



Hawaii Green IT

The NightWatchman User's Guide

A unique power management solution. Save energy, the environment and money

The NightWatchman User's Guide

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SHA-2 Algorithm

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Section 1 Introduction

A unique power management solution. Save energy, the environment and money

NightWatchman® is one of a range of management products available from 1E. It saves money and effort by coordinating power management into a company-wide strategy.

This guide will help you to use the NightWatchman interface to interact with the NightWatchman shutdown and manage the NightWatchman document backup list.

1.1 What will NightWatchman do for me?

The main purpose of NightWatchman is to shut down machines or put them into a sleep state. It also provides the following features:

- **Save energy, save the environment and save money** - NightWatchman saves you money by automatically shutting down machines when they are not in use. Shutdowns can proceed painlessly, ensuring that current work and data are kept safe.
- **No impact on users** - NightWatchman has the intelligence to realise that when a user is still working on their PC it should not attempt a shutdown. Instead it can wait for a configurable period of time to check again to see if the user is still logged on; eventually when the user has logged off NightWatchman will shut down the PC without disturbance.
- **Shut down machines automatically and safely** - NightWatchman enables PCs to be automatically shut down according to a defined schedule. At the same time open files are saved using the scripts provided with NightWatchman. This means that PCs can be shut down without data loss, an essential part of any automatic PC power management system.
- **Increase security** - NightWatchman also enhances the security of your network, reducing the danger of uncontrolled network wide access and the window of opportunity for viruses to spread out of office hours. Also if PCs are off there is a reduced risk of electrical failure and fire.
- **Coordinate power management policies** - NightWatchman enables the easy management of each user's power management settings and corresponding internal policies on PC power consumption from a central location.

1.2 Who is this guide for?

This user's guide is aimed at computer users who need to use the NightWatchman system tray and document backup interface.

1.3 Conventions used in this guide

This section shows how to interpret the different styles used in this document to denote various types of information.

Cross References

Cross references are shown in italics. Cross references may be to diagrams or tables in the current document or to other documents. For example, the following paragraph references another document in the NightWatchman set:

After reading this user's guide, you can get more detailed information in *The NightWatchman Administrator's Guide*.

Notes

Notes are shown in white on an orange background. For example, the following note provides some useful information:

NOTE: always pay attention to notes.

Section 2 NightWatchman shutdown

This section shows what a logged on user can expect to see when a NightWatchman scheduled shutdown occurs, depending on how NightWatchman has been configured by the NightWatchman Administrator.

2.1 Passive mode

If the NightWatchman Administrator has set NightWatchman to work in *Passive* mode and a user is currently logged on to the PC when a scheduled NightWatchman shutdown has arrived NightWatchman will not attempt to shut down the PC at that time. There will be no interruption for the user currently logged onto the PC.

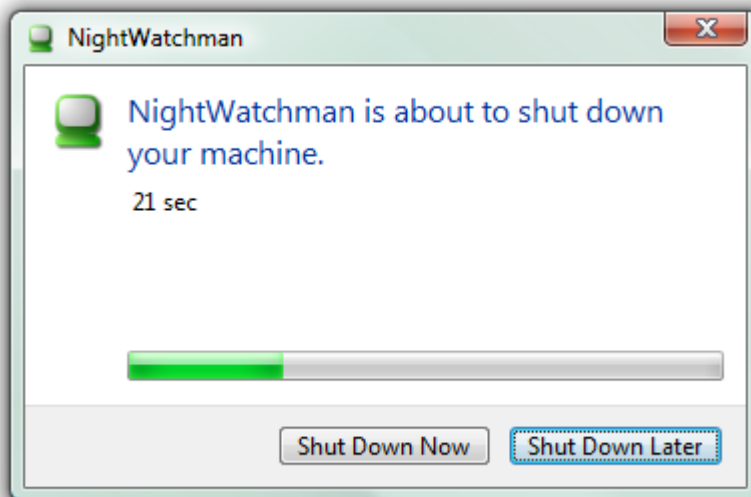
NightWatchman can be configured to retry later to see if the user has logged off. If they have then NightWatchman will shut down the PC at that point.

2.2 Active mode

If the NightWatchman Administrator has set NightWatchman to work in *Active* mode the user currently logged on to the machine will see the NightWatchman countdown dialog appear when a scheduled NightWatchman shutdown has arrived.

This dialog displays a message that is set by the NightWatchman Administrator and a countdown timer, as shown in *Figure 1*.

Figure 1 - The NightWatchman countdown dialog



The logged on user still has the option to interact with the machine during the countdown period, allowing them to close applications or save documents up until the countdown timer expires.

If the user selects the *Shut Down Now* button or allows the countdown to elapse NightWatchman will automatically close supported applications and save any work in progress before shutting the machine down.

If the user selects the *Shut Down Later* button NightWatchman will stop its current attempt to shutdown the machine and will try again after a period set by the NightWatchman administrator.

2.3 Force mode

If the NightWatchman Administrator has set NightWatchman to work in *Force* mode the user currently logged on to the machine will see the NightWatchman countdown dialog appear when a scheduled NightWatchman shutdown has arrived. This time however there will be no option to postpone or cancel the shutdown.

Section 3 The end-user interface







This section describes how to use the end-user interface. When installed the NightWatchman icon will appear in the system tray connected to the application bar.

3.1 The NightWatchman system tray icon

The NightWatchman system tray icon indicates the current overall state of the NightWatchman application. This icon shows whether a shutdown has been scheduled or not and displays when the shutdown has been deferred. Additionally the icon shows when backups have been made.

The following table shows the six possible states for the NightWatchman system tray icon.

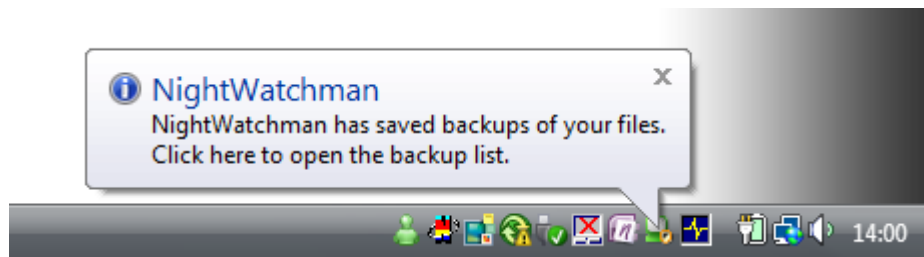
Table 1 - The NightWatchman system tray icon images

NightWatchman state	Standard icon	Backup List Notification
No scheduled shutdown		
Scheduled shutdown on		
Shutdown deferred		

3.2 NightWatchman backups are present

When NightWatchman backups have been made the NightWatchman system tray icon will display a notification the next time a user logs onto the machine. This notification is shown in *Figure 2*.

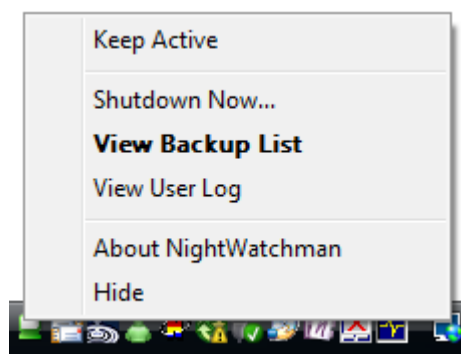
Figure 2 - The system tray backup notification



3.3 The NightWatchman system tray menu

Right-clicking on the NightWatchman icon displays a menu that enables the user to interact with NightWatchman. The system tray menu is shown in *Figure 3*.

Figure 3 - The NightWatchman system tray menu



Each of the NightWatchman menu options is described in turn in the following headings.

3.4 Keep Active

Selecting this option keeps the system free from NightWatchman power down events for a period of time. When the option is selected the user is prompted by a *NightWatchman Keep Active* dialog to choose the period of time to keep active for. This option can be useful when deadlines are imminent and the machine is liable to be used out of normal office hours, or when a particular running task will take a long time to complete.

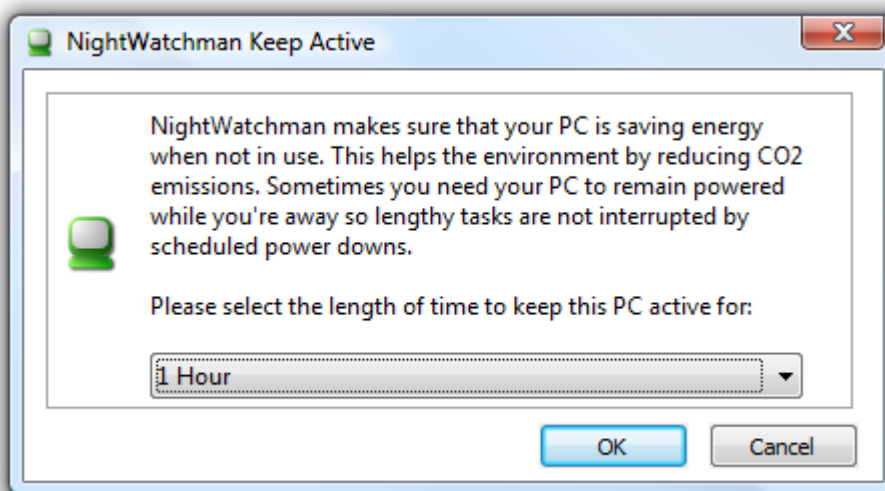
Note: Keep Active only works while the user that requested it is still logged on to the OS, as soon as they log off NightWatchman will revert to its default behaviour.

Note: Keep Active does not work for NightWatchman events where the *logoffaction* is set to force or where the user actively chooses the *Shutdown Now...* menu option.

The NightWatchman Keep Active dialog

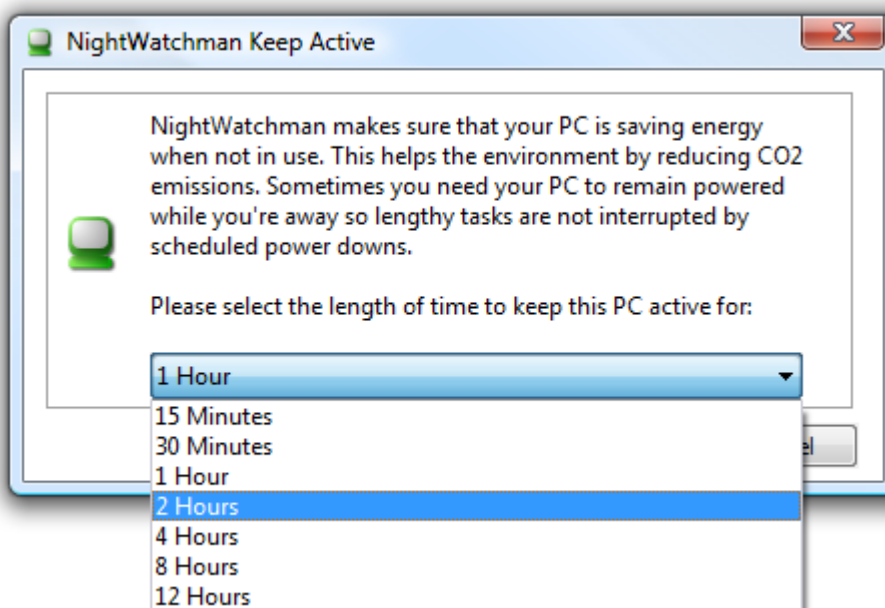
The default time for the *Keep Active* dialog is 1 hour, as shown in *Figure 4*.

Figure 4 - The default Keep Active time



In the dialog you can select a different keep active time by selecting from the drop down menu, as shown in *Figure 5*

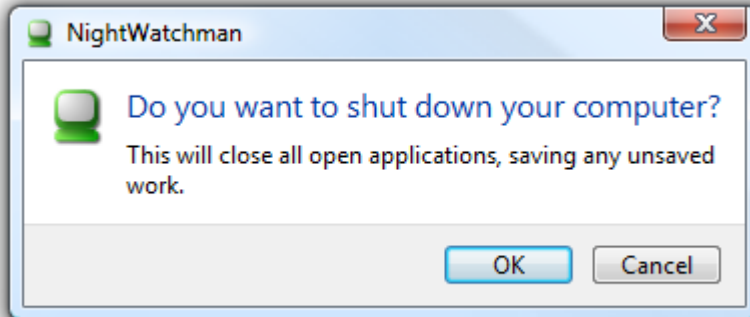
Figure 5 - Selecting a new keep active period



3.5 Shutdown Now...

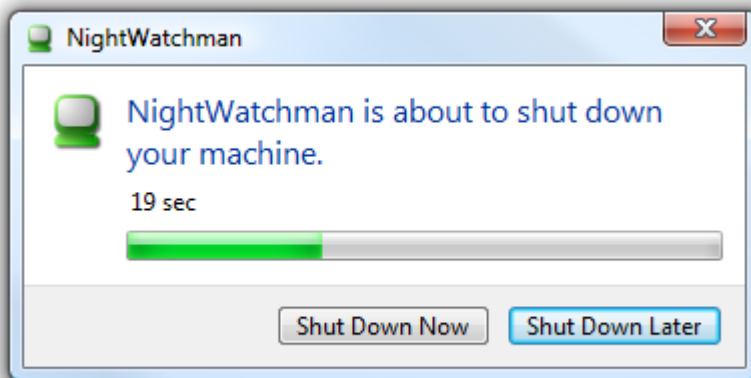
Selecting this option initiates an immediate shutdown. The user will be presented with the message, *This will close all open applications, saving any unsaved work*, as shown in *Figure 6*, with the option to allow the user to *OK* or cancel the shutdown operation.

Figure 6 - The NightWatchman shutdown notification



If the user selects *OK*, the NightWatchman countdown dialog will appear with the currently set countdown started, as shown in *Figure 7*. Requesting the shutdown in this way will also automatically close supported applications and save any work in progress.

Figure 7 - The NightWatchman countdown dialog



Note: the logged on user still has the option to interact with the machine during the countdown period, allowing them to close applications or save documents up until the countdown timer expires.

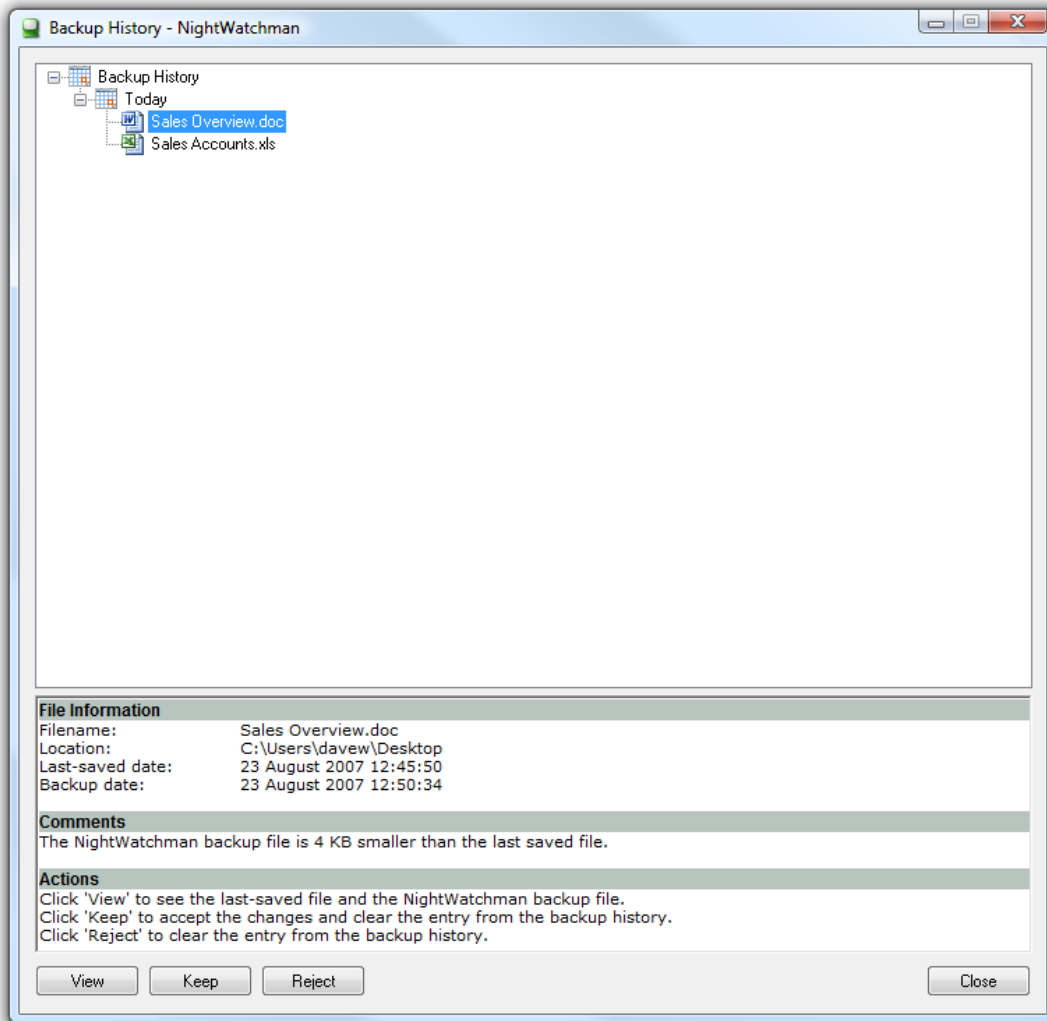
3.6 View Backup List

This option is used when a shutdown has occurred and documents have been saved automatically by NightWatchman. When selected, the *NightWatchman Backup List* appears, allowing the end-user to view and interact with a history of the NightWatchman backed-up files.

The NightWatchman Backup List contains two main fields:

- **Backup history:** - this field contains a date ordered history of the NightWatchman backed up files.
- **Information:** - this field shows details for the back-up file currently selected.

There are also three buttons at the bottom of the dialog (*View*, *Keep* and *Reject*) that allow you to interact with the NightWatchman backup files and make decisions about whether to keep the changes or not. The *NightWatchman Backup Dialog* is shown in *Figure 8*.

Figure 8 - The NightWatchman Backup List Dialog

Backups of new or previously saved files

There are two possibilities to consider when dealing with NightWatchman backup files. The usual case is where a file that has been previously saved was in the process of being edited when the shutdown occurred. The other case is where a new file was being edited that had not yet been saved.

In the case of backups of previously saved files there are two files to deal with: the last saved file and the NightWatchman backup file. You deal with the backups using the buttons in the *Changes* section of the dialog. The following table shows the actions of the buttons in this case:

Table 2 - Button actions on previously saved files

Button	Description
View	Opens both files allowing the changes to be reviewed before making a decision about whether to keep or reject them. Note: You should close both the last saved file and the NightWatchman backup file before selecting either the <i>Keep</i> or <i>Reject</i> buttons.
Keep	Replaces the last user-saved file with the NightWatchman backup and clears the entry from the <i>Backup History</i> : field.
Reject	Removes the NightWatchman backup leaving the last user-saved file intact and clears the entry from the <i>Backup History</i> : field.

In the case of backups of new files there is just the one file to deal with, the NightWatchman backup file. The following table shows the actions of the buttons in this case:

Table 3 - Button actions for new files

Button	Description
View	Opens the file allowing the changes to be reviewed before making a decision about whether to keep or reject them. Note: You should close the NightWatchman backup file before selecting either the Keep or Reject buttons.
Keep	Displays the system <i>Save As</i> dialog, allowing the file to be saved in a user determined location and name. The entry is removed from the <i>Backup History:</i> field.
Reject	Removes the NightWatchman backup and clears the entry from the <i>Backup History:</i> field.

Backup information

The *Information:* field provides details for the selected backup to help with the decision about whether to keep or reject the saved changes. The following information is provided:

- The root name for the file.
- The path of the last saved version of the file (this will not be applicable for new files that had not been previously saved).
- The relative sizes of the last saved version and the NightWatchman backup of the file (if applicable).
- A comparison of the dates of the last saved version and the NightWatchman backup of the file (if applicable). This will also be presented as a warning if the last saved version is more recent than the NightWatchman backup.
- A summary of the actions that can be performed for the backup. This provides a quick reference for the information shown in the two following tables.

For example, suppose a Sales Accounts file called *Sales Accounts.xls* was open for editing during a NightWatchman shutdown and that the following morning the user came in, edited and saved the original file. The following shows an example of how the NightWatchman backup information field might appear in this case:

Figure 9 - Example NightWatchman backup information

File Information

Filename:	Sales Accounts.xls
Location:	C:\Users\davew\Desktop
Last-saved date:	23 August 2007 11:29:05
Backup date:	22 August 2007 18:50:37

Comments

The NightWatchman backup file is the same size as the last saved file.
Warning! The NightWatchman backup file is older than the last saved file.

Actions

Click 'View' to see the last-saved file and the NightWatchman backup file.
Click 'Keep' to accept the changes and clear the entry from the backup history.
Click 'Reject' to clear the entry from the backup history.

Working with NightWatchman backups

Table 8 shows the six states of the NightWatchman system tray icon. When no backups have been made, or there are backups that have been checked, the icon will appear as shown in the second column. When a NightWatchman file backup has taken place an additional overlay (a black arrow on an orange circle) will appear on the icon, as shown in the third column of Table 8 on Page 5. When the user sees this icon they should open the *Backup History* dialog. This dialog shows which files have been affected by the shutdown.

The most recent backups will be towards the top of the *Backup History* tree. This tree is sorted into separate dates and each date can be expanded separately. This allows you to see immediately which backups occurred on a particular date.

Once a date has been expanded, you can select the individual backup entries. Doing this displays information that helps to determine whether to keep the changes held in a particular backup. For example, you might see in the information field that the file size of the backup is smaller than the last saved version of the file; this indicates that some of the file had been edited to remove some of the contents when the backup occurred. This information may influence your judgement on whether to keep the changes or not.

A more significant warning occurs when the NightWatchman backup file has an older date than the last saved file. This information is vital when assessing what to do with the changes as you should consider the fact that the changes were made to a document prior to the one currently saved.

As a final check, the last saved file and the NightWatchman backup file can be opened using the *View* button. You can then evaluate the changes directly to see if they are worth keeping.

If, once the changes have been checked, the decision is made to keep the backup in preference to the last saved version, click the *Keep* button. If it is decided that the changes stored in the backup are not worth keeping, click the *Reject* button. In both cases this will remove the backup entry from the backup history.

Note: You should close both the last saved file and the NightWatchman backup file before selecting *Keep* or *Reject* buttons.

3.7 View User Log

This option displays the User Log dialog. The user log provides a summarised account of the recent actions performed by NightWatchman. For example, this log shows at what time NightWatchman performed a successful shutdown and provides a one-line summary of any errors that were encountered.

3.8 About NightWatchman

This option displays information about the NightWatchman service.

Figure 10 - The About NightWatchman dialog

