









The menu bar

If you have logged in to TightGate-Pro with the TightGate-Viewer, you will see a menu bar at the bottom of the screen. This is initially collapsed and opens as soon as you move your mouse pointer over it.



Description of the control bar

| Icon | Description | Availability |
|---|--|--------------|
|  | Start menu / Logout Use this icon to call up the Start menu. Here you can start various utility programmes directly or log out of the system. Depending on your system administrator's settings, the menu may also be deactivated system-wide. In this case, you can use this icon to log out directly. | Always |
|  | File manager TightGate-Pro provides you with a certain amount of storage space. You can create directories and save data there. Certain directories are fixed and cannot be deleted or moved. This applies in particular to the directory transfer . If you download files to TightGate-Pro using the browser, they should only be saved in the directory transfer directory. You can then use the TightGate-Schleuse to transfer the data to your workstation. The prerequisite is that your system administration allows this procedure. | Always |
|  | Start the Firefox Internet browser Use this icon to start the Firefox browser. Each time you click on the icon, another instance of the browser is started. | Always |
|  | Start the Google Chrome Internet browser Use this icon to start the Chrome browser. Each time you click on the icon, another instance of the browser is started. | Optional |
|  | Start the TOR browser Use this icon to start the TOR browser. Each time you click on the icon, another instance of the browser is started. | Optional |
|  | Start the e-mail programme Use this icon to start the e-mail programme. | Optional |
|  | Start the beBPO client Use this icon to start the client for the special electronic mailbox for public authorities (beBPO) | Optional |
|  | Change the user password Click this icon to open the dialogue for changing the user password. | Optional |

Depending on the system environment, there may be all or fewer icons or operating elements in the TightGate-Pro menu bar. The following sections provide information on their function and possible uses.

Display of active programmes

As soon as a programme is started, the icon of the running programme appears in the middle section of the menu bar. The green illuminated ring indicates that the programme is active. The programme can be switched to the foreground or minimised by clicking on the icon several times. Running programmes are signalled as follows:








| Icon | Icon Description |
|---|---|
|  | Active instance of the Firefox Internet browser Several instances can be started. They are each represented by their own icon with a light ring. If a browser is minimised, the green edge of the icon is darkened. |
|  | Active e-mail programme Only one instance of the e-mail programme can be started. If the e-mail programme is minimised, the green border of the icon is darkened. |










Other running auxiliary programmes are each displayed with their own icons in the control bar. These can also be switched to the foreground or minimised.

Calling up utility programmes

In addition to the Internet browser, TightGate-Pro also provides other programmes for using the Internet. The utilities can be accessed via a menu that can be opened via the Start menu icon. If the start menu is switched off system-wide, the utilities cannot be started directly.

The following overview provides an overview of the available utility programmes.

| Category | Icon | Element | Description |
|---|---|--------------------|--|
| Office programs |  | LibreOffice | Programs for editing Office documents |
| |  | PDF reader Atril | Document viewer for PDF files |
| Utilities |  | Archive manager | Packing and unpacking archive files in common formats |
| |  | Screenshot | Capture screenshots of the working environment or individual windows |
| |  | IBUS - voice input | Input help for special characters |
| |  | Terminal | Command input on the console |
| https://help.m-privacy |  | Text editor | Simple text editor |

| Category | Icon | Element | Description |
|-------------|---|--|--|
| Settings |  | IBUS settings | Settings for the input help for special characters |
| |  | Change password | Setting a new password |
| Internet |  | Client for the special electronic mailbox for public authorities (beBPo) | beBPo client |
| |  | E-mail | E-mail programme |
| |  | Google Chrome | Internet browser Google Chrome |
| |  | TOR browser | Internet browser TOR for anonymous surfing |
| |  | Google Earth | Programme for displaying a virtual globe |
| |  | Internet | Internet browser Firefox |
| Logging off |  | | Exiting the system / logging off |

File storage

Each user has their own **transfer**-folder, which can be accessed via the **file manager** of the control bar. The **transfer** folder is the central repository for all files on TightGate-Pro. All downloads from the Internet and all files that can be transferred via the TightGate-Schleuse are stored here. Files in the **transfer** folder can be opened by double-clicking in the file manager and viewed and edited using integrated tools.

There may be further subfolders below the transfer folder, but these are only displayed if the corresponding additional functions have been enabled by the administration. The following subfolders can be created automatically:

- **autotransfer**
- **OPSWAT**
- **Permanent**

In addition to the transfer folder, there can also be a folder **tgshare** folder in addition to the transfer

folder, provided this is shared centrally by the administration. The folder **tgshare** folder is a shared directory for all users of a TightGate-Pro system. Files can be processed together via this folder. When using the shared folder **tgshare** it is important to remember that all users of TightGate-Pro must share the files in the **tgshare** folder can view, edit and delete them.

Achtung

It is not desirable that files are stored outside the **transfer**-directory or the shared folder **tgshare** folder. All files outside these folders are automatically deleted each time the TightGate-Viewerlogs in.

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