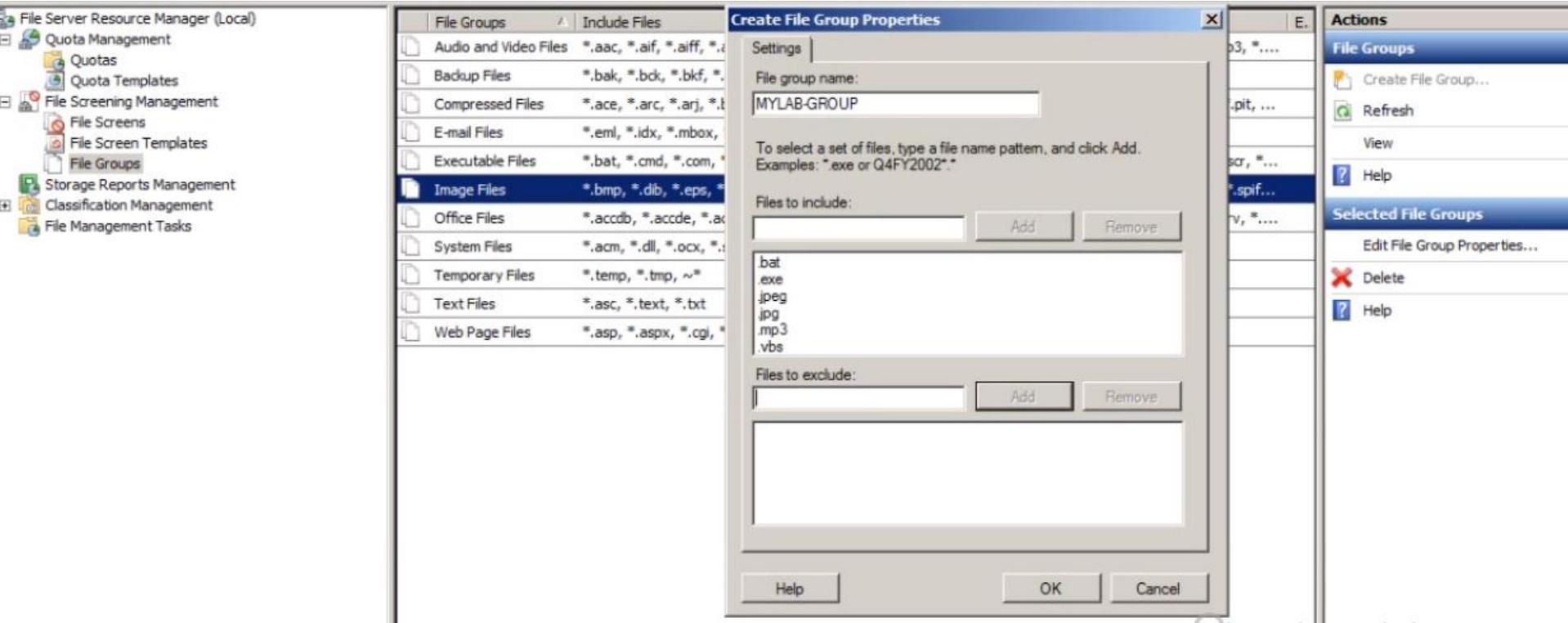


# FILE SCREENING

SERVER 2012



Create your own file group by adding file extensions. You can also add files to exclude.

The screenshot shows the File Server Resource Manager (FSRM) console with the 'Create File Screen Template' dialog box open. The dialog box is titled 'Create File Screen Template' and has a close button (X) in the top right corner. It contains the following elements:

- Copy properties from template (optional):** A dropdown menu showing 'Block Audio and Video Files' and a 'Copy' button.
- Settings:** A tabbed interface with 'Settings' selected, and other tabs for 'E-mail Message', 'Event Log', 'Command', and 'Report'.
- Template name:** A text box containing 'MYLAB-TEMPLETE'.
- Screening type:** Two radio buttons: 'Active screening: Do not allow users to save unauthorized files' (selected) and 'Passive screening: Allow users to save files (use for monitoring)'.
- File groups:** A section titled 'File groups' with a list of file groups to block. The list includes:
  - Audio and Video Files
  - Backup Files
  - Compressed Files
  - E-mail Files
  - Executable Files
  - Image Files (highlighted by a mouse cursor)
  - MYLAB-GROUP
  - Office Files
  - System Files
- Maintain file groups:** Two buttons: 'Create...' and 'Edit...'.
- Help:** A button at the bottom left.
- OK:** A button at the bottom center.
- Cancel:** A button at the bottom right.

To select a file group to edit, highlight its label.

Click on Create File screen template  
Type a template name and select  
the file groups to block.

Machine View Devices Help  
File Server Resource Manager

File Action View Help

File Server Resource Manager (Local)  
Quota Management  
Quotas  
Quota Templates  
File Screening Management  
File Screens  
File Screen Templates  
File Groups  
Storage Reports Management  
Classification Management  
File Management Tasks

File scr  
Block A  
Block E  
Block E  
Block Ir  
Monitor

### Create File Screen Template

Copy properties from template (optional):  
Block Audio and Video Files Copy

Settings | E-mail Message | Event Log | Command | Report

Send e-mail to the following administrators:  
[Admin Email]  
Format: account@domain. Use semicolons to separate accounts.

Send e-mail to the user who attempted to save an unauthorized file

Email message  
Type the text to use for the Subject line and message.  
To identify the file screen, file group, user, or event associated with the current notification, you can use Insert Variable to insert a variable in your text.

Subject:  
Unauthorized file from the [Violated File Group] file group det

Message body:  
User [Source Io Owner] attempted to save [Source File Path] to [File Screen Path] on the [Server] server. This file is in the [Violated File Group] file group, which is not permitted on the server.

Select variable to insert:  
[Admin Email] Insert Variable  
Inserts the e-mail addresses of the administrators who receive the e-mail.

Additional E-mail Headers...

Help OK Cancel

The screenshot shows the File Server Resource Manager (FSRM) console in Windows Server 2008 R2. The left pane displays the tree view with 'File Screen Templates' selected. The right pane shows a list of templates: 'Block Audio and Video Files', 'Block E...', 'Block E...', 'Block Ir...', and 'Monitor'. A dialog box titled 'Create File Screen Template' is open, showing the 'Block Audio and Video Files' template selected. The 'Settings' tab is active, and the 'Send warning to event log' checkbox is checked. The 'Warning message' section contains a text area with a pre-defined log entry: 'User [Source Io Owner] attempted to save [Source File Path] to [File Screen Path] on the [Server] server. This file is in the [Violated File Group] file group, which is not permitted on the server.' Below this, the 'Select variable to insert' dropdown is set to '[Admin Email]', and the 'Insert Variable' button is visible. The dialog box has 'Help', 'OK', and 'Cancel' buttons at the bottom.

Machine View Devices Help  
File Server Resource Manager

File Action View Help

File Server Resource Manager (Local)

- Quota Management
  - Quotas
  - Quota Templates
- File Screening Management
  - File Screens
  - File Screen Templates
  - File Groups
- Storage Reports Management
- Classification Management
- File Management Tasks

File scr  
Block A  
Block E  
Block E  
Block Ir  
Monitor

### Create File Screen Template

Copy properties from template (optional):  
Block Audio and Video Files Copy

Settings | E-mail Message | Event Log | Command | Report

Send warning to event log

Warning message

Type the text to use for the log entry.  
To identify the file screen, file group, user, or event associated with the current notification, you can use Insert Variable to insert a variable in your text

Log entry:  
User [Source Io Owner] attempted to save [Source File Path] to [File Screen Path] on the [Server] server. This file is in the [Violated File Group] file group, which is not permitted on the server.

Select variable to insert:  
[Admin Email] Insert Variable

Inserts the e-mail addresses of the administrators who receive the e-mail.

Help OK Cancel

Machine View Devices Help

File Server Resource Manager

File Action View Help

File Server Resource Manager (Local)

- Quota Management
  - Quotas
  - Quota Templates
- File Screening Management
  - File Screens
  - File Screen Templates
  - File Groups
- Storage Reports Management
- Classification Management
- File Management Tasks

File scr

- Block A
- Block E
- Block E:
- Block Ir
- Monitor

### Create File Screen Template

Copy properties from template (optional):  
Block Audio and Video Files Copy

Settings | E-mail Message | Event Log | Command | Report

Generate reports

Select reports to generate:

- Duplicate Files
- File Screening Audit
- Files by File Group
- Files by Owner
- Files by Property
- Large Files
- Least Recently Accessed Files

Review Selected Reports

When a quota or file screening event generates incident reports, default report settings are used. To modify the default settings, use the Configure Options task, Storage Reports tab.

Send reports to the following administrators:  
[Admin Email]

Format: account@domain. Use a semicolon to separate multiple accounts.

Send reports to the user who attempted to save an unauthorized file

The reports will be saved in %systemdrive%\StorageReports\Incident.

To change the locations where reports are saved, use the Configure Options task, Report Locations tab.

Help OK Cancel

Machine View Devices Help

**File Server Resource Manager**

File Action View Help



File Server Resource Manager (Local)

- Quota Management
  - Quotas
  - Quota Templates
- File Screening Management
  - File Screens
  - File Screen Templates**
  - File Groups
- Storage Reports Management
- Classification Management
- File Management Tasks

File screen Template	Screening Type	File Groups
Block Audio and Video Files	Active	Block: Audio and Video Files
Block E-mail Files	Active	Block: E-mail Files
Block Executable Files	Active	Block: Executable Files
Block Image Files	Active	Block: Image Files
Monitor Executable and System F...	Passive	Warn: Executable Files, System Files
<b>MYLAB-TEMPLETE</b>	Active	Block: Audio and Video Files, Executable Files, Image Files

