



<http://www.geckomonitor.com>

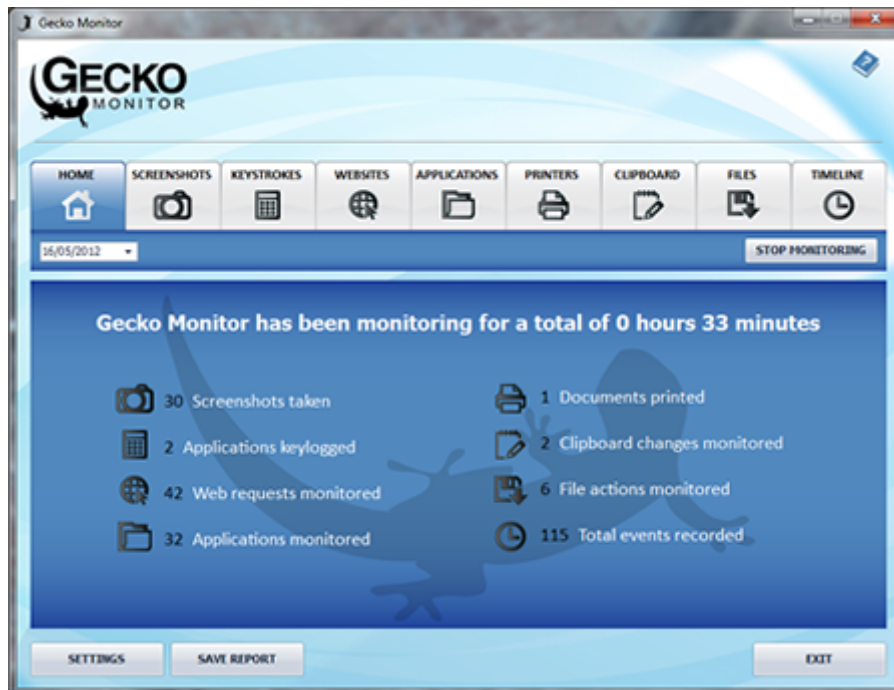
We've aimed to make Gecko Monitor as user friendly and easy to use as possible, but in case you're running into problems this guide will take you through the functionality of the application. This user manual is broken up into the following sections:

1. Quick start guide
2. Settings
3. Screenshots
4. Keystrokes
5. Websites
6. Applications
7. Printers
8. Clipboard
9. Files
10. Timeline
11. Email Reports
12. Save Reports
13. Uninstall

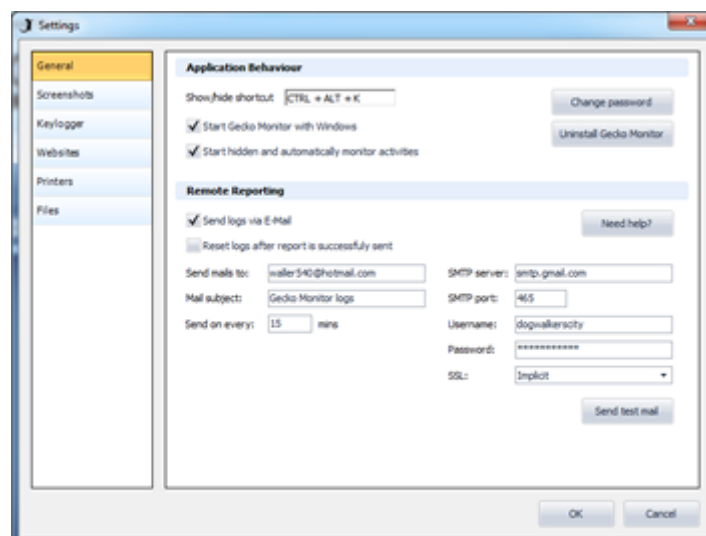
## **1. Quick Start Guide**

To get started using Gecko Monitor follow the following quick start instructions. If you want to learn about each function in further detail move on to its corresponding section...

1. Download Gecko Monitor from the website. Once the installer is downloaded double click the install\_gecko.exe file. This file can usually be found in your downloads folder.
2. On the final screen of the install wizard you can choose whether to run Gecko Monitor or not. If you're are running windows with administrator rights you may receive an error message. If you do, right click the desktop icon and click 'Run as administrator'.
3. When you run Gecko for the first time you'll be asked to provide a password. Please don't forget this password as you won't be able to retrieve it at a later date. Once you set your password Gecko will open for the first time.
4. You can start monitoring straight away by clicking the 'Start Monitoring' button. You can then re-open Gecko at any time and view the logs by pressing the default key combination of control+alt+F12. It is recommended that you configure Geckos settings before you begin monitoring.



5. Click settings to configure Gecko Monitor.



6. You can choose your own show/hide short cut and if Gecko starts on Windows start up on the first settings tab. Please remember your show/hide short cut.

7. You can also choose whether you want Gecko to be shown or hidden in the windows tray while monitoring. If you check this option, you can double click the icon in the tray and enter your password to open the application.

8. You can also set up remote email reports on this screen:

To set up remote email reporting make sure 'Send logs via E-Mail' is checked at enter the email address you would like to send the reports to in 'Send mails to.' You will need to enter your SMTP details to allow Gecko to send the reports. If your email account is with Gmail you can leave the settings as they are and enter your email address and password.

Gecko Monitor needs this information because it uses your account to send and receive the logs. If you're uncomfortable with entering this information you can set up a new free email account with gmail or hotmail and use that to send the reports.

**If your email account is with Gmail the settings should be:**

SMTP server: smtp.gmail.com | SMTP port: 465 | Username: Your email | Password: Your Password

**If your email account is with Hotmail the settings should be:**

SMTP server: smtp.live.com | SMTP port: 587 | Username: Your email | Password: Your Password

**If your email account is with Yahoo the settings should be:**

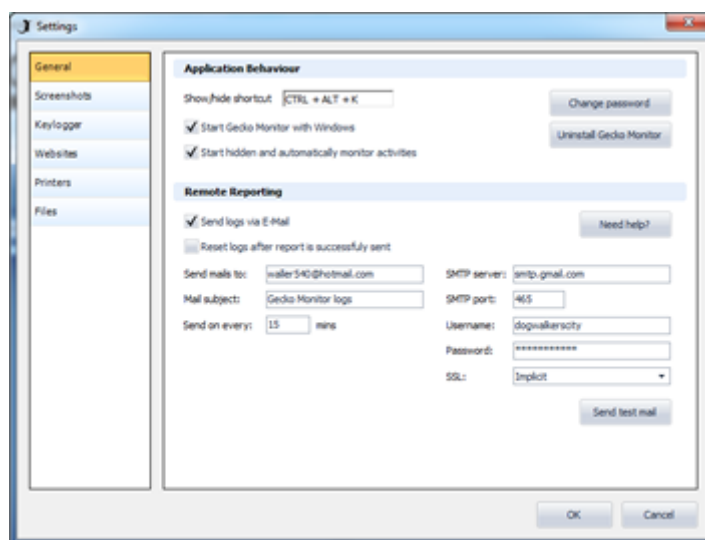
SMTP server: smtp.mail.yahoo.com | SMTP port: 995 | Username: Your email | Password: Your Password

Remember to click 'Send test mail' to check your settings and check for email in your inbox. The reports will be attached to the mail as an attachment.

9. These steps should suffice for an initial set-up of Gecko Monitor. Click 'Start Monitoring' to hide the application. The system is now being monitored.

10. To view the logs simply enter the secret key combination at any time, followed by your password.

## 2. Settings



The settings window is where you can configure Gecko Monitor. We covered a couple of the functions in the quick start guide. On the 'General' tab you can also change your password, uninstall the application and choose whether you want Gecko Monitor to be hidden or shown when monitoring.

### Screenshots settings tab

On the screenshots settings tab you can change how often you want screenshots to be taken. You can change the time in between screenshots and whether the screenshots are taken whenever a new window is focused.

### Keylogger settings tab

The keylogger tab allows you to choose whether you see backspaces or whether they delete the last character in keylog reports. The latter is recommended.

### Websites settings tab/Files settings tab

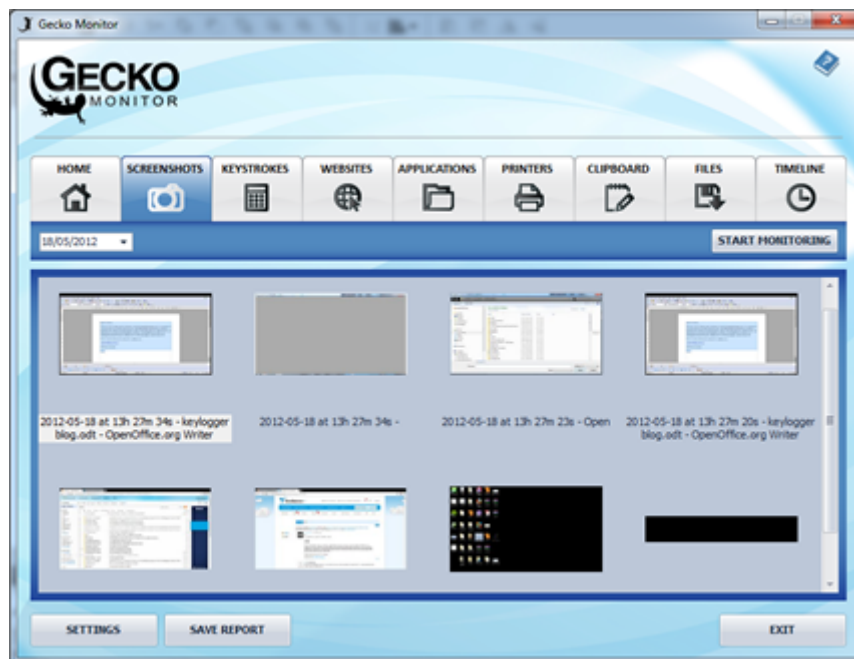
If there's certain websites or files you want to ignore when monitoring you can enter them here. You can also add \* as a wildcard at the end or beginning of the website/file.

e.g. if you want to ignore everything from the BBC website you'd add: \*bbc.com\*

### Printers settings tab

Here you can choose which printers you want to monitor.

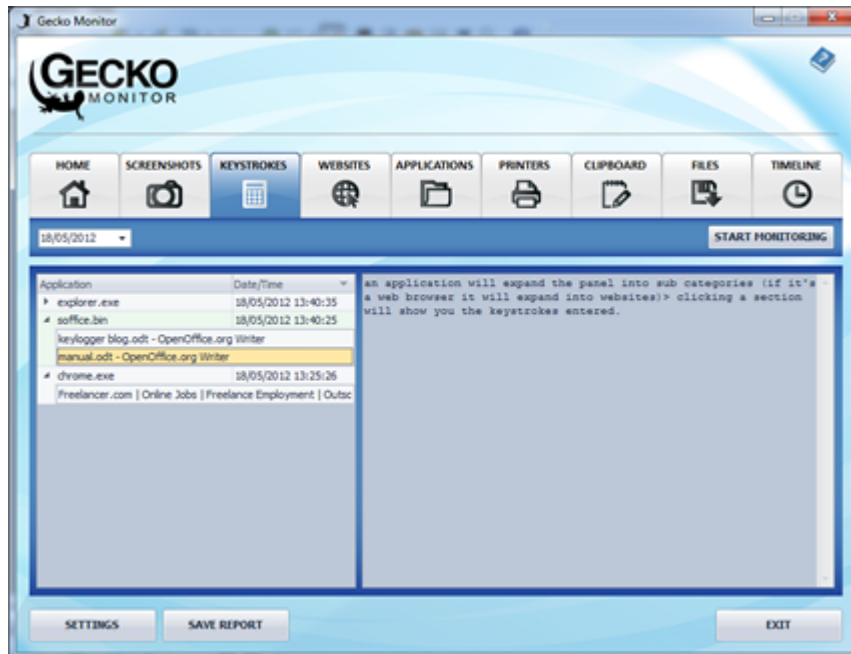
## 3. Screenshots



The screenshots tab shows you what's been happening on screen. Each screenshot is labelled with the date, time and the name of the active window. You can filter the screenshots by date using the calendar.

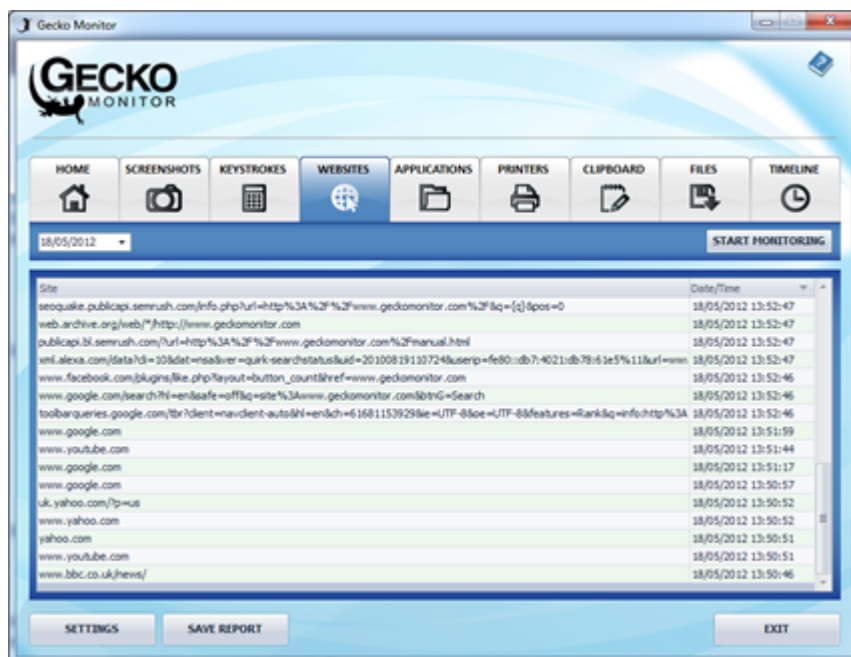
Double click a screenshot to view it in full screen mode. Right click to delete.

## 4. Keystrokes



Applications that have been typed in are shown in the panel on the left, along with the date and time of when it was used. Clicking an application will expand the panel into sub categories (if it's a web browser it will expand into websites). Clicking a section will show you the keystrokes entered.

## 5. Websites



The websites tab show you all the web requests made from the computer, along with the date and time of the visit. You can go to a website by right clicking the desired entry. You can also delete the entry or add it to the ignore list.

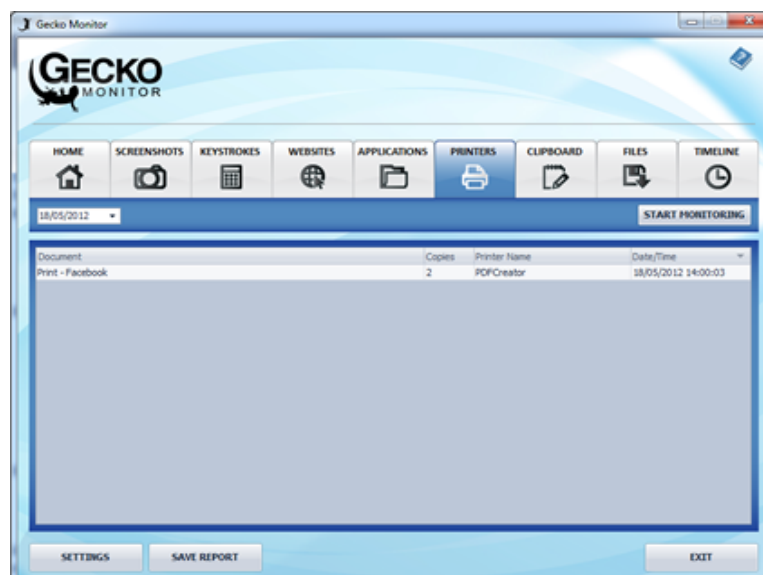
**NOTE:** The websites tab shows all web requests, not just websites. This means you may see requests from applications updating, antivirus updating, websites requesting additional data etc.

## 6. Applications



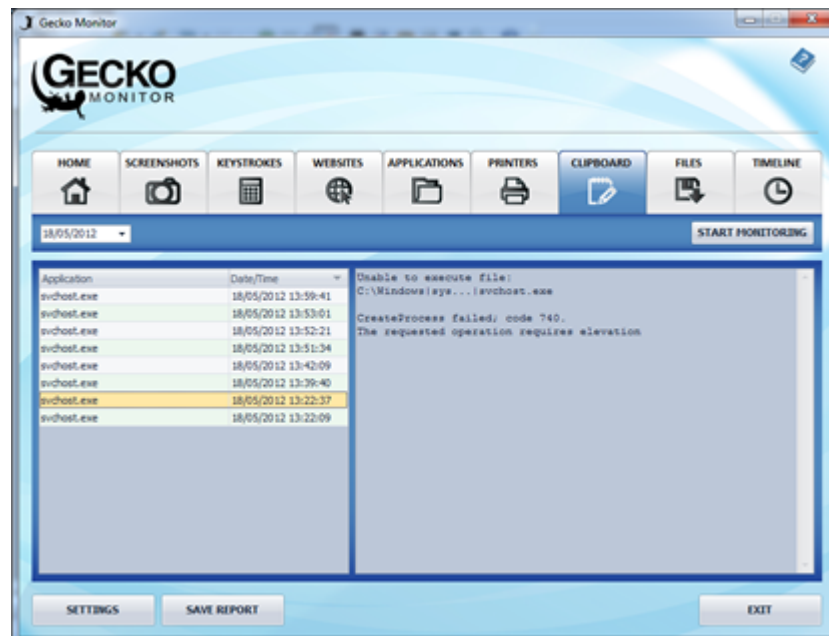
The applications simply shows the applications that have been used, in the order that they have been used. The date and time is shown on the right. This tab also shows the title of each application bar. This can be handy when viewing web browsers as it will show you the full title of the website visited.

## 7. Printers



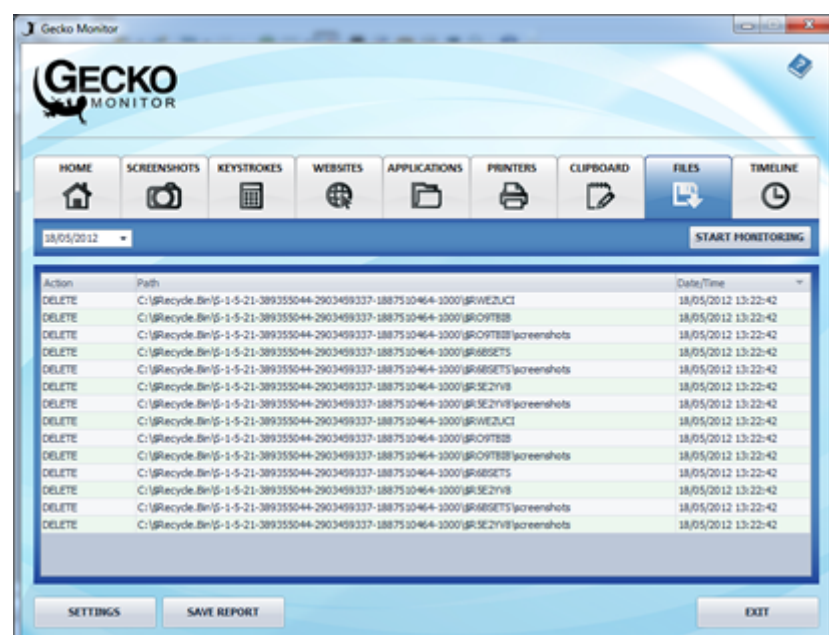
The printers tab will show you all print jobs from the computer. You can choose which printers are monitored in settings. From right to left the tab shows you the name of the printed document, the amount of copies, the printer name and the date and time of when the document was printed.

## 8. Clipboard



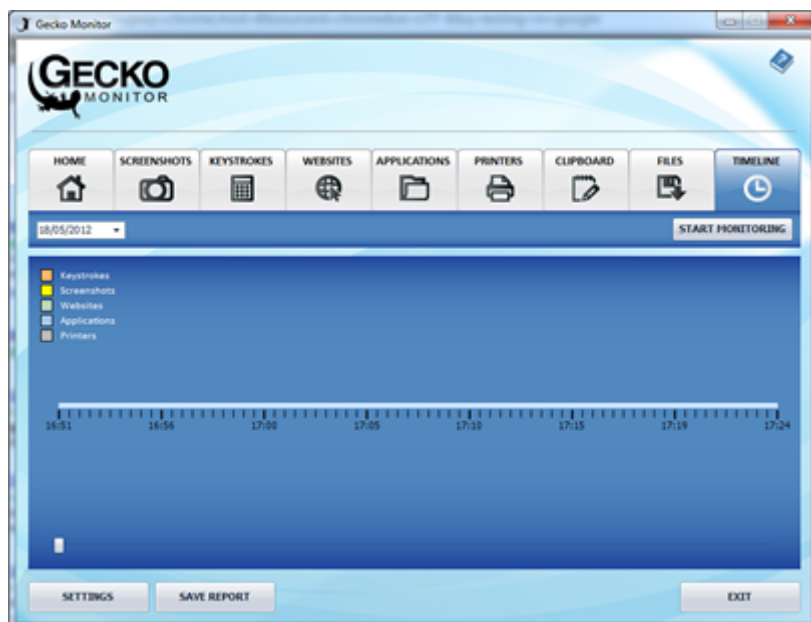
The clipboard tab shows you anything that has been copied (Control+C) onto the clipboard. It does not show if that item has been pasted. The application that the item has been copied from is shown on the left and the copied information is shown on the right.

## 9. Files



The files tab shows you any file activity, including created files, moved files, deleted files, opened files and saved files. From left to right the tab shows you the operation that was performed (delete, save etc), the path of the file, and the date and time of the file operation.

## 10. Timeline



The timeline tab shows you a snapshot of what has happened on the computer in chronological order. You can choose the date using the calendar. The time is shown on the bar running through the middle.

You can drag the timeline left and right using the slider at the bottom. This will show events that have happened. Screenshots will be shown at the top and applications, websites and keystrokes at the bottom. You can click an entry to be taken to the corresponding tab.

**PLEASE NOTE:** Timeline only shows a brief overview of what has happened, it will not show everything. To see precise reports use each tab.

## 11. Email Reports

To set up remote email reporting make sure 'Send logs via E-Mail' is checked at enter the email address you would like to send the reports to in 'Send mails to.' You will need to enter your SMTP details to allow Gecko to send the reports. If your email account is with Gmail you can leave the settings as they are and enter your email address and password. Gecko Monitor needs this information because it uses your account to send and receive the logs. If you're uncomfortable with entering this information you can set up a new free email account with gmail or hotmail and use that to send the reports.

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**If your email account is with Yahoo the settings should be:**

SMTP server: smtp.mail.yahoo.com | SMTP port: 995 | Username: Your email | Password: Your Password

Remember to click 'Send test mail' to check your settings and check for email in your inbox. The reports will be attached to the mail as an attachment.

## **12. Save Reports**

To save the reports (you can then copy them to disk or email them etc) click the save reports button in the bottom right hand corner. You can then choose which reports will be saved.

When you click save you choose the location and name of the saved report file. The reports will be saved as a zipped folder which can be opened by right clicking and clicking extract or unzip. You can then open the folder and double click each report to view it separately.

## **13. Uninstall**

To uninstall Gecko Monitor go to settings the click 'Uninstall Gecko Monitor' on the general tab. This will completely remove the application from your computer.

# **Thank you**

Thank you for choosing Gecko Monitor. If you have any further queries, comments or ideas for the next version you can contact us using the contact form on our website:

<http://www.geckomonitor.com/contact.html>