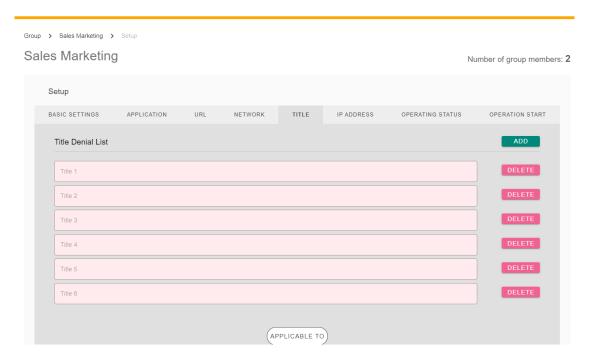
- Office network (SSID)
- Home network (SSID)
- Office VPN Name



Once the network has been configured by the administrator, the network will be managed by the administrator even if the destination is configured by "Jasmy Secure PC Agent PRO".

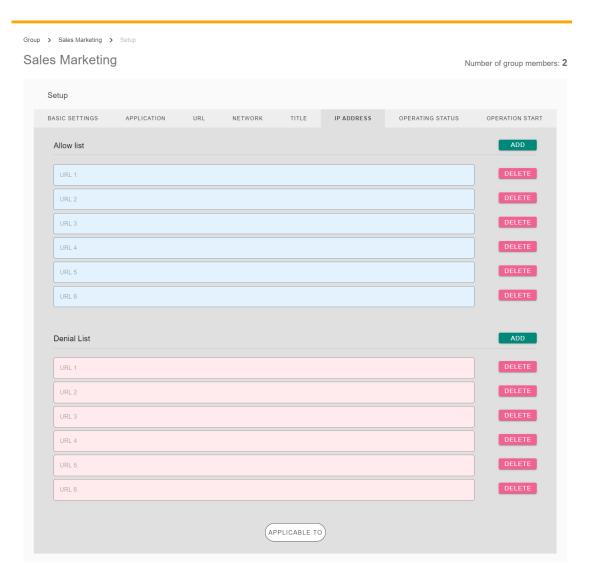
# > Title.

Enter the title you want to deny access to and select the "Apply" button



## ➤ IP address

Enter the IP addresses you want to allow or deny and select the "Apply" button



#### ➤ Availability

Here you can set up work hours and time-specific notifications

• Working hours ((1))

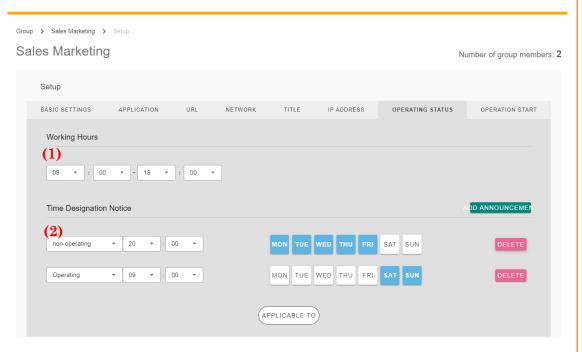
Set the working hours of the group

• Time-specified notice (2)

Set the time and day of the week to check one of the four statuses (active, resting, away, or not active)

Select the "Apply" button after the above settings

To add an entry field, select the "Add Notice" button



#### > Start of operation

Sets the days of the week that users in the group will operate

If you set this up, a notification email will be sent when the start of operation is confirmed for each user on the day of the week they are scheduled to operate.

After setting the users and days of the week, select the "Apply" button.

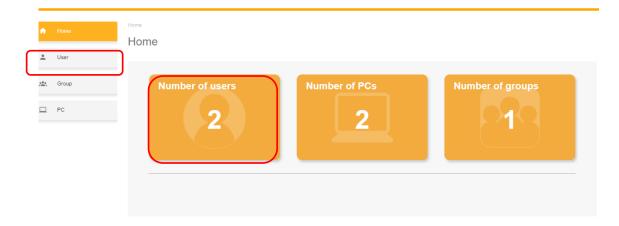
To add an entry field, select the "Add Announcement" button

3. Select the "Apply" button in each tab to complete the alert settings.

Sends a notification email to the administrator when a user under your control violates a set item.

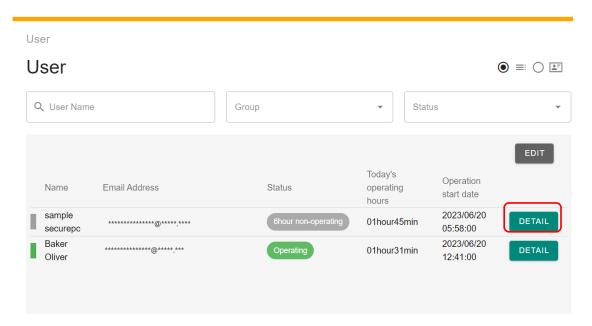
# 5.32. Issuing Online Commands

- 1. Select the user to whom you want to issue the online command
  - I. Select "Users" in the menu on the left of the home screen, or "Number of users" in the home

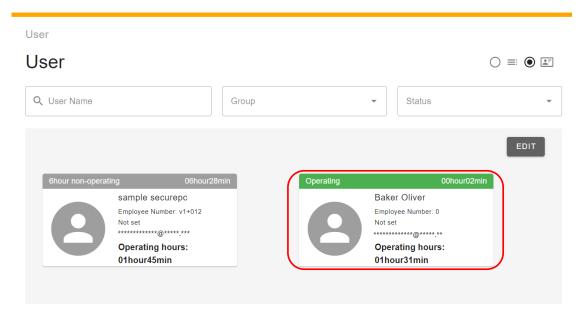


I. Select the user you wish to issue the online command to from the list of users

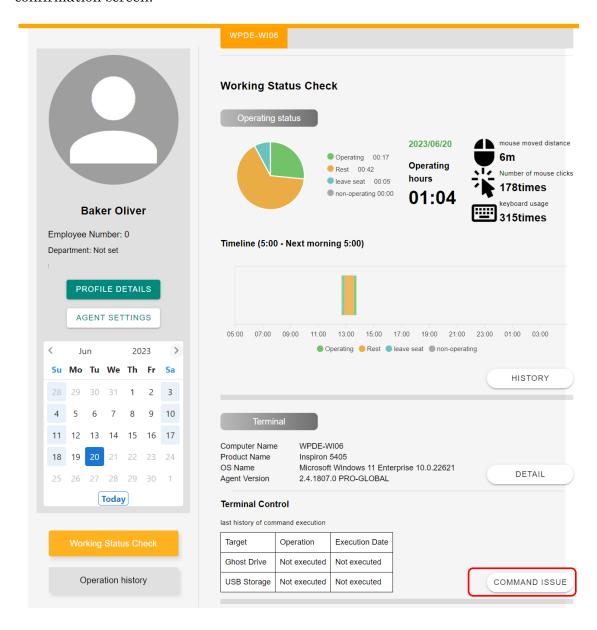
## <List Display>



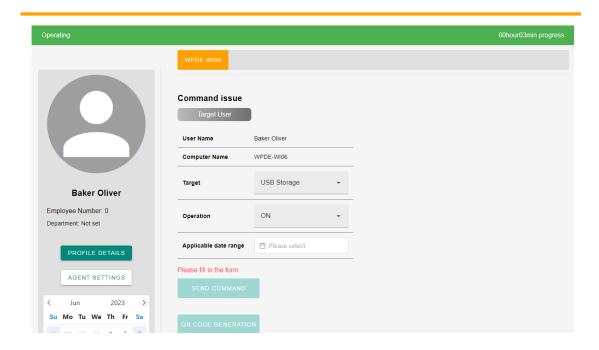
## <Card Display>



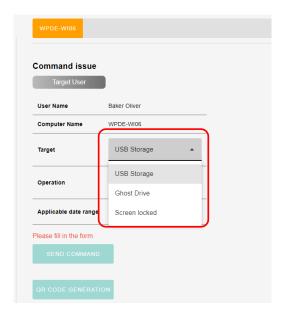
2. Select the "Issue command" button for terminal control on the work status confirmation screen.



3. The command issue screen is displayed.



### 4. Select the command to issue



<Commands that can be selected

**USB** Storage

USB storage use can be set to ON or OFF.

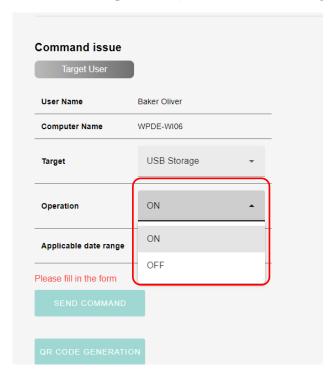
**Ghost Drive** 

Ghost drive use can be set to ON or OFF.

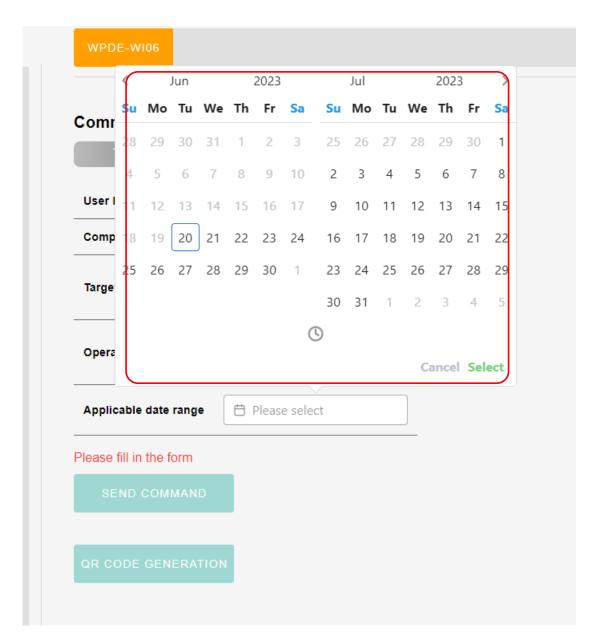
Screen Lock

Screen lock can be turned on/off for the specified device.

5. Select the operation (ON/OFF) for the target command selected in step 4

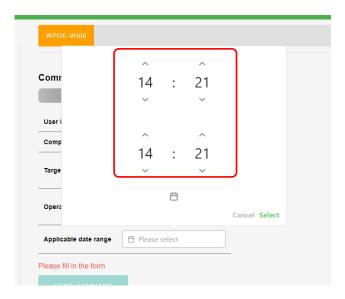


6. Set the date range.



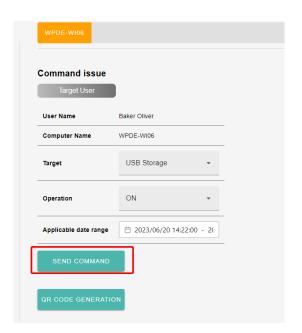
After making changes, do not forget to select the "Select" button.

7. Set the start/end time of the command after clicking the clock icon.

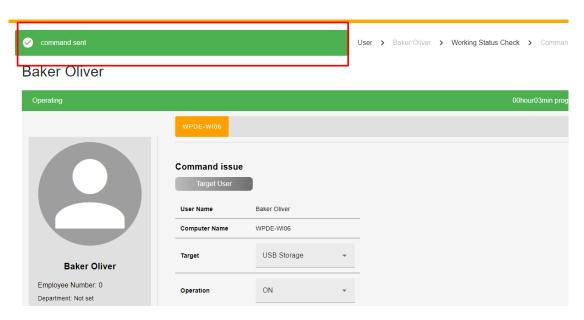


After making changes, do not forget to select the "Select" button.

8. Select the "Send command" button



### 9. Online command will be issued



At this time, the online command is sent to the specified terminal and executed.

Although the start date and time of application are set in steps 6 and 7, the actual start date and time is when the command is sent.

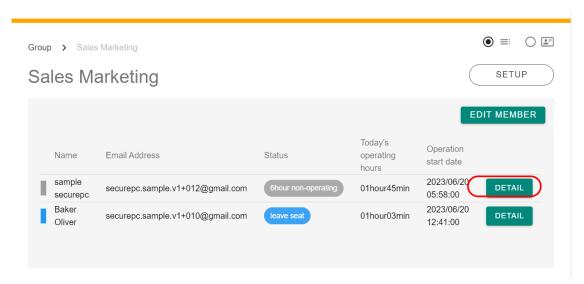
# 5.33. Issuance of QR Code

- 1. Select the user to whom you want to issue the online command
  - I. Select "Users" in the menu on the left of the home screen, or "Number of users" in the home

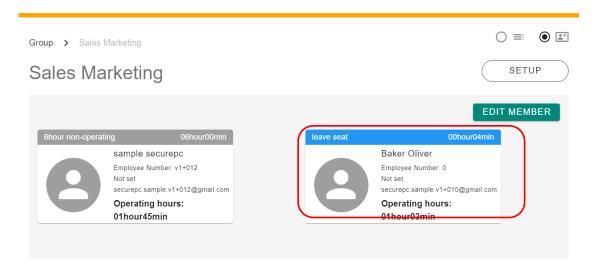


II. Select the user you wish to issue the online command to from the list of users

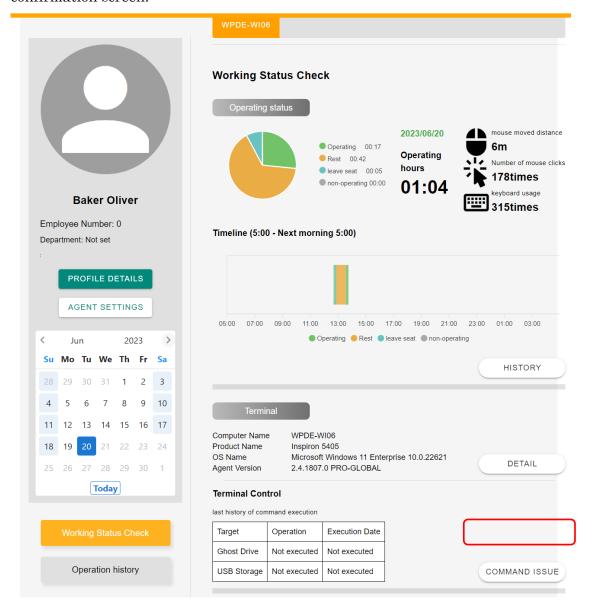
### <List Display>



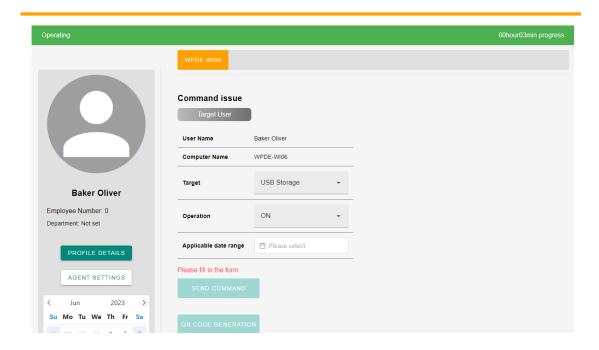
## <Card Display>



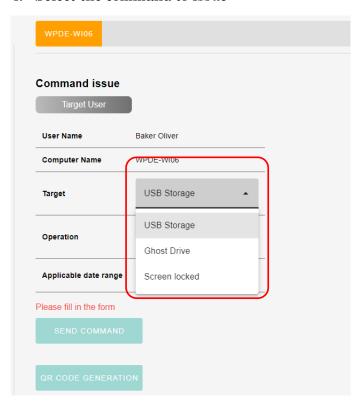
2. Select the "Issue command" button for terminal control on the work status confirmation screen.



3. The command issue screen is displayed.



### 4. Select the command to issue



<Commands that can be selected

### **USB** Storage

USB storage use can be set to ON or OFF.

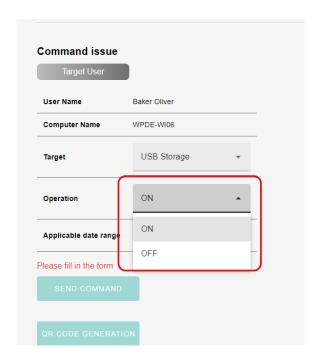
### **Ghost Drive**

Ghost drive use can be set to ON or OFF.

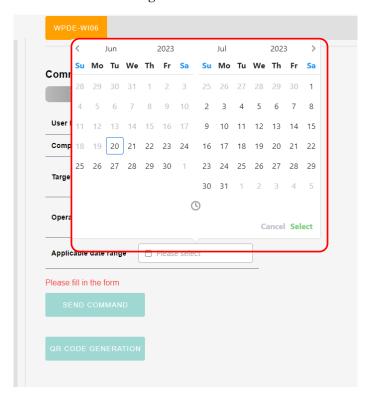
### Screen Lock

Screen lock can be turned on/off for the specified device.

5. Select the operation (ON/OFF) for the target command selected in step 4

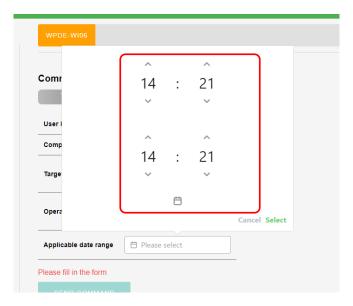


6. Set the date range.



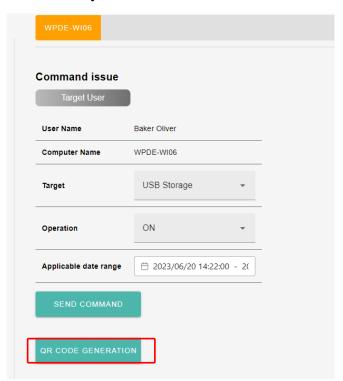
After changing the name, do not forget to select the "Select" button.

7. Set the start/end time of the command after clicking the clock icon

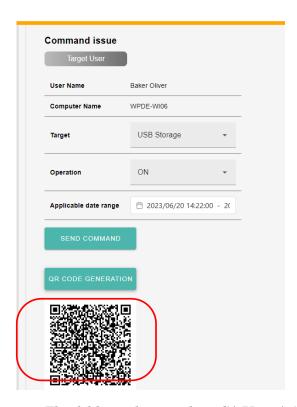


After making changes, do not forget to select the "Select" button.

8. Select the "QR Code GENERATION" button



9. A QR code will be generated and download will begin

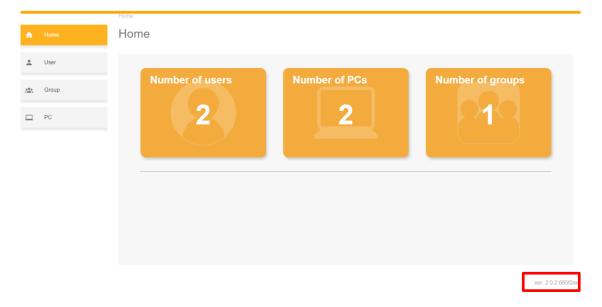


The folder to be saved is "C:\Users\{user name}\Downloads

10. Send the saved QR code to the target user via e-mail, etc.

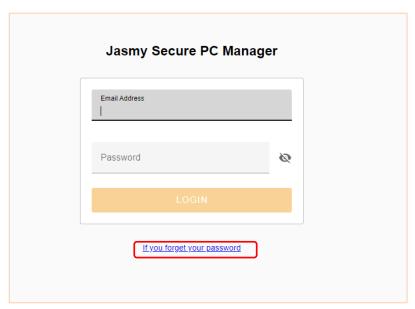
# 5.34. Checking Version Information

You can check the version in the lower right corner of the "Jasmy Secure PC Manager" home screen.

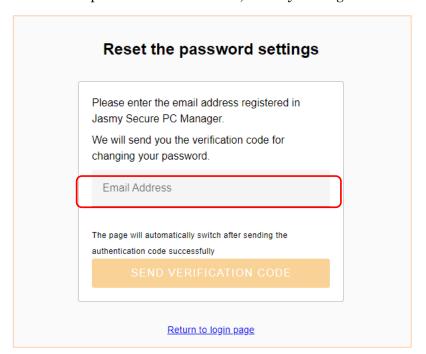


# 5.35. Password Reset

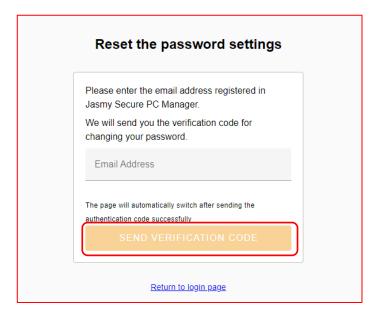
1. Select "If you forget your password" on the login screen



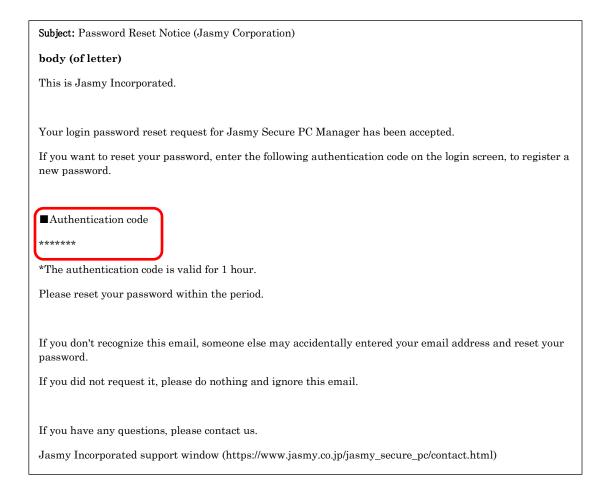
2. On the password reset screen, enter your registered email address



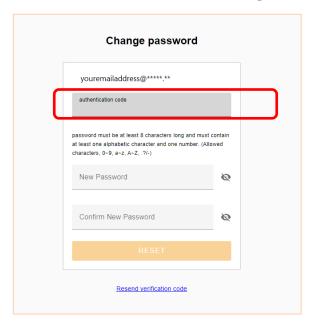
3. Select the "Send verification code" button



4. A password reset notification e-mail will be sent to the e-mail address you entered.

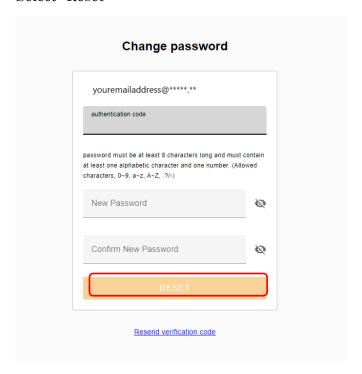


5. Enter the verification code and new password provided in the email



The authentication code is valid for 1 hour after receiving the password reset notification e-mail.

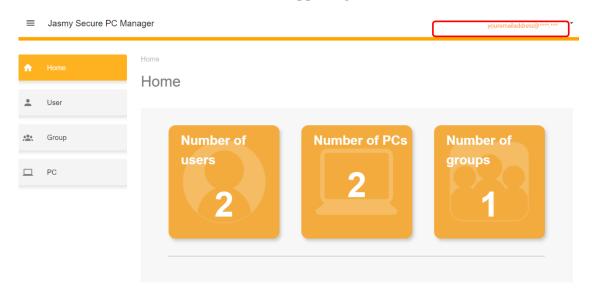
#### 6. Select "Reset



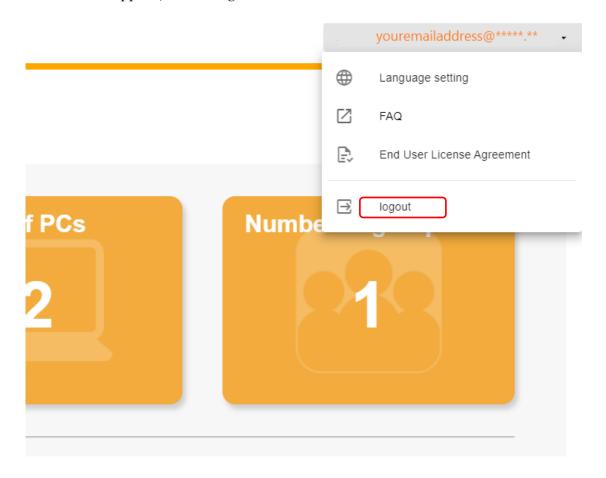
7. Password reset completed.

# 5.36. Logout Method

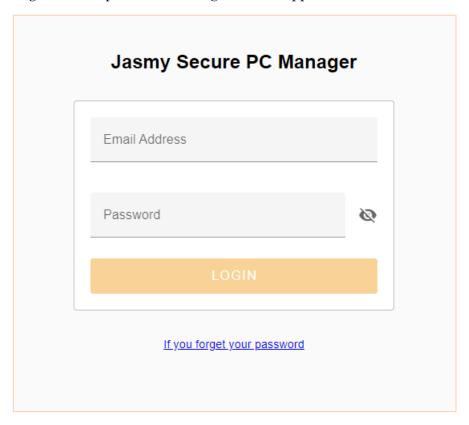
1. Select the administrator account in the upper right corner of the screen



 $2. \quad A \ menu \ will \ appear, \ select \ "logout."$ 

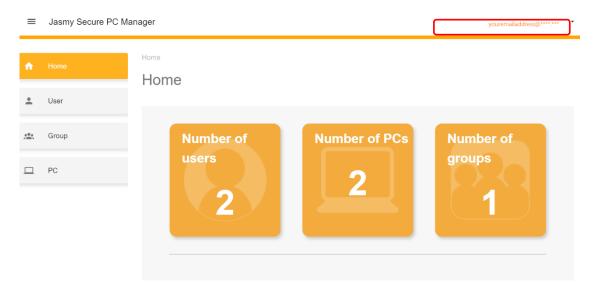


3. Logout is complete and the login screen appears.

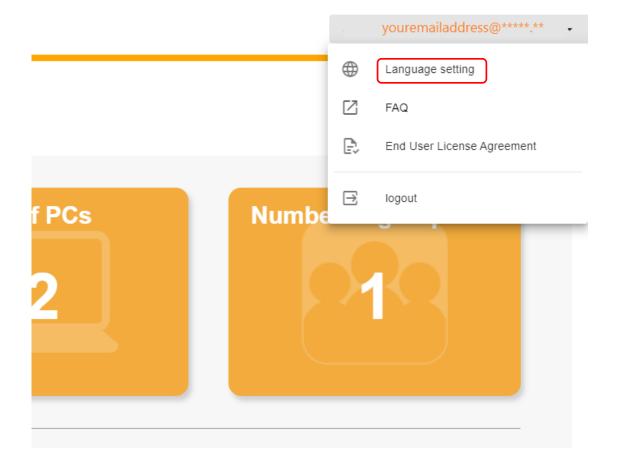


# 5.37. Language Setting

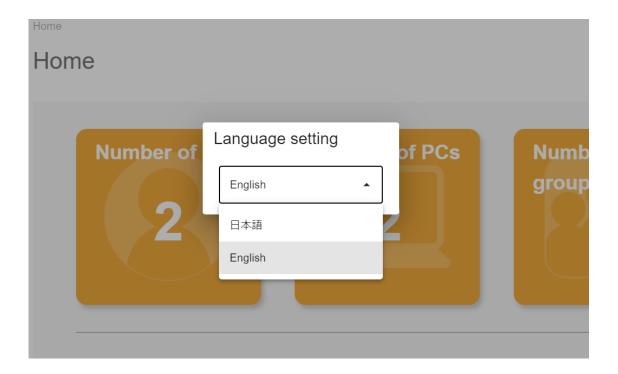
1. Select the administrator account in the upper right corner of the screen



2. A menu will appear, select "Language setting."



3. The Language Settings dialog box will appear, so switch the language.



# 6. Upgrade from Jasmy Secure PC Agent DR to PRO

If a managed user upgrades from "Jasmy Secure PC Agent DR" to "Jasmy Secure PC Agent", the data from the DR version will be retained. The data from the DR version will be carried over and can continue to be viewed by the user.

In addition, users who have been managed as DR version users will be managed as managed users as they are.

## 7. Restrictions

The login password must be a combination of one-byte alphanumeric characters and at least 8 characters long, including at least one number.

Even if an online command is issued to an Agent DR terminal, it will not be executed. Online commands can only be executed on Agent terminals.

Screen lock: The OFF command can be issued but will not be executed.

The user will not appear in the user list until the user who made the administrative request accepts the request.

If a user is deleted from a managed user, commands that have already been issued cannot be undone.

User operating hours do not take into account breaks, etc. It may not be accurate because it is displayed as an approximation.

The status (active/away/rest/not active) is automatically determined and displayed based on the behavior of the input device, and may differ from the actual display.

Mouse clicks may not be accurately counted as clicks if a mouse wheel is used, depending on the type of mouse being used.

If the managed user (Agent user) is not connected to the network or is not using the Agent, the user's device details will not be updated. If the information is not updated, please check the usage status of the administrative user.

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