

Curtain[™] LogTrace 5.0

Installation Guide



Contact your Authorized Curtain Reseller or Service Provider to report problems and/or provide feedback.

Additional help resources or updates will be available by emailing info@coworkshop.com

Coworkshop Solutions Ltd. reserves the right to make changes to this document and to the product described herein without notice. The software described in this manual is furnished under the terms and conditions of the Curtain Software License Agreement and may be used or copied only in accordance with the terms of the agreement.

For information about your legal rights concerning the use of the Curtain LogTrace, please refer to the Curtain Software License agreement.

© 2002-2024 Coworkshop Solutions Ltd. All Rights Reserved. Curtain belongs to Coworkshop Solutions Ltd. All other brand names, product names, or trademarks belong to their respective holders.



Table of Contents

Chapter 1 - Introduction 1.1 - Challenge of tracing user's file activities 1.2 - What is the purpose of Curtain LogTrace? 1.3 - Components of Curtain LogTrace	1 1 2
Chapter 2 - Preparation before Installation 2.1 - High-level Installation Plan 2.2 - System Requirements of Curtain MonGuard and Curtain LogTrace 2.3 - Open Port 24821 and 24822 for Curtain Lite Admin	2 3 3
Chapter 3 - Installation 3.1 - Install Curtain Lite Admin 3.2 - Install Curtain Lite Client	12 15
Chapter 4 - Product Activation 4.1 - Activate Curtain LogTrace	19
Chapter 5 - Configurations 5.1 - Create Control Policy Group 5.2 - Configure Control Policy Group 5.3 - Set Default Policy 5.4 - Grant control policy by user/user group 5.5 - Assign workstations/users to Control Policy Group	21 22 27 28 33
Chapter 6 - Other Features 6.1 - Password protection for uninstalling Curtain Lite Client 6.2 - Set login password for Curtain Lite Admin 6.3 - Watermark for Printouts	35 39 41

1 - Introduction

1.1 - Challenge of tracing user's file activities

In the daily work environment, companies often need to authorize their employees to access and use sensitive company data. However, most companies lack visibility into how their employees are actually utilizing this data, and whether any misuse is occurring.

At the same time, companies have to meet internal audit requirements and comply with various data security regulations and policies. This creates a need for the IT department to find ways to effectively monitor and record how employees are accessing and using the company's data resources.

Additionally, management is seeking proactive security alerts that can detect abnormal user behavior, allowing them to take immediate action to minimize potential risks and damages to the organization. While Windows does have built-in logging capabilities, these logs can be difficult to read and interpret. Furthermore, the logs are stored locally on individual user machines, making it challenging for administrators to centrally review and analyze user activity records.

There are enterprise-grade solutions like SIEM (Security Information and Event Management) systems that provide comprehensive user activity monitoring and reporting. However, these sophisticated tools can be cost-prohibitive, especially for small to medium-sized businesses.

The key security challenge lies in finding a simple, user-friendly and cost-effective logging solution that can satisfy the company's requirements for visibility into employee file activities, compliance reporting, and proactive security monitoring - all within a centralized platform accessible to IT and management.

1.2 - What is the purpose of Curtain LogTrace?

Curtain LogTrace provides IT system administrators with a simple, easy-to-use, and cost-effective logging solution. LogTrace can record various file operations performed by users, such as creating, copying, moving, deleting, renaming, printing, opening, closing, and saving files. For copy and move operations, the software also records the source and destination paths, as well as the disk type, allowing administrators to generate reports specifically for files copied to USB devices.

The log records are automatically uploaded from the user's computer to the central management console, enabling administrators to filter the records based on different criteria and view the user's activities from various perspectives. For large enterprises, the software offers features like AD system integration, password management, anti-uninstallation protection, support for large-scale databases, and MSI-based bulk installation.

The software comes in both Free version and Paid version. The free version provides excellent basic functionality, capable of recording the majority of user file operations. The paid version offers more comprehensive logging capabilities and supports additional enterprise-level features, such as AD system integration and MSI-based bulk installation. The price of the paid version is very reasonable, possibly only a tenth of the cost of a SIEM solution, but it still provides excellent logging capabilities.

1.3 - Components of Curtain LogTrace

There are 2 basic components of Curtain LogTrace:

- Curtain Lite Client
- Curtain Lite Admin (for the machine having Curtain Lite Admin, we call it Curtain Policy Server)

Curtain Lite Client:

When administrators want to trace user's file activities, Curtain Lite Client must be installed in user's computers.

Curtain Lite Admin:

Curtain Lite Admin is mainly for administrators to define Curtain control policies centrally. In general, only one Curtain Lite Admin is needed in a company.

P.S.

- Curtain Lite Admin can be installed on physical machine or virtual machine (VM).

- For standalone computer, Curtain Lite Admin and Client can be installed on the same machine. It is recommended to enable password protection for Curtain Lite Admin for preventing users to change control policy.

2 - Preparation before Installation

2.1 - High-level Installation Plan

Preparation:

- Which computers do you want to trace user's file activities?
- What kind of user's file activities do you want to log (e.g. create file, delete file, copy file, etc)?
- Which server will act as Curtain Policy server (i.e. Curtain Lite Admin will be installed on that server)?
- Do you want to integrate Curtain LogTrace with Active Directory (so that control policy can be granted to AD user/user group)?

High-level installation plan:

1. Install Curtain Lite Admin

2. Install Curtain Lite Client on user's workstations

3. Activate Curtain LogTrace (for Paid version)

4. Create and configure control policy groups in Curtain Lite Admin

5. Connect with Active Directory for collecting user information, if you prefer to grant control policy by user/user-group

6. Assign workstations/users to different policy groups

7. Done

Related FAQs:

FAQ00357 - What are the basic components of Curtain LogTrace?

FAQ00359 - How to activate Curtain LogTrace?

FAQ00361 - How to configure Control Policy Group for Curtain LogTrace?

FAQ00363 - How to grant control policy by user/user group?

2.2 - System Requirements of Curtain MonGuard and Curtain LogTrace

System Requirements of Curtain Lite Admin and Client:

- 1.6 GHz or faster, 2-core; 2 GHz or greater recommended
- 2GB RAM (Recommended 8GB RAM)
- 2GB Hard Disk (in NTFS) for installation
- TCP/IP network
- TCP Port 24821 and 24822 are opened for communication (Note: if firewall exists in the network, please make sure these two communication ports are not disabled)
- For 64-bit OS, MSXML 4 or 6 is required (It can be download from Microsoft website)

P.S.: Curtain Lite program includes features of Curtain MonGuard and Curtain LogTrace

Operating System	32-bit	64-bit
XP	Supported	Not Supported
Win Server 2003	Supported	Not Supported
Win Server 2003 R2	Supported	Not Supported
Vista	Supported	Not Supported
Win Server 2008	Supported	Must have SP2 installed
Win Server 2008 R2	Supported	Must have SP1 & KB3033929 installed
Win 7	Supported	Must have SP1 & KB3033929 installed
Win 8	Supported	Supported
Win 8.1	Supported	Supported
Win Server 2012	\	Supported
Win Server 2012 R2	\	Supported
Win 10	Supported	Supported
Win Server 2016	\	Supported
Win Server 2019	\	Supported
Win 11	\	Supported
Win Server 2022	١	Supported

2.3 - Open Port 24821 and 24822 for Curtain Lite Admin

If Windows Firewall is enabled, please open port 24821 for Curtain Lite Admin and Curtain Lite Client.

For Windows 2008/2012/2016/2019/2022/Vista/Win 7/Win 8/Win 10/Win 11, please add the rules for Curtain Lite Admin as below:

- inbound rule of 24821 port of TCP
- inbound rule of 24821 port of UDP
- outbound rule of 24822 port of TCP
- outbound rule of 24822 port of UDP

For Windows 2003 and XP, set the port exception as below:

- 24821 port of TCP
- 24821 port of UDP
- 24822 port of TCP
- 24822 port of UDP

For Windows 2008/2012/2016/2019/2022/Vista/Win 7/Win 8/Win 10/Win 11, please add the rules for Curtain Lite Client as below:

- outbound rules of 24821 port of TCP
- outbound rules of 24821 port of UDP
- inbound rules of 24822 port of TCP
- inbound rules of 24822 port of UDP

For Windows 2003 and XP, set the port exception as below:

- 24821 port of TCP
- 24821 port of UDP
- 24822 port of TCP
- 24822 port of UDP

Steps to add rules for Windows 2008/2012/2016/2019/2022/Vista/Win 7/Win 8/Win 10/Win 11: 1. Select "My Computer" and right click to select "Manage" Then, Server Manager will be shown.

2. In Server Manager, select "Inbound Rules" as below picture and right click to select "New Rule..."



3. New Inbound Rule Wizard is shown as below, choose Port and click Next.

👹 New Inbound Rule Wiza	rd	×
Rule Type Select the type of firewall rule to	o create.	
Steps: Protocol and Ports Action Profile Name	What type of rule would you like to create?	
	<back next=""> 0</back>	Cancel

4. This rule applies to TCP and enter "24821" in Specific local ports, and click Next.

💣 New Inbound Rule Wizar	d
Protocol and Ports Specify the protocols and ports	to which this rule applies.
Steps: Rule Type Protocol and Ports Action Profile Name	Does this rule apply to TCP or UDP? • TCP • UDP Does this rule apply to all local ports or specific local ports? • All local ports • Specific local ports: 24821 Example: 80, 443, 5000-5010
	Learn more about protocol and ports < Back

5. Select "Allow the connection", and click Next.

🍿 New Inbound Rule Wiza	rd	×
Action Specify the action to be taken	when a connection matches the conditions specified in the rule.	
Steps: Rule Type Protocol and Ports Action Profile Name	What action should be taken when a connection matches the specified conditions? C Now the connection This includes connections that are protected with IPsec as well as those are not. C Now the connection if it is secure This includes only connections that have been authenticated by using IPsec. Connections sub the secured using the settings in IPsec properties and rules in the Connection Security rule node. Customize Customize Customize Leam more about actions	
1 2)	< Back Next > Cancel	

6. Check all as shown below (i.e. "Domain", "Private", and "Public") and click Next.

💣 New Inbound Rule Wiza	rd	×
Profile Specify the profiles for which the	nis rule applies.	
Steps: Rule Type Protocol and Ports Action Profile Name	 When does this rule apply? ✓ Domain Applies when a computer is connected to its corporate domain. ✓ Private Applies when a computer is connected to a private network location. ✓ Public Applies when a computer is connected to a public network location. 	
	< Back Next > C	ancel

7. Enter "curtain" for the name of this rule, and click Finish.

🍿 New Inbound Rule Wizard	×
Name Specify the name and description	this rule.
Steps: Rule Type Protocol and Ports Action Profile Name	Name:
	< Back Finish Cancel

8. A new inbound rule named "curtain" is created successfully.

Server Manager				
File Action View Help				
ا 🗟 🗟 🔂 📩 🖉				
Server Manager (M64W2K8)	Inbound Rules			Actions
E Roles	Tiame	Group	HTIONC	Inbound Rules
E Diagnostics	🖉 curtain		All	New Rule
Configuration	Active Directory Domain Con	Active Directory	All	
F P Task Scheduler	🕖 Active Directory Domain Con	Active Directory	All	Filter by Profile
Windows Firewall with Advanced Sec	🔇 Active Directory Domain Con	Active Directory	Ali	Filter by State
Inbound Rules	🖤 Active Directory Domain Con	Active Directory	All	
Cutbound Rules	🔇 Active Directory Domain Con	Active Directory	All	Y Filter by Group
tonnection Security Rules	🔇 Active Directory Domain Con	Active Directory	All	View
🕀 🌉 Monitoring	🕑 Active Directory Domain Con	Active Directory	All	THE ALC: N
🥋 Services	🕖 Active Directory Domain Con	Active Directory	All	G Refresh
📸 WMI Control	Active Directory Domain Con	Active Directory	All	Export List
🗏 🚝 Storace	Active Directory Demain Con	Active Directory	All	

Please according to the above steps, to add more rules for:

- inbound rule of 24821 port of UDP •
- outbound rule of 24822 port of TCP •
- •
- outbound rule of 24822 port of UDP outbound rules of 24821 port of TCP (Curtain Lite Client) •
- outbound rules of 24821 port of UDP (Curtain Lite Client) •
- inbound rules of 24822 port of TCP (Curtain Lite Client) •
- inbound rules of 24822 port of UDP (Curtain Lite Client)

P.S. To create outbound rule, select "Outbound Rules" and right click to select "New Rule..."

Steps to set Port Exception for Windows 2003 and XP:

1. Click "Add Port..." button in Control Panel > Windows Firewall > Exceptions

Windows Firewall	(
General Exceptions Advanced	
Windows Firewall is blocking incoming network connections, exc programs and services selected below. Adding exceptions allows to work better but might increase your security risk. Programs and Services:	cept for the s some programs
Name	~
✓ curtain24822	
☑ curtain24822	
☑ curtain24821	
☑ curtain24821	
☑ File and Printer Sharing	
🗹 Kaspersky Administration Kit	
Kaspersky Administration Kit	
Kaspersky Administration Kit	
Network Diagnostics for Windows XP	
Remote Assistance	1
Remote Deskton	
Add Program Add Port Edit	Delete
Display a notification when Windows Firewall blocks a progra	m
What are the risks of allowing exceptions?	
ОК	Cancel

2. Enter 24821 and select TCP. Then, enter a name for this exception and click OK.

to open a port through Windows Firew ol, consult the documentation for the p	vall. To find the port program or service you
burtain24821	
24821	
of opening a port?	Cancel
	to open a port through Windows Firew col, consult the documentation for the p burtain24821 24821 TCP O UDP of opening a port?

Please according to the above steps, to add more exceptions for:

- 24821 port of UDP 24822 port of TCP ٠
- •
- 24822 port of UDP •
- 24821 port of TCP (Curtain Lite Client) •
- 24821 port of UDP (Curtain Lite Client) •
- 24822 port of TCP (Curtain Lite Client) •
- 24822 port of UDP (Curtain Lite Client) •

3 - Installation

3.1 - Install Curtain Lite Admin

After you decide which server acts as Curtain Policy server, you should install Curtain Lite Admin on that server. Here are the steps.

Steps to install Curtain Lite Admin:

1. Copy appropriate Curtain server setup package (e.g. CurtainLiteAdmin_Win32(327400).zip or CurtainLite Admin_X64(327400).zip) to local hard-disk of the server.

2. Unzip the setup package.

3. Run Curtain server setup program. Make sure that you login Windows with administrator right. Then, you will be asked to select Language for the installation.

Curtain	Administrator - InstallShield Wizard	×
ځ	Select the language for the installation from the choices below.	
	English (United States)	~
	Chinese (Simplified) Chinese (Traditional) English (United States)	

4. Select a language and click OK.

5. Read License Agreement. If you accept the agreement, select "I accept the terms of the license agreement" and click Next to continue.



Then, you will be asked to select Curtain components to install.

Curtain Administrator - InstallShi	ield Wizard		X
Select Features Select the features setup will in:	stall.		
	Select the features you want to in Curtain Admin Space Required on C: Space Available on C:	nstall, and deselect the featu 69736 K 72404 K 25315872 K	ures you do not want to install. Description Curtain Admin is for system administrators to define Curtain control policies centrally.
InstallShield	< <u>B</u> ack	<u>N</u> ext >	Cancel

- 6. By default, "Curtain Admin" is selected. Click Next to continue.
- 7. Select Destination Folder for the installation, and click Next to continue.
- 8. Click Install to start the installation.
- 9. Please reboot the server after the installation.

3.2 - Install Curtain Lite Client

If you want to display watermark on screen in a user's workstation, you should install Curtain Lite Client on that. Here are the steps.

Steps to install Curtain Lite Client:

1. Copy appropriate Curtain Lite client setup package (e.g. CurtainLiteClient_Win32(327400).zip or CurtainLiteClient_X64(327400).zip) to local hard-disk of user's workstation.

2. Unzip the setup package.

3. Run Curtain Lite client setup program. Make sure that you login Windows with administrator right. Then, you will be asked to select Language for the installation.

Curtain	Client - InstallShield Wizard	×
ڭ	Select the language for the installation from the choices below.	
	English (United States)	~
	Chinese (Simplified) Chinese (Traditional) English (United States)	

4. Select a language and click OK.

5. Read License Agreement. If you accept the agreement, select "I accept the terms of the license agreement" and click Next to continue.



Then, the setup program will check your system environment for the installation, click Next to continue.



6. Enter hostname or IP Address of Curtain Lite Admin (Please make sure that it is entered correctly), and click Next to continue.

Curtain Client - InstallShield Wizard		×
Server Location		
	Please enter the machine name (or IP Address) of the Central Administrator.	
	Server	
Install Shield	< <u>B</u> ack <u>N</u> ext >	Cancel

- 7. Select Destination Folder for the installation, and click Next to continue.
- 8. Click Install to start the installation.
- 9. Reboot the workstation after installing Curtain Lite Client.
- P.S. There is no user interface for Curtain Lite Client. You can find it in Windows control panel.

4 - Product Activation

4.1 - Activate Curtain LogTrace

Curtain LogTrace is a shareware. You can download and use the software for free on a trial basis or commercial use. If you want to log more file events (e.g. print, rename, save, open and close) and some advanced features, you need to activate the software to paid version.

Steps to activate Curtain LogTrace:

1. In Curtain Lite Admin, select "Help > About Curtain Lite Administrator". Then, the following dialog will appear.

About Curtain Lite Administrator	×
Curtain Lite 5.0 Product Name: Curtain Lite Central Administrator Build:5.0.3274.14 This is an evaluation copy. <u>Activate Curtain Lite</u> Copyright (C) 2004-2023 Coworkshop Solutions Limited All rights reserved. OK	

2. Click "Activate", you will be asked to do the activation.

Curtain Li	te Administrator		×
?	The licensed period Do you want to re-a	of your copy of Curtain Lite activate it now?	e is expired,
		Yes	No

3. Click Yes to start Product Activation (or click No to skip the Activation).

- If it is the first time you activate the software, you will be asked to enter a 25-character Product Key.
- If it is the Annual Product Reactivation, please go to Step 5 to continue.

() o d d c c r (c)			
Please enter the Product	Key of your copy	of Curtain Lite.	
			-
Registration Information			
User Name:			
Organization:			

4. Enter Product Key (which is case sensitive) and company information, and click OK to continue. Then, the following dialog will appear.

	Product Activation		>
Product A	ctivation		
Step 1: (Click "Generate Request" to create the "Activation	n Request File	1 .
S	Send the file to Coworkshop Solutions Limited		
Coworks	nop Solutions Limited in order to receive the Confirm	nation Code file	e.
Coworks	nop Solutions Limited in order to receive the Confirm dick "Import Confirm File" to complete the activati	nation Code file on process.	2.
Coworks o Step 1	nop Solutions Limited in order to receive the Confirm dick "Import Confirm File" to complete the activati Generate Request file	nation Code file on process.	е.

5. Click "Generate Request file..." button to generate Activation Request File, and send this file to Coworkshop (registration@coworkshop.com). After receiving your activation request, Coworkshop will send Confirmation Code file back to you.

6. After receiving Confirmation Code file from Coworkshop, click "Import Confirm File..." button and select the file. After you click OK, the following message box will appear.

Curtain Li	Curtain Lite Administrator				
1	Your copy of Curtain Lite is ac	tivated!			
		ОК			

Congratulations! Curtain LogTrace has been activated successfully.

5 - Configurations

5.1 - Create Control Policy Group

Administrators can create many Control Policy Groups in Curtain Lite Admin for different workstations/users. Here is an example of Control Policy Groups for reference.

- Default Policy: for general users, only log File Operations (i.e. New, Copy, Move, Delete, Rename and Print) - R&D: for R&D team, log both File Operations and Application Operations (i.e. Open, Save, Save As and Close)

Steps to create Control Policy Group:

1. In Curtain Lite Admin, select "File > New Policy" in the menu. Then you will be asked to enter new Policy Name.



2. Enter new Policy Name and click OK to confirm.

New Policy	l.
Enter new policy name	OK
	Cancel

5.2 - Configure Control Policy Group

Steps to configure Control Policy Group: 1. In Curtain Lite Admin, select a Policy Group and right-click to select "Properties".

🎼 Curtain Lite Administrator - (Professional Edition)
File View Clients Policies	Language Help
I 🖗 🖑 👗	🔺 📚 🐺 💽 🤇 ?
Administrator Manager	Client Name Policies DESKTOP-RP6H8JT Default Policy
Wait for assig	Update Clients Set as default policy
	Rename Delete
	Clone and Create a New Policy Add User or Group
	Properties

2. Select "File Log" and enable the "Log File Operations"

🔽 Log File C	Operations	
File Log		
Please select	t the operation to be logged.	
File Operati	ion	
New 🛛		
Copy		
Move Move		
Delete		
Print	e	
Applic Application L	.og	
Please select	t the operation to be logged.	
Application	Operation	
Open		
Save		
Save as	S	
Close		
Operation log	gs are only available for the f	ollowing applications

- There are 2 types of Log operations: File Log : It logs below operations.
 - New 0
 - Сору 0
 - Move 0
 - Delete 0
 - Rename 0
 - Print 0
 - Application Log : It logs below operations in specific applications (i.e. Adobe Reader, Microsoft Access, Word, Excel, and PowerPoint) •
 - Open 0
 - Save 0
 - Save As 0
 - Close 0

3. Click the "Application List" to see which applications are supported for logging.

Close A	Application List		
	Application	Company Na	Software Type
Operation logs are on	Adobe Reader	Adobe	Office
Application List	Microsoft Access	Microsoft	Office
Application List	Microsoft Word	Microsoft	Office
	Microsoft Excel	Microsoft	Office
	Microsoft PowerPoint	Microsoft	Office

Steps to view the file log: 1. In Curtain Lite Admin, Click the "Audit Trail" button in the toolbar, or select "File > Audit Trail" from the menu. The "Audit Trail" window will be displayed.

🗱 Curtain Lite Administrator - (Professional Edition)								
<u>F</u> ile	View	<u>C</u> lients	<u>Policies</u>	<u>L</u> anguage	Help			
	ا م	in the			چ 🗟		9	?

2. Select " Client Log " . Input "Searching Criteria" (e.g. Application Type -> normal application) and click the "Search" button.

atabase							
Туре	SQLite	~	Setting			Ba	ckup
arching Criteria						-	
From:	2024/07/12		Us	ers:		Adva	nced
To:	2024/07/12		Workstati	ons:			ear
			Gro	ups:			
Keywords:			Eve	nts:		<u>S</u> e	arch
Files:			3 Res	ults:			
ecords Per Page:	1000		Application T	ype: Normal Applic	ation		
		Target	File Storage T	/pe:			
esults							
ate/Time	User	Workstation	Event	Application Type	Target File Storage Type	Result	De
2024-07-12 17	:16:04 coworke	DESKTOP-RP6H8J	T Move	Normal Application	Non-Removable Storage	Success	Mon
2024-07-12 17	:16:04 coworke	DESKTOP-RP6H8J	T Move	Normal Application	Non-Removable Storage	Success	Mon
2024-07-12 17	:16:04 coworke	DESKTOP-RP6H8J	T Move	Normal Application	Non-Removable Storage	Success	Mon
	:16:04 coworke	DESKTOP-RP6H8J	T Move	Normal Application	Non-Removable Storage	Success	Mon
2024-07-12 17		3 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1	T 14	Normal Application	Non-Removable Storage	Success	Mov
2024-07-12 17 2024-07-12 17	:16:04 coworke	r DESKTOP-RP6H8J	I Move	Normal Application	Non Removable Storage		
D2024-07-12 17 D2024-07-12 17 D2024-07-12 17	:16:04 coworke :15:51 coworke	r DESKTOP-RP6H8J r DESKTOP-RP6H8J	т Сору	Normal Application	Non-Removable Storage	Success	Cor

3. You can double-click on a record to view details.

			Gro	ups:	2	Move	
Keywords:			Eve	nts:	3	Basic	
						Date	2024-07-12
Files:			Resi	ults:		Time	17:16:04
ecords Per Page:	1000		Application T	ype: Normal Applie	cation	User	coworker
		Target	File Storage Ty	/pe:		Workstation	DESKTOP-RP6H8JT
1/0						Event	Move
sults					7	Application Type	Normal Application
ate/Time)2024-07-12 17:	User 16:04 coworker	Workstation DESKTOP-RP6H8JT	Event Move	Application Type Normal Application	Targe Non-R	Target File Storage Type	Non-Removable Storage
2024-07-12 17:	16:04 coworker	DESKTOP-RP6H8JT	Move	Normal Application	Non-R	Result	Success
2024-07-12 17: 2024-07-12 17: 2024-07-12 17: 2024-07-12 17:	16:04 coworker 16:04 coworker 16:04 coworker 15:51 coworker	DESKTOP-RP6H8JT DESKTOP-RP6H8JT DESKTOP-RP6H8JT DESKTOP-RP6H8JT	Move Move Move Copy	Normal Application Normal Application Normal Application Normal Application	Non-R Non-R Non-R	Additional Source U Disk	No
2024-07-12 17:	15:51 coworker	DESKTOP-RP6H8JT	Сору	Normal Application	Non-R	Source Path	C:\Users\coworker\Desktop\Temp\Curtain5.0_User_Guide_E
otal Records Cour	nt:45, Current P	age Records Count:4	5, Search Time	:0.78Second(s)		Destination U Disk	No
	<		1 / 1			Destination Path	C:\Users\coworker\Desktop\Temp\test

5.3 - Set Default Policy

If it is the first time to launch Curtain Lite Admin (after the installation), "Default Policy" is set as default policy. If a Control Policy Group is set as default policy, all newly installed Curtain Lite Clients will fall into that Policy Group. A green tick indicates which Policy Group is default policy.



There are two built-in Control Policy Groups.

- Default Policy

- Wait for Assignment

When Curtain Lite Clients have been installed in user's workstations, they will connect to Curtain Lite Admin and apply default policy.

Steps to set a Control Policy Group to default policy:

1. In Curtain Lite Admin, select a Control Policy Group and right-click. Then a menu will be shown.

2. Select "Set as default policy"

Interpretension (2)	
😻 Default Policy (0)	
🚯 Wait for assignment (1)	
	Update Clients
	Set as default policy
	Rename
	Delete
	Clone and Create a New Policy
	Add User or Group
	Properties

3. Done

5.4 - Grant control policy by user/user group

Control policy of Curtain LogTrace can be applied to computer or user/user group. If you prefer to grant control policy by AD user/user group, you need to connect with AD for importing user information to Curtain Lite Admin. When the first time Curtain Lite Admin gets a user information, the system will use default control policy for controlling that user/user group. Administrator needs to assign the user/user group to appropriate control policy group manually.

To grant control policy by user/user group, please follow steps stated below to enable "Assignment of User" in Curtain Lite Admin.

Steps for enabling "Assignment of User" in Curtain Lite Admin:

1. Launch Curtain Lite Admin, open File -> Settings -> Assignment of Security Policy.

assword Management Advanced Settings	LDAP Screen Watermark
Advanced Settings	Screen Watermark

2. Choose "Assignment of User", and click "OK" button.

Then "User And Group" will be shown in Curtain Lite Admin.



3. Done.

Steps for importing users and user groups from AD domain: 1. Launch Curtain Lite Admin, open File -> Settings -> LDAP.

- 2. Check "Enable LDAP" button.
- 3. Enter LDAP server address, DNS or IP address on "LDAP Server Address".
- 4. "LDAP Server Port", default port is 389.

5. Recommend to enable "Use Secure LDAP Connection", it means to use secure LDAP connection to AD (default is disable).

6. Enter user name on "LDAP Username" to connect LDAP server.

7. Enter password on "LDAP Password".

- 8. "LDAP Search Base", enter the root of user or group, should enter CN, OU and DC.
 - for search the whole domain, enter "dc=domain name,dc=domain suffix" (e.g. "dc=test,dc=com")
 - for search the whole group, enter "ou=organizational unit name,dc=domain name,dc=domain suffix" (e.g. "ou=it,dc=test,dc=com")
 - for search single user, enter "cn=username,ou=organizational unit name,dc=domain name,dc=domain suffix" (e.g. "cn=tester,ou=it,dc=test,dc=com")

9. "LDAP Information Caching", for setup caching information of AD (default is 15 minutes).

10. While setting is finished, click "Test connection" button to see whether connect to AD successfully or not.

Assignment of Security Policy	Advanced Settings	Screen Watermark
Settings	Password Management	LDAP
DAP		
Enable LDAP	\checkmark	
DAP Server Address	dc1.coworkshop.com	
DAP Server Port	389	
SSL		
Jse Secure LDAP Connection	\checkmark	
DAP Username	administrator	
LDAP Password	•••••	
LDAP Search Base	DC=coworkshop,DC=com	
DAP Information Caching	15	Minutes
	Test connection	
Curtain M	NonGuard Administrator X	
	Connect successfully.	
	OK	

11. If AD user/user group is imported to Curtain Lite Admin successfully, they will be shown under "User And Group" in Curtain Lite Admin as below.

🎼 Curtain Lite Administrator - (Fre	ee Edition)						
File View Clients Policies Lan	nguage Help						
🏮 📎 🖑 📥 📤	s 💊 🛱	? ک 🛃					
🖃 📳 Administrator Manager	User Name	Group	Policies	Domain	SID	User T	E
🖻 📑 Client	& T0041	G1to99		COWORKSH	S-1-5-21-213408	Domain	
Online (1)	& T0042	G1to99		COWORKSH	S-1-5-21-213408	Domain	
Offline (0)	& T0043	G1to99		COWORKSH	S-1-5-21-213408	Domain	
Not Protected (1)	& T0044	G1to99		COWORKSH	S-1-5-21-213408	Domain	
User and Group	& T0045	G1to99		COWORKSH	S-1-5-21-213408	Domain	
Sec (5022)	& T0046	G1to99		COWORKSH	S-1-5-21-213408	Domain	
Policies (2)	& T0047	G1to99		COWORKSH	S-1-5-21-213408	Domain	
Default Policy (0)	& T0048	G1to99		COWORKSH	S-1-5-21-213408	Domain	
Wait for assignment	& T0049	G1to99		COWORKSH	S-1-5-21-213408	Domain	
and the tot door grantering	& T0050	G1to99		COWORKSH	S-1-5-21-213408	Domain	

12. Done.

Steps to assign users/user groups to different Control Policy Groups:

1. In Curtain Lite Admin, select User/Group in left panel. Then, Users/Groups will be listed out in the right panel.



2. Select users/groups (press Ctrl button for multiple selection).

3. Right click and select "Change Policy" to assign users/groups to appropriate Control Policy Group.

🐞 Curtain Lite Administrator - (Fr	ee Edition)							
File View Clients Policies Lar	nguage Help							
🏮 🔌 💞 📥 📤	1 😂 🛱	S 🛃 🔾	< ?					
🖃 📳 Administrator Manager	User Name	Group		Policies	Domain	SID	User T	Emai
E Client	t0041	G1to99			WORKSH	S-1-5-21-213408	Domain	
Online (1)	t0042	G1to99	Change	Policy	SH	S-1-5-21-213408	Domain	
Offline (0)	& T0043	G1to99	Remove		SH	S-1-5-21-213408	Domain	
Not Protected (1)	& T0044	G1to99	Online c	lient recor	d SH	S-1-5-21-213408	Domain	
Ser and Group	T0045	G1to99	Set Ema	il	SH	S-1-5-21-213408	Domain	
User (5022)	3 T0046	G1to99	Refresh		SH	S-1-5-21-213408	Domain	
Group (143)	& T0047	G1to99			COWORKSH	S-1-5-21-213408	Domain	
Default Policy (0)	& T0048	G1to99			COWORKSH	S-1-5-21-213408	Domain	
Wait for assignment	t0049	G1to99			COWORKSH	S-1-5-21-213408	Domain	
Wait for assignment	3 T0050	G1to99			COWORKSH	S-1-5-21-213408	Domain	

4. Repeat Step 2-3 for assigning other users/groups to appropriate policy groups.

5. Done.

5.5 - Assign workstations/users to Control Policy Group

Steps to assign workstations to different Control Policy Groups:

1. In Curtain Lite Admin, select Online/Offline in left panel. Then, workstations will be listed out in the right panel.

🚯 Curtain Lite Administrator - (Free Editio



- 2. Select workstations (press Ctrl button for multiple selection)
- 3. Drag and Drop selected workstations to appropriate Control Policy Group



- 4. Repeat Step 2-3 for assigning other workstations to appropriate policy groups.
- 5. Done

Steps to assign users to different Control Policy Groups:

1. In Curtain Lite Admin, select User/Group in left panel. Then, Users/Groups will be listed out in the right panel.



🚯 Curtain Lite Administrator - (Free Edition)

2. Select users/groups (press Ctrl button for multiple selection).

3. Right click selected users/groups, choose "Change Policy" and assign users to appropriate Control Policy Group.

File View Clients Policies Lan	guage Help							
🧊 💊 🛷 📥 📤		? ۲ 🛃						
🖃 🧧 Administrator Manager	User Name	Group	Policies	Domain	SID		User T	Em
Client	T0041	G1to99		сомовкец	0.1.5.01.0	13408	Domain	
Online (1)	T0042	G1to99		Change Policy		3408	Domain	
Offline (0)	² T0043	G1to99		Remove		3408	Domain	
Not Protected (1)	2 T0044	G1to99		Online client rec	ord	3408	Domain	
🚍 🏰 User and Group	² T0045	G1to99		Set Email		3408	Domain	
User (5022)	≟ T0046	G1to99		Refresh		3408	Domain	
Group (143)	a T0047	G1to99		COWORKSH	S-1-5-21-2	213408	Domain	
Default Deliau (0)	² T0048	G1to99		COWORKSH	S-1-5-21-2	213408	Domain	
Wait for accimment	& T0049	G1to99		COWORKSH	S-1-5-21-2	213408	Domain	
wait for assignment	1 TO050	G1to00		COMOBREH	S-1-5-21-3	212/08	Domain	

4. Repeat Step 2-3 for assigning other users/groups to appropriate policy groups.

5. Done.

6 - Other Features

6.1 - Password protection for uninstalling Curtain Lite Client

By default, users do not need to enter password for uninstalling Curtain Lite Client. Administrators can enable Password Protection for removing Curtain Lite Client to enhance the security.

Steps to enable Password Protection for uninstalling Curtain Lite Client:

1. In Curtain Lite Admin, select "File > Settings".

2. In Password Management tab, check "Password Protection" of Uninstall Password Under Client Password Management as below.

Database	Advanced Settings	Screen Watermark	Mail No	otification	Post File Out Control	SMTP
Settings	Password Managemen	t Printout Water	rmarks	LDAP	Assignment of Securi	ty Policy
Password N	lanagement					
Passwor	d Rule					
Enable M	Indule					
	ministrator					
A	iministrator					
-						
Client Pass	word Management					
Uningtall	Descured					
Uninstall	Password					
Pa	ssword Protection					
	is the reaction of the reactio					
Administration	Description of Management					
Administrat	or Password Management					
UNC	Password					
OPa	ssword Protection	Reset Passwor	d			
OAC	lministrator Login ID					
0						
0						

3. Enter "OK" to confirm.

Steps to Uninstall Curtain Lite Client with password protection : 1. In Curtain Lite Admin, select Online/Offline in left panel. Then, workstations will be listed out in the right panel.

🐞 Curtain Lite Administrator - (Profe	essional Edition)					
<u>File View Clients Policies Lang</u>	juage <u>H</u> elp					
🏮 💊 🖑 📥 📤	i 💊 🗊 💽	, < ?				
Administrator Manager Generation Client Client Online (1) Offline (0) Not Protected (0)	Client Name Client Name DESKTOP-RP6H8JT	Policies Default Policy	Domain	Status Normal	Build Number 3274.25	1

2. Select workstations and right click to choose "Generate Client Uninstall Password"

🐞 Curtain Lite Administrator - (Profe	essional Edition)				
File View Clients Policies Lang	juage Help				
🎯 💊 🛷 🖾 📤	1 😂 🐯	🚯 ९ 🛛	2		
🖃 📳 Administrator Manager	Client Name	Policies	Domain	Status	Build Number
Client Online (1) Offline (0) Not Protected (0) Policies (2) Vefault Policy (1) Wait for assignment (0	DESKTOP-RF	<u>Change Policy</u> Update Client R <u>e</u> move <u>F</u> orce Update I <u>O</u> nline user re <u>R</u> efresh Set Location fo	r Policy Patch cord or Client Pat	ch	

Then unique password will be generated for each client. These passwords are used for uninstalling Curtain Lite Client in specific workstation.

Client Name	Client Uninstall	Token
DESKTOP-RP6H8JT	65DAF7	{35767CC3-7CF6-4492-A1F3-D0A1

3. In workstation (e.g. MSEDGEWIN10), uninstall Curtain Lite Client in Windows Control Panel.

1	Programs and Features					×
~	ightarrow $ ightarrow$ $ ig$	anel > Programs > Programs and Features	~ Ŭ	Search Programs and F	eatures	Q
	Control Panel Home View installed updates	Uninstall or change a progra	M	install Change of Banair		
•	Turn Windows features on or	to uninstan a program, select it from	the list and then click on	linstall, Change, of Repair.		
	off	Organize 🔹 Uninstall 룾 🗕		E	-	?
		Name	Publish	her	Instal	led On
		📂 Curtain Client	Cowor	kshop Solutions Limited	1/14/	2021

4. Enter the uninstall password and Click "OK" to proceed.

Curtain Lite	×
CURTAIN	Secured e-locker in workstation
Please contact Curtain MonG client uninstall password.	Guard administrator and get your
Client Uninstall Password:	•••••
	OK Cancel

P.S. Each workstation has unique password for uninstalling Curtain Lite Client.

6.2 - Set login password for Curtain Lite Admin

By default, users do not need to enter password for launching Curtain Lite Admin. Administrators can enable password protection to enhance the security.

Steps to enable login password for Curtain Lite Admin: 1. In Curtain Lite Admin, select "File > Settings".

2. In Password Management tab, check "Password Protection" under Administrator Password Management as below. If it is the first time to set password for Curtain Lite Admin, a dialog box will be shown for entering new password. Otherwise, the last password will be used.

Settings Password Management Printout Watermarks LDAP Assignment of Security Policy Password Management Password Rule	Settings Password Management Printout Watermarks LDAP Assignment of Security Policy Password Management Password Rule	atabase	Advanced Settings	Screen Watermark	Mail No	otification	Post File Out Control	SMTP
Password Management Password Rule Enable Module Administrator Client Password Management Uninstall Password Password Protection	Password Management Password Rule Enable Module Administrator Client Password Management Uninstall Password Password Protection	Settings	Password Management	Printout Water	rmarks	LDAP	Assignment of Secu	urity Policy
Ulient Password Management Uninstall Password Password Protection	Client Password Management Uninstall Password Password Protection	Password N Password Enable M	Management d Rule Iodule ministrator					
Password Protection	Password Protection	Client Passv	vord Management					
	Administrator Password Management	Pas	sword Protection					
Password Reset Password		○ No • Pas	Password sword Protection	Reset Passwo	rd			

3. Enter password and click "OK" to confirm.

Create new passw	ord X
CURTAIN	Secured e-locker in workstation
Please enter a nev	v password.
New Password:	
Repeat	Password must be 6-16 characters (case sensitive and space is not allowed).
	OK Cancel

4. Done. Next time administrators have to enter correct password when they open Curtain Lite Admin.

P.S.

- The password management function can only be used after activation.
 For Administrator Login ID, please refer to FAQ00310.

6.3 - Watermark for Printouts

If you want to add watermark to printouts, you can use this function. Text (e.g. username or disclaimer) or Picture (e.g. company logo) can be used for watermark.

Steps to define Watermark:

1. Enable the watermark function (text watermark and image watermark) in Curtain Lite Admin global settings.

2. Select the application and enable the "Watermark for Printouts" function in a policy group of Curtain Lite Admin .

3. View the effect of "Watermark for Printouts" in user's PC.

Detailed steps of Watermark:

Step 1. Enable the watermark function (text watermark and image watermark) in Curtain Lite Admin global settings.

1.1. In Curtain Lite Admin, select "File > Settings".

File	View	Clients	Policies	Language	Н
	New P	olicy			
	Save P	olicies			
	Backu	p Policies			
	Client	Patch			
Г	Setting	gs			
	Manag	ge			
	Export	Migratio	n Settings		
	Impor	t Migratio	n Settings		
	Audit	Trail			
	Calcul	ate User P	olicy		
	Evit C	urtain Lite	Administ	rator	

Database	Advanced Settings	:	Screen Waterm	ark Mail No	tification	Post File Out Control	SMTR
Settings	Password Manager	ment	Printout	Watermarks	LDAP	Assignment of Secur	ity Policy
🔽 Enable Te	ext Watermark						
Text Water	rmark						
Тор	10	%	Left	10	%		
Bottom	10	%	Right	10	%		
Font color)	Font size	36	pt		
Font	3DS Fonticon	-	Font style	Hollow ~	Semitra	nsparent	
Watermar	k content			Watermark par	ameter		
Sensitive Protected Host: [Ho All rights	information d by Curtain Lite ostName] reserved.		•	[Computer na [Username] [Page] [Printer name] [Job name]	me]]		
Enable Pic	cture Watermark						
Picture	C:\Users\cowo	ker \D	esktop\waterm	nark.png			
	Note: Please loa transparent pict	d tran ure wa	sparent png pi atermark!	cture if you want	t <mark>to prin</mark> t		
Picture p	oosition						
Horizon	tal position	10		% Horizont	al center		
Vortical	position	10		······	8		

1.2. Check "Enable Text Watermark" or "Enable Picture Watermark" as needed.

1.3 Click OK to confirm.

Step 2. Select the application and enable the "Watermark for Printouts" function in a policy group of Curtain Lite Admin .

2.1. In Curtain Lite Admin, select a Policy Group and right-click to select "Properties".

2.2. In Applications tab, double-click the application which you want to enable "Watermark for Printouts".

reen Watermark File Log Advanced	Settings Applications						
Applications						55.16	
Application	Company	Software	Select	Screen Watermai		55.10	
nanoCAD	Nanosoft	Design	Yes	Yes			
Naxos	TESEO	Design	Yes	Yes			
NCCAD	N/A	Design	Yes	Yes	-		
Nitro PDF Pro	Nitro	Office	Yes	Yes	- 00		
Notepad	Microsoft	Windows	Yes	Yes			
NS Backup Viewer	N/A	Media Pla	Yes	Yee	-		-
NVR Notepad							×
Ombud							
OpenC Version			Access rig	hts			
OpenC Available Versions			Coroo	n Watermark			
			V DUPP	n watermark			
OpenC Notepad 10				1 Watermant			
OpenC Notepad 10 OpenC Notepad 11		– (Water	rmark for Printouts			
OpenC OpenC OpenC OpenC Notepad 10 Notepad 11 Notepad 5 OpenC OpenC		- (Water	rmark for Printouts			
OpenC			Water	rmark for Printouts			
OpenC			Water	rmark for Printouts			
OpenC		(Water	rmark for Printouts			
OpenC OptTe OptTe		[Water	mark for Printouts			
OpenC OpenC OpenC OpenC OpenC OpenC OpenC OpenC OpenC OptTe OptTe OptTe		[Water	mark for Printouts			
OpenC OpenC OpenC OpenC OpenC OpenC OpenC OpenC OpenC OptTe OptTe OptTe PADS PADS		(Water	mark for Printouts			
OpenC OpenC OpenC OpenC OpenC OpenC OpenC OpenC OptiTe OptiTe PADS PADS PADS		[Water	mark for Printouts			
OpenC OpenC OpenC Notepad 10 Notepad 11 Notepad 5 Notepad 6 OpenC OpenC OptiTe OptiTe PADS PADS PADS		[Wate	mark for Printouts			
 OpenC OpenC Notepad 10 Notepad 11 Notepad 5 Notepad 6 OpenC OpenC OptiTe OptiTe OptiTe PADS PADS PADS PADS 			Vate	mark for Printouts			
 OpenC OpenC Notepad 10 Notepad 11 Notepad 5 OpenC OpenC OptiTe OptiTe OptiTe PADS 			Water	mark for Printouts			
 OpenC OpenC OpenC OpenC OpenC OpenC OpenC OptiTe OptiTe OptiTe OptiTe PADS 			Wate	mark for Printouts			
OpenC OpenC OpenC OpenC OpenC OpenC OpenC OpenC OptiTe OptiTe OptiTe PADS PA			Water	mark for Printouts			
OpenC OpenC Notepad 10 Notepad 11 Notepad 5 Notepad 6 OpenC OpenC OptiTe OptiTe PADS PADS			Clear	All Select All			
OpenC OpenC OpenC OpenC OpenC OpenC OpenC OpenC OptiTe OptiTe OptiTe PADS PADS PADS PADS PADS Double-clic			Clear	All Select All			
OpenC OpenC OpenC OpenC OpenC OpenC OpenC OpenC OpenC OptiTe OptiTe OptiTe PADS P			Clear	All Select All			

2.3. Select "Watermark for Printouts" and click OK to confirm.

Step 3. View the effect of "Watermark for Printouts" in user's PC.

3.1 In user's PC, open the application with the function of "Watermark for Printouts", such as Notepad software or txt documents.

3.2 Print documents to a real printer, or "Microsoft print to PDF".

waterma	rk.txt +	
File Edit	View	
Test print	Notepad - Print	4
	Printer	
	Microsoft Print to PDF ~	
	+ Add a printer	
	Orientation	
	🗅 Portrait 🗸	
	Print to file	
	Off Off	
Ln 1, Col 11	Stores printing output to a file	No preview

× ∃ Menu ିର ☆ watermark.pdf × + Create 0 0 Sign in _ Find text or tools Q 🛛 🛱 🏟 🖗 \bowtie ð All tools Edit Convert E-Sign Q k ⊒⁼ ₽, D Test print 2)24-07-16 14:05 e, ensitive information A, Q. rotected by Curtain Lite 1 OP-RP6F Ost: 1 ~ v All rights reserved. C Ŀ, € Q 8.27 x 11.69 in

3.3 If "Microsoft print to PDFf" is used, watermark will be also added to the newly generated PDF document.