

IMTLazarus Basic Use Guide

Throughout this document is shown [IMTLazarus](#) basic use.

Depending of the supervisor's profile it may be acceded to one or more of the options that the system shown below introduces. The set of available actions for each of the supervisors will depend on the management policy of the educative centre.

These are the functionalities:

- Acces to [IMTLazarus](#) platform
- Internet connecting and disconnecting (single or group)
- Personalized filtering
- Personalized reports (single or group)
- Camera control
- Device info
- Password change

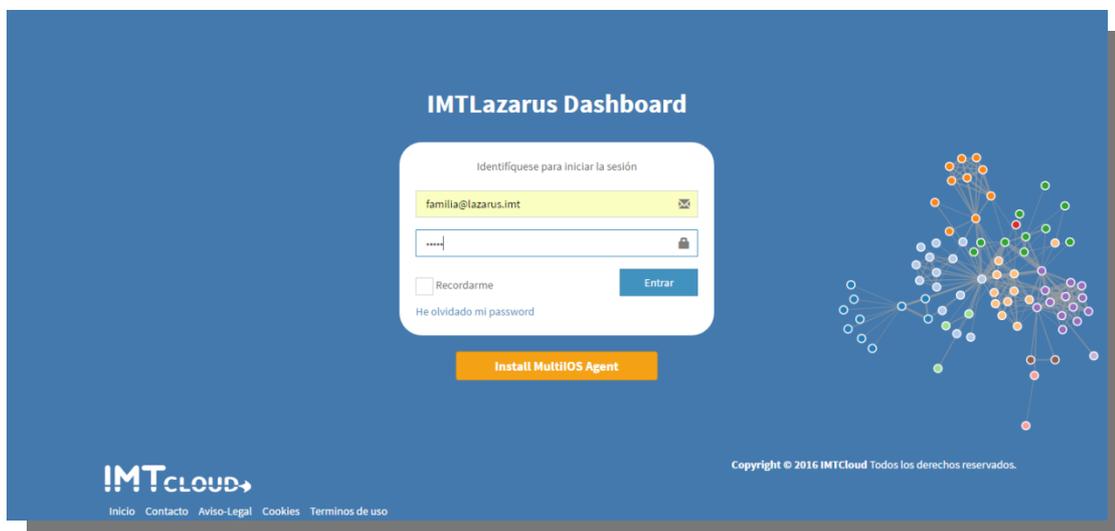
ACTIONS

1. Validation

Each supervisor will have an User and a Password to login to the system.

Devices' management website is the following:

<http://server.imtlazarus.com/lazarus>



2. Internet connecting and disconnecting

Supervisors will be able to limit devices' connection to internet indefinitely or temporarily.

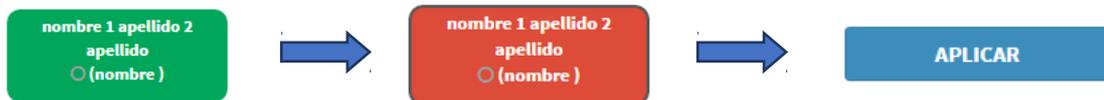
To do so, they will follow this simple procedure:

First, they will click on the internet icon on the upper side of the screen.



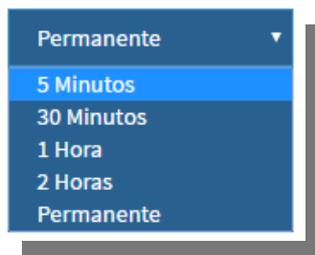
All device will have access to internet by default, but at any given time, supervisors could limit it. To do so, they will click on the device until it turns into "red" and then click on "apply".

"Green" status shows the filtering preset by the school.

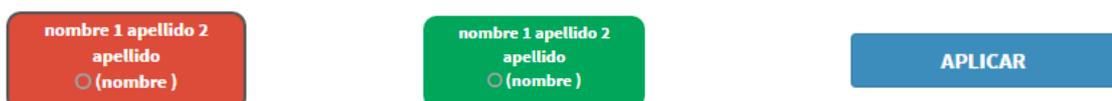


Once this setting is applied, the device will no longer be connected to the network, either for internet surfing as per the use of installed apps in the device, should these apps require connection to be run.

These actions may be applied permanently (indefinitely) or with a countdown; for this option it is only necessary to choose in the drop-down menu, the execution time of the action before applying changes.



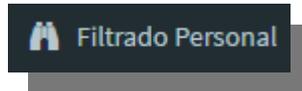
To have connectivity again in the device, former actions should be reverted (changing the device status from "red" back to "green"), either indefinitely or for a certain time lapse.



3. Personalized filtering

Personalized filtering allows choosing from a range of preset filters for its application within the managed devices.

In order to define the personalized filtering to be applied into the devices, the supervisors will click on the section "personalized filtering" on the left-hand side of the management website.



Then, choose the navigation filtering that better fits every moment needs, among the available ones into the platform.

The available filters are the following:



Full Blocking: this filter blocks navigation completely



This filter blocks adult content (sex websites and gambling online), as well as social networks and webs to watch videos or listen audio.



This filter blocks adult content (sex websites and gambling online) and social networks.



This filter blocks adult content (sex websites and gambling online) and webs to watch videos or listen audios.



This filter blocks adult content (sex websites and gambling online).

Filter to be applied has to be selected by clicking on its icon; once changes are saved a tic like this one will appear on the filter in use.

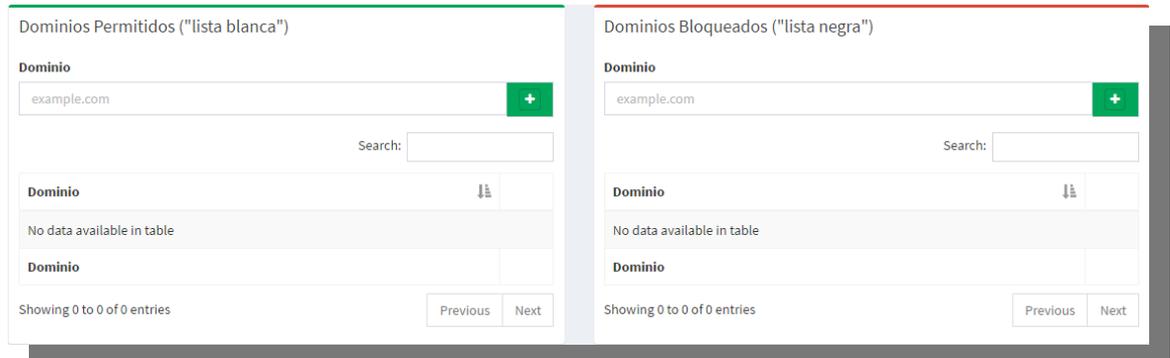


In addition to preset filters, families that have more than one kid attending in different schools, may apply a "school filter" that will apply the same filtering setup in all devices.



In this section, it could also be setup "White Lists" and "Black Lists". Websites chosen for any of them within this section will only be affected when the personalized filter is selected.

- White list: URLs introduced within this section will jump any filter from the selected lists.
- Black list: URLs introduced within this section will always be blocked regardless they were introduced in any of the defined filters.

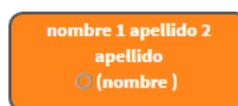
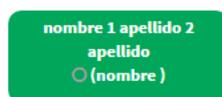


To introduce an URL it is enough to type the website address to be blocked or to be allowed in the chosen section and click on the icon. 

Once the filter to be applied is selected and the URLs are introduced in the white and black lists, they could be load into the devices. To do so, first of all, they will go to the internet section, as done in the former section: "Internet connecting and disconnecting", clicking on the section "Control Panel" and then on the "Internet" icon.



Once in this screen they could click on the managed device and change it to "orange" color and then click on "apply".



As explained in the former section, these actions could be defined as "indefinitely" or "temporarily" at supervisors' choose.

Finally, to turn back to an "open" or "blocked" setup, all steps will be repeated changing the device status either to "green" or "red".



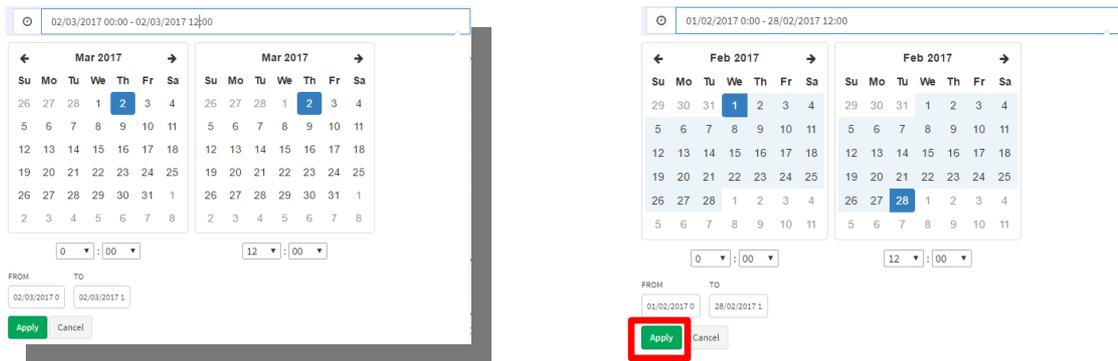
4. Personalized reports

Supervisors could also consult the navigation performed by the devices from IMTLazarus panel.

To do so, they will click on the icon "reports" at website top.

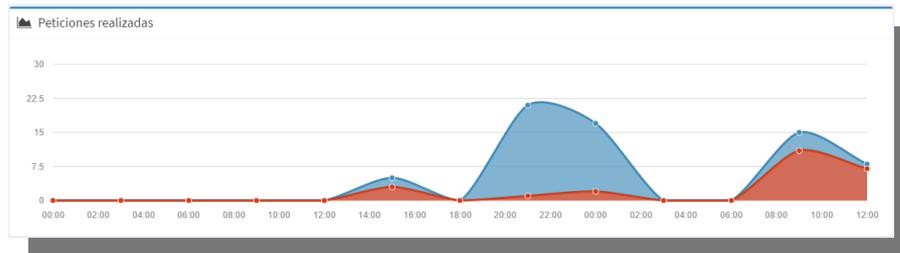


These queries can be displayed for a desired range of time, and to do so, they will proceed as shown below, by clicking on the dates on the left-hand top side.

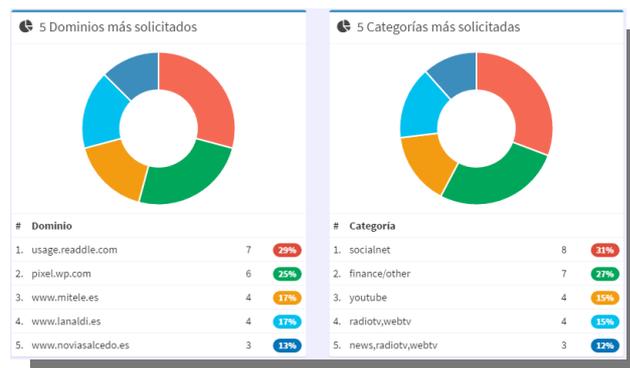


Reports screen display has several sections:

- First section, as shown in the image below, introduces a graphic that shows the amount of requests (in "blue" the websites attempted to have access, either with the internet browser or with any of the app installed in the device, and in "red" the websites blocked by our system).



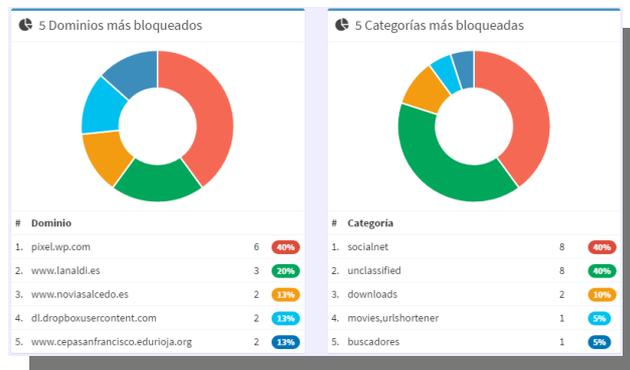
- Here below are shown two graphics that tell the device most visited domains and the groups to which they belong to.



- It also shows the most frequent words used when browsing internet through the device.



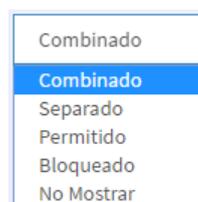
- Next two graphs show the websites most blocked and the groups to which they belong to.



Finally it can be displayed the domains through which the device has browsed grouped by time lapse.

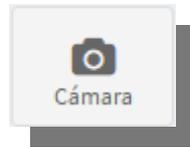
This info can be shown in different ways:

- Combined > it shows ALL domains acceded by the device
- Separated > It shows the domains separately, the allowed and the blocked ones.
- Allowed > It only shows the domains to which the device has browsed and that were allowed through [IMTLazarus](#).
- Blocked > It only shows the domains to which the device has browsed and that were blocked through [IMTLazarus](#).



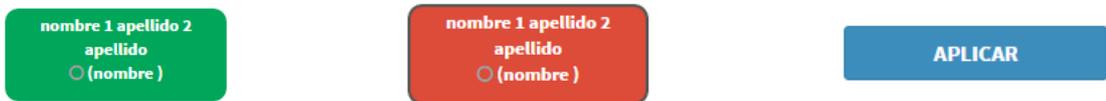
5. Camera control

Supervisors will have the option to control the camera status of the managed devices. To execute supervision actions on the device's camera, supervisors will accede to the section "Camera" on the top.

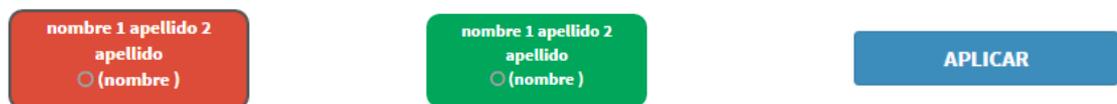


The camera control has two status, "Red" (blocked) and "Green" (open). As in former sections, the actions may be executed for a single user (by clicking on the specific device) or for a group of devices (by clicking on the circles on the top).

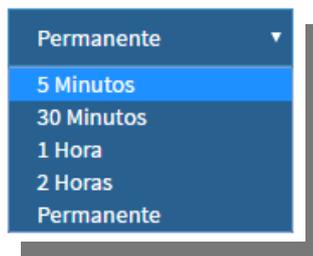
BLOCKING



UNBLOCKING



Also, it can be defined a time lapse for the chosen action by using the drop-down menu.



6. Device information

Supervisors will have the action to display system information of the devices linked to IMTLazarus platform.

Accede to this section by clicking on the icon “Information” on the top of the management platform.

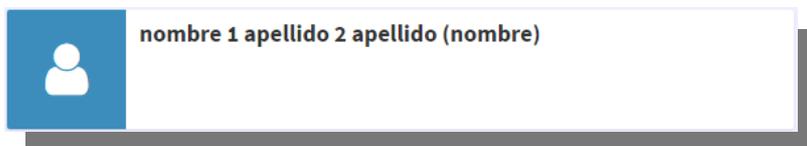


To display the system information of the chosen device, just click in the box with the name of the user assigned to the said device.



Next screen may allow testing of the following items:

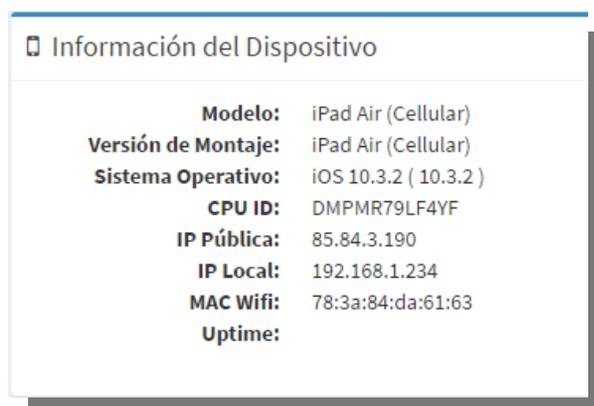
- User’s name and last name



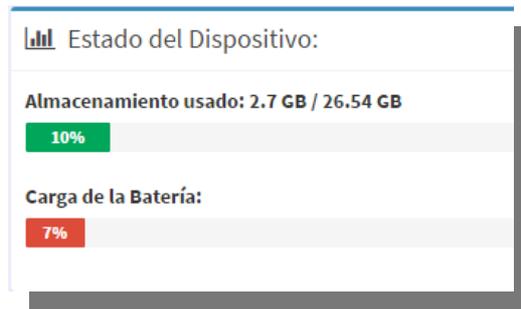
- Time of latest synchronization with the MDM in case is linked to



- Detailed information system, device model, device version, installed OS, CPU ID (serial number), public IP address connection, device local IP, MAC Wi-Fi and timing ON.



- Internal memory status and battery charge.



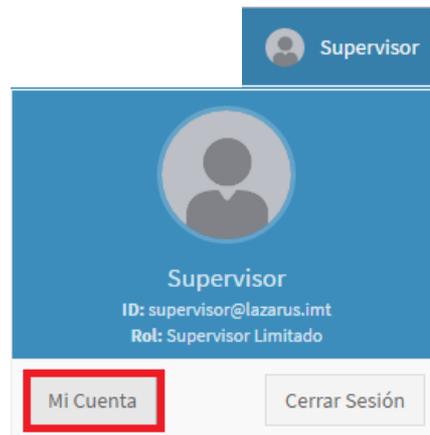
Information gathered by the system varies depending on the OS installed in the device.



7. Password change

It is recommended that all users do change their password access to [IMTLazarus](#) panel, the first time they connect to it. To do so, just follow the following easy steps.

- Access the platform with the user and password provided by the school.
- On the top, click on the name that identifies the user and in the drop-down menu, click on “My account”.



- After clicking on “My account” button, a new screen will be displayed, there we will be able to change the password and also the name and last name that will appear then on the top, as well as the language through which the website will be loaded.

- Finally, remember clicking on the “green” button to save all changes.

