# SendQuick Avera Licensing Agreement and User Manual

**Version 3.0 (2 July 2025)**


***SendQuick Pte Ltd***

*76 Playfair Road*

*#08-05 LHK2 Building*

*Singapore 367996*

*Tel: +65 6280 2881  Fax: +65 6280 6882*

*Email: info@sendquick.com*

*www.SendQuick.com*

# SendQuick Server
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**SendQuick Pte Ltd**
76 Playfair Road
#08-05 LHK2
Singapore 367996
Tel: 65 – 62802881
Fax: 65 – 62806882
E-mail: info@sendquick.com
Web: www.sendquick.com

# Table of Contents

# SendQuick Avera User Manual

## 1.0 Introduction

Welcome to SendQuick Avera User Manual. This document is prepared for the administrator user, as a guide for configuring the SendQuick Avera for monitoring servers and sending alerts.

## 2.0 Set-Up & Configuration

### *2.1 Login Procedures*

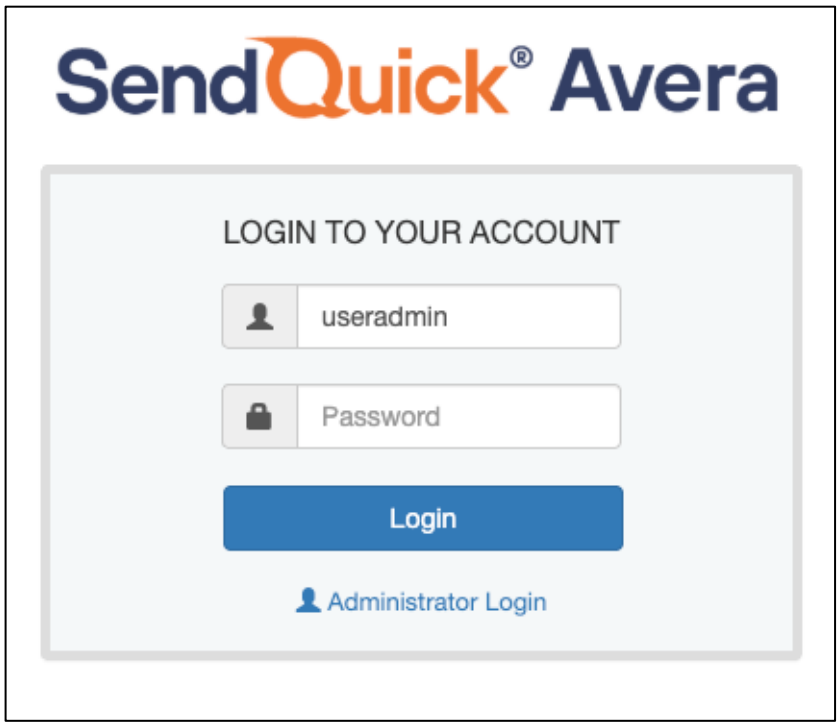



*Figure 2-1: Login Page*

Use a web browser to access SendQuick Avera's server IP, you will be redirected to Avera's login page.

**URL: http[s]://[Avera's server IP]/avera**

Enter the default Administrator's Log-in Name and Password to access the system. The default username and password can be found in the Your Password envelope. For further assistance please contact support@sendquick.com via email.

You can change the password through the "Change Password" link at top right corner

after logging-in.

### 2.1.1 Login Types

There are four (4) types of user accounts:

1. Super Admin
2. Admin
3. Operator
4. User

Super Admin and Admin have full access rights to every features. The only difference is Super Admin 'useradmin' account is the default admin account and cannot be deleted.

Operator has all access rights except the 'Admin' settings, checking server log and network tools.

User has view-only access rights to monitoring rules configuration. User can login to update personal details, acknowledge case, send SMS and view reports.

## *2.2 Report*

### 2.2.1 Dashboard

This page will display summaries for all monitored rules. User can enter report period (Today, Yesterday, Last 7 Days, Last 30 Days, This Week, Last Week or By Date Range) and total records (1 to 20) to generate summary report. This page will auto-refresh every 5 minutes.

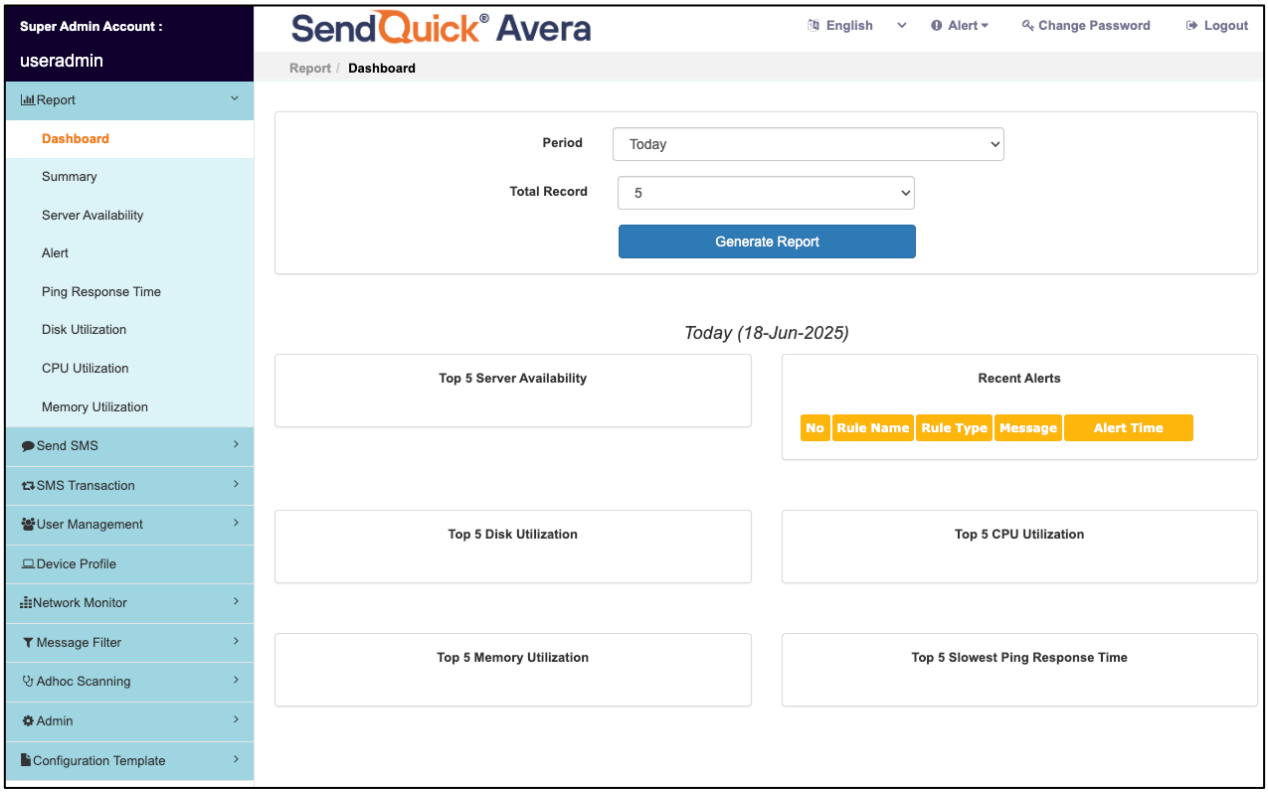



*Figure 2-2: Dashboard*

### 2.2.2 Summary

Users can generate summary report for specific servers or rules in this page. Before generating, they can specify the report period and the server or rule to generate report. Report can be exported as PDF or Excel format.

#### 2.2.2.1 Server Summary

Show server availability based on the ICMP Ping results, Latest Server Utilization if rules are configured, all monitoring rules status and recent alerts.

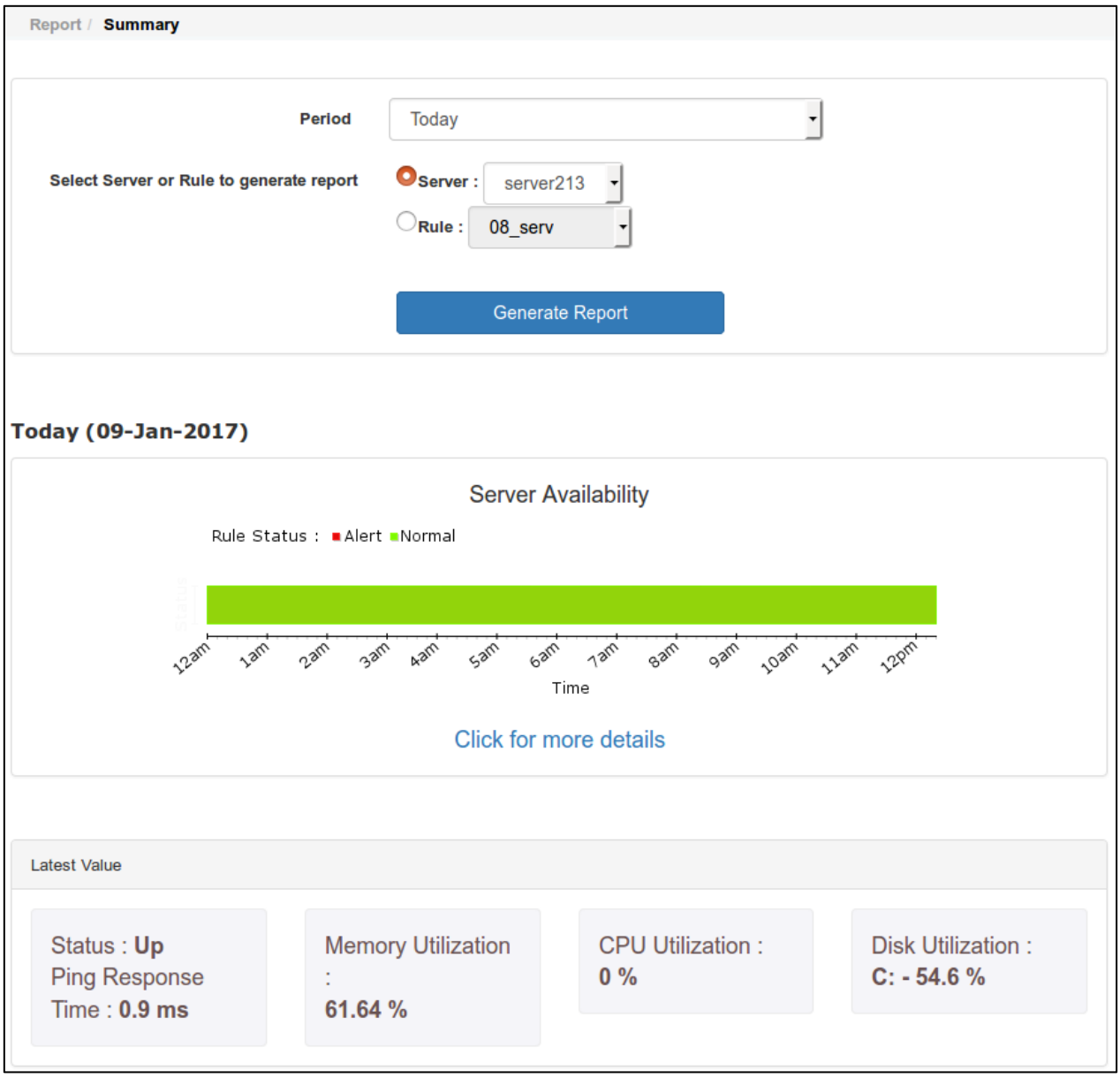



*Figure 2-3: Sample Server Summary Report*

To check server health status, please create the following monitoring rules.

| | |
|---|---|
| **ICMP** | Server availability and Ping Response Time based on ping result of the server IP. |
| **CPU Check** | CPU usage of the server |
| **Disk Check** | Disk utilization of any particular partition in server. Create several disk usage rules to monitor different partition. |
| **Memory Check** | Memory usage of the server |

**Adhoc Scanning** - Display all rules created under this server. To view more details about a rule, navigate to the corresponding rule category under Network Monitor in the navigation bar.

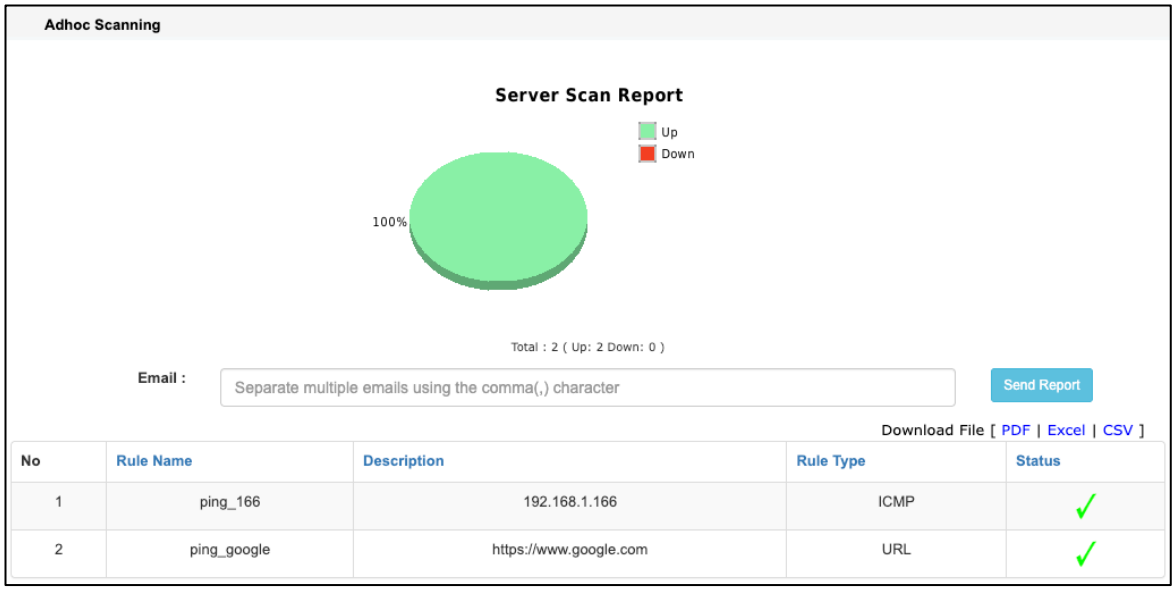



*Figure 2-4: Sample Monitoring Rules*

**Recent alert** - Recent alerts from all the rules under this server.

### 2.2.2.2 Rule Summary


*Figure 2-5: Recent Alert List*

The chart will display rules status (Up or Alert) and line graph of CPU, Disk and Memory usage. Report can be exported as PDF or Excel format.

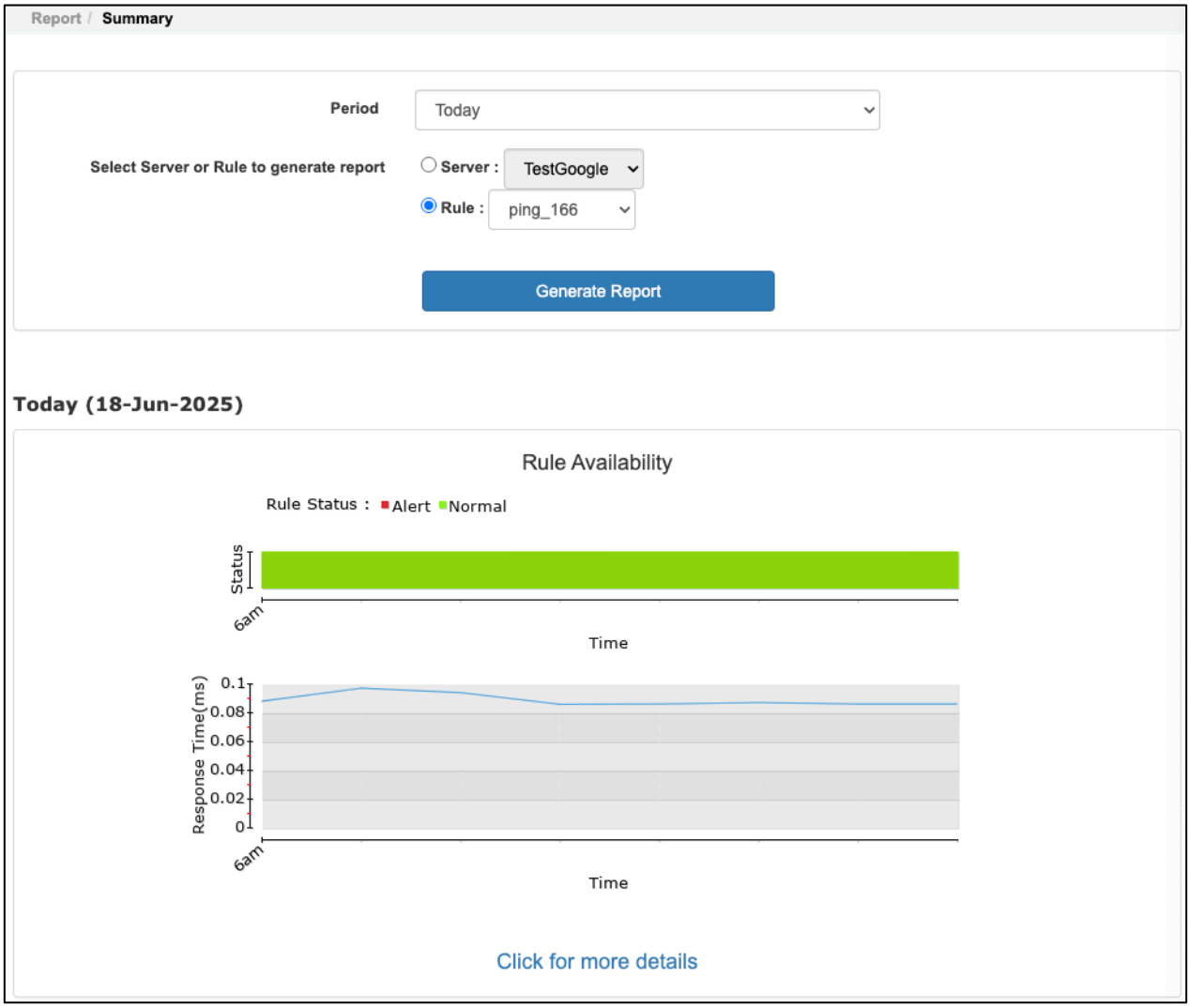



*Figure 2-6: Report Summary – Rule*

**Recent alert** - Recent alerts from all the rules under this server.


*Figure 2-7: Report Summary Recent Alerts*

### 2.2.3 Server Availability

Show server or rule availability within the selected report period.

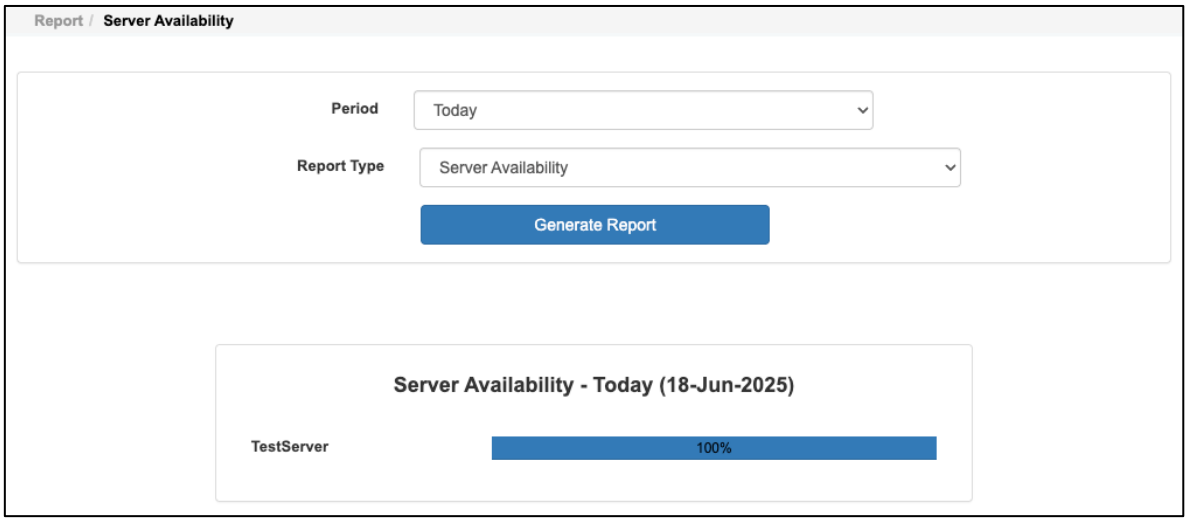



*Figure 2-8: Server Availability Overview*

### 2.2.4 Alert

Show all alerts within the selected report period.

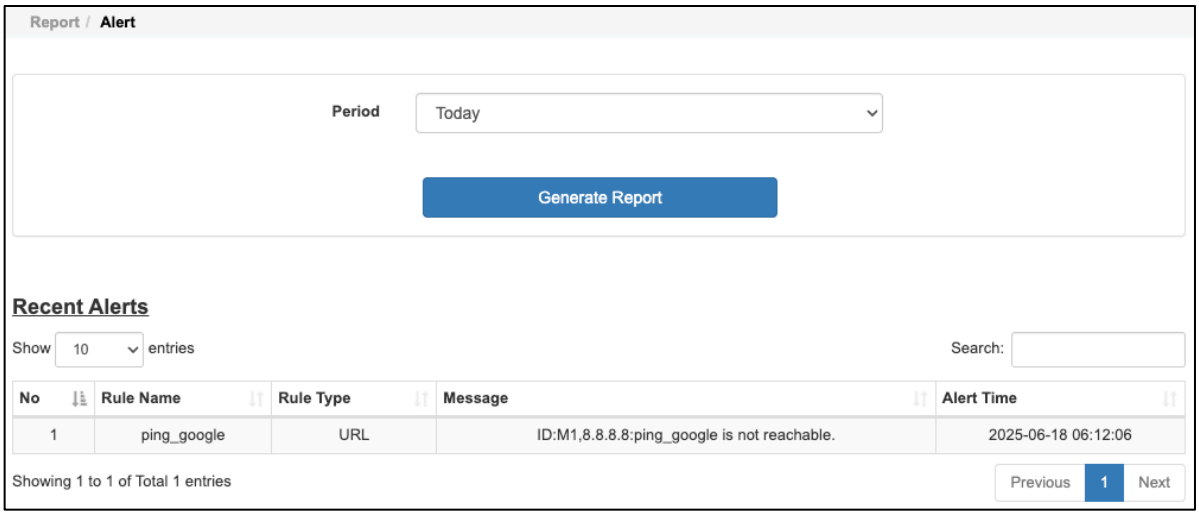



*Figure 2-9: Alert Logs*

### 2.2.5 Ping Response Time

Show all active ICMP rules and the Ping Response Time within the searched period.

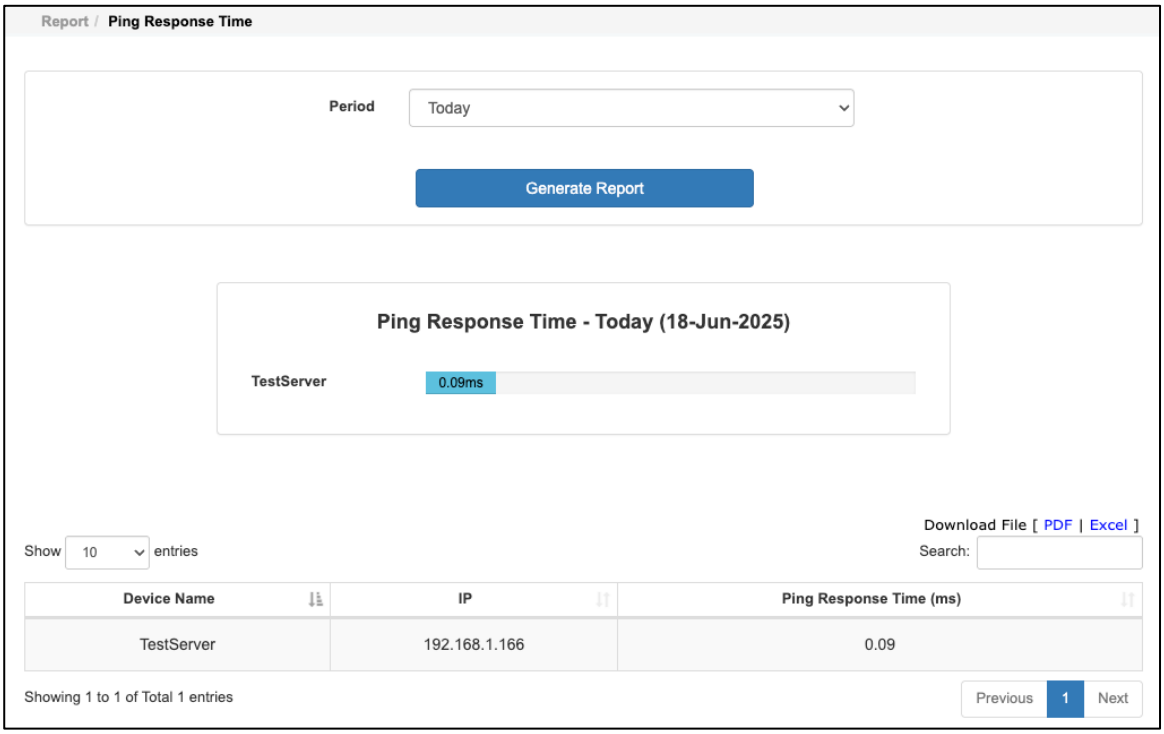



*Figure 2-10: Ping Response Time*

### 2.2.6 Disk Utilization

Show all the Disk Utilization within the searched period.

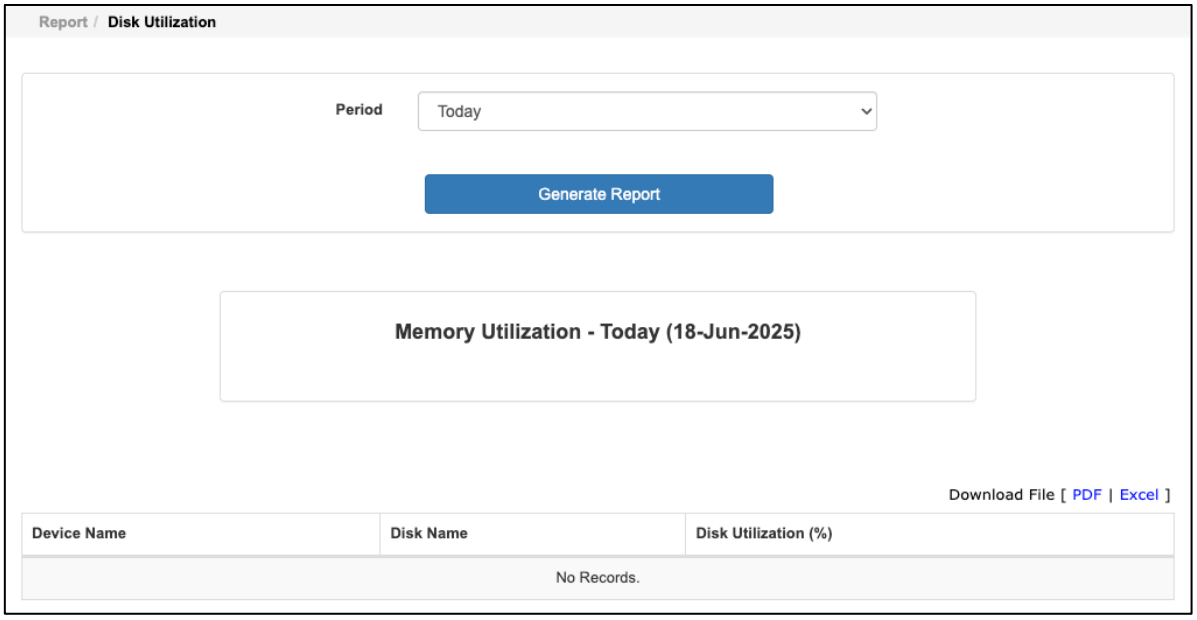



*Figure 2-11: Disk Utilization*

### 2.2.7 CPU Utilization

Show all the CPU Utilization within the searched period.

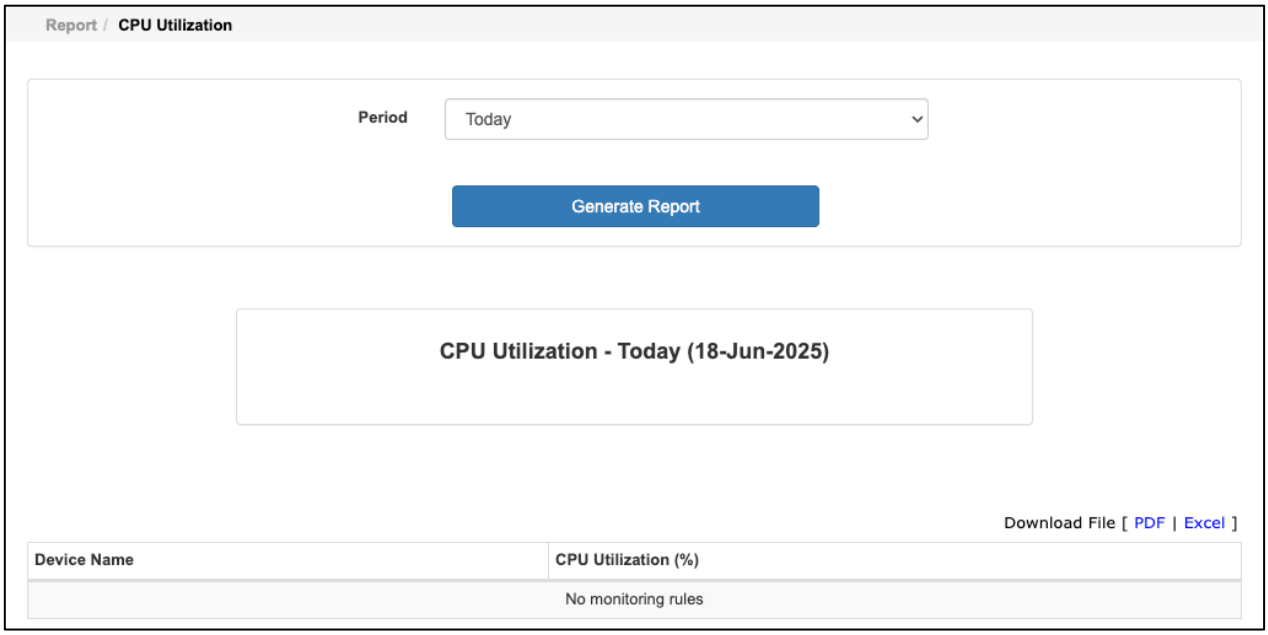



*Figure 2-12: CPU Utilization*

### 2.2.8 Memory Utilization

Show all the Memory Utilization within the searched period.

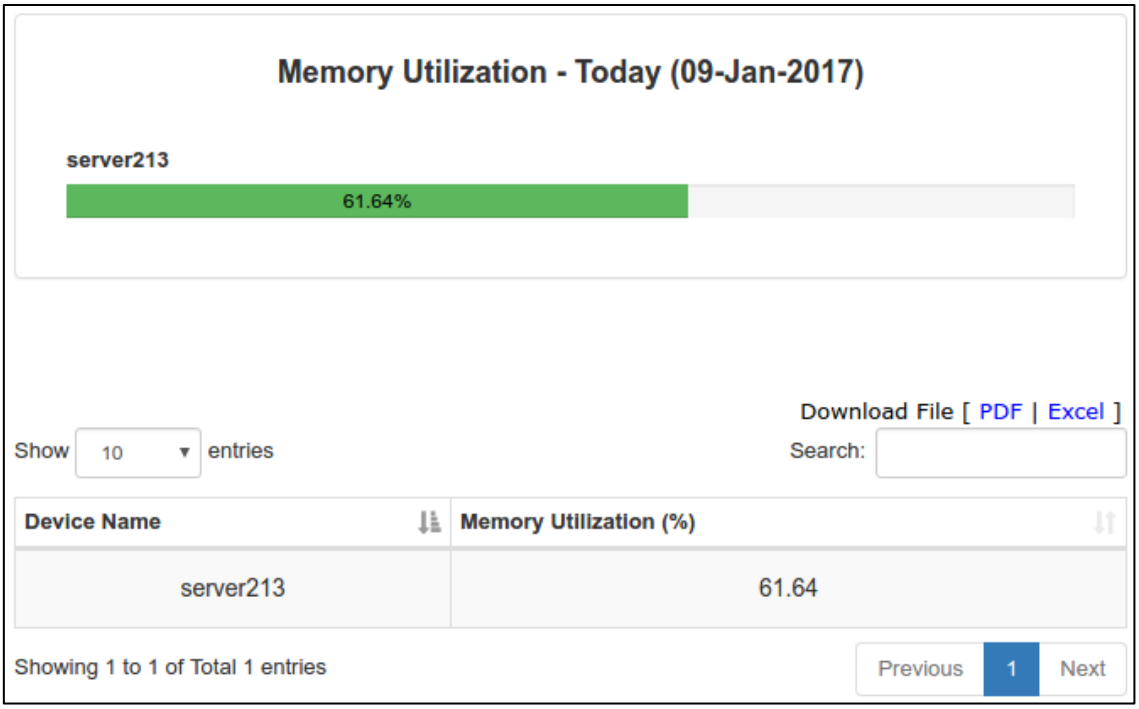



*Figure 2-13: Memory Utilization*

## 2.3 Send SMS

Send test messages or broadcast alert messages to users.

### 2.3.1 Send SMS

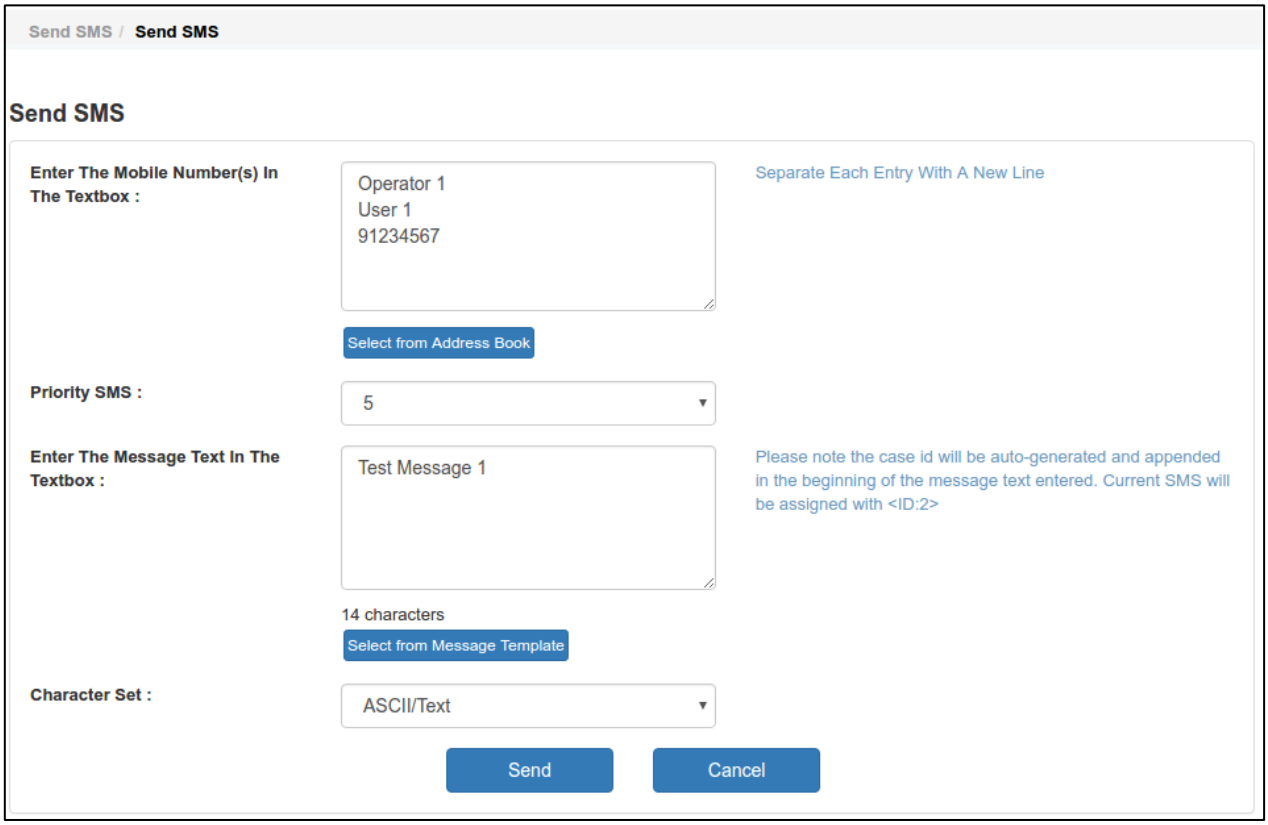



*Figure 2-14: Send SMS Configuration*

| | |
|---|---|
| Mobile numbers | Mobile number can be selected from address book or manually inserted in this text box with one number for each line. |
| Priority SMS | 1 to 9. Set the priority for these SMS. 1 is the highest priority. |
| Message Text | Compose the text message or select the predefined messages from message template. The character count and number of SMS messages are shown below the message box. |
| Character Set | ASCII – Normal English Message<br>UTF8 – Non-English Text Message |

### 2.3.2 Message Template

Create/Edit/Delete text messages as template for future use. Having message templates allow user to easily retrieve the message, perform some simple edit (or no editing) and use them to send SMS.

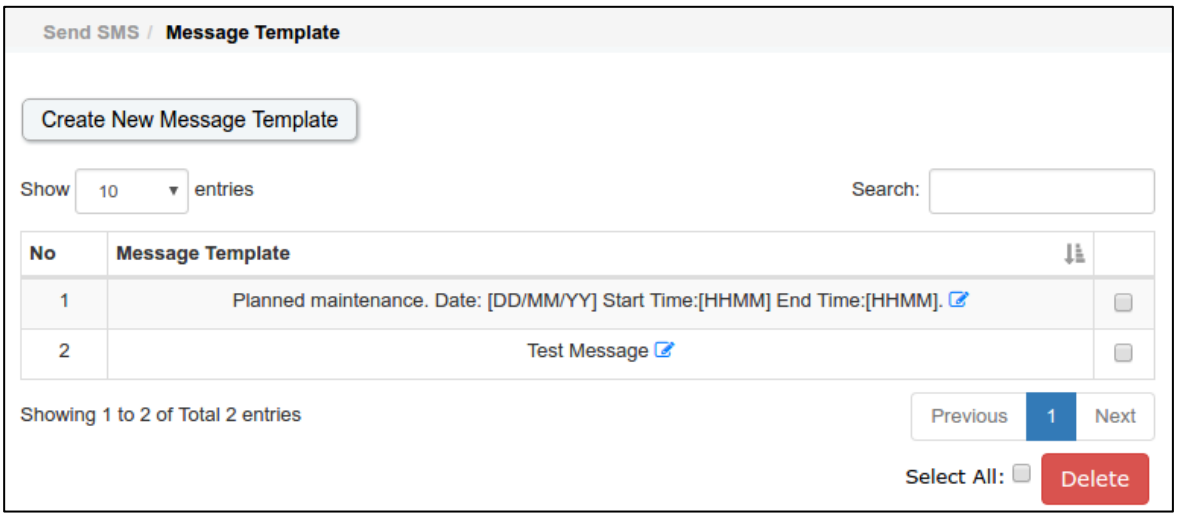



*Figure 2-15: Message Templates*

## 2.4 SMS Transaction

User can check all the transaction cases and the report.

### 2.4.1 SMS Broadcast

All transaction of SMS Broadcast (Refer to 2.3.1) can be searched and displayed in this page. Every SMS Broadcast has a unique [Case ID], which is prefixed to the text message. Recipient can reply 'ACK <case_id>' to simply acknowledge receipt of this SMS. All acknowledgement records will be logged under 'ACK' column.

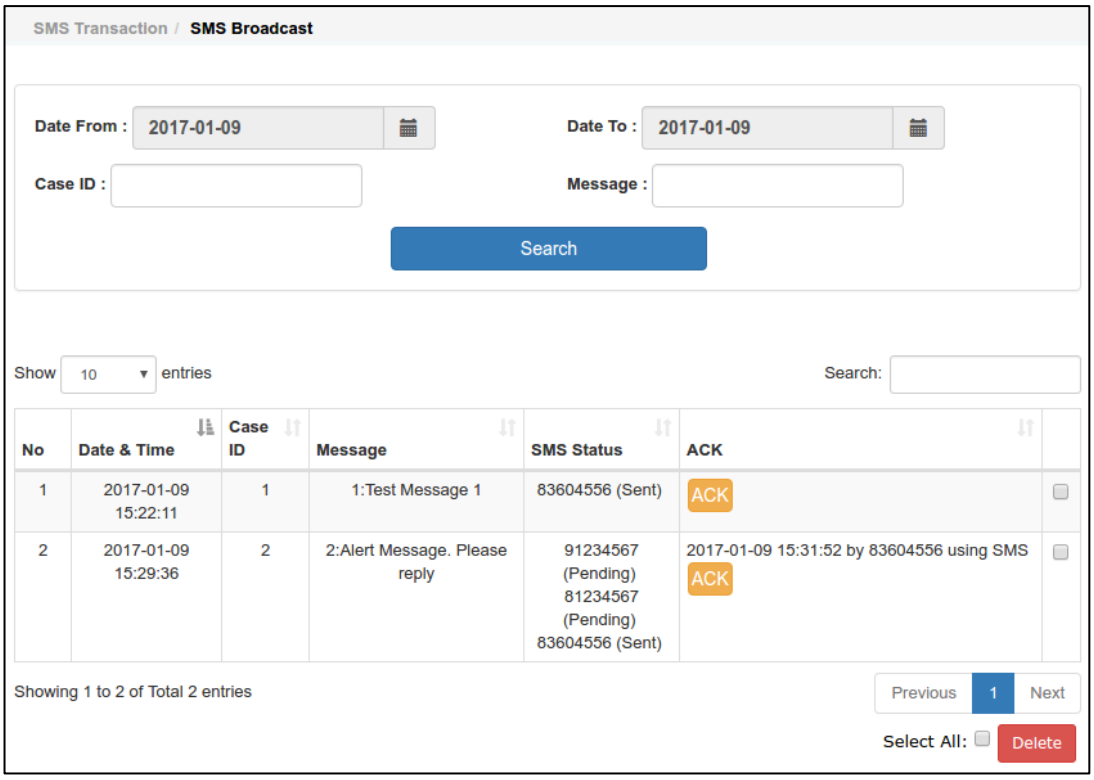



*Figure 2-16: SMS Broadcast*

### 2.4.2 SMS Check

All incoming SMS Check request and the response message will be displayed here. User can click on 'SMS Check Template' to view the template of SMS request. (Refer to 3.1 SMS Check Template)

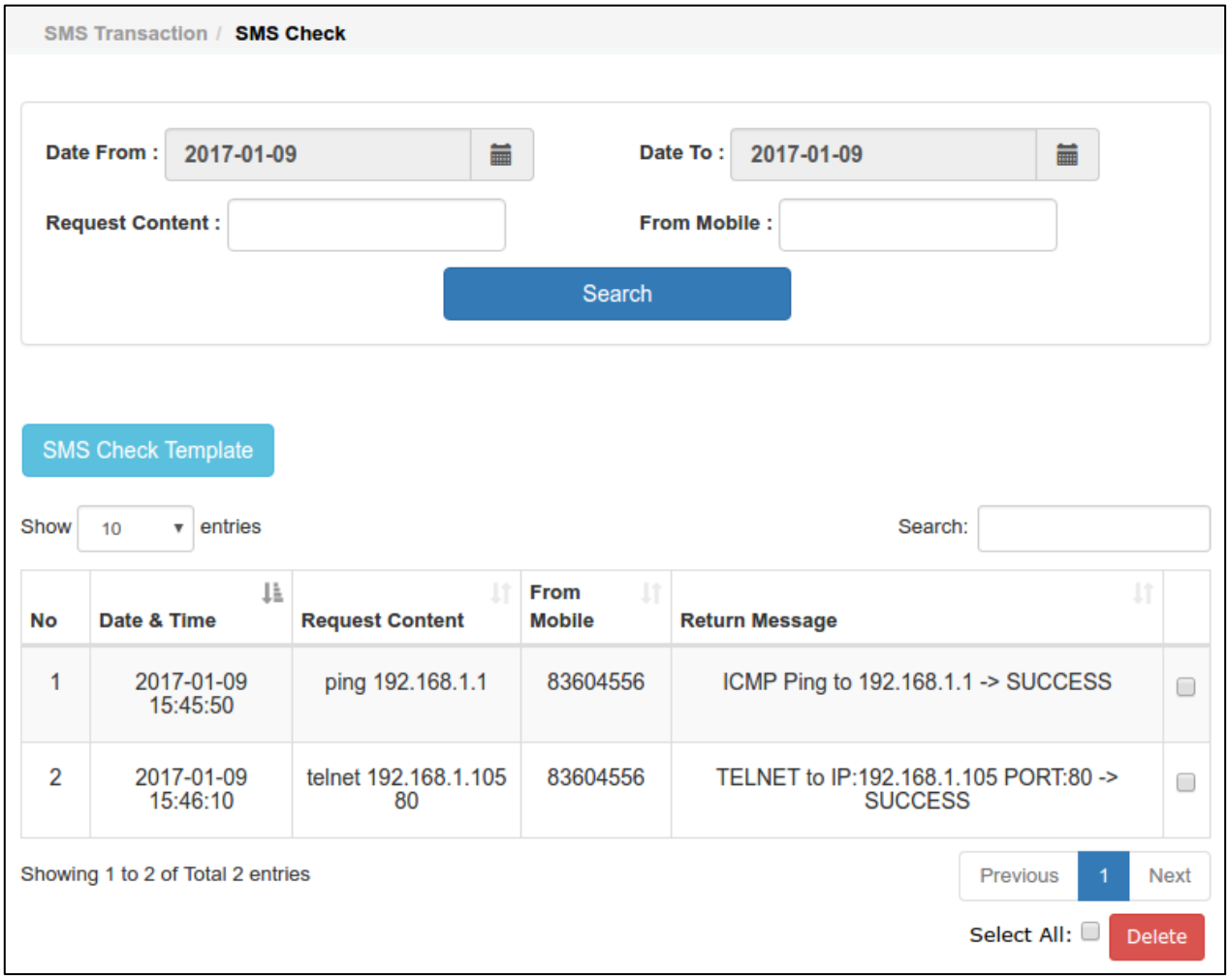



*Figure 2-17: SMS Check*

### 2.4.3 Network Monitor

All transaction of Network Monitoring alerts (Refer to 2.7) can be searched and displayed in this page. User can reply 'ACK <case_id>' to simply acknowledge receipt of this SMS or stop escalation alerts. Reply 'RES <case_id> <log>' is used to stop escalation alerts and save a resolved log to this case. All ACK and RES records will be logged.

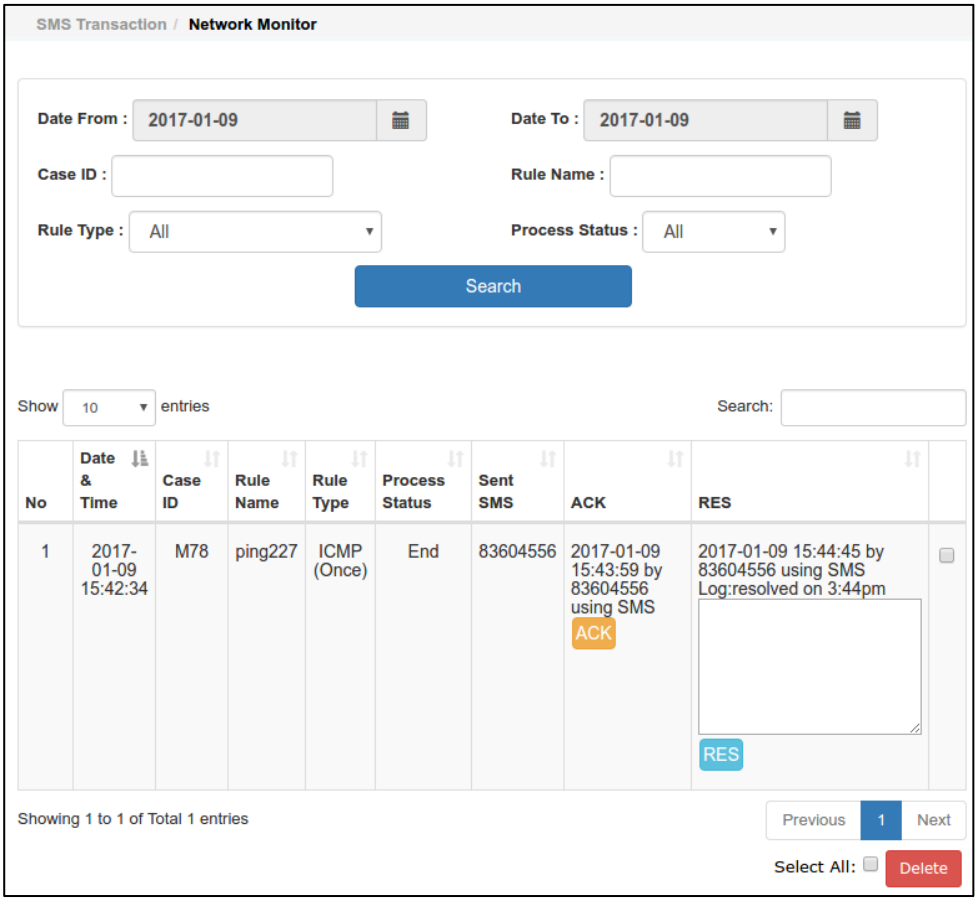



*Figure 2-18: Network Monitor*

### 2.4.4 Message Filter

All transaction of Message Filtering alerts (Refer to 2.8) can be searched and displayed in this page. User can reply 'ACK <case_id>' to simply acknowledge receipt of this SMS or stop escalation alerts. All ACK records will be logged.

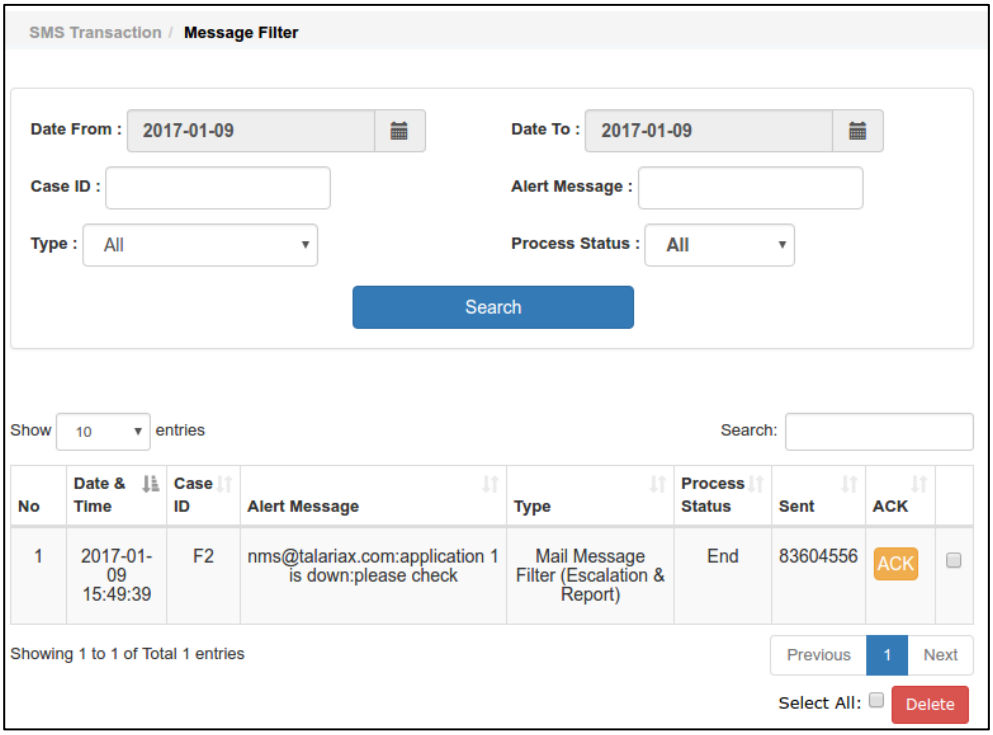



*Figure 2-19: Message Filter*

## 2.5 User Management

### 2.5.1 User Management

List all the users of SendQuick Avera.

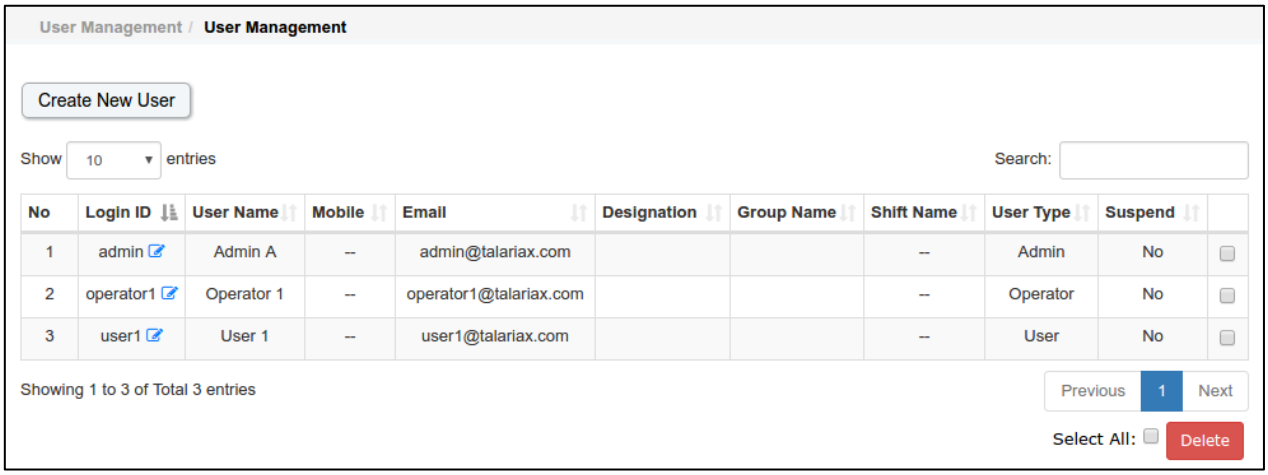



*Figure 2-20: User Management*

## Create or Update User Accounts

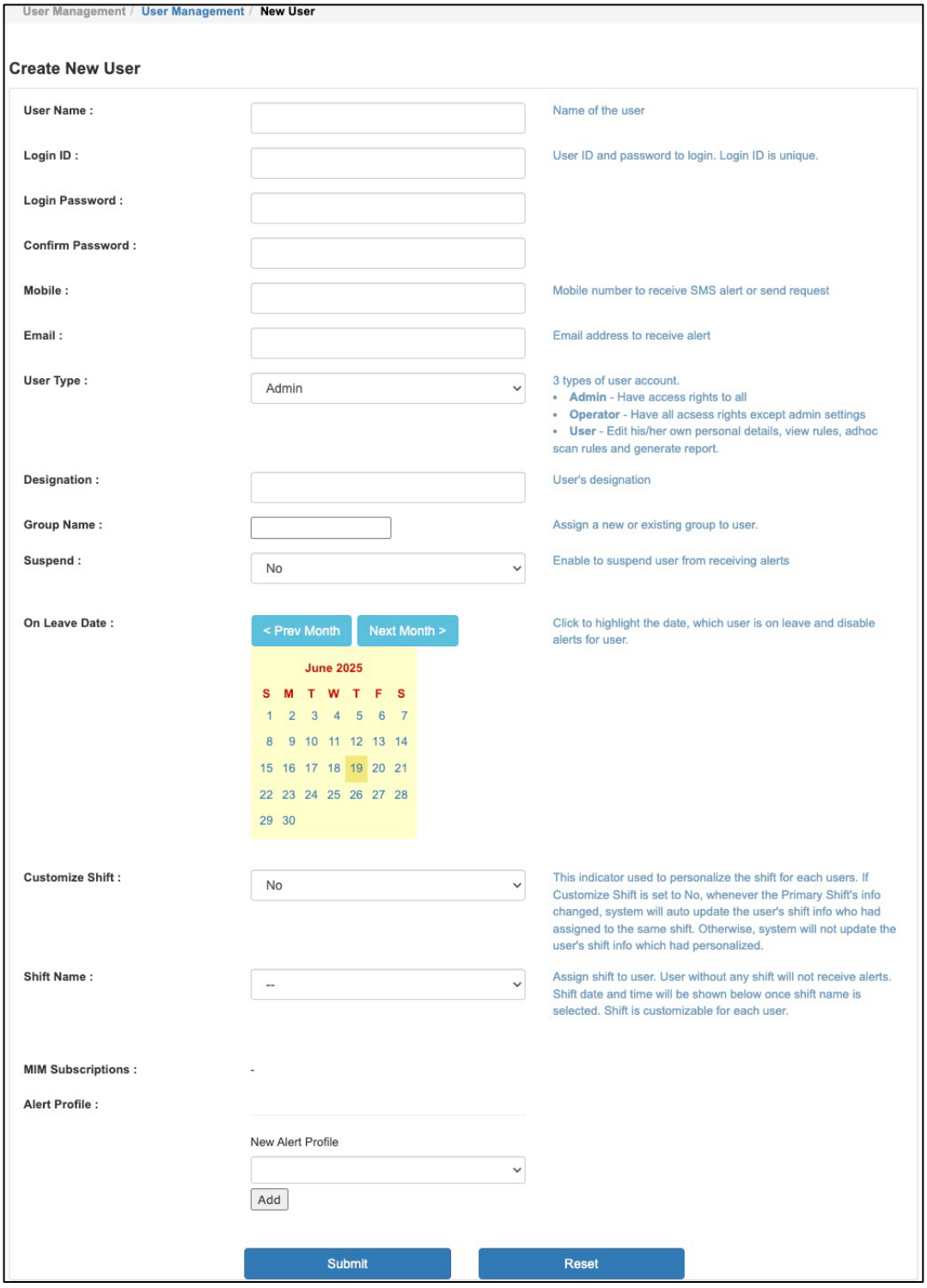



*Figure 2-21: Create New User*

| | |
|---|---|
| User Name | Name of the user |
| Login ID & Password | User ID and password to login. Login ID is unique. |
| Mobile Number | Mobile number to receive SMS alert or send SMS Check requests. |
| Email | Email address to receive alert |
| Designation | User's designation |
| Group Name | Assign a new or existing group to user. Multiple groups can be selected. Group can be created under User Group Management. (Refer to 2.5.2 User Groups) |
| User Type | [Admin\|Operator\|User] Different access rights of user. (Refer to 2.1.1 Login Types) |
| Suspend | Enable or Disable user's suspend mode. Suspended user account will not receive any alert. |
| On Leave Date | Click and highlight the date when user is on leave and ignore alerts to user on that day. |
| Customize Shift | Customize a standard shift for user. |
| Shift Name | Select shift for user. Note that user without a shift will not receive any alerts. Shift can be created under shift management. (Refer to 2.5.3 Shift Management) |
| Specific Date | Select specific date range for this user. Useful for temporary and contract staff, which will receive alerts during the specific period only. |

### 2.5.2 User Groups

List all user groups and member users.

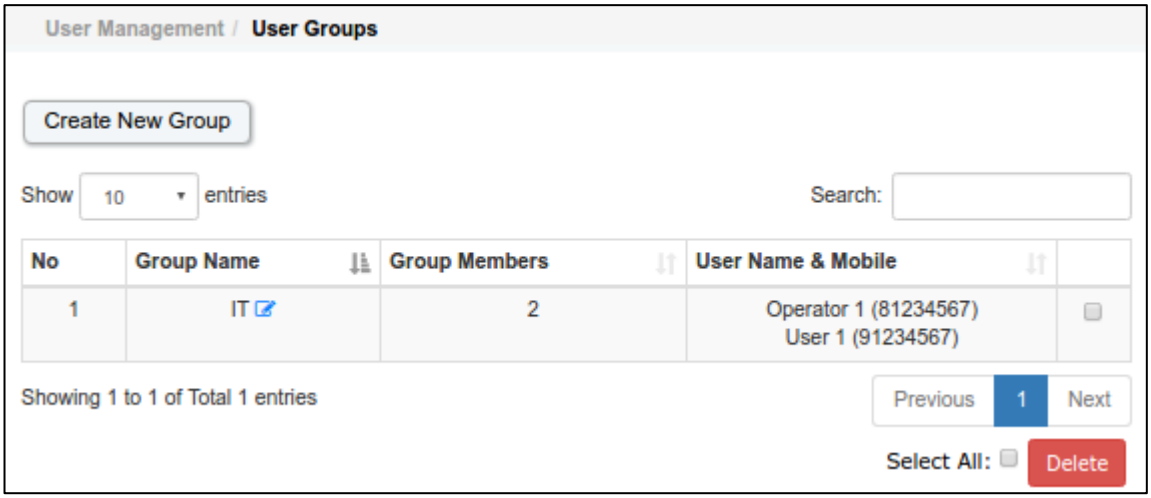



*Figure 2-22: User Groups*

**Create or Update user group**

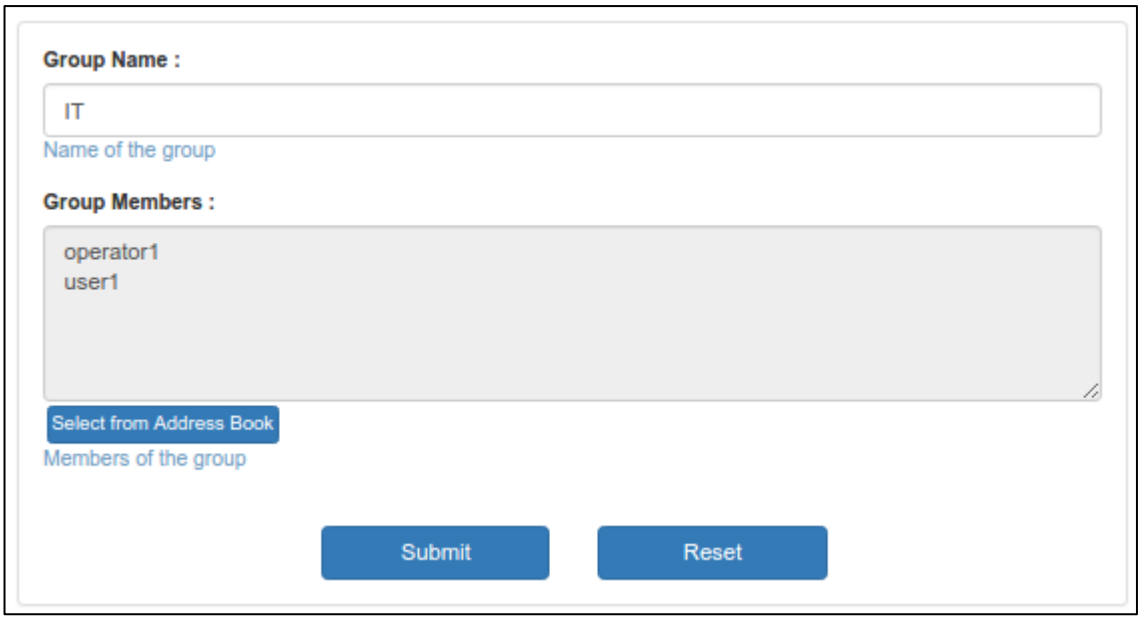



*Figure 2-23: Edit User Group*

| | |
|---|---|
| Group Name | Unique group name |
| Users | Select user from address book and assign to this group. Each user can be assigned to multiple groups. |

### 2.5.3 Shift Management

Show all shifts for receiving alerts from Avera.

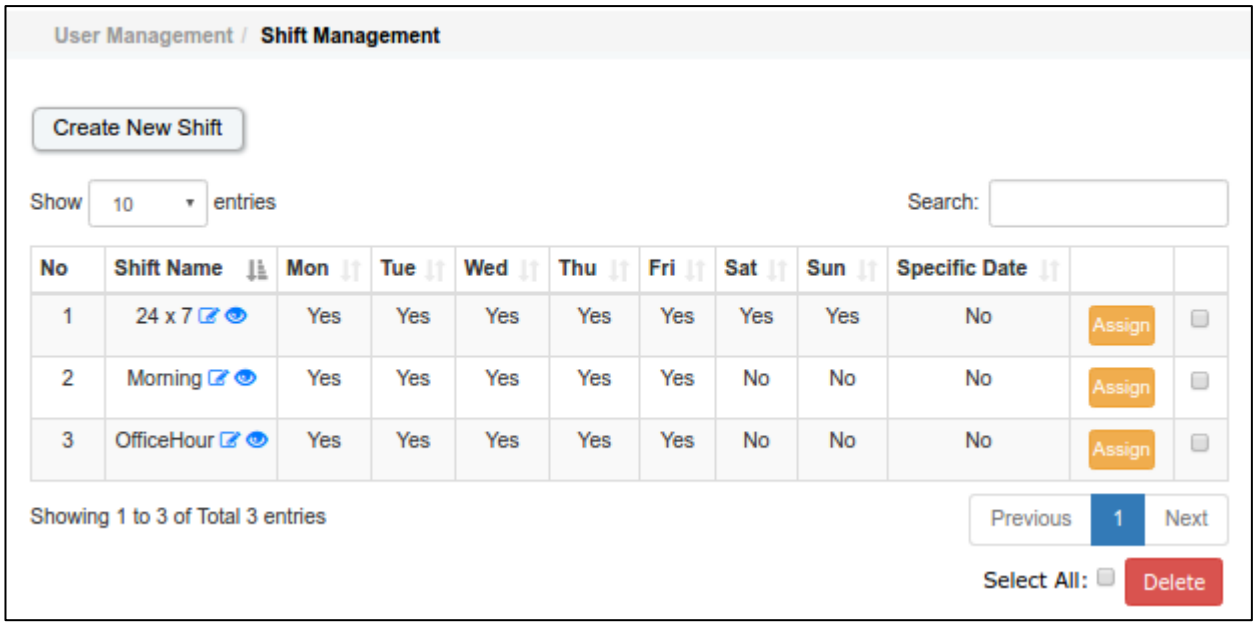



*Figure 2-24: Shift Management*

## Create or Update Shift

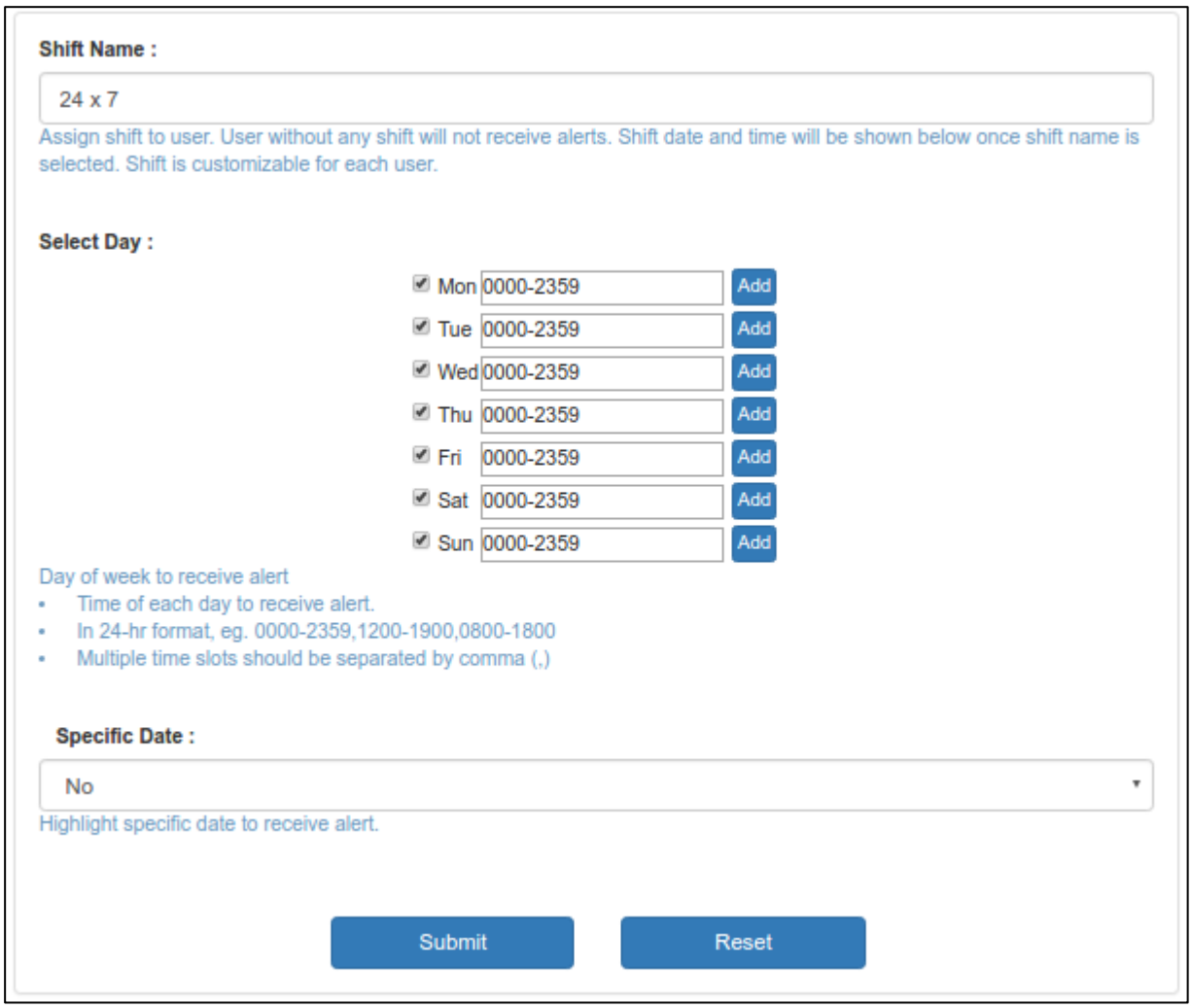
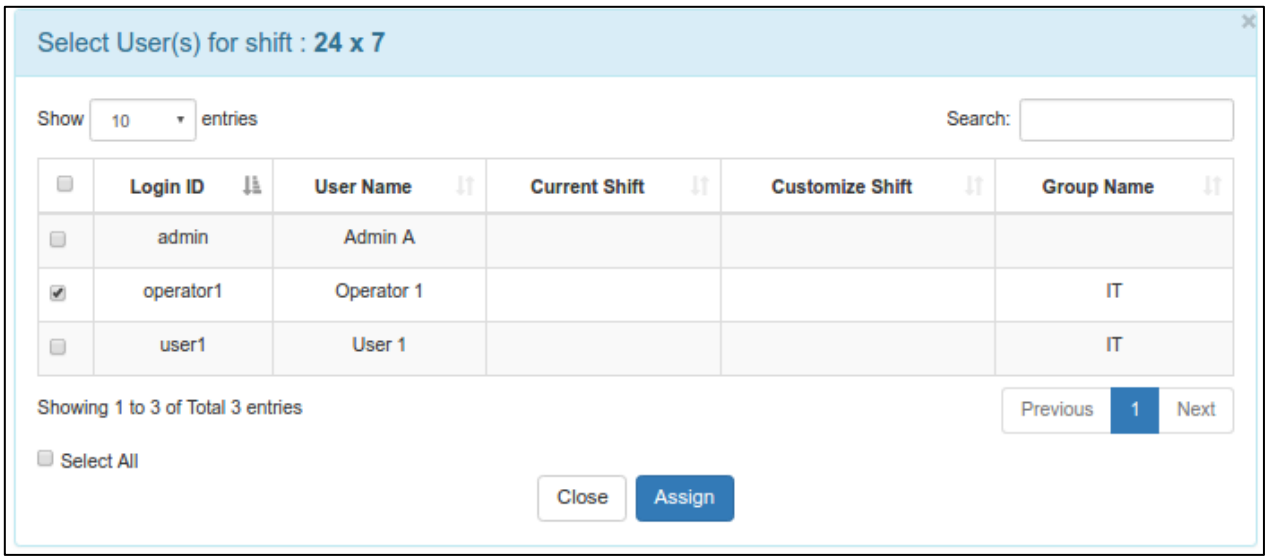



*Figure 2-25: Edit Shift*

| | |
|---|---|
| Shift Name | Unique shift name |
| Day of week | Select day of week to receive alert |
| Time of alert | Time of each day to receive alert.<br>In 24-hr format, eg. 0000-2359,1200-1900,0800-1800<br>Multiple time slots should be separated by comma (,) |
| Specific Date | Highlight specific date to receive alert |

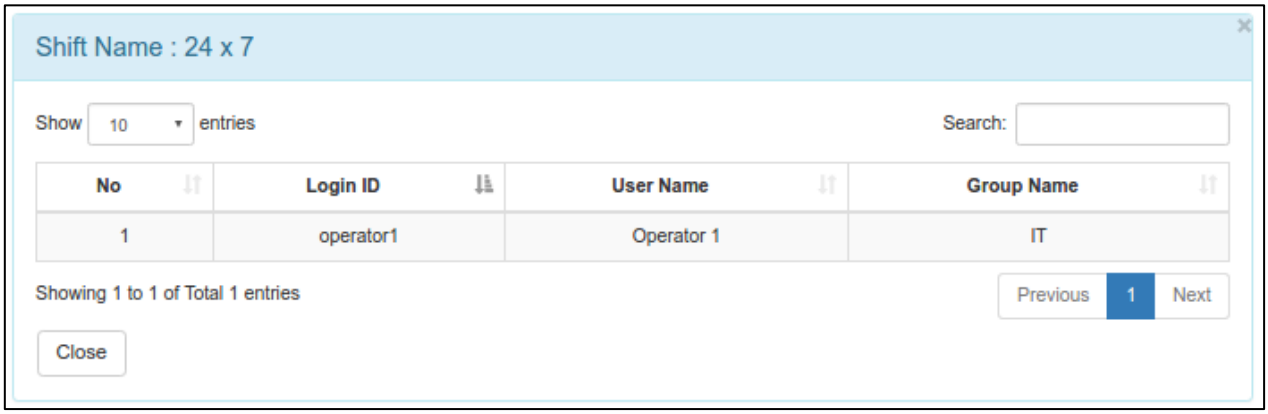
## Assign Shift

Click on the Assign button to assign shift to users.




## View Shift

Click on the button to view the shift members.



### 2.5.4 Duty Roster

This feature enable user to check who is on duty on a specific date.

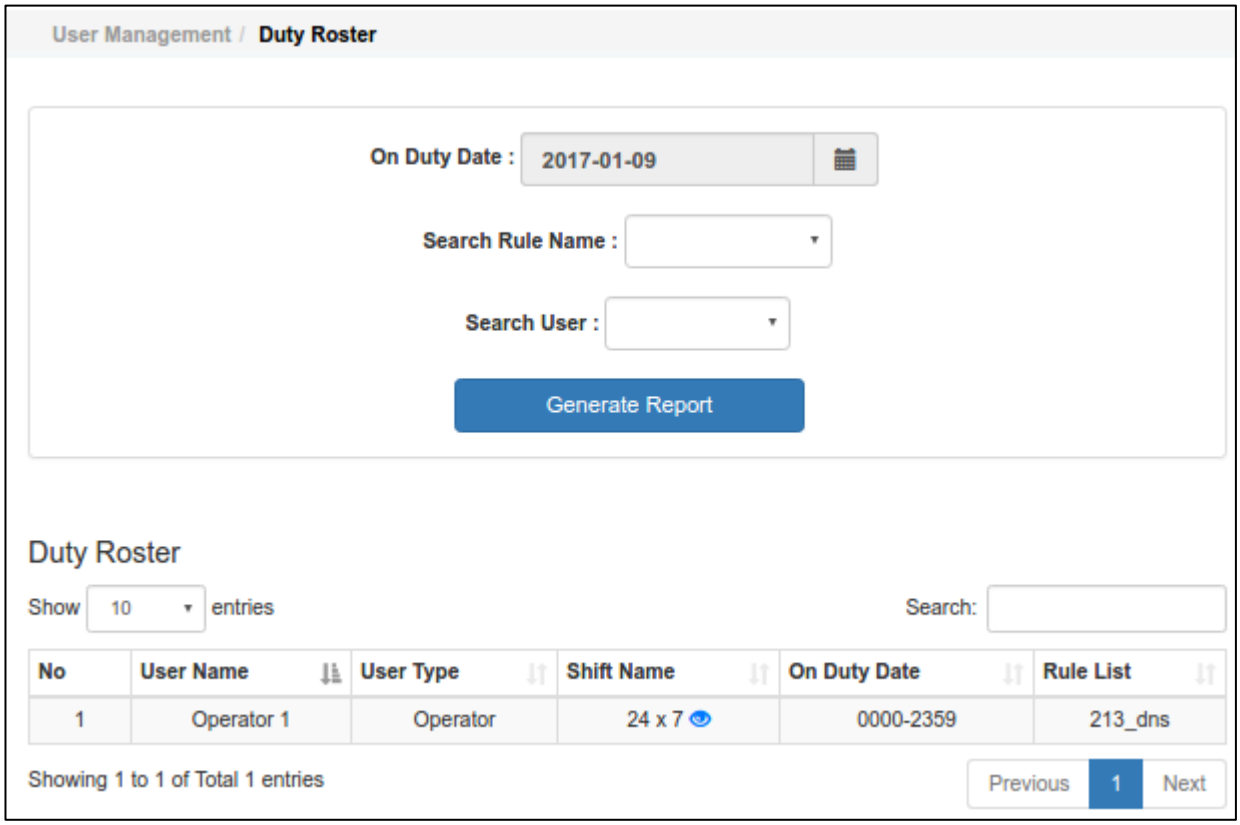



*Figure 2-26: Duty Roster*

## 2.6 Device Profile

This page shows all the monitoring rules configured in Avera and its status, whether it's up, down or disabled.

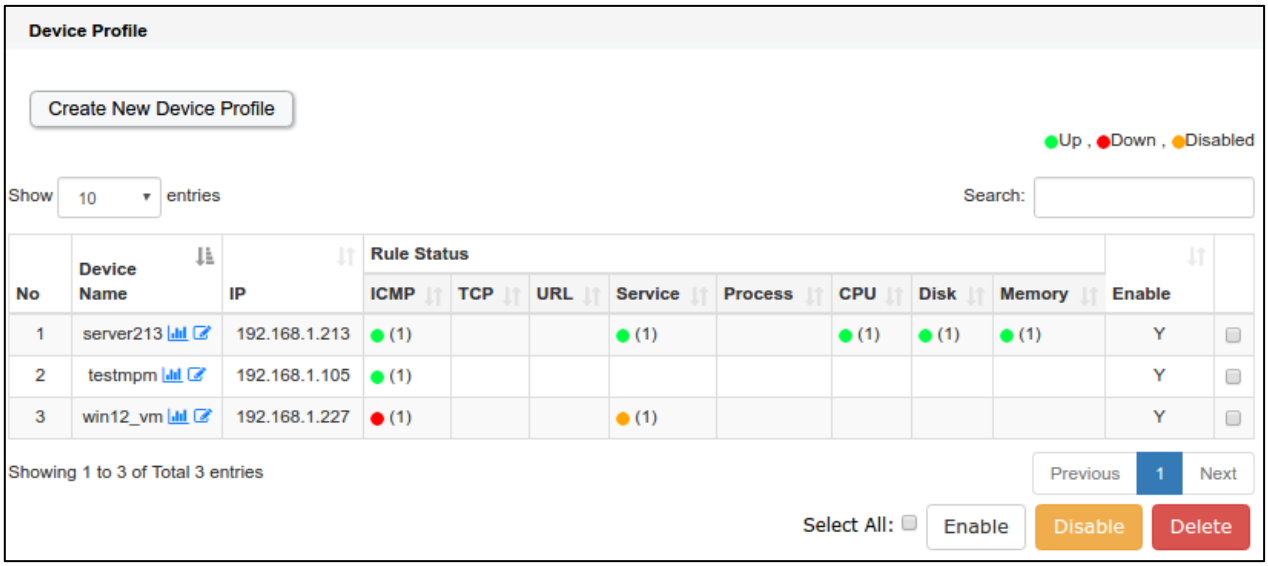



*Figure 2-27: Device Profiles*

#### 2.6.1 Create or Update device profile

| | |
|---|---|
| Server IP | Server's IP Address |
| Server Name | Unique name for each device |
| Server Description | Short description for device |
| Server Location | Short description of server's location |
| Server Platform | [Redhat \| SUSE \| Windows 2003 Server \| Windows 2008 Server \| Windows 2012 Server]<br>Select the server's operating system. |
| Login Name | Server's login name. This is required for some monitoring types like windows service check, windows process check, CPU, disk and memory. |
| Login Password | For windows server, this is required for WMI remote access to gather server's information and remote control (restart service, restart server and shutdown server).<br>For Linux server, this is required only if the 'SSH By' is set to password. |
| SSH By | [Password \| Key]<br>This is only available for Linux server.<br>• **Password**: SSH login via login name and password as configured above.<br>• **Key**: SSH login via ssh key. Users need to add Avera's key to server's authorized key file. |
| Test Connection | Click to check server connection with the login credential provided. |
| Authorized Mobile & Authorized Group | Authorized mobile numbers & groups to send in SMS and query this server's data. Refer to 3.1 SMS Check Template |

## 2.7 Network Monitor

SendQuick Avera is able to monitor different types of rules, which are ICMP, TCP, URL, Windows Service and Process, CPU, Disk and Memory. Every rule is tied to a server, which is configured under Device Profile (Refer to 2.6 Device Profile).

### 2.7.1 ICMP Ping

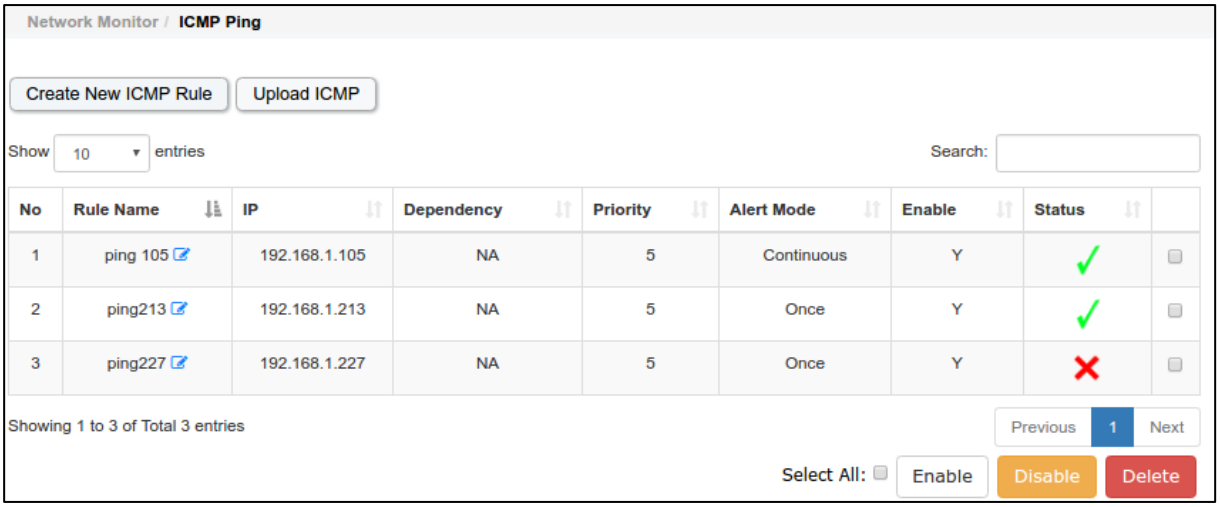



*Figure 2-28: ICMP Ping*

#### 2.7.1.1 Create or Update network monitoring rules

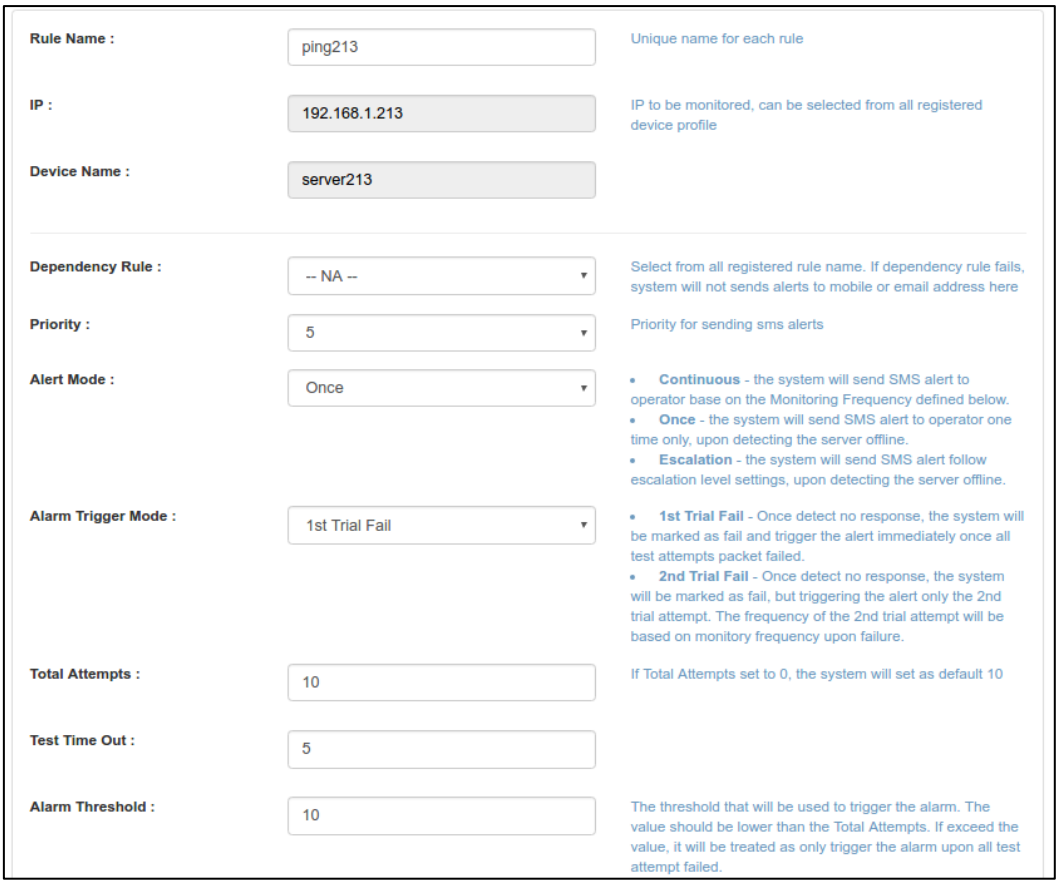



*Figure 2-29: Update ICMP Ping*

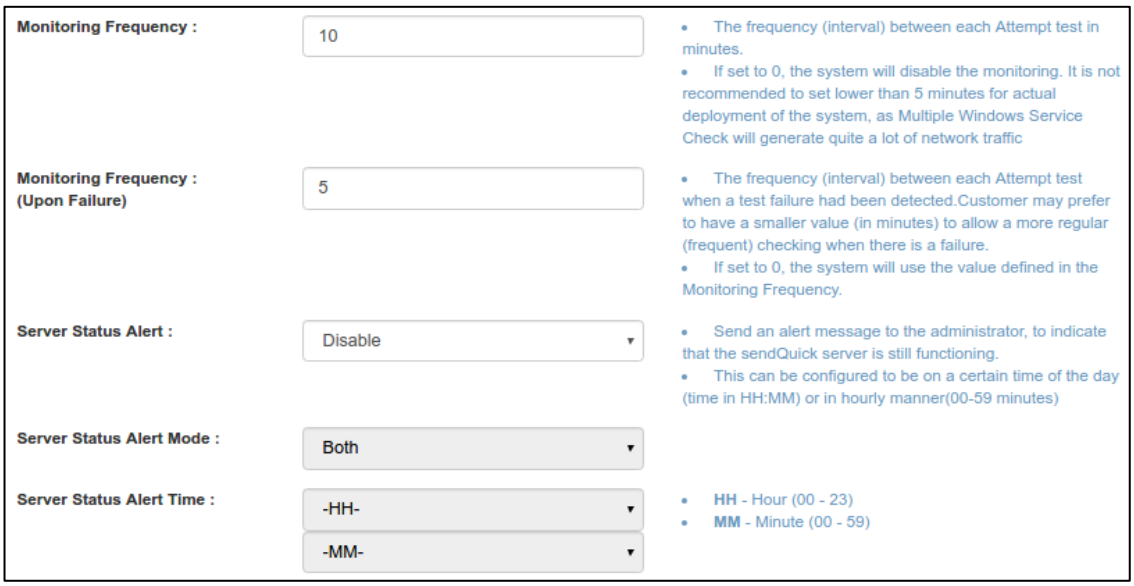



*Figure 2-30: Update ICMP Ping (2)*

| | |
|---|---|
| Rule Name | Unique name for each rule |
| IP Address | IP to be monitored, can be selected from all registered device profile |
| Device Name | Server's name of this IP. If this is a new IP, assign a unique name for this server and new device profile will be created. |
| Dependency Rule | Select from all registered rule name. If dependency rule fails, system will not send alerts to mobile or email address here |
| Priority | Priority for sending SMS alerts |
| Alert Mode | **Continuous** - the system will send SMS alert to operator base on the Monitoring Frequency defined below.<br>**Once** - the system will send SMS alert to operator one time only, upon detecting the rule down.<br>**Escalation** - the system will send SMS alert follow escalation level settings, upon detecting the rule down. |
| Alarm Trigger Mode | **1st Trial Fail** - Once detect no response, the system will be marked as fail and trigger the alert immediately once all test ping packet failed.<br>**2nd Trial Fail** - Once detect no response, the system will be marked as fail but triggering the alert only the 2nd trial attempt. The frequency of the 2nd trial attempt will be based on monitory frequency upon failure. |
| Total Attempts | If set to 0, the system will set as default 10 |
| Test Time Out | Timeout for each Ping Test, in seconds. If Ping Timeout is set to 0, the system will set as default 5 seconds. |
| Alarm Threshold | The threshold that will be used to trigger the alarm. The value should be lower than the Total Test Ping. If exceed the value, it will be treated as only trigger the alarm upon all test ping |

| | |
|---|---|
| | failed. |
| Monitoring Frequency | The frequency (interval) between each Ping test in minutes. If set to 0, the system will disable the monitoring. It is not recommended to set lower than 5 minutes for actual deployment of the system, as ICMP ping generate quite a lot of network traffic |
| Monitoring Frequency (Upon Failure) | The frequency (interval) between each Ping test when a test failure had been detected. Customer may prefer to have a smaller value (in minutes) to allow a more regular (frequent) checking when there is a failure. If set to 0, the system will use the value defined in the Monitoring Frequency. |
| Server Status Alert | Send an alert message to the administrator, to indicate that the SendQuick server is still functioning or down. This can be configured to be on a certain time of the day (time in HH:MM) or in hourly manner (00-59 minutes) |
| Server Status Alert Mode | [SMS \| Email \| Both]<br>Server Status Alert delivery method |
| Server Status Alert Time | **HH** - Hour (00 - 23) MM - Minute (00 - 59) |

## Alert Settings (Once / Continuous)

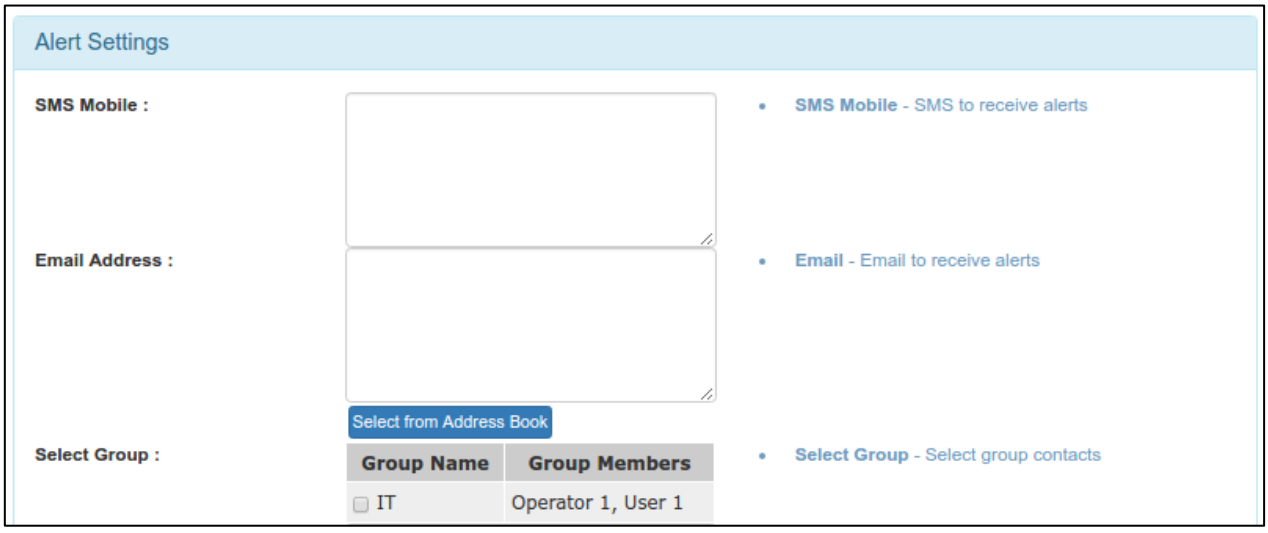



*Figure 2-31: Create New ICMP Ping – Alert Settings (Once/Continuous)*

| | |
|---|---|
| SMS Mobile | Mobile Number to receive SMS alerts. |
| Email Address | Email addresses to receive alerts. |
| Select from Address Book | Select mobile or email or both from address book contacts. Selected user name will be inserted to the text box above. |
| Select Group | Select group to receive alerts. |

## Alert Settings (Escalation)

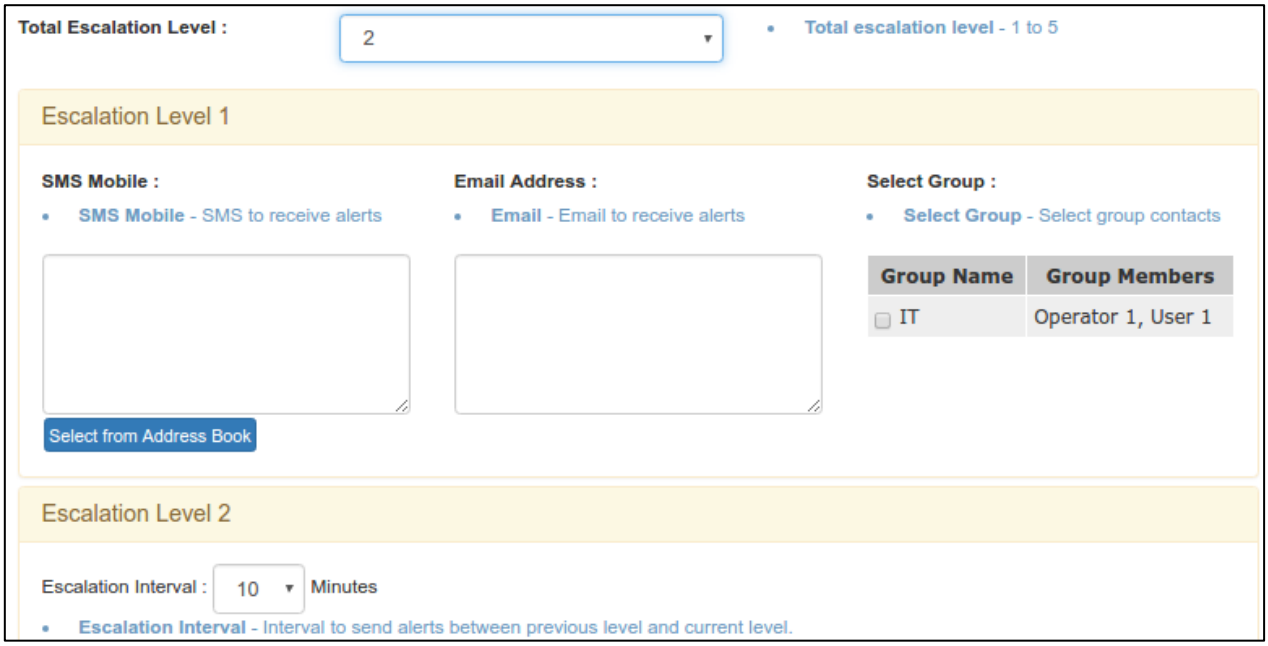



*Figure 2-32: Create New ICMP Ping – Alert Settings (Escalation)*

| | |
|---|---|
| Total Escalation Level | [1 to 5] Select up to 5 levels of escalation alerts. |
| SMS Mobile | Mobile Number to receive SMS alerts. |
| Email | Email addresses to receive alerts. |
| Select from Address Book | Select mobile or email or both from address book contacts. Selected user name will be inserted to the text box above. |
| Select Group | Select group to receive alerts. |
| Escalation interval | Interval (in minutes) to send alerts between previous level and current level. |

## Alert Text Message

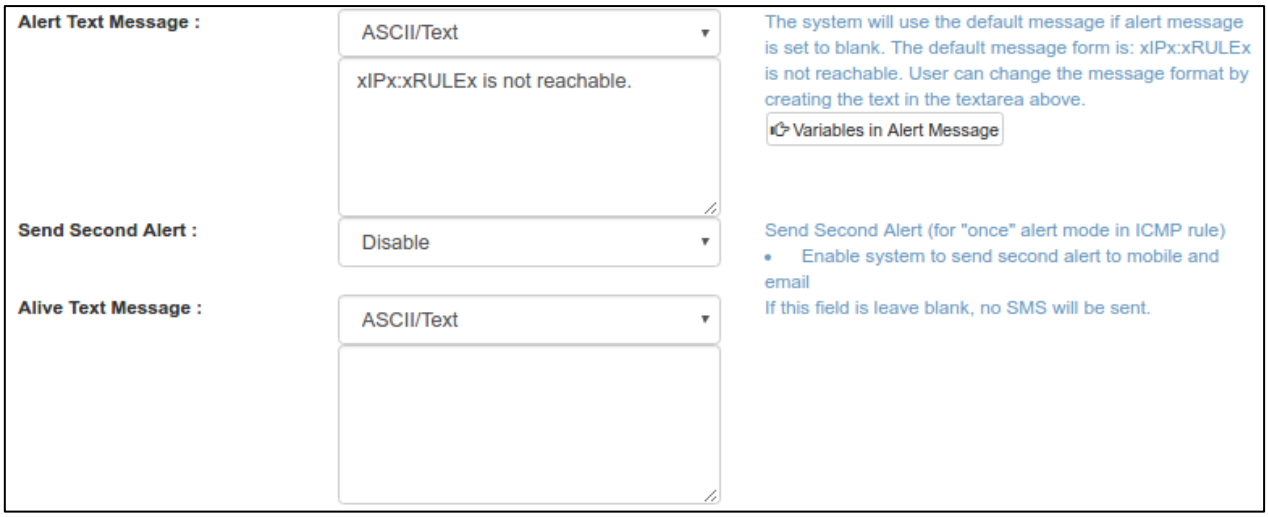



*Figure 2-33: Alert Text Message Fields*

| | |
|---|---|
| Alert Text Message | The system will use the default message if alert message is set to blank. The default message form is: xIPx:xRULEx is not reachable. User can change the message format by creating the text in the textarea above. |
| Send Second Alert (Only available for ICMP's 'once' alert mode) | Enable system to send second alert to mobile and email<br>**Second Alert Interval** - Interval to send second alert if ping check is still down.<br>**Second Alert Text Message** - The system will use the default message if alert message is set to blank. The default message form is: xIPx:xRULEx is not reachable. User can change the message format by creating the text in the text area above. |
| Alive Text Message | If this field is leave blank, no SMS will be sent. |
| Variables in Message Template | • **xRULEx -** Rule name<br>• **xIPx -** Server IP<br>• **xPORTx -** Port number in TCP Port Check rule<br>• **xURLx -** Target url in url rule<br>• **xSERVICEx -** Seervice name in Windows Service rule.<br>• **xPROCESSx -** Process name in Windows Process rule.<br>• **xMULTISERVICESx -** Service list in Multiple Windows Service rule.<br>• **xCPUUTILx -** Last CPU utilization in percentage.<br>• **xDISKUTILx -** Last Disk utilization in percentage. |

| | |
|---|---|
| | • **xMEMUTILx -** Last Memory utilization in percentage.<br>• **xDTMx -** Server date and time of this alert message |

### 2.7.1.2 Upload ICMP

User can create ICMP rules by file upload option. Download the sample file as template and add the rule name, desired IP address and device name for each ICMP rule. Select templates from the list and upload. SendQuick Avera will create ICMP rules based on the configuration template file. Refer to 2.11 Configuration Template for more details.

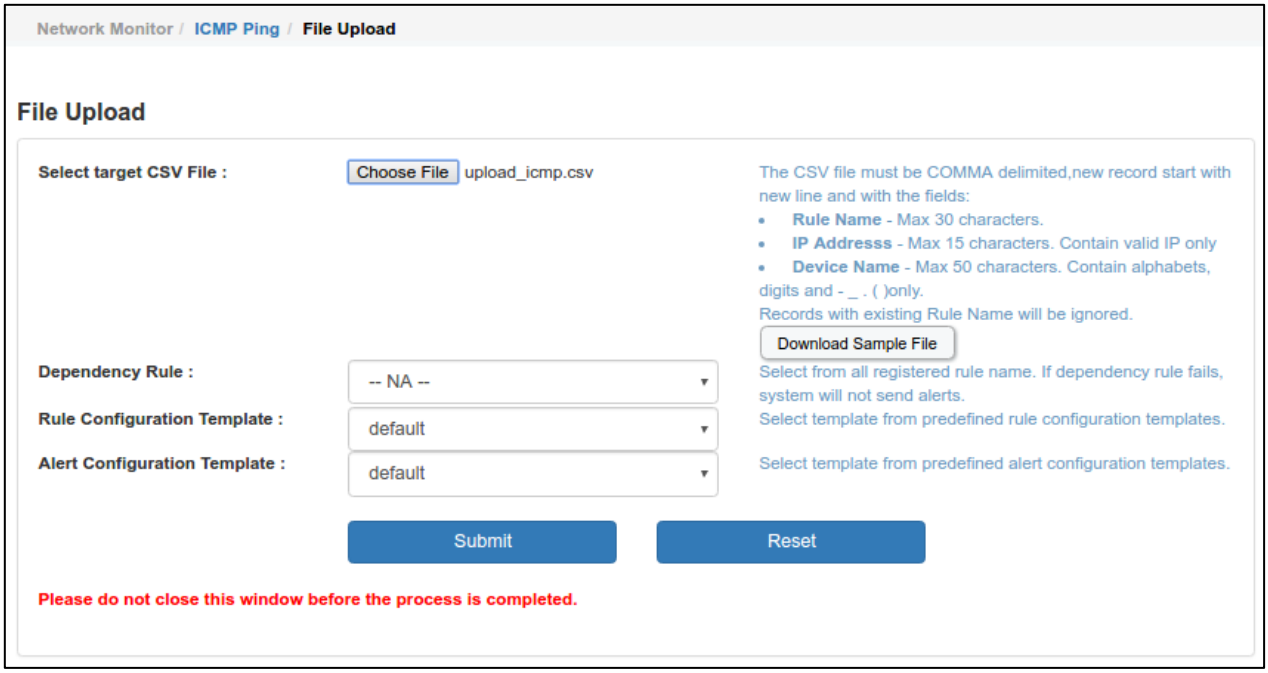



*Figure 2-34: Upload ICMP Ping – File Upload*

## 2.7.2 TCP Port Check

Monitoring TCP port number, trigger alerts when the port of that server is unavailable.


*Figure 2-35: TCP Port Check – Port Number*

| | |
|---|---|
| Port Number | TCP Port Number to be monitored |

Refer to 2.7.1.1 for the other configurations.

## 2.7.3 URL Check

Monitoring URL, trigger alerts when the URL response is unsuccessful.

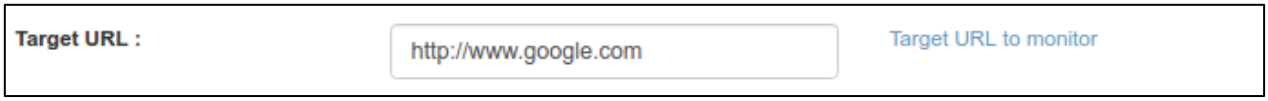



*Figure 2-36: URL Check – Target URL*

| | |
|---|---|
| Target URL | Target URL to be monitored. Prefix with http:// or https:// to determine the protocol. |

Refer to 2.7.1.1 for the other configurations.

### 2.7.4 Windows Service Check

#### 2.7.4.1 Single Service

Monitoring Single Windows Service via WMI connection. Alerts will be triggered in one of the following situations:

- Server IP is not reachable
- WMI Connection to windows server is not successful
- Windows service is not available or not running
- Windows service is not restarted if it is expected to be restarted if not running.

To select windows service, select server name from the Windows Server list (created in Device Profile).

Click on Select Service to retrieve all windows services from that windows server in real time.


*Figure 2-37: Windows Service Check (Single) – Server Name*

Select windows service to be monitored.

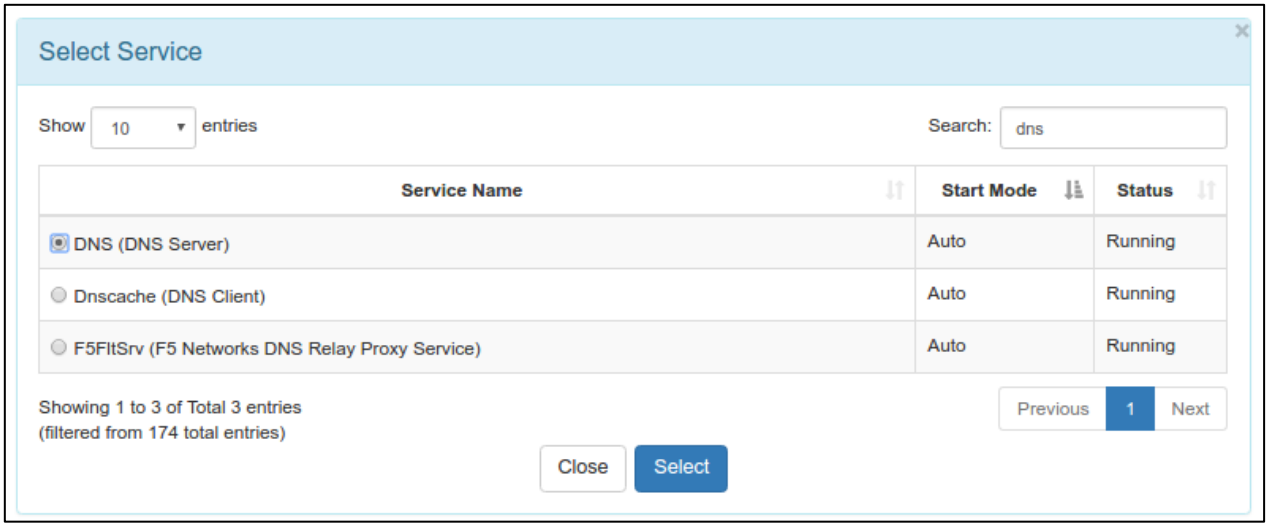



*Figure 2-39: Service Selection*

Once selected, Service Name and Service Description will be updated.

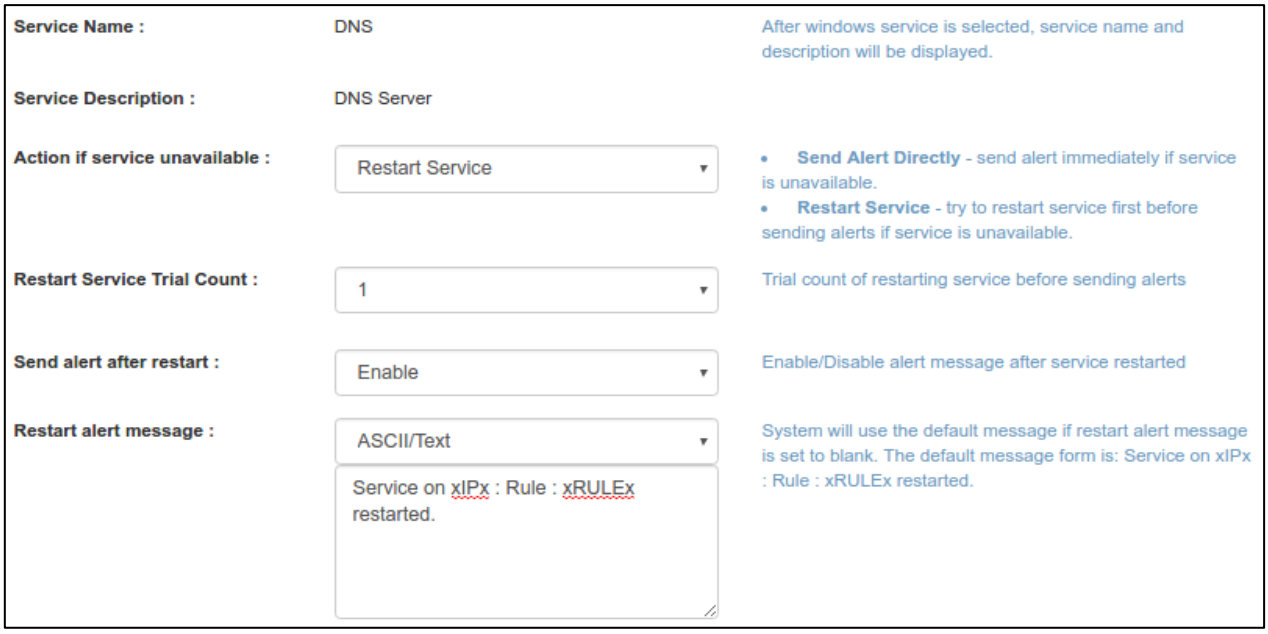



*Figure 2-38: Updated Service Name & Service Description*

| | |
|---|---|
| Action if service unavailable | [Send Alert Directly \| Restart Service]<br>**Send Alert Directly** - send alert immediately if service is unavailable<br>**Restart Service** - try to restart service first before sending alerts if service is unavailable |
| Restart Service Trial Count | Trial count of restarting service before sending alerts |
| Send alert after restart | Enable/Disable alert message after service restarted |
| Restart alert message | System will use the default message if restart alert message is set to blank. The default message form is: Service on xIPx : Rule : xRULEx restarted. User can change the message format by creating the text in the text area. Use variable xRULEx for the displaying of |

| | |
|---|---|
| | rule name. |

Refer to 2.7.1.1 for the other configurations.

### 2.7.4.2 Multiple Service

Monitoring Multiple Windows Service via WMI connection. Alerts will be triggered in one of the following situations:

- Server IP is not reachable
- WMI Connection to windows server is not successful
- One of the Windows services is not available or not running
- Windows services not restarting if it is expected to be restarted if not running.

To select windows services, select server name from the Windows Server list (created in Device Profile).

Click on Select Service to retrieve all windows services from that windows server in real time.


*Figure 2-40: Windows Service Check (Multiple) – Server Name*

Select windows services to be monitored.

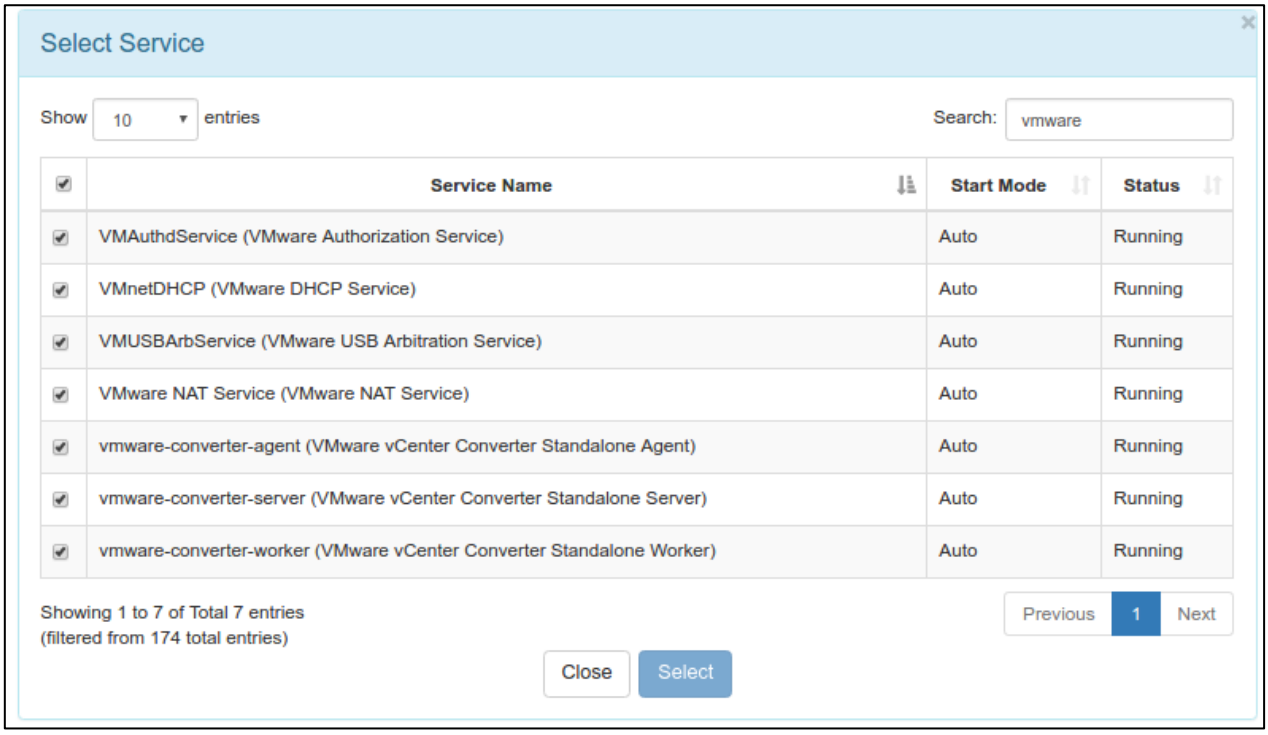



*Figure 2-41: Service Selections*

Once selected, list of service name and description will be updated.

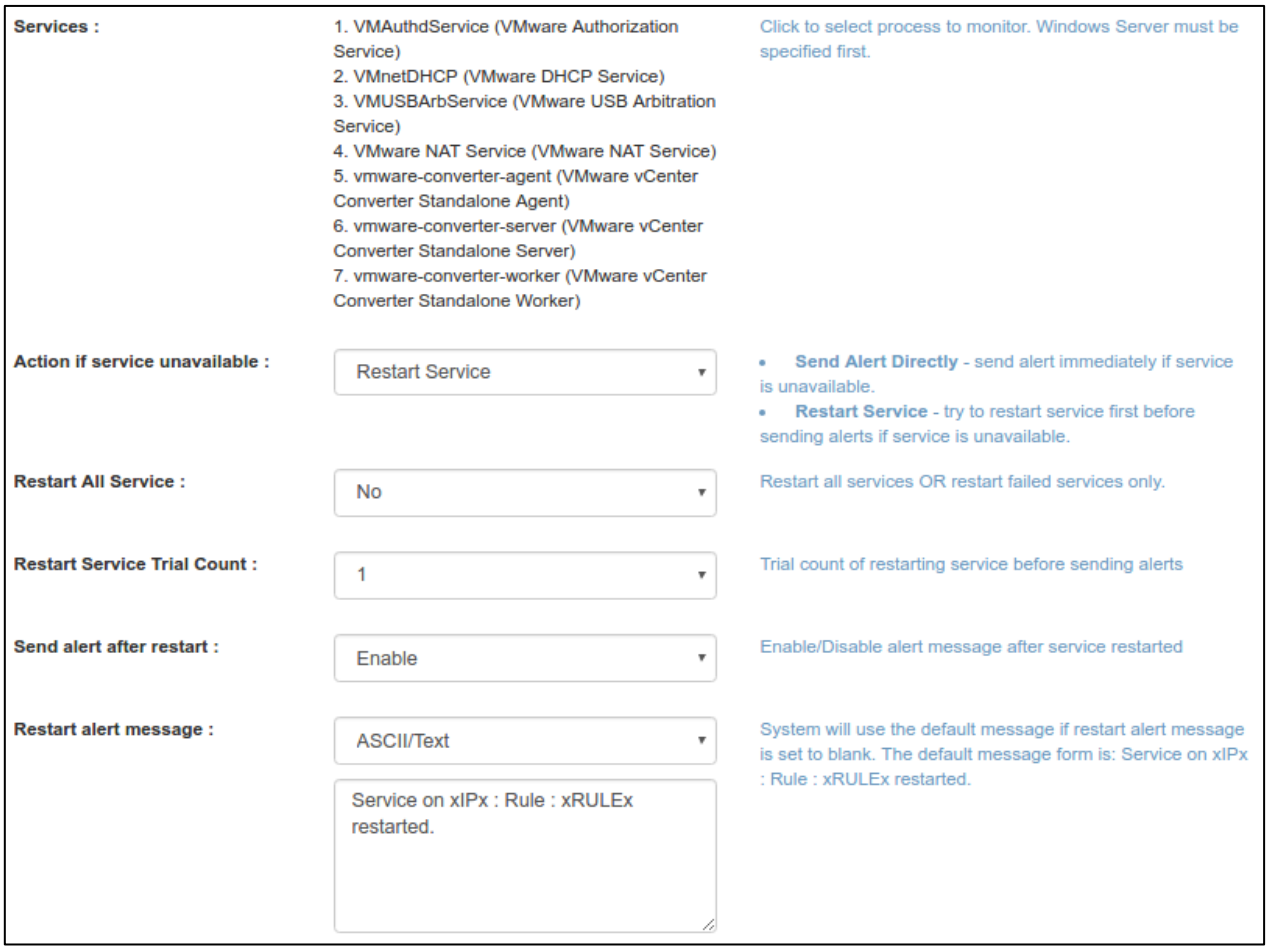



*Figure 2-42: Updated List of Services*

| | |
|---|---|
| Action if service unavailable | [Send Alert Directly \| Restart Service]<br>**Send Alert Directly** - send alert immediately if service is unavailable<br>**Restart Service** - try to restart service first before sending alerts if service is unavailable |
| Restart All Service | Restart all services OR restart failed services only. |
| Restart Service Trial Count | Trial count of restarting service before sending alerts |
| Send alert after restart | Enable/Disable alert message after service restarted |
| Restart alert message | System will use the default message if restart alert message is set to blank. The default message form is: Service on xIPx : Rule : xRULEx restarted. User can change the message format by creating the text in the text area. Use variable xRULEx for the displaying of rule name. |

Refer to 2.7.1.1 for the other configurations.

### 2.7.5 Windows Process Check

Monitoring Windows Process via WMI connection. Alerts will be triggered in one of the following situations:

- Server IP is not reachable
- WMI Connection to windows server is not successful
- Windows Process is not available or not running
- Memory usage of the Windows Process exceeded threshold

To select windows process, select server name from the Windows Server list (created in Device Profile).

Click on Select Process to retrieve all windows processes from that windows server in real time.

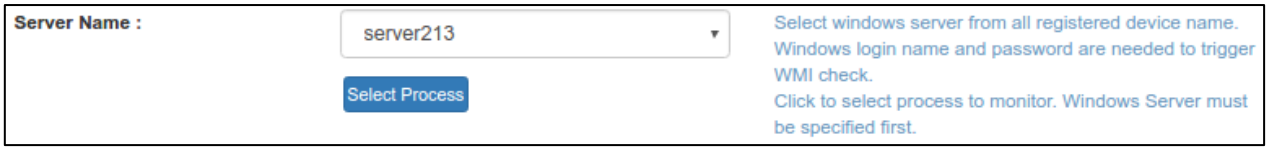



*Figure 2-43: Window Process Check – Server Name*

Select windows process to be monitored. Filter result by the Search box.

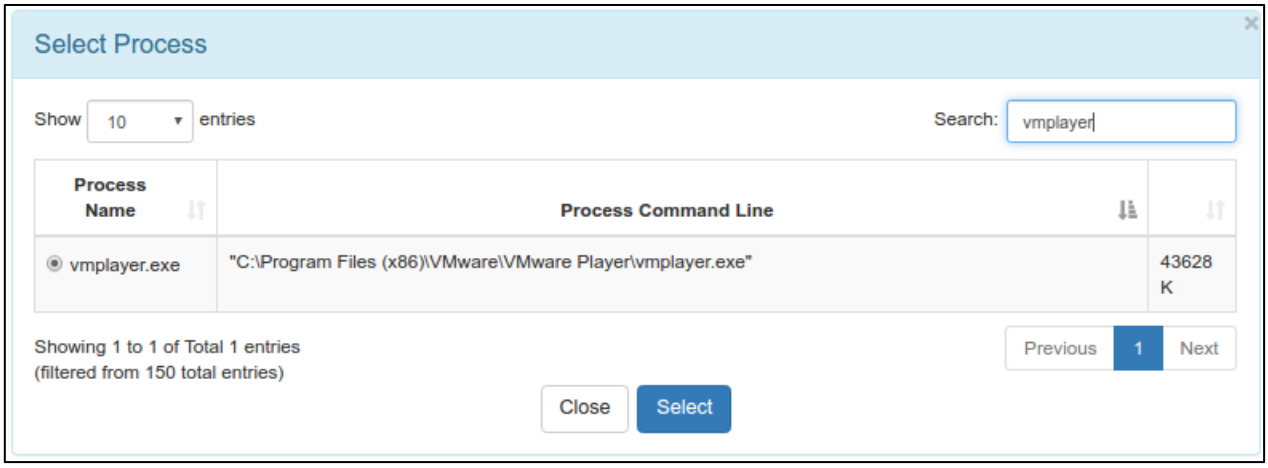



*Figure 2-44: Process Selection*

Once selected, list of process name and process command line will be updated.


*Figure 2-45: Updated Process Details*

| | |
|---|---|
| Process Memory Threshold | Action taken if the windows process memory usage meet this threshold percentage(%) or value (in K) |
| Action if meet threshold | [Send Alert Directly \| Kill Process and Send Alert]<br>**Send Alert Directly** - send alert immediately<br>**Kill Process and Send Alert** - kill process first, then send alerts |

Refer to 2.7.1.1 for the other configurations.

### 2.7.6 CPU Check

Monitoring CPU utilization for Windows via WMI connection or Linux server via SSH connection. Server login credential is required and configured in Device Profile. (Refer to 2.6 Device Profile)

Alerts will be triggered when

- Server IP is not reachable
- For Windows: WMI Connection is not successful
- For Linux: SSH Connection is not successful
- CPU usage of the server exceeded threshold


*Figure 2-46: CPU Check Fields*

| | |
|---|---|
| Server Name | Select server from all registered device name. Server administrator credential is required and can be configured |

| | |
|---|---|
| | in Device Profile management. |
| CPU Utilization Threshold | Alerts will be triggered when server's CPU usage meet this threshold. |

Refer to 2.7.1.1 for the other configurations.

### 2.7.7 Disk Check

Monitoring Disk utilization for Windows via WMI connection or Linux server via SSH connection. Server login credential is required and configured in Device Profile. (Refer to 2.6 Device Profile)

Alerts will be triggered when

- Server IP is not reachable
- For Windows: WMI Connection is not successful
- For Linux: SSH Connection is not successful
- Disk usage of the server exceeded threshold

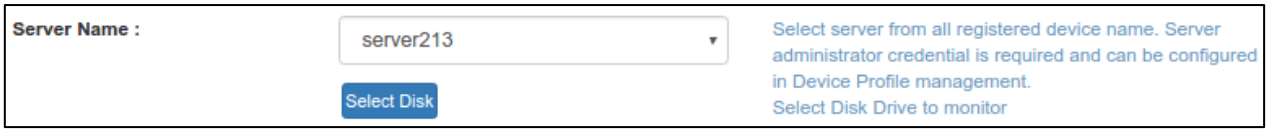



*Figure 2-47: Disk Check – Server Name*

To select disk/partition, select server name from the server list (created in Device Profile).

Click on Select Disk to retrieve all partitions from that server in real time.

Select disk to be monitored. Create multiple disk utilization rules if need to monitor multiple partitions.

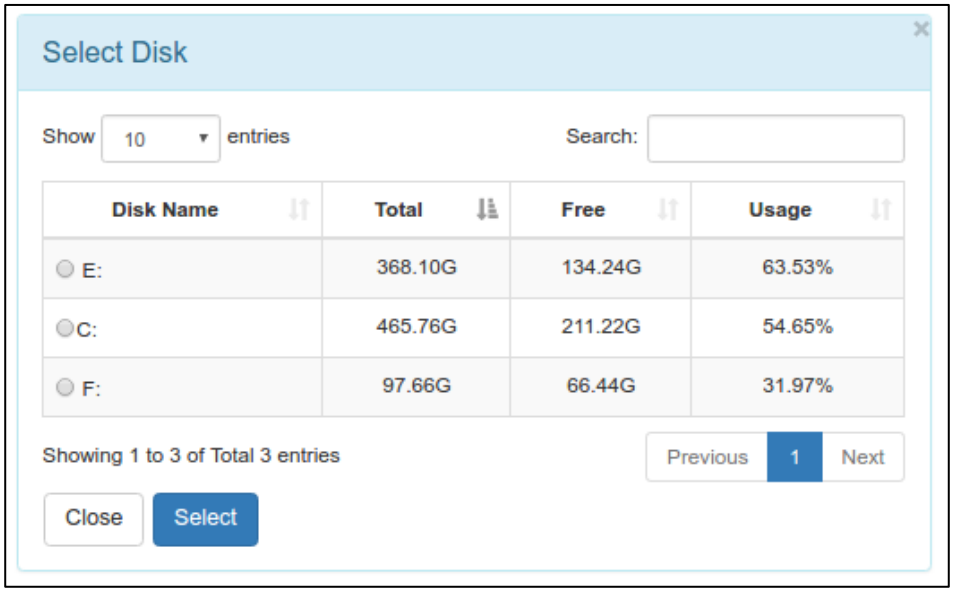



*Figure 2-48: Disk Selection*

Once selected, Disk Name will be updated.


*Figure 2-49: Disk Details Updated*

| | |
|---|---|
| Disk Utilization Threshold | Alerts will be triggered when disk/partition usage meet this threshold. |

Refer to 2.7.1.1 for the other configurations.

### 2.7.8 Memory Check

Monitoring memory utilization for Windows via WMI connection or Linux server via SSH connection. Server login credential is required and configured in Device Profile. (Refer to 2.6 Device Profile)

Alerts will be triggered when

- Server IP is not reachable
- For Windows: WMI Connection is not successful
- For Linux: SSH Connection is not successful
- Memory usage of the server exceeded threshold


*Figure 2-50: Memory Check Fields*

| | |
|---|---|
| Server Name | Select server from all registered device name. Server administrator credential is required and can be configured in Device Profile management. |
| Memory Utilization Threshold | Alerts will be triggered when server's CPU usage meet this threshold. |

Refer to 2.7.1.1 for the other configurations.

## 2.8 Message Filter

There are 3 types of message filtering type, which are filter by Email, SNMP Trap or SYSLOG Message. Alerts will be triggered when SendQuick Avera receive the message

which is match with the filtering rules.

The Filter Rules will be useful for selective sending of alert messages using SMS. The Filter Rules section needs to be configured carefully to provide the right rules for SMS alert. It is fine if you configure the Filter Rules on a later stage as it has no impact on the operation of SendQuick system.

### 2.8.1 Mail Message Filter

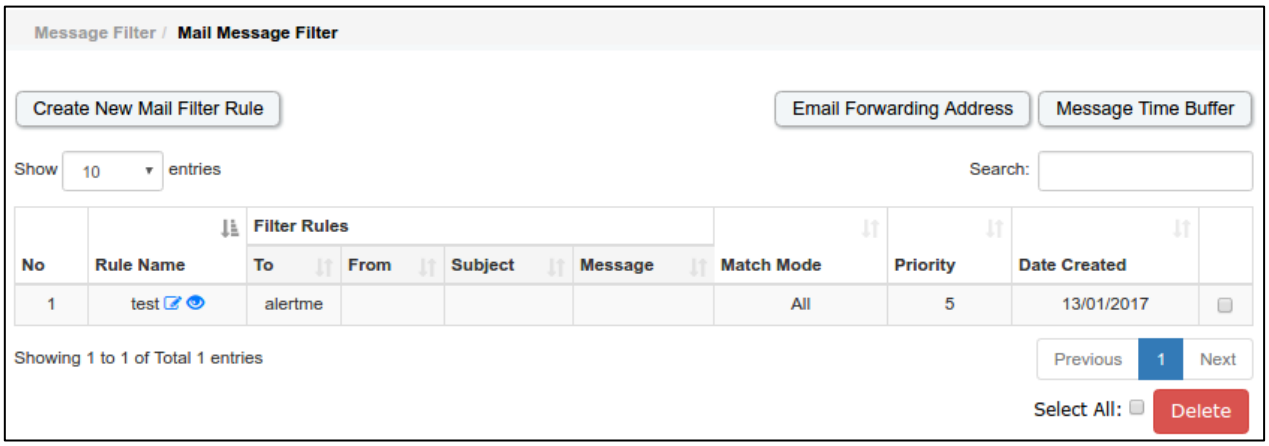



*Figure 2-51: Mail Message Filter*

The Mail Message Filter is used to filter the email notifications from your devices or systems (example firewall, anti-virus, IPS, UPS and others) to SendQuick and applied with the Email Filter policies to determine whether to send alerts (Email/SMS) to the recipients. All messages that were sent to Email Filter will be filtered in accordance with the message filter rules.

All emails that need to be filtered will be sent to SendQuick servers, either using SendQuick domain (FQDN) or IP address. The format is 'username@sendQuickIPorDomain'. As SendQuick is a mail server, it can process all emails that has the server destination as itself, meaning SendQuick IP or domain. Hence, SendQuick is able to accept all emails sent to SendQuick address.

The email address to process the filter messages (filter email) is any email address with SendQuick IP (or domain) as the destination server. Hence, the username section can be any alphanumeric value. For example it can be alarm, support, technical123 and others. The exceptions are the word 'SMS' and the numeric only username (e.g., 1234567)

For example, if the SendQuick server has an IP of *192.168.1.8* or a server name (FQDN) of *sms.com.sg*, then the email addresses created can be as follow (if the email username is ***alarm***):

*alarm@192.168.1.8* or *alarm@sms.com.sg*

All the messages that were sent to the filter accounts can be forwarded to other email addresses as well as sent to the Mail Filter for processing. The emails will be checked against the Mail Filter configuration based on the Filter Policy. Hence, it is very important for the emails to be sent correctly to SendQuick. It is very important to understand the email address (to SendQuick Filter Account) as explained above.

### 2.8.1.1 Email Forwarding Address


*Figure 2-52: Mail Message Filter – Email Forwarding Address*

All the messages that were sent to the filter accounts can be forwarded to other email addresses. The Email Forward Address is meant for forwarding all incoming email alerts to another account. Each email address needs to be separated by a new line.

### 2.8.1.2 Message Time Buffer

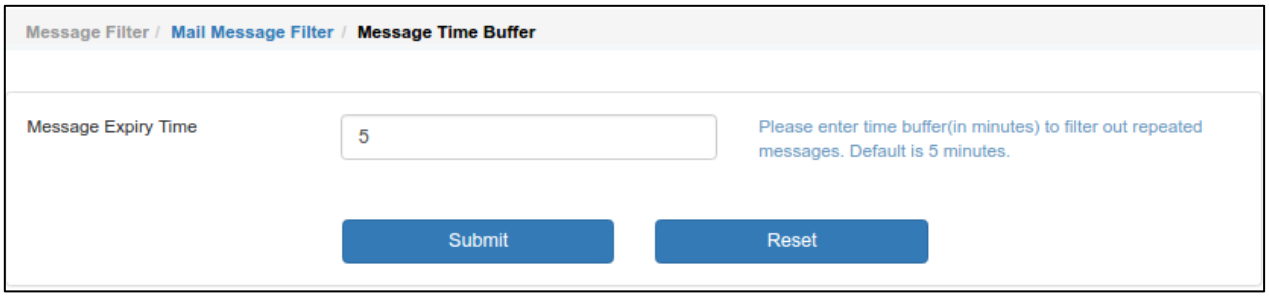



*Figure 2-53: Mail Message Filter – Message Time Buffer*

Message Time Buffer is a configuration to avoid repeated SMS when the device generates or sends repeated messages to SendQuick. The value inserted in the Message Expiry Time means any repeated messages sent to SendQuick within the buffer time will be discarded. To avoid more repeated messages, set the time buffer to a higher value.

### 2.8.1.3 Create or Update Mail Message Filter Rule

Click on Create New Mail Filter Rule button to create new rule or to update existing mail message rule.

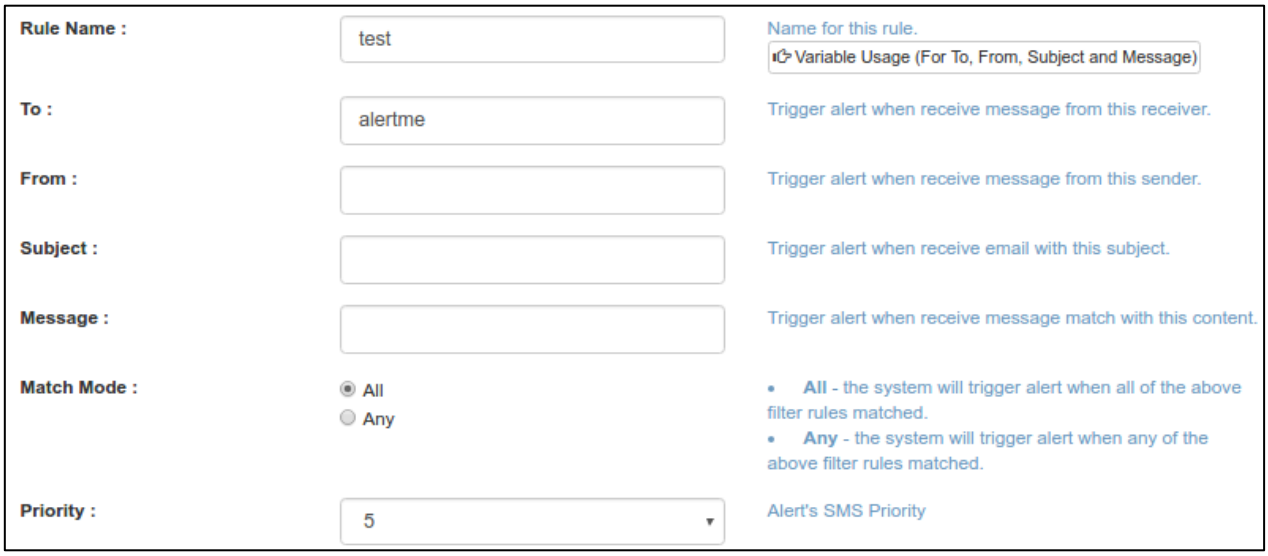



*Figure 2-54: New Mail Filter Rule*

| | |
|---|---|
| Rule Name | Name for this rule. |
| To | Trigger alerts when the Email Recipient match with this value. |
| From | Trigger alerts when the Email Sender match with this value. |
| Subject | Trigger alerts when the Email Subject match with this value. |
| Message | Trigger alerts when the Email Contents match with this value. |
| Match Mode | **All**: Trigger alerts when received email match with all configured fields.<br>**Any**: Trigger alerts when received email match with any configured fields. |
| Priority | SMS Alert Priority. 1 is the highest priority and 9 is the lowest priority. |

The filtering engine is based on matching the exact words or character and the phrase filled in the space provided, for each relevant field. You can also set the AND and OR relationship in the text box. The instructions are in Variable Usage.

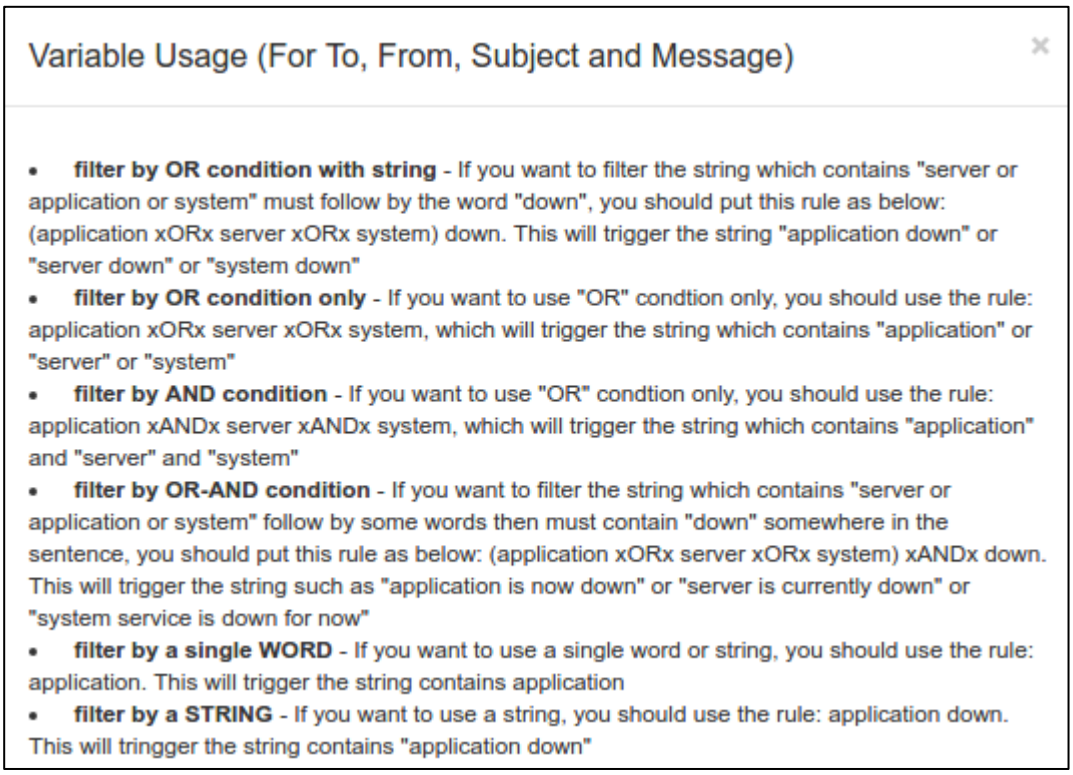



*Figure 2-55: Variable Usage Window*

Example, if the Subject field is entered with 'error message' the various scenarios is illustrated below:

| *Sentence* | *Match Status* | *Reasons* |
|---|---|---|
| There is an error in the system message | No | Though the words 'error' and 'message' appears in the sentence, they are individual words and not a phrase. |
| This is a system error | No | Only the word 'error' occurs and not the whole phrase |
| There is an error message from system | Yes | The whole phrase 'error message' appears in the sentence. |

#### 2.8.1.3.1 Create or Update Alert List

From Mail Message filter list, click on  to view the alert list.

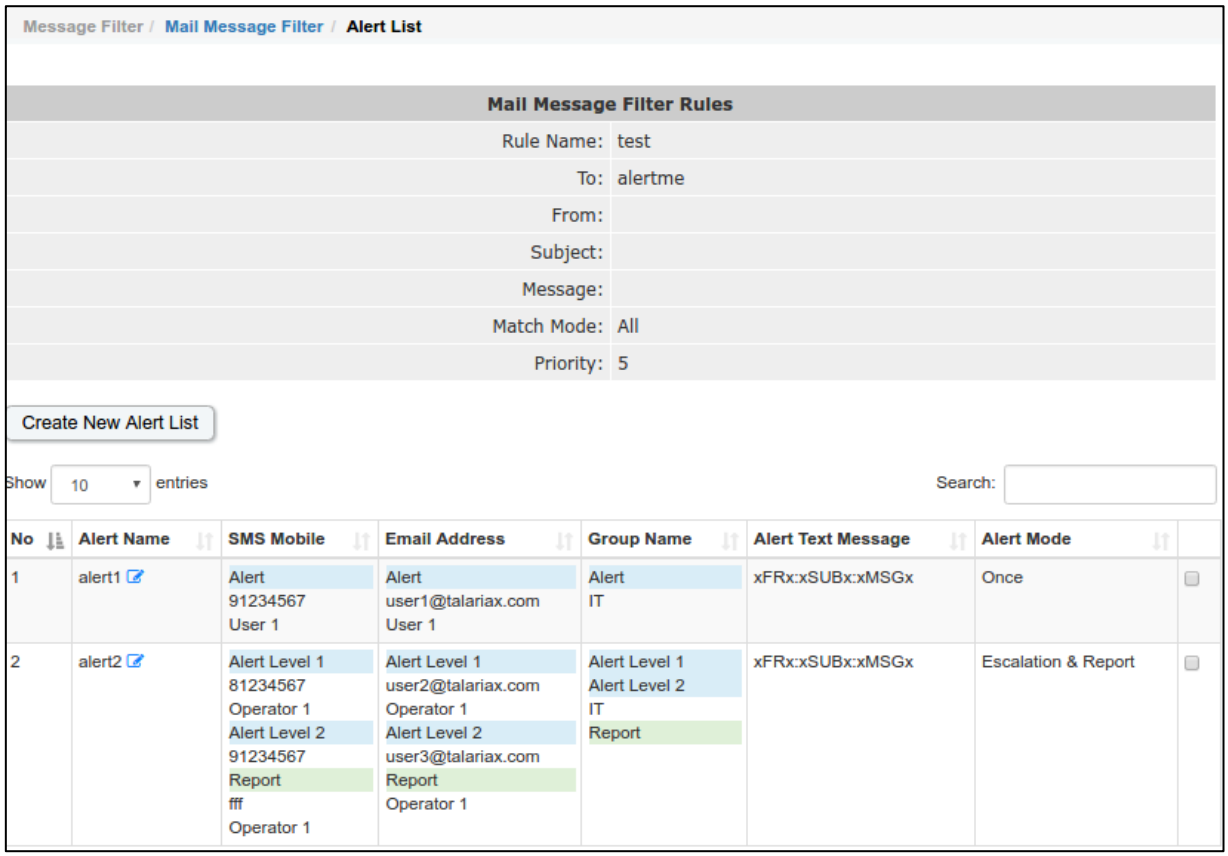



*Figure 2-56: Mail Message Filter – Alert List*

Click on Create New Alert List to create new alert list or to update existing alert list.

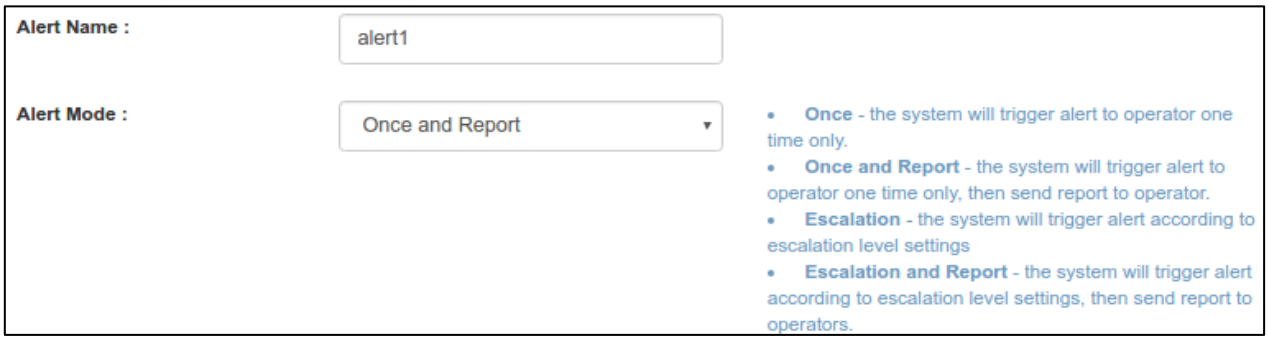



*Figure 2-57: Add Alert List*

| | |
|---|---|
| Alert Name | Name for the alert list. |
| Alert Mode | **Once** - the system will send SMS alert to operator one time only, upon detecting mail message filter rules.<br>**Once And Report** - the system will send SMS alert and send report to operator one time only, upon detecting mail message filter rules.<br>**Escalation** - the system will send SMS alert follow escalation level settings, upon detecting mail message filter rules.<br>**Escalation And Report** - the system will send SMS alert follow escalation level settings and send report to operator, upon detecting mail message filter rules. |

### 2.8.1.3.2 Alert Settings (Once / Once and Report)

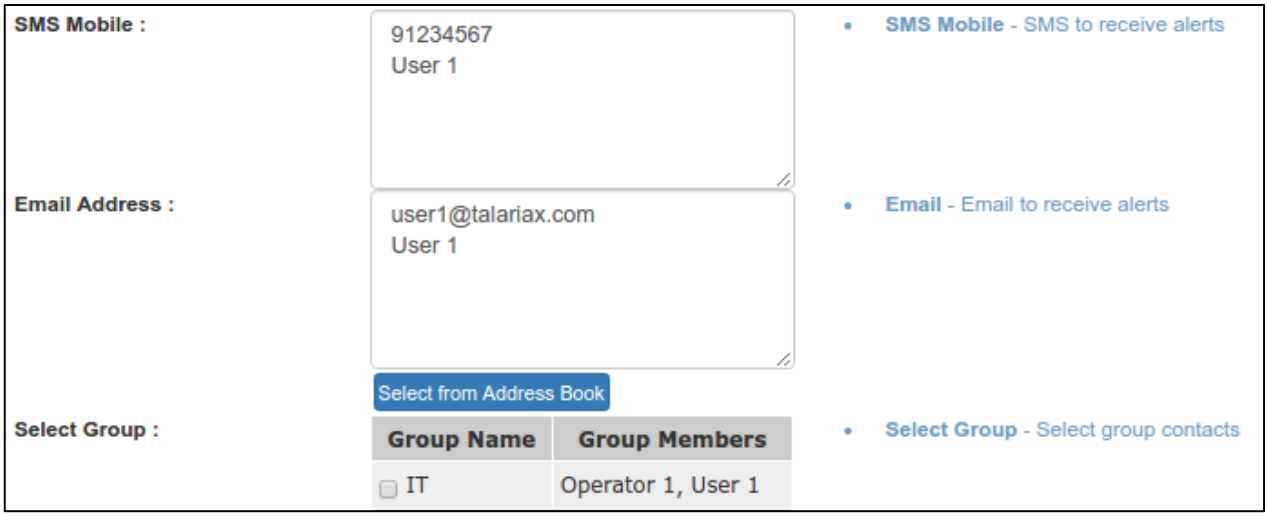



*Figure 2-58: Alert Settings (Once / Once & Report)*

| | |
|---|---|
| SMS Mobile | Mobile Number to receive SMS alerts. |
| Email Address | Email addresses to receive alerts. |
| Select from Address Book | Select mobile or email or both from address book contacts. Selected user name will be inserted to the text box above. |
| Select Group | Select group to receive alerts. |

### 2.8.1.3.3 Alert Settings (Escalation / Escalation and Report)

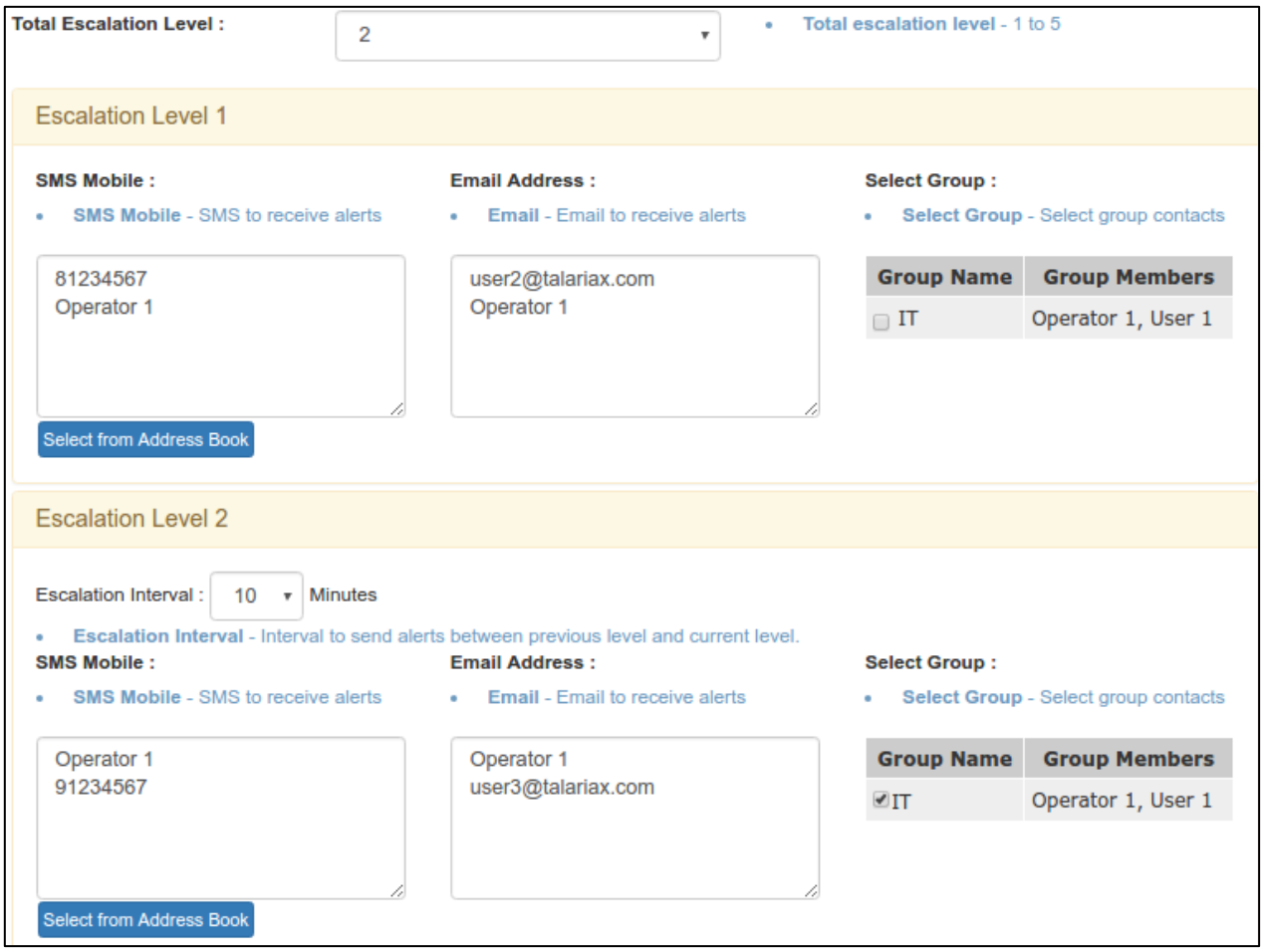



*Figure 2-59: Alert– Escalation Settings*

| | |
|---|---|
| Total Escalation Level | [1 to 5] Select up to 5 levels of escalation alerts. |
| SMS Mobile | Mobile Number to receive SMS alerts. |
| Email Address | Email addresses to receive alerts. |
| Select from Address Book | Select mobile or email or both from address book contacts. Selected user name will be inserted to the text box above. |
| Select Group | Select group to receive alerts. |
| Escalation interval | Interval (in minutes) to send alerts between previous level and current level. |

### 2.8.1.3.4 Alert Text Message Settings


*Figure 2-60: Alert Text Message*

| | |
|---|---|
| Alert Text Message | Alert Message Content to be sent to recipients. Default is xFRx:xSUBx:xMSGx |

### 2.8.1.3.5 Report Settings (Once and Report / Escalation and Report)

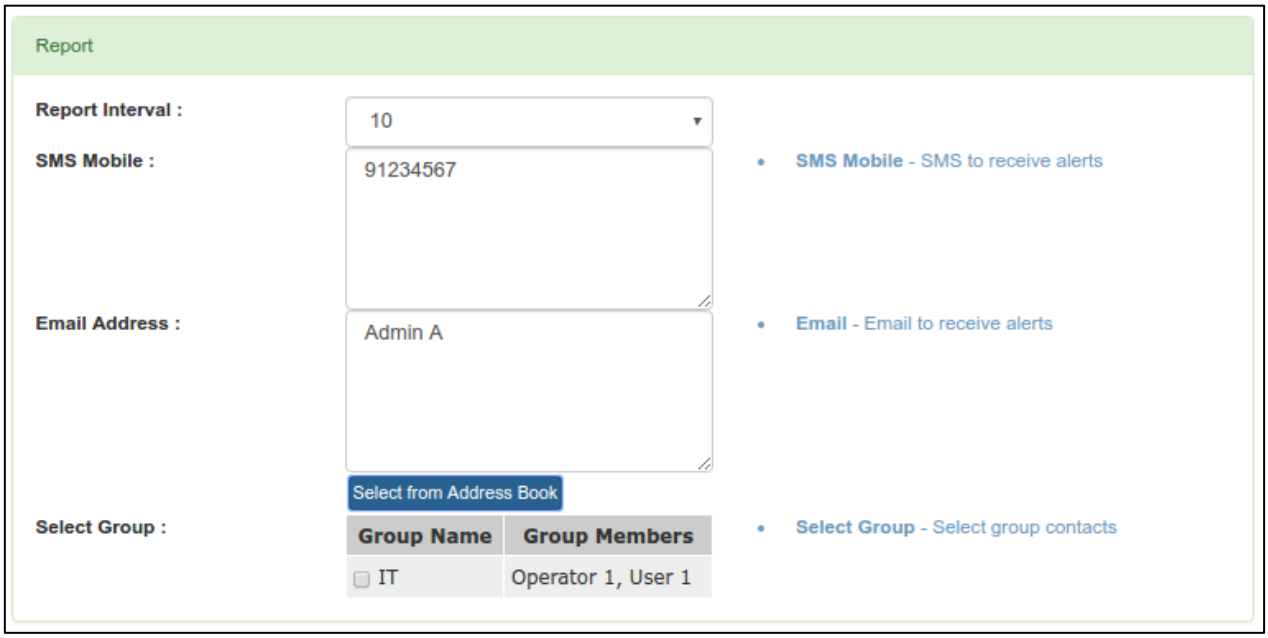



*Figure 2-61: Alert – Report Settings*

| | |
|---|---|
| Report Interval | Interval (in minutes) to send report after escalation completed if there is no acknowledgement from user. Report will be sent immediately if Avera received acknowledgement from user. |
| SMS Mobile | Mobile Number to receive SMS alerts. |
| Email Address | Email addresses to receive alerts. |
| Select from Address Book | Select mobile or email or both from address book contacts. Selected user name will be inserted to the text box above. |
| Select Group | Select group to receive alerts. |

### 2.8.2 Syslog Message Filter


*Figure 2-62: Syslog Message Filter*

To capture the Syslog, just point the Syslog messages (from the devices and equipment) to the SendQuick server. The default port (in SendQuick) for Syslog is **514**.

Before configuring any Syslog messages, you may wish to configure the Syslog Forwarding which will allow all incoming Syslog messages to be forwarded to another server.

#### 2.8.2.1 Syslog Forwarding Address


*Figure 2-63: Syslog Message Filter – Syslog Forwarding Address*

All the Syslog messages that were sent to SendQuick Avera can be forwarded to other Syslog server. Each Syslog server need to be separated by a new line.

### 2.8.2.2 Message Time Buffer

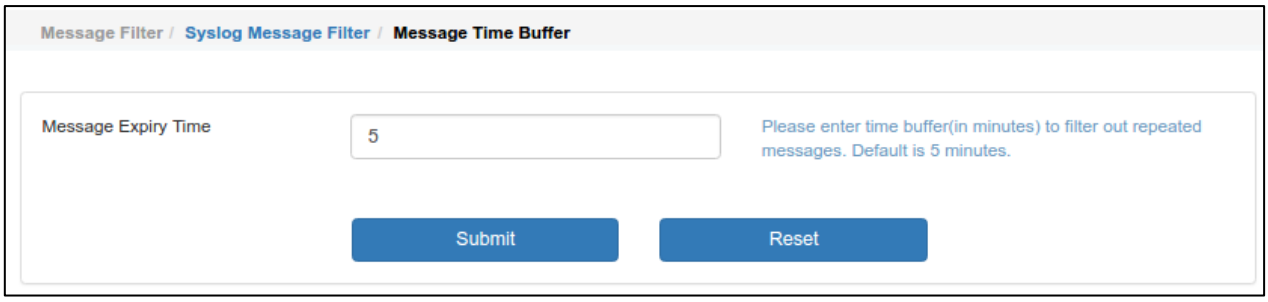



*Figure 2-64: Syslog Message Filter – Message Time Buffer*

Message Time Buffer is a configuration to avoid repeated alerts when the device generates or sends repeated Syslog messages to sendQuick Avera. The value inserted in the Message Expiry Time means any repeated Syslog messages sent to sendQuick within the buffer time will be discarded. To avoid more repeated messages, set the time buffer to a higher value.

### 2.8.2.3 Create or Update Syslog Message Filter Rule

Click on Create New Syslog Filter Rule button to create new rule or to update existing mail message rule.

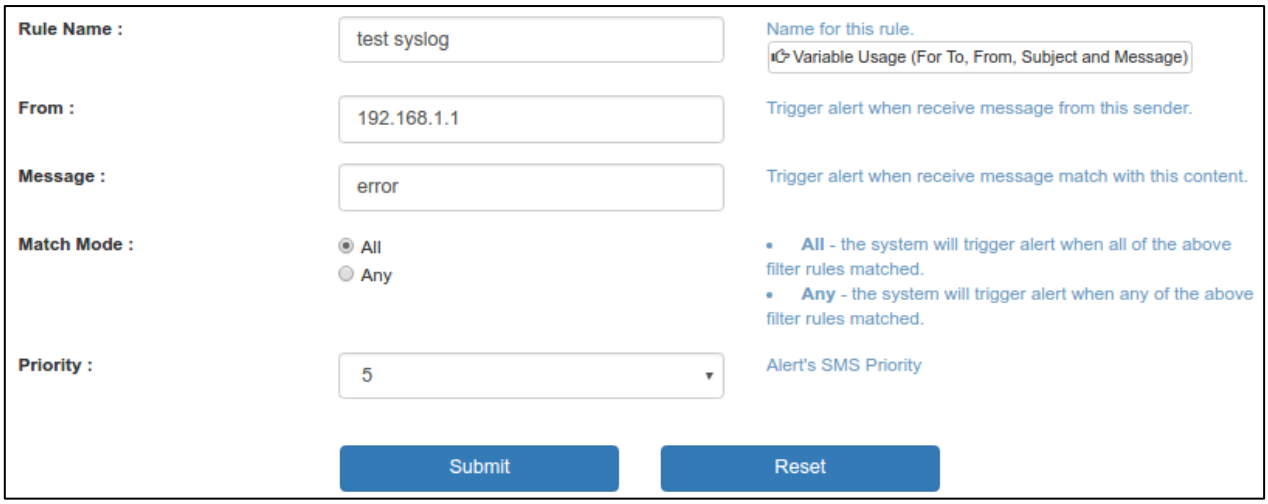



*Figure 2-65: New Syslog Filter Rule*

| | |
|---|---|
| Rule Name | Name for this rule. |
| From | Trigger alerts when the Syslog message sender match with this value. |
| Message | Trigger alerts when the Syslog message contents match with this value. |
| Match Mode | **All**: Trigger alerts when received Syslog message match with all configured fields.<br>**Any**: Trigger alerts when received Syslog message match with any |

| | |
|---|---|
| | configured fields. |
| Priority | SMS Alert Priority. 1 is the highest priority and 9 is the lowest priority. |

The filtering engine is based on matching the exact words or character and the phrase filled in the space provided, for each relevant field. You can also set the AND and OR relationship in the text box. The instructions are in the Variable Usage.

Refer to 2.8.1.3 for more details.

### 2.8.3 SNMP Message Filter

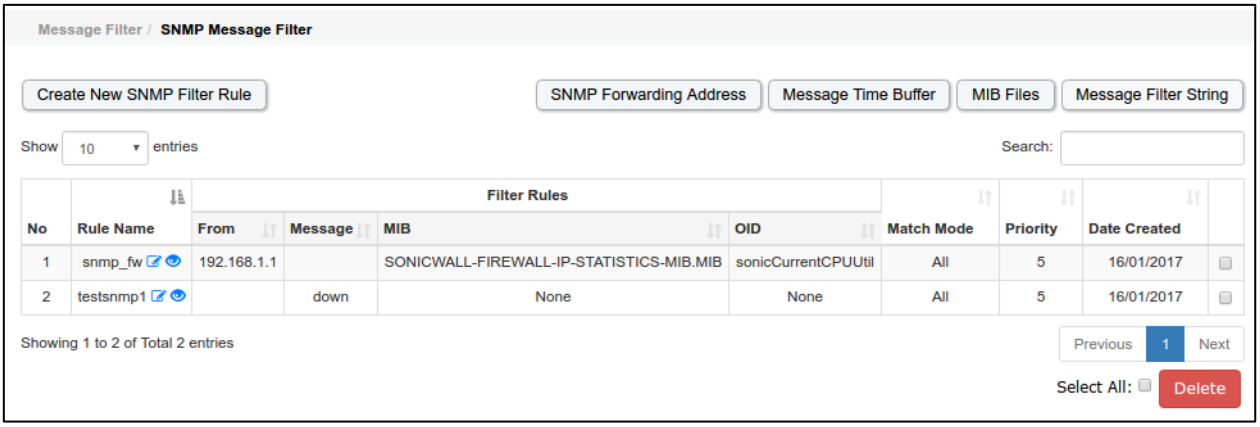



*Figure 2-66: SNMP Message Filter*

SendQuick Avera also supports SNMP (Simple Network Management Protocol) to SMS/Email function. To capture the SNMP trap, just point the SNMP trap messages (from the devices and equipment) to the SendQuick server. The default community setting and port (in SendQuick) is **Public** and **162**.

Once you have configured the SNMP trap to SendQuick server, you can configure the relevant trap messages that will trigger the alert message.

#### 2.8.3.1 SNMP Forwarding Address


*Figure 2-67: SNMP Message Filter – SNMP Forwarding Address*

All the SNMP trap messages that were sent to SendQuick Avera can be forwarded to another server as Syslog message.

### 2.8.3.2 Message Time Buffer

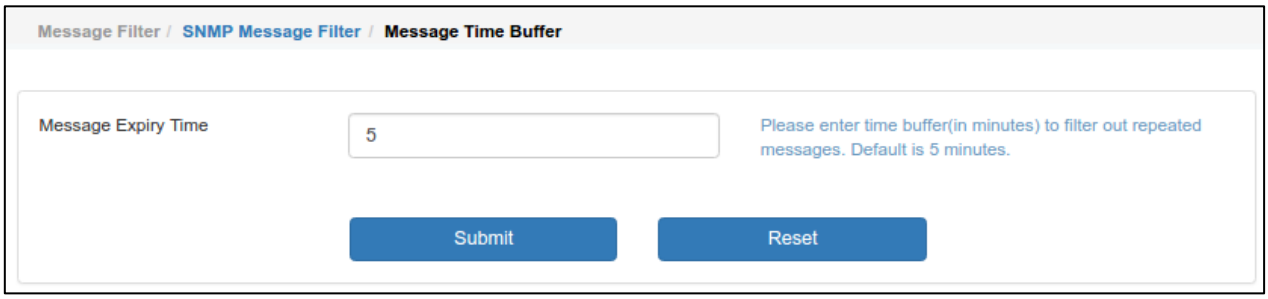



*Figure 2-68: SNMP Message Filter – Message Time Buffer*

Message Time Buffer is a configuration to avoid repeated alerts when the device generates or sends repeated SNMP traps to SendQuick Avera. The value inserted in the Message Expiry Time means any repeated SNMP traps sent to SendQuick within the buffer time will be discarded. To avoid more repeated messages, set the time buffer to a higher value.

### 2.8.3.3 MIB Files

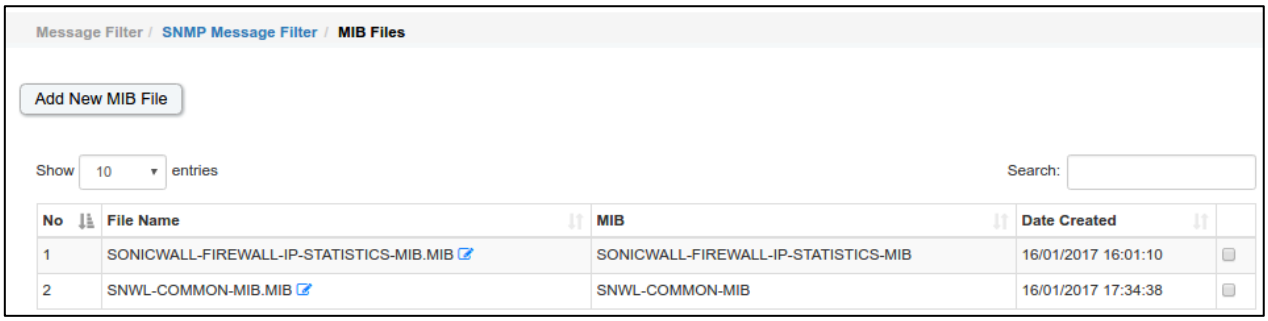



*Figure 2-69: SNMP Message Filter – MIB Files*

User can upload the MIB files (*.mib) to SendQuick Avera for monitoring particular OID string value. Once uploaded to Avera, user can select the MIB file and OID string to be monitored from the SNMP rules setting. (Refer to 2.8.3.5 Create or Update SNMP Message Filter Rules)

### 2.8.3.4 Message Filter String


*Figure 2-70: SNMP Message Filter – Message Filter String*

The system will split SNMP message content by delimited character comma (,) and then equal (=).

If the configured keyword is equal to the left side word of equal (=), the system will send the string on the right side as alert message.

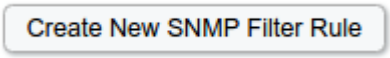
If the keyword is empty or is not found in the message content, the system will send the whole SNMP message content as alert message.

Example SNMP Message Content:

applicationSpecificAlarmID=LINK_DOWN:10.40.29.13:If: GigabitEthernet1/0/11,
reportingEntityAddress=10.40.29.13.
lastModifiedTimestamp=Thu May 22 15:23:24 SGT 2014,
alarmCreationTime=2014-05-15 17:01:31.314,
eventCount=1,mayBeAutoCleared=false,
instanceId=13747878,
severity=3,
eventType=LINK_DOWN(39),
authEntityId=7247240,
applicationCategoryData=LINK_DOWN,
previousSeverity=CLEARED,
category=Switches and Hubs(268438038), source=10.40.29.13,
notificationDeliveryMechanism=SNMP_TRAP,
instanceVersion=0,
**description=Port 'GigabitEthernet1/0/11' is down on device '10.40.29.13'.,**
isAcknowledged=false,authEntityClass=-927529445,

If filter keyword is ***description***,
alert message will be Port 'GigabitEthernet1/0/11' is down on device '10.40.29.13'.

### 2.8.3.5 Create or Update SNMP Message Filter Rule

Click on 

button to create new rule or  to update existing mail message rule.

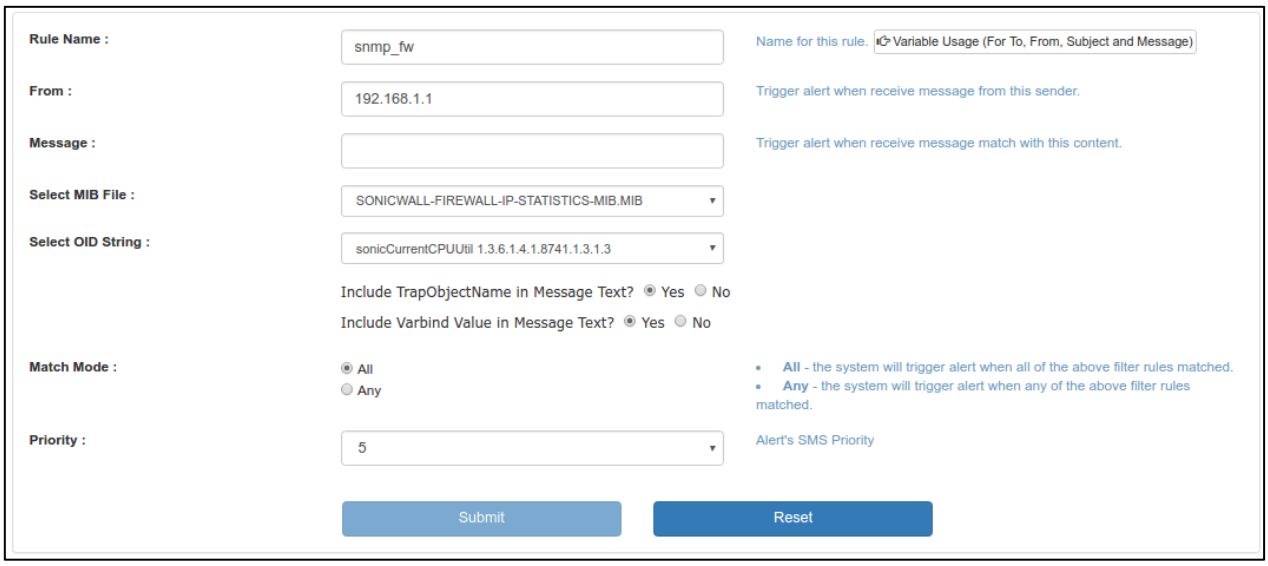



*Figure 2-71: Create/Update SNMP Filter Rule*

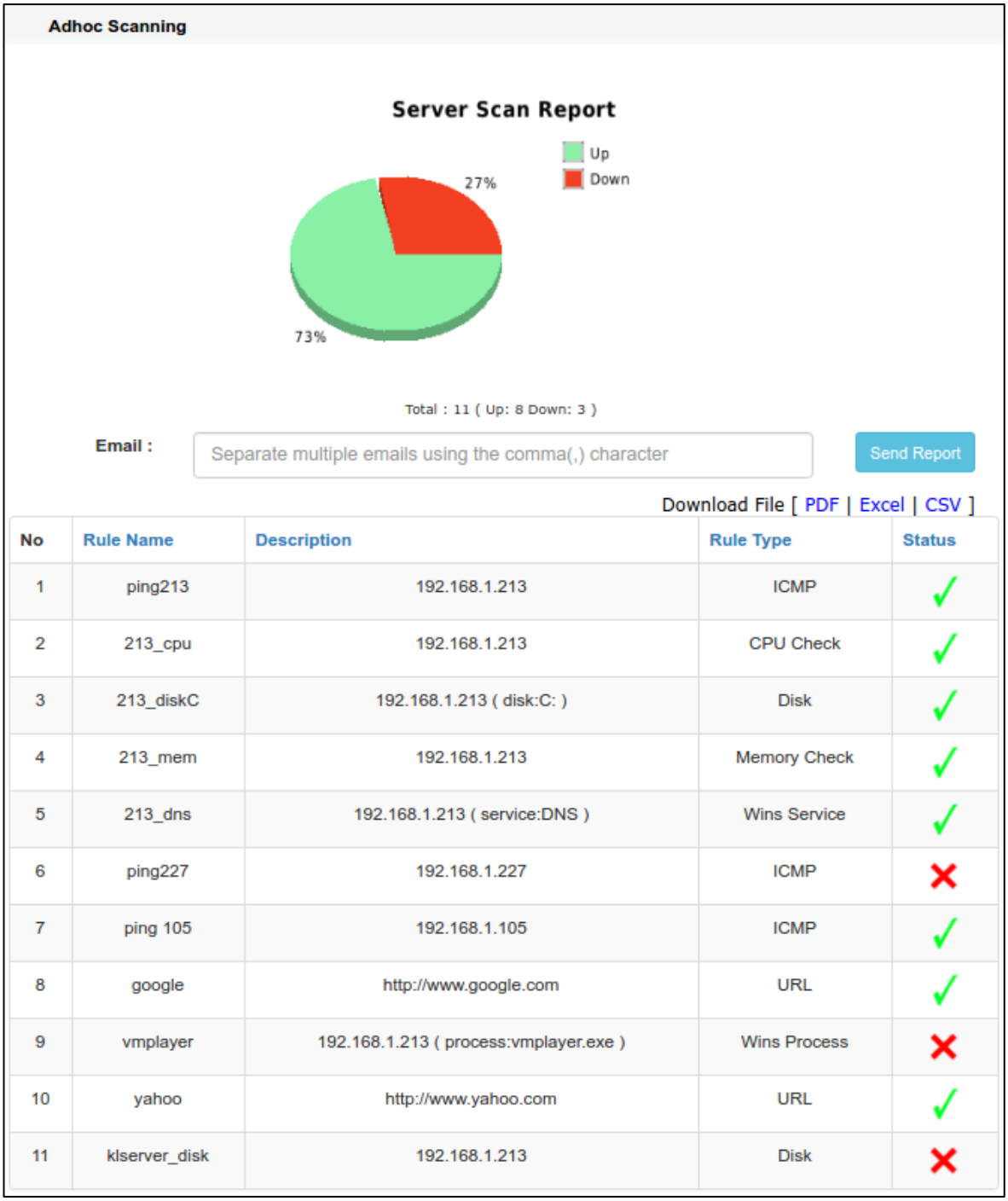
| | |
|---|---|
| Rule Name | Name for this rule. |
| From | Trigger alerts when the SNMP traps sender match with this value. |
| Message | Trigger alerts when the SNMP message contents match with this value. |
| Select MIB File | Select MIB from the uploaded MIB files. (Refer to 2.8.3.3 MIB Files) |
| Select OID String | Select OID string from the selected MIB file. |
| Include TrapObjectName | Include SNMP TrapObjectName in the alert message content if checked. |
| Include Varbind value | Include SNMP Varbind value in the alert message content if checked. |
| Match Mode | **All**: Trigger alerts when received SNMP traps match with all configured fields.<br>**Any**: Trigger alerts when received SNMP traps match with any configured fields. |
| Priority | SMS Alert Priority. 1 is the highest priority and 9 is the lowest priority. |

Refer to 2.8.1.3 for more details.

## 2.9 Adhoc Scanning

This feature allows user to check current statuses by particular rules, certain monitoring types or particular servers. Once the scanning process end, the following page will be shown. User can download the report in PDF, CSV or Excel format or email to desired email addresses.

### 2.9.1 Scan All Rules




| No | Rule Name | Description | Rule Type | Status |
|---|---|---|---|---|
| 1 | ping213 | 192.168.1.213 | ICMP | ✓ |
| 2 | 213_cpu | 192.168.1.213 | CPU Check | ✓ |
| 3 | 213_diskC | 192.168.1.213 ( disk:C: ) | Disk | ✓ |
| 4 | 213_mem | 192.168.1.213 | Memory Check | ✓ |
| 5 | 213_dns | 192.168.1.213 ( service:DNS ) | Wins Service | ✓ |
| 6 | ping227 | 192.168.1.227 | ICMP | ✗ |
| 7 | ping 105 | 192.168.1.105 | ICMP | ✓ |
| 8 | google | http://www.google.com | URL | ✓ |
| 9 | vmplayer | 192.168.1.213 ( process:vmplayer.exe ) | Wins Process | ✗ |
| 10 | yahoo | http://www.yahoo.com | URL | ✓ |
| 11 | klserver_disk | 192.168.1.213 | Disk | ✗ |

*Figure 2-72: Adhoc Scanning – All Rules*

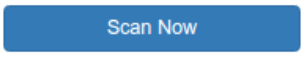
Scan all active/enabled monitoring rules from all monitoring types.

### 2.9.2 Scan By Rule Type

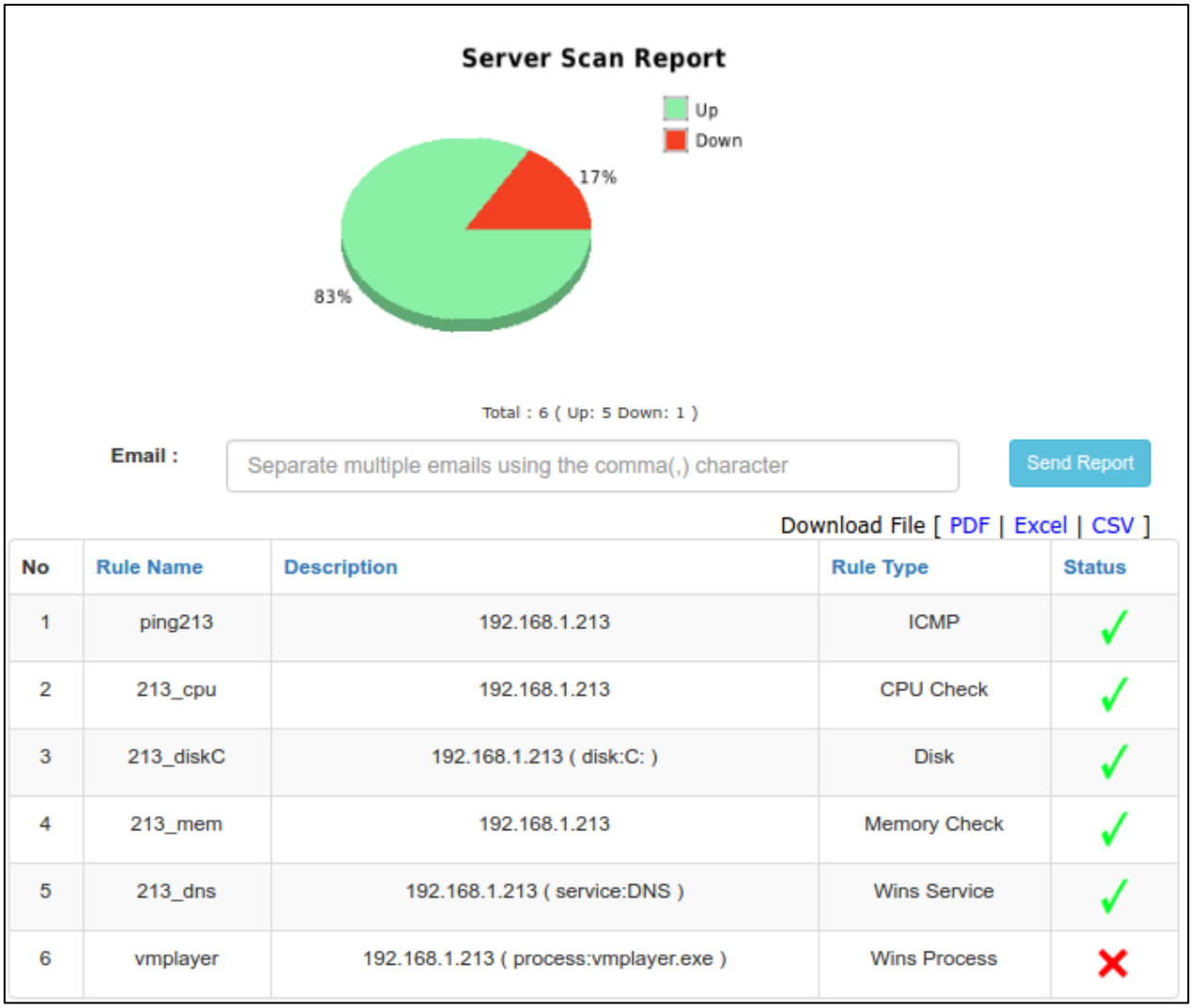
Scan all active/enabled monitoring rules in one of the monitoring types:

- ICMP Ping
- TCP Port Check
- URL Check
- Single Service
- Multiple Services
- Windows Process
- CPU Check
- Disk Check
- Memory Check

### 2.9.3 Scan By Server

Select server from the list and click on 

System will scan all the active/enabled monitoring rules registered under this server.




| No | Rule Name | Description | Rule Type | Status |
|---|---|---|---|---|
| 1 | ping213 | 192.168.1.213 | ICMP | ✓ |
| 2 | 213_cpu | 192.168.1.213 | CPU Check | ✓ |
| 3 | 213_diskC | 192.168.1.213 ( disk:C: ) | Disk | ✓ |
| 4 | 213_mem | 192.168.1.213 | Memory Check | ✓ |
| 5 | 213_dns | 192.168.1.213 ( service:DNS ) | Wins Service | ✓ |
| 6 | vmplayer | 192.168.1.213 ( process:vmplayer.exe ) | Wins Process | ✗ |

*Figure 2-73: Adhoc Scanning – Server Scan*

## 2.10 Admin

This menu is only accessible from Super Admin or Admin accounts.

### 2.10.1 Settings

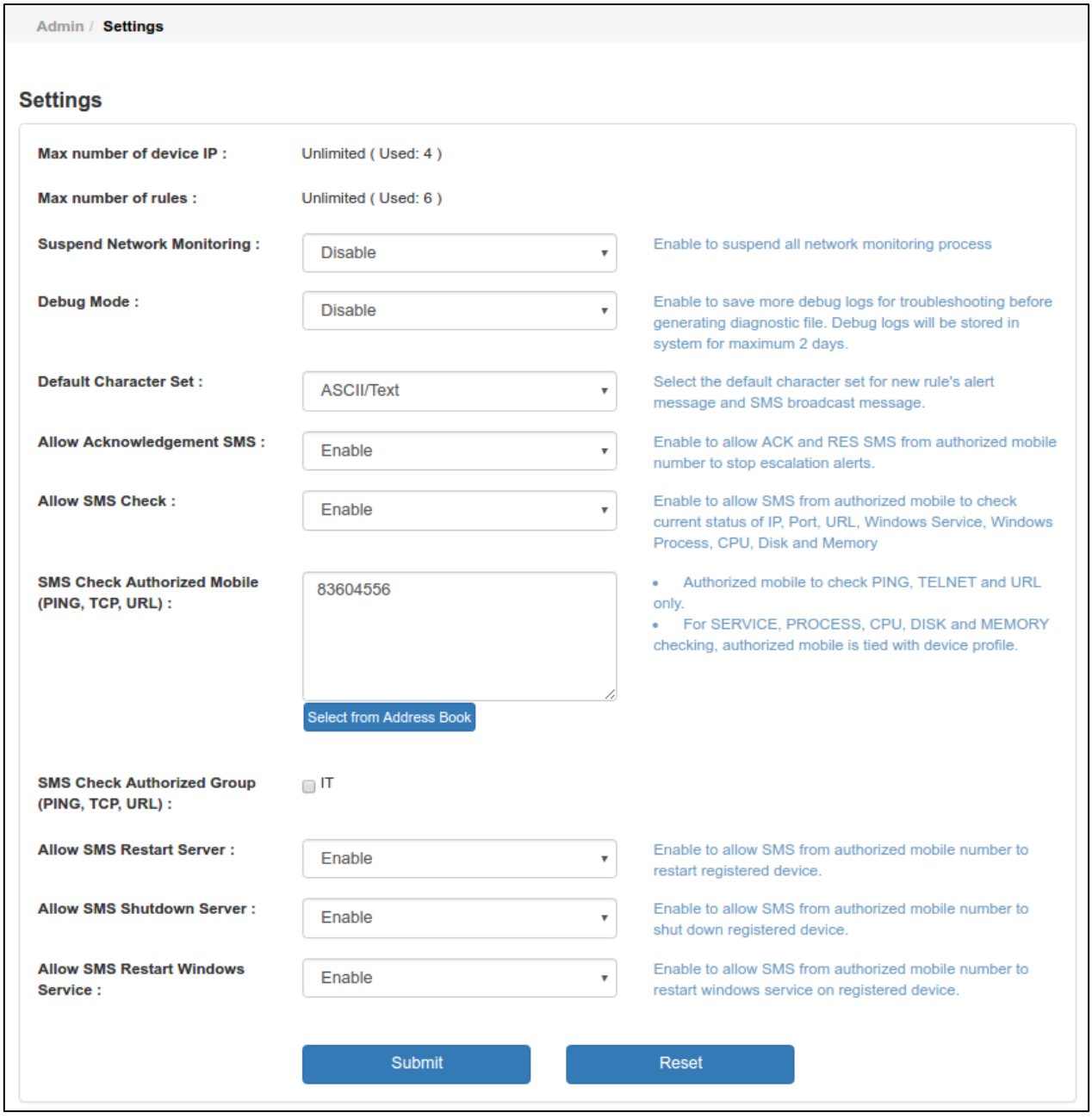



*Figure 2-74: Administrative Settings*

| | |
|---|---|
| Max number of device IP and rules | Indicate total licensee and number of used license. |
| Suspend Network Monitoring | Enable to suspend all network monitoring process. |
| Debug Mode | Enable to save more debug logs for troubleshooting before generating diagnostic file. Debug logs will be stored in system for maximum 2 days. |
| Default Character Set | Select the default character set for new rule's alert messages and SMS broadcast. |
| Allow Acknowledgement SMS | Enable to allow ACK and RES SMS from authorized mobile number to stop escalation alerts. |
| Allow SMS Check | Enable to allow SMS from authorized mobile to check current status of IP, Port, URL, Windows Service, Windows Process, CPU, Disk and Memory |
| SMS Check Authorized Mobile (PING, TCP, URL) | Authorized mobile to check PING, TELNET and URL only.<br>For SERVICE, PROCESS, CPU, DISK and MEMORY checking, authorized mobile is configured under device profile. |
| SMS Check Authorized Group (PING, TCP, URL) | Authorized mobile to check PING, TELNET and URL only.<br>For SERVICE, PROCESS, CPU, DISK and MEMORY checking, authorized mobile is configured under device profile. |
| Allow SMS Restart Server | Enable to allow SMS from authorized mobile number to restart registered device. |
| Allow SMS Shutdown Server | Enable to allow SMS from authorized mobile number to shut down registered device. |
| Allow SMS Restart Windows Service | Enable to allow SMS from authorized mobile number to restart windows service on registered device. |

### 2.10.2 To Do Items

Admin can utilize this feature as the notes of tasks with description, status, date due and date completed.

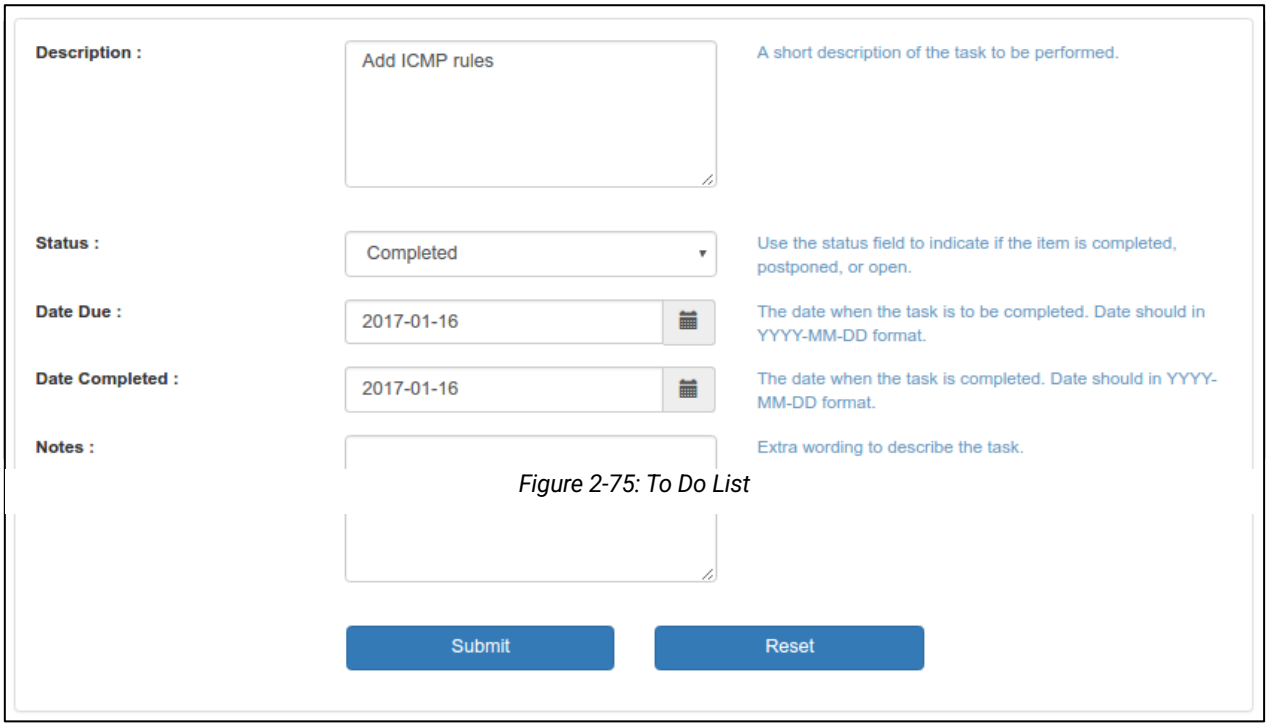



*Figure 2-75: To Do List*

*Figure 2-76: Create/Update To Do List*

| | |
|---|---|
| Description | A short description of the task to be performed. |
| Status | Use the status field to indicate if the item is completed, postponed, or open. |
| Due Date | The date when the task is to be completed. |
| Date Completed | The date when the task is completed. |
| Notes | Extra wording to describe the task. |

### 2.10.3 Server Logs

This page shows the server logs for monitoring process. Administrator can check the rule checking status for every rule. Server log will be kept in Avera for maximum 7 days. Admin can download certain day's log and send to SendQuick support team for troubleshooting.

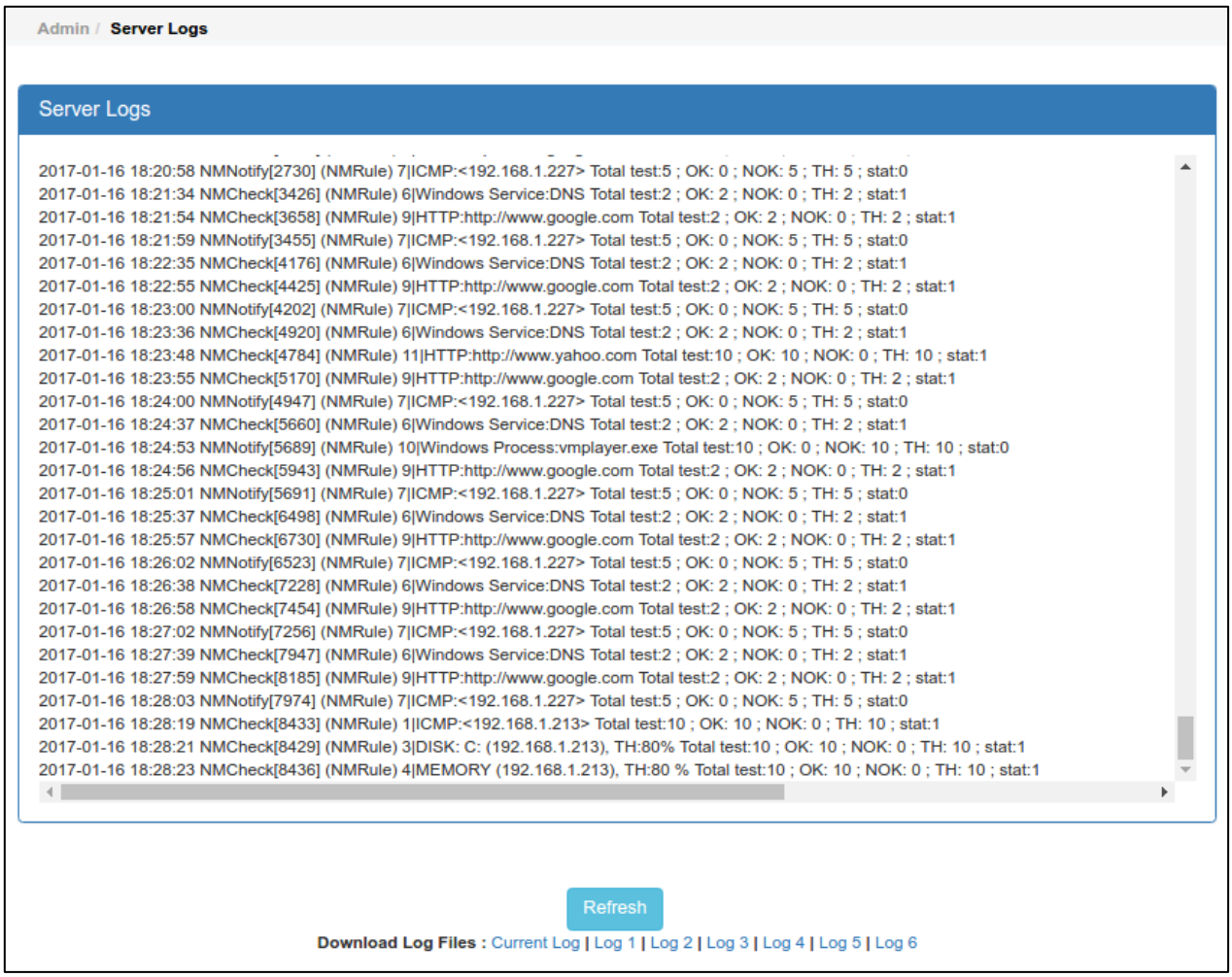



*Figure 2-77: Server Logs*

### 2.10.4 Ping Test

Admin can use this page to check the IP connectivity to another server or device. Enter the IP address or Hostname to perform the real time ICMP Ping.

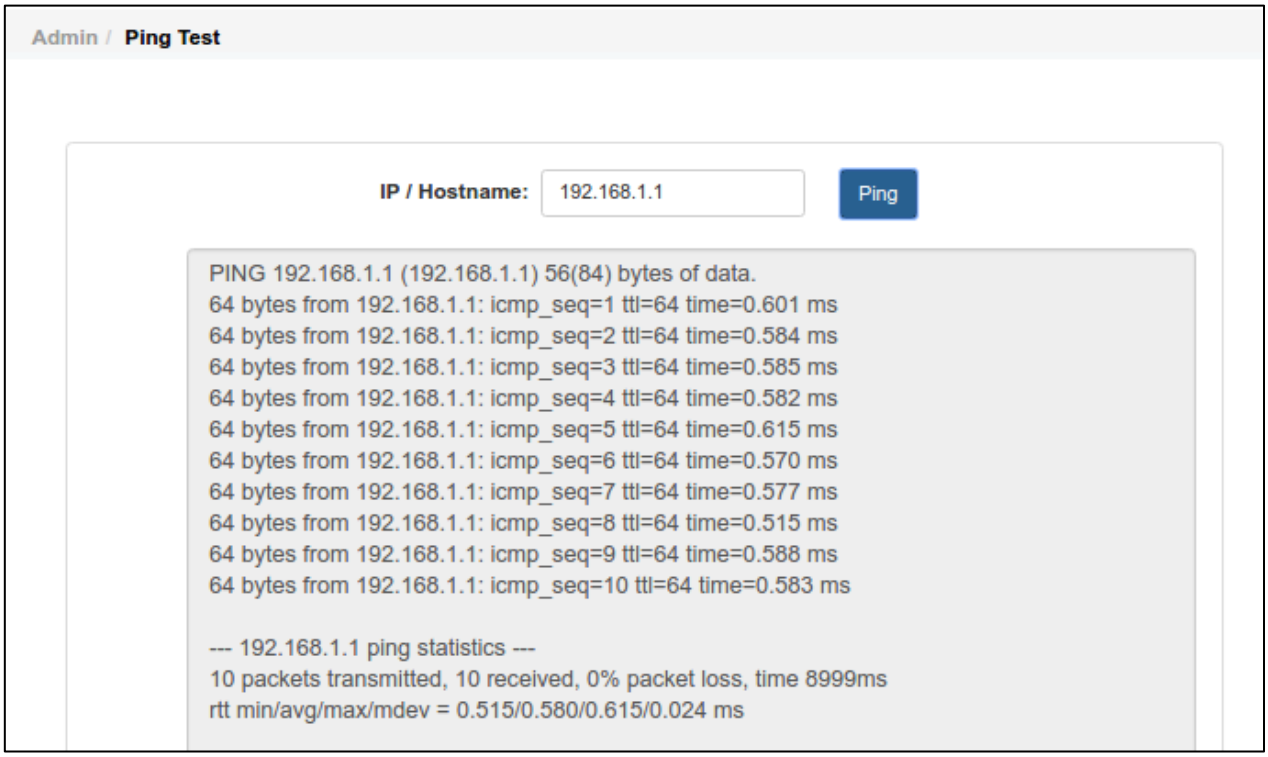



*Figure 2-78: Ping Test*

### 2.10.5 Traceroute Test

To perform the traceroute command, enter IP or Hostname and click on “Traceroute” button.

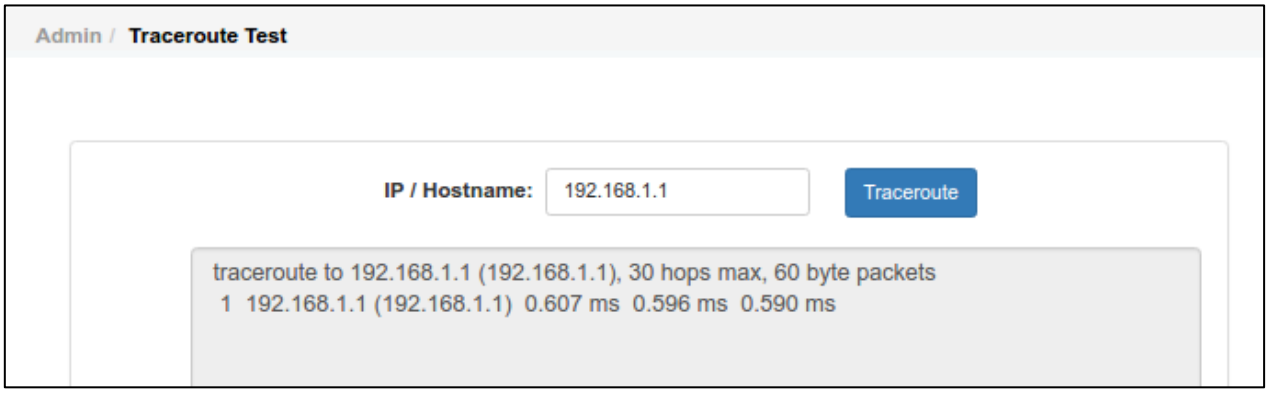



*Figure 2-79: Traceroute Test*

### 2.10.6 Telnet/Port Test

To perform the telnet command, enter IP/Hostname and TCP Port number, then click on “Telnet” button.

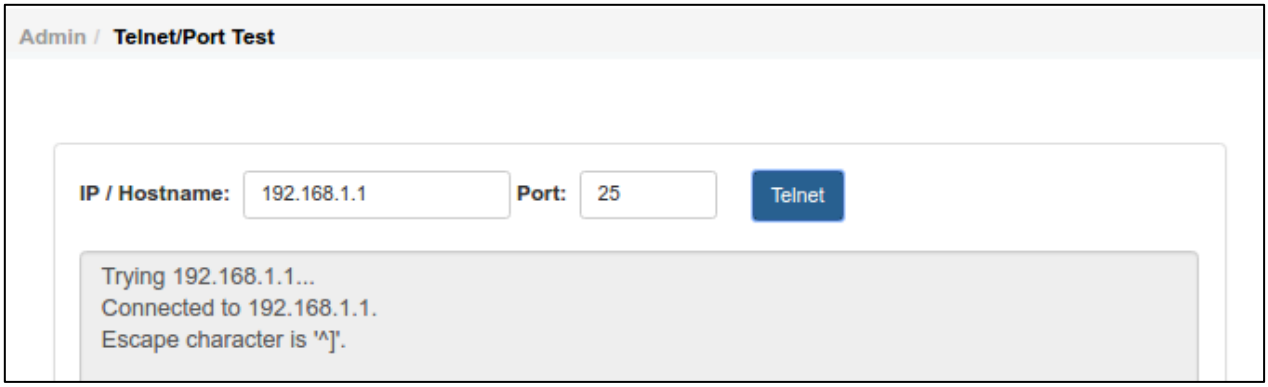



*Figure 2-80: Telnet/Port Test*

## 2.11 Configuration Template

User can create rule configuration template and alert configuration template as the template for creating ICMP rule by file upload. Refer to 2.7.1.2 Upload ICMP for more details.

### 2.11.1 Rule Configuration Template

Create rule related configuration template, such as priority, alarm trigger mode, monitoring frequency and server status alert.

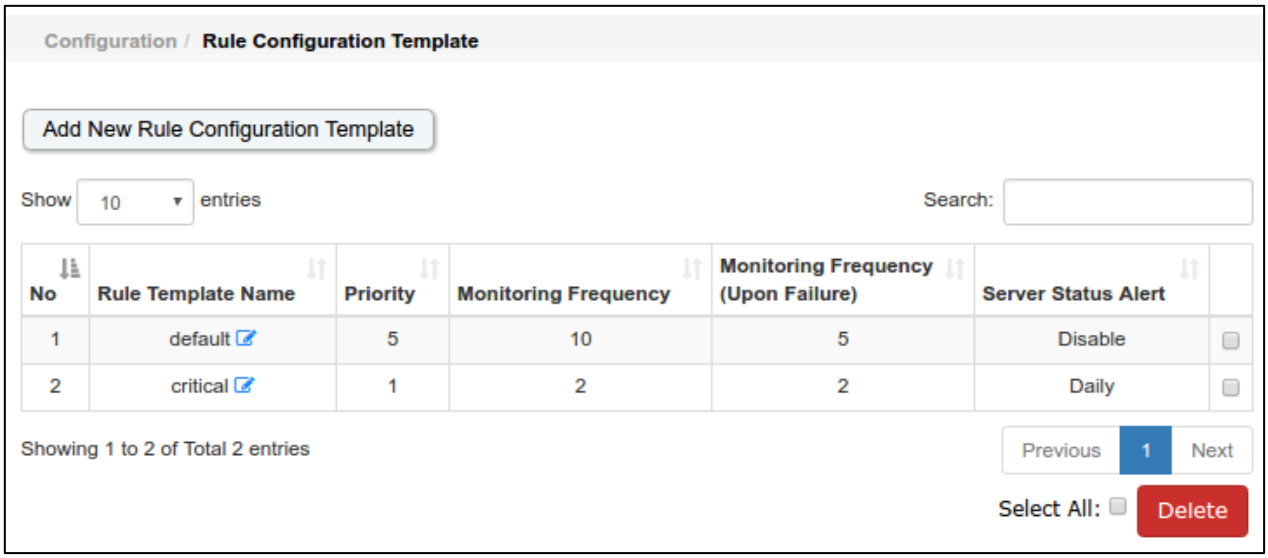



*Figure 2-81: Rule Configuration Template*

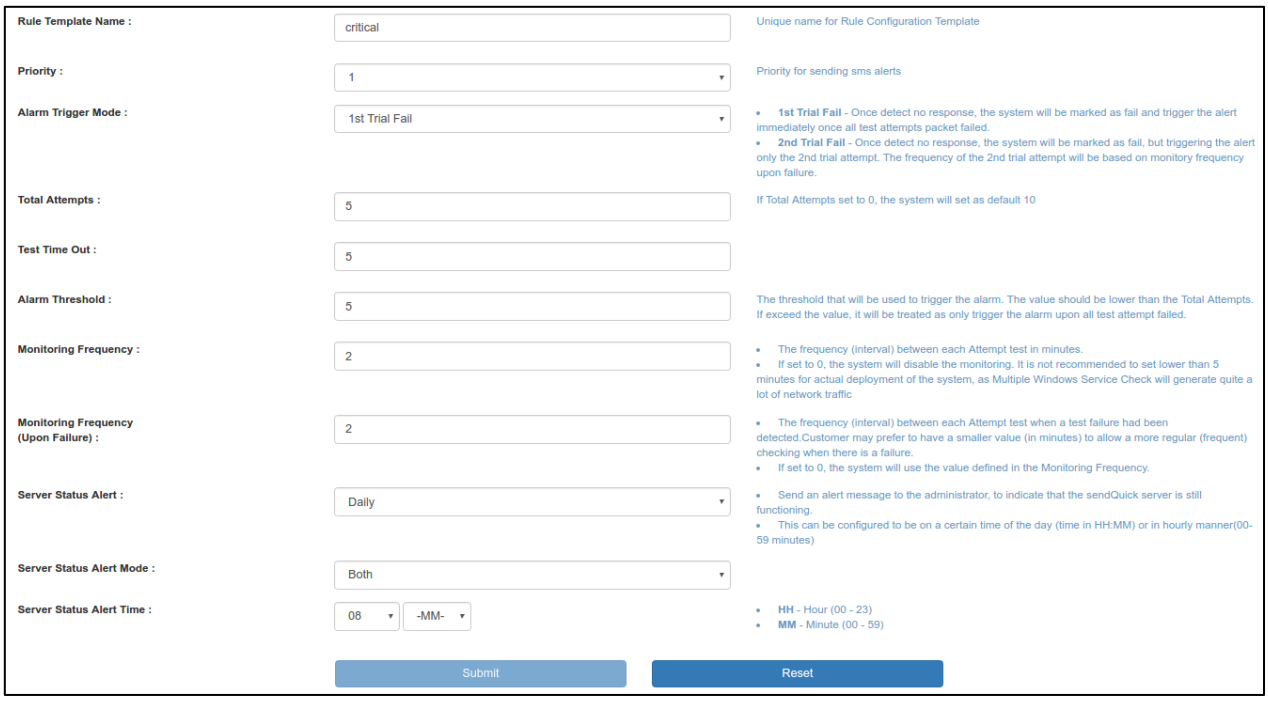



*Figure 2-82: Create/Update Rule Template*

Refer to 2.7.1.1 for more details.

### 2.11.2 Alert Configuration Template

Create alert related configuration template, such as alert mode, alert recipients and alert text message.


*Figure 2-83: Alert Configuration Template*

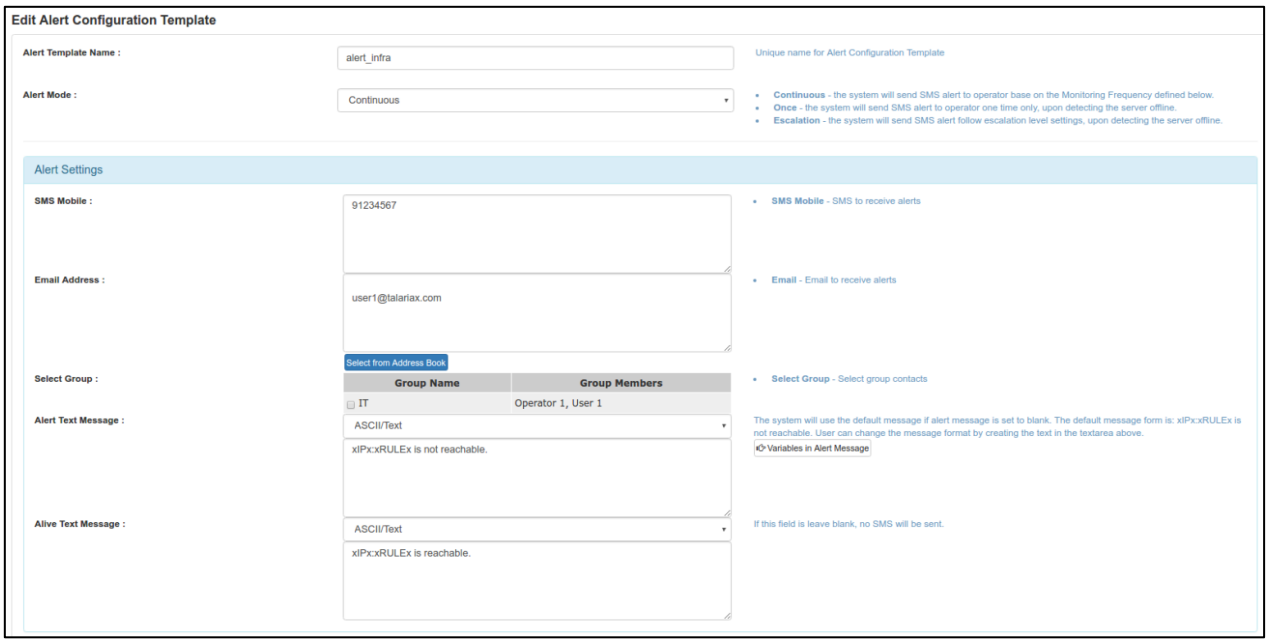



*Figure 2-84: Create/Update Configuration Template*

Refer to 2.7.1.1 for more details.

# 3.0 References

## 3.1 SMS Check Template

SMS Check is the feature that allow user to send SMS to SendQuick Avera to query real time status or perform server shutdown/restart. Please note that **Allow SMS Check** must be enabled in **Admin Settings**. (Refer to 2.10.1).


*Figure 3-1: Administrative Settings – Allow SMS Check*

| Request Type | SMS Template | Description |
|---|---|---|
| ICMP Ping | PING <IP> | **ICMP Ping to any IP address.** Authorized mobile numbers can be configured under 'Admin -> Settings -> SMS Check Authorized Mobile or Group'. Requests from unauthorized mobile number will be ignored. |
| TCP Port Check | TELNET <IP> <PORT> | **Telnet to any Port from any IP address.** Authorized mobile numbers can be configured under 'Admin -> Settings -> SMS Check Authorized Mobile or Group'. Requests from unauthorized mobile number will be ignored. |
| URL Check | URL <URL> | **Checking URL.** Authorized mobile numbers can be configured under 'Admin -> Settings -> SMS Check Authorized Mobile or Group'. Requests from unauthorized mobile number will be ignored. |
| Windows Service | SERVICE <DEVICE NAME> <SERVICE NAME> | **Checking windows service** Authorized mobile numbers can be configured under 'Device Profile -> Authorized Mobile or Group'. This mobile list is authorized to check the service name on this particular device profile only. Requests from unauthorized mobile number will be ignored. |
| Windows | PROCESS <DEVICE | **Checking windows process** |

| | | |
|---|---|---|
| Process | NAME> <PROCESS NAME> | Authorized mobile numbers can be configured under 'Device Profile -> Authorized Mobile or Group'. This mobile list is authorized to check the process's memory on this particular device profile only. Requests from unauthorized mobile number will be ignored. |
| CPU Usage | CPU <DEVICE NAME> | **Checking CPU utilization on device**<br>Authorized mobile numbers can be configured under 'Device Profile -> Authorized Mobile or Group'. This mobile list is authorized to check the cpu usage on this particular device profile only. Requests from unauthorized mobile number will be ignored. |
| DISK Usage | DISK <DEVICE NAME> <DISK NAME> | **Checking Disk utilization on device**<br>Authorized mobile numbers can be configured under 'Device Profile -> Authorized Mobile or Group'. This mobile list is authorized to check the particular disk's usage on this device profile only. Requests from unauthorized mobile number will be ignored. |
| Memory Usage | MEMORY <DEVICE NAME> | **Checking Memory utilization on device**<br>Authorized mobile numbers can be configured under 'Device Profile -> Authorized Mobile or Group'. This mobile list is authorized to check the memory usage on this particular device profile only. Requests from unauthorized mobile number will be ignored. |
| Restart Server | RESTARTSERVER <DEVICE NAME> | **Restart server**<br>*(Note : 'Admin -> Settings -> Allow SMS Restart Server' must be enabled.)*<br>Authorized mobile numbers can be configured under 'Device Profile -> Authorized Mobile or Group'. This mobile list is authorized to restart this particular server only. Requests from |

| | | |
|---|---|---|
| | | unauthorized mobile number will be ignored. |
| Shutdown Server | SHUTDOWNSERVER <DEVICE NAME> | **Shutdown server** *(Note : 'Admin -> Settings -> Allow SMS Shutdown Server' must be enabled.)* Authorized mobile numbers can be configured under 'Device Profile -> Authorized Mobile or Group'. This mobile list is authorized to shutdown this particular server only. Requests from unauthorized mobile number will be ignored. |
| Restart Windows Service | RESTARTSERVICE <DEVICE NAME> <SERVICE NAME> | **Restart windows service** *(Note : 'Admin -> Settings -> Allow SMS Restart Windows Service' must be enabled.)* Authorized mobile numbers can be configured under 'Device Profile -> Authorized Mobile or Group'. This mobile list is authorized to restart the windows service on this particular server only. Requests from unauthorized mobile number will be ignored. |

All SMS Check requests and results will be logged under **SMS Transaction** > **SMS Check** (Refer to 2.4.2)

## 3.2 SMS Acknowledgement Templates

User can send Acknowledgement SMS to stop escalation or simply acknowledge receipt of SMS. Please note that **Admin > Settings > Allow Acknowledgement SMS** must be enabled.

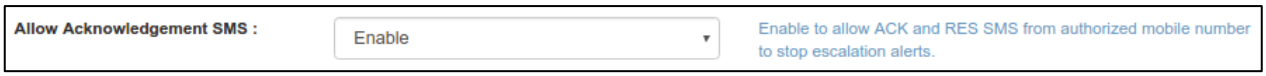



*Figure 3-2: Administrative Settings – Allow Acknowledgement SMS*

### 3.2.1 SMS Broadcast

User can acknowledge receipt of the SMS by replying 'ACK <case_id>', where <case_id> is the first number appended to message content.

For example,

SMS Message:

**5:testing 12345 please acknowledge**

In this example, <case_id> = 5 and user should reply with text: ACK 5

All records will be logged under **SMS Transaction** > **SMS Broadcast** (Refer to 2.4.1)

### 3.2.2 Network Monitor

User can send ACK or RES to stop escalation of network monitoring alert case. Please note that all case ID for network monitoring transaction has prefix 'M'.

- SMS Template: **ACK <case_id>**

  E.g.: ACK M123

- SMS Template: **RES <case_id> <resolved_log>**

  E.g.: RES M123 maintenance

All records will be logged under **SMS Transaction** > **Network Monitor** (Refer to 2.4.3)

### 3.2.3 Message Filter

User can send ACK to stop escalation of message filtering alert case. Please note that all case ID for message filtering transaction has prefix 'F'.

- SMS Template: **ACK <case_id>**

  E.g.: ACK F25

All records will be logged under **SMS Transaction** > **Message Filter** (Refer to 2.4.4)

## *3.3 Windows Server WMI Configuration*

WMI connection is required to access Windows Server for the following tasks:

1. Retrieve system information (CPU, Disk, Memory utilization)
2. Monitor windows services & Restart windows services if needed
3. Monitor windows processes & Kill windows process if needed
4. Shutdown or Reboot windows server

## Enable Remote WMI Access

1. In Windows Server, go to **Administrative Tools** > **Computer Management**.

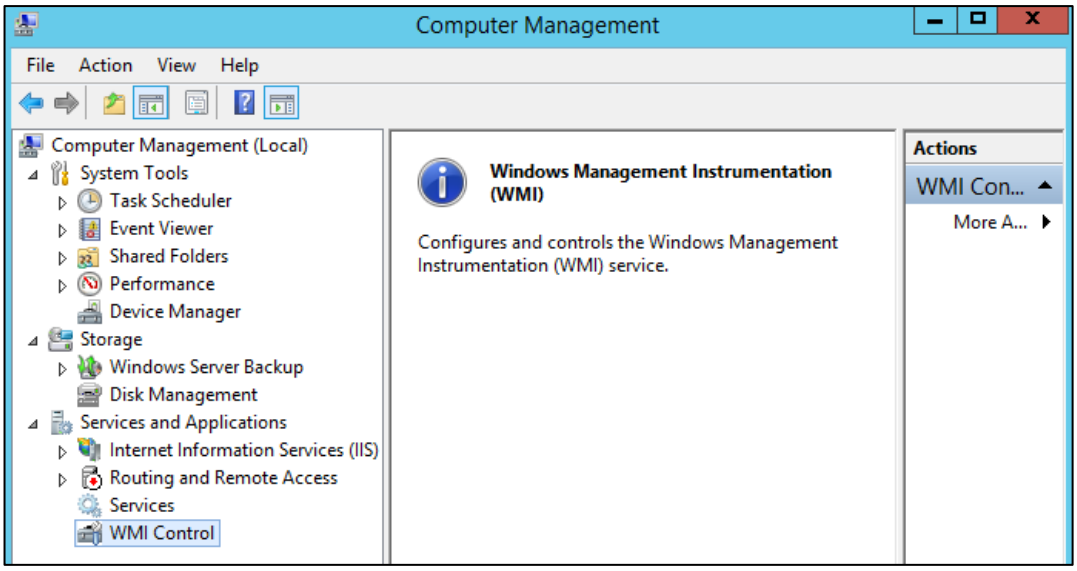



*Figure 3-3: Computer Management*

2. Right Click on **WMI Control** and select **Properties**.

3. Go to the **Security** tab.

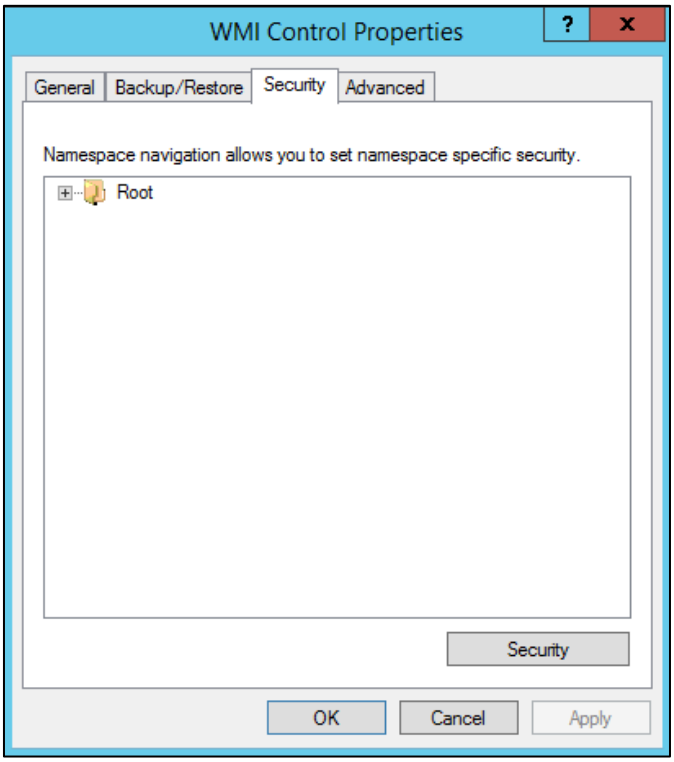



*Figure 3-4: WMI Control Properties – Security*

4. Select authorized group or username, make sure **Remote Enable** is allowed.

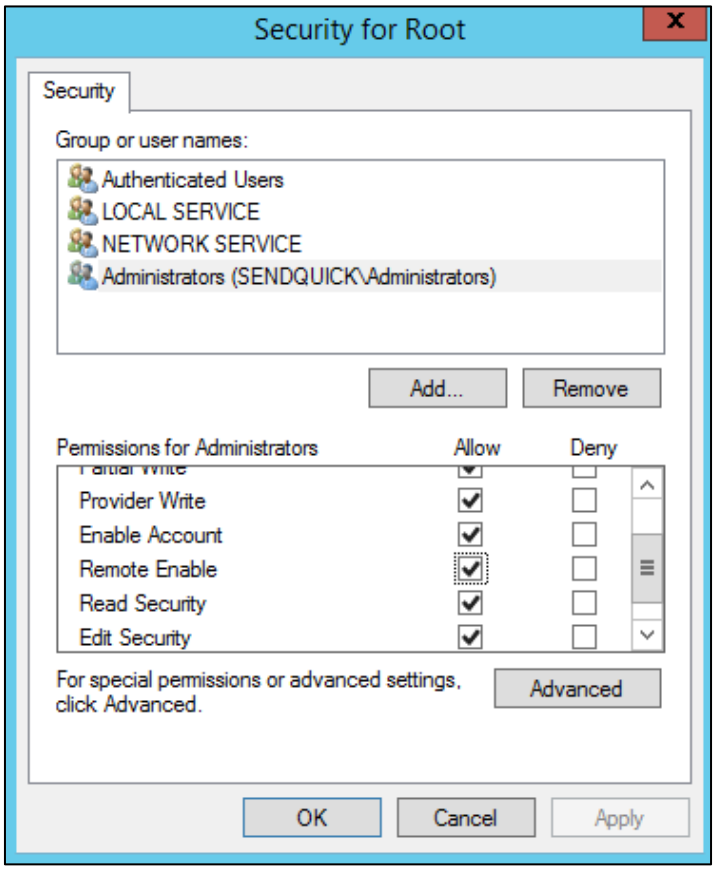



*Figure 3-5: Root Permission Configuration*