



WBPL

Internet Management System

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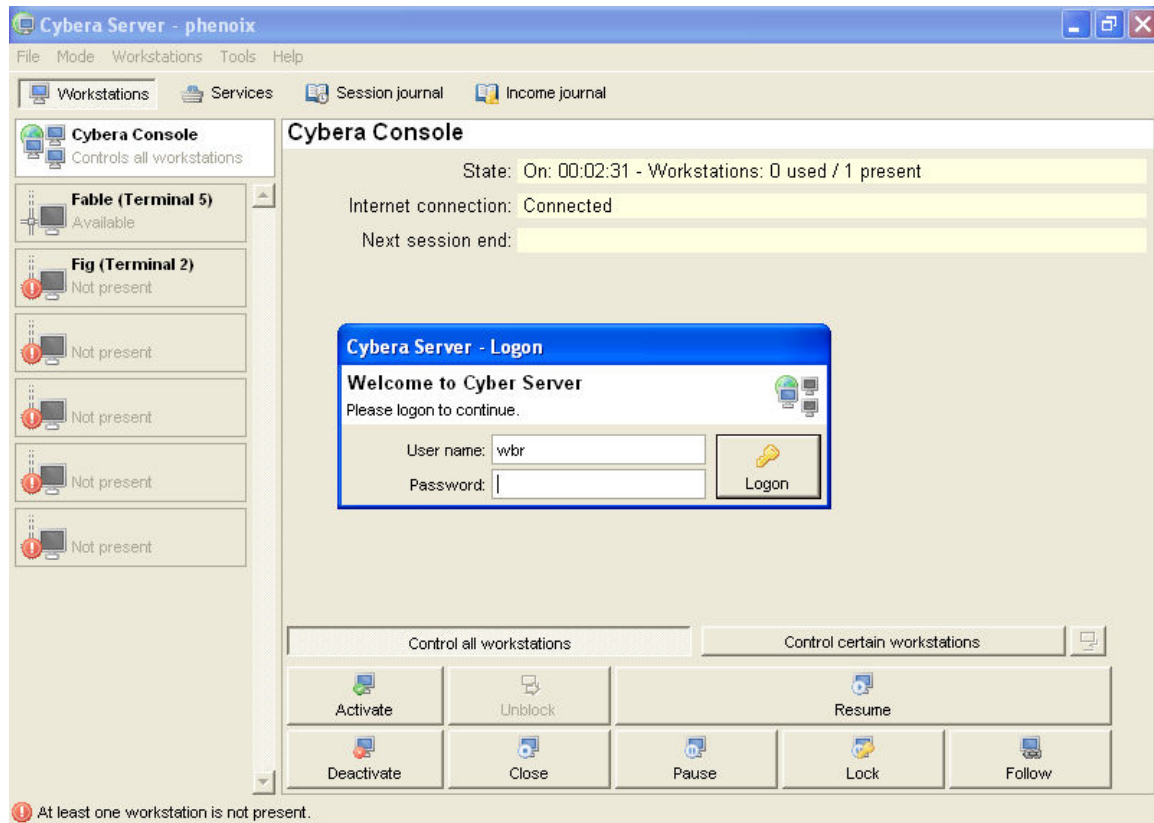
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Logging-In

1. Cybera will automatically start with Windows:

Username: wbr

Password: [Removed for External Use]

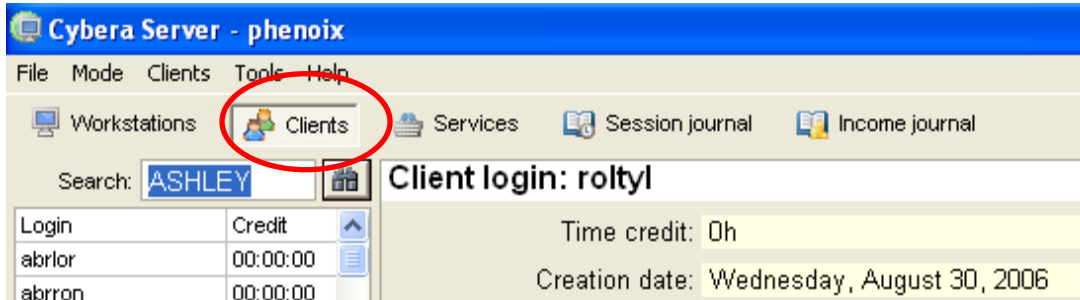


2. If for some reason Cybera exits you may start the program with the following icon on the Windows Desktop:

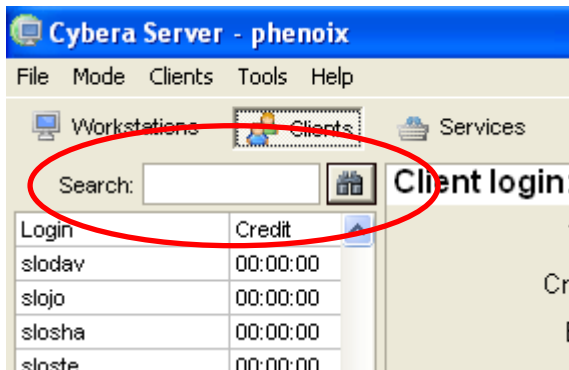


Activating Existing Internet Users:

1. Go to the clients tab.



2. Type in name for search (format: LAST NAME, FIRST NAME).
You may, also, search by the last name or first name.



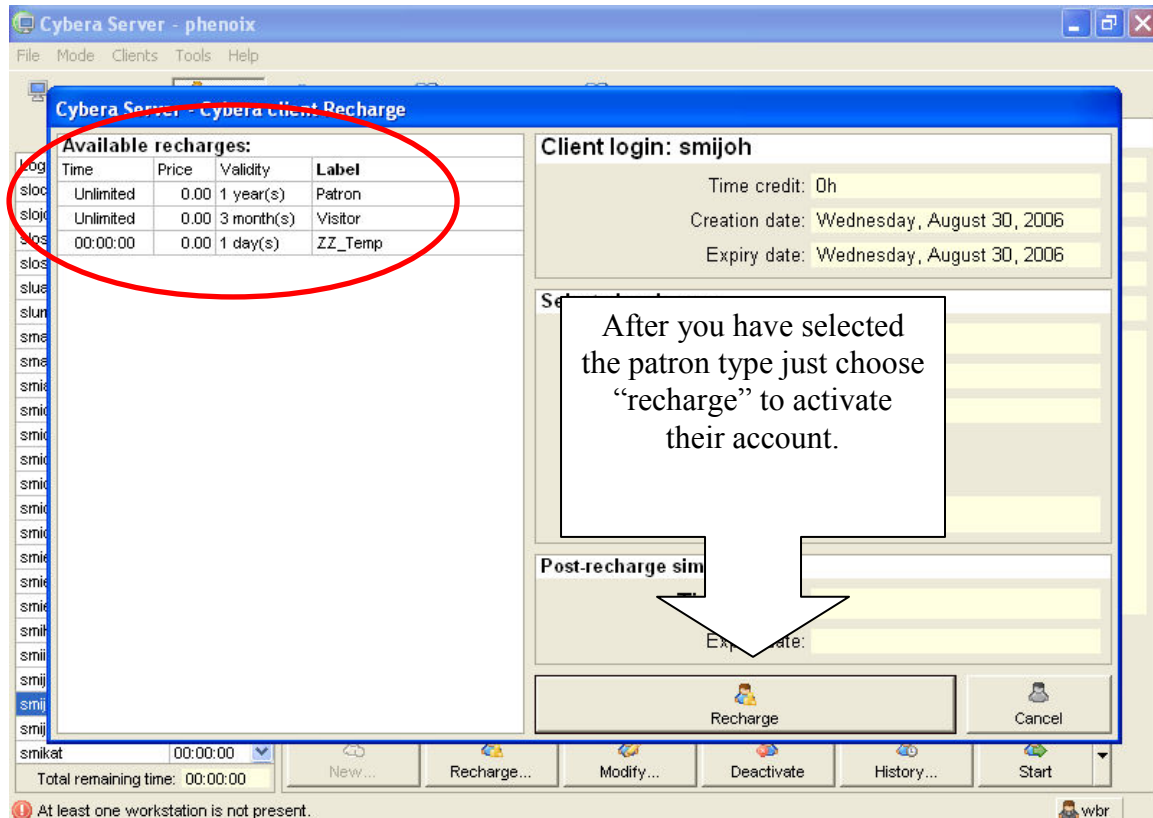
3. Once you type in the name of the person you want, hit enter. The search will return the first person it finds meeting your criteria. Continue pressing enter until you find the patron you are looking for.

4. Once the person is pulled up, click "Recharge" to activate their account.



5. Choose "Recharge" based on type of Patron:

- Patron: Account last for 1 year before needing to be recharged.
- Visitor: Account lasts for 3 months before needing to be recharged.

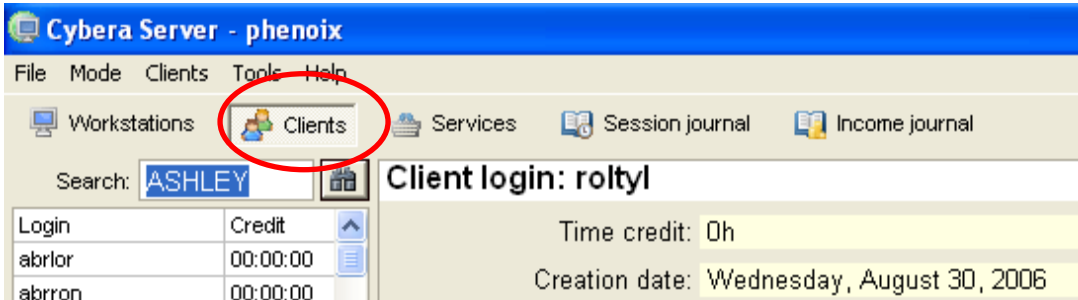


6. Click on the button, "Recharge".

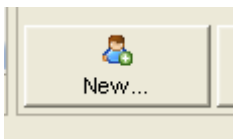
7. Let the patron know there password is the number zero (0).

Adding a New Internet User:

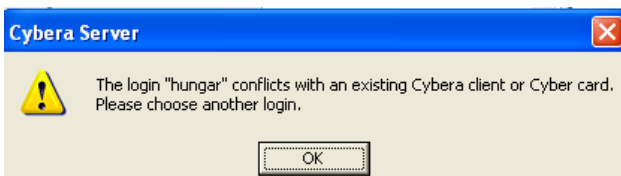
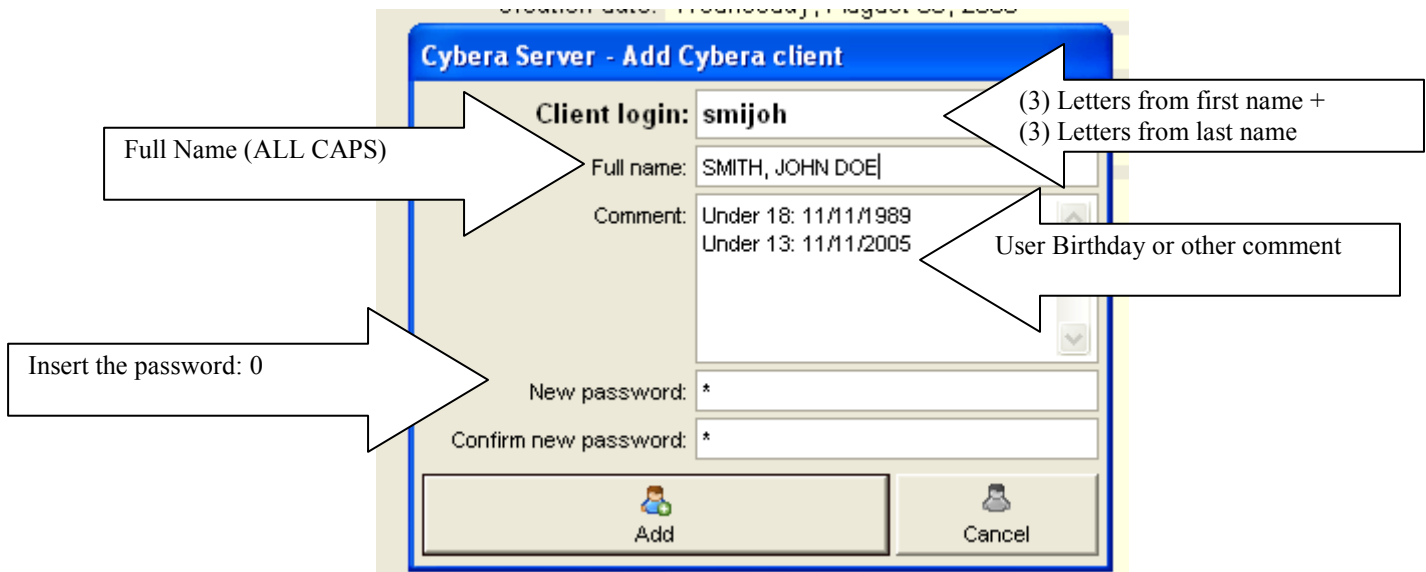
1. Go to the clients tab.



2. Click "New".



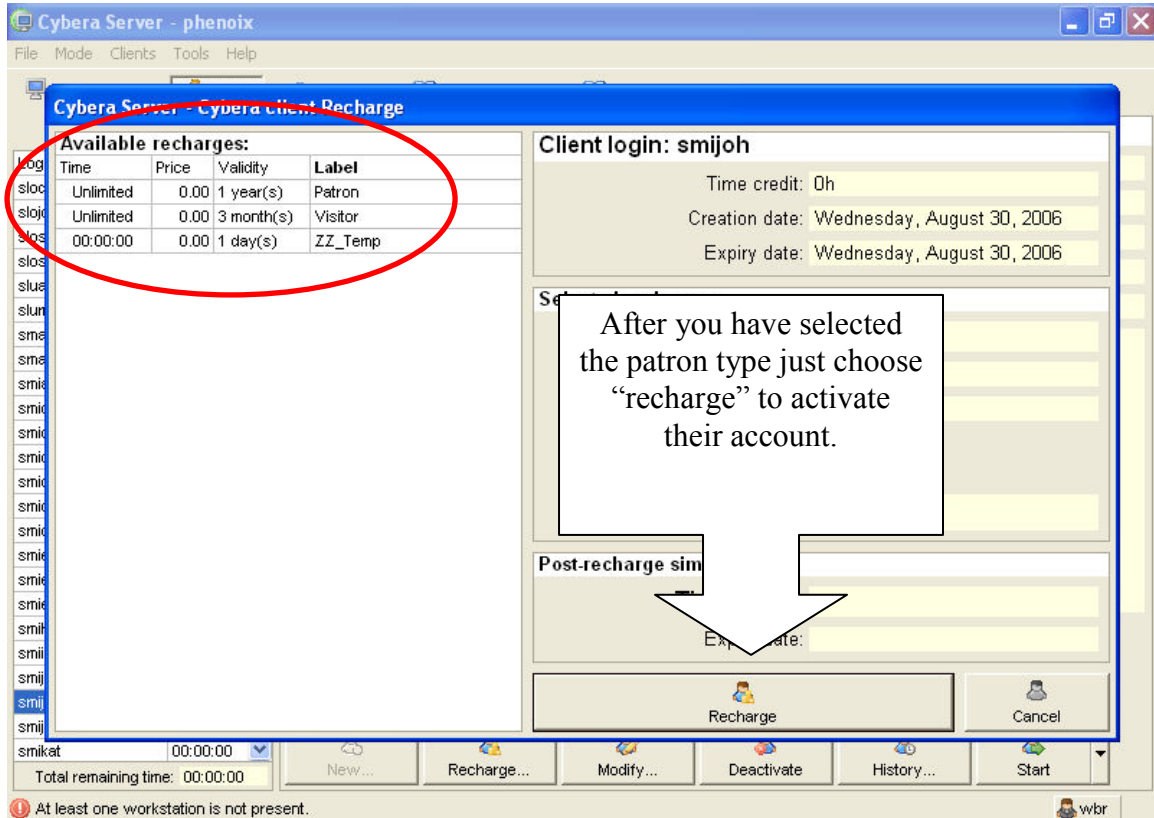
3. Enter in user information and click "Add"



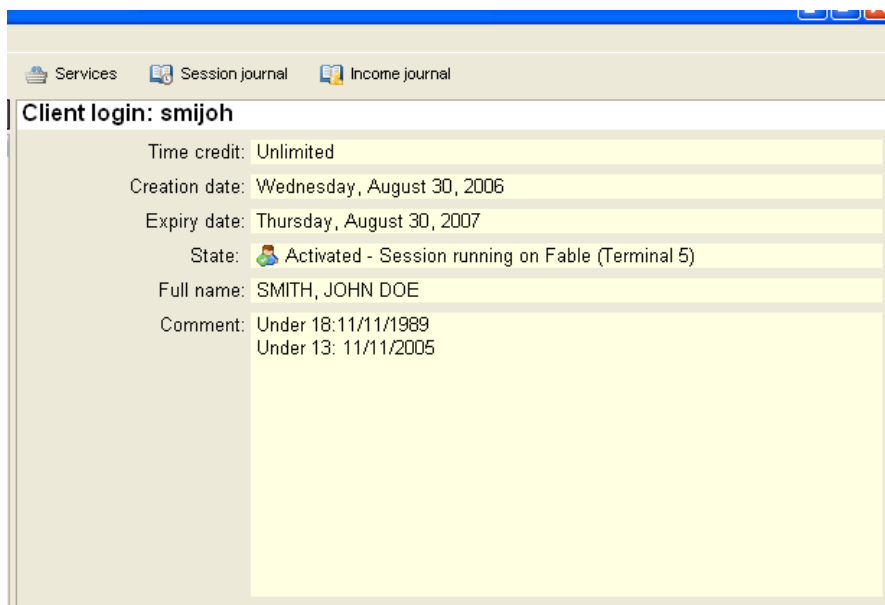
If you get this message there is someone with the same username. Clear the username and hit cancel. Then search the user name to make sure the patron doesn't already have an account. If they don't add a number after their name (starting at 1) until the error goes away.

4. Choose "Recharge" based on type of Patron:

- Patron: Account last for 1 year before needing to be recharged.
- Visitor: Account lasts for 3 months before needing to be recharged.



6. Click on the button, "Recharge".



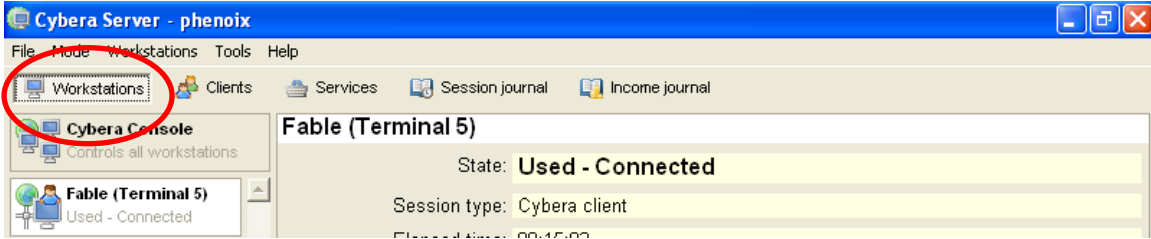
John Smith is now ready to use our computers, and has already started a session on Fable.

If you need to modify the name, comment or password you can always hit:

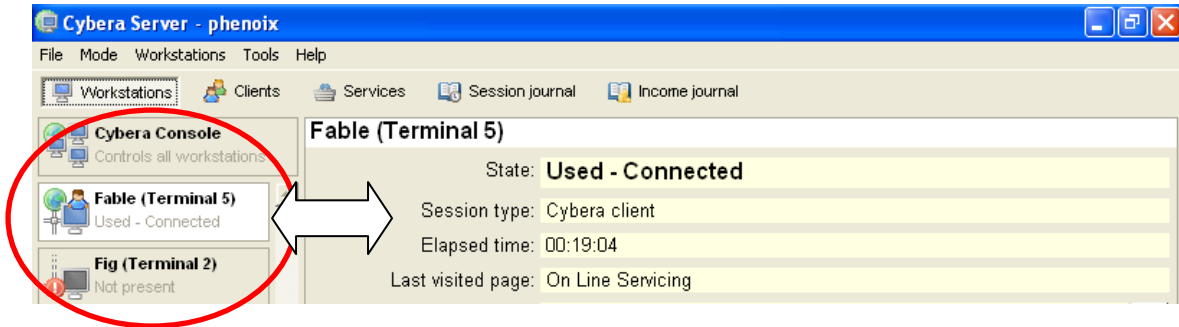


User Sessions:

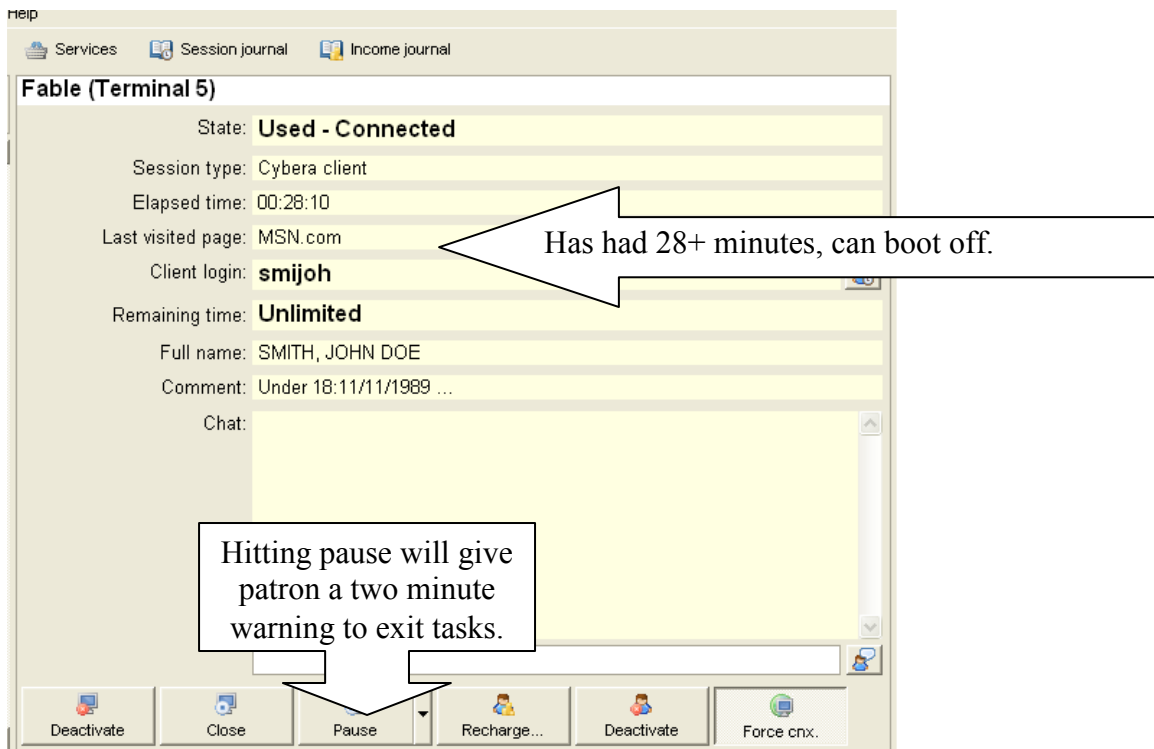
1. Go to workstations tab.



2. From here you can navigate through the different terminals.



3. Clicking on Fable, I am given the following information:



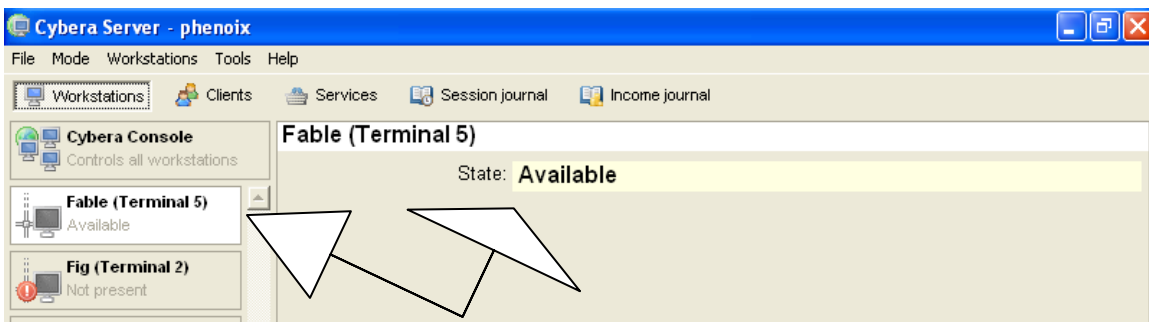
4. When a patron has used their time you are able to give a two minute warning that will appear on the patrons screen. It looks like this:

This is a:
2 minute warning

Please End Your Session:
You have used up your 30 minutes and
another person is waiting for a turn.

Click "activate" to finish your current task.

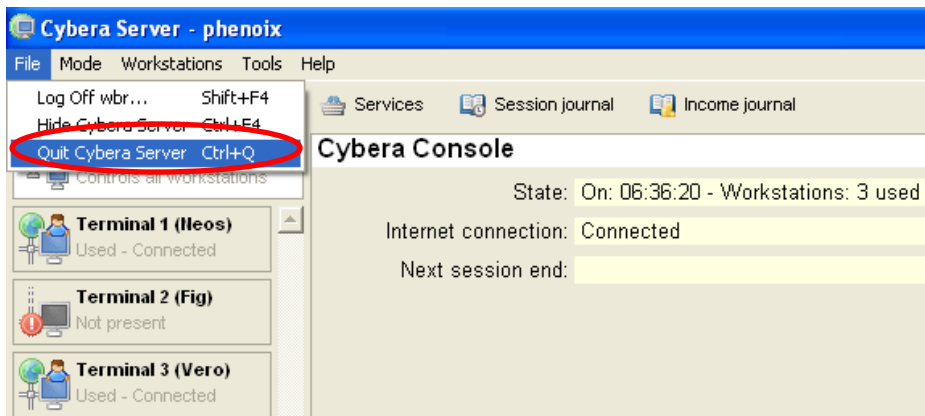
5. You know the patron has logged off when the computer status says, "Available".



Shutting Down

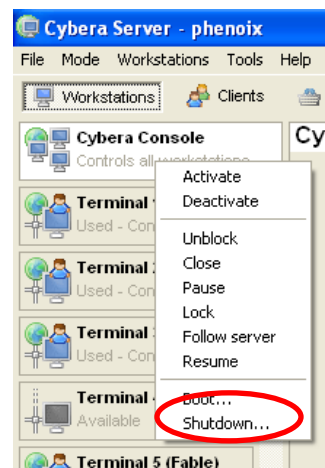
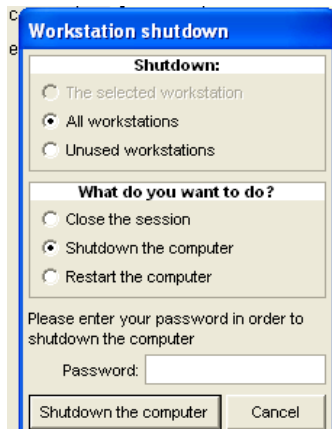
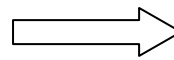
All Computers Off

1. Click "File"
2. Click "Quit Cybera Server"



Some Computers Still On

1. Right click on, "Cybera Console"
2. Click on "Shutdown..."
3. The following will be displayed:

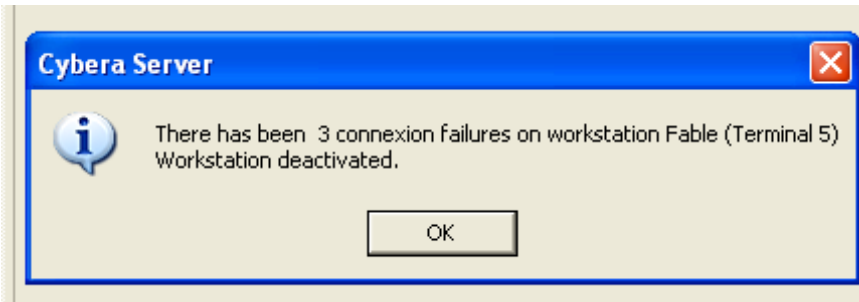


4. Choose "All Workstations" and "Shutdown the Computer"
5. Enter password (if needed)
6. Click on, "Shutdown the Computer"

Errors

Connection Failure

At some point you may see an error that looks like this:



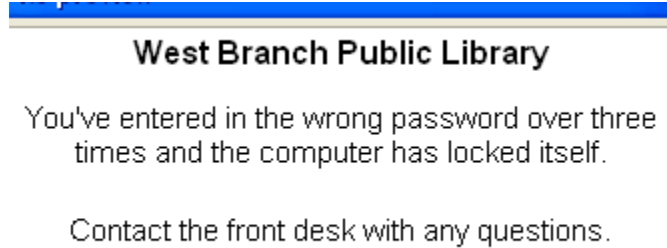
This error could have happened for any of the following reasons:

- Parton put in username wrong
- Patron put in password wrong
- Patron account is expired and must be “recharged”
- Non-registered user tried to access machine

Once you click “OK” you will notice that the status of the computer which the incident occurred will be set as “Deactivated”:

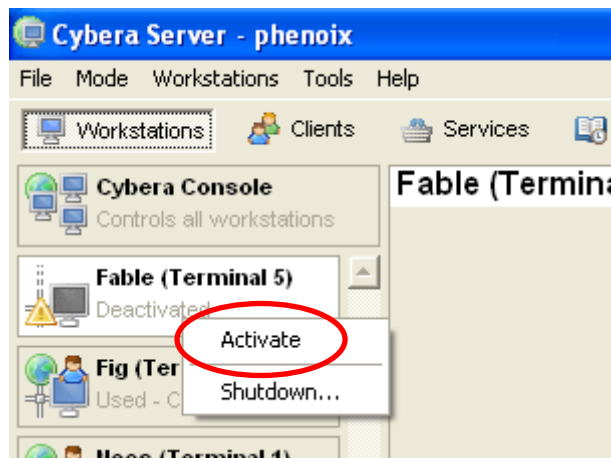


The user will get a warning on the screen that looks like this:



The computer will automatically switch back to "Available" if left alone for a few minutes or do the following:

1. Right click on the deactivated terminal.
2. Click on Activate to allow the patron access to the computer.

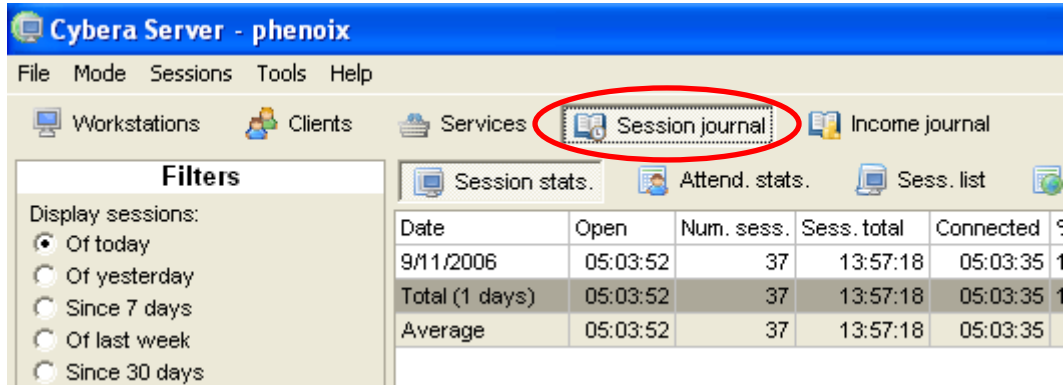


Reports

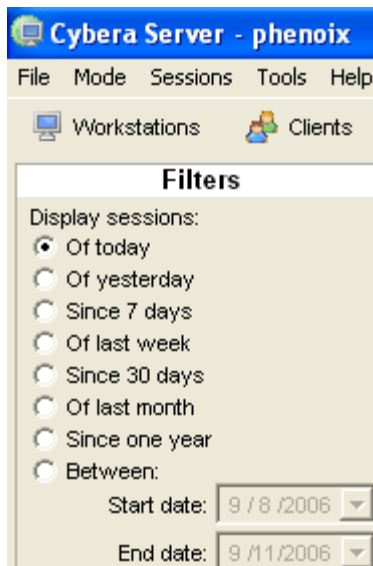
Generating a Report

Generating a report takes a few steps.

1. Click on the “Session Journal” Tab



2. Specify what restrictions you want on the statistics (days to display):

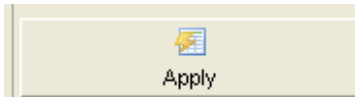


3. Choose the report you would like:

Required results:

- Session stats.
- Attend. stats.
- Sess. list
- URL list
- Graph

4. Hit "Apply"



5. Your reports will be generated:

Date	Open	Num. sess.	Sess. total	Connected	%	Cnx. use rate	0 wksns.
9/11/2006	05:03:52	37	13:57:18	05:03:35	100	2.76	00:35:34
Total (1 days)	05:03:52	37	13:57:18	05:03:35	100		00:35:34
Average	05:03:52	37	13:57:18	05:03:35		2.76	00:35:34

6. Note that there are a few different statistics:

- a. **Session Stats:** Shows Workstation Usage
- b. **Attend. Stats:** Shows Usage with Time Breakdown
- c. **Sess. List:** Shows Usage with User Breakdown
- d. **URL List:** DISABLED
- e. **Graph:** Shows Graph of Internet Usage

Exporting Internet Stats

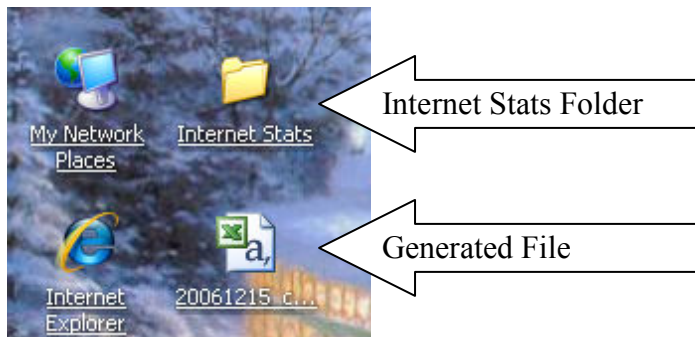
Each month stats can be exported to the Excel Database. This is done by **Generating a Report** (pg. 12). Then follow the following steps:

Note: When Generating a Report it is best to choose “between” the first of the month until the end of the month (or current date).

1. Make sure you are under “Session Journal” -> “Session Stats” and that you have already generated your report.
2. Hit “Export”



3. Save the file to the desktop, and then minimize all applications to view desktop.
4. You should see the generated file and “Internet Stats” Folder:



5. Open the Generated file and the “Internet Usage Statistics” file- located in the Internet Stats Folder.
6. Copy the information from the “Num. Sess.” column (Note: be sure you are not copying over the ‘total’ or ‘average’ fields) to the corresponding field in the “Internet Usage Statistics” file.
7. Close the files and delete the generate report.