



# Management Portal

23.05

# Table of contents

<b>About this document</b>	<b>5</b>
<b>About the management portal</b>	<b>6</b>
Accounts and units	6
Quota management	7
Viewing quotas for your organization	8
Defining quotas for your users	13
Supported web browsers	14
<b>Step-by-step instructions</b>	<b>15</b>
Activating an administrator account	15
Password requirements	15
Accessing the management portal and the services	15
Switching between the management portal and the service consoles	16
Navigation in the management portal	16
Creating a unit	16
Creating a user account	17
User roles available for each service	18
Read-only administrator role	20
Restore operator role	21
Changing the notification settings for a user	22
Notifications received by user role	23
Disabling and enabling a user account	23
Deleting a user account	24
Transferring ownership of a user account	24
Setting up two-factor authentication	25
How it works	25
Two-factor setup propagation across tenant levels	26
Setting up two-factor authentication for your tenant	27
Managing two-factor authentication for users	28
Resetting two-factor authentication in case of lost second-factor device	30
Brute-force protection	30
Updating agents automatically	30
To update agents automatically	31
To monitor agent updates	32
Configuring immutable storage	32
Limitations	33

<b>Task management</b>	<b>34</b>
Viewing service desk tickets	34
Creating a service desk ticket	34
Updating service desk tickets	36
<b>Monitoring</b>	<b>37</b>
Usage	37
Operations dashboard	37
Protection status	38
#CyberFit Score by machine	39
Endpoint Detection and Response (EDR) widgets	40
Disk health monitoring	42
Data protection map	46
Vulnerability assessment widgets	48
Patch installation widgets	49
Backup scanning details	50
Recently affected	51
Blocked URLs	52
Software inventory widgets	52
Hardware inventory widgets	53
Session history	54
<b>Reporting</b>	<b>55</b>
Usage reports	55
Report type	55
Report scope	55
Metrics with zero usage	55
Configuring scheduled Usage reports	56
Configuring custom Usage reports	56
Data in Usage reports	57
Operations reports	57
Actions with reports	58
Executive summary	60
Executive summary widgets	61
Configuring the settings of the Executive summary report	68
Creating an Executive summary report	69
Customizing the Executive summary report	70
Sending Executive summary reports	71
Time zones in reports	71

Reported data according to widget type.....	72
<b>Audit log</b> .....	<b>75</b>
Audit log fields.....	75
Filtering and search.....	76
<b>Integrations</b> .....	<b>77</b>
Integrations catalog.....	77
All integrations.....	77
Integrations in use.....	77
Limiting access to the web interface.....	78
Limiting access to your company.....	79
Managing API clients.....	79
What is an API client?.....	79
Typical integration procedure.....	80
Creating an API client.....	80
Resetting the secret value of an API client.....	80
Disabling an API client.....	81
Enabling a disabled API client.....	81
Deleting an API client.....	81
<b>Index</b> .....	<b>82</b>

## About this document

This document is intended for customer administrators who want to use the cloud management portal to create and manage user accounts, units, and quotas, to configure and control the access to, and monitor the usage and operations in their cloud organization.

# About the management portal

The management portal is a web interface to the cloud platform that provides data protection services.

While each service has its own web interface, called the service console, the management portal enables administrators to control services usage, create user accounts and units, generate reports, and more.

## Accounts and units

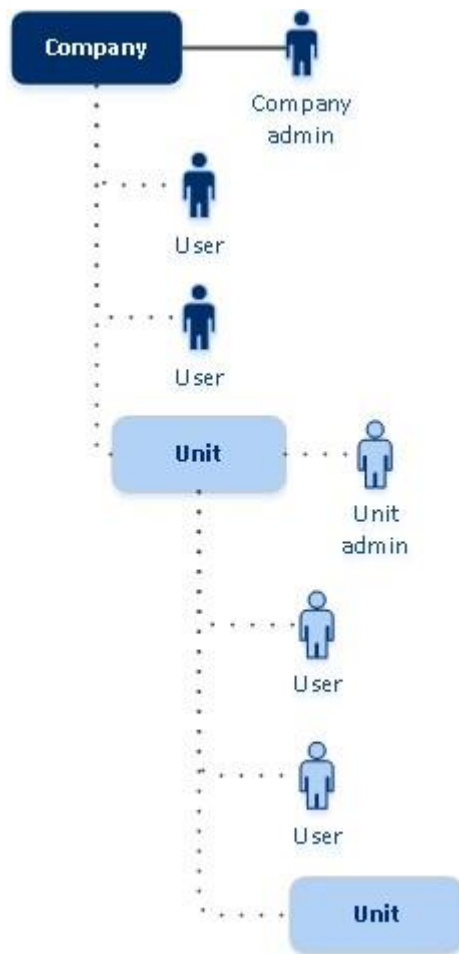
There are two user account types: administrator accounts and user accounts.

- **Administrators** have access to the management portal. They have the administrator role in all services.
- **Users** do not have access to the management portal. Their access to the services and their roles in the services are defined by an administrator.

Administrators can create units, which typically correspond to units or departments of the organization. Each account exists either on the company level or in a unit.

An administrator can manage units, administrator accounts, and user accounts on or below their level in the hierarchy.

The following diagram illustrates three hierarchy levels - the company and two units. Optional units and accounts are shown by a dotted line.



The following table summarizes operations that can be performed by the administrators and users.

Operation	Users	Administrators
Create units	No	Yes
Create accounts	No	Yes
Download and install the software	Yes	Yes
Use services	Yes	Yes
Create reports about the service usage	No	Yes

## Quota management

**Quotas** limit a tenant's ability to use the service.

In the management portal, you can view the service quotas that were allocated to your organization by your service provider but you cannot manage them.

You can manage the service quotas for your users.

## Viewing quotas for your organization

In the management portal, go to **Overview > Usage**. You will see a dashboard showing the allocated quotas for your organization. The quotas for each service are shown on a separate tab.

### Backup quotas

You can specify the cloud storage quota, the quota for local backup, and the maximum number of machines/devices/websites a user is allowed to protect. The following quotas are available.

#### Quotas for devices

- **Workstations**
- **Servers**
- **Virtual machines**
- **Mobile devices**
- **Web hosting servers** (Linux-based physical or virtual servers running Plesk, cPanel, DirectAdmin, VirtualMin , or ISPManager control panels)
- **Websites**

A machine/device/website is considered protected as long as at least one protection plan is applied to it. A mobile device becomes protected after the first backup.

When the overage for a number of devices is exceeded, the user cannot apply a protection plan to more devices.

#### Quotas for cloud data sources

- **Microsoft 365 seats**

This quota is applied by the service provider to the entire company. Company administrators can view the quota and the usage in the management portal.

Licensing of the Microsoft 365 seats depends on the selected billing mode for Cyber Protection.

In the **Per workload** billing mode, the **Microsoft 365 seats** quota is counted per unique users. A unique user is a user who has at least one of the following:

- Protected mailbox
- Protected OneDrive
- Access to at least one protected company-level resource: Microsoft 365 SharePoint Online site, or Microsoft 365 Teams.

To learn how to check the number of members of a Microsoft 365 SharePoint or Teams site, refer to [this knowledge base article](#).

---

**Note**

Blocked Microsoft 365 users that do not have a protected personal mailbox or OneDrive, and can only access shared resources (shared mailboxes, SharePoint sites, and Microsoft Teams), are not charged.

Blocked users are those who do not have a valid login and cannot access the Microsoft 365 services. To learn how to block all unlicensed users in a Microsoft 365 organization, refer to "Preventing unlicensed Microsoft 365 users from signing in" (p. 10).

---

The following Microsoft 365 seats are not charged and do not require a per-seat license:

- Shared mailboxes
- Rooms and equipment
- External users with access to backed up SharePoint sites and/or Microsoft Teams

For more information about the licensing options with the per gigabyte billing mode, refer to [Cyber Protect Cloud: Microsoft 365 per GB licensing](#).

For more information about the licensing options with the per workload billing mode, refer to [Cyber Protect Cloud: Microsoft 365 licensing and pricing changes](#).

- **Microsoft 365 Teams**

This quota is applied by the service provider to the entire company. This quota enables or disables the ability to protect Microsoft 365 Teams and sets the maximum number of teams that can be protected. For protection of one team, regardless of the number of its members or channels, one quota is required. Company administrators can view the quota and the usage in the management portal.

- **Microsoft 365 SharePoint Online**

This quota is applied by the service provider to the entire company. This quota enables or disables the ability to protect SharePoint Online sites and sets the maximum number of site collections and group sites that can be protected.

Company administrators can view the quota in the management portal. They can also view the quota, together with the amount of storage occupied by the SharePoint Online backups, in the usage reports.

- **Google Workspace seats**

This quota is applied by the service provider to the entire company. The company can be allowed to protect **Gmail** mailboxes (including calendar and contacts), **Google Drive** files, or both. Company administrators can view the quota and the usage in the management portal.

- **Google Workspace Shared drive**

This quota is applied by the service provider to the entire company. This quota enables or disables the ability to protect Google Workspace Shared drives. If the quota is enabled, any number of Shared drives can be protected. Company administrators cannot view the quota in the management portal, but can view the amount of storage occupied by Shared drive backups in the usage reports.

Backing up Google Workspace Shared drives is only available to customers who have at least one Google Workspace seats quota in addition. This quota is only verified and will not be taken up.

A Microsoft 365 seat is considered protected as long as at least one protection plan is applied to the user's mailbox or OneDrive. A Google Workspace seat is considered protected as long as at least one protection plan is applied to the user's mailbox or Google Drive.

When the overage for a number of seats is exceeded, a company administrator cannot apply a protection plan to more seats.

## Quotas for storage

- **Local backup**

The **Local backup** quota limits the total size of local backups that are created by using the cloud infrastructure. An overage cannot be set for this quota.

- **Cloud resources**

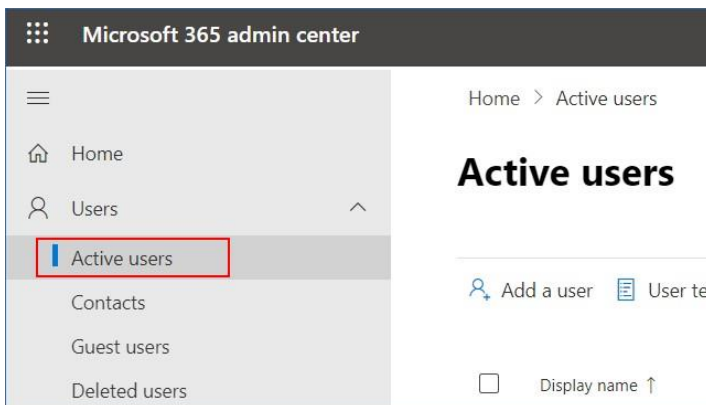
The **Cloud resources** quota combines the quota for backup storage and quotas for disaster recovery. The backup storage quota limits the total size of backups located in the cloud storage. When the backup storage quota overage is exceeded, backups fail.

## Preventing unlicensed Microsoft 365 users from signing in

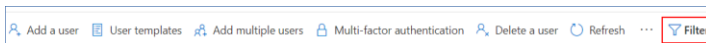
You can prevent all unlicensed users in your Microsoft 365 organization from signing in by editing their sign-in status.

### *To prevent unlicensed users from signing in*

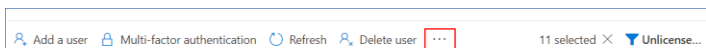
1. Log in to the Microsoft 365 admin center (<https://admin.microsoft.com>) as a global administrator.
2. In the navigation menu, go to **Users > Active Users**.



3. Click **Filter**, and then select **Unlicensed users**.



4. Select the check boxes next to the user names, and then click the ellipsis (...) icon.



5. From the menu, select **Edit sign-in status**.
6. Select the **Block users from signing in** check box, and then click **Save**.

## Disaster Recovery quotas

---

### Note

The Disaster Recovery offering items are available only with the Disaster Recovery add-on.

---

These quotas are applied by the service provider to the entire company. Company administrators can view the quotas and the usage in the management portal, but cannot set quotas for a user.

- **Disaster recovery storage**

The Disaster recovery storage shows the backup storage size of the servers that are protected with disaster recovery. The usage of the Disaster recovery storage equals the usage of the backup storage of the workloads that are protected with disaster recovery servers. This storage is calculated starting from the time when a recovery server is created, regardless of whether the server is currently running. If the overage for this quota is reached, it will not be possible to create primary and recovery servers, or add/extend disks of the existing primary servers. If the overage for this quota is exceeded, it will not be possible to initiate a failover or start a stopped server. Running servers continue to run.

- **Compute points**

This quota limits the CPU and RAM resources that are consumed by primary and recovery servers during a billing period. If the overage for this quota is reached, all primary and recovery servers are shut down. It is not possible to use these servers until the beginning of the next billing period. The default billing period is a full calendar month.

When the quota is disabled, the servers cannot be used regardless of the billing period.

- **Public IP addresses**

This quota limits the number of public IP addresses that can be assigned to the primary and recovery servers. If the overage for this quota is reached, it is not possible to enable public IP addresses for more servers. You can disallow a server to use a public IP address, by clearing the **Public IP address** check box in the server settings. After that, you can allow another server to use a public IP address, which usually will not be the same one.

When the quota is disabled, all of the servers stop using public IP addresses, and thus become not reachable from the Internet.

- **Cloud servers**

This quota limits the total number of primary and recovery servers. If the overage for this quota is reached, it is not possible to create primary or recovery servers.

When the quota is disabled, the servers are visible in the service console, but the only available operation is **Delete**.

- **Internet access**

This quota enables or disables the Internet access from the primary and recovery servers.

When the quota is disabled, the primary and recovery servers will not be able to establish connections to the Internet.

## File Sync & Share quotas

These quotas are applied by the service provider to the entire company. Company administrators can view the quotas and the usage in the management portal.

- **Users**

The quota defines a number of users that can access this service.

Administrator accounts are not counted as part of this quota.

- **Cloud storage**

This is a cloud storage for storing users' files. The quota defines the allocated space for a tenant in the cloud storage.

## Physical Data Shipping quotas

The Physical Data Shipping service quotas are consumed on a per-drive basis. You can save initial backups of multiple machines on one hard drive.

These quotas are applied by the service provider to the entire company. Company administrators can view the quotas and the usage in the management portal, but cannot set quotas for a user.

- **To the cloud**

Allows sending an initial backup to the cloud data-center by using a hard disk drive. This quota defines the maximum number of drives to be transferred to the cloud data-center.

## Notary quotas

These quotas are applied by the service provider to the entire company. Company administrators can view the quotas and the usage in the management portal.

- **Notary storage**

The notary storage is the cloud storage where the notarized files, signed files, and files whose notarization or signing is in progress are stored. This quota defines the maximum space that can be occupied by these files.

To decrease this quota usage, you can delete the already notarized or signed files from the notary storage.

- **Notarizations**

This quota defines the maximum number of files that can be notarized by using the notary service. A file is considered notarized as soon as it is uploaded to the notary storage and its notarization status changes to In progress.

If the same file is notarized multiple times, each notarization counts as a new one.

- **eSignatures**

This quota defines the maximum number of files that can be signed by using the notary service. A file is considered signed as soon as it is sent for signature.

## Defining quotas for your users

**Quotas** enable you to limit a user's ability to use the service. To set the quotas for a user, select the user on the **Users** tab under **Company Management**, and then click the pencil icon in the **Quotas** section.

When a quota is exceeded, a notification is sent to the user's email address. If you do not set a quota overage, the quota is considered "**soft**." This means that restrictions on using the Cyber Protection service are not applied.

When you specify the quota overage, then the quota is considered "**hard**." An **overage** allows the user to exceed the quota by the specified value. When the overage is exceeded, restrictions on using the service are applied.

### Example

**Soft quota:** You have set the quota for workstations equal to 20. When the number of the user's protected workstations reaches 20, the user will get a notification by email, but the Cyber Protection service will be still available.

**Hard quota:** If you have set the quota for workstations equal to 20 and the overage is 5, then the user will get the notification by email when the number of protected workstations reaches 20, and the Cyber Protection service will be disabled when the number reaches 25.

## Backup quotas

You can specify the backup storage quota and the maximum number of machines/devices/websites a user is allowed to protect. The following quotas are available.

### Quotas for devices

- **Workstations**
- **Servers**
- **Virtual machines**
- **Mobile devices**
- **Web hosting servers** (Linux-based physical or virtual servers running Plesk, cPanel, DirectAdmin, VirtualMin , or ISPManager control panels)
- **Websites**

A machine/device/website is considered protected as long as at least one protection plan is applied to it. A mobile device becomes protected after the first backup.

When the overage for a number of devices is exceeded, the user cannot apply a protection plan to more devices.

### Quota for storage

- **Backup storage**

The backup storage quota limits the total size of backups located in the cloud storage. When the backup storage quota coverage is exceeded, backups fail.

## File Sync & Share quotas

You can define the following File Sync & Share quotas for a user:

- **Personal storage space**

This is a cloud storage for storing a user's files. The quota defines the allocated space for a user in the cloud storage.

## Notary quotas

You can define the following Notary quotas for a user:

- **Notary storage**

The notary storage is the cloud storage where the notarized files, signed files, and files whose notarization or signing is in progress are stored. This quota defines the maximum space that can be occupied by these files.

To decrease this quota usage, you can delete the already notarized or signed files from the notary storage.

- **Notarizations**

This quota defines the maximum number of files that can be notarized by using the notary service. A file is considered notarized as soon as it is uploaded to the notary storage and its notarization status changes to In progress.

If the same file is notarized multiple times, each notarization counts as a new one.

- **eSignatures**

This quota defines the maximum number of files that can be signed by using the notary service. A file is considered signed as soon as it is sent for signature.

## Supported web browsers

The web interface supports the following web browsers:

- Google Chrome 29 or later
- Mozilla Firefox 23 or later
- Opera 16 or later
- Microsoft Edge 25 or later
- Safari 8 or later running in the macOS and iOS operating systems

In other web browsers (including Safari browsers running in other operating systems), the user interface might be displayed incorrectly or some functions may be unavailable.

# Step-by-step instructions

The following steps will guide you through the basic use of the management portal. They describe how to:

- Activate your administrator account
- Access the management portal and the services
- Create a unit
- Create a user account

## Activating an administrator account

After signing up for a service, you will receive an email message containing the following information:

- **Your login.** This is the user name that you use to log in. Your login is also shown on the account activation page.
- **Activate account** button. Click the button and set the password for your account. Ensure that your password is at least nine characters long. For more information about the password, refer to "Password requirements" (p. 15).

## Password requirements

The password for a user account must be at least 9 characters long. Passwords are also checked for complexity, and fall into one of the following categories:

- Weak
- Medium
- Strong

You cannot save a weak password, even though it might contain 9 characters or more. Passwords that repeat the user name, the login, the user email, or the name of the tenant to which a user account belongs are always considered weak. Most common passwords are also considered weak.

To strengthen a password, add more characters to it. Using different types of characters, such as digits, uppercase and lowercase letters, and special characters, is not mandatory but it results in stronger passwords that are also shorter.


## Accessing the management portal and the services

1. Go to the service console login page.
2. Type the login, and then click **Next**.
3. Type the password, and then click **Next**.
4. Do one of the following:

- To log in to the management portal, click **Management Portal**.
- To log in to a service, click the name of the service.

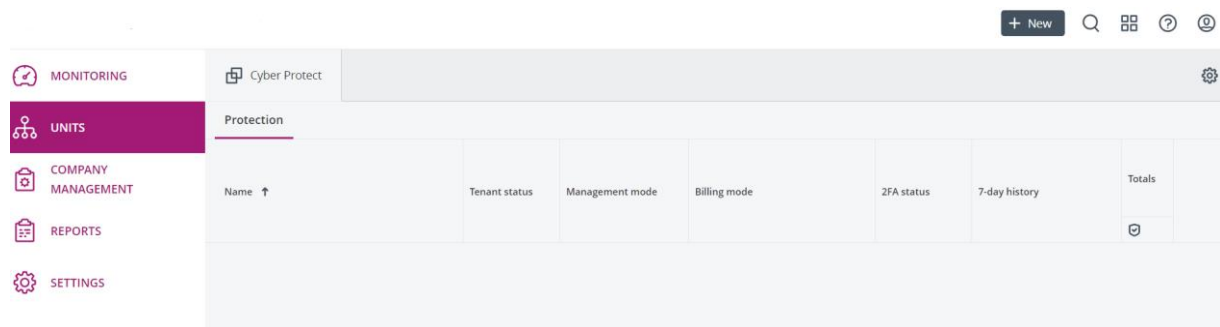
The timeout period for the management portal is 24 hours for active sessions and 1 hour for idle sessions.

## Switching between the management portal and the service consoles

To switch between the management portal and the service consoles, click the  icon in the upper-right corner, and then select **Management portal** or the service that you want to go to.

## Navigation in the management portal

When using the management portal, at any given time you are operating within the company or within a unit. This is indicated in the top-left corner.



By default, the top-most hierarchy level available to you is selected. Click the unit name to drill down the hierarchy. To navigate back to an upper level, click its name in the top-left corner.

All parts of the user interface display and affect only the company or a unit in which you are currently operating. For example:

- By using the **New** button, you can create a unit or a user account only in this company or unit.
- The **Units** tab displays only the units that are direct children of this company or unit.
- The **Users** tab displays only the user accounts that exist in this company or unit.

## Creating a unit

Skip this step if you do not want to organize accounts into units.

If you are planning to create units later, please be aware that existing accounts cannot be moved between units or between the company and units. First, you need to create a unit, and then populate it with accounts.

### **To create a unit**

1. Log in to the management portal.
2. Navigate to the unit in which you want to create a new unit.
3. In the upper-right corner, click **New > Unit**.
4. In **Name**, specify a name for the new unit.
5. [Optional] In **Language**, change the default language of notifications, reports, and the software that will be used within this unit.
6. Do one of the following:
  - To create a unit administrator, click **Next**, and then follow the steps described in "[Creating a user account](#)", starting from step 4.
  - To create a unit without an administrator, click **Save and close**. You can add administrators and users to the unit later.

The newly created unit appears on the **Units** tab.

If you want to edit the unit settings or specify the contact information, select the unit on the **Units** tab, and then click the pencil icon in the section that you want to edit.

## Creating a user account

Skip this step if you do not want to create additional user accounts.

You may want to create additional accounts in the following cases:

- Company administrator accounts – to share the management duties with other people.
- Unit administrator accounts – to delegate the management to other people whose access permissions will be limited to the corresponding units.
- User accounts – to enable the users to access only a subset of the services.

### ***To create a user account***

1. Log in to the management portal.
2. Navigate to the unit in which you want to create a new user account.
3. In the upper-right corner, click **New > User**.
4. Specify the following information for the account:

- **Login**

---

**Important**

Each account must have a unique login.

---

- **Email**

---

**Important**

If the user is registered in the File Sync & Share service, please provide the email that was used for the File Sync & Share registration.

Please note that each customer user account must have a unique email address.


---

- [Optional] **First name**
  - [Optional] **Last name**
  - In **Language**, change the default language of notifications, reports, and the software that will be used for this account.
5. Select the services to which the user will have access and the roles in each service.
    - If you select the **Company administrator** check box, the user will have access to the management portal and the administrator role in all services.
    - If you select the **Unit administrator** check box, the user will have access to the management portal, but may or may not have the service administrator role, depending on the service.
    - Otherwise, the user will have the [roles that you select in the services that you select](#).
  6. Click **Create**.

The newly created user account appears on the **Users** tab.

If you want to edit the user settings, or specify notification settings and quotas for the user, select the user on the **Users** tab, and then click the pencil icon in the section that you want to edit.


#### ***To reset a user's password***

1. In the management portal, go to **Company Management > Users**.
2. Select the user whose password you want to reset, and then click the ellipsis icon  > **Reset password**.
3. Confirm your action by clicking **Reset**.

The user can now complete the resetting process by following the instructions in the email received.

For services that do not support two-factor authentication (for example, registration in Cyber Infrastructure), you may need to convert a user account into a *Service account* – an account that does not require two-factor authentication.

#### ***To convert a user account to the service account type***

1. In the management portal, go to **Company Management > Users**.
2. Select the user whose account you want to convert to the service account type, and then click the ellipsis icon  > **Mark as service account**.
3. In the confirmation window, enter the two-factor authentication code and confirm your action.

The account can now be used for services that do not support two-factor authentication.

## User roles available for each service

One user can have several roles but only one role per service.

For each service, you can define which role will be assigned to a user.

Service	Role	Description
---------	------	-------------

n/a	Company administrator	<p>This role grants full administrator rights for all services.</p> <p>This role grants access to the corporate allowlist. If the Disaster Recovery feature of the Protection service is enabled for the company, this role also grants access to the disaster recovery functionality.</p>
Management Portal	Administrator	<p>This role grants access to the management portal where the administrator can manage users within the entire organization.</p> <p>For example, this role grants full permissions for Endpoint Detection and Response screens, including widgets.</p>
	Read-only administrator Partner level	This role provides read-only access to all objects in the partner's management portal and the management portals of all customers of this partner. Such users can access data of other users of the organization in the read-only mode.
	Read-only administrator Customer level	This role provides read-only access to all objects in the management portal of the entire company. Such users can access data of other users of the organization in the read-only mode.
	Read-only administrator Unit level	This role provides read-only access to all objects in the management portal of the company unit and sub-units. Such users can access data of other users of the organization in the read-only mode.
Protection	Cyber administrator	<p>In addition to the Administrator role rights, this role enables configuring and managing the Cyber Protection service, and approving actions in Cyber Scripting.</p> <p>The Cyber administrator role is only available for tenants with enabled Advanced Management pack.</p>
	Administrator	<p>This role enables configuring and managing Protection for your customers.</p> <p>For example, the role is required for configuring and managing the Disaster Recovery functionality, Endpoint Detection and Response functionality, and the corporate allowlist.</p>
	Read-only administrator	<p>The role provides read-only access to all objects of the Protection service. Such users can access data of other users of the organization in the read-only mode.</p> <p>The read-only administrator cannot configure and</p>

		manage the Disaster Recovery functionality, Endpoint Detection and Response functionality, or the corporate allowlist.
	Restore operator	The role provides access to backups of Microsoft 365 and Google Workspace organizations and allows their recovery, while restricting the access to sensitive content.
	User	This role enables using the Protection service but without administrative privileges. Access is provided to functionality such as Endpoint Detection and Response, but users assigned this role cannot access the data of other users in the organization.
File Sync & Share	Administrator	This role enables configuring and managing File Sync & Share for your users. An account with this role is not counted as part of the <b>Users</b> quota because it does not provide access to the File Sync & Share functionality.
	User	This role enables using the File Sync & Share service. Users can access only their own data and the data that is shared with them.
	Guest	An account with this role is created when a File Sync & Share user shares content with either a Cyber Protect Cloud user who is not enabled to use the File Sync & Share service, or with a person who is not a Cyber Protect Cloud user.  A Guest role doesn't have a sync folder, cannot consume cloud storage, and is not counted as part of the <b>Users</b> quota because it does not provide access to the File Sync & Share functionality. A Guest can be 'promoted' to a User or Administrator role.
Notary	Administrator	This role enables configuring and managing Notary for your users.
	User	This role enables using the Notary service but without administrative privileges. Such users cannot access data of other users of the organization.

## Read-only administrator role

An account with this role has read-only access to the Cyber Protection web console and can do the following:

- Collect diagnostic data, such as system reports.
- See the recovery points of a backup, but cannot drill down into the backup contents and cannot see files, folders, or emails.

A read-only administrator cannot do the following:

- Start or stop any tasks.  
For example, a read-only administrator cannot start a recovery or stop a running backup.
- Access the file system on source or target machines.  
For example, a read-only administrator cannot see files, folders, or emails on a backed-up machine.
- Change any settings.  
For example, a read-only administrator cannot create a protection plan or change any of its settings.
- Create, update, or delete any data.  
For example, a read-only administrator cannot delete backups.

All UI objects that are not accessible for a read-only administrator are hidden, except for the default settings of the protection plan. These settings are shown, but the **Save** button is not active.

Any changes related to the accounts and roles are shown on the **Activities** tab with the following details:

- What was changed
- Who did the changes
- Date and time of changes

## Restore operator role

This role is available only in the Cyber Protection service and is limited to Microsoft 365 and Google Workspace backups.

A restore operator can do the following:

- View alerts and activities.
- Browse and refresh the list of backups.
- Browse backups without accessing their content. The Restore operator can see the names of the backed-up files and the subjects and senders of the backed-up emails.
- Search backups (full text search is not supported).
- Recover cloud-to-cloud backups to their original location within the original Microsoft 365 or Google Workspace organization.

A restore operator cannot do the following:

- Delete alerts.
- Add or delete Microsoft 365 or Google Workspace organizations.
- Add, delete, or rename backup locations.

- Delete or rename backups.
- Create, delete, or rename folders when recovering a backup to a custom location.
- Apply a backup plan or run a backup.
- Access backed-up files or the content of backed-up emails.
- Download backed-up files or email attachments.
- Send backed-up cloud resources, such as emails or calendar items, as email.
- View or recover Microsoft 365 Teams conversations.
- Recover cloud-to-cloud backups to non-original locations, such as a different mailbox, OneDrive, Google Drive, or Microsoft 365 Team.

## Changing the notification settings for a user

To change the notifications settings for a user, navigate to **Company Management > Users**. Select the user for which you want to configure the notifications, and then click the pencil icon in the **Settings** section. The following notifications settings are available if the Cyber Protection service is enabled for the tenant where the user is created:

- **Quota overuse notifications** (enabled by default)  
Notifications about exceeded quotas.
- **Scheduled usage reports** (enabled by default)  
Usage reports that are sent on the first day of each month.
- **URL branding notifications** (disabled by default)  
Notifications about the upcoming expiration of the certificate used for the custom URL for the Cyber Protect Cloud services. The notifications are sent to all administrators of the selected tenant - 30 days, 15 days, 7 days, 3 days, and 1 day prior the expiration of the certificate.
- **Failure notifications, Warning notifications, and Success notifications** (disabled by default)  
Notifications about the execution results of protection plans and the results of disaster recovery operations for each device.
- **Daily recap about active alerts** (enabled by default)  
The daily recap is generated based on the list of active alerts that are present in the service console at the moment when the recap is generated. The recap is generated and sent once a day, between 10:00 and 23:59 UTC. The time when the report is generated and sent depends on the workload in the data center. If there are no active alerts at that time, the recap is not sent. The recap does not include information for past alerts that are no longer active. For example, if a user finds a failed backup and clears the alert, or the backup is retried and succeeds before the recap is generated, the alert will no longer be present and the recap will not include it.
- **Device control notifications** (disabled by default)  
Notifications about attempts to use peripheral devices and ports that are restricted by protection plans with the device control module enabled.
- **Recovery notifications** (disabled by default)

Notifications about recovery actions on the following resources: user email messages and entire mailbox, public folders, OneDrive / GoogleDrive: entire OneDrive and files or folders, SharePoint files, Teams: Channels, entire Team, email messages, and Team site.

In the context of these notifications, the following actions are considered recovery actions: send as email, download, or start a recovery operation.

- **Data loss prevention notifications** (disabled by default)  
Notifications about data loss prevention alerts related to the activity of this user on the network.
- **Security incident notifications** (disabled by default)  
Notifications about detected malware during on-access, on-execution, and on-demand scans, and about detections from the behavioral engine and the URL filtering engine.  
There are two options available: **Mitigated** and **Not mitigated**. These options are relevant for Endpoint Detection and Response (EDR) incident alerts, EDR alerts from threat feeds, and individual alerts (for workloads that do not have EDR enabled on them).  
When an EDR alert is created, an email is sent to the relevant user. If the threat status of the incident changes, a new email is sent. The emails include action buttons that enable the user to see details of the incident (if it was mitigated), or to investigate and remediate the incident (if it was not mitigated).
- **Infrastructure notifications** (disabled by default)  
Notifications about issues with the Disaster Recovery infrastructure: when the Disaster Recovery infrastructure is unavailable, or the VPN tunnels are unavailable.

All notifications are sent to the user's email address.

## Notifications received by user role


The notifications that Cyber Protection sends depend on the user role.

Notification type\User role	User	Customer Administrator
Notifications for own devices	Yes	Yes
Notifications for all devices in the organization	n/a	Yes (except <b>Security incident notifications</b> )
Notifications for Microsoft 365, Google Workspace, and other cloud-based backups	n/a	Yes

## Disabling and enabling a user account


You may need to disable a user account in order to temporarily restrict its access to the cloud platform.

### *To disable a user account*

1. In the management portal, go to **Users**.
2. Select the user account that you want to disable, and then click the ellipsis icon  > **Disable**.

3. Confirm your action by clicking **Disable**.

As a result, this user will not be able to use the cloud platform or to receive any notifications.

To enable a disabled user account, select it in the users list, and then click the ellipsis icon  > **Enable**.

## Deleting a user account

You may need to delete a user account permanently in order to free up the resources it uses — such as storage space or license. The usage statistics will be updated within a day after deletion. For accounts with a lot of data, it might take longer.

Before deleting a user account, you have to disable it. For more information on how to do this, refer to [Disabling and enabling a user account](#).


---

### Important

Deleting a user account is irreversible!

---

#### *To delete a user account*

1. In the management portal, go to **Users**.
2. Select the disabled user account, and then click the ellipsis icon  > **Delete**.
3. To confirm your action, enter your login, and then click **Delete**.

As a result:

- This user account will be deleted.
- All data that belongs to this user account will be deleted.
- All machines associated with this user account will be unregistered.

## Transferring ownership of a user account

You may need to transfer the ownership of a user account if you want to keep the access to a restricted user's data.

---


### Important

You cannot reassign the content of a deleted account.

---

#### *To transfer the ownership of a user account:*

1. In the management portal, go to **Users**.
2. Select the user account whose ownership you want to transfer, and then click the pencil icon in the **General information** section.
3. Replace the existing email with the email of the future account owner, and then click **Done**.
4. Confirm your action by clicking **Yes**.

5. Let the future account owner verify their email address by following the instructions sent there.
6. Select the user account whose ownership you are transferring, and then click the ellipsis icon  > **Reset password**.
7. Confirm your action by clicking **Reset**.
8. Let the future account owner reset the password by following the instructions sent to their email address.

The new owner can now access this account.

## Setting up two-factor authentication

**Two-factor authentication (2FA)** is a type of multi-factor authentication that checks a user identity by using a combination of two different factors:

- Something that a user knows (PIN or password)
- Something that a user has (token)
- Something that a user is (biometrics)

Two-factor authentication provides extra protection from unauthorized access to your account.

The platform supports **Time-based One-Time Password (TOTP)** authentication. If the TOTP authentication is enabled in the system, users must enter their traditional password and the one-time TOTP code in order to access the system. In other words, a user provides the password (the first factor) and the TOTP code (the second factor). The TOTP code is generated in the authentication application on a user second-factor device on the basis of the current time and the secret (QR-code or alphanumeric code) provided by the platform.

### How it works

1. You [enable two-factor authentication](#) on your organization level.
2. All of your organization users must install an authentication application on their second-factor devices (mobile phones, laptops, desktops, or tablets). This application will be used for generating one-time TOTP codes. The recommended authenticators:
  - Google Authenticator
    - iOS app version (<https://apps.apple.com/app/google-authenticator/id388497605>)
    - Android version (<https://play.google.com/store/apps/details?id=com.google.android.apps.authenticator2>)
  - Microsoft Authenticator
    - iOS app version (<https://apps.apple.com/app/microsoft-authenticator/id983156458>)
    - Android version (<https://play.google.com/store/apps/details?id=com.azure.authenticator>)

---

**Important**

Users must ensure that the time on the device where the authentication application is installed is set correctly and reflects the actual current time.

---

3. Your organization users must re-log in to the system.
4. After entering their login and password, they will be prompted to set up two-factor authentication for their user account.
5. They must scan the QR code by using their authentication application. If the QR code cannot be scanned, they can use the TOTP secret shown below the QR code and add it manually in the authentication application.

---

**Important**

It is highly recommended to save it (print the QR-code, write down the TOTP secret, use the application that supports backing up codes in a cloud). You will need the TOTP secret to reset two-factor authentication in case of lost second-factor device.

---

6. The one-time TOTP code will be generated in the authentication application. It is automatically regenerated every 30 seconds.
7. The users must enter the TOTP code on the "Set up two-factor authentication" screen after entering their password.
8. As a result, two-factor authentication for the users will be set up.

Now when users log in to the system, they will be asked to provide the login and password, and the one-time TOTP code generated in the authentication application. Users can mark the browser as trusted when they log in to the system, then the TOTP code will not be requested on subsequent logins via this browser.

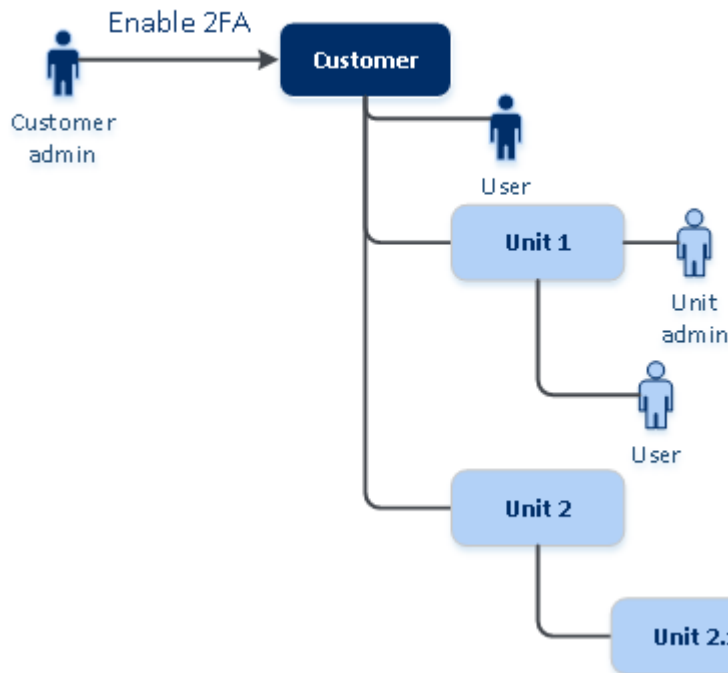
## Two-factor setup propagation across tenant levels

Two-factor authentication is set up on the **organization** level. You can set up two-factor authentication only for your own organization.

The two-factor authentication settings are propagated across tenant levels as follows:

- Units auto-inherit the two-factor authentication settings from their customer organization.

## 2FA setting propagation from a customer level



---

### Note

1. It is not possible to set up two-factor authentication on the unit level.
  2. You can manage the two-factor authentication settings for users of the child organizations (units).
- 

## Setting up two-factor authentication for your tenant

As an administrator, you can enable two-factor authentication for your organization.

### To enable two-factor authentication for your tenant

1. In the management portal, go to **Settings > Security**.
2. Slide the **Two-factor authentication** toggle, and then click **Enable**.

Now, all users in the organization must set up two-factor authentication for their accounts. They will be prompted to do this the next time they try to sign in or when their current sessions expire.

The progress bar under the toggle shows how many users have set up two-factor authentication for their accounts. To check which users have configured their accounts, navigate to **Company Management > Users** tab and check the **2FA status** column. The 2FA status of users who have not yet configured two-factor authentication for their accounts is **Setup Required**.

After the successful configuration of two-factor authentication, users will have to enter their login, password, and a TOTP code each time they log in to the service console.

## To disable two-factor authentication for your tenant

1. In the management portal, go to **Settings > Security**.
2. To disable two-factor authentication, turn off the toggle, and then click **Disable**.
3. [If at least one user configured two-factor authentication within the organization] Enter the TOTP code generated in your authentication application on the mobile device.

As a result, two-factor authentication is disabled for your organization, all secrets are deleted, and all trusted browsers are forgotten. All users will log in to the system by using only their login and password. On the **Company Management > Users** tab, the **2FA status** column will be hidden.

## Managing two-factor authentication for users

You can monitor two-factor authentication settings for all your users and reset the settings in the management portal, under **Company Management > Users** tab.

### Monitoring

In the management portal, under **Company Management > Users**, you can see a list of all users in your organization. The **2FA status** indicates if the two-factor configuration is set up for a user.

## To reset the two-factor authentication for a user

1. In the management portal, go to **Company Management > Users**.
2. On the **Users** tab, find a user for whom you want to change the settings, and then click the ellipsis icon.
3. Click **Reset two-factor authentication**.
4. Enter the TOTP code generated in the authentication application on your second-factor device and click **Reset**.

As a result, the user will be able to set up two-factor authentication again.

## To reset the trusted browsers for a user

1. In the management portal, go to **Company Management > Users**.
2. On the **Users** tab, find a user for whom you want to change the settings, and then click the ellipsis icon.
3. Click **Reset all trusted browsers**.
4. Enter the TOTP code generated in the authentication application on your second-factor device, and then click **Reset**.

The user for whom you have reset all trusted browsers will have to provide the TOTP code on the next login.

Users can reset all trusted browsers and reset two-factor authentication settings by themselves. This can be done when they log in to the system, by clicking the respective link and entering the TOTP code to confirm the operation.

## To disable two-factor authentication for a user

We do not recommend disabling the two-factor authentication because this creates potential for breaches in the tenant security.

As an exception, you can disable the two-factor authentication for a user and keep the two-factor authentication for all other users of the tenant. This is a workaround for cases when two-factor authentication is enabled within a tenant where a cloud integration is configured, and this integration authorizes to the platform via the user account (login password). In order to continue using the integration, as a temporary solution, the user can be converted into a service account for which two-factor authentication is not applicable.

---

### Important

Switching regular users to service users in order to disable two-factor authentication is not recommended because it poses risks to the tenant security.

The recommended secure solution for using cloud integrations without disabling the two-factor authentication for tenants is to create API clients and configure your cloud integrations to work with them.

---

1. In the management portal, go to **Company Management > Users**.
2. On the **Users** tab, find a user for whom you want to change the settings, and then click the ellipsis icon.
3. Click **Mark as service account**. As a result, a user gets a special two-factor authentication status called **Service account**.
4. [If at least one user within a tenant has configured two-factor authentication] Enter the TOTP code generated in the authentication application on your second-factor device to confirm disabling.

## To enable two-factor authentication for a user

You may need to enable two-factor authentication for a particular user for whom you have disabled it previously.

1. In the management portal, go to **Company Management > Users**.
2. On the **Users** tab, find a user for whom you want to change the settings, and then click the ellipsis icon.
3. Click **Mark as regular account**. As a result, a user will have to set up two-factor authentication or provide the TOTP code when entering the system.

## Resetting two-factor authentication in case of lost second-factor device

To reset access to your account in case of lost second-factor device, follow one of the suggested approaches:

- Restore your TOTP secret (QR-code or alphanumeric code) from a backup.  
Use another second-factor device and add the saved TOTP secret in the authentication application installed on this device.
- Ask your administrator [to reset the two-factor authentication settings for you](#).

## Brute-force protection

A brute-force attack is an attack when an intruder tries to get access to the system by submitting many passwords, with the hope of guessing one correctly.

The brute-force protection mechanism of the platform is based on [device cookies](#).

The settings for brute-force protection that are used in the platform are pre-defined:

Parameter	Entering the password	Entering the TOTP code
Attempt limit	10	5
Attempt limit period (the limit is reset after timeout)	15 min (900 sec)	15 min (900 sec)
Lockout happens on	Attempt limit + 1 (11th attempt)	Attempt limit
Lockout period	5 min (300 sec)	5 min (300 sec)

If you have enabled two-factor authentication, a device cookie is issued to a client (browser) only after successful authentication using both factors (password and TOTP code).

For trusted browsers, the device cookie is issued after successful authentication using only one factor (password).

The TOTP code entering attempts are registered per user, not per device. This means that even if a user attempts to enter the TOTP code by using different devices, they will still be blocked out.

## Updating agents automatically

---

### Important

Currently, you only have access to agent update management functionality if you have Protection enabled.

---

Cyber Protect has three types of agent which can be installed on protected machines: Agent for Windows, Agent for Linux, and Agent for Mac.

Cyber Files Cloud has a Windows version and a MacOS version of the desktop Agent for File Sync & Share, which allows synchronization of files and folders between a machine and a user's File Sync & Share cloud storage area to promote offline working, as well as WFH (Work From Home) and BYOD (Bring Your Own Device) working practices.

To facilitate management of multiple workloads, you can configure (and disable) automatic, unattended updates for all agents on all machines.

---

### Note

To manage agents on individual machines, and customize auto-update settings, please refer to the [Cyber Protect User Guide](#) section on [Updating Agents](#).

---

## To update agents automatically

---

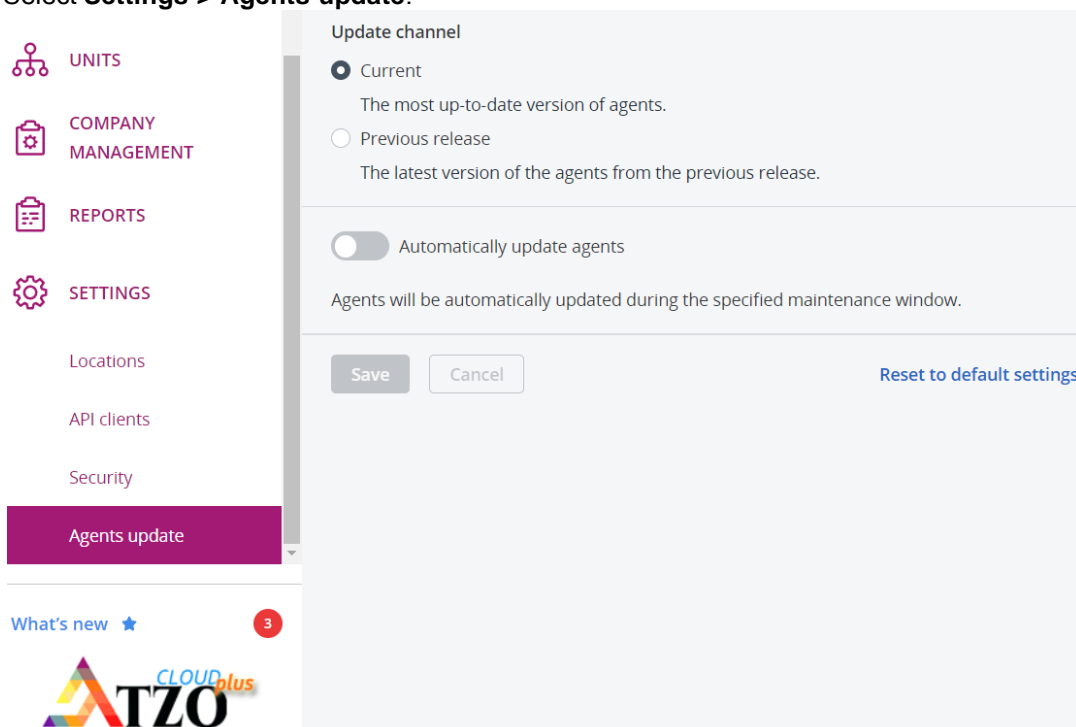
### Note

Settings for automatically updating Agent for File Sync & Share are inherited from your Service Provider if you do not have Protection enabled.

---

### *To set an automatic, update of agents from the initial page of the Management Portal*

1. Select **Settings > Agents update**.



2. Select which version to detect for automatic updates: either **Current** or **Previous release**. (The default is **Current**.)

3. Switch **Automatically update agents** on.

(The default is **on**.)

4. Set the maintenance timeframe.

(The default is from 23:00 to 08:00.)

---

**Note**

Although agent update processes are designed to be fast and seamless, we recommend choosing a time frame which will cause minimum disruption for users, as users cannot prevent or postpone automatic updates.

---

5. [Optional] Select specific days for automatic updates to occur.

6. Select **Save**.

---

**Note**

Automatic updates are only available for:

- Cyber Protect agents version 15.0.26986 (released in May 2021) or later.
- Desktop Agent for File Sync & Share, version 15.0.30370 or later.

Older agents must be updated manually to the latest version, before automatic updates can take effect.

---

## To monitor agent updates

---

**Important**

Agent updates can only be monitored if you have the Protection module enabled.

---

To monitor agent updates, please refer to the Alerts and the Activities sections of the [Cyber Protect User Guide](#).

## Configuring immutable storage

With immutable storage, you can access deleted backups during a specified retention period. You can recover content from these backups, but you cannot change, move, or delete them. When the retention period ends, the deleted backups are permanently erased.

Both manually deleted backups and backups that are cleaned up according to the configured retention rules go to the immutable storage. These backups still use storage space and are charged accordingly.

For customer tenants, immutable storage is available in the following modes:

- **Governance mode**

In this mode, an administrator can disable and re-enable immutable storage, and change its mode and retention period.

- **Compliance mode**

After this mode is selected, immutable storage cannot be disabled, and its mode or retention period cannot be changed anymore.

Configuring the immutable storage settings requires two-factor authentication in the tenant to which the administrator account belongs.

#### ***To enable immutable storage***

1. Log in to the management portal as an administrator, and then go to **Settings > Security**.
2. Enable the **Immutable storage** switch.
3. Specify a retention period within the range of 14 to 999 days.  
The default retention period is 14 days. A longer retention period will result in increased storage usage.
4. Select the immutable storage mode.

---

#### **Warning!**

Selecting **Compliance mode** is irreversible. You cannot disable the immutable storage anymore, and you cannot change its mode or retention period.

---

5. Click **Save**.

#### ***To disable immutable storage***

1. Log in to the management portal as an administrator, and then go to **Settings > Security**.
2. Disable the **Immutable storage** switch.

---

#### **Note**

You can disable immutable storage only in Governance mode.

---

---

#### **Warning!**

If you disable immutable storage, all deleted backups will be permanently erased. Deleting new backups will also be permanent.

---

3. Confirm your choice by clicking **Disable**.

## **Limitations**

- Immutable storage requires a protection agent version 21.12 (build 15.0.28532) or later.
- Only TIBX (Version 12) backups are supported.

# Task management

If your account includes access to the Advanced Automation service, click **Task management** to view and manage your service desk tickets.

## Note

Users assigned with the Client manager role in Advanced Automation can view and manage all service desk tickets within the organization; users assigned the Client role can only view and update their own tickets.

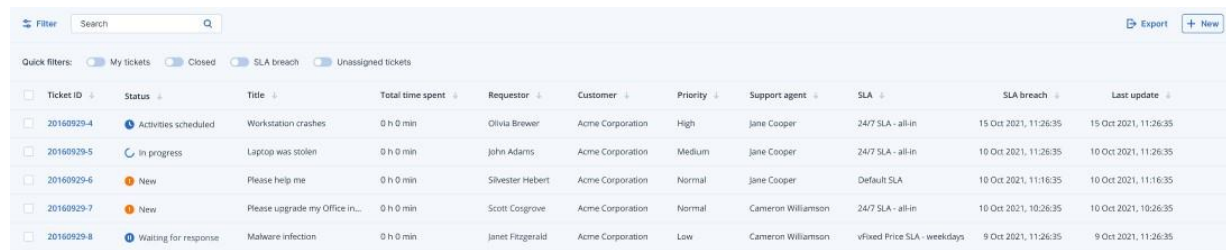
## Viewing service desk tickets

To view existing service desk tickets, in the management portal go to **Task management > Service desk**. Information about each ticket is displayed, including:

- A link to the ticket.
- The ticket's current status.
- The total time spent on the ticket.
- The requestor of the ticket.
- The customer.
- The ticket's priority.
- The assigned support agent.
- The assigned service level agreement (SLA), when the SLA will be breached, and when to expect the next update from a ticket engineer.
- The date the ticket was last updated.

To export ticket data, click **Export**. An XSL file called **Tickets** is downloaded to your workload.

You can also filter and sort the displayed list to locate a specific ticket; for more advanced filtering, use the **Filter** tool to define which tickets should be displayed.



Ticket ID	Status	Title	Total time spent	Requestor	Customer	Priority	Support agent	SLA	SLA breach	Last update
20160929-4	Activities scheduled	Workstation crashes	0 h 0 min	Olivia Brewer	Acme Corporation	High	Jane Cooper	24/7 SLA - all-in	15 Oct 2021, 11:26:35	15 Oct 2021, 11:26:35
20160929-5	In progress	Laptop was stolen	0 h 0 min	John Adams	Acme Corporation	Medium	Jane Cooper	24/7 SLA - all-in	10 Oct 2021, 11:26:35	10 Oct 2021, 11:26:35
20160929-6	New	Please help me	0 h 0 min	Silvester Hebert	Acme Corporation	Normal	Jane Cooper	Default SLA	10 Oct 2021, 11:16:35	10 Oct 2021, 11:16:35
20160929-7	New	Please upgrade my Office in...	0 h 0 min	Scott Cosgrove	Acme Corporation	Normal	Cameron Williamson	24/7 SLA - all-in	10 Oct 2021, 10:26:35	10 Oct 2021, 10:26:35
20160929-8	Waiting for response	Malware infection	0 h 0 min	Janet Fitzgerald	Acme Corporation	Low	Cameron Williamson	vFixed Price SLA - weekdays	9 Oct 2021, 11:26:35	9 Oct 2021, 11:26:35

## Creating a service desk ticket

**To create a new ticket**

1. Go to **Task management > Service desk**. A list of open tickets is displayed.

---

**Note**

Users assigned with the Client manager role in Advanced Automation will see all service desk tickets within the organization; users assigned the Client role will see only their own tickets.

---

2. Click **+ New**. The Create new ticket dialog is displayed.
3. Define the following:
  - In the **Ticket title** field, add the title for the ticket.
  - In the **Requestor** field (only enabled for users with the Client manager role), select the relevant user from the customer's list of active users and contacts. Note that the **Customer name** field is disabled for both Client manager and Client users.
  - (Optional) In the **Phone number** field, add a relevant phone number. Note that if you update the default number displayed, the new number is stored as that user's default phone number.
  - In the **Superior** field, select the relevant user from the list of active customer users (for example, users assigned the Client manager role).
  - In the **Configuration item or service** section, select one of **Managed service** or **IT service**:
    - **Managed service**: This option is selected and pre-filled with the relevant details if the Managed service product type is available in the relevant contract. Note that if there are no Managed service product types in the contract, this option is disabled.
    - **IT service**: This option is selected and pre-filled with the relevant details if the IT service product type is available in the relevant contract. Note that if there are no IT service product types in the contract, this option is disabled.
    - The **Configuration item** field shows devices that are linked to the selected Managed or IT service (**Unknown CI** is shown if the device is unknown); selecting a device after selecting a service is optional (when you select a device in this scenario, the SLA does not change but remains the SLA that belongs to the service).

---

**Note**

The listed devices include those provided by Cyber Protect. If Cyber Protection provides a remote control option for a listed device, you can connect remotely from the ticket using the RDP protocol or HTML5 client.

---

- You can also select a category in the **Category** field, and define a priority in the **Priority** field. The **SLA** field indicates the SLA agreement with your managed service provider.
- In the **Ticket update** section, you can add rich text descriptions and comments (including images and other media files, up to a maximum of 25 MB; the supported formats and types are listed below under the **Attachments** section) in the displayed text box. Note that the ticket status is set to **New** by default and cannot be changed.
- Click to enable the **Send email to requestor** option switch to ensure any ticket updates will be emailed to the requestor.
- In the **Attachments** section, click (or drag and drop) to add any relevant attachments. Attachments can include any of the following formats and types (up to a maximum of 25 MB):

- Media: .avi, .mp4, .mp3
- Emails: .eml, .msg
- Images: .png, .gif, .jpeg, .jpg, .heic, .bmp, .tiff, .svg
- Document and log files: .doc, .docx, .xls, .xlsx, .ppt, .pptx, .txt, .log, .pdf
- Archives: .zip, .rar

4. Click **Done**. When the ticket is generated, it is added to the list of open tickets.

## Updating service desk tickets

### *To update a ticket*

1. Go to **Task management > Service desk**. A list of currently open tickets is displayed.

---

#### **Note**

Users assigned with the Client manager role in Advanced Automation will see all service desk tickets within the organization; users assigned the Client role will see only their own tickets.

---

2. (Optional) If you have a large number of tickets, use the filter to locate the relevant ticket(s). Click **Filter** (or **Saved filters** if you have previously defined a filter), and select the relevant values from the displayed fields. Note that you can click the **Add to Saved filters** option switch to save the defined filter for future use.

Alternatively, use the **Search** bar to locate the relevant ticket(s).

3. Click the relevant ticket row link and modify as required in the displayed tabs:

- **Activities**: Displays recent activity on the ticket, including the current status, and comments made on the ticket.

---

#### **Note**

If you change the status of a ticket that was created by an alert in the Cyber Protection service console to **Closed**, the alert in the service console is also closed.

---

- **Overview**: Displays general ticket settings that can be modified as required; for more information, see "Creating a service desk ticket" (p. 34).

Note that in this tab you can change the status of the ticket; for example, change it to **In progress** when you start working on it, or move it to **Closed** when it can be closed. You can also change devices linked to a ticket; for example, if a ticket is created that does not include the correct device, you can click on the **Configuration item** drop-down list to select the relevant device.

For more information about the various fields available when editing a ticket, see "Creating a service desk ticket" (p. 34).

4. Click **Save changes**.

Note that if the **Send email to requestor** toggle switch is enabled, an email is sent to the relevant user.

# Monitoring

To access information about services usage and operations, click **Monitoring**.

## Usage

The **Usage** tab provides an overview of the services usage (including the quotas, if any) and enables you to access the service consoles.

To refresh the usage data displayed on the tab, click the ellipsis in the upper right of the screen and select **Refresh usage**.

Note Fetching the data may take up to 10 minutes. Reload the page to view the updated data.

The screenshot shows the 'Usage' tab selected in the 'MONITORING' section. The left sidebar contains navigation options: Usage (selected), Operations, Audit log, UNITS, COMPANY MANAGEMENT, REPORTS, and SETTINGS. Below the sidebar is a 'What's new' section with a star icon and a red notification bubble containing the number '3', and the ATZO logo with 'CLOUD plus' text. The main content area is titled 'Cyber Protect' and 'Protection'. It features a 'Manage service' button and a 'Totals' section showing 'Total protected workloads' as 2. Below this is a 'Per gigabyte' section under 'Standard Protection', which includes a table of usage statistics:

Standard Protection		
Workstations	Workstations (included features)	Servers
0 / Unlimited	0 / Unlimited	0 / Unlimited
Servers (included features)	Virtual machines	Virtual machines (included features)
0 / Unlimited	2 / Unlimited	0 / Unlimited

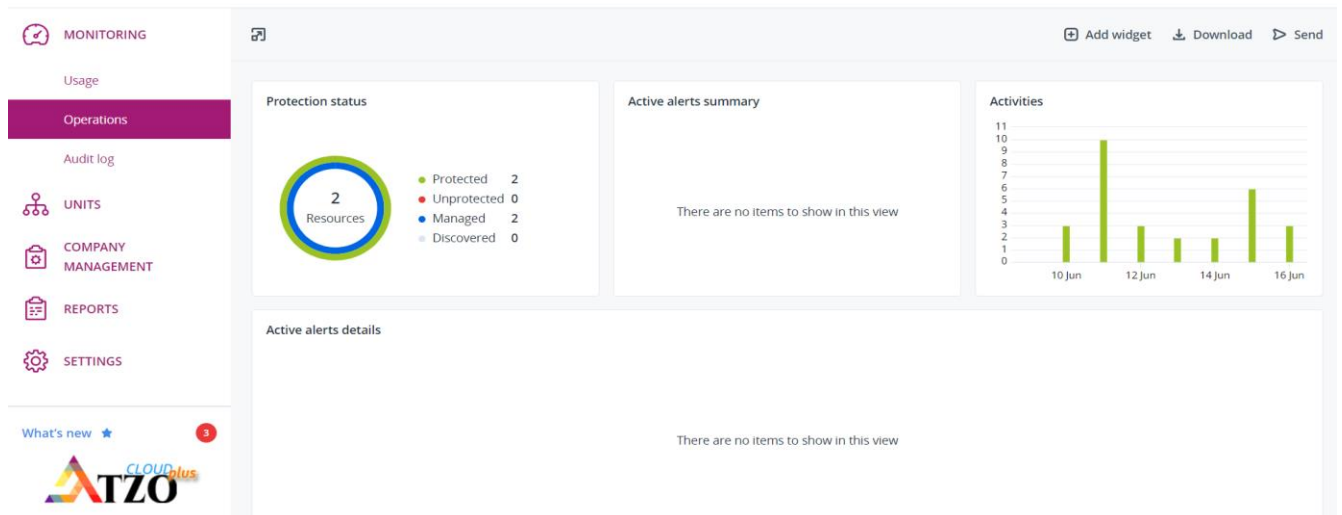
## Operations dashboard

The **Operations** dashboard is available only to company administrators when operating on the company level.

The **Operations** dashboard provides a number of customizable widgets that give an overview of operations related to the Cyber Protection service.

The widgets are updated every two minutes. The widgets have clickable elements that enable you to investigate and troubleshoot issues. You can download the current state of the dashboard or send it via email in the .pdf or/and .xlsx format.

You can choose from a variety of widgets, presented as tables, pie charts, bar charts, lists, and tree maps. You can add multiple widgets of the same type with different filters.



### ***To rearrange the widgets on the dashboard***

Drag and drop the widgets by clicking on their names.

### ***To edit a widget***

Click the pencil icon next to the widget name. Editing a widget enables you to rename it, change the time range, and set filters.

### ***To add a widget***

Click **Add widget**, and then do one of the following:

- Click the widget that you want to add. The widget will be added with the default settings.
- To edit the widget before adding it, click the pencil icon when the widget is selected. After editing the widget, click **Done**.

### ***To remove a widget***

Click the X sign next to the widget name.

## Protection status

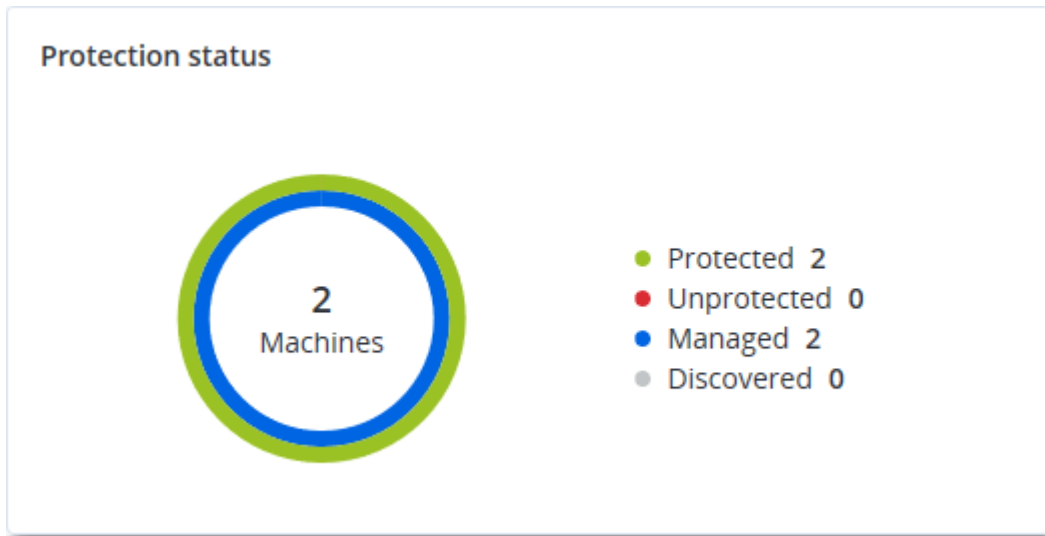
### Protection status

This widget shows the current protection status for all machines.

A machine can be in one of the following statuses:

- **Protected** - machines with applied protection plan.
- **Unprotected** - machines without applied protection plan. These include both discovered machines and managed machines with no protection plan applied.
- **Managed** - machines with installed protection agent.
- **Discovered** - machines without installed protection agent.

If you click on the machine status, you will be redirected to the list of machines with this status for more details.



## Discovered machines

This widget shows the list of discovered machines during the specified time range.

Discovered machines					
Device name ↑	IP address	OS	Organizational unit	Discovery type	⚙️
▼ Windows Server 2012 R2					
win-6g34mv70qa3	10.248.90.221	Windows Server 2012 R2	-	Local Network	
▼ Windows 10 Enterprise 2016 LTSB					
device1	10.248.90.238	Windows 10 Enterprise 2016 LTSB	OU1	Active Directory, Local Network	
device2	-	Windows 10 Enterprise 2016 LTSB	OU1	Active Directory	
device3	10.248.91.243	Windows 10 Enterprise 2016 LTSB	OU1	Active Directory, Manual, Loc...	
device4	10.248.91.125	Windows 10 Enterprise 2016 LTSB	-	Active Directory, Local Network	
device5	-	Windows 10 Enterprise 2016 LTSB	-	Active Directory, Manual	
▼ -					
-	10.250.41.189	-	-	Manual	
-	10.248.44.199	-	-	Manual	

## #CyberFit Score by machine

This widget shows for each machine the total #CyberFit Score, its compound scores, and findings for each of the assessed metrics:

- Antimalware
- Backup
- Firewall
- VPN

- Encryption
- NTLM traffic

To improve the score of each of the metrics, you can view the recommendations that are available in the report.

For more details about the #CyberFit Score, refer to "[#CyberFit Score for machines](#)".

#CyberFit Score by machine <span>?</span>			
Metric	#CyberFit Score	Findings	
DESKTOP-2N2TRE8	625 / 850		
Anti-malware	275 / 275	You have anti-malware protection enabled	
Backup	175 / 175	You have a backup solution protecting your data	
Firewall	175 / 175	You have a firewall enabled for public and private networks	
VPN	0 / 75	No VPN solution was found, your connection to public and shared networks is n...	
Encryption	0 / 125	No disk encryption was found, your device is at risk from physical tampering	
NTLM traffic	0 / 25	Outgoing NTLM traffic to remote servers is not denied, your credentials may be ...	

## Endpoint Detection and Response (EDR) widgets

### Important

This is an Early Access version of the EDR documentation. Some of the features and descriptions may be incomplete.

Endpoint Detection and Response (EDR) includes a number of widgets which can be accessed from the **Operations** dashboard.

The widgets available are:

- Top incident distribution per workload
- Incident MTTR
- Security incident burndown
- Workload network status

### Top incident distribution per workload

This widget displays the top five workloads with the most incidents (click **Show all** to redirect to the incident list, which is filtered according to the widget settings).

Hover over a workload row to view a breakdown of the current investigation state for the incidents; the investigation states are **Not started**, **Investigating**, **Closed**, and **False positive**. Then click on the workload you want to analyze further, and select the relevant customer in the displayed popup; the incident list is refreshed according to the widget settings.

Top Incident distribution per workload

SCRANTON		123
qa-gw3t68hh		41
RG_345		32
Georgy_Win_64		11
w_35jf_4		12

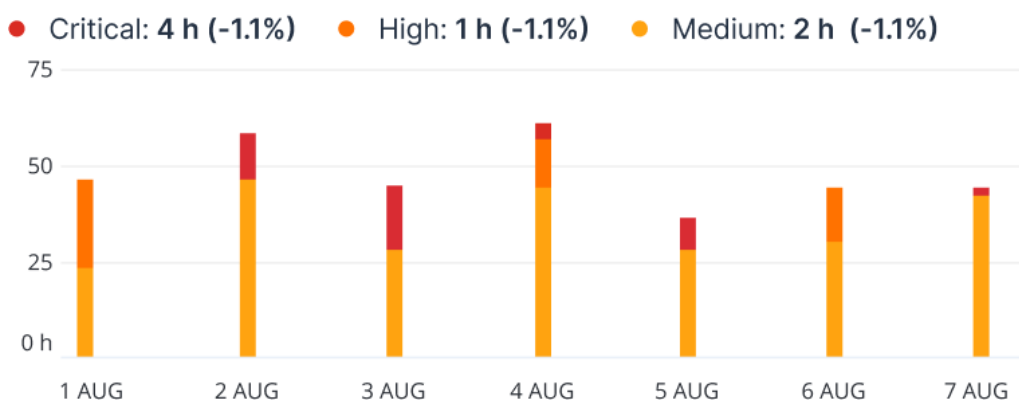
[Show all](#)

## Incident MTTR

This widget displays the average resolution time for security incidents. It indicates how quickly incidents are being investigated and resolved.

Click on a column to view a breakdown of the incidents according to severity (**Critical**, **High**, and **Medium**), and an indication of how long it took to resolve the different severity levels. The % value shown in parentheses indicates the increase or decrease in comparison to the previous time period.

### Incident MTTR

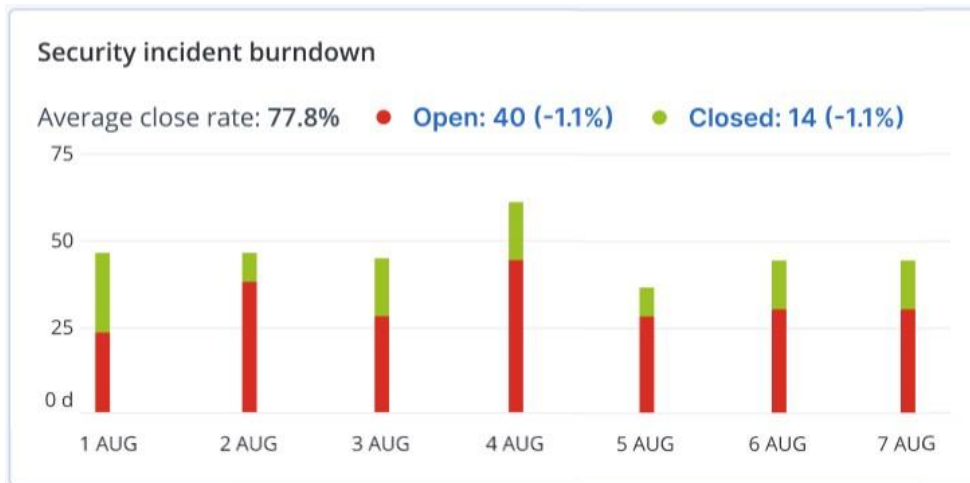


## Security incident burndown

This widget shows the efficiency rate in closing incidents; the number of open incidents are measured against the number of closed incidents over a period of time.

Hover over a column to view a breakdown of the closed and open incidents for the selected day. If you click the Open value, a popup is displayed in which you select the relevant tenant; the filtered incident list for the selected tenant is displayed, to display incidents currently open (in the **Investigating** or **Not started** states). If you click the Closed value, the incident list is displayed for the selected tenant, and filtered to display incidents that are no longer open (in the **Closed** or **False positive** states).

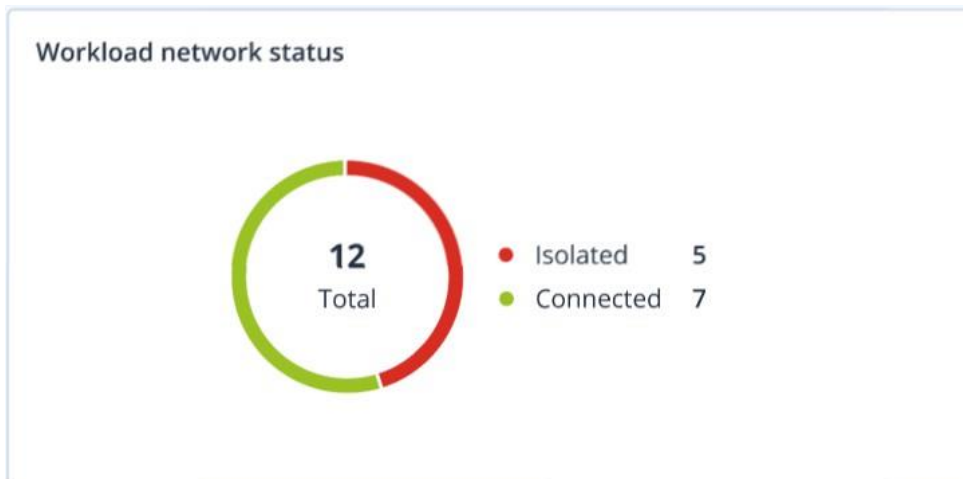
The % value shown in parentheses indicates the increase or decrease in comparison to the previous time period.



## Workload network status

This widget displays the current network status of your workloads, and indicates how many workloads are isolated and how many are connected.

Click the Isolated value; a popup is displayed in which you select the relevant tenant. The displayed workload view is filtered to display isolated workloads. Click the Connected value to view the Workload with agents list filtered to display connected workloads (for the selected tenant).



## Disk health monitoring

Disk health monitoring provides information about the current disk health status and a forecast about it, so that you can prevent data loss that might be related to a disk failure. Both HDD and SSD disks are supported.

## Limitations

- Disk health forecast is supported only for machines running Windows.
- Only disks of physical machines are monitored. Disks of virtual machines cannot be monitored and are not shown in the disk health widgets.
- RAID configurations are not supported.
- On NVMe drives, disk health monitoring is supported only for drives that communicate the SMART data via the Windows API. Disk health monitoring is not supported for NVMe drives that require reading the SMART data directly from the drive.

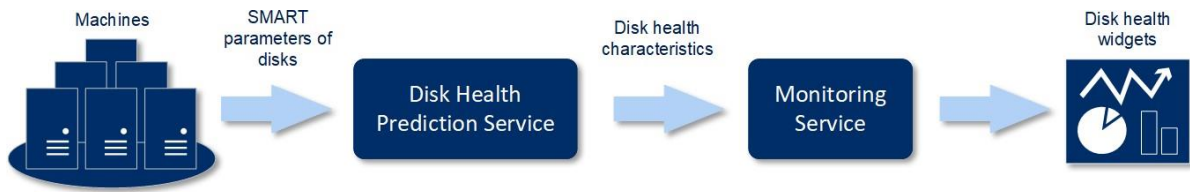
The disk health is represented by one of the following statuses:

- **OK**  
Disk health is between 70% and 100%.
- **Warning**  
Disk health is between 30% and 70%.
- **Critical**  
Disk health is between 0% and 30%.
- **Calculating disk data**  
The current disk status and forecast are being calculated.

## How it works

The Disk Health Prediction Service uses an AI-based prediction model.

1. The protection agent collects the SMART parameters of the disks and passes this data to the Disk Health Prediction Service:
  - SMART 5 - Reallocated sectors count.
  - SMART 9 - Power-on hours.
  - SMART 187 - Reported uncorrectable errors.
  - SMART 188 - Command timeout.
  - SMART 197 - Current pending sector count.
  - SMART 198 - Offline uncorrectable sector count.
  - SMART 200 - Write error rate.
2. The Disk Health Prediction Service processes the received SMART parameters, makes forecasts, and then provides the following disk health characteristics:
  - Disk health current state: OK, warning, critical.
  - Disk health forecast: negative, stable, positive.
  - Disk health forecast probability in percentage.The prediction period is one month.
3. The Monitoring Service receives these characteristics, and then shows the relevant information in the disk health widgets in the service console.



## Disk health widgets

The results of the disk health monitoring are presented in the following widgets that are available in the service console.

- **Disk health overview** is a treemap widget with two levels of detail that can be switched by drilling down.
  - **Machine level**  
Shows summarized information about the disk health status of the selected customer machines. Only the most critical disk status is shown. The other statuses are shown in a tooltip when you hover over a particular block. The machine block size depends on the total size of all disks of the machine. The machine block color depends on the most critical disk status found.

**Disk health overview**

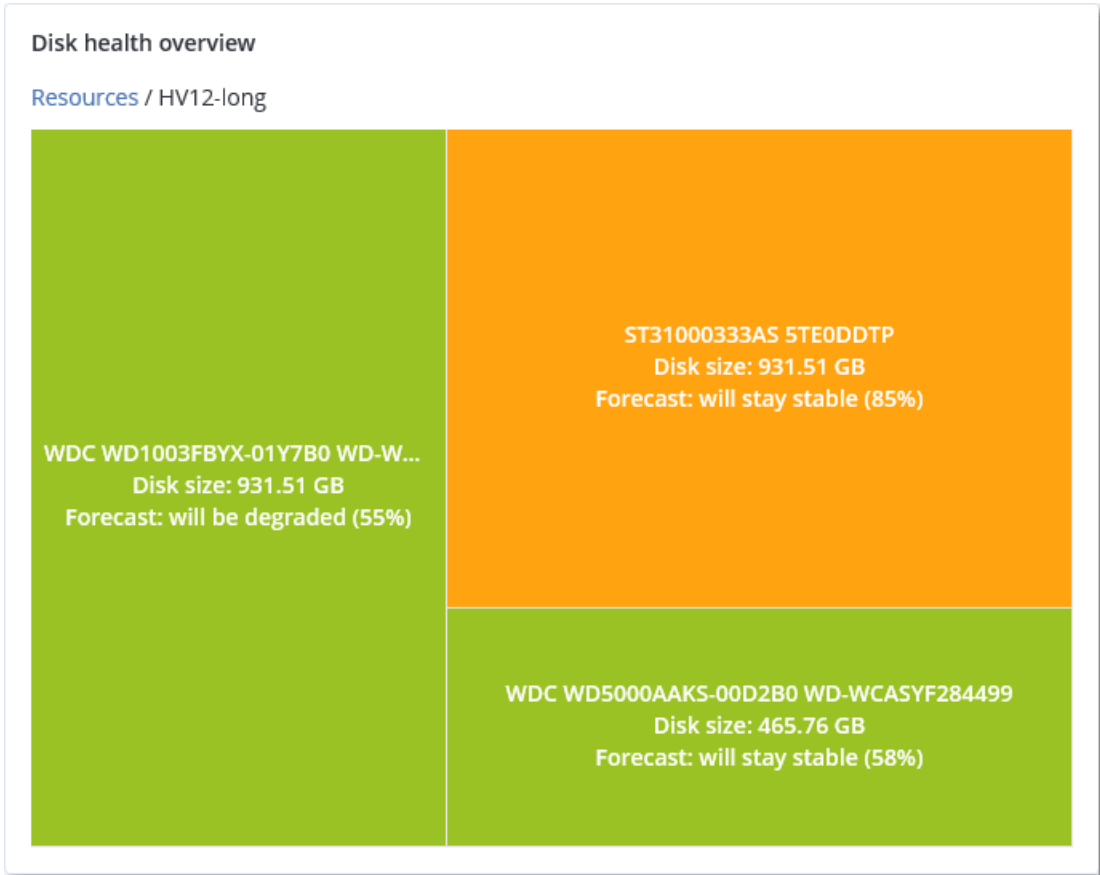
Resources

HV12-long  
Total size: 2.27 TB  
Warning: 1/3 disks

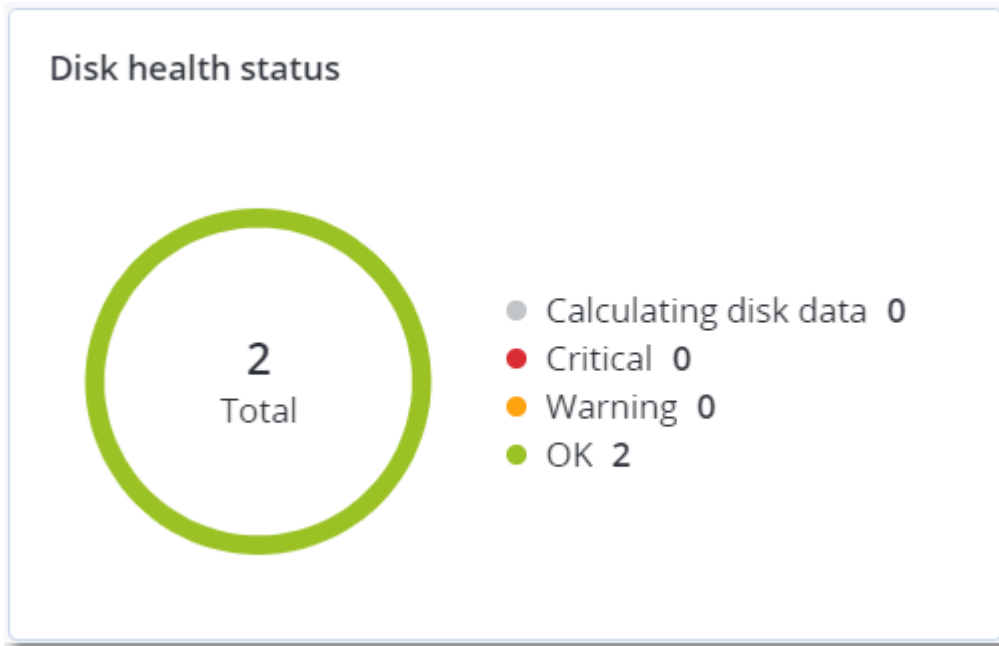
- Disk level

Shows the current disk health status of all disks for the selected machine. Each disk block shows one of the following disk health forecasts and its probability in percentage:

- Will be degraded
- Will stay stable
- Will be improved



- **Disk health status** is a pie chart widget that shows the number of disks for each status.



### Disk health status alerts

The disk health check runs every 30 minutes, while the corresponding alert is generated once a day. When the disk health changes from **Warning** to **Critical**, an alert always is generated.

Alert name	Severity	Disk health status	Description
Disk failure is possible	Warning	(30 - 70)	The <disk name> disk on this machine is likely to fail in the future. Run a full image backup of this disk as soon as possible, replace it, and then recover the image to the new disk.
Disk failure is imminent	Critical	(0 - 30)	The <disk name> disk on this machine is in a critical state and will most likely fail very soon. An image backup of this disk is not recommended at this point as the added stress can cause the disk to fail. Back up the most important files on this disk immediately and replace it.

### Data protection map

The data protection map feature allows you to discover all data that are important for you and get detailed information about number, size, location, protection status of all important files in a treemap scalable view.

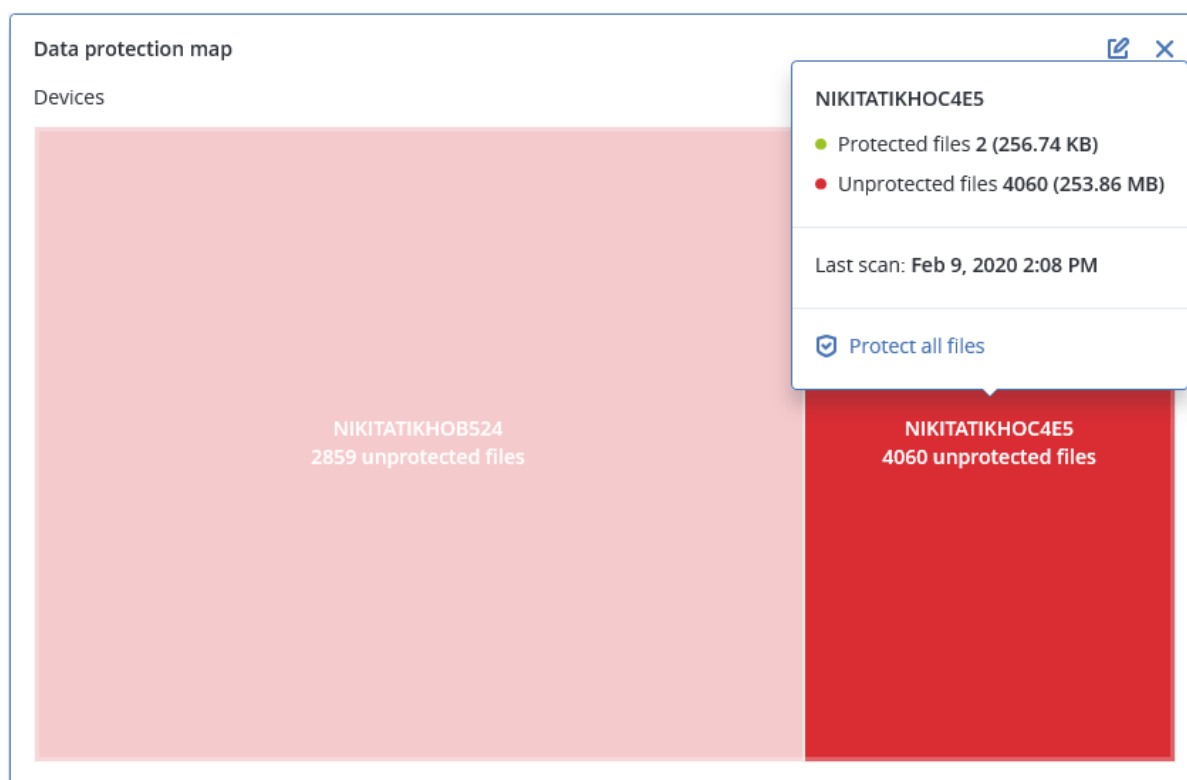
Each block size depends on the total number/size of all important files that belong to a customer/machine.

Files can have one of the following protection statuses:

- **Critical** - there are 51-100% of unprotected files with the extensions specified by you that are not being backed up and will not be backed up with the existing backup settings for the selected machine/location.
- **Low** - there are 21-50% of unprotected files with the extensions specified by you that are not being backed up and will not be backed up with the existing backup settings for the selected machine/location.
- **Medium** - there are 1-20% of unprotected files with the extensions specified by you that are not being backed up and will not be backed up with the existing backup settings for the selected machine/location.
- **High** - all files with the extensions specified by you are protected (backed up) for the selected machine/location.

The results of the data protection examination can be found on the dashboard in the Data Protection Map widget, a treemap widget that shows details on a machine level:

- Machine level - shows information about the protection status of important files per machines of the selected customer.



To protect files that are not protected, hover over the block and click **Protect all files**. In the dialog window, you can find information about the number of unprotected files and their location. To protect them, click **Protect all files**.

You can also download a detailed report in CSV format.

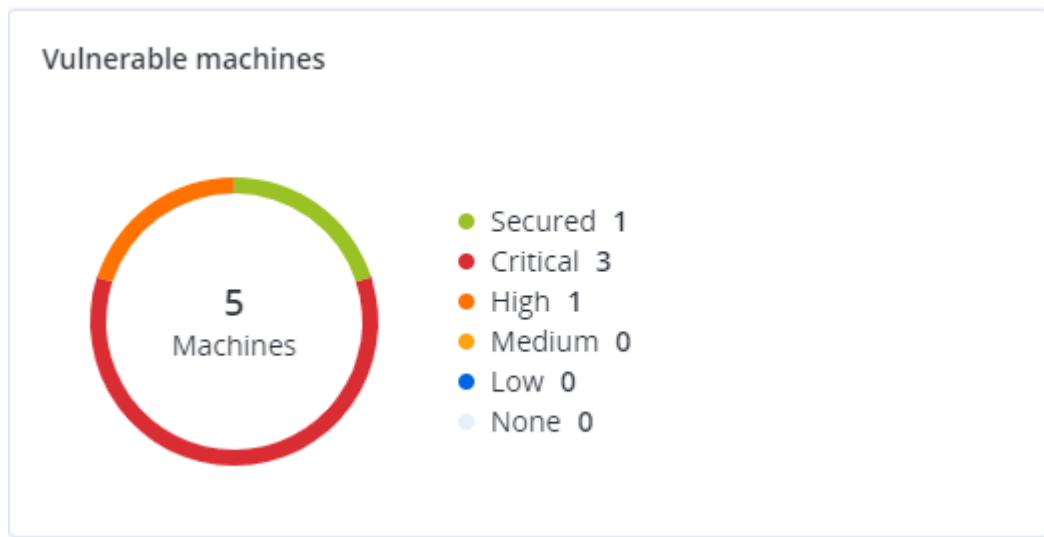
## Vulnerability assessment widgets

### Vulnerable machines

This widget shows the vulnerable machines by the vulnerability severity.

The found vulnerability can have one of the following severity levels according to the [Common Vulnerability Scoring System \(CVSS\) v3.0](#):

- Secured: no vulnerabilities are found
- Critical: 9.0 - 10.0 CVSS
- High: 7.0 - 8.9 CVSS
- Medium: 4.0 - 6.9 CVSS
- Low: 0.1 - 3.9 CVSS
- None: 0.0 CVSS



### Existing vulnerabilities

This widget shows currently existing vulnerabilities on machines. In the **Existing vulnerabilities** widget, there are two columns showing timestamps:

- **First detected** - date and time when a vulnerability was detected initially on the machine.
- **Last detected** - date and time when a vulnerability was detected the last time on the machine.

Existing vulnerabilities							
Machine name	Vendor	Product	Vulnerability name/ID	Severity ↓	Last detected	First detected	⚙️
DESKTOP-NU01945	Microsoft	Windows 10 LTSB	CVE-2019-7096	● Critical	06/12/2020 5:16 PM	06/12/2020 5:15 PM	
DESKTOP-NU01945	Microsoft	Windows 10 LTSB	CVE-2019-0856	● High	06/12/2020 5:16 PM	06/12/2020 5:15 PM	
DESKTOP-NU01945	Microsoft	Windows 10 LTSB	CVE-2019-0688	● High	06/12/2020 5:16 PM	06/12/2020 5:15 PM	
DESKTOP-NU01945	Microsoft	Windows 10 LTSB	CVE-2019-0739	● High	06/12/2020 5:16 PM	06/12/2020 5:15 PM	
DESKTOP-NU01945	Microsoft	Windows 10 LTSB	CVE-2019-0752	● High	06/12/2020 5:16 PM	06/12/2020 5:15 PM	
DESKTOP-NU01945	Microsoft	Windows 10 LTSB	CVE-2019-0753	● High	06/12/2020 5:16 PM	06/12/2020 5:15 PM	
DESKTOP-NU01945	Microsoft	Windows 10 LTSB	CVE-2019-0806	● High	06/12/2020 5:16 PM	06/12/2020 5:15 PM	
DESKTOP-NU01945	Microsoft	Windows 10 LTSB	CVE-2019-0810	● High	06/12/2020 5:16 PM	06/12/2020 5:15 PM	
DESKTOP-NU01945	Microsoft	Windows 10 LTSB	CVE-2019-0812	● High	06/12/2020 5:16 PM	06/12/2020 5:15 PM	
DESKTOP-NU01945	Microsoft	Windows 10 LTSB	CVE-2019-0829	● High	06/12/2020 5:16 PM	06/12/2020 5:15 PM	
				More			

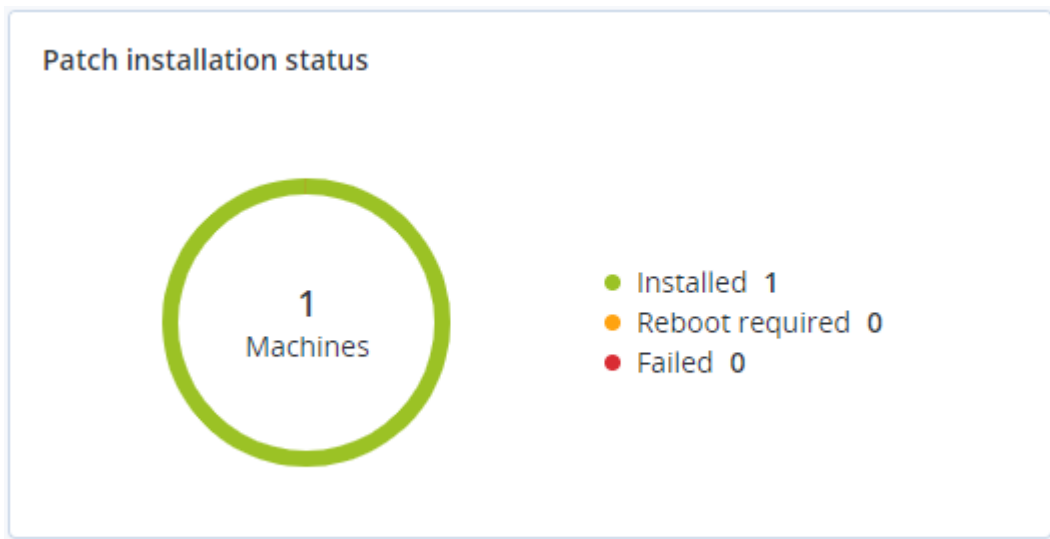
## Patch installation widgets

There are four widgets related to the patch management functionality.

### Patch installation status

This widget shows the number of machines grouped by the patch installation status.

- **Installed** - all available patches are installed on a machine
- **Reboot required** - after patch installation reboot is required for a machine
- **Failed** - patch installation failed on a machine



### Patch installation summary

This widget shows the summary of patches on machines by the patch installation status.

Patch installation summary								
Installation status	Total number of machines	Total number of updates	Microsoft updates	Application updates	Critical severity	High severity	Medium severity	⚙️
● Installed	1	2	1	1	2	0	0	

## Patch installation history

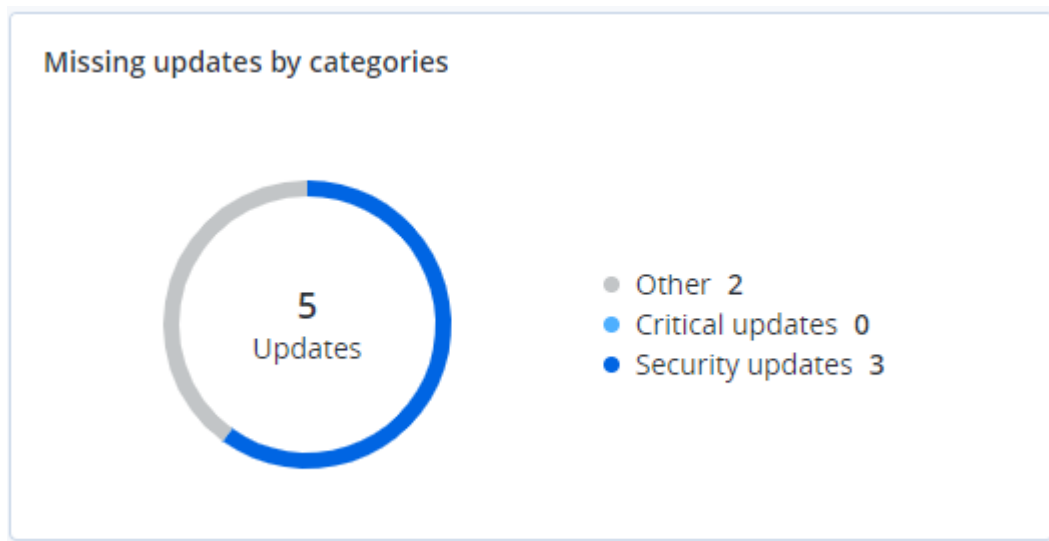
This widget shows the detailed information about patches on machines.

Machine name	Update name	Version	Severity	Approval status	Installation status	Installation date ↓
NIKITATIKHOC4E5	FastStone Soft FastStone I...	5.9	Medium	New	Installed	02/05/2020
NIKITATIKHOB524	Mozilla Firefox	72.0.1	Critical	Approved	Failed	02/04/2020
NIKITATIKHOB524	Mozilla Firefox	72.0.1	Critical	Approved	Installed	02/04/2020
NIKITATIKHOC4E5	Mozilla Firefox	72.0.1	Critical	Approved	Failed	02/04/2020
NIKITATIKHOC4E5	Mozilla Firefox	72.0.1	Critical	Approved	Installed	02/04/2020
NIKITATIKHOC4E5	Oracle Java Runtime Envir...	8.0.2410.7	High	New	Failed	02/04/2020
NIKITATIKHOC4E5	Mozilla Firefox	72.0.1	Critical	Approved	Installed	02/04/2020
NIKITATIKHOC4E5	Mozilla Firefox	72.0.1	Critical	Approved	Installed	02/04/2020
NIKITATIKHOC4E5	Mozilla Firefox	72.0.1	Critical	Approved	Failed	02/04/2020
NIKITATIKHOC4E5	Mozilla Firefox	72.0.1	Critical	Approved	Failed	02/04/2020

## Missing updates by categories

This widget shows the number of missing updates per category. The following categories are shown:

- Security updates
- Critical updates
- Other



## Backup scanning details

This widget shows the detailed information about the detected threats in backups.

Backup scanning details (threats)							
Device name	Plan name	Backup Date and time	Contents type	Location	Threat name	Affected files	Date and time
NIKITATIKHOC4E5	New protection plan (1)	01/20/2020 11:00 AM	Full		Gen.Heur.PonyStealer.lm@c05cs0dG	F:\882a04265361d588801b35...	01/21/2020 11:40 AM
NIKITATIKHOC4E5	New protection plan (1)	01/20/2020 11:00 AM	Full		Trojan.GenericKD.3947747	F:\2f2b2e30abe71f9a93d6ad7...	01/21/2020 11:40 AM
NIKITATIKHOC4E5	New protection plan (1)	01/20/2020 11:00 AM	Full		Gen.Heur.PonyStealer.lm@c05cs0dG	F:\882a04265361d588801b35...	01/21/2020 11:45 AM
NIKITATIKHOC4E5	New protection plan (1)	01/20/2020 11:00 AM	Full		Trojan.GenericKD.3947747	F:\2f2b2e30abe71f9a93d6ad7...	01/21/2020 11:45 AM
NIKITATIKHOC4E5	New protection plan (1)	01/20/2020 11:00 AM	Full		Gen.Heur.PonyStealer.lm@c05cs0dG	F:\882a04265361d588801b35...	01/21/2020 11:50 AM
NIKITATIKHOC4E5	New protection plan (1)	01/20/2020 11:00 AM	Full		Trojan.GenericKD.3947747	F:\2f2b2e30abe71f9a93d6ad7...	01/21/2020 11:50 AM
NIKITATIKHOC4E5	New protection plan (1)	01/20/2020 11:00 AM	Full		Gen.Heur.PonyStealer.lm@c05cs0dG	F:\882a04265361d588801b35...	01/21/2020 1:10 PM
NIKITATIKHOC4E5	New protection plan (1)	01/20/2020 11:00 AM	Full		Trojan.GenericKD.3947747	F:\2f2b2e30abe71f9a93d6ad7...	01/21/2020 1:10 PM
NIKITATIKHOC4E5	New protection plan (1)	01/20/2020 11:00 AM	Full		Gen.Heur.PonyStealer.lm@c05cs0dG	F:\882a04265361d588801b35...	01/21/2020 1:33 PM
NIKITATIKHOC4E5	New protection plan (1)	01/20/2020 11:00 AM	Full		Trojan.GenericKD.3947747	F:\2f2b2e30abe71f9a93d6ad7...	01/21/2020 1:33 PM

## Recently affected

This widget shows detailed information about workloads that were affected by threats, such as viruses, malware, and ransomware. You can find information about the detected threats, the time when the threats were detected, and how many files were affected.

Recently affected				
Machine name	Protection plan	Threat	Affected files	Detection time
Ubuntu_14.04_x64-1	Total protection	Adware.DealPlyIgen2	15	27.12.2017 11:23 AM
Ubuntu_14.04_x64-1	Protection plan	Bloodhound.MalMacroIgen1	274	27.12.2017 11:23 AM
dc_w2k12_r2	Protection plan	Backdoor.Win32/Caphaw...	13	27.12.2017 11:23 AM
Win2012_r2-Hyper-V	Protection plan	W97M.DownloaderIgen32	5	27.12.2017 11:23 AM
HyperV_for12A	Total protection	Miner.XMRigIgen1	68	27.12.2017 11:23 AM
vm-sql_2012	Total protection	Backdoor.Win32/Caphaw...	61	27.12.2017 11:23 AM
vm-sql_2012	Protection plan	Adware.DealPlyIgen2	9	27.12.2017 11:23 AM
MF_2012_R2	Total protection	MSH.DownloaderIgen8	73	27.12.2017 11:23 AM
MF_2012_R2	Total protection	Bloodhound.MalMacroIgen1	182	27.12.2017 11:23 AM
MF_2012_R2	Protection plan	Bloodhound.MalMacroIgen1	18	27.12.2017 11:23 AM
ESXirestore	Protection plan	MSH.DownloaderIgen8	682	27.12.2017 11:23 AM
MF_2012_R2	Protection plan	Miner.XMRigIgen1	13	27.12.2017 11:23 AM
Ubuntu_14.04_x64-1	Total protection	Adware.DealPlyIgen2	3	27.12.2017 11:23 AM
Win2012_r2-Hyper-V	Total protection	W97M.DownloaderIgen32	27	27.12.2017 11:23 AM

## Downloading data for recently affected workloads

You can download the data for the recently affected workloads, generate a CSV file, and send it to the recipients that you specify.

### To download the data for the recently affected workloads

1. In the **Recently affected** widget, click **Download data**.
2. In the **Time period** field, enter the number of days for which you want to download data. The maximum number of days that you can enter is 200.

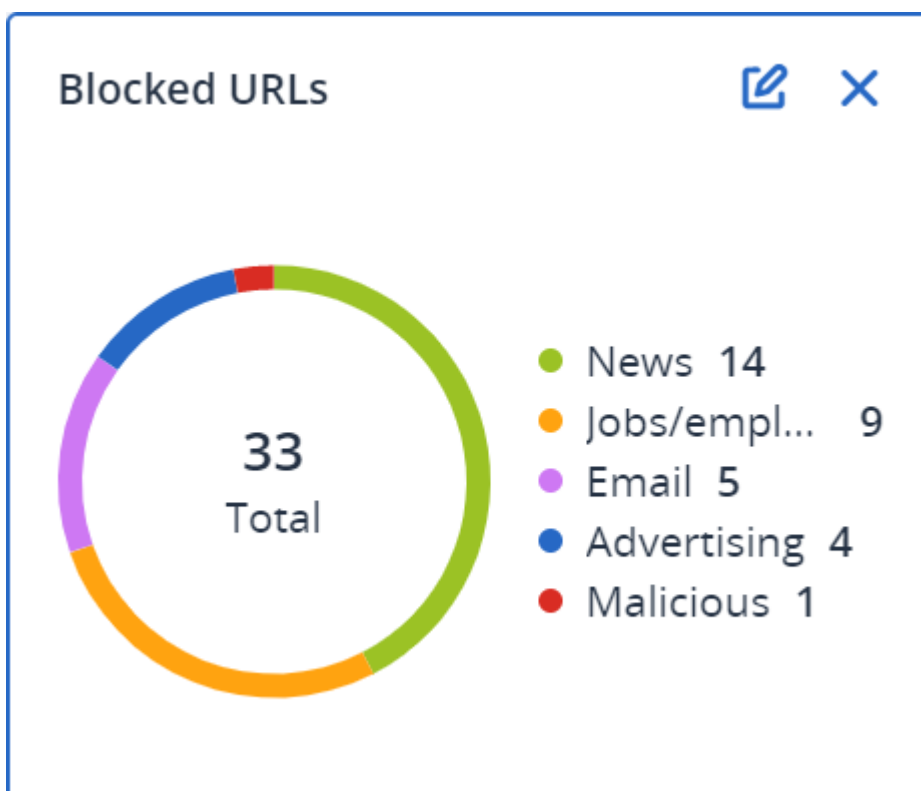
3. In the **Recipients** field, enter the email addresses of all the people who will receive an email with a link for downloading the CSV file.

4. Click **Download**.

The system starts generating the CSV file with the data for the workloads that were affected in the time period that you specified. When the CSV file is complete, the system sends an email to the recipients. Each recipient can then download the CSV file.

## Blocked URLs

The widget shows the statistics of blocked URLs by category. For more information about URL filtering and categorization, see the Cyber Protection [user guide](#).



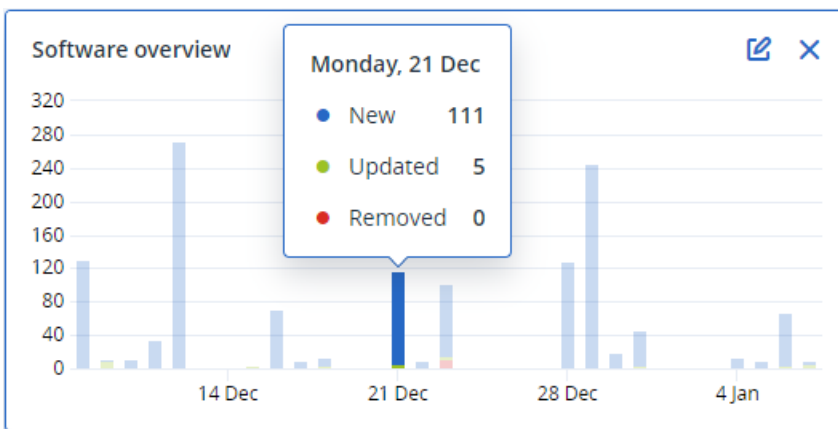
## Software inventory widgets

The **Software inventory** table widget shows detailed information about the all the software that is installed on Windows and macOS devices in your organization.

Machine name	Software name	Software version	Vendor name	Status	Date installed	Last run	Scan time	Location	User
00003079	Microsoft Policy Platform	68.1.1010.0	Microsoft Corporation	No change	-	-	12/16/2020, 10:49 AM	-	System
00003079	Microsoft PowerPoint MUI	16.0.4266.1001	Microsoft Corporation	No change	-	-	12/16/2020, 10:49 AM	C:\Program Files\Microso...	System
00003079	Microsoft PowerPoint MUI	16.0.4266.1001	Microsoft Corporation	No change	-	-	12/16/2020, 10:49 AM	-	System
00003079	Microsoft Publisher MUI	16.0.4266.1001	Microsoft Corporation	No change	-	-	12/16/2020, 10:49 AM	C:\Program Files\Microso...	System
00003079	Microsoft Publisher MUI	16.0.4266.1001	Microsoft Corporation	No change	-	-	12/16/2020, 10:49 AM	-	System
00003079	Microsoft Silverlight	5.1.50918.0	Microsoft Corporation	No change	-	-	12/16/2020, 10:49 AM	c:\Program Files\Microsof...	System
00003079	Microsoft Skype for Busin...	16.0.4266.1001	Microsoft Corporation	No change	-	-	12/16/2020, 10:49 AM	-	System
00003079	Microsoft Skype for Busin...	16.0.4266.1001	Microsoft Corporation	No change	-	-	12/16/2020, 10:49 AM	C:\Program Files\Microso...	System
00003079	Microsoft VC++ redistribu...	12.0.0.0	Intel Corporation	No change	-	-	12/16/2020, 10:49 AM	C:\Program Files\Microso...	System
00003079	Microsoft Visual C++ 200...	8.0.61000	Microsoft Corporation	No change	-	-	12/16/2020, 10:49 AM	-	System
00003079	Microsoft Visual C++ 200...	9.0.30729	Microsoft Corporation	No change	-	-	12/16/2020, 10:49 AM	-	System
00003079	Microsoft Visual C++ 2010	10.0.40219	Microsoft Corporation	No change	-	-	12/16/2020, 10:49 AM	-	System
00003079	Microsoft Visual C++ 201...	11.0.61030.0	Microsoft Corporation	No change	-	-	12/16/2020, 10:49 AM	-	System

More Less Show 248

The **Software overview** widget shows the number of new, updated, and deleted applications on Windows and macOS devices in your organization for a specified time period (7 days, 30 days, or the current month).



When you hover over a certain bar on the chart, a tooltip with the following information shows:

**New** - the number of newly installed applications.

**Updated** - the number of updated applications.

**Removed** - the number of removed applications.

When you click the part of the bar for a certain status, you are redirected to the **Software Management** -> **Software Inventory** page. The information in the page is filtered for the corresponding date and status.

## Hardware inventory widgets

The **Hardware inventory** and **Hardware details** table widgets show information about the all the hardware that is installed on physical and virtual Windows and macOS devices in your organization.

Hardware inventory												
Machine name	OS name	OS version	CPU cores	Disks total size	RAM total (Gb)	Motherboard name	Motherboard seria...	BIOS version	Domain	Registered owner	Registered organi2...	Scan date and time
Ivelins-Mac-mini-2.local	macOS 11.0.1	10.16	6	233.47 GB	8.00 GB			0.1	-	-	-	12/14/2020 10:23 ...
00003079.corp...	Microsoft Window...	10.0.16299	2	476.94 GB	11.83 GB	Base Board	L1HF5AC08PY	N1CET81W (1.49 )	corp.acronis.com	User	Acronis Inc.	12/13/2020 8:18 PM

Hardware details						
Machine name	Hardware category	Hardware name	Hardware details	Manufacturer	Status	Scan date
Ivelins-Mac-mini-2.local						
Ivelins-Mac-mini-2.local	CPU	To Be Filled By O.E.M.	Core i5, 3000, 6	Intel(R) Core(TM) i5-8500B CPU @ 3.00GHz	OK	12/14/2020, 10:23 AM
Ivelins-Mac-mini-2.local	RAM	4ATF51264HZ-2G6E3	9876543210, 4294...	1FACDD62	-	12/14/2020, 10:23 AM
Ivelins-Mac-mini-2.local	RAM	4ATF51264HZ-2G6E3	9876543210, 4294...	1FB057DA	-	12/14/2020, 10:23 AM
Ivelins-Mac-mini-2.local	Network adapter	Ethernet	Ethernet, 00:00:00:...	-	-	12/14/2020, 10:23 AM
Ivelins-Mac-mini-2.local	Network adapter	Wi-Fi	IEEE80211, 00:00:0...	-	-	12/14/2020, 10:23 AM
Ivelins-Mac-mini-2.local	Network adapter	Bluetooth PAN	Ethernet, 00:00:00:...	-	-	12/14/2020, 10:23 AM
Ivelins-Mac-mini-2.local	Network adapter	Thunderbolt 1	Ethernet, 00:00:00:...	-	-	12/14/2020, 10:23 AM
Ivelins-Mac-mini-2.local	Network adapter	Thunderbolt 2	Ethernet, 00:00:00:...	-	-	12/14/2020, 10:23 AM
Ivelins-Mac-mini-2.local	Network adapter	Thunderbolt 3	Ethernet, 00:00:00:...	-	-	12/14/2020, 10:23 AM
Ivelins-Mac-mini-2.local	Network adapter	Thunderbolt 4	Ethernet, 00:00:00:...	-	-	12/14/2020, 10:23 AM

The **Hardware changes** table widget shows information about the added, removed, and changed hardware on physical and virtual Windows and macOS devices in your organization for a specified time period (7 days, 30 days, or the current month).

Hardware changes					
Machine name	Hardware category	Status	Old value	New value	Modification date and time
DESKTOP-0FF9TTF					
DESKTOP-0FF9TTF	Network adapter	Changed	Oracle Corporation, Ethernet 802.3,...	Oracle Corporation, Ethernet 802.3, ...	01/11/2021 9:28 AM
DESKTOP-0FF9TTF	Network adapter	New	-	Realtek Semiconductor Corp., Ether...	01/04/2021 2:37 PM
DESKTOP-0FF9TTF	Motherboard	New	-	LENOVO, Toronto 5C1, PF0PJ10	01/04/2021 2:37 PM
DESKTOP-0FF9TTF	GPU	New	-	Intel(R) HD Graphics Family	01/04/2021 2:37 PM
DESKTOP-0FF9TTF	Disk	New	-	(Standard disk drives), WDC WD10JP...	01/04/2021 2:37 PM
DESKTOP-0FF9TTF	Network adapter	New	-	Cisco Systems, Ethernet 802.3, 00.0...	01/04/2021 2:37 PM
DESKTOP-0FF9TTF	Network adapter	New	-	Oracle Corporation, Ethernet 802.3, ...	01/04/2021 2:37 PM
DESKTOP-0FF9TTF	RAM	New	-	Samsung, 985D7122, 4.00 GB	01/04/2021 2:37 PM
DESKTOP-0FF9TTF	Network adapter	New	-	TAP-NordVPN Windows Provider V9...	01/04/2021 2:37 PM
DESKTOP-0FF9TTF	RAM	New	-	Micron, 00000000, 4.00 GB	01/04/2021 2:37 PM

## Session history

The widget shows the detailed information about the remote desktop and file transfer sessions that were conducted in your organization during a specified time period.

Remote sessions							
Start time	End time	Duration	Connection type	Protocol	Connection sou...	Accessed by	Connection des...
12/15/2022 4:...	12/15/2022 4:4...	a few seco...	Direct	Screen Sharing	RU-PC0YHMZL	sk-part	. 1.1.4
12/15/2022 4:...	12/15/2022 4:4...	a few seco...	Cloud	NEAR	RU-PC0YHMZL	sk-part	fiat-virtual-mac...
12/15/2022 4:...	12/15/2022 4:4...	2 minutes	Cloud	NEAR	RU-PC0YHMZL	sk-part	ACPM-Sveta
12/15/2022 4:...	12/15/2022 4:1...	16 minutes	Cloud	NEAR	BG-PF3EJ2GZ	Boryana-part	ACPM-Sveta
12/15/2022 3:...	12/15/2022 4:0...	a minute	Cloud	NEAR	BG-PF3EJ2GZ	Boryana-part	ACPM-Sveta
12/15/2022 3:...	12/15/2022 3:5...	a few seco...	Direct	RDP	RU-PC0YHMZL	sk-part	.35.112.
12/15/2022 3:...	12/15/2022 3:4...	a few seco...	Direct	Screen Sharing	RU-PC0YHMZL	sk-part	. 1.1.
12/15/2022 3:...	12/15/2022 3:4...	a few seco...	Direct	Screen Sharing	RU-PC0YHMZL	sk-part	. 1.4
12/15/2022 1:...	12/15/2022 12:...	a few seco...	Direct	RDP	RU-PC0YHMZL	sk-part	.35.112.
12/15/2022 1:...	12/15/2022 12:...	a few seco...	Cloud	NEAR	RU-PC0YHMZL	sk-part	fiat-virtual-mac...

# Reporting

To access reports about services usage and operations, click **Reports**.

---

## Note

This functionality is not available in the Standard editions of the Cyber Protection service.

---

## Usage reports

Usage reports provide historical data about use of the services. Usage reports are available in both CSV and HTML formats.

## Report type

You can select one of the following report types:

- **Current usage**  
The report contains the current service usage metrics.
- **Summary for period**  
The report contains the service usage metrics for the end of the specified period, and the difference between the metrics in the beginning and at the end of the specified period.
- **Day-by-day for period**  
The report contains the service usage metrics and their changes for each day of the specified period.

## Report scope

You can select the scope of the report from the following values:

- **Direct customers and partners**  
The report will include the service usage metrics only for the immediate child units of the company or unit in which you are operating.
- **All customers and partners**  
The report will include the service usage metrics for all child units of the company or unit in which you are operating.
- **All customers and partners (including user details)**  
The report will include the service usage metrics for all child units of the company or unit in which you are operating, and for all users within the units.

## Metrics with zero usage

You can reduce the number of rows in the report by showing information about the metrics that have non-zero usage, and hiding information about the metrics that have zero usage.

## Configuring scheduled Usage reports

A scheduled report covers service usage metrics for the last full calendar month. The reports are generated at 23:59:59 UTC on the first day of a month and sent on the second day of that month. The reports are sent to all administrators of your company or unit who have the **Scheduled usage reports** check box selected in the user settings.

### *To enable or disable a scheduled report*

1. Log in to the management portal.
2. Ensure that you operate in the company or top-most unit available to you.
3. Click **Reports > Usage**.
4. Click **Scheduled**.
5. Select or clear the **Send a monthly summary** report check box.
6. In **Level of detail**, select the report scope.
7. [Optional] Select **Hide metrics with zero usage** if you want to exclude metrics with zero usage from the report.

## Configuring custom Usage reports

A custom report is generated on demand and cannot be scheduled. The report will be sent to your email address.

### *To generate a custom report*

1. Log in to the management portal.
2. [Navigate to the unit](#) for which you want to create a report.
3. Click **Reports > Usage**.
4. Click **Custom**.
5. In **Type**, select the report type.
6. [Not available for the **Current usage** report type] In **Period**, select the reporting period:
  - **Current calendar month**
  - **Previous calendar month**
  - **Custom**
7. [Not available for the **Current usage** report type] If you want to specify a custom reporting period, select the start and the end dates. Otherwise, skip this step.
8. In **Level of detail**, select the report scope.
9. [Optional] Select **Hide metrics with zero usage** if you want to exclude metrics with zero usage from the report.
10. To generate the report, click **Generate and send**.

## Data in Usage reports

The report about using the Cyber Protection service includes the following data about a company or a unit:

- Size of backups by unit, by user, by device type.
- Number of protected devices by unit, by user, by device type.
- Price value by unit, by user, by device type.
- The total size of backups.
- The total amount of protected devices.
- Total price value.

---

### Note

If the Cyber Protection service cannot detect a device type, that device appears as **untyped** in the report.

---

## Operations reports

The **Operations** reports are available only to company administrators when operating on the company level.

A report about operations can include any set of the **Operations dashboard widgets**. All widgets show summary information for the entire company.

Depending on the widget type, the report includes data for a time range or for the moment of browsing or report generation. See "Reported data according to widget type" (p. 72).

All historical widgets show data for the same time range. You can change this range in the report settings.

You can use default reports or create a custom report.

You can download a report or send it via email in XLSX (Excel) or PDF format.

The default reports are listed below:

Report name	Description
#CyberFit Score by machine	Shows the #CyberFit Score, based on the evaluation of security metrics and configurations for each machine, and recommendations for improvements.
Alerts	Shows alerts that occurred during a specified time period.
Backup scanning details	Shows the detailed information about detected threats in the backups.
Daily activities	Shows the summary information about activities performed during a specified time period.

Data protection map	Shows the detailed information about the number, size, location, protection status of all important files on machines.
Detected threats	Shows the details of the affected machines by number of blocked threats and the healthy and vulnerable machines.
Discovered machines	Shows all found machines in the organization network.
Disk health prediction	Shows predictions when your HDD/SSD will break down and current disk status.
Existing vulnerabilities	Shows the existing vulnerabilities for OS and applications in your organization. The report also displays the details of the affected machines in your network for every product that is listed.
Patch management summary	Shows the number of missing patches, installed patches, and applicable patches. You can drill down the reports to get the missing/installed patch information and details of all the systems.
Summary	Shows the summary information about the protected devices for a specified time period.
Weekly activities	Shows the summary information about activities performed during a specified time period.
Software inventory	Shows detailed information about the all the software that is installed on Windows and macOS machines in your organization.
Hardware Inventory	Shows detailed information about the all the hardware that is available on physical and virtual Windows and macOS machines in your organization.
Remote sessions	Shows detailed information about the remote desktop and file transfer sessions that were conducted in your organization during a specified time period.

## Actions with reports

To view a report, click its name.

### **To add a new report**

1. In the Cyber Protection console, go to **Reports**.
2. Under the list of available reports, click **Add report**.
3. [To add a predefined report] Click the name of the predefined report.
4. [To add a custom report] Click **Custom**, and then add widgets to the report.
5. [Optional] Drag and drop the widgets to rearrange them.

### **To edit a report**

1. In the Cyber Protection console, go to **Reports**.
2. In the list of reports, select the report that you want to edit.

You can do the following:

- Rename the report.
- Change the time range for all widgets in the report.
- Specify the report recipients and when the report will be send to them. The available formats are PDF and XLSX.

#### ***To delete a report***

1. In the Cyber Protection console, go to **Reports**.
2. In the list of reports, select the report that you want to delete.
3. Click the ellipsis icon (...), and then click **Delete**.
4. Confirm your choice by clicking **Delete**.

#### ***To schedule a report***

1. In the Cyber Protection console, go to **Reports**.
2. In the list of reports, select the report that you want to schedule, and then click **Settings**.
3. Enable the **Scheduled** switch.
  - Specify the email addresses of the recipients.
  - Select the format of the report.

---

#### **Note**

You can export up to 1000 items in a PDF file and up to 10 000 items in a XLSX file. The timestamps in the PDF and XLSX files use the local time of your machine.

---

- Select the language of the report.
  - Configure the schedule.
4. Click **Save**.

#### ***To download a report***

1. In the Cyber Protection console, go to **Reports**.
2. In the list of reports, select the report, and then click **Download**.
3. Select the format of the report.

#### ***To send a report***

1. In the Cyber Protection console, go to **Reports**.
2. In the list of reports, select the report, and then click **Send**.
3. Specify the email addresses of the recipients.
4. Select the format of the report.
5. Click **Send**.

#### ***To export the report structure***

1. In the Cyber Protection console, go to **Reports**.
2. In the list of reports, select the report.
3. Click ellipsis icon (...), and then click **Export**.

As a result, the report structure is saved on your machine as a JSON file.

### ***To dump the report data***

By using this option, you can export all data for a custom period, without filtering it, to a CSV file and send the CSV file to an email recipient.

---

#### **Note**

You can export up to 150 00 items in a CSV file. The timestamps in the CSV file use Coordinated Universal Time (UTC).

---

1. In the Cyber Protection console, go to **Reports**.
2. In the list of reports, select the report whose data you want to dump.
3. Click the ellipsis icon (...), and then click **Dump data**.
4. Specify the email addresses of the recipients.
5. In **Time range**, specify the custom period for which you want to dump data.

---

#### **Note**

Preparing CSV files for longer periods takes more time.

---

6. Click **Send**.

## Executive summary

The Executive summary report provides an overview of the protection status of your organization's environment and protected devices for a specified time range.

The Executive summary report includes customizable sections with dynamic widgets which show key performance metrics related to the usage of the following cloud services: Backup, Antimalware protection, Vulnerability assessment, Patch management, Notary, Disaster Recovery, and Files Sync & Share.

You can customize the report in several ways.

- Add or delete sections.
- Change the order of sections.
- Rename sections.
- Move widgets from one section to another.
- Change the order of the widgets in each section.
- Add or remove widgets.
- Customize widgets.

You can generate Executive summary reports in PDF and Excel format, and sent them to the stakeholders or owners of your organization, so that they can easily see the technical and business value of the provided services.

## Executive summary widgets

You can add or remove the sections and widgets from the Executive summary report and thus control what information to include in it.

## Workloads overview widgets

The following table provides more information about the widgets in the **Workloads overview** section.

Widget	Description
<p><b>Cloud workloads protection status</b></p>	<p>This widget shows the number of protected and unprotected cloud workloads by type at the moment of the report's generation. Protected cloud workloads are cloud workloads on which at least one backup plan is applied. Unprotected cloud workloads are cloud workloads on which no backup plan is applied. The following cloud workload types are shown in the chart (in alphabetical order from A to Z):</p> <ul style="list-style-type: none"> <li>• Google Workspace Drive</li> <li>• Google Workspace Gmail</li> <li>• Google Workspace Shared Drive</li> <li>• Hosted Exchange mailboxes</li> <li>• Microsoft 365 mailboxes</li> <li>• Microsoft 365 OneDrive</li> <li>• Microsoft 365 SharePoint Online</li> <li>• Microsoft Teams</li> <li>• Websites</li> </ul> <p>For some workload types, the following workload groups are used:</p> <ul style="list-style-type: none"> <li>• Microsoft 365: Users, Groups, Public Folders, Teams, and Site Collections</li> <li>• Google Workspace: Users, and Shared Drives</li> <li>• Hosted Exchange: Users</li> </ul> <p>If in one workload group there are more than 10 000 workloads, the widget does not display any data for the corresponding workloads.</p> <p>For example, if the customer has a Microsoft 365 account with 10 000 mailboxes and OneDrive service for 500 users, they all belong to the Users workload group. The sum of these workloads is 10 500, which exceeds the 10 000 limitation of a workload group. Therefore, the widget will hide the corresponding workload types: Microsoft 365 mailboxes, and Microsoft 365 OneDrive.</p>

Widget	Description
<b>Cyber protection summary</b>	<p>The widget shows the key metrics of the Cyber protection performance for the specified time range.</p> <p><b>Data backed up</b> - the total size of the archives that were created in the cloud and local storages.</p> <p><b>Mitigated threats</b> - the total number of malware blocked across all devices.</p> <p><b>Malicious URLs blocked</b> - the total number of URLs blocked on all devices.</p> <p><b>Patched vulnerabilities</b> - the total number of vulnerabilities that were fixed through installation of software patches on all devices.</p> <p><b>Installed patches</b> - the total number of installed patches on all devices.</p> <p><b>Servers protected by DR</b> - the total number of servers protected by Disaster Recovery.</p> <p><b>File Sync &amp; Share users</b> - the total number of end and guest users who use Cyber Files.</p> <p><b>Notarized files</b> - the total number of notarized files.</p> <p><b>eSigned documents</b> - the total number of eSigned documents.</p> <p><b>Blocked peripheral devices</b> - the total number of blocked peripheral devices.</p>
<b>Workload network status</b>	<p>This widget indicates how many workloads are isolated and how many are connected (the normal state of the workload).</p> <p>Select the relevant customer; the displayed workload view is filtered to display isolated workloads. Click the Connected value to view the Workload with agents list filtered to display connected workloads (for the selected customer).</p>
<b>Workloads protection status</b>	<p>The widget shows the protected and unprotected workloads by type at the moment of the report's generation. Protected workloads are workloads on which at least one protection or backup plan is applied. Unprotected workloads are workloads on which no protection or backup plan is applied. The following workloads are counted:</p> <p><b>Servers</b> - physical servers, and Domain Controller servers.</p> <p><b>Workstations</b> - physical workstations.</p> <p><b>Virtual machines</b> - both agent-based and agentless virtual machines.</p> <p><b>Web hosting servers</b> - virtual or physical server with installed cPanel or Plesk.</p> <p><b>Mobile devices</b> - physical mobile devices.</p> <p>One workload can belong to more than one category. For example, a web hosting server is counted in two categories - <b>Servers</b>, and <b>Web hosting servers</b>.</p>

## Antimalware protection widgets

The following table provides more information about the widgets in the **Threat defense** section.

Widget	Description
<b>Antimalware scan of files</b>	<p>The widget shows the results of on-demand antimalware scanning of the devices for the specified date range.</p> <p><b>Files</b> - the total number of scanned files</p> <p><b>Clean</b> - the total number of clean files</p> <p><b>Detected, quarantined</b> - the total number of infected files that were quarantined</p> <p><b>Detected, not quarantined</b> - the total number of infected files that were not quarantined</p> <p><b>Devices protected</b> - The total number of devices with applied antimalware protection policy</p> <p><b>Total number of registered devices</b> - The total number of registered devices at the time of the report's generation</p>
<b>Antimalware scan of backups</b>	<p>The widget shows the results from the antimalware scanning of the backups for the specified date range, using the following metrics:</p> <ul style="list-style-type: none"> <li>• Total number of scanned recovery points</li> <li>• Number of clean recovery points</li> <li>• Number of clean recovery points with unsupported partitions</li> <li>• Number of infected recovery points. This metric includes the number of infected recovery points with unsupported partitions.</li> </ul>
<b>Blocked URLs</b>	<p>For the specified date range, the widget shows the number of blocked URLs grouped by website category.</p> <p>The widget lists the seven website categories that have the biggest number of blocked URLs, and combines the rest of the website categories into <b>Other</b>.</p> <p>For more information about the website categories, see the URL filtering topic in Cyber Protection.</p>
<b>Security incident burndown</b>	<p>This widget shows the efficiency rate in closing incidents for the selected company; the number of open incidents are measured against the number of closed incidents over a period of time.</p> <p>Hover over a column to view a breakdown of the closed and open incidents for the selected day. The % value shown in parentheses indicates the increase or decrease in comparison to the previous time period.</p>
<b>Incident MTTR</b>	<p>This widget displays the average resolution time for security incidents. It indicates how quickly incidents are being investigated and resolved.</p>

Widget	Description
	Click on a column to view a breakdown of the incidents according to severity ( <b>Critical</b> , <b>High</b> , and <b>Medium</b> ), and an indication of how long it took to resolve the different severity levels. The % value shown in parentheses indicates the increase or decrease in comparison to the previous time period.
<b>Threat status</b>	This widget displays the current threat status for a company's workloads (regardless of the number of workloads), highlighting the current number of incidents that are not mitigated and that need investigating. The widget also indicates the number of incidents that were mitigated (manually and/or automatically by the system).
<b>Threats detected by protection technology</b>	For the specified date range, the widget shows the number of detected threats grouped by the following protection technologies: <ul style="list-style-type: none"> <li>• Antimalware scanning</li> <li>• Behavior engine</li> <li>• Cryptomining protection</li> <li>• Exploit prevention</li> <li>• Ransomware active protection</li> <li>• Real-time protection</li> <li>• URL filtering</li> </ul>

## Backup widgets

The following table provides more information about the widgets in the **Backup** section.

Widget	Description
<b>Workloads backed up</b>	The widget shows the total number of registered workloads by backup status.  <b>Backed up</b> - number of workloads that were backed up (at least one successful backup was performed) during the report date range.  <b>Not backed up</b> - number of workloads which were not backed up (no successful backup was performed) during the report date range.
<b>Disk health status by physical device</b>	The widget shows the aggregated health status of physical devices based on the health statuses of their disks.  <b>OK</b> - This disk health status relates to values [70-100]. The status of the device is <b>OK</b> when all its disks are in status <b>OK</b> .  <b>Warning</b> - This disk health status relates to values [30-70]. The status of a device is <b>Warning</b> when the status of at least one of its disks is <b>Warning</b> , and when there are no disks in status <b>Error</b> .  <b>Error</b> - This disk health status relates to values [0-30]. The status of the device is <b>Error</b> when the status of at least one of its disks is <b>Error</b> .

Widget	Description
	<b>Calculating disk data</b> - The status of the device is <b>Calculating disk data</b> when the statuses of its disks are not calculated yet.
<b>Backup storage usage</b>	For the specified time range, the widget shows the total number and total size of the backups in the cloud and local storage.

## Vulnerability assessment and patch management widgets

The following table provides more information about the widgets in the **Vulnerability assessment and patch management** section.

Widget	Description
<b>Patched vulnerabilities</b>	<p>The widget shows the vulnerability assessment performance results for the specified date range.</p> <p><b>Total</b>- the total number of patched vulnerabilities.</p> <p><b>Microsoft software vulnerabilities</b>- total number of fixed Microsoft vulnerabilities on all Windows devices.</p> <p><b>Windows third-party software vulnerabilities</b> - the total number of fixed Windows third-party vulnerabilities on all Windows devices.</p> <p><b>Workloads scanned</b> - the total number of devices which were successfully scanned for vulnerabilities at least once within the specified date range.</p>
<b>Patches installed</b>	<p>The widget shows the patch management performance results for the specified date range.</p> <p><b>Installed</b> - the total number of patches that were successfully installed on all devices.</p> <p><b>Microsoft software patches</b> - the total number of Microsoft software patches that were installed on all Windows devices.</p> <p><b>Windows third-party software patches</b> - the total number of Windows third-party software patches that were installed on all Windows devices.</p> <p><b>Workloads patched</b> - the total number of devices which were successfully patched (at least one patch was successfully installed during the specified date range).</p>

## Disaster Recovery widgets

The following table provides more information about the widgets in the **Disaster recovery** section.

Widget	Description
<b>Disaster Recovery</b>	The widget shows Disaster Recovery key performance metrics for the specified date range.

Widget	Description
<b>statistics</b>	<p><b>Production failovers</b> - the number of production failover operations for the specified time range.</p> <p><b>Test failovers</b> - the total number of test failover operations that were performed during the specified time range.</p> <p><b>Primary servers</b> - the total number of primary servers at the moment of the report's generation.</p> <p><b>Recovery servers</b> - the total number of recovery servers at the moment of the report's generation.</p> <p><b>Public IPs</b> - the total number of public IP addresses (at the moment of the report's generation).</p> <p><b>Total compute points consumed</b> - the total number of compute points consumed during the specified time range.</p>
<b>Disaster Recovery servers tested</b>	<p>The widget shows information about the servers that are protected by Disaster Recovery and tested with test failover.</p> <p>The widget shows the following metrics:</p> <p><b>Server protected</b> - the number of servers protected by Disaster Recovery (servers which have at least one recovery server) at the moment of the report's generation.</p> <p><b>Tested</b> - the number of servers protected by Disaster Recovery which were tested using test failover during the selected time range, out of all servers protected by Disaster Recovery.</p> <p><b>Not tested</b> - the number of servers protected by Disaster Recovery which were not tested using test failover during the selected time range, out of all servers protected by Disaster Recovery.</p> <p>The widget also shows the size of the Disaster Recovery storage (in GB) at the moment of the report's generation. It is the sum of the backup sizes of the cloud servers.</p>
<b>Servers protected with Disaster Recovery</b>	<p>The widget shows information about the servers protected with Disaster Recovery and the unprotected servers.</p> <p>The widget shows the following metrics:</p> <p>The total number of servers registered in customer tenant at the moment of the report's generation.</p> <p><b>Protected</b> - the number of servers protected by Disaster Recovery (have at least one recovery server and an entire server backup) out of all registered servers at the moment of the report's generation.</p> <p><b>Unprotected</b> - the total number of unprotected servers out of all registered servers at the moment of the report's generation.</p>

## Data Loss Prevention widget

The following topic provides more information about the Blocked peripheral devices in the **Data Loss Prevention** section.

The widget shows the total number of blocked devices and total number of blocked devices by device type for the specified date range.

- Removable storage
- Encrypted removable
- Printers
- Clipboard - includes the Clipboard and Screenshot capture device types.
- Mobile devices
- Bluetooth
- Optical drives
- Floppy drives
- USB - includes the USB port and Redirected USB port device types.
- FireWire
- Mapped drives
- Redirected clipboard - includes the Redirected clipboard incoming and Redirected clipboard outgoing device types.

The widget shows the first seven device types that have the highest number of blocked devices, and combines the rest of the device types into the **Other** device type.

## File Sync & Share widgets

The following table provides more information about the widgets in the **File Sync & Share** section.

Widget	Description
<b>File Sync &amp; Share statistics</b>	The widget shows the following metrics: <b>Total cloud storage used</b> - The total storage usage of all users. <b>End users</b> - the total number of end users. <b>Average storage used per end user</b> - the average storage usage per end user. <b>Guest users</b> - the total number of guest users.
<b>File Sync &amp; Share storage usage by end users</b>	The widget shows the total number of File Sync & Share end users who have a storage usage in the following ranges: <ul style="list-style-type: none"><li>• 0 - 1 GB</li><li>• 1 - 5 GB</li><li>• 5 - 10 GB</li></ul>

Widget	Description
	<ul style="list-style-type: none"> <li>• 10 - 50 GB</li> <li>• 50 - 100 GB</li> <li>• 100 - 500 GB</li> <li>• 500 - 1 TB</li> <li>• 1+ TB</li> </ul>

## Notary widgets

The following table provides more information about the widgets in the **Notary** section.

Widget	Description
<b>Cyber Notary statistics</b>	<p>The widget shows the following Notary metrics:</p> <p><b>Notary cloud storage used</b> - the total size of the storage used for Notary services.</p> <p><b>Notarized files</b> - the total number of notarized files.</p> <p><b>eSigned documents</b> - the total number of eSigned documents and eSigned files.</p>
<b>Notarized files across end users</b>	<p>Shows the total number of notarized files for all end users. The users are grouped based on the number of notarized files that they have.</p> <ul style="list-style-type: none"> <li>• Up to 10 files</li> <li>• 11 - 100 files</li> <li>• 101 - 500 files</li> <li>• 501 - 1000 files</li> <li>• 1000+ files</li> </ul>
<b>eSigned documents across end users</b>	<p>The widget shows the total number of eSigned documents and eSigned files for all end users. The users are grouped based on the number of eSigned documents and files that they have.</p> <ul style="list-style-type: none"> <li>• Up to 10 files</li> <li>• 11 - 100 files</li> <li>• 101 - 500 files</li> <li>• 501 - 1000 files</li> <li>• 1000+ files</li> </ul>

## Configuring the settings of the Executive summary report

You can update the report settings that were configured when the Executive summary report was created.

***To update the settings of the executive summary report***

1. In the management console, go to **Reports>Executive summary**.
2. Click the name of the Executive summary report that want to update.
3. Click **Settings**.
4. Change the values of the fields as needed.
5. Click **Save**.

## Creating an Executive summary report

You can create an Executive summary report, preview its content, configure the recipients of the report, and schedule when to send it automatically.

### *To create an Executive summary report*

1. In the management console, go to **Reports>Executive summary**.
2. Click **Create executive summary report**.
3. In **Report name**, type the name of the report.
4. Select the Recipients of the report.
  - If you want to send the report to all contacts and users, select **Send to all contacts and users**.
  - If you want to send the report to specific contacts and users
    - a. Clear the **Send to all contacts and users**.
    - b. Click **Select contacts**.
    - c. Select the specific contacts and users. You can use the Search to easily find a specific contact.
    - d. Click **Select**.
5. Select Range: **30 days** or **This month**
6. Select file format: **PDF**, **Excel**, or **Excel and PDF**.
7. Configure the scheduling settings.
  - If you want to send the report to the recipients at specific date and time:
    - a. Enable the **Scheduled** option.
    - b. Click the **Day of the month** field, clear the Last day field, and click the date that you want to set.
    - c. In the **Time** field, enter the hour that you want to set.
    - d. Click **Apply**.
  - If you want to create the report without sending it to the recipients, disable the **Scheduled** option.
8. Click **Save**.

## Customizing the Executive summary report

You can determine what information to include in the Executive summary report. You can add or delete sections, add or delete widgets, rename sections, customize widgets, and drag and drop widgets and sections to change the order in which the information in the report appears.

### ***To add a section***

1. Click **Add item > Add section**.
2. In the **Add section** window, type a section name, or use the default section name.
3. Click **Add to report**.

### ***To rename a section***

1. In the section where you want to rename, click **Edit**.
2. In the **Edit section** window, type the new name.
3. Click **Save**.

### ***To delete a section***

1. In the section where you want to delete, click **Delete section**.
2. In the **Delete section** confirmation window, click **Delete**.

### ***To add a widget with default settings to a section***

1. In the section where you want to add the widget, click **Add widget**.
2. In the **Add widget** window, click the widget that you want to add.

### ***To add a customized widget to a section***

1. In the section where you want to add the widget, click **Add widget**.
2. In the **Add widget** window, find the widget that you want to add, and click **Customize**.
3. Configure the fields as necessary.
4. Click **Add widget**.

### ***To add a widget with default settings to the report***

1. Click **Add item > Add widget**.
2. In the **Add widget** window, click the widget that you want to add.

### ***To add a customized widget to the report***

1. Click **Add widget**.
2. In the **Add widget** window, find the widget that you want to add, and click **Customize**.
3. Configure the fields as necessary.
4. Click **Add widget**.

### ***To reset the default settings of a widget***

1. In the widget that you want to customize, click **Edit**.
2. Click **Reset to default**.
3. Click **Done**.

**To customize a widget**

1. In the widget that you want to customize, click **Edit**.
2. Edit the fields as necessary.
3. Click **Done**.

## Sending Executive summary reports

You can send an Executive summary report on demand. In this case, the **Scheduled** setting is disregarded, and the report is sent immediately. When sending the report, the system uses the Recipients, Range, and File format values that are configured in **Settings**. You can manually change these settings before sending the report. For more information, see "Configuring the settings of the Executive summary report" (p. 68).

**To send an Executive summary report**

1. In the management portal, go to **Reports>Executive summary**.
2. Click the name of the Executive summary report that you want to send.
3. Click **Send now**.

The system sends the Executive summary report to the selected recipients.

## Time zones in reports

The time zones used in reports vary depending on the report type. The following table contains information for your reference.

Report location and type	Time zone used in the report
Management portal> Overview > Operations (widgets)	The time of report generation is in the time zone of the machine where the browser is running.
Management portal> Overview > Operations (exported to PDF or xlsx)	<ul style="list-style-type: none"> <li>• The time stamp of the exported report is in the time zone of the machine that was used to export the report.</li> <li>• The time zone of the activities displayed in the report is UTC.</li> </ul>
Management portal> Reports > Usage > Scheduled reports	<ul style="list-style-type: none"> <li>• The report is generated at 23:59:59 UTC on the first day of the month.</li> <li>• The report is sent on the second day of the month.</li> </ul>
Management portal> Reports > Usage > Custom reports	The time zone and date of the report is UTC.

Management portal> Reports > Operations (widgets)	<ul style="list-style-type: none"> <li>The time of report generation is in the time zone of the machine where the browser is running.</li> <li>The time zone of the activities displayed in the report is UTC.</li> </ul>
Management portal> Reports > Operations (exported to PDF or xlsx)	<ul style="list-style-type: none"> <li>The time stamp of the exported report is in the time zone of the machine that was used to export the report.</li> <li>The time zone of the activities displayed in the report is UTC.</li> </ul>
Management portal> Reports > Operations (scheduled delivery)	<ul style="list-style-type: none"> <li>The time zone of the report delivery is UTC.</li> <li>The time zone of the activities displayed in the report is UTC.</li> </ul>
Management portal> Users > Daily recap about active alerts	<ul style="list-style-type: none"> <li>This report is sent once a day between 10:00 and 23:59 UTC. The time when the report is sent depends on the workload in the datacenter.</li> <li>The time zone of the activities displayed in the report is UTC.</li> </ul>
Management portal> Users > Cyber Protection status notifications	<ul style="list-style-type: none"> <li>This report is sent when an activity is completed.</li> </ul> <hr/> <p><b>Note</b> Depending on the workload in the datacenter, some reports might be sent with delays.</p> <hr/> <ul style="list-style-type: none"> <li>The time zone of the activity in the report is UTC.</li> </ul>

## Reported data according to widget type

According to the data range that they display, widgets on the dashboard are two types:

- Widgets that display actual data at the moment of browsing or report generation.
- Widgets that display historical data.

When you configure a date range in the report settings to dump data for a certain period, the selected time range will apply only for widgets that display historical data. For widgets that display actual data at the moment of browsing, the time range parameter is not applicable.

The following table lists the available widgets and their data ranges.

Widget name	Data displayed in widget and reports
#CyberFit Score by machine	Actual
5 latest alerts	Actual
Active alerts details	Actual
Active alerts summary	Actual
Activities	Historical

Activity list	Historical
Alerts history	Historical
Antimalware scan of backups	Historical
Antimalware scan of files	Historical
Backup scanning details (threats)	Historical
Backup status	Historical - in columns <b>Total runs</b> and <b>Number of successful runs</b> Actual - in all other columns
Backup storage usage	Historical
Blocked peripheral devices	Historical
Blocked URLs	Actual
Cloud applications	Actual
Cloud workloads protection status	Actual
Cyber protection	Actual
Cyber protection summary	Historical
Data protection map	Historical
Devices	Actual
Disaster recovery servers tested	Historical
Disaster recovery statistics	Historical
Discovered machines	Actual
Disk health overview	Actual
Disk health status	Actual
Disk health status by physical devices	Actual
eSigned documents across end users	Actual
Existing vulnerabilities	Historical
File Sync & Share statistics	Actual
File Sync & Share storage usage by end users	Actual
Hardware changes	Historical

Hardware details	Actual
Hardware inventory	Actual
Historical alerts summary	Historical
Locations summary	Actual
Missing updates by categories	Actual
Not protected	Actual
Notarized files across end users	Actual
Notary statistics	Actual
Patch installation history	Historical
Patch installation status	Historical
Patch installation summary	Historical
Patched vulnerabilities	Historical
Patches installed	Historical
Protection status	Actual
Recently affected	Historical
Remote sessions	Historical
Security incident burndown	Historical
Security incident MTTR	Historical
Servers protected with disaster recovery	Actual
Software inventory	Actual
Software overview	Historical
Threat status	Actual
Threats detected by protection technology	Historical
Top incident distribution per workload	Actual
Vulnerable machines	Actual
Workload network status	Actual
Workloads backed up	Historical
Workloads protection status	Actual

# Audit log

To view the audit log, click **Audit log**.

The audit log provides a chronological record of the following events:

- Operations that are performed by users in the management portal
- Operations with cloud-to-cloud resources that are performed by users in the Cyber Protection service console
- Cyber Scripting operations that are performed by users in the Cyber Protection service console
- System messages about reached quotas and quota usage

The log shows events in the organization or unit in which you are currently operating and its child units. You can click an event to view more information about it.

Audit logs are stored in the data center and their availability cannot be affected by issues on end-user machines.

The log is cleaned up on a daily basis. The events are removed after 180 days.

## Audit log fields

For each event, the log shows:

- **Event**  
Short description of the event. For example, **Tenant was created**, **Tenant was deleted**, **User was created**, **User was deleted**, **Quota was reached**, **Backup content was browsed**, **Script was changed**.
- **Severity**  
Can be one of the following:
  - **Error**  
Indicates an error.
  - **Warning**  
Indicates a potentially negative action. For example, **Tenant was deleted**, **User was deleted**, **Quota was reached**.
  - **Notice**  
Indicates an event that might need attention. For example, **Tenant was updated**, **User was updated**.
  - **Informational**  
Indicates a neutral informative change or action. For example, **Tenant was created**, **User was created**, **Quota was updated**, **Scripting plan was deleted**.
- **Date**  
The date and time when the event occurred.
- **Object name**

The object with which the operation was performed. For example, the object of the **User was updated** event is the user whose properties were changed. For events related to a quota, the quota is the object.

- **Tenant**

The name of the unit that the object belongs to. For example, the tenant of the **User was updated** event is the unit where the user is located. The tenant of the **Quota was reached** event is the user whose quota was reached.

- **Initiator**

The login of the user who initiated the event. For system messages and events initiated by upper-level administrators, the initiator is shown as **System**.

- **Initiator's tenant**

The name of the unit that the initiator belongs to. For system messages and events initiated by upper-level administrators, this field is empty.

- **Method**

Shows whether the event was initiated via the web interface or via the API.

- **IP**

The IP address of the machine from which the event was initiated.

## Filtering and search

You can filter the events by type, severity, or date. You can also search the events by their name, object, tenant, initiator, and initiator's tenant.

# Index

## #

#CyberFit Score by machine 39

## A

About the management portal 6

About this document 5

Accessing the management portal and the services 15

Accounts and units 6

Activating an administrator account 15

All integrations 77

Antimalware protection widgets 63

Audit log 75

Audit log fields 75

## B

Backup quotas 8, 13

Backup scanning details 50

Backup widgets 64

Blocked URLs 52

Brute-force protection 30

## C

Changing the notification settings for a user 22

Configuring custom Usage reports 56

Configuring immutable storage 32

Configuring scheduled Usage reports 56

Configuring the settings of the Executive summary report 68

Creating a service desk ticket 34

Creating a unit 16

Creating a user account 17

Creating an API client 80

Creating an Executive summary report 69

Customizing the Executive summary report 70

## D

Data in Usage reports 57

Data Loss Prevention widget 67

Data protection map 46

Defining quotas for your users 13

Deleting a user account 24

Deleting an API client 81

Disabling an API client 81

Disabling and enabling a user account 23

Disaster Recovery quotas 11

Disaster Recovery widgets 65

Discovered machines 39

Disk health monitoring 42

Disk health status alerts 46

Disk health widgets 44

Downloading data for recently affected workloads 51

## E

Enabling a disabled API client 81

Endpoint Detection and Response (EDR) widgets 40

Executive summary 60

Executive summary widgets 61

Existing vulnerabilities 48

## F

File Sync & Share quotas 12, 14

File Sync & Share widgets 67

Filtering and search 76

## H

Hardware inventory widgets 53

How it works 25, 43

## I

Incident MTTR 41

Integrations 77

Integrations catalog 77

Integrations in use 77

## L

Limitations 43

Limiting access to the web interface 78

Limiting access to your company 79

## M

Managing API clients 79

Managing two-factor authentication for users 28

Metrics with zero usage 55

Missing updates by categories 50

Monitoring 28, 37

## N

Navigation in the management portal 16

Notary quotas 12, 14

Notary widgets 68

Notifications received by user role 23

## O

Operations dashboard 37

Operations reports 57

## P

Password requirements 15

Patch installation history 50

Patch installation status 49

Patch installation summary 49

Patch installation widgets 49

Physical Data Shipping quotas 12

Preventing unlicensed Microsoft 365 users from signing in 10

Protection status 38

## Q

Quota for storage 13

Quota management 7

Quotas for cloud data sources 8

Quotas for storage 10

## R

Recently affected 51

Report scope 55

Report type 55

Reported data according to widget type 72

Reporting 55

Resetting the secret value of an API client 80

Resetting two-factor authentication in case of lost second-factor device 30

**S**

Security incident burndown 41

Sending Executive summary reports 71

Session history 54

Setting up two-factor authentication 25

Setting up two-factor authentication for your tenant 27

Software inventory widgets 52

Step-by-step instructions 15

Supported web browsers 14

Switching between the management portal and the service consoles 16

**T**

Task management 34

Time zones in reports 71

To disable two-factor authentication for a user 29

To disable two-factor authentication for your tenant 28

To enable two-factor authentication for a user 29

To enable two-factor authentication for your tenant 27

To monitor agent updates 32

To reset the trusted browsers for a user 28

To reset the two-factor authentication for a user 28

To update agents automatically 31

Top incident distribution per workload 40

Transferring ownership of a user account 24

Two-factor setup propagation across tenant

levels 26

Typical integration procedure 80

**U**

Updating agents automatically 30

Updating service desk tickets 36

Usage 37

Usage reports 55

User roles available for each service 18

**V**

Viewing quotas for your organization 8

Viewing service desk tickets 34

Vulnerability assessment and patch management widgets 65

Vulnerability assessment widgets 48

Vulnerable machines 48

**W**

What is an API client? 79

Workload network status 42

Workloads overview widgets 61