

# Small Office Administration Console

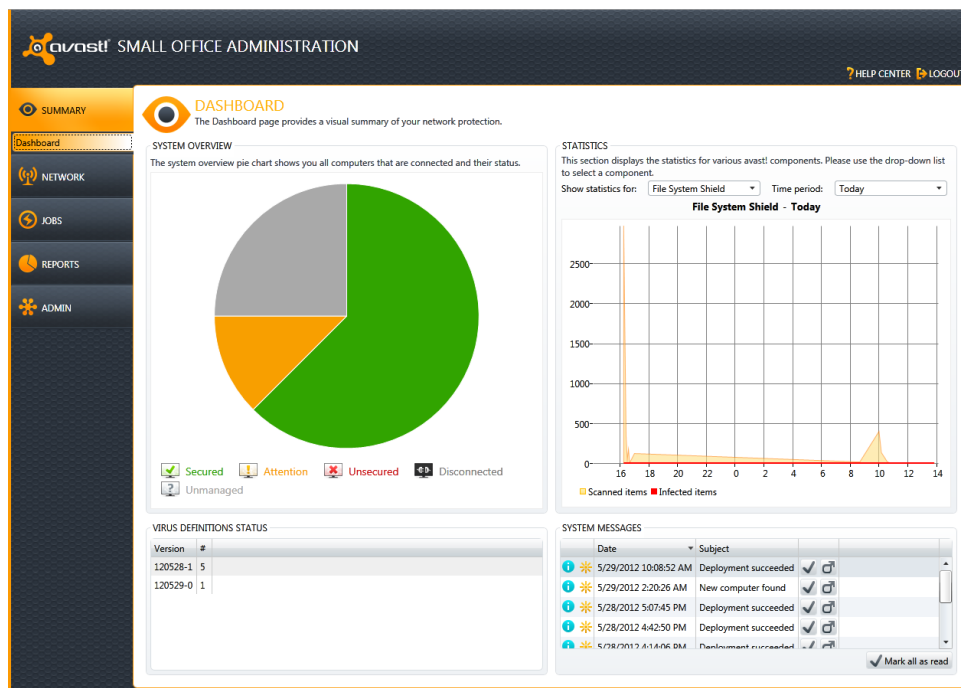
## User Guide



## Introduction to the Small Office Administration Console

The Small Office Administration Console provides central management capability for your installation of avast! Endpoint Protection or avast! Endpoint Protection Plus and is designed to make the administration of your computer network as simple as possible. As well as providing protection for all the computers on your network, the Small Office Administration Console allows you to install avast! antivirus on all your computers remotely, to centrally manage updates and scheduled scans, to receive real-time security alerts and reports, and to receive automatic notifications whenever a new computer is connected to the network.

The Small Office Administration Console is a web-based management console designed primarily for small networks of up to 200 workstations. It's a simple and easy to use program to help you both deploy and manage avast! antivirus on your network and so keep your network free of viruses and other malware. It does not require a server Operating System and, once installed, you can access it from any computer with an internet connection. The avast program which is deployed on your network computers is referred to throughout the rest of this user guide as the "Managed client".



## Key Features

**Web-based console** displays all current issues and recommended solutions

**Easy to navigate interface** offers user friendly access to all program functions

**Built for simplicity:** does not require full network administrator skills to operate

**Remote installation and updates** saves time and cost of traditional deployment on individual workstations

**Auto-discovery** of new/unprotected computers whenever they are connected to the network

**Ability to remotely schedule and run scanning jobs** – jobs can be scheduled to run at night or whenever computers are not in use.

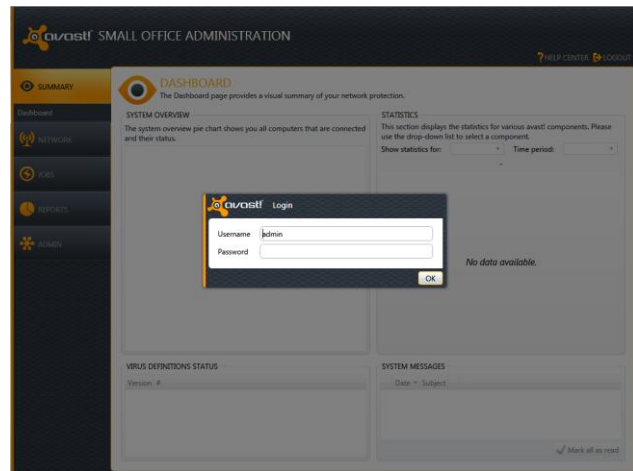
**Real-time alerts** are sent immediately to the console when any infection or suspicious activity is detected

**Comprehensive reporting** allows you to define what is reported and how often

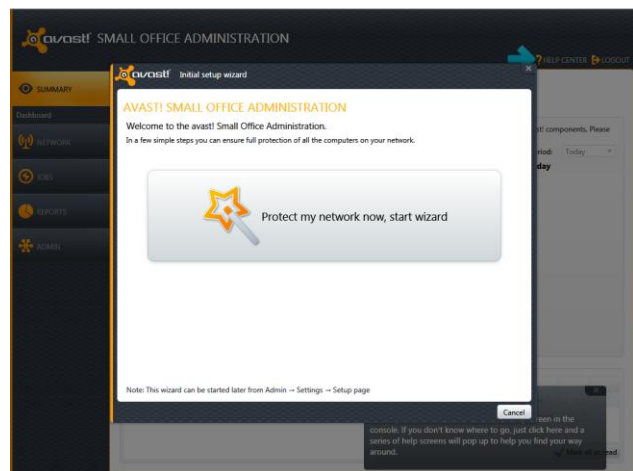
## Getting Started

You can open the console via the shortcut installed on your desktop or by clicking the “Start” button in the bottom left corner of your computer screen and selecting “avast Administration Console” from the list of programs installed on your computer. You can also access the console from any other computer with an internet connection by simply copying or typing the location into the computer’s web browser.

Then, just enter the user name “Admin” and the password which you provided during the installation process.



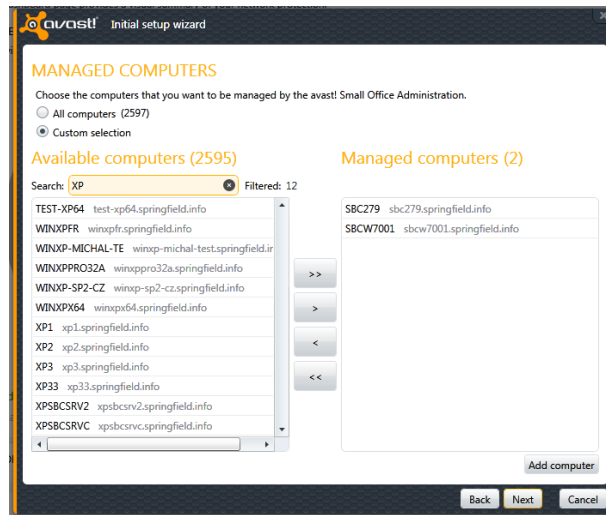
When you open the Administration Console for the first time, you will first see the system “Dashboard” and the initial setup wizard:



The Initial setup wizard will help you to deploy the avast! client on the computers in your network. The wizard works in a network with a windows domain controller, as well as in a network with computers in a workgroup.

Click on “Protect my network now, start wizard” to start the wizard or “Cancel” if you want to deploy the clients manually.

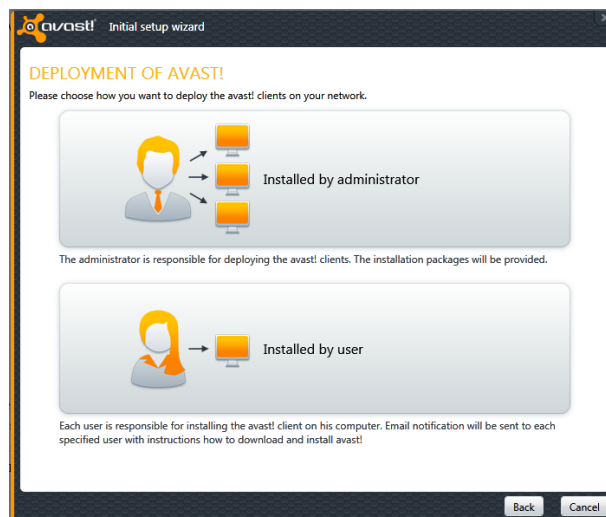
You can now see any computers that have automatically been detected. Select those that you want to be managed by the avast! Administration Console.



Note: If any of your network computers are not listed, they can be added by clicking on “Add computer”. The avast! client will not be deployed on any computers that are not listed on this screen.

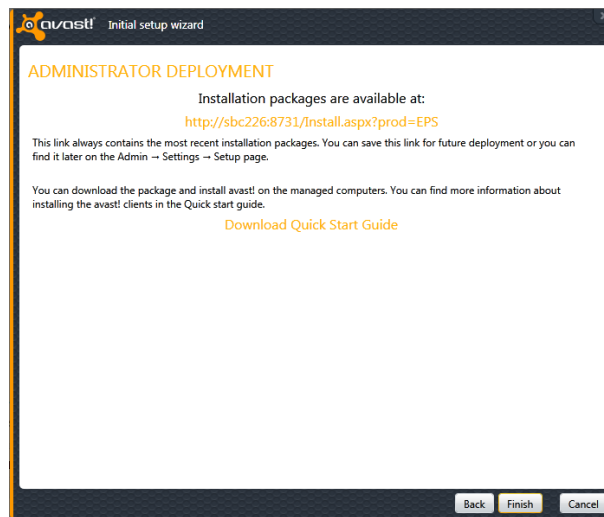
When you click “Next” the next steps will be depend on whether your computers are networked as a workgroup or a domain.

## Initial setup wizard for workgroups

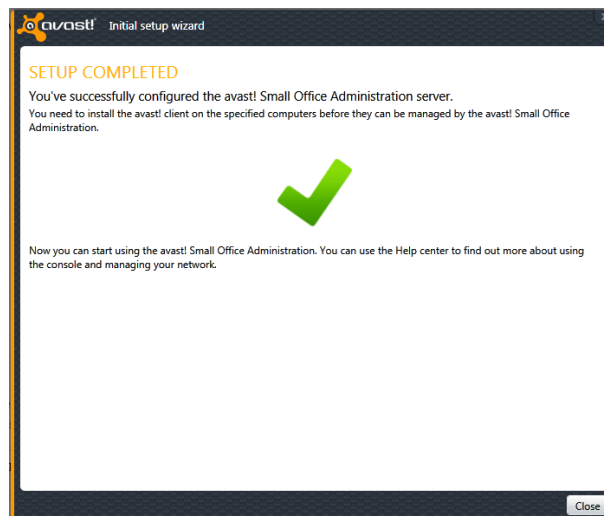


In a workgroup you can choose whether the avast clients will be installed manually on all computers by one person (the administrator) or whether the individual computer users will receive an email with a link to the installation package. In both cases running the installation package will install the avast! client which will then connect to the avast! Administration Console automatically.

If you select the option to have the clients “Installed by administrator” you will see the following screen:



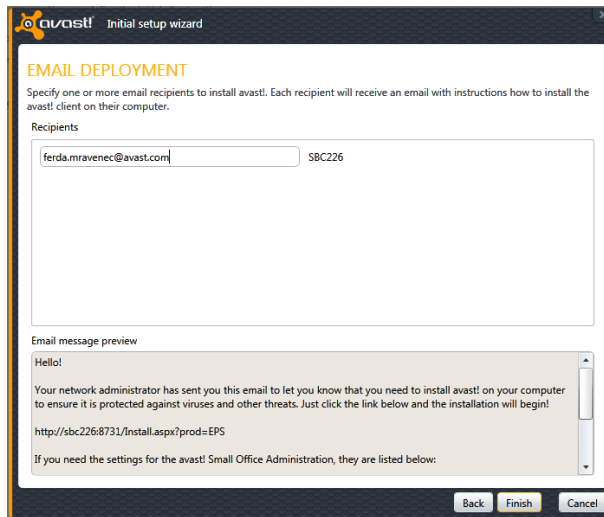
You can download the installation package by clicking on the link.



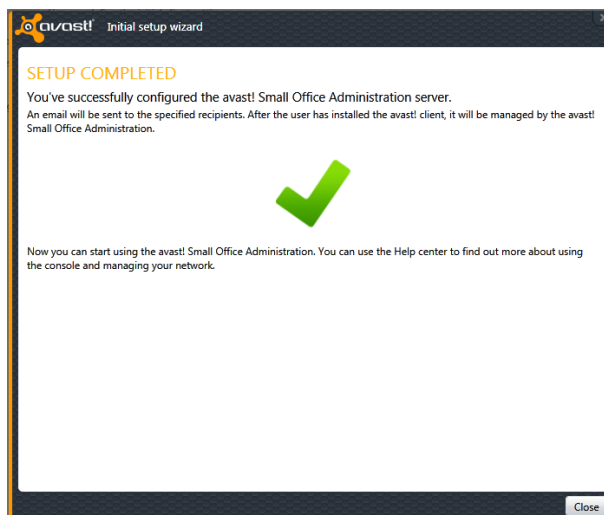
The installation file then needs to be run on each computer in the workgroup to install the client. You can either save the file on an external medium e.g. a flash drive and run it on each computer from there, or download the file on each computer by copying the link into its web browser.

As soon as the avast! client is installed on a networked computer, it will start to communicate immediately with the console.

Alternatively, you can create an email to the individual computer users on the network, which will include a link to the installation package.



Each user will then need to download the installation package and run it on their computer to install the avast! client.



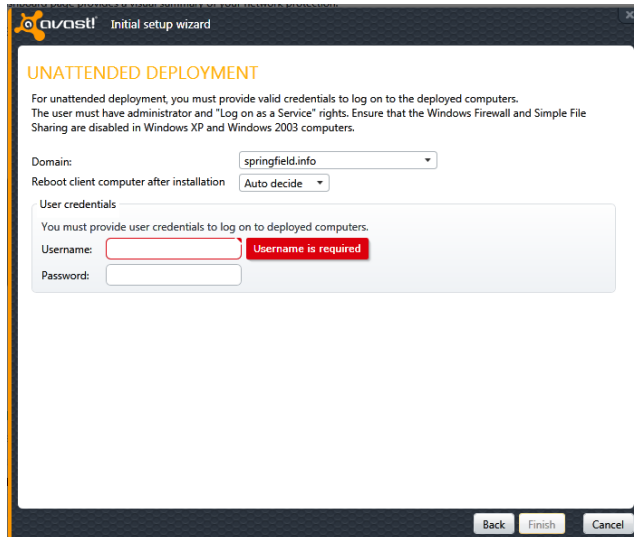
As soon as the avast! client is installed on a networked computer, it will start to communicate immediately with the console.



## Initial setup wizard for domains

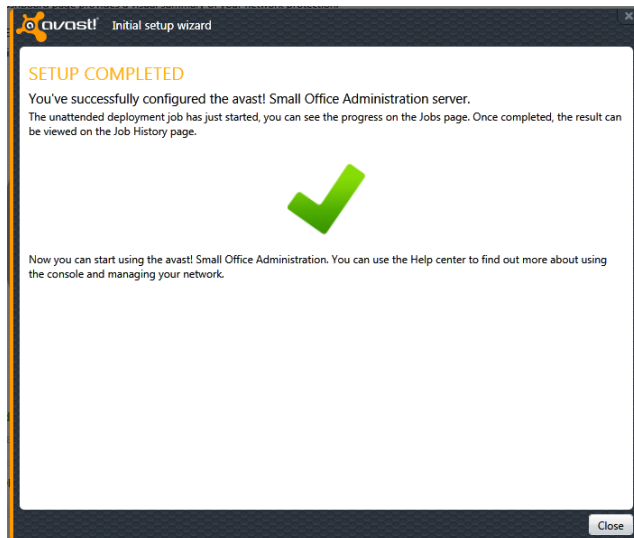
You need to enter a valid domain administrator username and password.

Example: username MYDOMAIN\administrator, password: \*\*\*\*\*



The screenshot shows the 'avast! Initial setup wizard' window. The title bar says 'avast! Initial setup wizard'. The main heading is 'UNATTENDED DEPLOYMENT'. Below it, a paragraph states: 'For unattended deployment, you must provide valid credentials to log on to the deployed computers. The user must have administrator and "Log on as a Service" rights. Ensure that the Windows Firewall and Simple File Sharing are disabled in Windows XP and Windows 2003 computers.' There are two dropdown menus: 'Domain:' with 'springfield.info' selected, and 'Reboot client computer after installation' with 'Auto decide' selected. Below these is a 'User credentials' section with a message: 'You must provide user credentials to log on to deployed computers.' It contains two input fields: 'Username:' and 'Password:'. The 'Username:' field has a red border and a red error message 'Username is required' next to it. At the bottom right are three buttons: 'Back', 'Finish', and 'Cancel'.

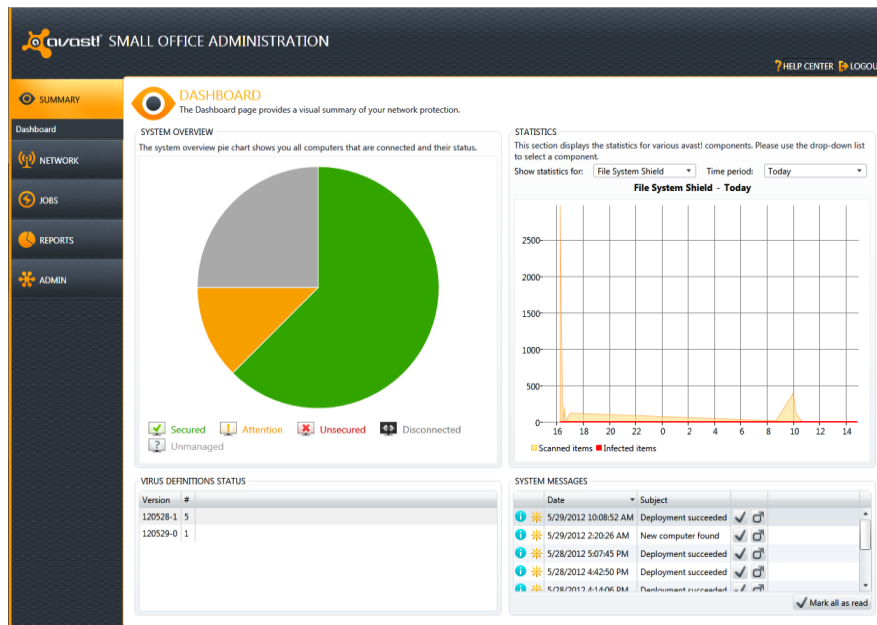
Then click on Finish to proceed with the installation. The deployment of the avast! clients will then start automatically and you will see the following screen confirming that the deployment is in progress:



The screenshot shows the 'avast! Initial setup wizard' window. The title bar says 'avast! Initial setup wizard'. The main heading is 'SETUP COMPLETED'. Below it, a paragraph states: 'You've successfully configured the avast! Small Office Administration server. The unattended deployment job has just started, you can see the progress on the Jobs page. Once completed, the result can be viewed on the Job History page.' In the center is a large green checkmark. Below it, another paragraph states: 'Now you can start using the avast! Small Office Administration. You can use the Help center to find out more about using the console and managing your network.' At the bottom right is a 'Close' button.

You can check the progress of the installation on the Jobs screen of the Administration Console and once completed, you can see the result on the Job History screen.

Once the initial setup is complete, the main summary page will appear.



The dashboard shows information about the current status of the network and is divided into four main parts:

## Systems overview

Here you can see a circular chart, which may be divided into different colored segments representing the current status of all the computers that the Console has detected. The meaning of each of the colors is later in the section **"Deploying avast! on your Network"**. Initially, until avast! is deployed on the network, this will be completely grey.

## Virus definition status

This information helps you to maintain the maximum possible virus protection, by showing you the virus database version, date and number of computers that have this VPS installed. This will help you to ensure that you always have the most up to date virus definition and that you are protected from the latest threats.

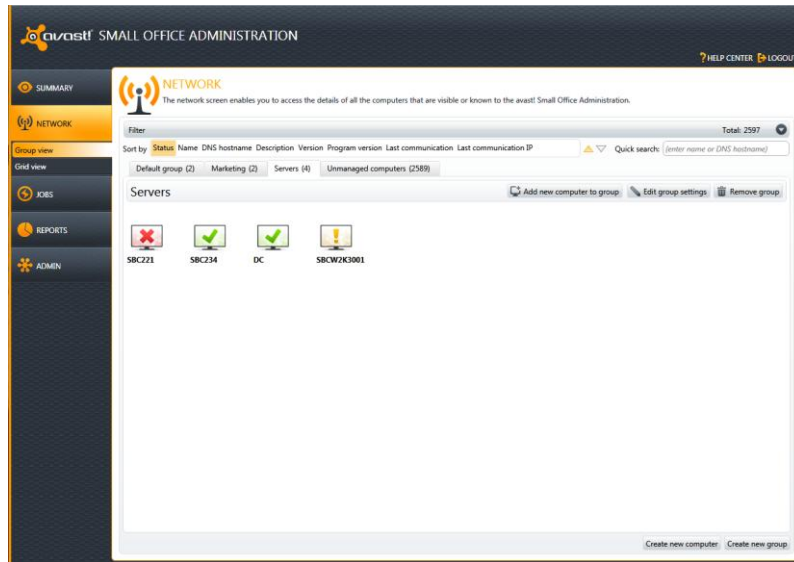
## Statistics

This section displays statistics for each of various avast! components. By clicking on the drop-down menu, you can select the required component. Statistics can be displayed for a single component and a specific period of time. Currently the statistics chart allows you to view the number of scanned items and the number of infected items.

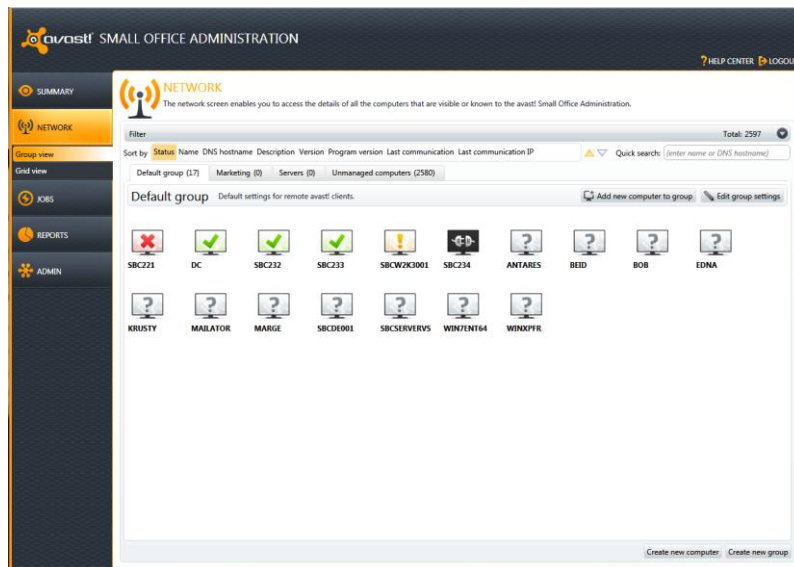
## System messages

This section shows all important system messages related to the Administration console and clients e.g. if your license will expire soon, a deployment job failed, a new computer has been detected, any connection problems with specific computers etc.

In the “Network” tab, you can see all of the computers that have automatically been detected.



All computers that have been discovered automatically are initially allocated to the same “Default group”.



Any detected computers on which the avast! client has not yet been installed will be displayed as grey icons, meaning that they have been detected but have not yet communicated with the console.

Connected computers will only be able to communicate with the console after the managed client has been deployed on them. They should then appear as green, which indicates that avast is installed and is running normally. See the next section, “**Deploying avast! on your Network**”.

To add a computer that has not been automatically discovered, just click on “Create new computer”, enter the name of the computer and a description, and then select the group to which it should be assigned.

If you need to check the computer name, click on the “Start” button in the bottom left corner of the computer screen, then right-click on “Computer”, then click “Properties”. You will find the computer name in the new window that opens.

New groups can be created for the purpose of creating special group settings and group jobs. For example, separate groups can be created for servers, or different groups of workstations with different security levels e.g. different combinations of active/inactive shields. Just click “Create new group” in the bottom right corner and then enter a name for the new group and a description.

You can then manually edit all the settings for the new group, by clicking on the pencil icon in the top right corner, or you can copy the settings from an existing group and edit them later as required.

Computers can be moved from one group to another and if a computer is moved to a new group, the avast settings for that computer will be updated immediately based on the settings for the new group.

## Deploying avast! on your Network

This section describes how to deploy avast on your network if it was not deployed by the initial setup wizard, or if you have subsequently added more computers to your network on which the avast! client also needs to be installed.

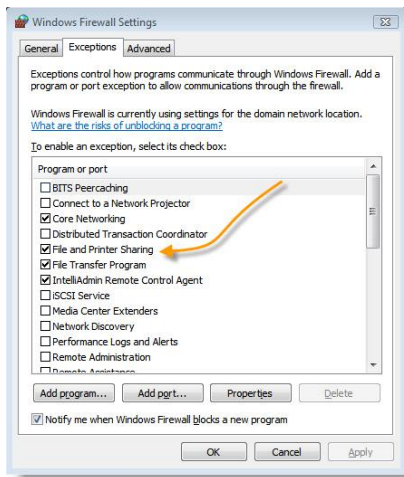
Once all computers have been discovered or manually added, allocated to the required groups, and the settings edited as required, the avast managed clients can be deployed remotely via the avast! Administration Console.

Notes:

- Any existing version of avast! which is already installed on a network computer will not be able to communicate with the console and if detected initially, will only ever appear as a grey icon.
- Therefore, when the deployment job is run, if any version of avast! is already installed on any computer, it will be automatically uninstalled and replaced with the new managed client, which will then be able to communicate with the console.
- When an avast client is deployed, it will be deployed with all the settings according to the group to which it is allocated in the Administration Console.

Computers can still be moved to a different group after the managed client has been deployed and the settings will be updated immediately based on the settings of the new group.

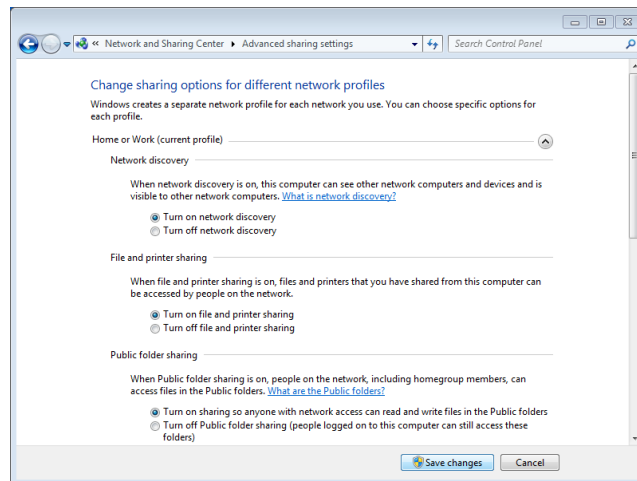
Before attempting remote deployment, check that “Enable File Sharing” is turned on (checked) in the Windows Firewall settings of each computer.



In Windows XP or Windows Vista, open the computer’s control panel and from there open the “Security” section. Next go to the “Windows Firewall” settings and select the “Exceptions” tab. Now you just need to make sure that the “File and printer sharing” box is checked.

In Windows 7, open the control panel and then click “Network and Internet”. Next open the “Network and Sharing Center” and from there click on “change advanced sharing settings”.

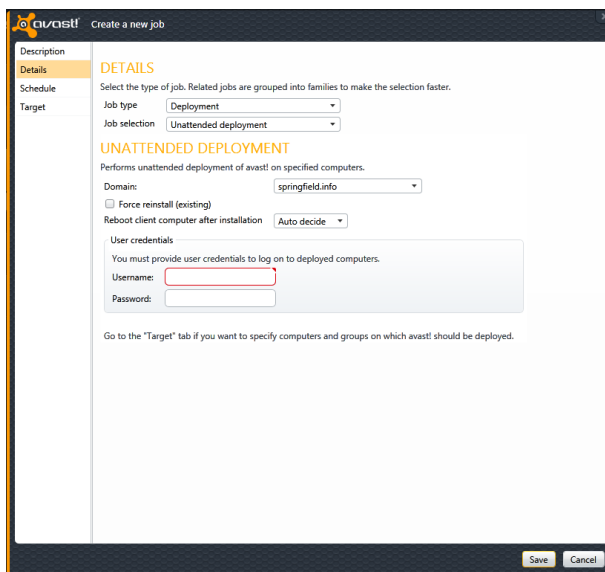
Now you just need to open the settings for your network and select “Turn on file and printer sharing”.



If the computers are part of a “windows domain”, this can be done for all computers through the server, otherwise it will need to be done manually on each computer. However, in a network where information is already being shared between computers, it is most likely that this function is already turned on.

## Remote Deployment

To deploy the avast client remotely on the network computers, go to the Jobs screen, click on “Create new job”.



In the “Description” box, enter a name and a description for the new job.

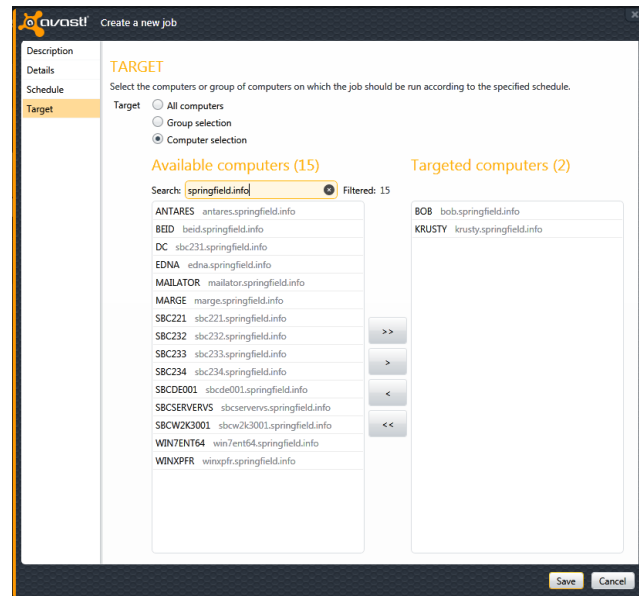
Next, in the “Details” box, select “Type of job” = “Deployment” and “Job selection” = “Unattended deployment”, then enter the username and password for the specific computer. If the user is a domain user, don’t forget to include the domain name e.g. domain\user.

If the computers on which you want to deploy avast client are in a “windows domain”, you just need to provide the administrator level username and password, then in the “Target” section select “All computers” to deploy avast on all computers in the domain, or select the specific computers on which avast should be deployed.

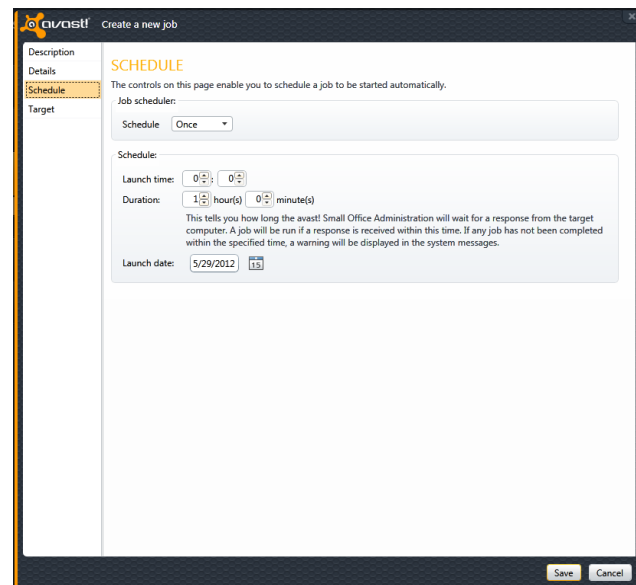
If any computers are not part of a “domain”, you will need to install avast separately on each computer, by creating a separate job for each installation and providing the specific username and password for that computer.

Next, in the “Target” section for the specific job, select the computer or group of computers on which the avast client is to be deployed.

Note that if any version of avast is already installed on a computer, this will be replaced with the new managed client when the deployment job is run.



You can then run the job immediately by returning to the main screen and clicking on the green arrow, or you can schedule a time for the job to be run later.



## Manual Deployment

Alternatively, you can send an email (with a link to the avast installation package) to each user who then installs avast on his own computer. In the “Jobs” section, click on “Create New Job”, provide a job name/description, then in “Type of job”, select “Deployment” and in “Job Selection”, select “Email deployment”.

The screenshot shows the 'Create a new job' window in the avast! Small Office Administration Console. The 'DETAILS' tab is active, showing options for 'Job type' (Deployment) and 'Job selection' (Email deployment). Under the 'EMAIL DEPLOYMENT' section, the language is set to English, and there is a field for email recipients with an 'Add from users' button. A red note at the bottom states: 'Please provide user email addresses for computers on which avast! should be deployed.' The 'Save' and 'Cancel' buttons are located at the bottom right of the window.

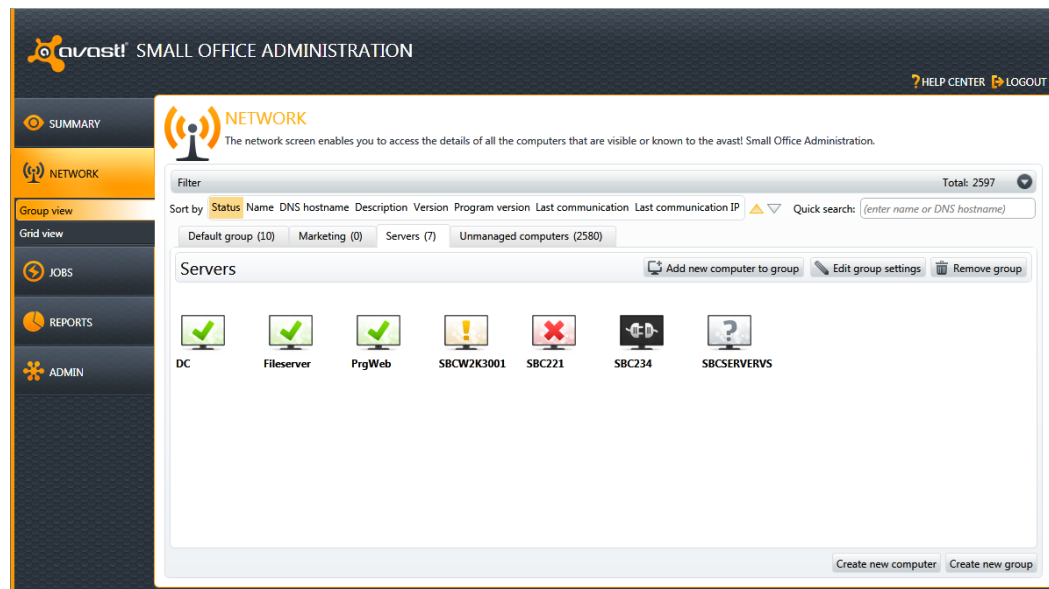
Enter each email address to which the link should be sent, or, to select the email addresses from a list of current users, just click “Add from users” at the bottom of the screen. You can then run the job immediately or schedule when the email should be sent.

Running the job will result in an email being created automatically which will contain a link to download the avast installation file. The email will be sent to each of the selected users for whom an email address was provided in the previous step.

The computer user then only needs to click on the link to start the download and run the installation.



As soon as the avast! client is installed on a networked computer, either remotely or by email, it will start to communicate immediately with the console, and in the Network tab it will now be shown in a different color, indicating that communication is now active.



The colors represent the status of the computer:



A green icon means everything is up to date and running as it should be.



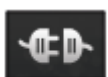
A yellow icon means you are not fully protected, for example, if the program or your virus definitions are not up to date, or if one or more of your shields is currently turned off.



A red icon indicates you are currently not protected at all, most likely because all of the shields have been turned off.



This icon indicates that the computer has been detected but has never communicated with the Administration console, for example, if the avast client has not been installed.



This icon indicates that the computer hasn't communicated with the Administration console recently (the default value is 30 seconds). This doesn't necessarily mean anything bad. e.g. computers that are turned off will have this icon.

## Using the Administration Console to manage your network

After all computers are connected and the avast! clients have been installed, create any special jobs that you want to run on a regular basis. A number of pre-defined jobs are provided by default, but these can be edited as required, for example it is necessary to specify the “Target” computers before running any job.

To create a new job, just click “Create new job” in the “Jobs” section, enter a name and description, then in the “Details” section enter the “Type of job” and “Job selection”.

The screenshot shows the 'Create a new job' dialog box with the 'DETAILS' tab selected. The 'SCAN' section is active, showing 'SCAN PARAMETERS'. The 'Job type' is set to 'Scan' and 'Job selection' is set to 'Scan computer'. The 'SCAN PARAMETERS' section includes 'Sensitivity', 'Packers', 'Actions', 'Performance', 'Exclusions', and 'Expert settings'. The 'Scan Areas' section has a dropdown menu set to 'All harddisks' and a 'Delete' button. The 'File Types' section has a checkbox for 'Scan all files' and a radio button for 'Recognize file types by their: content (thorough but slow)'.

The various parameters associated with creating a new scanning job are exactly the same as those in the non-managed avast! Pro Antivirus and avast! Internet Security.

The screenshot shows the 'Create a new job' dialog box with the 'DETAILS' tab selected. The 'ACTIONS' section is active, showing 'ACTIONS'. The 'Job type' is set to 'Scan' and 'Job selection' is set to 'Scan computer'. The 'ACTIONS' section includes 'Sensitivity', 'Packers', 'Actions', 'Performance', 'Exclusions', and 'Expert settings'. The 'Actions' section has a checkbox for 'Automatically apply actions during scan (check this box to select an action)'. The 'Virus' section has a dropdown menu set to 'Move to Chest'. The 'OPTIONS' section has a checkbox for 'If necessary, perform the selected action at the next system restart' and a radio button for 'Try to remove only the packed file from the archive; if it fails, do nothing'.

For example, on the Actions page, you can specify that any infected files that are detected should be moved automatically to the virus chest.

Full details describing all of the various settings can be found in the Administrator’s Guide to the avast! Administration Console.

**avast! Create a new job**

Description  
Details  
**SCHEDULE**  
Target

The controls on this page enable you to schedule a job to be started automatically.

Job scheduler:

Schedule: **Once**

☐ Do not start the job if running on batteries  
☐ Pause the job if batteries mode begins  
☐ Wake up the system to start the scan (if in sleep mode)  
☐ Shut down the system after the scan finishes

Schedule:

Launch time: 0:00, 0:00  
 Duration: 1:00 hour(s), 0:00 minute(s)

Launch date: 5/29/2012 13

This tells you how long the avast! Small Office Administration will wait for a response from the target computer. A job will be run if a response is received within this time. If any job has not been completed within the specified time, a warning will be displayed in the system messages.

Save Cancel

You can also set a scheduled time for the job to be run...

**avast! Create a new job**

Description  
Details  
Schedule  
**TARGET**  
Target

Select the computers or group of computers on which the job should be run according to the specified schedule.

Target: ☐ All computers  
☐ Group selection  
☒ Computer selection

Available computers (15) Targeted computers (2)

Search: **spring** Filtered: 15

Available computers (15)	Targeted computers (2)
ANTARES antares.springfield.info	BOB bob.springfield.info
BED bed.springfield.info	<b>SBCSERVERVS sbcservers.springfield.info</b>
DC sbc231.springfield.info	
EDNA edna.springfield.info	
Fileserver sbc232.springfield.info	
KRUSTY krusty.springfield.info	
MAILATOR mailator.springfield.info	
MARGE marge.springfield.info	
PrgWeb sbc233.springfield.info	
SBC221 sbc221.springfield.info	
SBC234 sbc234.springfield.info	
SBCDED01 sbcde001.springfield.info	
SBCW2K3001 sbcw2k3001.springfield.info	
WIN7ENT64 win7ent64.springfield.info	
WINXPFR winxpfr.springfield.info	

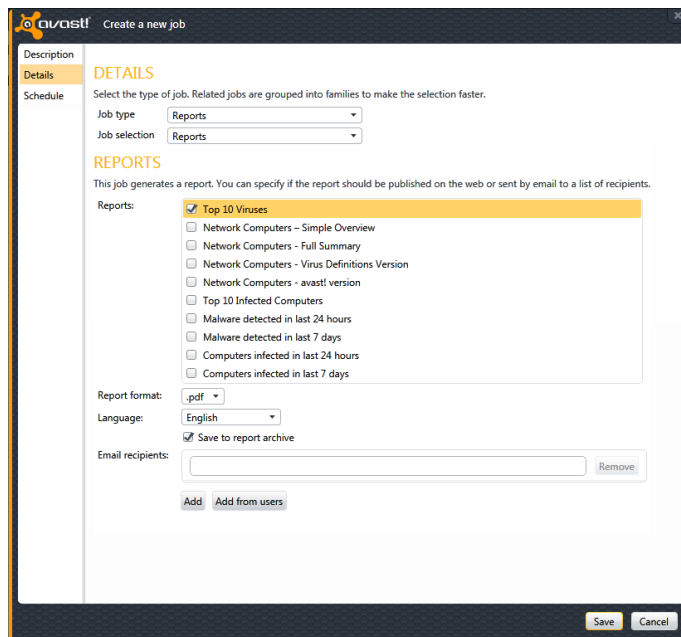
Save Cancel

and if appropriate, define the target computers on which the job should be run.

## Reports and Notifications

In the “Reports” section, you can generate specific reports and you can also access the various logs created by the computers on the network.

Regular reports about the status of the networked computers can also be scheduled to be created automatically and sent by email to specific recipients – Click on “Create new job” then in the “Details” section, select “Type of job” = “Maintenance” and “Job selection” = “Reports”. You can then select the report to be created and enter the email addresses of the people to who the reports should be sent. To select the email addresses from a list of current users, just click “Add from users” at the bottom of the screen.



## The avast! Mirror

The Mirror, which was installed automatically during the installation, automatically receives updates from the avast! server and distributes them automatically to all the managed clients on your network to ensure they are always completely up to date.

The great advantage of using the Mirror to distribute updates in this way is that the updates need to be downloaded only once from the avast! Update server, thus saving you valuable bandwidth.

Although the mirror is updated automatically, you can also manually update it to make sure that you have the very latest copy of the update server at any given moment. To ensure you have the very latest updates and virus definitions, just run the job “Update Server Definitions” on the “Jobs” screen.

**Thank you for choosing avast!**

