
Policy Patrol 5 Upgrade Guide

If you have Policy Patrol 4 installed you can upgrade to version 5 and keep your existing configuration. If you are using Policy Patrol anti-spam features, an additional upgrade wizard will pop up after installation to migrate your anti-spam settings to version 5. Please follow the upgrade instructions below for the respective Policy Patrol edition that you have installed.

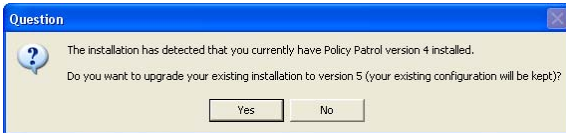
Note: You require a new serial number for version 5. If you have a valid maintenance contract the serial number will be provided at no additional cost. If you do not have maintenance you will need to purchase an upgrade. For more information please contact sales at sales@redearthsoftware.com.

=> If you have a **clustered environment**, please refer to the Clustering guide for instructions on how to upgrade your installation:
<http://www.policypatrol.com/docs/pp5-clustering.pdf>

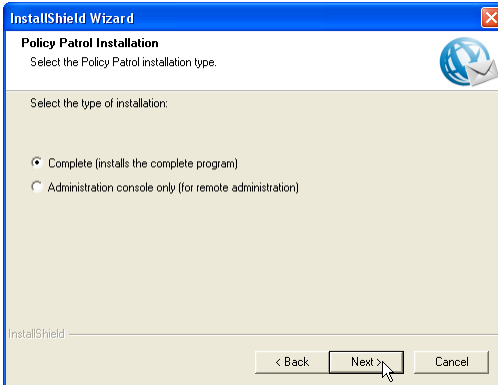
=> If you are moving to **Exchange Server 2007** (and you will be installing Policy Patrol on the Exchange 2007 machine) you will need to download and install Policy Patrol for Exchange 2007 (64 bit). In this case the upgrade instructions will not apply since you will need to do a new installation. If you would like to keep your existing configuration, you must first upgrade your existing 32-bit installation to version 5 and then export the configuration from the 32-bit version 5 installation (select **Local** and go to **File > Export configuration**) and then import it on the 64-bit installation (select **Local server** and go to **File > Import configuration**). If you want to keep the contents of your monitoring folders, you must also copy the Policy Patrol monitoring folder (by default C:\Program Files\Red Earth Software\Policy Patrol Email\Monitoring) to the Exchange 2007 machine. Policy Patrol for Exchange 2007 (64-bit) can be downloaded from the following link:
<http://www.policypatrol.com/files/policypatrol2k7.exe>

If you have Policy Patrol Archiver version 4

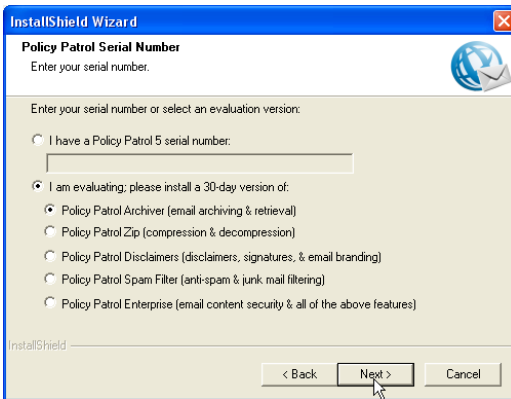
1. Download Policy Patrol 5 from <http://www.policypatrol.com/files/policypatrol.exe>. Double-click on **PolicyPatrol.exe**. The Install Program will start up.
2. In the Welcome screen, click **Next**.
3. A notification message will appear asking you whether you wish to upgrade your existing version 4 installation to version 5 (whilst keeping your existing configuration). Click **Yes**.



4. Read the License Agreement and select **Yes** to accept the agreement.
5. Select the installation type. Select **Complete** if you are upgrading Policy Patrol on the server. Select **Administration console only** if you are upgrading an installation that only includes the Administration console for remote management.

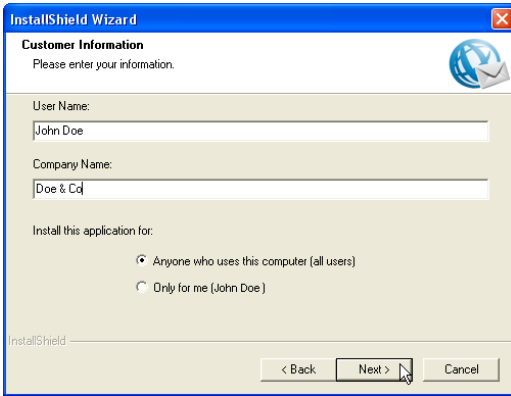


6. Enter your Policy Patrol serial number. If you are evaluating Policy Patrol, select one of the 30-day evaluation versions. Click **Next**.

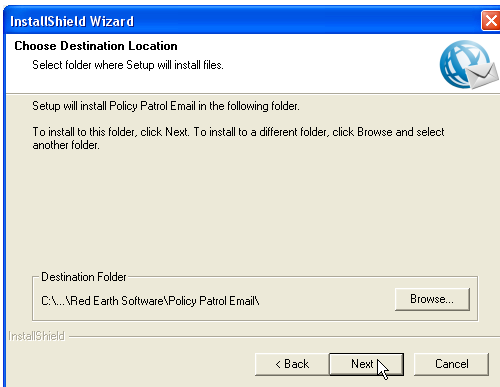


If you entered a Policy Patrol serial number, a message will pop up confirming that the serial number was validated and notifying you of the Policy Patrol edition that will be installed.

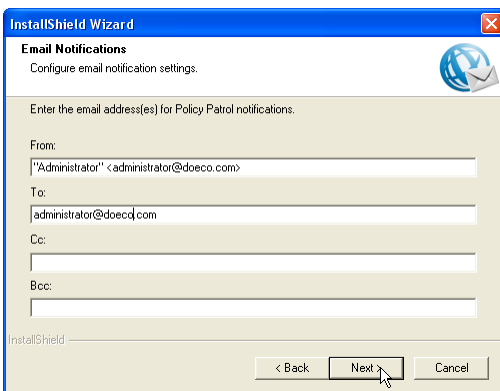
7. Enter your user name and company name. Select whether you wish to make the program available to anyone or only yourself. Click **Next**.



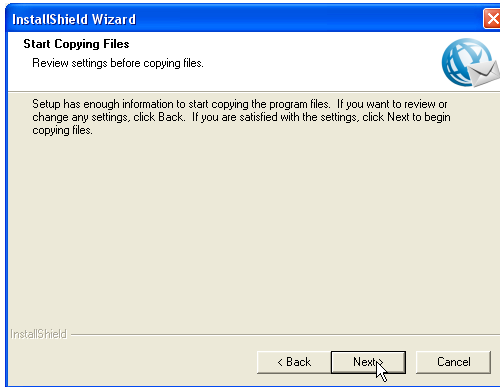
8. Select the destination folder for the Policy Patrol installation. By default the program is installed in C:\Program Files\Red Earth Software\Policy Patrol Email. If you wish to change the location, click **Browse** and select another folder. When you are ready, click **Next**.



9. Specify the notification settings. Enter the From:, To:, Cc: and Bcc: fields for the Policy Patrol notification emails. Policy Patrol notification emails inform you about evaluation expiry dates, over licensing issues and new updates to the program). The display name is pre-configured as Administrator, but you can change this by entering the following: "Display name" <email address>, i.e. "Joe Bloggs" <jbloggs@bloggsco.com>. Click **Next**.



10. Click **Next** to start copying files.



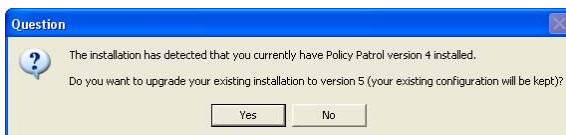
11. When the installation wizard has finished copying the files, click **Finish**. The Administration console will start up and your existing configuration will be intact.

New features in Policy Patrol Archiver 5:

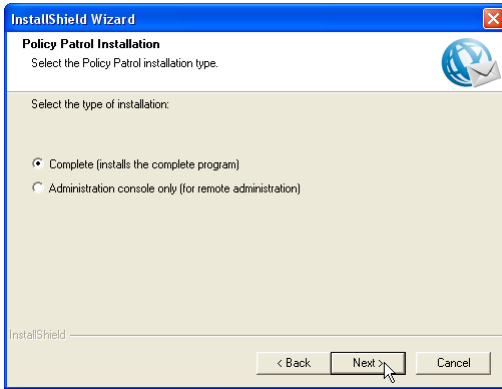
- User based archiving
- Condition based archiving
- Reduced database size
- Exclude spam from database

If you have Policy Patrol Zip version 4

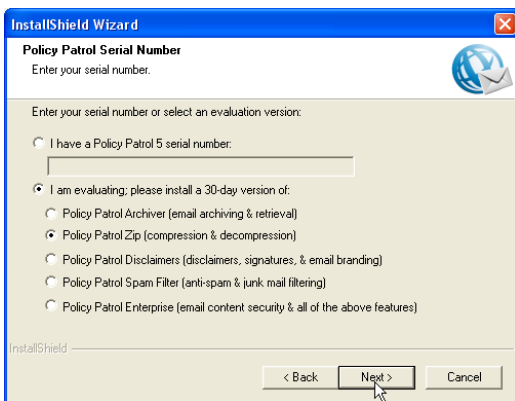
1. Download Policy Patrol 5 from <http://www.policypatrol.com/files/policypatrol.exe>. Double-click on **PolicyPatrol.exe**. The Install Program will start up.
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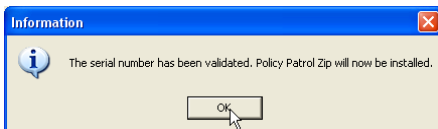
4. Read the License Agreement and select **Yes** to accept the agreement.
5. Select the installation type. Select **Complete** if you are upgrading Policy Patrol on the server. Select **Administration console only** if you are upgrading an installation that only includes the Administration console for remote management.



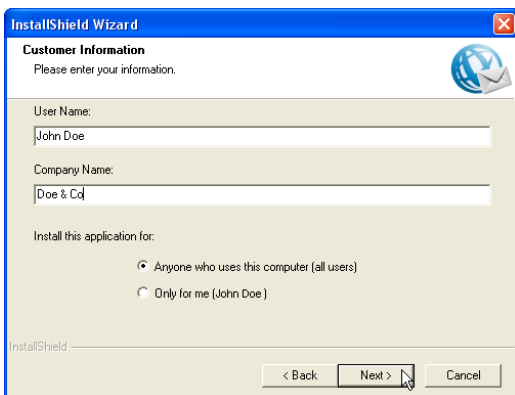
6. Enter your Policy Patrol serial number. If you are evaluating Policy Patrol, select one of the 30-day evaluation versions. Click **Next**.



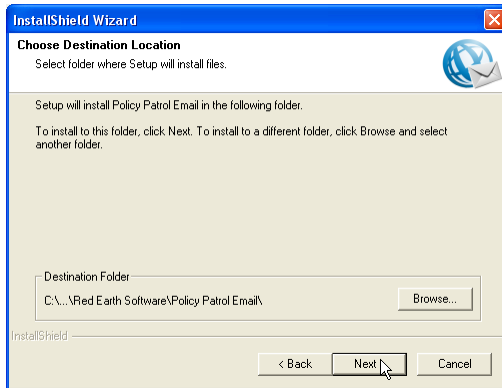
If you entered a Policy Patrol serial number, a message will pop up confirming that the serial number was validated and notifying you of the Policy Patrol edition that will be installed.



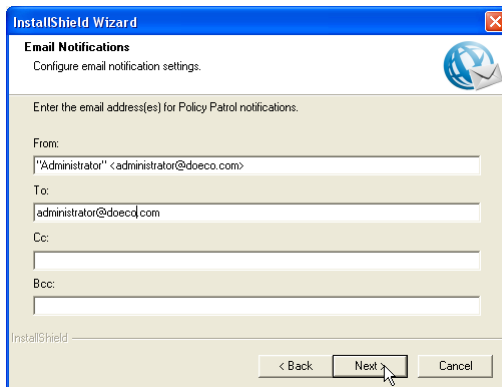
7. Enter your user name and company name. Select whether you wish to make the program available to anyone or only yourself. Click **Next**.



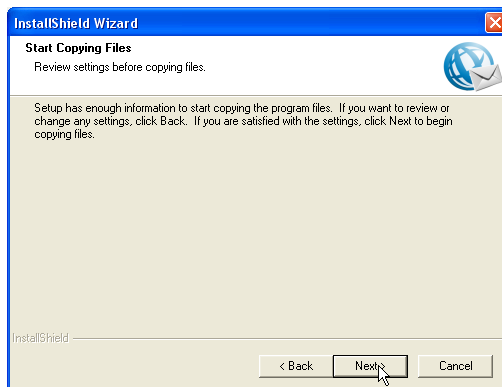
8. Select the destination folder for the Policy Patrol installation. By default the program is installed in C:\Program Files\Red Earth Software\Policy Patrol Email. If you wish to change the location, click **Browse** and select another folder. When you are ready, click **Next**.



9. Specify the notification settings. Enter the From:, To:, Cc: and Bcc: fields for the Policy Patrol notification emails. Policy Patrol notification emails inform you about evaluation expiry dates, over licensing issues and new updates to the program). The display name is pre-configured as Administrator, but you can change this by entering the following: "Display name" <email address>, i.e. "Joe Bloggs" <jbloggs@bloggsco.com>. Click **Next**.



10. Click **Next** to start copying files.



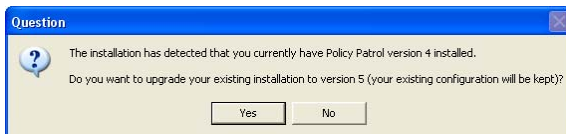
11. When the installation wizard has finished copying the files, click **Finish**. The Administration console will start up and your existing configuration will be intact.

New features in Policy Patrol Zip 5:

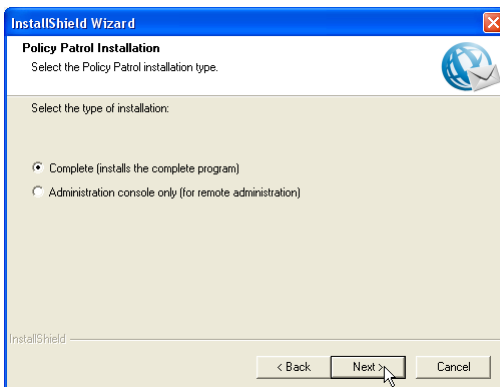
- Apply compression rules based on SQL Query

If you have Policy Patrol Disclaimers version 4

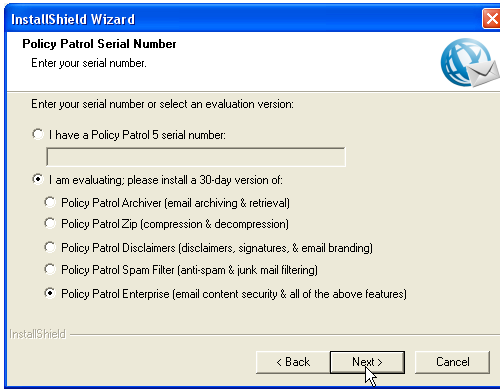
1. Download Policy Patrol 5 from <http://www.policypatrol.com/files/policypatrol.exe>. Double-click on **PolicyPatrol.exe**. The Install Program will start up.
2. In the Welcome screen, click **Next**.
3. A notification message will appear asking you whether you wish to upgrade your existing version 4 installation to version 5 (whilst keeping your existing configuration). Click **Yes**.



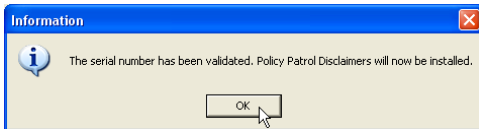
4. Read the License Agreement and select **Yes** to accept the agreement.
5. Select the installation type. Select **Complete** if you are upgrading Policy Patrol on the server. Select **Administration console only** if you are upgrading an installation that only includes the Administration console for remote management.



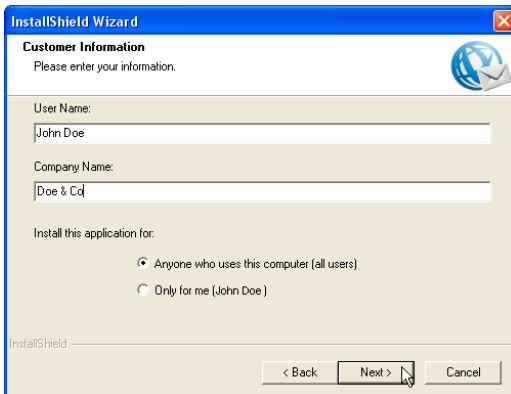
6. Enter your Policy Patrol serial number. If you are evaluating Policy Patrol, select one of the 30-day evaluation versions. Click Next.



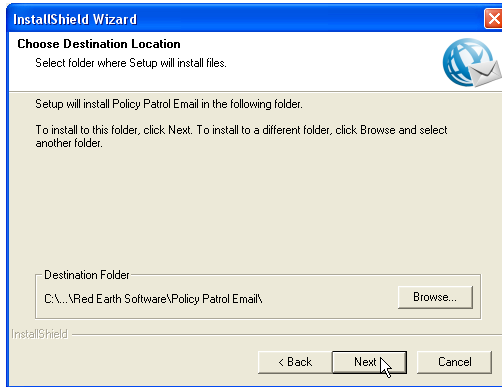
If you entered a Policy Patrol serial number, a message will pop up confirming that the serial number was validated and notifying you of the Policy Patrol edition that will be installed.



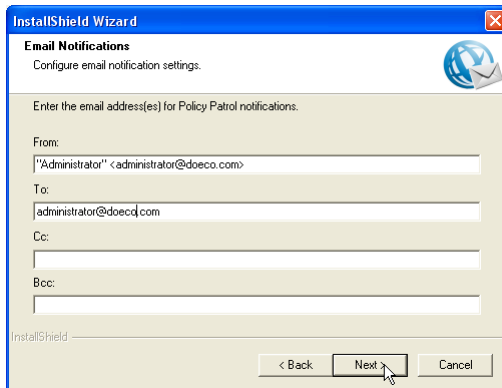
7. Enter your user name and company name. Select whether you wish to make the program available to anyone or only yourself. Click **Next**.



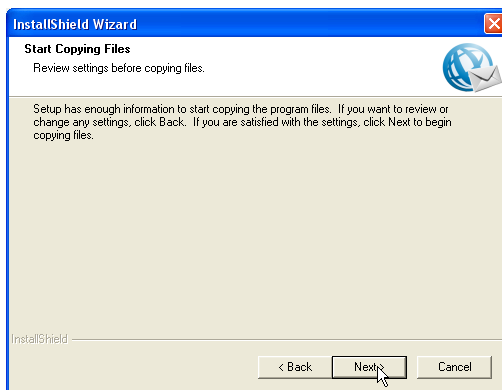
8. Select the destination folder for the Policy Patrol installation. By default the program is installed in C:\Program Files\Red Earth Software\Policy Patrol Email. If you wish to change the location, click **Browse** and select another folder. When you are ready, click **Next**.



- Specify the notification settings. Enter the From:, To:, Cc: and Bcc: fields for the Policy Patrol notification emails. Policy Patrol notification emails inform you about evaluation expiry dates, over licensing issues and new updates to the program). The display name is pre-configured as Administrator, but you can change this by entering the following: "Display name" <email address>, i.e. "Joe Bloggs" <jbloggs@bloggsco.com>. Click **Next**.



- Click **Next** to start copying files.



- When the installation wizard has finished copying the files, click **Finish**. The Administration console will start up and your existing configuration will be intact.

New features in Policy Patrol Disclaimers 5:

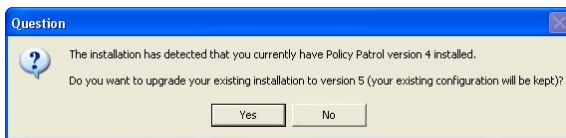
- Add different signatures/disclaimers on replies



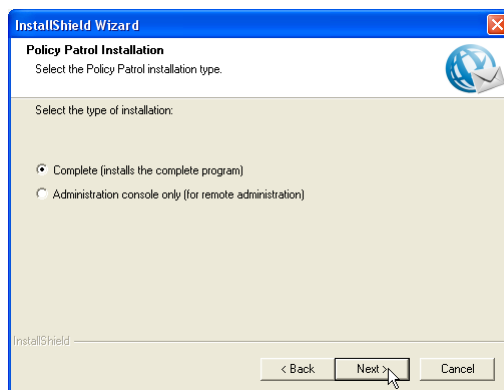
- More easily customize HTML templates for email branding
- Add disclaimers based on a SQL Server database query
- Configurable disclaimer position maps for signature positioning within the email
- Active Directory changes come into effect instantly

If you have Policy Patrol Spam Filter version 4

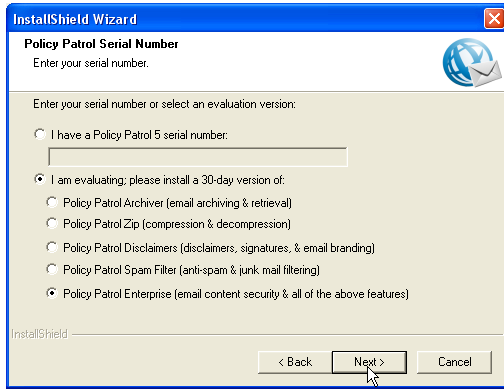
1. Download Policy Patrol 5 from <http://www.policypatrol.com/files/policypatrol.exe>. Double-click on **PolicyPatrol.exe**. The Install Program will start up.
2. In the Welcome screen, click **Next**.
3. A notification message will appear asking you whether you wish to upgrade your existing version 4 installation to version 5 (whilst keeping your existing configuration). Click **Yes**.



4. Read the License Agreement and select **Yes** to accept the agreement.
5. Select the installation type. Select **Complete** if you are upgrading Policy Patrol on the server. Select **Administration console only** if you are upgrading an installation that only includes the Administration console for remote management.

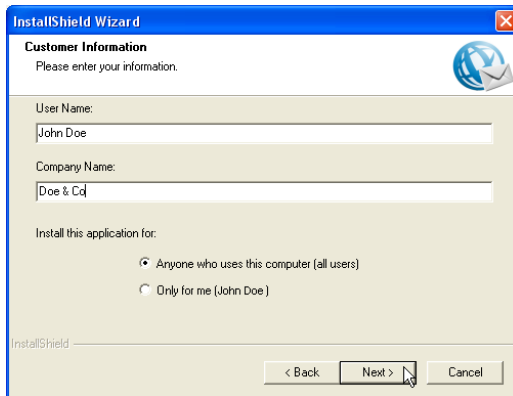


6. Enter your Policy Patrol serial number. If you are evaluating Policy Patrol 5, select one of the 30-day evaluation versions. Click **Next**.

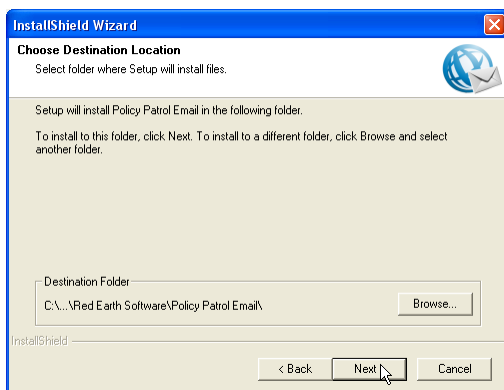


If you entered a Policy Patrol serial number, a message will pop up confirming that the serial number was validated and notifying you of the Policy Patrol edition that will be installed.

7. Enter your user name and company name. Select whether you wish to make the program available to anyone or only yourself. Click **Next**.



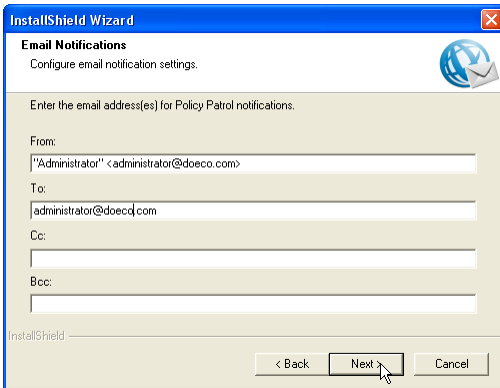
8. Select the destination folder for the Policy Patrol installation. By default the program is installed in C:\Program Files\Red Earth Software\Policy Patrol Email. If you wish to change the location, click **Browse** and select another folder. When you are ready, click **Next**.



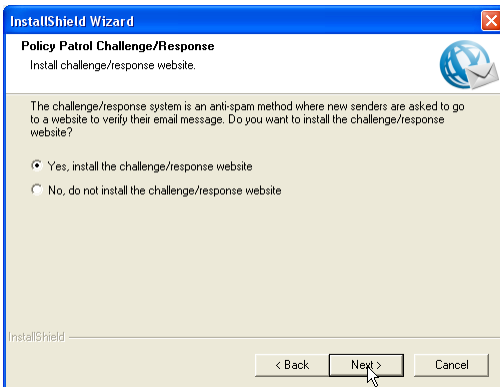
9. Specify the notification settings. Enter the From:, To:, Cc: and Bcc: fields for the Policy Patrol notification emails. Policy Patrol notification emails inform you about



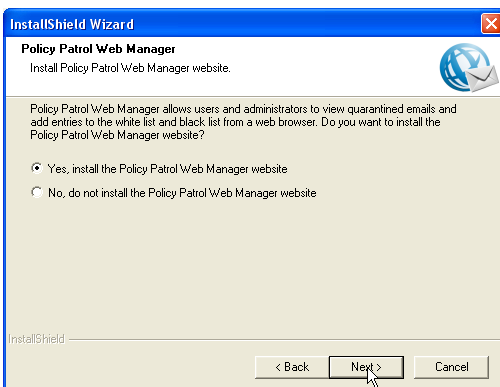
evaluation expiry dates, over licensing issues and new updates to the program). The display name is pre-configured as Administrator, but you can change this by entering the following: "Display name" <email address>, i.e. "Joe Bloggs" <jbloggs@bloggsco.com>. Click **Next**.



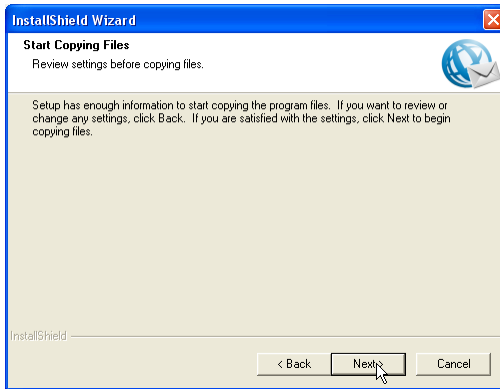
10. Select whether you wish to install the challenge/response website. This website is needed if you wish to make use of the challenge/response system that asks new senders to go to a website and verify their email in order for the message to be delivered. Click **Next**.



11. Select whether you wish to install the Policy Patrol Web Manager website. This website is needed if you wish to allow users and Administrators to view quarantined emails via a web browser.

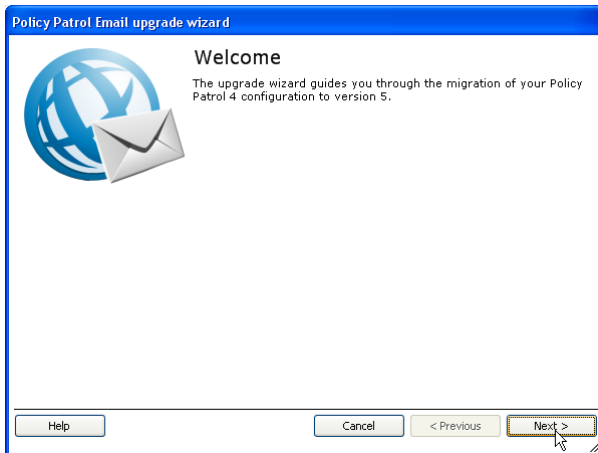


12. Click **Next** to start copying files.

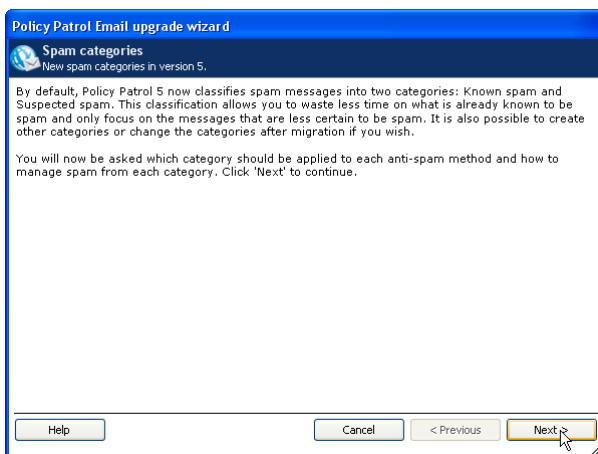


13. When the installation wizard has finished copying the files, click **Finish**.

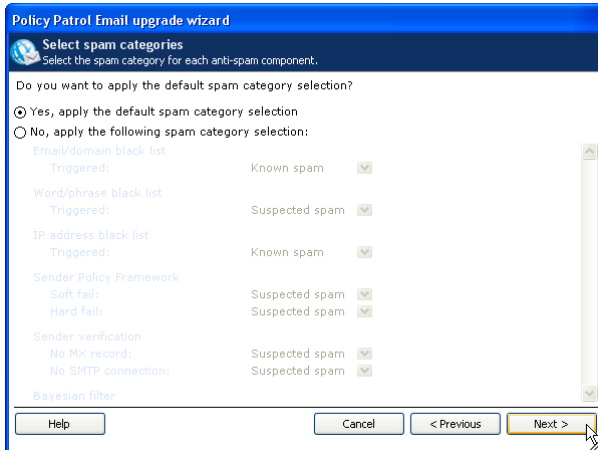
14. The upgrade wizard will now start up. Click **Next** in the Welcome screen.



15. Policy Patrol 5 now allows you to configure spam categories. Read the information in the dialog and click **Next**.



16. Select which spam categories to apply for each anti-spam component. If you want to use the default configuration, select **Yes, apply the default spam category selection**. If you would like to make changes to the default configuration, select **No, apply the following spam category selection** and make the necessary changes. Note that you can also change the spam category selection after installation. When you are done, click **Next**.



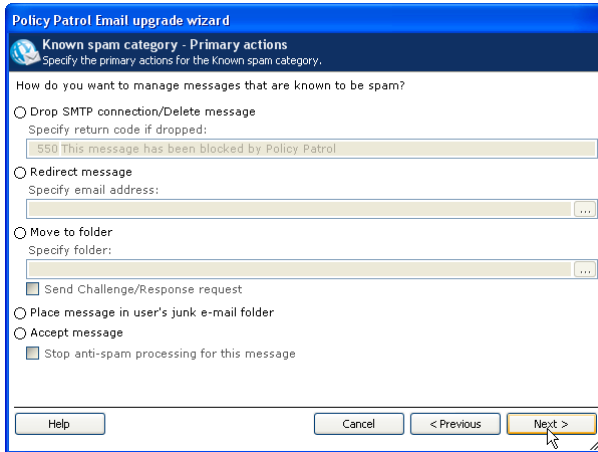
17. Select which action to take if the message is considered to be 'Known spam'. You can select from the following options:

- **Drop SMTP connection/Delete message:** This option will reject (if appropriate) or delete the messages.
- **Redirect message:** This option will redirect the messages to another email address. Enter or select the email address to redirect messages to.
- **Move to folder:** If you select this option Policy Patrol will quarantine the messages in the selected folder. Select the appropriate folder by clicking on the ... button. Note that if you want your users to view their messages in the web manager and receive quarantine reports via email, you must select this option.

If you wish to send a challenge/response message, tick the option **Send challenge/response request**. When the sender verifies the email, the message will automatically be released out of quarantine and delivered.

- **Place message in user's junk mail folder:** Select this option to place the messages in the user's junk mail folder. Note that the junk mail folder should be enabled for the users. For more instructions on how to do this and the required mailbox rights, consult chapter 9.13 'Forwarding spam to the users' junk mail folders' of the product manual.
- **Accept message:** Select this option if you wish to only apply secondary actions or if you wish to process the spam messages by an Enterprise rule (requires Policy Patrol Enterprise). Note that if you select **Accept message**, Policy Patrol will continue anti-spam processing the message to verify whether it belongs to another spam category. If you want to stop any further anti-spam processing, select the option **Stop anti-spam processing for this message**. For instance if you simply want to deliver the message with a tag added, you can select this option.

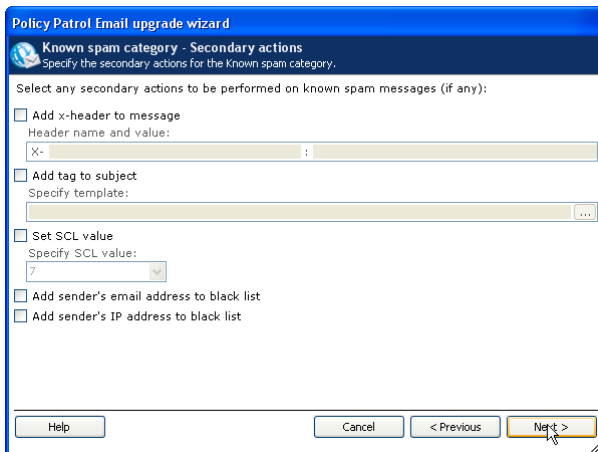
When you are done, click **Next**.



18. Select any secondary actions to be taken for known spam messages:

- **Add x-header to message:** If you select this option Policy Patrol will add an X-header to the message. Enter the header name and value you wish to add, for instance X-PP-KNOWN-SPAM : TRUE.
- **Add tag to subject:** This option will add a tag to the subject. Select the tag template to be used by clicking on
- **Set SCL value:** This option will assign an SCL value to the message that Outlook 2003 can use to determine what action to take for the message. The SCL value can be from 1-9, with 1 indicating a legitimate message and 9 indicating a spam message. Note that this feature requires Exchange 2003 or 2007. It is also possible to increase the SCL value by a certain number (1 to 9). To do this, select one of the options **Increase by n**, where n is the number to increase the value by.
- **Add sender's email address to black list:** Select this option to add the sender's email address to the black list.
- **Add sender's IP address to black list:** Select this option to add the sender's IP address to the black list.

When you are ready configuring secondary actions click **Next**.



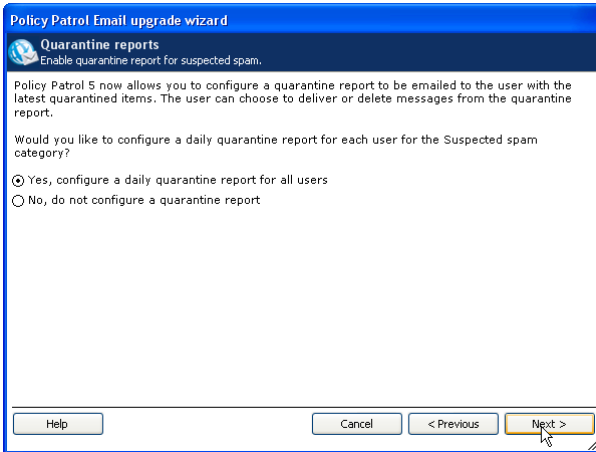
19. Select which action to take if the message is considered to be 'Suspected spam'. The options will be the same as listed in point 18.

The screenshot shows the 'Policy Patrol Email upgrade wizard' window. The title bar reads 'Policy Patrol Email upgrade wizard'. The main title is 'Suspected spam category - Primary actions' with a subtitle 'Specify the primary actions for the Suspected spam category.'. There are five radio button options: 'Drop SMTP connection/Delete message' (with a text box for return code), 'Redirect message' (with a text box for email address), 'Move to folder' (selected, with a text box for folder name and a 'Send Challenge/Response request' checkbox), 'Place message in user's junk e-mail folder', and 'Accept message' (with a 'Stop anti-spam processing for this message' checkbox). At the bottom are 'Help', 'Cancel', '< Previous', and 'Next >' buttons.

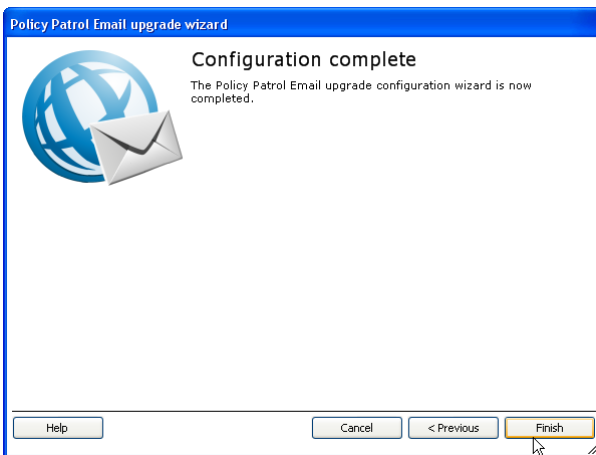
20. Select any secondary actions to be taken for suspected spam messages. The options will be the same as in point 19.

The screenshot shows the 'Policy Patrol Email upgrade wizard' window. The title bar reads 'Policy Patrol Email upgrade wizard'. The main title is 'Suspected spam category - Secondary actions' with a subtitle 'Specify the secondary actions for the Suspected spam category.'. The instruction is 'Select any secondary actions to be performed on suspected spam messages (if any):'. There are four checkbox options: 'Add x-header to message' (with a text box for header name and value), 'Add tag to subject' (with a text box for template), 'Set SCL value' (with a dropdown menu for SCL value), 'Add sender's email address to black list', and 'Add sender's IP address to black list'. At the bottom are 'Help', 'Cancel', '< Previous', and 'Next >' buttons.

21. By default Policy Patrol configures a daily quarantine report for Suspected spam messages. Select whether you wish to enable the default daily quarantine report for all users. Note that you can also enable this after installation. Click **Next** to continue.



22. Click **Finish** in the Configuration complete dialog. You have now successfully upgraded your Policy Patrol installation to version 5.



New features in Policy Patrol Spam Filter 5:

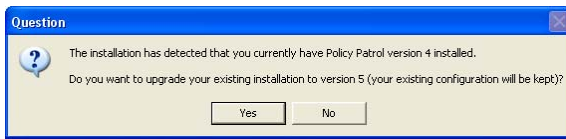
- User access to quarantined emails via web console
- Daily quarantine reports emailed to the user
- Search facility in monitoring folders
- Block more spam with gray listing
- Spam categories to distinguish between known and suspected spam
- Import contacts into white list from Active Directory or Outlook
- Better message tracking and improved message reports
- New spam characteristics

If you have Policy Patrol Enterprise version 4

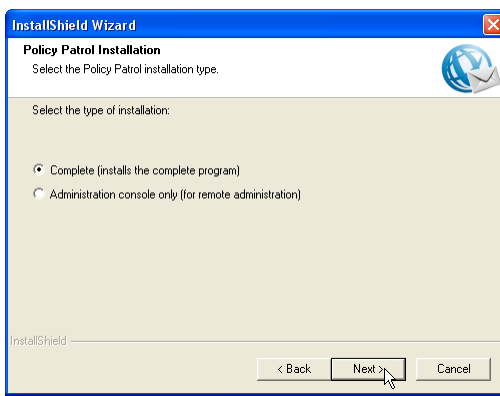
1. Download Policy Patrol 5 from <http://www.policypatrol.com/files/policypatrol.exe>. Double-click on **PolicyPatrol.exe**. The Install Program will start up.
2. In the Welcome screen, click **Next**.



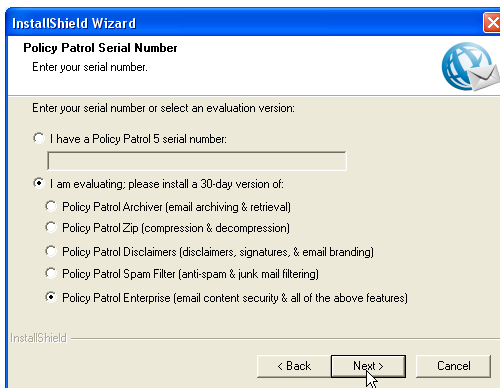
- A notification message will appear asking you whether you wish to upgrade your existing version 4 installation to version 5 (whilst keeping your existing configuration). Click **Yes**.



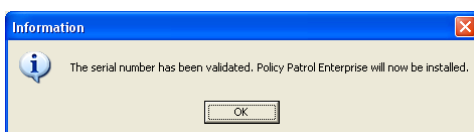
- Read the License Agreement and select **Yes** to accept the agreement.
- Select the installation type. Select **Complete** if you are upgrading Policy Patrol on the server. Select **Administration console only** if you are upgrading an installation that only includes the Administration console for remote management.



- Enter your Policy Patrol serial number. If you are evaluating Policy Patrol, select one of the 30-day evaluation versions. Click Next.



If you entered a Policy Patrol serial number, a message will pop up confirming that the serial number was validated and notifying you of the Policy Patrol edition that will be installed.



7. Enter your user name and company name. Select whether you wish to make the program available to anyone or only yourself. Click **Next**.

The screenshot shows the 'InstallShield Wizard' window with the 'Customer Information' tab selected. The window title is 'InstallShield Wizard'. Below the title bar, there is a sub-header 'Customer Information' and the instruction 'Please enter your information.' To the right of this text is a globe icon. The main area contains three input fields: 'User Name' with 'John Doe' entered, 'Company Name' with 'Doe & Co' entered, and a section titled 'Install this application for:' with two radio buttons: 'Anyone who uses this computer (all users)' (which is selected) and 'Only for me (John Doe)'. At the bottom left, the text 'InstallShield' is visible. At the bottom right, there are three buttons: '< Back', 'Next >', and 'Cancel'. A mouse cursor is pointing at the 'Next >' button.

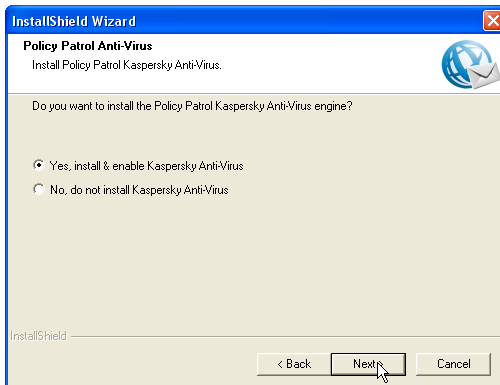
8. Select the destination folder for the Policy Patrol installation. By default the program is installed in C:\Program Files\Red Earth Software\Policy Patrol Email. If you wish to change the location, click **Browse** and select another folder. When you are ready, click **Next**.

The screenshot shows the 'InstallShield Wizard' window with the 'Choose Destination Location' tab selected. The window title is 'InstallShield Wizard'. Below the title bar, there is a sub-header 'Choose Destination Location' and the instruction 'Select folder where Setup will install files.' To the right of this text is a globe icon. The main area contains the text: 'Setup will install Policy Patrol Email in the following folder. To install to this folder, click Next. To install to a different folder, click Browse and select another folder.' Below this text is a text box labeled 'Destination Folder' containing the path 'C:\...Red Earth Software\Policy Patrol Email\'. To the right of this text box is a 'Browse...' button. At the bottom left, the text 'InstallShield' is visible. At the bottom right, there are three buttons: '< Back', 'Next >', and 'Cancel'. A mouse cursor is pointing at the 'Next >' button.

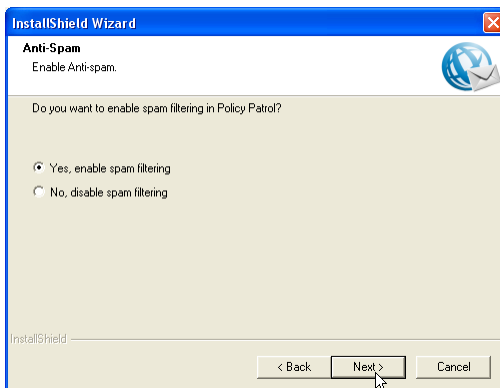
9. Specify the notification settings. Enter the From:, To:, Cc: and Bcc: fields for the Policy Patrol notification emails. Policy Patrol notification emails inform you about evaluation expiry dates, over licensing issues and new updates to the program). The display name is pre-configured as Administrator, but you can change this by entering the following: "Display name" <email address>, i.e. "Joe Bloggs" <jbloggs@bloggsco.com>. Click **Next**.

The screenshot shows the 'InstallShield Wizard' window with the 'Email Notifications' tab selected. The window title is 'InstallShield Wizard'. Below the title bar, there is a sub-header 'Email Notifications' and the instruction 'Configure email notification settings.' To the right of this text is a globe icon. The main area contains the text: 'Enter the email address(es) for Policy Patrol notifications.' Below this text are four input fields: 'From:' with the pre-filled text '"Administrator" <administrator@doeco.com>', 'To:' with 'administrator@doecd.com', 'Cc:', and 'Bcc:'. At the bottom left, the text 'InstallShield' is visible. At the bottom right, there are three buttons: '< Back', 'Next >', and 'Cancel'. A mouse cursor is pointing at the 'Next >' button.

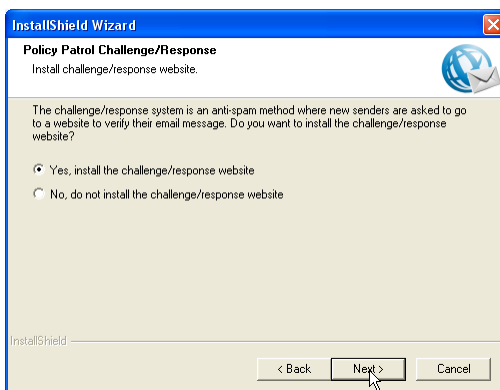
10. Select whether you wish to install the Policy Patrol Kaspersky Anti-Virus engine. Click **Next**.



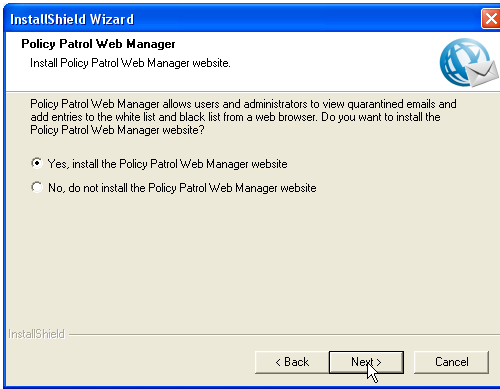
11. Select whether you wish to enable Policy Patrol spam filtering. If you enable spam filtering, Policy Patrol will stop spam out of the box. Click **Next**. If you selected 'No, disable spam filtering', continue to step 13.



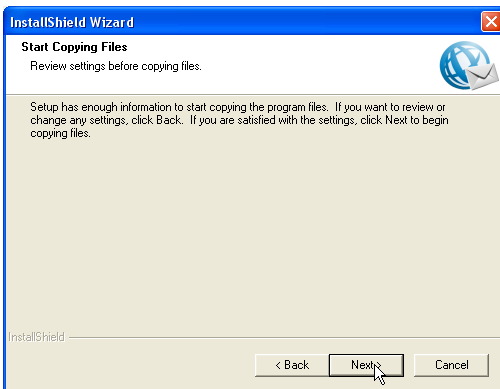
12. **If you selected to enable spam filtering:** Select whether you wish to install the challenge/response website. This website is needed if you wish to make use of the challenge/response system that asks new senders to go to a website and verify their email in order for the message to be delivered. Click **Next**.



13. **If you selected to enable spam filtering:** Select whether you wish to install the Policy Patrol Web Manager website. This website is needed if you wish to allow users and Administrators to view quarantined emails via a web browser.

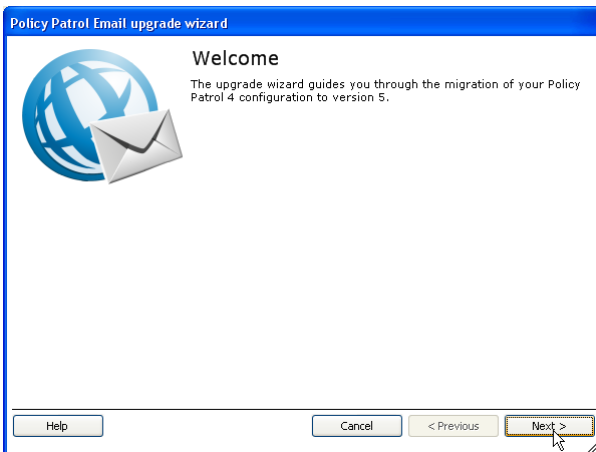


14. Click **Next** to start copying files.

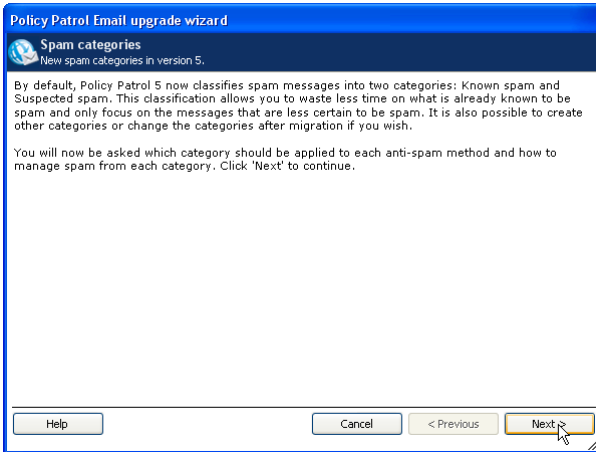


15. When the installation wizard has finished copying the files, click **Finish**. If you did not select to enable spam filtering, your upgrade is now complete.

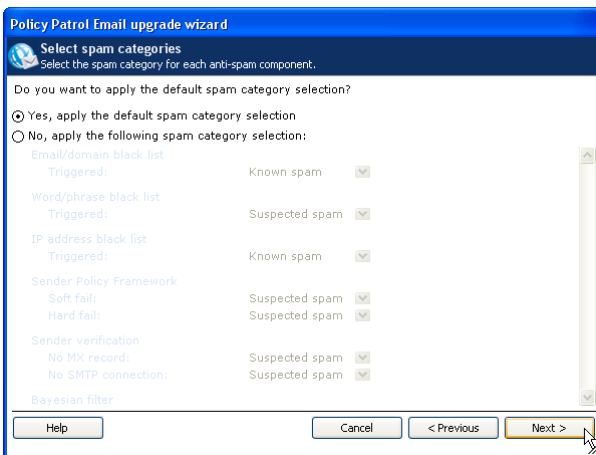
16. **If you selected to enable spam filtering:** The upgrade wizard will now start up. Click **Next** in the Welcome screen.



17. Policy Patrol 5 now allows you to configure spam categories. Read the information in the dialog and click **Next**.



18. Select which spam categories to apply for each anti-spam component. If you want to use the default configuration, select **Yes, apply the default spam category selection**. If you would like to make changes to the default configuration, select **No, apply the following spam category selection** and make the necessary changes. Note that you can also change the spam category selection after installation. When you are done, click **Next**.



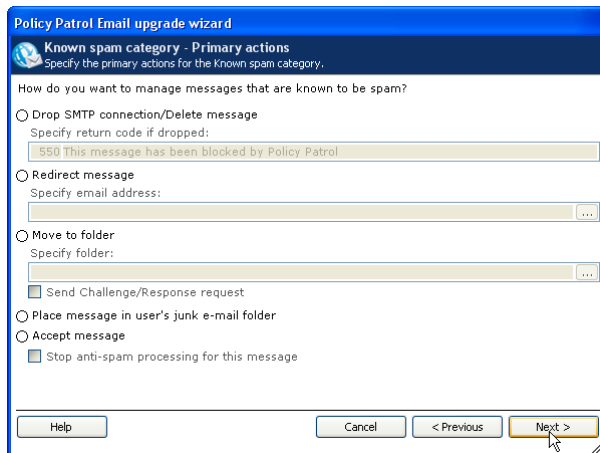
19. Select which action to take if the message is considered to be 'Known spam'. You can select from the following options:

- **Drop SMTP connection/Delete message:** This option will reject (if appropriate) or delete the messages.
- **Redirect message:** This option will redirect the messages to another email address. Enter or select the email address to redirect messages to.
- **Move to folder:** If you select this option Policy Patrol will quarantine the messages in the selected folder. Select the appropriate folder by clicking on the ... button. Note that if you want your users to view their messages in the web manager and receive quarantine reports via email, you must select this option.

If you wish to send a challenge/response message, tick the option **Send challenge/response request**. When the sender verifies the email, the message will automatically be released out of quarantine and delivered.

- **Place message in user's junk mail folder:** Select this option to place the messages in the user's junk mail folder. Note that the junk mail folder should be enabled for the users. For more instructions on how to do this and the required mailbox rights, consult chapter 9.13 'Forwarding spam to the users' junk mail folders' of the product manual.
- **Accept message:** Select this option if you wish to only apply secondary actions or if you wish to process the spam messages by an Enterprise rule (requires Policy Patrol Enterprise). Note that if you select **Accept message**, Policy Patrol will continue anti-spam processing the message to verify whether it belongs to another spam category. If you want to stop any further anti-spam processing, select the option **Stop anti-spam processing for this message**. For instance if you simply want to deliver the message with a tag added, you can select this option.

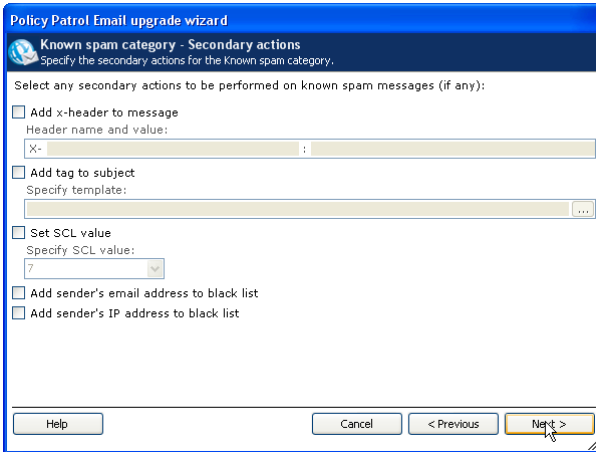
When you are done, click **Next**.



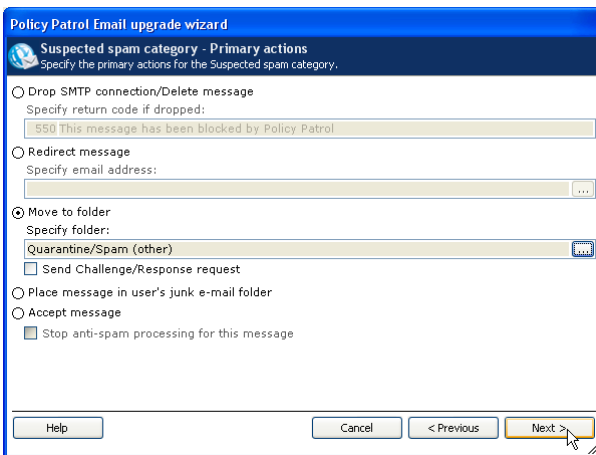
20. Select any secondary actions to be taken for known spam messages:

- **Add x-header to message:** If you select this option Policy Patrol will add an X-header to the message. Enter the header name and value you wish to add, for instance X-PP-KNOWN-SPAM : TRUE.
- **Add tag to subject:** This option will add a tag to the subject. Select the tag template to be used by clicking on
- **Set SCL value:** This option will assign an SCL value to the message that Outlook 2003 can use to determine what action to take for the message. The SCL value can be from 1-9, with 1 indicating a legitimate message and 9 indicating a spam message. Note that this feature requires Exchange 2003 or 2007. It is also possible to increase the SCL value by a certain number (1 to 9). To do this, select one of the options **Increase by n**, where n is the number to increase the value by.
- **Add sender's email address to black list:** Select this option to add the sender's email address to the black list.
- **Add sender's IP address to black list:** Select this option to add the sender's IP address to the black list.

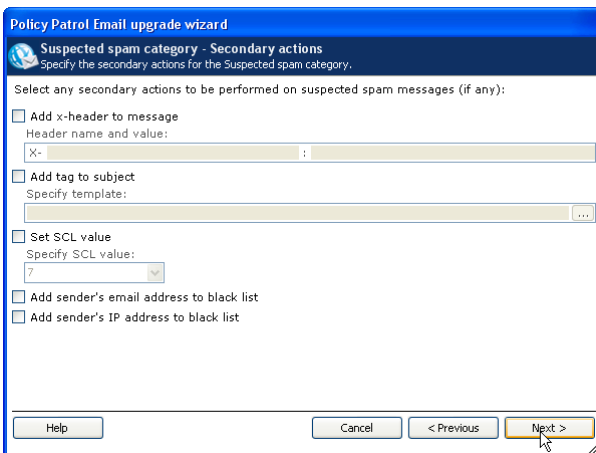
When you are ready configuring secondary actions click **Next**.



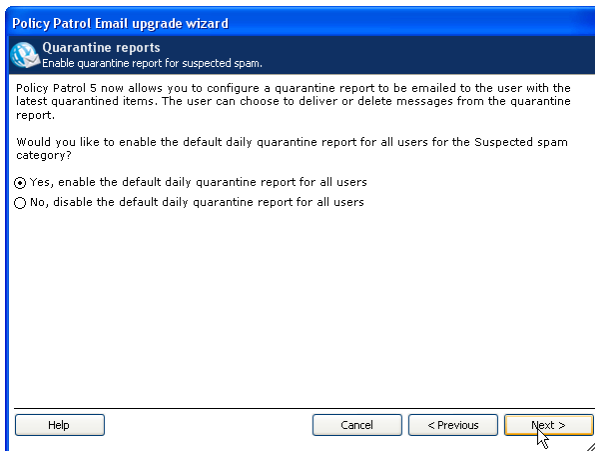
21. Select which action to take if the message is considered to be 'Suspected spam'. The options will be the same as listed in point 18.



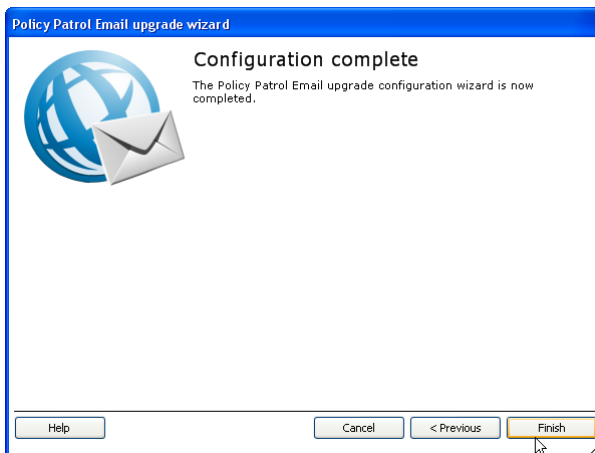
22. Select any secondary actions to be taken for suspected spam messages. The options will be the same as in point 19.



23. By default Policy Patrol configures a daily quarantine report for Suspected spam messages. Select whether you wish to enable the default daily quarantine report for all users. Note that you can also enable this after installation. Click **Next** to continue.



24. Click **Finish** in the Configuration complete dialog. You have now successfully upgraded your Policy Patrol installation to version 5.

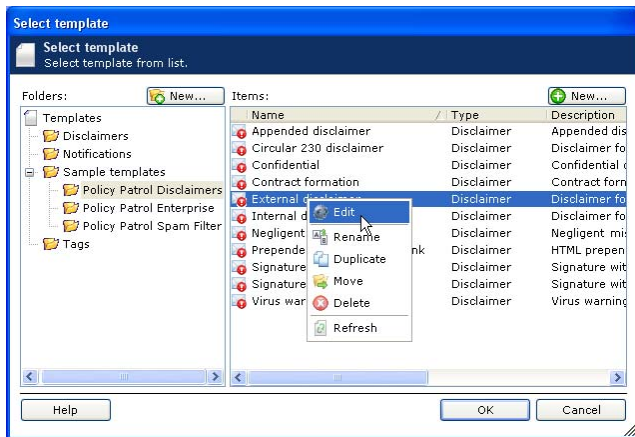


New features in Policy Patrol Enterprise 5:

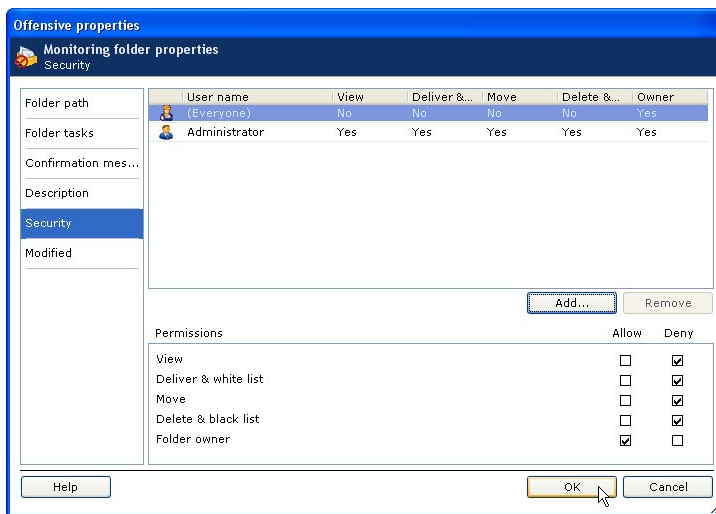
- User based archiving
- Condition based archiving
- Reduced database size
- Exclude spam from database
- Rules based on a SQL Server database query
- Add different signatures/disclaimers on replies
- More easily customize HTML templates for email branding
- Configurable disclaimer position maps for signature positioning within the email
- More advanced report scheduling
- Words found merge field for notification messages
- Active Directory changes come into effect instantly

What has changed and what is new?

- ⇒ In version 5 the Properties dialog is now called the Edit dialog. If you wish to view the properties of a selected filter or template within a rule, you can right-click the filter or template and select **Edit**.



- ⇒ Templates and Filters have been moved to the Settings node.
- ⇒ HTML Stationary templates have been moved to Settings > Templates.
- ⇒ Archiving has been moved to a separate Archiving node.
- ⇒ **Important:** If you are going to provide users with access to the web manager, remember that by accessing the user web manager they can view their own emails in all monitoring folders. If you do not want all users to be able to access all folders, you must change the Security settings of the monitoring folder. To do this, go to **Monitoring folders > <folder name>**. Right-click and select **Folder properties**. Go to the **Security** tab and configure the permissions for the folder. For more information, please consult the product manual.



More information

- ⇒ For more information on how to configure Policy Patrol, please consult the program help or download the product manual from: http://www.policypatrol.com/download_documentation.htm.

⇒ If you still have questions after reading this document, please consult our online knowledge base at <http://www.redearthsoftware.com/kb.asp>, or send an email to support@redearthsoftware.com.

Contacting Red Earth Software

Red Earth Software, Inc.

595 Millich Drive, Ste 210
Campbell, CA 95008
United States
Toll-free: 1-800-921-8215
Phone: (408) 370 9527
Fax: (408) 608 1958
Sales: sales@redearthsoftware.com
Support: support@redearthsoftware.com

Red Earth Software (UK) Ltd

20 Market Place
Kingston-upon-Thames
Surrey KT1 1JP
United Kingdom
Tel: +44-(0)20-8328 9830
Fax: +44-(0)20-8711 5771
Sales: sales@redearthsoftware.co.uk
Support: support@redearthsoftware.co.uk

Red Earth Software Ltd

Sonic House, Suite 301
43 Artemidos Avenue
6025 Larnaca
Cyprus
Tel: +357-24 828515
Fax: +357-24-828516
Sales: sales@redearthsoftware.com
Support: support@redearthsoftware.com

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