

Netriplex User Manual

Document version: 0.1

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1 | Logging in to Netriplex

In order to login to Netriplex you will require a company name, username and password. This information is supplied to the administrative contact for the domain being protected by Netriplex.

When you have your login details go to <http://ems.netriplex.com>
The login will request your login details (as shown in Fig 1.0), please note that these login details are case sensitive.

2 | Netriplex User Interface

2.1 | The Global Statistics (Home) Page

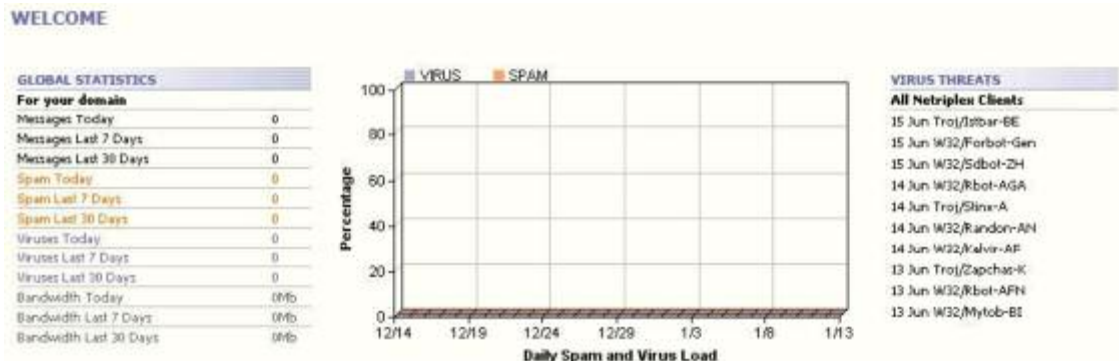


Fig 2.0

When you have logged into Netriplex successfully you should see something similar to Fig 2.0.

In the 'Global Statistics' section you can view how much mail has passed through the account and how much virus's and spam is being filtered by Netriplex.

The central graph, 'Daily Spam and Virus Load' will give you a graphical overview of what is being described in 'Global Settings'.

The 'Virus Threats' menu shows the latest threats on the internet that you may wish to be aware of.



2.2 | The Navigation Bar

Figure 2.1 shows the Netriplex navigation bar. This allows you to move between the different sections of the control panel without having to revert to the homepage and start again.

The Navigation bar is available on every page in the Netriplex control panel.

Fig 2.1

3 | Changing your Profile/Password

Netriplex allows you to change all manner of details in your profile such as company information, administrative contact and of course your password.

Click on 'Profile' in the navigation bar to access the profile management page (fig 3.0).

You can change your login password for Netriplex by changing the 'Login Password' and 'Confirm Password' boxes.

* Note: If you change the 'Company Name' you will need to use this company name to login instead of the default one setup with your account.

PROFILE The following is a list of your current PROFILE settings.

COMPANY INFORMATION	
Company Name	Your Company
Primary Contact	Joe Bloggs
Main Phone	12345678900
Fax Line	
Primary Email Notification	joebloggs@yourcompany.com
Address	Dublin
City	Dublin
State/Province	
Zip/Postal	NA
Country	IE

ADMINISTRATIVE CONTACT	
Contact Name	Joe Bloggs
Phone Number	12345678900
Email Address	oggs@yourcompany.com

TECHNICAL CONTACT	
Contact Name	Joe Bloggs
Phone Number	12345678900
Email Address	oggs@yourcompany.com

BILLING CONTACT	
Contact Name	Joe Bloggs
Phone Number	12345678900
Email Address	oggs@yourcompany.com

EMERGENCY CONTACT	
Contact Name	Joe Bloggs
Phone Number	12345678900
Cell/Pager	
Email Address	oggs@yourcompany.com

ACCOUNT INFORMATION	
Add password	GMT Greenwich Mean
Login Name	yourcompany.com
Login Password	*****
Confirm Password	*****
Last Modified Date	09, 2005 at 1:46:42 PM
	Save

Confirm updated password.

fig 3.0

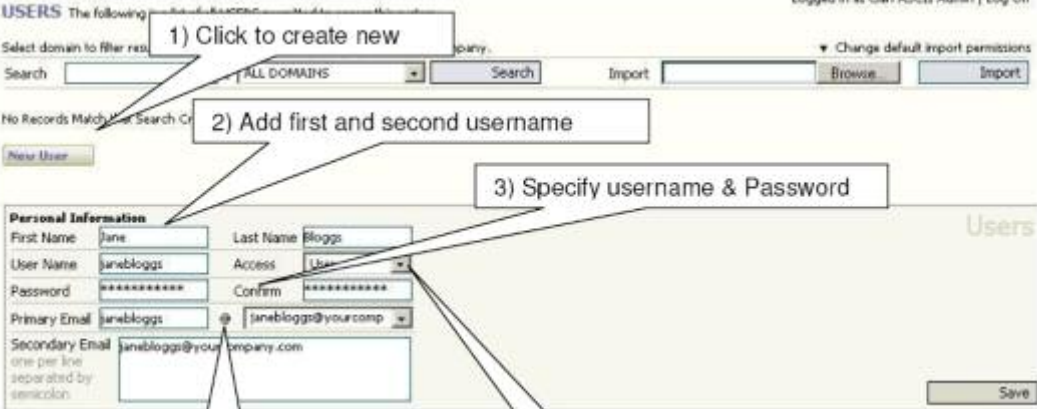
3.1 | Domains

The domains page shows what domains have been added to your Netriplex account. You are unable to add any more domains to this account.

4 | User Management

You can add more users to your Netriplex account. These users can then login and view mail that may have been quarantined for them. Click on the 'User' option in the navigation bar to view the 'User Control Panel'.

4.1 | Adding a new user

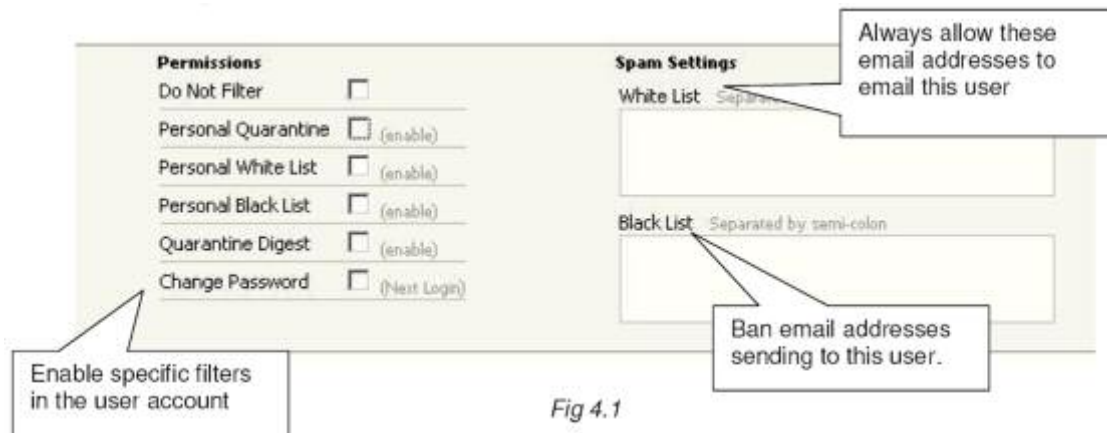


The screenshot shows the 'USERS' management page. At the top, there is a search bar and a 'New User' button. Below this is a form titled 'Personal Information' with fields for First Name, Last Name, User Name, Password, Confirm, Primary Email, and Secondary Email. A dropdown menu for 'Access' is also present. The form is annotated with five numbered callouts:

- 1) Click to create new (points to the 'New User' button)
- 2) Add first and second username (points to the 'First Name' and 'Last Name' fields)
- 3) Specify username & Password (points to the 'User Name', 'Password', and 'Confirm' fields)
- 4) You can set the new user as:
 - **An Administrator** (has access to all accounts)
 - **Limited Administrator** (limit to specific domains, not available in this version of netriplex)
 - **A User** (can access only there own email account)(points to the 'Access' dropdown menu)
- 5) Set email and secondary email address for the new user account which must be a valid email account setup in your hosting control panel. (points to the 'Primary Email' and 'Secondary Email' fields)

Fig 4.0

4.2 | Applying filters to the new account



We recommend enabling the Personal Quarantine, Personal White List, Personal Black List and Quarantine Digest.

The 'Personal Quarantine' will hold all blocked spam and suspicious mail sent to the users control panel.

Enabling 'Personal White List' will allow this user to white list an email address which means the spam guard will never block this email address.

Enabling the 'Personal Black List' will block any mail from the selected email addresses.

The 'Quarantine Digest' will send a digest email to the new account holder informing them of mail that is being held in quarantine.

4.3 | User Accounts

Once you have created the account users can login via <http://ems.netriplex.com> and view there quarantine and reports of any spam that is being sent to their account. More information on viewing this can be found in section 9.

To login to their account the users must use the following information:

Company Name
New Username
New Password

5 | Spam Filter

The spam filter can be entered by selecting 'Spam' from the navigation bar. This control panel let's you change all aspects of the global (account wide) spam filter settings. This will apply to 'all' accounts added to the Netriplex system.

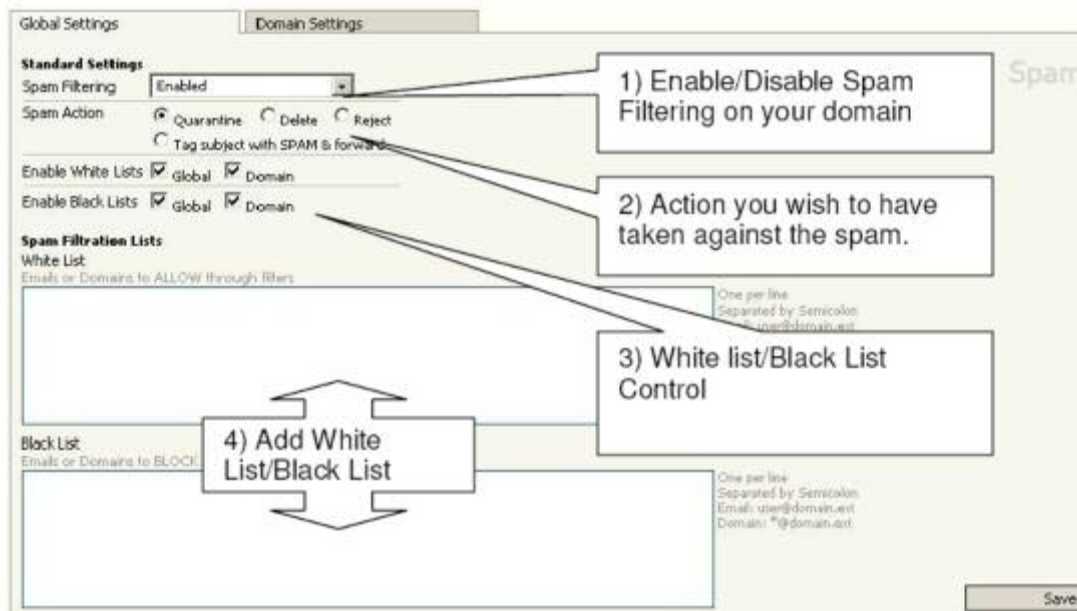


fig 5.0

1) Enable/Disable Spam

We recommend enabling the spam filter on your domain, this will actively secure your email accounts against incoming spam.

2) Spam Action

We recommend choosing to quarantine the spam. This will allow you to view any mail deemed spam by the service. If an email is accidentally quarantined you can quickly remove it.

3) White List / Black List Control

You can enable white lists (allowed email addresses) and black lists (blocked email addresses) for your domain. We recommend leaving these enabled as it gives you more power for blocking users.

4) Add White List/Black List

Add emails addresses you wish to allow or block in either of these boxes. This will apply across all user accounts (for each email address) you setup.

6 | Virus Filter

The Virus Filter can be entered by selecting 'Virus' from the navigation bar. This control panel let's you change all aspects of the global (account wide) virus filter settings. This will apply to 'all' accounts added to the Netriplex system.



fig 6.0

Virus Filtering and Engines

Your account has Virus Filtering automatically enabled with support for the Symantec, McAfee and Sophos Anti-Virus engines.

Virus Scanning

You can enable outbound virus scanning to check any mail being sent from your addresses.

This can be of benefit if you are trying to prevent an infected machine from sending mail to outside sources.

Rejection Policy Notification

You can choose to send notice of rejection of virus infected mail to either the sender or receiver or both if you wish.

7 | Inbound Filter

The inbound filter allows you to control what sort of mail gets to your email accounts. You can apply different levels of leniency (depending how harsh a regime you wish to pursue) through this control panel covering everything from 'Advertising' to 'Bad Language'.

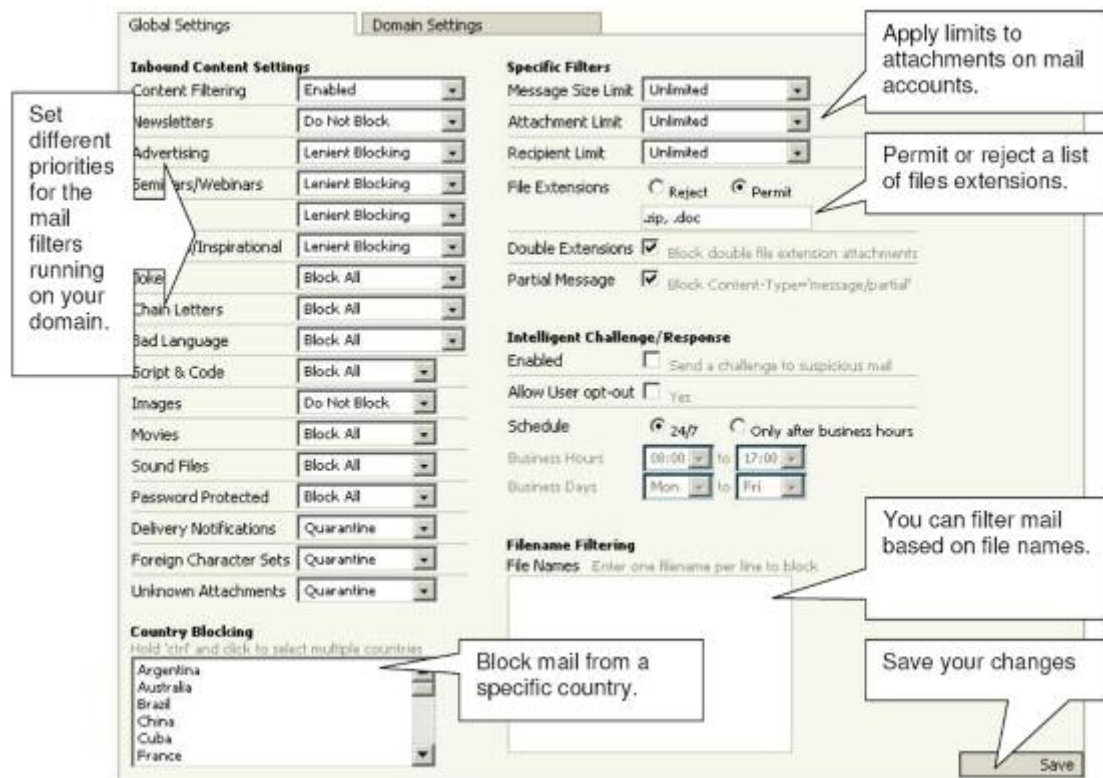


fig 7.0

We recommend enabling 'Content Filtering'.

We also recommend quarantining mail for Delivery Notifications/Foreign Character Sets and Unknown Attachments.

This will allow administrators of this account to check if mail that may have been valid was unintentionally seen as Spam. You can then release the mail from the quarantine if you wish.

8 | Reports

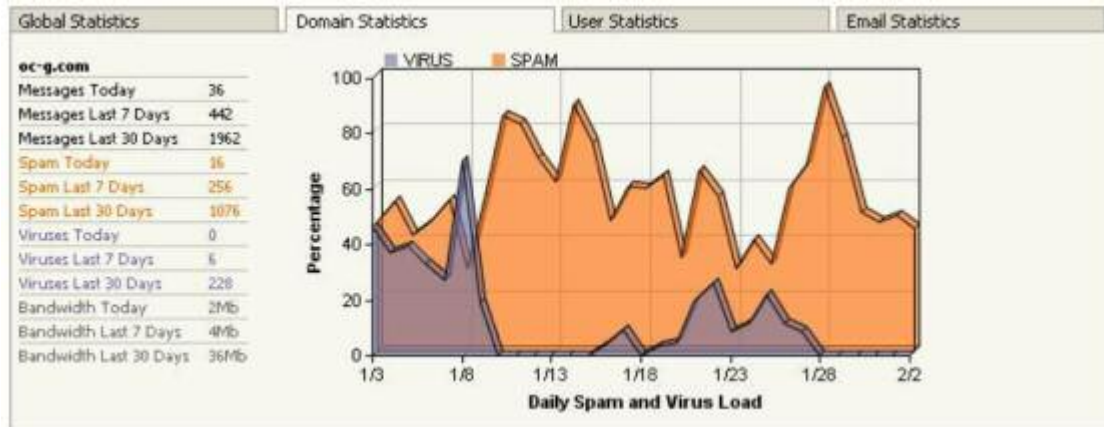


fig 8.0

Clicking on the reports link will bring you to a graph showing a break down of the mail that is being passed through your account.

The above screenshot (fig 8.0) shows an account with a high volume of traffic, the report shows how much spam and viruses have been intercepted that day, the last 7 days and in the overall month.

*The 'User Statistics' and 'Email Statistics' are disabled in this version of Netriplex.

9 | Quarantine

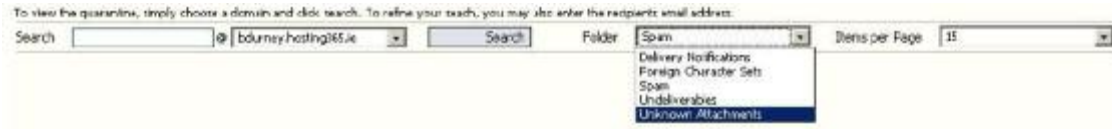


fig 9.0

To simply search for all mail held in the quarantine select 'Search' as show in fig 9.0. This will list all mail held in the quarantine from the last 7 days.

Once the seven days are exceeded netriplex removes these mails from the quarantine.

If there is spam stored in Netriplex you should see a result similar to that in fig 9.1 (below).

View	From	Subject	Recipient	Received ↑	
	hdkrosenbe@cool.com	pupation stewardess	example@example.com	2/2/2006 7:05:05 AM	
	brs@ccv.com	trace picaseque	example@example.com	2/2/2006 7:13:52 AM	
	lntjcbcb@hotmail.com	re[21]	example@example.com	2/2/2006 7:18:54 AM	
	nutuzonyrn@happy.co.uk	paper illeguent	example@example.com	2/2/2006 6:58:53 AM	
	kgarg@funkid.net	eyelash dogger	example@example.com	2/2/2006 6:48:41 AM	
	alanzot@kvocea.com	dauphin penhable	example@example.com	2/2/2006 5:30:50 AM	
	asafereit@ruslyon.com	punch irreconcilable	example@example.com	2/2/2006 4:05:48 AM	
	kibitz@cravesindoramar.kentzsch.uk	The Ultimate Online Pharmaceutical	example@example.com	2/2/2006 3:15:09 AM	
	lntj@shamble.com	eyelash dogger	example@example.com	2/2/2006 10:46:07 PM	
	JuleCompton@nyark.com	FW[5]: Hi !..	example@example.com	2/2/2006 10:36:20 PM	
	surely@wjt.com	federalponny	example@example.com	2/2/2006 9:40:04 PM	
	wmmreng@elzug.de	carpenter ant encamp	example@example.com	2/2/2006 9:30:00 PM	
	antife@uhf.net	Veretion callenrulle	example@example.com	2/2/2006 6:36:09 PM	

fig 9.1

Netriplex allows you to carry out different actions on these mails including deleting or releasing them from the system.

Clicking on the mail shows you the options (fig 9.2), Netriplex will display a limited version of the mail and the option to release it from the quarantine or release and whitelist the sender (meaning the senders mail will not be blocked in the future).

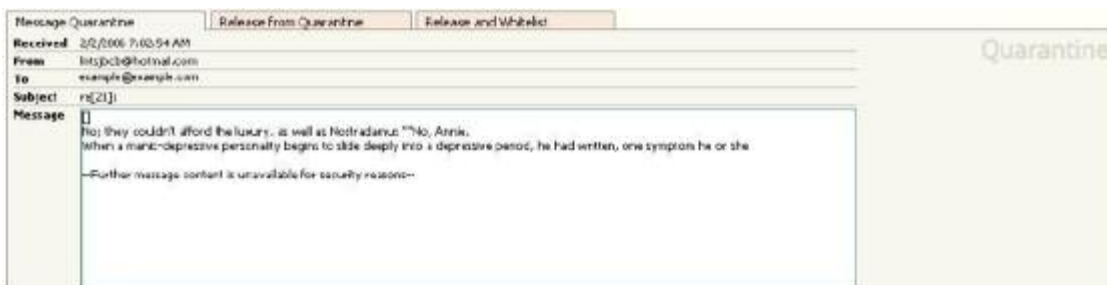


fig 9.2

10 | Managing User Digests

Once you have created a new user for your account they will need to login and setup there report digests and spam settings. This will send email on days specified by the user reporting how much spam/viruses have been received and that it can be accessed in their quarantine.

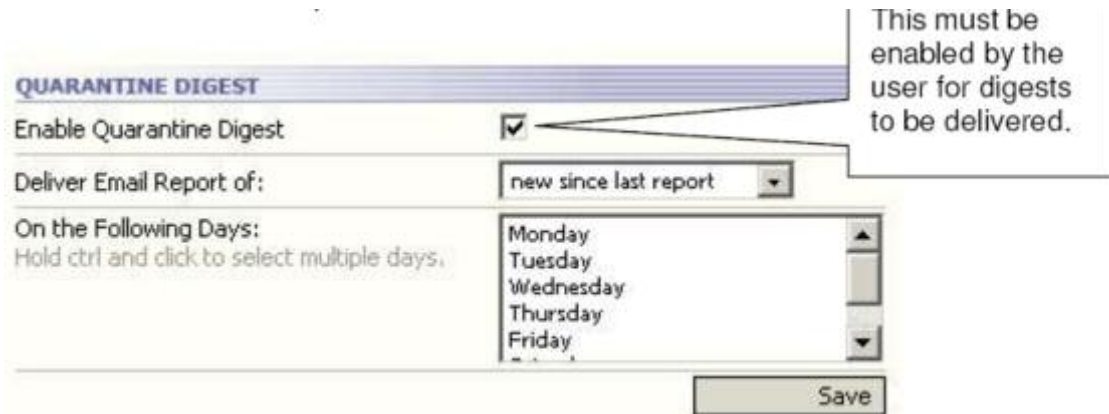


fig 10.0

Fig 10.0 shows the Quarantine Digest, the quarantine digest and spam settings manager (fig 10.1) can both be accessed by clicking on 'Settings' when the user logs in.

The user can refine what sort of mail they get from the spam manager and how often by selecting the days they wish to retrieve reports on.

