Futures Cloud Quick Start Guide

Welcome to the quick-start guide for Futures Cloud. It contains details of some of the most common tasks performed within this user interface.

01.

Future Digital
www.futuredigital.co.uk
enquiries@futuredigital.co.uk
Tel : +44(0) 844 484 8908

CONTENTS

ACCESSING FUTURES CLOUD

Enter the URL supplied to you for access to the dashboard from any Internet-enabled device. For example: http://mysite.fslhost.org.

Once the shortcut is launched, the login dialog of Futures Cloud will be displayed.
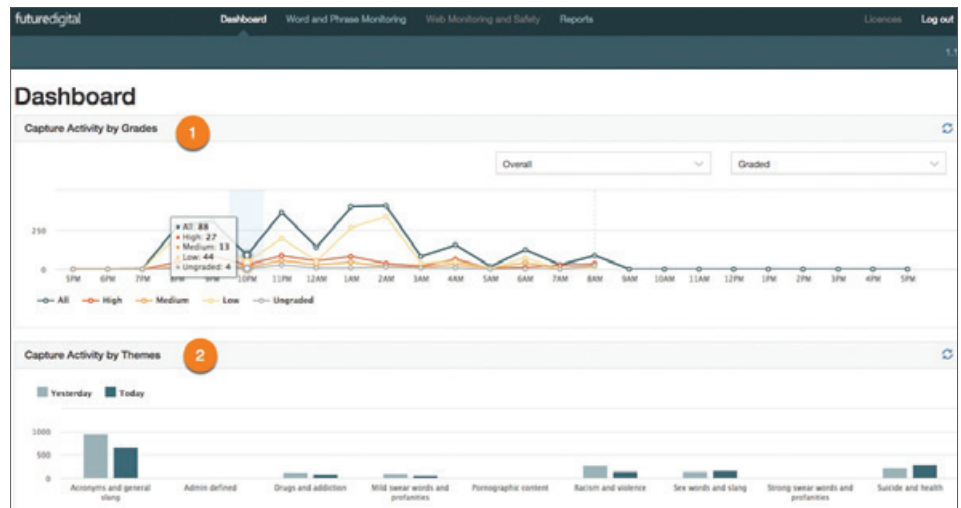
The user credentials will have been supplied to you along with your software. Enter these details to login. They are case-sensitive.
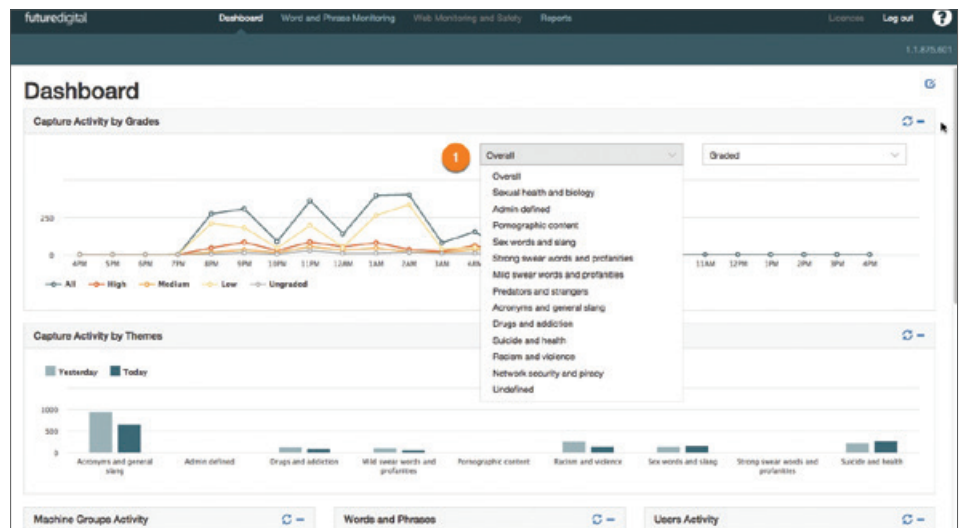
DASHBOARD

An example of the typical view presented to the user after initial log in is shown below. The dashboard displays captured activity by grade and by theme.
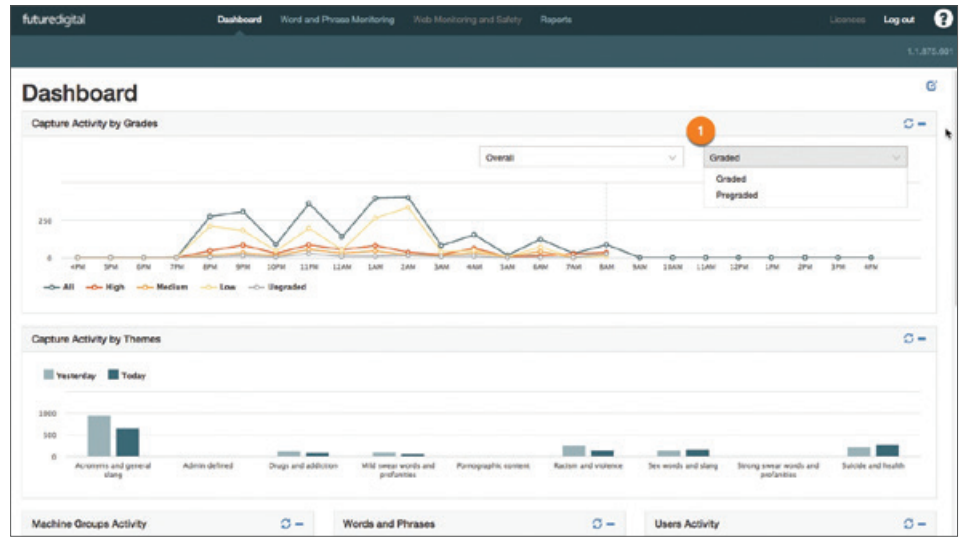

1. Captured activity by grade is displayed in a colour-coded graph format. Each grade correlates with its own colour (see above). Activity displayed covers the previous
   24-hour period.

2. Captured activity by theme is displayed in a graph format. Activity covers the previous previous 48-hour period and is displayed as two comparative sets of data that covers two 24-hour cycles i.e. the previous day and the day before.
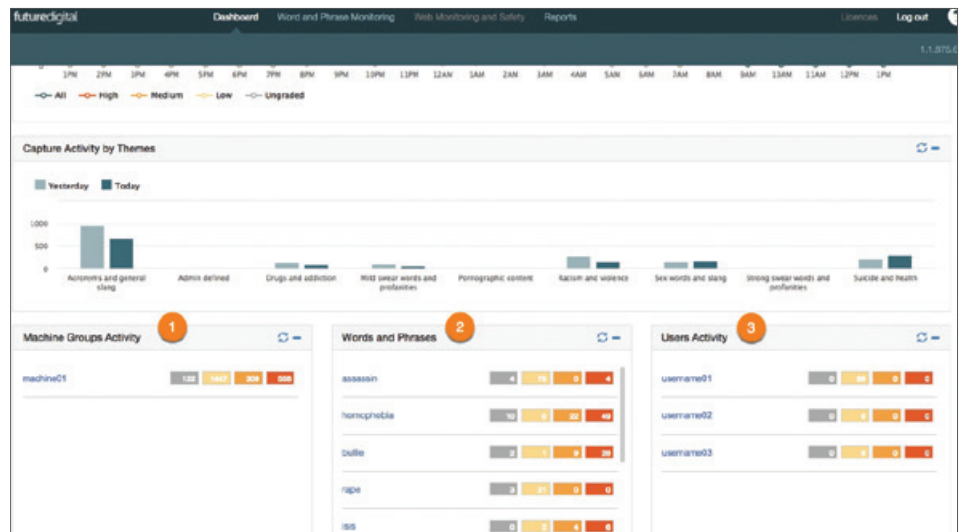

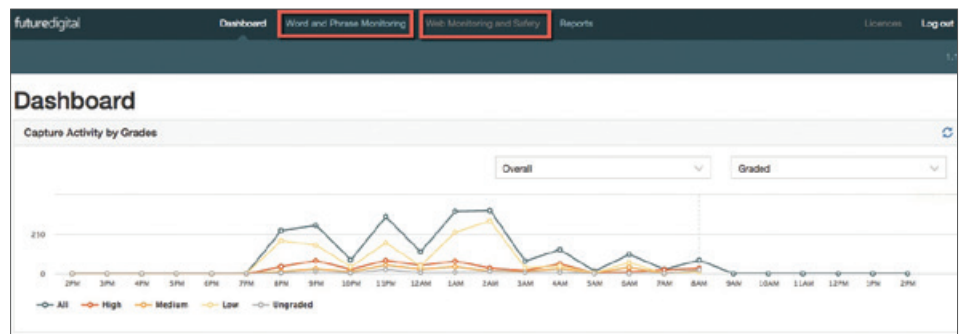Use the dropdown box shown to select captured activity by theme.

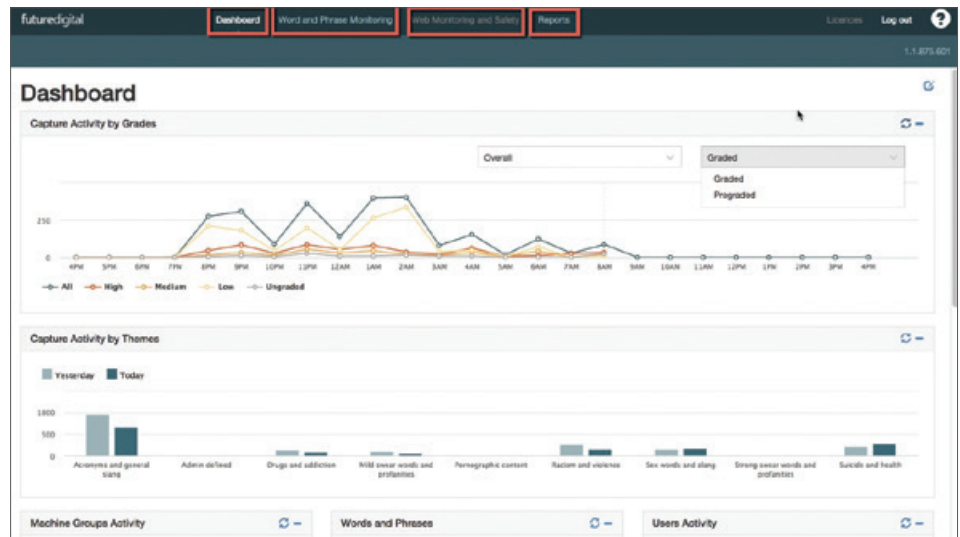Use the dropdown box shown to select graded or ungraded activity.

Activity from the previous 24 hours can be viewed by selecting the forms above. Forms are categorized by machine group, words & phrases, user activity and user group.

Select either **Word and Phrase Monitoring** or **Web Monitoring and Safety** from the menu bar to view associated data.
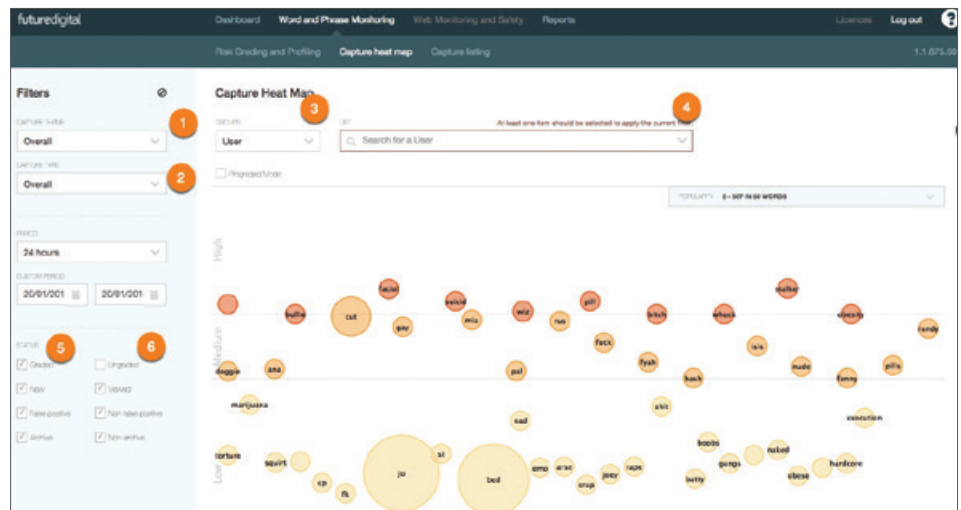
04.

To view captured activity select; **Risk Grading and Profiling**, **Capture Heat Map,**
and **Capture Listing** from the menu bar.

CAPTURE HEAT MAP

The Capture Heat Map shows captured information in a visual interface that allows users to filter data by clicking on a range of options.
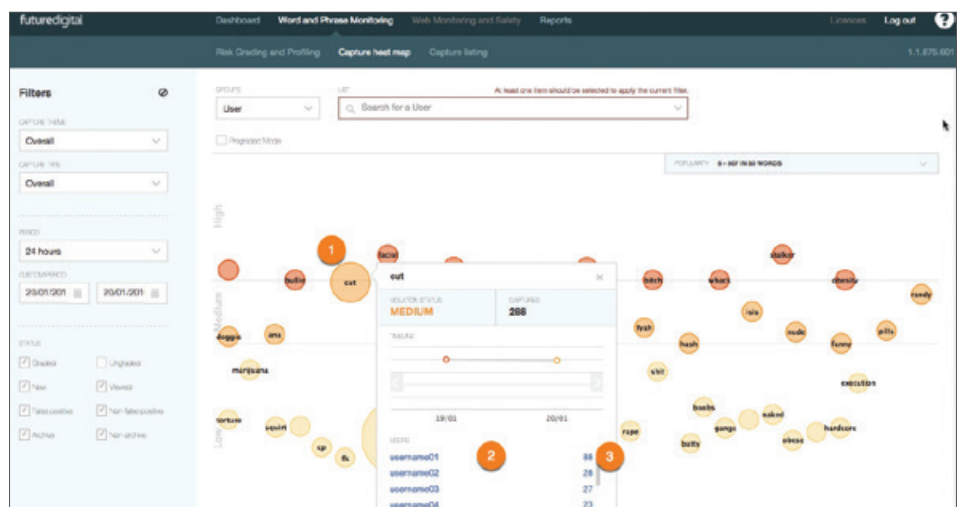
Data can be viewed by applying the filters below.

FILTERING OPTIONS

1. By theme
2. By type (keyboard or desktop view)
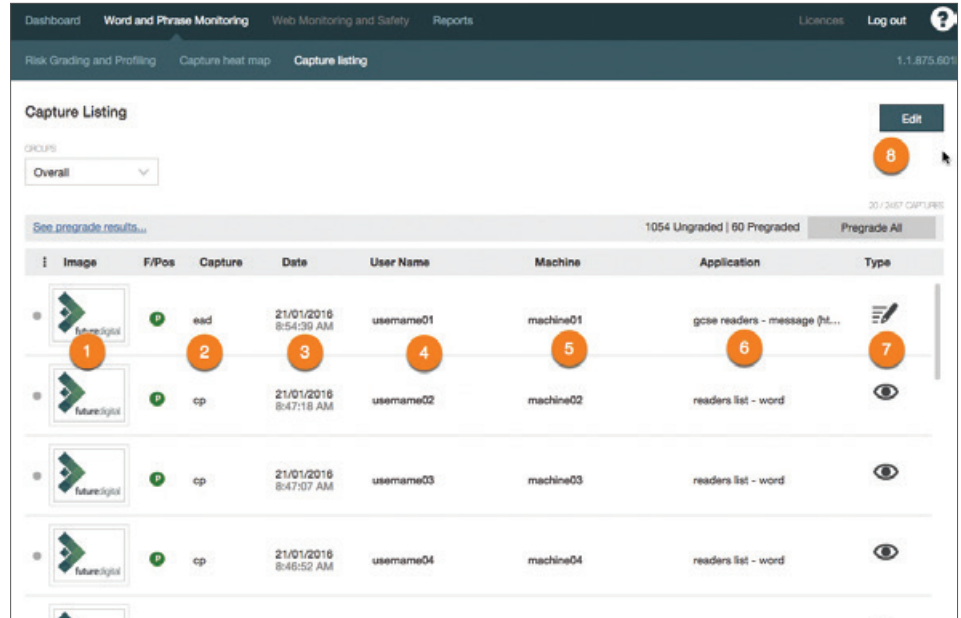3. User group
4. Individual user
5. Graded
6. Ungraded

CAPTURE HEAT MAP – ASSOCIATED DATA

1. Click on each of the bubbles to view associated data for captured words and phrases. A bar chart will appear that shows status (graded or ungraded, number of captures, user and user group).

2. Each hyperlink denotes a user. Clicking on the hyperlink will display a list of captures associated with the user.

3. Select volume to display a list of associated captures to the user.
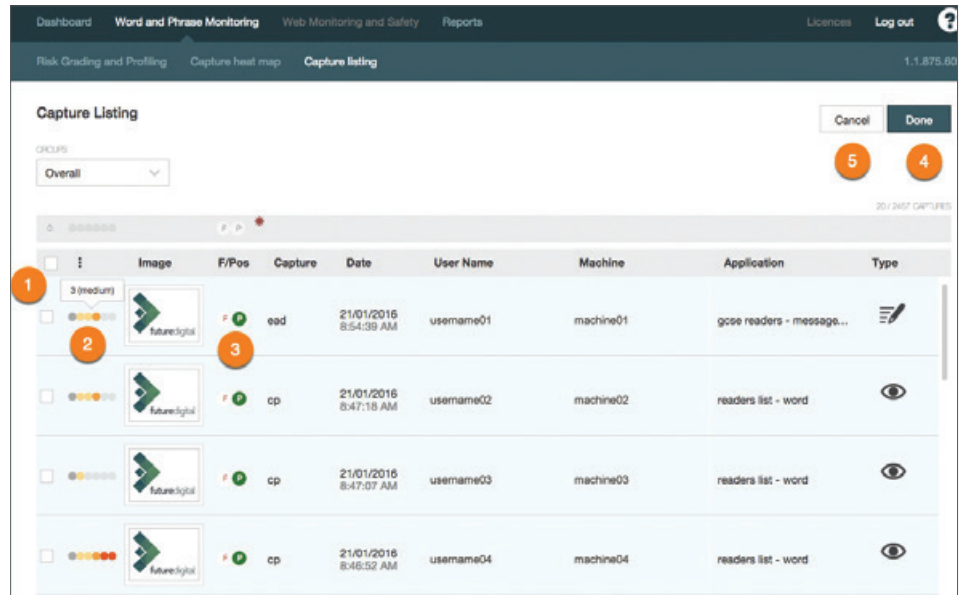
CAPTURE LISTING

UNDERSTANDING THE CAPTURE LISTING SCREEN

1. Capture image shows a screen shot of the capture. This can be clicked on to view associated data.

2. Displays captured word or phrase.

3. Displays date and time of capture.

4. Displays user name associated with the capture.

5. Displays machine associated with the capture.

6. Displays the application that the capture took place on.

7. Displays if the capture was viewed through the display or typed in the keyboard.

8. Click on the edit button to edit or manually grade captures.

EDITING AND GRADING CAPTURES

1. Click on check box to select a capture.

2. Click on the slide bar to grade captures against each selected check box. The slide bar is a colour-coded scale ranging from ungraded to grade 5*.

3. Select the F button to mark a capture as False Positive.

4. Select the done button to submit updates.

5. Select the cancel button to clear capture updates.

Grades include ungraded, 1 – low, 2 – low, 3 – medium, 4 – high, 5 – high.

RISK GRADING AND PROFILING

Displays graded captures. Data can be displayed by user, user group, machine and machine group in order to assess risk level.

FURTHER INFORMATION

More information on Futures Cloud and other features not explained in this quick-start can be obtained from Future Digital.

To request a remote training session on Futures Cloud please log a support ticket at http://www.futuredigital.co.uk/index.php/support or by calling 0330 055 5125.