

N4L Web Filtering Dashboard Training Manual



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Introduction

The [National Administration Guideline 5a \(NAG5\)](#) mandates that all New Zealand schools are expected to provide a safe physical and emotional environment for all students.

One way for schools to meet the requirements outlined in NAG5 is through the management of their online environment, something that can be supported through the services available as part of a Network for Learning Managed Network connection.

Filtering inappropriate content available online can help your school meet needs of NAG5 with reference to a safe emotional environment, and it can also be used to restrict access to any other sites that schools deem to be inappropriate.

N4L's Web Filtering Service

N4L's Web Filtering is a funded service available to schools as part of their Managed Network connection package, to help create a barrier against internet based threats. Whether you need an extra layer of defence against security threats such as malware and viruses or you are trying to manage the type of content available, N4L's Web Filtering service gives your school a tool to help create a safer online environment for students and staff.

N4L uses the Cisco Cloud Web Security (also known as Scansafe) tool to provide its Web Filtering service for schools connected to the Managed Network.

By becoming familiar with and using N4L's Web Filtering service your school will be able to manage the accessibility of online content, and be both flexible and responsive to the needs of your school community.

Your Role as the Web Filtering Administrator

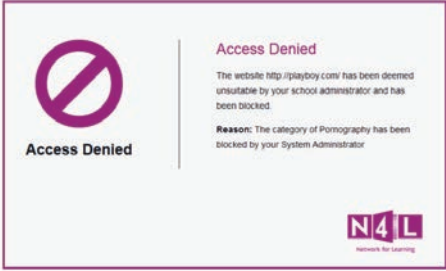
Your school is now up and running using N4L's Managed Network with the low, medium or high filtering settings you have chosen. You have now opted to manage your own filtering settings through the N4L Web Filtering dashboard.

As the nominated Web Filtering Administrator you are responsible for managing the filtering dashboard for your school.

To ensure that you have all the knowledge and skills you need to do manage the dashboard N4L has provided a collection of training resources, including this manual, which will continue to be available any time through the N4L website.

N4L's helpdesk team will continue to be available for ongoing support as required.

Definitions/ Terminology

Term	Definition or Explanation
Blocked Site Notification	<p>A web page similar to this will be displayed if there is an attempt to visit to a site that is blocked.</p> 
Child Abuse Content Category	<p>This category is never displayed and the block setting cannot be disabled. All browsing is subject to the Department of Internal Affairs Digital Child Exploitation Filtering.</p>
CWS	<p>Cloud Web Security</p>
Dynamic Classification Engine	<p>This will attempt to classify previously unclassified websites based on their content.</p> <p>Currently the categories that are supported by the 'Dynamic Classification Engine' are <i>Pornography, Gambling, Hate Speech, Filter Avoidance, Illegal Drugs</i> and <i>Illegal Downloads</i>.</p>

Web Filtering - A high level overview

All schools have a “profile” in their filtering dashboard.

- A profile is a collection of filtering rules.
- Each profile can have up to 100 rules.
- A **Rule** consists of:
 - **“WHAT”**: The filter that defines the actual content to be allowed or blocked
 - **“WHO”**: The group/s a rule can apply to
 - **“WHEN”**: The schedule that is chosen to say when the rule will apply

Each **Rule** has a **Rule Action** setting:

- **Allow** - Access is allowed, and data is stored for reporting purposes
- **Anonymize** - User, group, internal, and external IP details are replaced with “undisclosed” in reporting data
- **Authenticate** - The user must authenticate
- **Block** - Access is denied
- **Warn** - Access is allowed only if the user clicks through the warning page. You can define the html code that shows on the “Acceptable Use Policy” page.

Rules are processed in hierarchical order.

A full **Reporting and Analysis** section is also part of the filtering dashboard.

What is the difference between web filtering and a firewall?

A firewall is designed to stop access to specific places on the internet by any type of software. It is a system that controls the incoming and outgoing network traffic based on applied rule sets. A firewall establishes a barrier between a trusted, secure internal network and another network (e.g. the Internet) that is not assumed to be secure and trusted.

A filter is designed to screen places that a web browser will go to. It is software designed to restrict or control the content a reader is authorised to access, especially when utilised to restrict material delivered over the internet via the web, email or other means.

Is the N4L Web Filtering dashboard already enabled?

By default web filtering will be enabled for all N4L connections. You can check that access to the dashboard is enabled by browsing to <http://whoami.scansafe.net>

If the filtering dashboard is enabled your browser will return text similar to this:

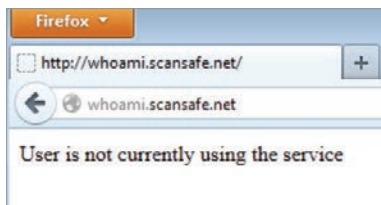


```

---
authUserName: 210.54.147.17
authenticated: true
companyName: N4L_533_mtaspiringcollege
connectorGuid: FGL173911YT
connectorVersion: AP-ISR-15.3 (3) M3 (1)
countryCode: NZ
externalIp: 210.54.147.17
groupNames:
- mtaspiringcollege-standard
internalIp: 210.54.147.17
logicalTowerNumber: 1931
staticGroupNames:
- mtaspiringcollege-standard
userName: 210.54.147.17

```

If the filtering dashboard is not enabled your browser will return this text:



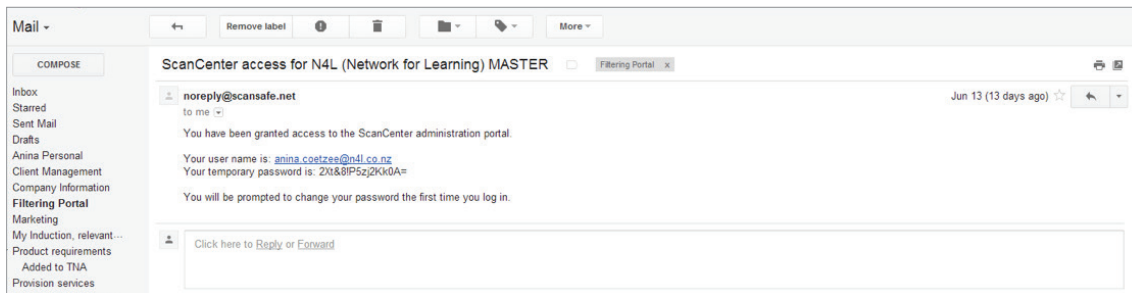
If the web filtering dashboard is not enabled you should immediately contact N4L and request that it be enabled. There are no school-based equipment setups or requirements needed to use the filtering dashboard. It is device-neutral.

There are no circumstances in which it would be prudent for a school to request N4L to disable the filtering services. The N4L Web Filtering dashboard is highly configurable by users and changes to filtering policies are reflected within minutes for all users at a school.

1. Setting up your N4L Web Filtering dashboard

Logging in for the first time and changing your password

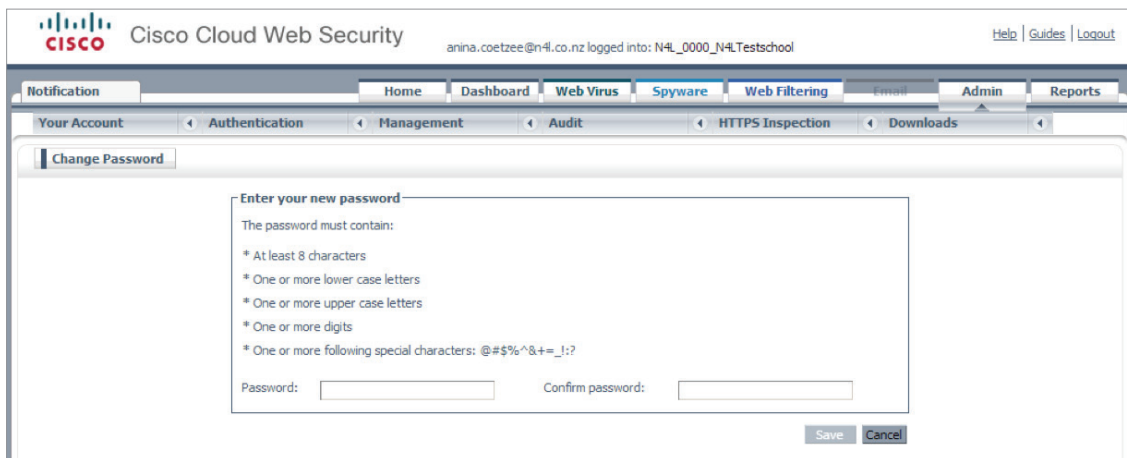
1. Open up your email that will display your username and temporary password



2. Open your browser and go to filtering.n4l.co.nz. This page will show:



3. Using the login information sent to you via email, enter your username and temporary password and click **Login**.
4. You will be asked to reset your password.

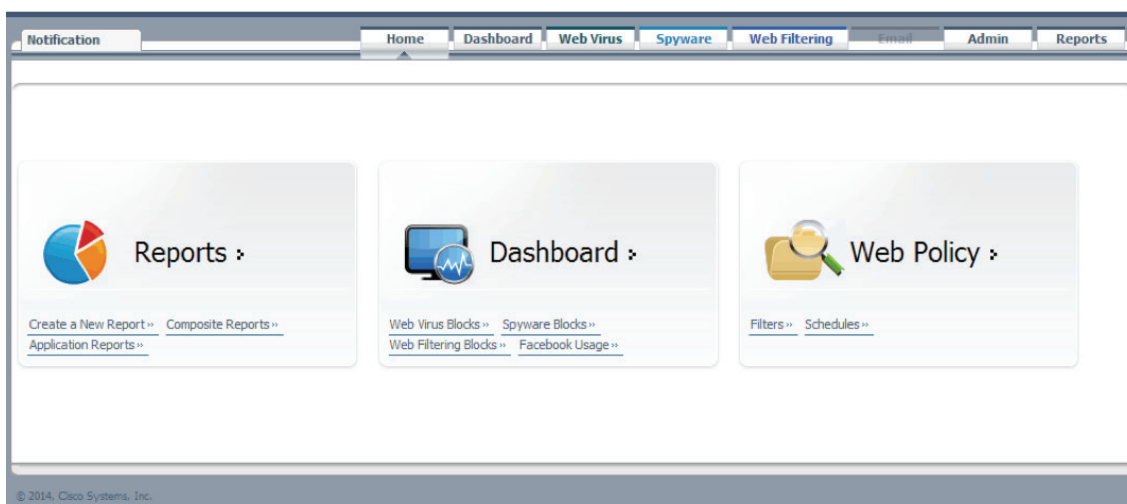


5. Enter your new password as instructed (you'll be asked to enter it twice), ensuring your password has:

- At least 8 characters
- At least one lowercase letter
- At least one upper case letter
- At least 1 digit
- At least one of the following characters: @#\$%^&+=_!:?

6. Click **Save**.

7. You will then be automatically redirected to your school's web filtering dashboard homepage:



Tips/ Ideas/ Notes:

- Adding this site to your bookmarks will make for easy access next time.
- This site is accessible from any internet connection.
- You can contact the N4L Helpdesk with any questions or assistance needed.

N4L Helpdesk

Monday to Friday, 8am - 5pm

E support@n4l.co.nz

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- If you forget your password, you can reset it and the system will automatically send you a temporary password.
 1. Browse to: filtering.n4l.co.nz
 2. Click on **Forgotten your password?**
 3. Type in your email address and click **Submit**. Your password will be sent to you via email.



Application practice:

Throughout this manual you'll see application practice activities. These will direct you to: filtering.n4l.co.nz

Here you can log in and practice with the following details:

Username: cwstraining@n4l.co.nz

Password: Tra1ning!

Note: This is a training practice login so, please DO NOT change the password.

There are also practice activities at the end of each section you can use to get ready for when you get access to your filtering dashboard.

Practice 1:

Log into the N4L "Training" Filtering dashboard and click on all aspects of the dashboard to familiarise yourself with the headings and structure.

Adding users to the filtering dashboard

1. Contact the N4L Helpdesk

Monday to Friday, 8am - 5pm

E support@n4l.co.nz

P 0800 LEARNING

W www.n4l.co.nz

2. Provide the following information about the new user:

- a. First & Last Name
- b. Position
- c. Phone number
- d. Email
- e. Access level required (see below)

3. The levels of access you can choose from are:

- Full access
- Read only
- Full read only
- HR
- Admin (no forensic)
- Report admin

Please see below a full breakdown of each of these roles and what permissions they have.

This can help you make decisions around:

- Who you want us to give access to;
- What they can do and change within the dashboard; and
- What they can read only.

Note: Only the principal can request new administrators be added to your school's filtering dashboard.

Area	Full Access	Read Only	Full Read Only	HR	Admin (No Forensic)	Report Admin
User Messages	R/W	R	R	—	R/W	—
Email Alerts	R/W	R	R	—	R/W	—
Search/Time Analysis	R/W	R	R	R	R/W	R/W
Detailed Search	R/W	—	R	R/W	—	R/W
Filter Sets	R/W	R	R	R	R/W	R/W
Store Search/Remove Stored Search	R/W	—	—	—	R/W	R/W
Manage Composite Reports	R/W	R	R	R/W	R/W	R/W
Create/Edit Composite Reports	R/W	—	—	R/W	R/W	R/W
Managed Scheduled Reports	R/W	R	R	—	R/W	R/W
Create/Edit Scheduled Reports	R/W	—	—	—	R/W	R/W
Manage Email Recipients	R/W	—	R	—	R/W	R/W
Allowed Traffic Reports	R	—	R	R	—	R
Spyware	R/W	R	R	—	R/W	—
Web Filtering	R/W	R	R	—	R/W	—
Account Details	R/W	R	R	R	R/W	R
Change Password	R/W	R/W	R/W	R/W	R/W	R/W
Scanning IPs	R/W	—	R	—	R/W	—
Admin Users	R/W	—	R	—	R/W	—
Dynamic DNS	R/W	—	R	—	R/W	—
Authentication	R/W	—	R	—	R/W	—
Clientless Authentication	R/W	—	R	—	—	—
User/Group Management	R/W	—	R	—	R/W	—
Audit Settings	R/W	—	R	R/W	R/W	R/W
Activity/Access Audit	R	—	R	R	R	R
Dictionaries/File Info DBs	R/W	R	R/W	—	R/W	R/W
Import User List	R/W	—	R	—	R/W	—
HTTPS Inspection	R/W	R	R/W	—	R/W	—
Hosted Config	R/W	—	—	—	R/W	—

Screenshots from the ScanCentre Administrator Guide, Release 5.2 (Sep 2, 2013)

Tips/ Ideas/ Notes:

You can also contact the N4L Helpdesk at any time to request the following:

- a. Deactivate users when access is no longer required
- b. Reset user passwords
- c. Unlock users if they locked themselves out (by entering the wrong password too many times)
- d. Delete users permanently

Application practice:

To practice log in at: filtering.n4l.co.nz

Username: cwstraining@n4l.co.nz

Password: Tra1ning!

Note: This is a training practice login so, please **DO NOT** change the password.

Practice 2:

Ask yourself?

- How many users do you need?
- What will each person be doing in the system?
- What kind of access would be most appropriate to ensure consistent changes and fewer errors?
- What is your local process for requesting new users, authorising the new user internally and contacting N4L?



2. Filters

What is a Policy?

A Policy is the order rules are applied in.

What is a Rule?

A Rule is a combination of a filter and a schedule.

What is a schedule?

A Schedule is the time of day you want a rule applied.

What is a filter?

A Filter is the settings you apply to control what comes in and out of your network.

Filters can be chosen using:

Inbound filters (Filter what comes into your network)	Bi-directional filters (Filter what comes in and goes out of your network)	Outbound filters (Filter what goes out of your network)
Categories	Applications	File Matching
Domains	Exceptions	Keywords
Content types	Protocols	Outbound File Type
File types	Custom User agents	Pre-configured IDs
		Regular Expressions

Management > **Notifications**

Web Filtering > Management > Policy > Manage Policy

Manage Policy | Edit Rule | Create Rule

Rules higher in the list will take priority over the lower ones. Use the arrows to change the priority of each rule by moving them up or down in the list.

Please note that anonymization rules are treated separately from the main policy. Hence these appear in a separate part of the table. These can be ordered in the same way as the rest of the rules, and anonymization will always take precedence.

There is a maximum of 100 enabled rules allowed for the policy.

Company Policy									
#	Move	Rules	Groups/Users/IPs	Filter	Schedule	Action	Active	Edit	Delete
1	↑ ↓	testschool-allow	Anyone	"testschool-allow"	"anytime"	Allow	<input checked="" type="checkbox"/>	✎	🗑
2	↑ ↓	testschool-block	Anyone	"testschool-block"	"anytime"	Block	<input checked="" type="checkbox"/>	✎	🗑
3	↑ ↓	Categories Blocked	"Default Group"	"Master - School - Enforced BLOCK"	"anytime"	Block	<input checked="" type="checkbox"/>	✎	🗑
4	↑ ↓	Block Auction, allow trademe	"Default Group"	"Block Auction - allow trademe"	"lunch", "anytime"	Block	<input checked="" type="checkbox"/>	✎	🗑
5	↑ ↓	Block Games Allow K2	"default"	"Block Games - allow knowledge adventure"	"anytime"	Block	<input type="checkbox"/>	✎	🗑
6	↑ ↓	Block Games	"default"	"Block Games"	"anytime"	Block	<input type="checkbox"/>	✎	🗑

Policy Rule Filter Schedule

What is a category?

Categories are one of the ways you can filter.

Please see below a full list of all the filtering categories in alphabetical order

Category	Description
Adult	<p>Directed at adults, but not necessarily pornographic.</p> <p>May include adult clubs (strip clubs, swingers clubs, escort services, strippers); general information about sex, non-pornographic in nature; genital piercing; adult products or greeting cards; information about sex, but not in the context of health or disease.</p> <ul style="list-style-type: none"> • www.adultentertainmentexpo.com • www.adultnetline.com
Advertisements	<p>Banner and pop-up advertisements that often accompany a web page; other advertising websites that provide advertising content. Advertising services and sales are classified as <i>Business and Industry</i>.</p> <ul style="list-style-type: none"> • www.adforce.com • www.doubleclick.com
Alcohol	<p>Alcohol as a pleasurable activity; beer and wine making, cocktail recipes; liquor sellers, wineries, vineyards, breweries, alcohol distributors. Alcohol addiction is classified as <i>Health and Nutrition</i>.</p> <p>Bars and restaurants are classified as <i>Dining and Drinking</i>.</p> <ul style="list-style-type: none"> • www.samueladams.com • www.whisky.com
Arts	<p>Galleries and exhibitions; artists and art; photography; literature and books; performing arts and theater; musicals; ballet; museums; design; architecture. Cinema and television are classified as <i>Entertainment</i>.</p> <ul style="list-style-type: none"> • www.moma.org • www.nga.gov
Astrology	<p>Astrology; horoscope; fortune telling; numerology; psychic advice; tarot.</p> <ul style="list-style-type: none"> • www.astro.com • www.astrology.com
Auctions	<p>Online and offline auctions, auction houses, and classified advertisements.</p> <ul style="list-style-type: none"> • www.craigslist.com • www.ebay.com

Business and Industry	<p>Marketing, commerce, corporations, business practices, workforce, human resources, transportation, payroll, security and venture capital; office supplies; industrial equipment (process equipment), machines and mechanical systems; heating equipment, cooling equipment; materials handling equipment; packaging equipment; manufacturing: solids handling, metal fabrication, construction and building; passenger transportation; commerce; industrial design; construction, building materials; shipping and freight (freight services, trucking, freight forwarders, truckload carriers, freight and transportation brokers, expedited services, load and freight matching, track and trace, rail shipping, ocean shipping, road feeder services, moving and storage).</p> <ul style="list-style-type: none"> • www.freightcenter.com • www.staples.com
Chat and Instant Messaging	<p>Web-based instant messaging and chat rooms.</p> <ul style="list-style-type: none"> • www.icq.com • www.meebo.com
Cheating and Plagiarism	<p>Promoting cheating and selling written work, such as term papers, for plagiarism.</p> <ul style="list-style-type: none"> • www.bestessays.com • www.superiorpapers.com
Child Abuse Content	<p>Worldwide illegal child sexual abuse content. Without exception, Cisco blocks child abuse content for all customers and, for legal reasons, keeps no logs.</p> <p><i>This category is never displayed in ScanCenter.</i></p>
Computer Security	<p>Offering security products and services for corporate and home users.</p> <ul style="list-style-type: none"> • www.computersecurity.com • www.symantec.com
Computers and Internet	<p>Information about computers and software, such as hardware, software, software support; information for software engineers, programming and networking; website design; the web and Internet in general; computer science; computer graphics and clipart. <i>Freeware and Shareware</i> is a separate category.</p> <ul style="list-style-type: none"> • www.xml.com • www.w3.org
Dating	<p>Dating, online personals, matrimonial agencies.</p> <ul style="list-style-type: none"> • www.eharmony.com • www.match.com
Digital Postcards	<p>Enabling sending of digital postcards and e-cards.</p> <ul style="list-style-type: none"> • www.all-yours.net • www.delivr.net

Dining and Drinking	Eating and drinking establishments; restaurants, bars, taverns, and pubs; restaurant guides and reviews. <ul style="list-style-type: none"> • www.hideawaybrewpub.com • www.restaurantrow.com
Dynamic and Residential	IP addresses of broadband links that usually indicates users attempting to access their home network, for example for a remote session to a home computer.
Education	Education-related, such as schools, colleges, universities, teaching materials, and teachers' resources; technical and vocational training; online training; education issues and policies; financial aid; school funding; standards and testing. <ul style="list-style-type: none"> • www.education.com • www.greatschools.org
Entertainment	Details or discussion of films; music and bands; television; celebrities and fan websites; entertainment news; celebrity gossip; entertainment venues. Compare with the <i>Arts</i> category. <ul style="list-style-type: none"> • www.eonline.com • www.ew.com
Extreme	Material of a sexually violent or criminal nature; violence and violent behavior; tasteless, often gory photographs, such as autopsy photos; photos of crime scenes, crime and accident victims; excessive obscene material; shock websites. <ul style="list-style-type: none"> • www.car-accidents.com • www.crime-scene-photos.com
Fashion	Clothing and fashion; hair salons; cosmetics; accessories; jewelry; perfume; pictures and text relating to body modification; tattoos and piercing; modeling agencies. Dermatological products are classified as <i>Health and Nutrition</i> . <ul style="list-style-type: none"> • www.fashion.net • www.findabeautysalon.com
File Transfer Services	File transfer services with the primary purpose of providing download services and hosted file sharing. <ul style="list-style-type: none"> • www.rapidshare.com • www.yousendit.com
Filter Avoidance	Promoting and aiding undetectable and anonymous web usage, including cgi, php and glype anonymous proxy services. <ul style="list-style-type: none"> • www.bypassschoolfilter.com • www.filterbypass.com
Finance	Primarily financial in nature, such as accounting practices and accountants, taxation, taxes, banking, insurance, investing, the national economy, personal finance involving insurance of all types, credit cards, retirement and estate planning, loans, mortgages. Stock and shares are classified as <i>Online Trading</i> . <ul style="list-style-type: none"> • finance.yahoo.com • www.bankofamerica.com

Freeware and Shareware	Providing downloads of free and shareware software. <ul style="list-style-type: none"> • www.freewarehome.com • www.shareware.com
Gambling	Casinos and online gambling; bookmakers and odds; gambling advice; competitive racing in a gambling context; sports booking; sports gambling; services for spread betting on stocks and shares. Websites dealing with gambling addiction are classified as <i>Health and Nutrition</i> . Government-run lotteries are classified as <i>Lotteries</i> . <ul style="list-style-type: none"> • www.888.com • www.gambling.com
Games	Various card games, board games, word games, and video games; combat games; sports games; downloadable games; game reviews; cheat sheets; computer games and Internet games, such as role-playing games. <ul style="list-style-type: none"> • www.games.com • www.shockwave.com
Government and Law	Government websites; foreign relations; news and information relating to government and elections; information relating to the field of law, such as attorneys, law firms, law publications, legal reference material, courts, dockets, and legal associations; legislation and court decisions; civil rights issues; immigration; patents and copyrights; information relating to law enforcement and correctional systems; crime reporting, law enforcement, and crime statistics; military, such as the armed forces, military bases, military organizations; anti-terrorism. <ul style="list-style-type: none"> • www.usa.gov • www.law.com
Hacking	Discussing ways to bypass the security of websites, software, and computers. <ul style="list-style-type: none"> • www.hackthissite.org • www.gohacking.com
Hate Speech	Websites promoting hatred, intolerance, or discrimination on the basis of social group, color, religion, sexual orientation, disability, class, ethnicity, nationality, age, gender, gender identity; sites promoting racism; sexism; racist theology; hate music; neo-Nazi organizations; supremacism; Holocaust denial. <ul style="list-style-type: none"> • www.kkk.com • www.nazi.org
Health and Nutrition	Health care; diseases and disabilities; medical care; hospitals; doctors; medicinal drugs; mental health; psychiatry; pharmacology; exercise and fitness; physical disabilities; vitamins and supplements; sex in the context of health (disease and health care); tobacco use, alcohol use, drug use, and gambling in the context of health (disease and health care); food in general; food and beverage; cooking and recipes; food and nutrition, health, and dieting; cooking, including recipe and culinary websites; alternative medicine. <ul style="list-style-type: none"> • www.health.com • www.webmd.com

Humor	<p>Jokes, sketches, comics and other humorous content. Adult humor likely to offend is classified as <i>Adult</i>.</p> <ul style="list-style-type: none"> • www.humor.com • www.jokes.com
Illegal Activities	<p>Promoting crime, such as stealing, fraud, illegally accessing telephone networks; computer viruses; terrorism, bombs, and anarchy; websites depicting murder and suicide as well as explaining ways to commit them.</p> <ul style="list-style-type: none"> • www.ekran.no • www.thedisease.net
Illegal Downloads	<p>Providing the ability to download software or other materials, serial numbers, key generators, and tools for bypassing software protection in violation of copyright agreements. Torrents are classified as <i>Peer File Transfer</i>.</p> <ul style="list-style-type: none"> • www.keygenguru.com • www.zcrack.com
Illegal Drugs	<p>Information about recreational drugs, drug paraphernalia, drug purchase and manufacture.</p> <ul style="list-style-type: none"> • www.cocaine.org • www.hightimes.com
Infrastructure and Content Delivery Networks	<p>Content delivery infrastructure and dynamically generated content; websites that cannot be classified more specifically because they are secured or otherwise difficult to classify.</p> <ul style="list-style-type: none"> • www.akamai.net • www.webstat.net
Internet Telephony	<p>Telephonic services using the Internet.</p> <ul style="list-style-type: none"> • www.evaphone.com • www.skype.com
Job Search	<p>Career advice; resume writing and interviewing skills; job placement services; job databanks; permanent and temporary employment agencies; employer websites.</p> <ul style="list-style-type: none"> • www.careerbuilder.com • www.monster.com
Lingerie and Swimsuits	<p>Intimate apparel and swimwear, especially when modeled.</p> <ul style="list-style-type: none"> • www.swimsuits.com • www.victoriassecret.com
Lotteries	<p>Sweepstakes, contests and state-sponsored lotteries.</p> <ul style="list-style-type: none"> • www.calottery.com • www.flalottery.com

Mobile Phones	<p>Short Message Services (SMS); ringtones and mobile phone downloads. Cellular carrier websites are included in the <i>Business and Industry</i> category.</p> <ul style="list-style-type: none"> • www.cbfsms.com • www.zedge.net
Nature	<p>Natural resources; ecology and conservation; forests; wilderness; plants; flowers; forest conservation; forest, wilderness, and forestry practices; forest management (reforestation, forest protection, conservation, harvesting, forest health, thinning, and prescribed burning); agricultural practices (agriculture, gardening, horticulture, landscaping, planting, weed control, irrigation, pruning, and harvesting); pollution issues (air quality, hazardous waste, pollution prevention, recycling, waste management, water quality, and the environmental cleanup industry); animals, pets, livestock, and zoology; biology; botany.</p> <ul style="list-style-type: none"> • www.enature.com • www.nature.org
News	<p>News; headlines; newspapers; television stations; magazines; weather; ski conditions.</p> <ul style="list-style-type: none"> • www.cnn.com • news.bbc.co.uk
Non-Governmental Organizations	<p>Non-governmental organizations such as clubs, lobbies, communities, non-profit organizations and labor unions.</p> <ul style="list-style-type: none"> • www.panda.org • www.unions.org
Non-Sexual Nudity	<p>Nudism and nudity; naturism; nudist camps; artistic nudes.</p> <ul style="list-style-type: none"> • www.artenuda.com • www.naturistsociety.com
Online Communities	<p>Affinity groups; special interest groups; web newsgroups; message boards. Excludes websites classified as <i>Professional Networking</i> or <i>Social Networking</i>.</p> <ul style="list-style-type: none"> • www.igda.org • www.ieee.org
Online Storage and Backup	<p>Offsite and peer-to-peer storage for backup, sharing, and hosting.</p> <ul style="list-style-type: none"> • www.adrive.com • www.dropbox.com
Online Trading	<p>Online brokerages; websites that enable the user to trade stocks online; information relating to the stock market, stocks, bonds, mutual funds, brokers, stock analysis and commentary, stock screens, stock charts, IPOs, stock splits. Services for spread betting on stocks and shares are classified as <i>Gambling</i>. Other financial services are classified as <i>Finance</i>.</p> <ul style="list-style-type: none"> • www.tdameritrade.com • www.scottrade.com

Organizational Email	Websites used to access business email (often via Outlook Web Access).
Parked Domains	Websites that monetize traffic from the domain using paid listings from an ad network, or are owned by <i>squatters</i> hoping to sell the domain name for a profit. These also include fake search websites which return paid ad links. <ul style="list-style-type: none"> • www.domainzaar.com • www.parked.com
Peer File Transfer	Peer-to-peer file request websites. This does not track the file transfers themselves. <ul style="list-style-type: none"> • www.bittorrent.com • www.limewire.com
Personal Sites	Websites about and from private individuals; personal homepage servers; websites with personal contents; personal blogs with no particular theme. <ul style="list-style-type: none"> • www.karymullis.com • www.stallman.org
Photo Searches and Images	Facilitating the storing and searching for, images, photographs, and clip-art. <ul style="list-style-type: none"> • www.flickr.com • www.photobucket.com
Politics	Websites of politicians; political parties; news and information on politics, elections, democracy, and voting. <ul style="list-style-type: none"> • www.politics.com • www.thisnation.com
Pornography	Sexually explicit text or depictions. Includes explicit anime and cartoons; general explicit depictions; other fetish material; explicit chat rooms; sex simulators; strip poker; adult movies; lewd art; web-based explicit email. <ul style="list-style-type: none"> • www.redtube.com • www.youporn.com
Professional Networking	Social networking for the purpose of career or professional development. See also <i>Social Networking</i> . <ul style="list-style-type: none"> • www.linkedin.com • www.europeanpwn.net
Real Estate	Information that would support the search for real estate; office and commercial space; real estate listings, such as rentals, apartments, and homes; house building. <ul style="list-style-type: none"> • www.realtor.com • www.zillow.com

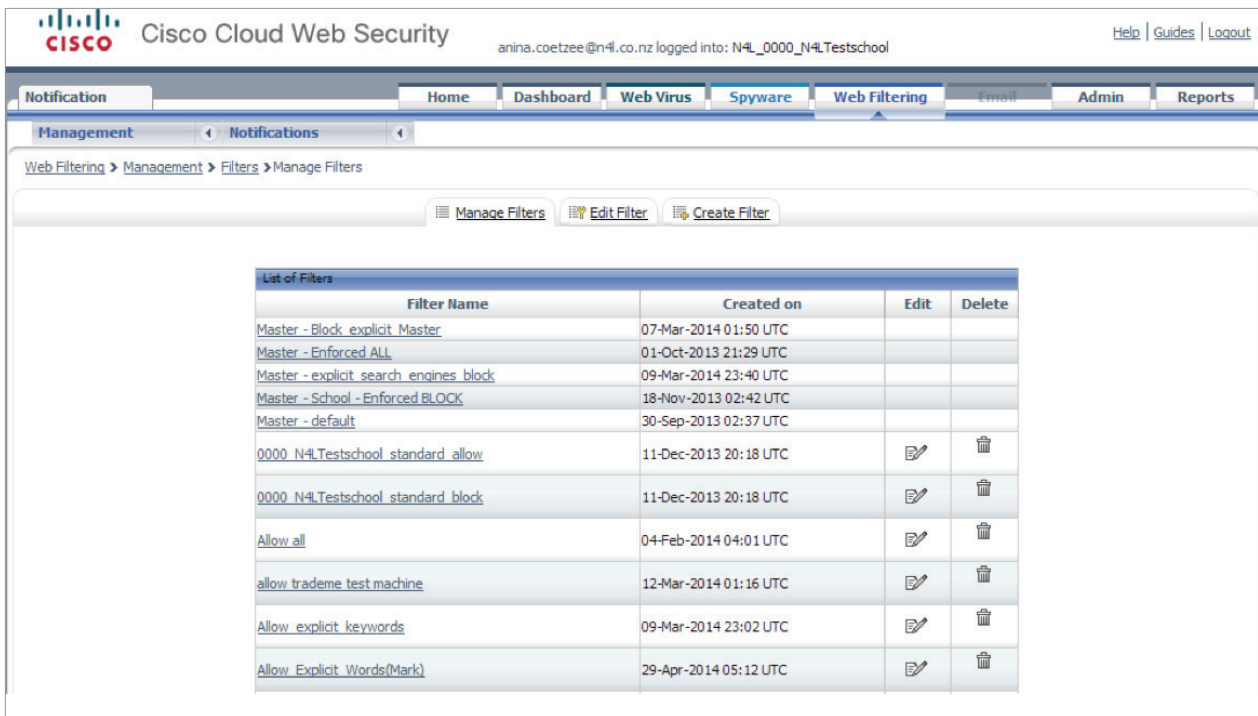
Reference	<p>City and state guides; maps, time; reference sources; dictionaries; libraries.</p> <ul style="list-style-type: none"> • www.wikipedia.org • www.yellowpages.com
Religion	<p>Religious content, information about religions; religious communities.</p> <ul style="list-style-type: none"> • www.religionfacts.com • www.religioustolerance.org
SaaS and B2B	<p>Web portals for online business services; online meetings.</p> <ul style="list-style-type: none"> • www.netsuite.com • www.salesforce.com
Safe for Kids	<p>Directed at, and specifically approved for, young children.</p> <ul style="list-style-type: none"> • kids.discovery.com • www.nickjr.com
Science and Technology	<p>Science and technology, such as aerospace, electronics, engineering, mathematics, and other similar subjects; space exploration; meteorology; geography; environment; energy (fossil, nuclear, renewable); communications (telephones, telecommunications).</p> <ul style="list-style-type: none"> • www.physorg.com • www.science.gov
Search Engines and Portals	<p>Search engines and other initial points of access to information on the Internet.</p> <ul style="list-style-type: none"> • www.bing.com • www.google.com
Sex Education	<p>Factual websites dealing with sex; sexual health; contraception; pregnancy.</p> <ul style="list-style-type: none"> • www.avert.org • www.scarleteen.com
Shopping	<p>Bartering; online purchasing; coupons and free offers; general office supplies; online catalogs; online malls.</p> <ul style="list-style-type: none"> • www.amazon.com • www.shopping.com
Social Networking	<p>Social networking. See also <i>Professional Networking</i>.</p> <ul style="list-style-type: none"> • www.facebook.com • www.twitter.com
Social Science	<p>Sciences and history related to society; archaeology; anthropology; cultural studies; history; linguistics; geography; philosophy; psychology; women's studies.</p> <ul style="list-style-type: none"> • www.archaeology.org • www.anthropology.net

Society and Culture	<p>Family and relationships; ethnicity; social organizations; genealogy; seniors; child-care.</p> <ul style="list-style-type: none"> • www.childcare.gov • www.familysearch.org
Software Updates	<p>Websites that host updates for software packages.</p> <ul style="list-style-type: none"> • www.softwarepatch.com • www.versiontracker.com
Sports and Recreation	<p>All sports, professional and amateur; recreational activities; fishing; fantasy sports; public parks; amusement parks; water parks; theme parks; zoos and aquariums; spas.</p> <ul style="list-style-type: none"> • www.espn.com • www.recreation.gov
Streaming Audio	<p>Real-time streaming audio content including Internet radio and audio feeds.</p> <ul style="list-style-type: none"> • www.live-radio.net • www.shoutcast.com
Streaming Video	<p>Real-time streaming video including Internet television, webcasts, and video sharing.</p> <ul style="list-style-type: none"> • www.hulu.com • www.youtube.com
Tobacco	<p>Pro-tobacco websites; tobacco manufacturers; pipes and smoking products (not marketed for illegal drug use). Tobacco addiction is classified as <i>Health and Nutrition</i>.</p> <ul style="list-style-type: none"> • www.bat.com • www.tobacco.org
Transportation	<p>Personal transportation; information about cars and motorcycles; shopping for new and used cars and motorcycles; car clubs; boats, airplanes, recreational vehicles (RVs), and other similar items. Note, car and motorcycle racing is classified as <i>Sports and Recreation</i>.</p> <ul style="list-style-type: none"> • www.cars.com • www.motorcycles.com
Travel	<p>Business and personal travel; travel information; travel resources; travel agents; vacation packages; cruises; lodging and accommodation; travel transportation; flight booking; airfares; car rental; vacation homes.</p> <ul style="list-style-type: none"> • www.expedia.com • www.lonelyplanet.com













Unclassified	Websites which are not in the Cisco database are recorded as unclassified for reporting purposes. This may include mistyped URLs.
Weapons	Information relating to the purchase or use of conventional weapons such as gun sellers, gun auctions, gun classified ads, gun accessories, gun shows, and gun training; general information about guns; other weapons and graphic hunting sites may be included. Government military websites are classified as <i>Government and Law</i> . <ul style="list-style-type: none"> • www.coldsteel.com • www.gunbroker.com
Web Hosting	Website hosting; bandwidth services. <ul style="list-style-type: none"> • www.bluehost.com • www.godaddy.com
Web Page Translation	Translation of web pages between languages. <ul style="list-style-type: none"> • babelfish.yahoo.com • translate.google.com
Web-Based Email	Public web-based email services. Websites enabling individuals to access their company or organization's email service are classified as <i>Organizational Email</i> . <ul style="list-style-type: none"> • mail.yahoo.com • www.hotmail.com

2.1 Viewing filters

1. In your filtering dashboard, click on the **Web Filtering** tab
2. Go to the **Management** menu



The screenshot shows the Cisco Cloud Web Security interface. The user is logged in as 'anina.coetzee@n4l.co.nz'. The 'Web Filtering' tab is selected, and the 'Management' menu is open, showing 'Filters' and 'Manage Filters'. Below the navigation, there are buttons for 'Manage Filters', 'Edit Filter', and 'Create Filter'. The main content area displays a table titled 'List of Filters' with the following data:

Filter Name	Created on	Edit	Delete
Master - Block explicit Master	07-Mar-2014 01:50 UTC		
Master - Enforced ALL	01-Oct-2013 21:29 UTC		
Master - explicit search engines block	09-Mar-2014 23:40 UTC		
Master - School - Enforced BLOCK	18-Nov-2013 02:42 UTC		
Master - default	30-Sep-2013 02:37 UTC		
0000 N4LTestschool standard allow	11-Dec-2013 20:18 UTC		
0000 N4LTestschool standard block	11-Dec-2013 20:18 UTC		
Allow all	04-Feb-2014 04:01 UTC		
allow trademe test machine	12-Mar-2014 01:16 UTC		
Allow explicit keywords	09-Mar-2014 23:02 UTC		
Allow Explicit Words(Mark)	29-Apr-2014 05:12 UTC		

3. Click on **Filters**

This will show you (as above):

- All the names on the filters that have previously been set up; and
- Their creation date

2.2 Creating new filters

2.2.1 Filter by Inbound Filters

1. In your filtering dashboard, click on the **Web Filtering** tab
2. Go to the **Management** menu
3. Click on **Filters**
4. Click on the **Create Filter** tab

You'll see this screen:

5. Type the name of the filter into the **Filter Name** field

You can go through each of the filtering types and set the requirements for your new filter.

Filter by Category

1. Click on Categories (A full list of categories can be found on pages 16-25)

2. Choose the categories you want to block by either clicking:

- a. **Select All** then going through the list and unticking the ones you do not want to filter out; or
- b. Leaving all boxes unticked and going through the list and clicking only those you do want to filter

3. Click **Save**

When choosing categories, carefully read what gets blocked, if you block the wrong sites, additional sites (from what was set up with N4L) or too many categories, your students and teachers could lose access to important sites and information.

Filter by Domains

What is an IP address, URL, Subdomain and Domain?

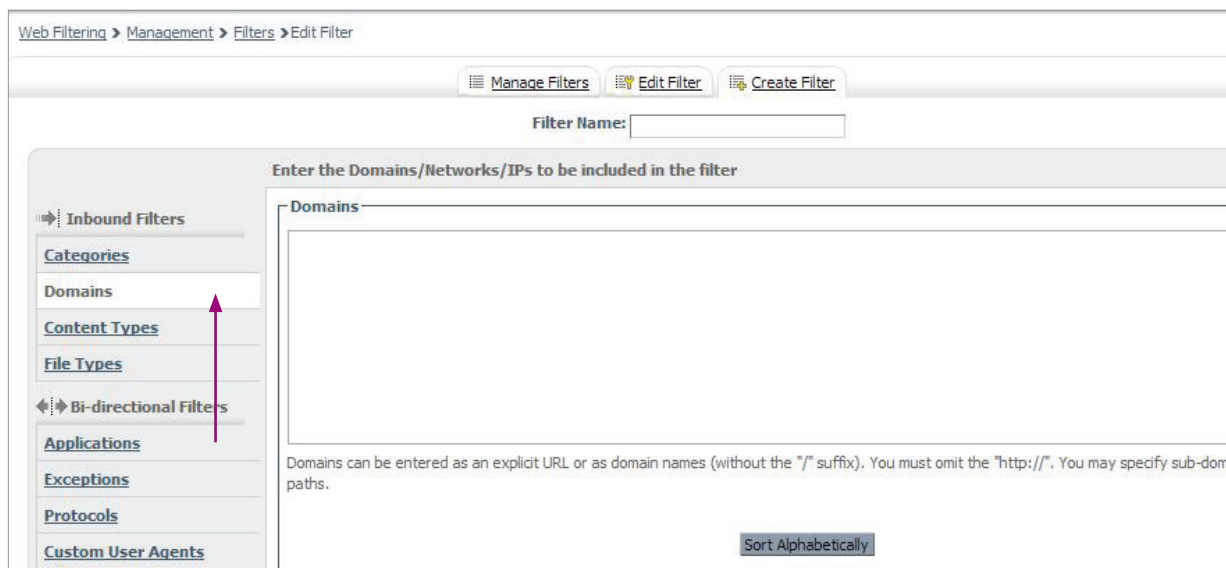
IP address = 202.162.72.2

URL = The **uniform resource locator**, abbreviated as **URL** (also known as web address, particularly when used with HTTP), is a specific character string that constitutes a reference to a resource. In most web browsers, the **URL** of a web page is displayed on top inside an address bar.

= http://www.trademe.co.nz/

Domain Name = trademe.co.nz

Sub Domain = login.trademe.co.nz



There might be certain sites within a category you are allowing or blocking via a previous filter, that you would like to block or allow regardless. You can do this by specifying the site you wish to allow or block in **Domains**.

1. Click on **Domains**

2. Apply filter by:

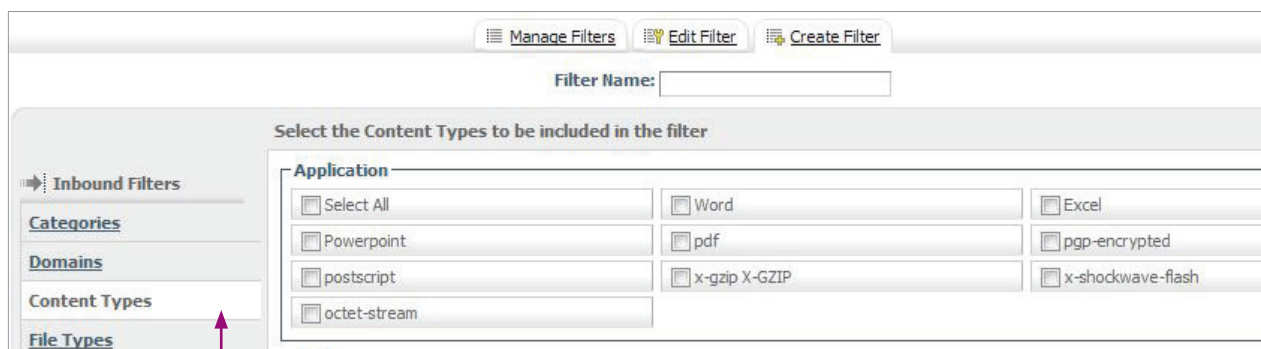
- a. Entering the IP address or
- b. Typing in the domain name of the site

For example:

You can add an IP address or range for a site by entering the IP address (e.g. 202.162.72.2) or you can enter the domain name or subdomain that it represents (e.g. trademe.co.nz).

3. Click **Save**

Filter by Content Types



Manage Filters Edit Filter Create Filter

Filter Name:

Select the Content Types to be included in the filter

Inbound Filters

- Categories
- Domains
- Content Types**
- File Types

Application

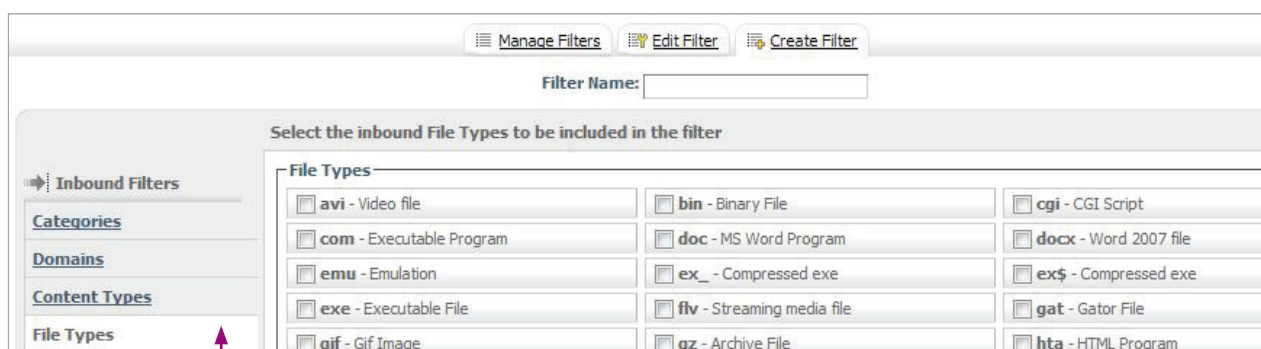
<input type="checkbox"/> Select All	<input type="checkbox"/> Word	<input type="checkbox"/> Excel
<input type="checkbox"/> Powerpoint	<input type="checkbox"/> pdf	<input type="checkbox"/> pgp-encrypted
<input type="checkbox"/> postscript	<input type="checkbox"/> x-gzip X-GZIP	<input type="checkbox"/> x-shockwave-flash
<input type="checkbox"/> octet-stream		

1. Click on **Content Types**

2. Select the type/s you want to filter by ticking the relevant boxes

3. Click **Save**

Filter by File Type



Manage Filters Edit Filter Create Filter

Filter Name:

Select the inbound File Types to be included in the filter

Inbound Filters

- Categories
- Domains
- Content Types
- File Types**

File Types

<input type="checkbox"/> avi - Video file	<input type="checkbox"/> bin - Binary File	<input type="checkbox"/> cgi - CGI Script
<input type="checkbox"/> com - Executable Program	<input type="checkbox"/> doc - MS Word Program	<input type="checkbox"/> docx - Word 2007 file
<input type="checkbox"/> emu - Emulation	<input type="checkbox"/> ex_ - Compressed exe	<input type="checkbox"/> ex\$ - Compressed exe
<input type="checkbox"/> exe - Executable File	<input type="checkbox"/> flv - Streaming media file	<input type="checkbox"/> gat - Gator File
<input type="checkbox"/> gif - Gif Image	<input type="checkbox"/> gz - Archive File	<input type="checkbox"/> hta - HTML Program

1. Click on **File Types**

2. Select the file type/s you want to filter by ticking the relevant boxes

3. Click **Save**

4. Once you have chosen all your inbound filters click **Save all Settings**

2.2.2 Filter by Bi-directional Filters

1. In your filtering dashboard, click on the **Web Filtering** tab
2. Go to the **Management** menu
3. Click on **Filters**
4. Click on the **Create Filter** tab

You'll see this screen:

The screenshot shows a web filtering configuration interface. At the top, there is a text input field labeled 'Filter Name:'. Below it is a section titled 'Select the categories to be included in the filter'. On the left side, there is a sidebar menu with options: 'Inbound Filters', 'Categories', 'Domains', 'Content Types', 'File Types', 'Bi-directional Filters', and 'Applications'. The main area contains a grid of checkboxes for various categories:

<input type="checkbox"/> Adult	<input type="checkbox"/> Advertisements
<input type="checkbox"/> Alcohol	<input type="checkbox"/> Arts
<input type="checkbox"/> Astrology	<input type="checkbox"/> Auctions
<input type="checkbox"/> Business and Industry	<input type="checkbox"/> Chat and Instant Messaging
<input type="checkbox"/> Cheating and Plagiarism	<input type="checkbox"/> Computer Security
<input type="checkbox"/> Computers and Internet	<input type="checkbox"/> Dating
<input type="checkbox"/> Digital Postcards	<input type="checkbox"/> Dining and Drinking
<input type="checkbox"/> Dynamic / Residential	<input type="checkbox"/> Education
<input type="checkbox"/> Entertainment	<input type="checkbox"/> Extreme

5. Type the name of the filter into the **Filter Name** field
- Go through each of the filtering types and set the requirements for your new filter.

Filter by Application

The screenshot shows the 'Filter by Application' configuration screen. The sidebar menu on the left includes: 'Bi-directional Filters', 'Applications', 'Exceptions', 'Protocols', 'Custom User Agents', 'Outbound Filters', 'File Matching', 'Keywords', 'Outbound Files Types', 'Preconfigured IDs', and 'Regular Expressions'. A red arrow points to the 'Applications' option in the sidebar. The main area displays a list of application categories, each with a checkbox and a right-pointing arrow:

- Games
- Instant Messaging
- Internet Utilities
- Media
- Myspace
- Office Suites
- Presentation / Conferencing
- Proxies
- Social Networking
 - 51.com
 - 58.com
 - Ameba
 - AmebaPigg
 - Ask.fm
 - Badoo

1. Click on **Applications**
- This will show you some categories that have certain applications underneath them.

Please see below examples of some of the categories, a breakdown of the application information they consist of and the specific activities that apply.

2. Specify which applications you want to filter by selecting:

- a. Category; or
- b. The application name, or
- c. A specific activity you want to filter

Note: It is easier to block or allow application here than in the **Domains** filter by adding the URL.

3. Click **Save**

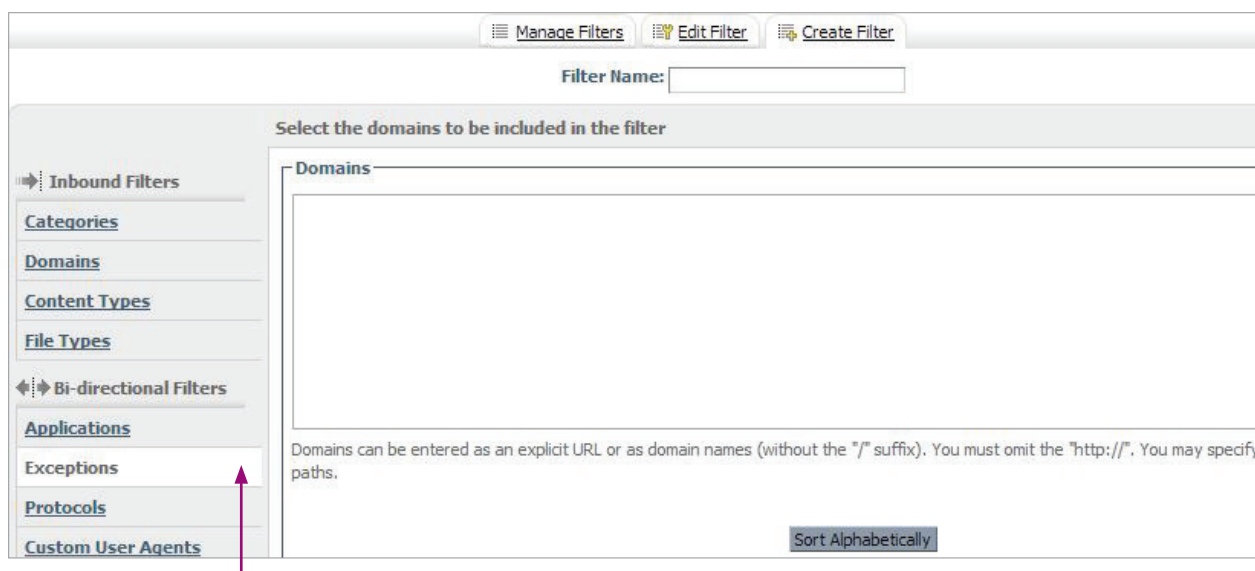
The screenshot displays a web-based application filter interface. It is organized into several sections:

- Games:** A collapsed category containing sub-items 'Evony' and 'Hangame.co.jp'.
- Media:** A list of media-related applications including 500px, 56.com, AdFun, ASF, BaoMHua, Break, ChaoKing Video, Dailymotion, Deezer, Flash Video, Flickr, Fotis, QuickTime, RealMedia, Shutterfly, Silverlight, SmugMug, Sohu Video, TinyPic, Tudou, TwitchTV, Ustream, V1cn, Viddler, Vimeo, Vube, Winamp Remote, Windows Media, and Youku. A sub-menu for 'YouTube' is open, showing activities: High Definition, Post, and Upload.
- Social Networking:** A list of social networking applications including 51.com, 58.com, Ameba, AmebaPigg, Baidu Tieba, BaiduZhidao, Baixing, Classmates, DaZhiHui, Delicious, Dianping, Digg, and Douban. The 'Facebook' category is expanded, showing sub-applications like Facebook Applications: Entertainment, Games, Other, Sports, Utilities, Facebook Events, Facebook General, Facebook Messages and Chat, Facebook Notes, Facebook Photos and Videos, and Foursquare. A sub-menu for 'Facebook' is open, showing activities: Attachment Download, Attachment Upload, Install, Like/Tag, Post, Upload, and Video Chat.

Examples.

Filter by Exceptions

You might have chosen a category to block/allow in a previous filter, but have a specific site you want to allow/block that contradicts the previous filter.



1. Click on **Exceptions**
2. You can filter a site either by:
 - a. Entering the IP address; or
 - b. Typing in the name of the site

For example:

You can add an IP address or range for a site by entering the IP address (e.g. 202.162.72.2) or you can enter the domain name or subdomain that it represents (knowledgeadventure.com).

Remember:

Exception will only apply to the rule it is in (see **4. Rules and Policy** section).

For example, if I made 2 rules:

- Block 1 - Block Social Networking (exception: Facebook)
- Block 2 - Block Social Networking

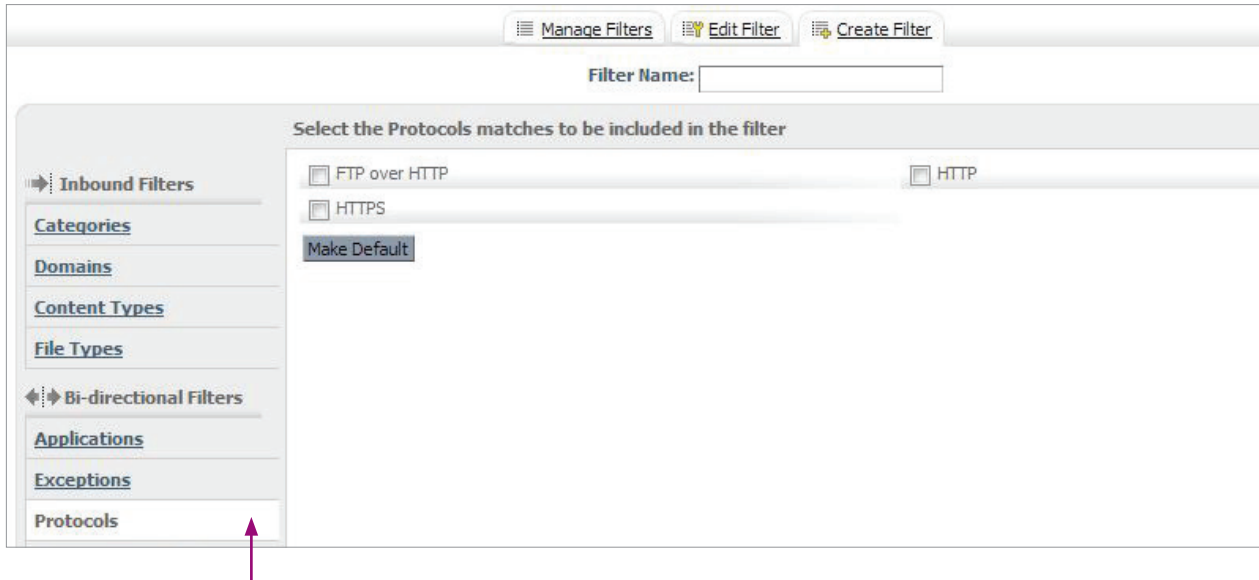
In this example, the first block rule will block all social networking, but allow Facebook through. The second block rule will then block all social networking sites, including Facebook.

Note: If the exceptions is placed within a **Block Rule** (see rules later in the manual) - you are allowing this site.

If it is placed in an **Allow Rule** - you are blocking this site.

3. Click **Save**

Filter by Protocols



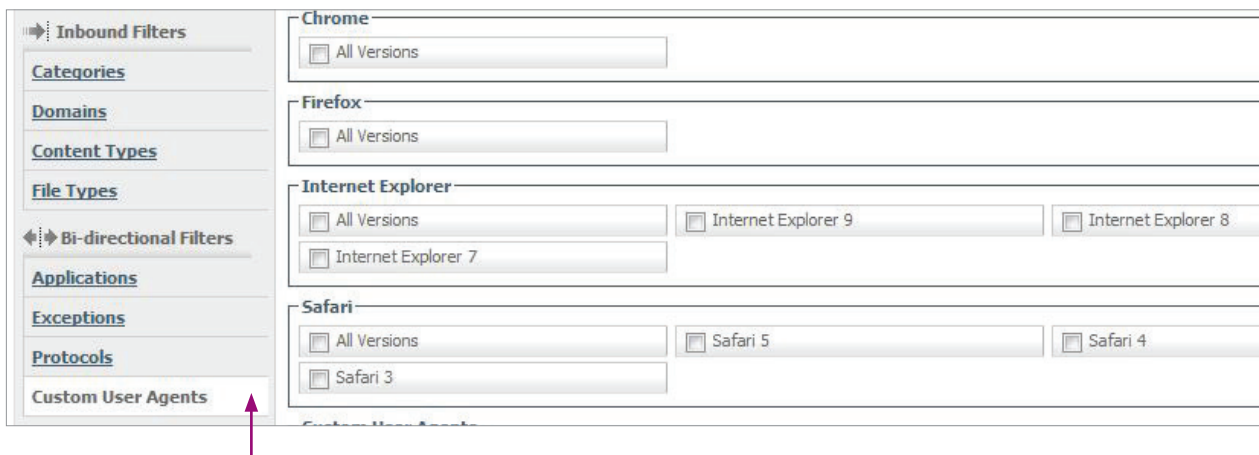
1. Click on **Protocols**
2. Choose to filter by:
 - a. HTTP (public sites); or
 - b. HTTPS (secure sites); or
 - c. FTP over HTTP

Note: This will be covered in detail, later in the manual.

3. Click **Save**

Filter by Custom User Agents

A Custom User Agent is a specific browser. You can either allow them all or you can choose to make everyone use the same browser.



1. Click on the **Custom User Agents**

2. Select the custom user agents you want to filter by:

- a. Ticking the boxes or
- b. Manually adding one in at the bottom

3. Click **Save**

Once you have set up all your the bi-directional filters you want to apply, click **Save all Settings**

2.2.3 Filter by Outbound Filters

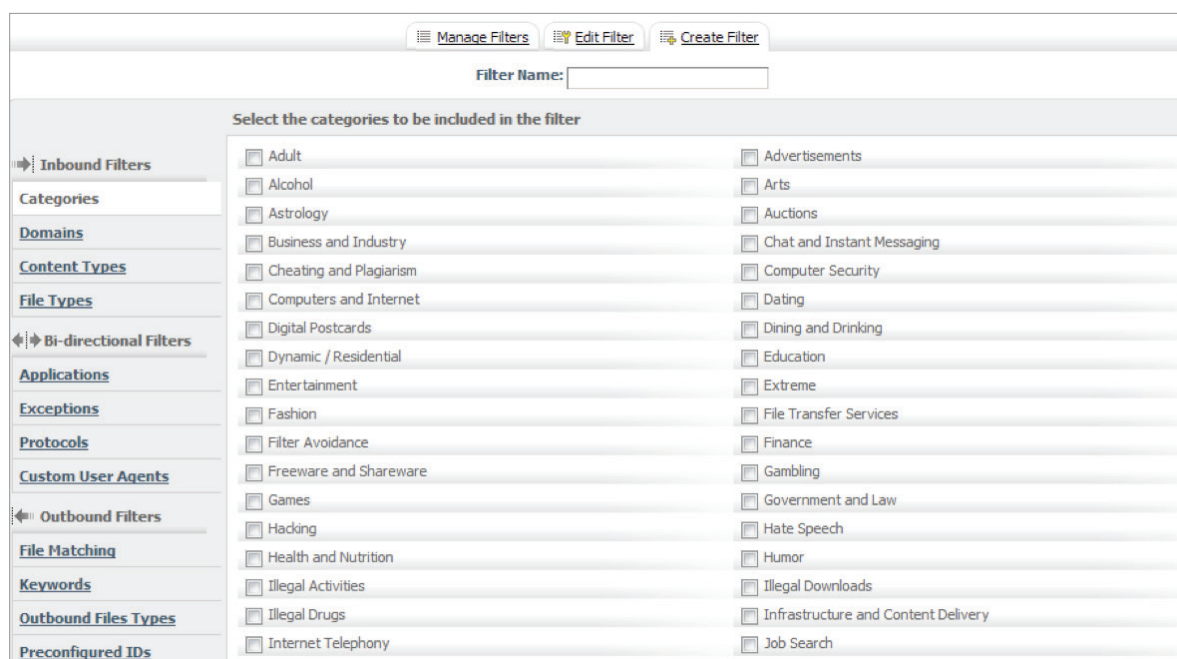
1. In your filtering dashboard, click on the **Web Filtering** tab

2. Go to the **Management** menu

3. Click on **Filters**

4. Click on the **Create Filter** tab

You'll see this screen:



5. Type the name of the filter into the **Filter Name** field

6. Go through each of the filtering types and set the requirements for your new filter.

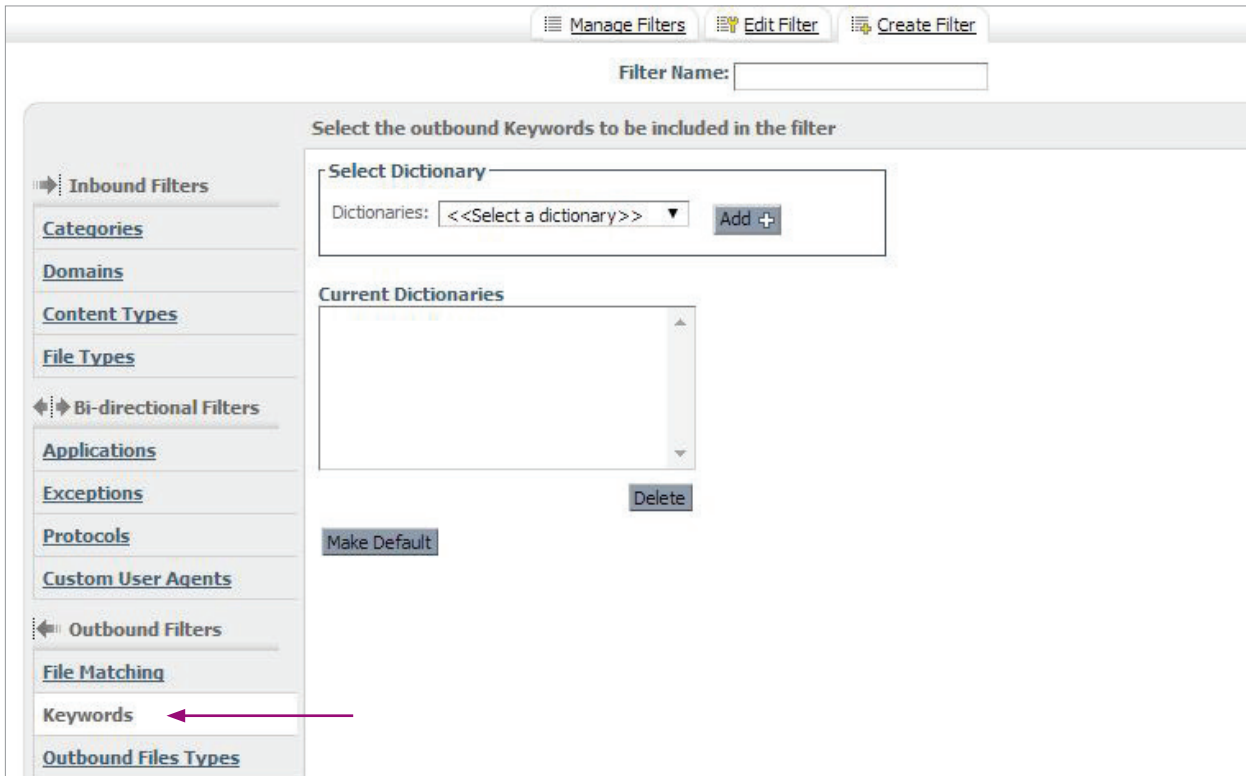
When setting up filters, please ignore ...

- File Matching,
- Outbound File Types,
- Pre-configured IDs and
- Regular expressions,

... they are not relevant. We will only cover:

- Filtering by Keywords

Filter by Keywords

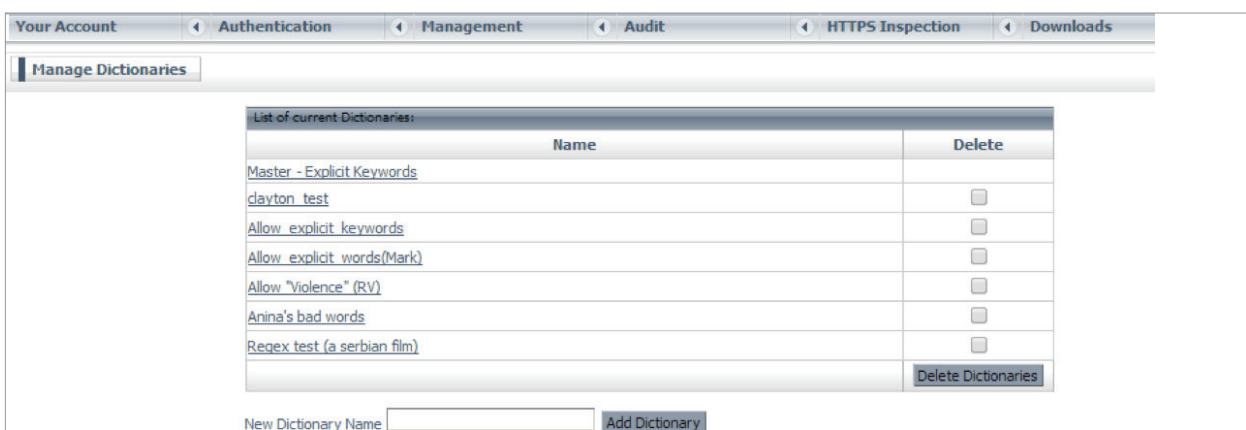


To filter by **Keywords**, you need to prepare a Dictionary first.

To prepare a Dictionary:

This dictionary is either a list of words you do not want your teachers or students searching for or a list of words that are being blocked by categories and you want to allow them, e.g. Allowing the word 'kill' so students can search for the popular novel 'To Kill a Mockingbird'.

1. Click on the **Admin** tab
2. In the **Management** drop down menu choose **Dictionaries** and you will see this screen:



3. Name the Dictionary
4. Click **Add Dictionary**
5. To populate the dictionary, click on the dictionary title and either:
 - a. Browse to locate a CSV file already saved to your computer, upload it and **Save**.
 - b. Create a word list and manually add individual words to it.

To filter

As before, go to the **Management** menu, click on **Filters** and add a new filter. Name your filter and then:

1. Click on **Keywords**
2. Select the dictionary you want to apply
3. Click **Add**
4. Click **Save all Settings**

2.3 How to edit an existing filter

1. In your filtering dashboard, click on the **Web Filtering** tab
2. Go to the **Management** menu
3. Click on **Filters**
4. Click on either:
 - a. The **Manage Filters** tab then click on the edit icon or
 - b. The **Edit Filter** tab and choose your filter from the drop down menu
5. Make any changes to the filters as required
6. Click **Save all Settings**

Tips/ Ideas/ Notes:

- You can access filters two ways:
 - by clicking on **Web Filtering > Management > Filters**
 - by clicking on main dashboard **Policy** icon > the **Filters** link
- Time can be saved by naming your filters carefully. Make the title something that makes sense to you and that you will remember what it consist of without having to look at the detail.
- You can save changes as you go by clicking the **Save** button or you can choose all your setting for a specific filter first and then click **Save all Settings** at the end.
- When adding domain names and web addresses, do not add http or www.
- Check your spelling of any domain name you enter - if there is a spelling error it will not work the way you intend it to.
- If you upload a CSV file, incomplete or wrongly formatted files will not be imported.
- You can delete any filters you add by mistake by clicking on the delete icons and buttons.
- Under **Filters > Applications** you can block out proxy sites

Remember if at any time you need any additional assistance, please contact the N4L Helpdesk:

N4L Helpdesk

Monday to Friday, 8am - 5pm

E support@n4l.co.nz

P 0800 LEARNING

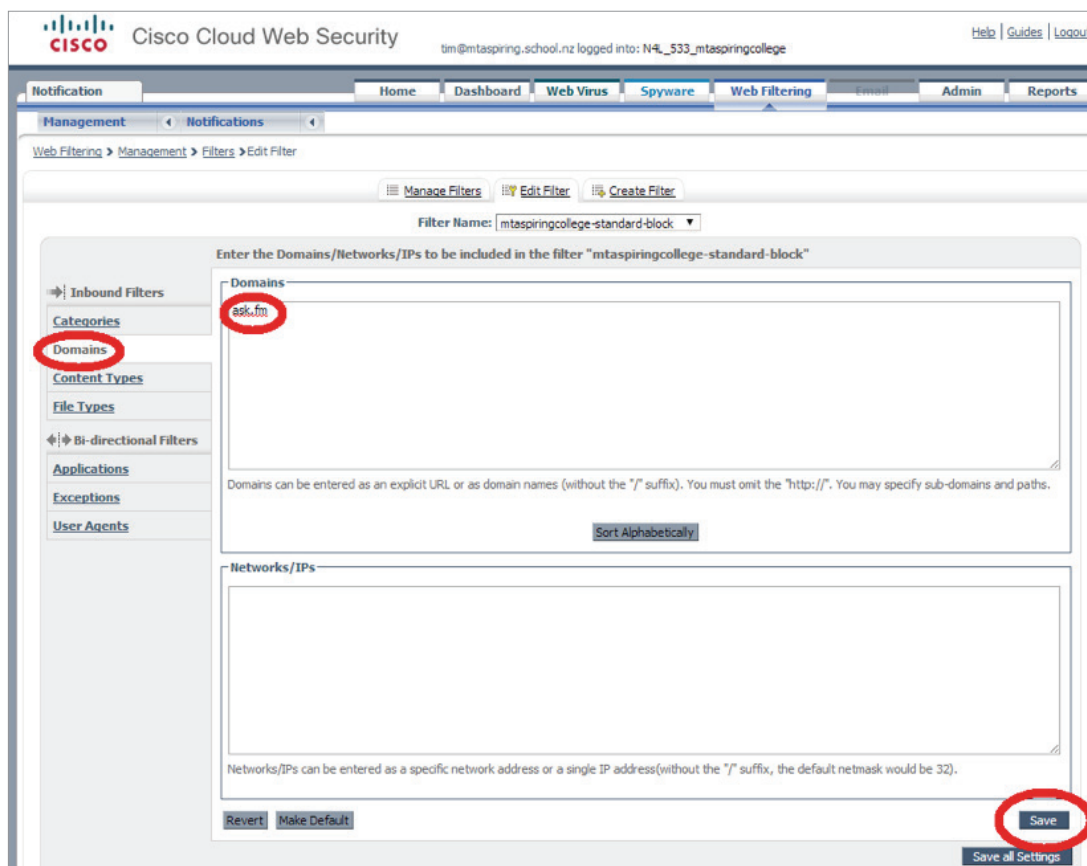
W www.n4l.co.nz

2.4 Examples from Mt Aspiring School by Tim Harper

Example 1: Blocking a web site

To help you choose how you will set up any additional filters, please see below for some real life examples of how a NZ highschool has applied the web filtering settings.

Edit the "...-standard-block" filter. On the left hand side choose **Domains**:



In the example above the domain *ask.fm* has been explicitly added to the blocked sites list. If there are several domains then it is a good idea to sort the list alphabetically to make management of the list easier.

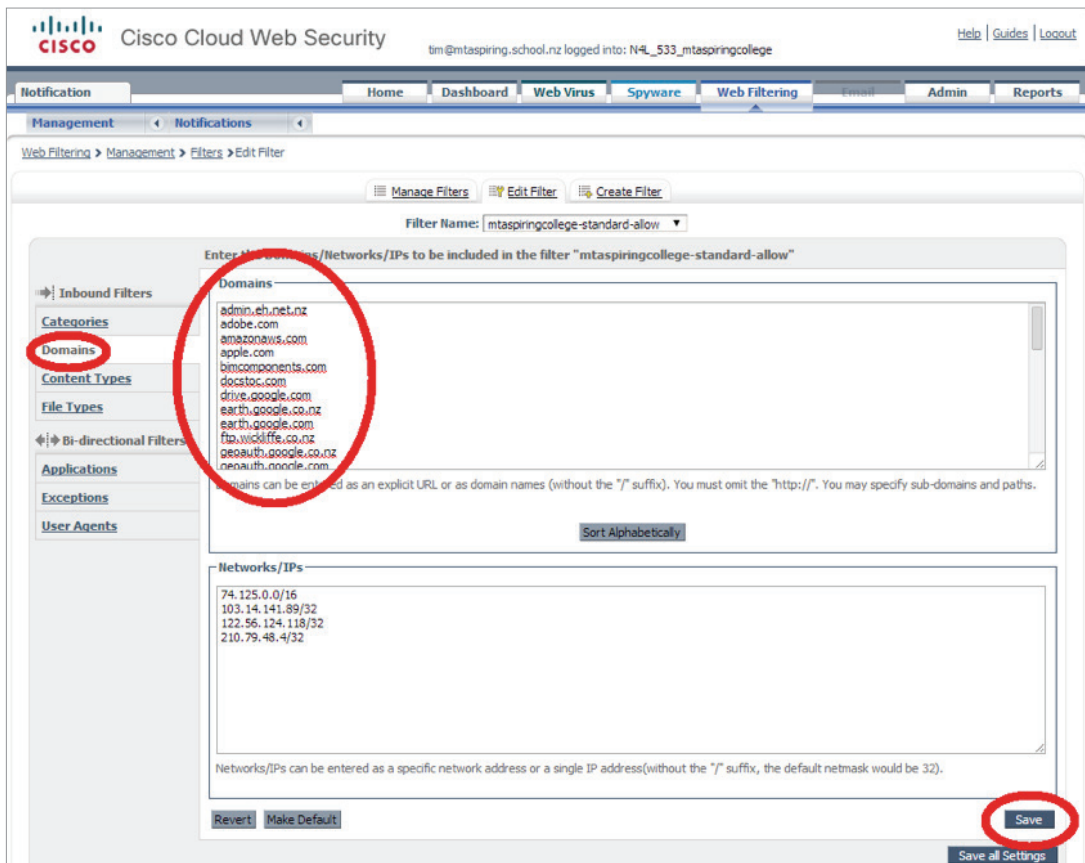
Important points:

- To block the whole domain use e.g. *ask.fm*. Do not add *www* as this will not block access to aspects such as *login.ask.fm*.
- You can block just a part of the domain path (e.g. *ask.fm/images*).
- Do not use "http://" at the start and do not use "/" at the end.
- Place one entry only on each line.

Remember to **Save** (at the bottom right) once you have finished. Your filtering changes will be reflected in a few minutes.

Example 2: Allowing a site

Edit the "...standard-allow" filter. On the left hand side choose **Domains**:



In the example above several domains been explicitly added to the allowed sites list. If there are several domains then it is a good idea to sort the list alphabetically to make management of the list easier.

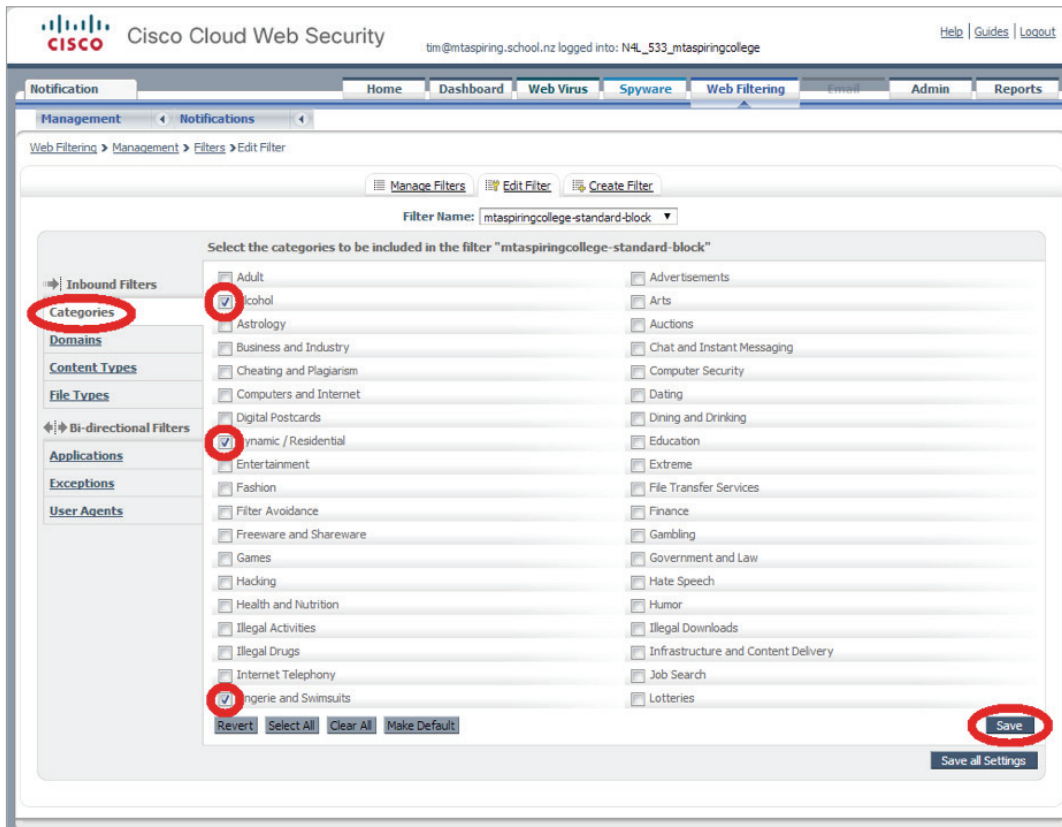
Important points:

- To allow the whole domain use e.g. *tv3.co.nz*. Do not add *www* as that will not allow access to aspects such as *images.tv3.co.nz*.
- You can allow just a part of the domain path e.g. *www.tv3.co.nz/images*.
- Do not use "http://" at the start and do not use "/" at the end.
- Place one entry only on each line.

Remember to **Save** (at the bottom right) once you have finished. Your filtering changes will be reflected in a few minutes.

Example 3: Allowing or Blocking a web category

Edit the "...standard-allow" or "...standard-block" filter as appropriate. On the left hand side choose **Categories**. The example below is for blocking a category.



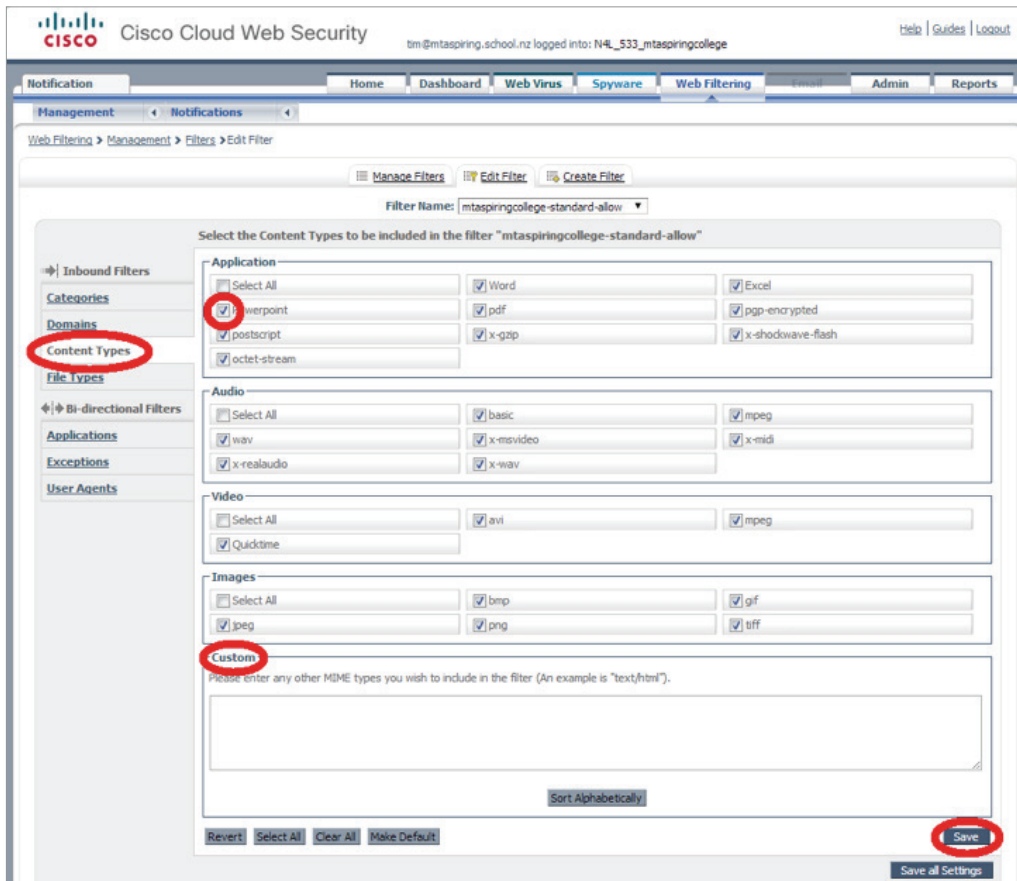
Remember: If you are editing an "-allow" filter you do not need to specifically allow something unless it has been generally blocked by a "-block" filter.

In the example above the categories *Alcohol*, *Dynamic / Residential* and *Lingerie and Swimsuits* have been selected for blocking by ticking the box beside the category title. (There are many more categories than show in the above example). When you are happy with your selection click **Save**.

Note: In the example above there are other categories (e.g. *Adult*, *Filter Avoidance* etc.) that are handled by the *Master - School - Enforced BLOCK* filter.

Example 4: Allowing or Blocking by Content Type

Edit the "...standard-allow" or "...standard-block" filter as appropriate. On the left hand side choose **Content Types**. The example below will allow specific content.



Select the content types that you want to allow or block and click **Save**.

You can add additional custom Multi Purpose Internet Mail Extensions (MIME) types by entering these into the **Custom** box.

A full list of MIME types can be found at:

http://en.wikipedia.org/wiki/Internet_media_type

Note: Web browsers use MIME types to determine how to display files that are not in HTML (Hyper Text Markup Language) format. HTML is the descriptive language used by a web browser to display a web page.

Example 5: Allowing or Blocking by File Type

Edit the "...standard-allow" or "...standard-block" filter as appropriate. On the left hand side choose **File Types**. The example below will allow specific files to be downloaded.

The screenshot shows the Cisco Cloud Web Security interface. The left-hand navigation menu has 'File Types' highlighted. The main content area is titled 'Edit Filter' for the filter 'mtaspringcollege-standard-allow'. It displays a grid of file types with checkboxes, including: avi - Video file, com - Executable Program, emu - Emulation, exe - Executable File, gif - Gif Image, jar - Java Archive File, js - Javascript File, moo - Quicktime Movie, mpa - MPEG Audio Stream, pak - Archive File, pl - Perl Script, prg - Adobe Acrobat File, rm - RealMedia File, snd - Sound Clip, tbz - Archive File, vbs - VBScript File, wm - Windows Media File, xlsx - Excel 2007 file, bin - Binary File, doc - MS Word Program, ex_ - Compressed exe, flv - Streaming media file, gz - Archive File, jpeg - JPEG Image, m4a - iTunes file, mov - Quicktime Movie, mpg - MPEG Audio Stream, pdf - Adobe Acrobat File, pop - Pop-Mail Message, qtm - QuickTime Movie, rv - RealVideo Clip, ssm - RealPlay Streaming File, torrent - Bittorrent file, vob - DVD Video Movie File, wma - MS Active Streaming File, zip - Archive File, cgi - CGI Script, docx - Word 2007 file, exs - Compressed exe, gat - Gator File, hta - HTML Program, jpg - JPEG Image, mid - MIDI Music File, mp3 - MPEG Audio Stream, nzb - Newsgroup file, pif - Program Information, pptx - Powerpoint 2007 file, rar - Archive File, scr - Script, swf - Shockwave Flash Object, vb - VBScript File, wav - Waveform Audio, wmv - MS Active Streaming File. Below the grid is a section for 'Other file extensions to include in the filter' with a text input area and a 'Sort Alphabetically' button. At the bottom right, a 'Save' button is circled.

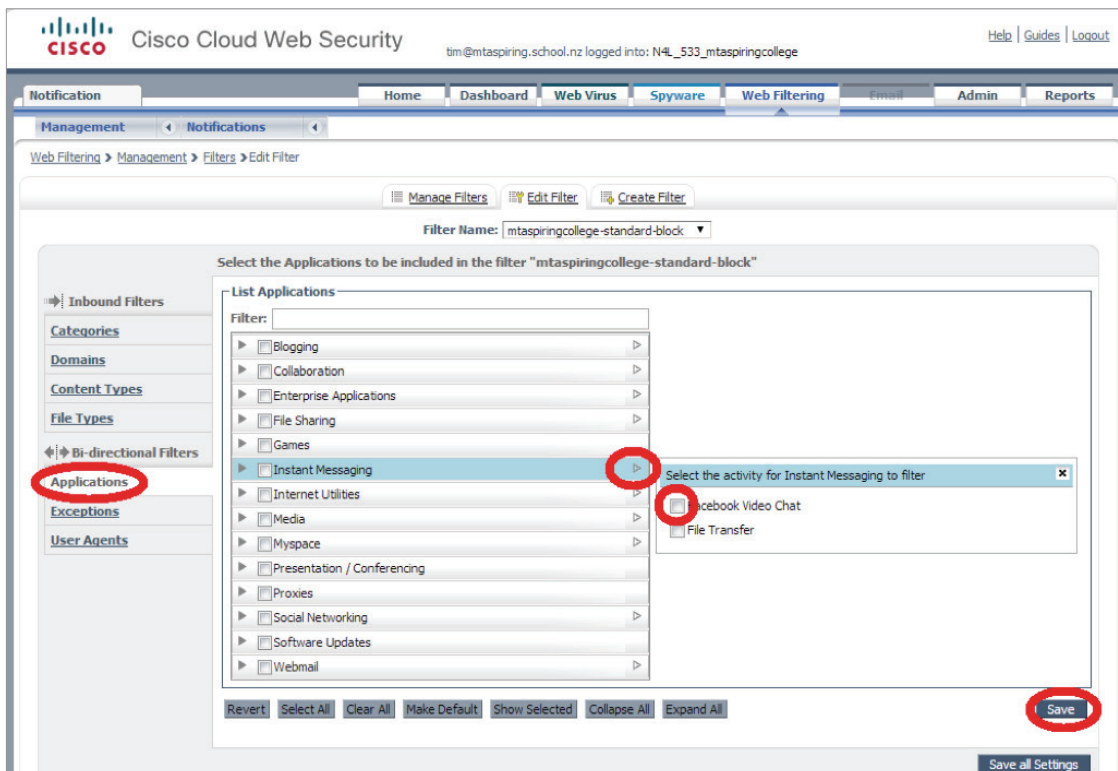
Remember: If you are editing an "-allow" filter you do not need to specifically allow something unless it has been generally blocked by a "-block" filter

Select the file types that you want to allow or block and click **Save**.

You can add additional custom File Types by entering these into the **Custom** box.

Example 6: Allowing or Blocking by Application

Edit the "...standard-allow" or "...standard-block" filter as appropriate. On the left hand side choose **Applications**. The example below will allow specific web applications to be blocked.



Remember: If you are editing an "-allow" filter you do not need to specifically allow something unless it has been generally blocked by a "-block" filter

Select the **Application** category that you want to allow or block and click **Save**.

Many Application categories have specific sub-applications. Click the triangle to the right of the application name to expand the list of specific sub-applications for an Application category.

In the example above *Facebook Video Chat* can be disabled by ticking the box associated with that application.

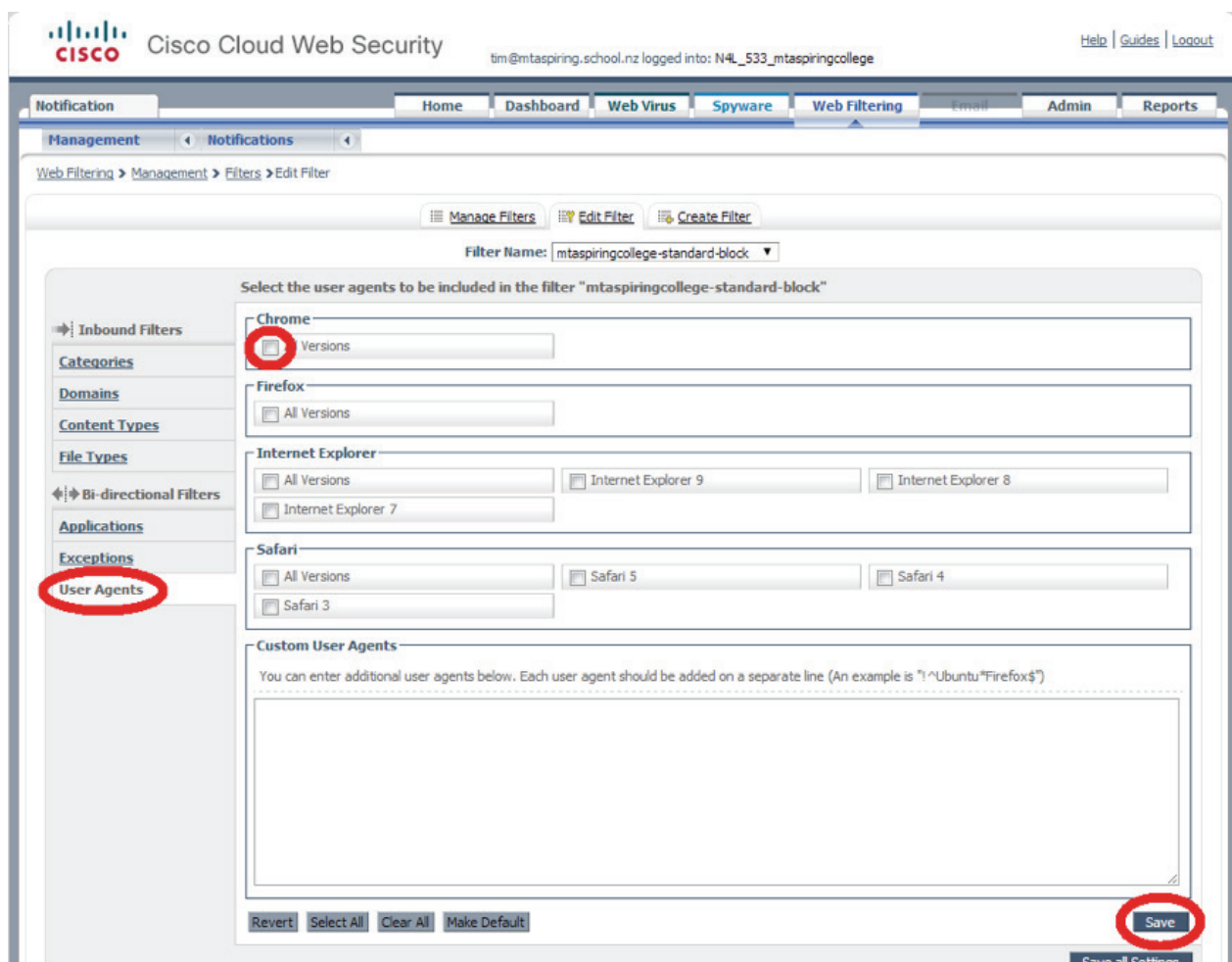
If there are specific Domains or Networks that applications should be able to communicate with, even if they have been blocked, then these Domains or Networks can be defined in the **Exceptions** area (underneath **Applications** on the left in the example above).

Example 7: Allowing or Blocking by User Agent

A User Agent is the particular software used to access internet resources. User Agents are a combination of Operating System (e.g. OSX, Windows, Ubuntu etc.) paired with a particular software package (e.g. Chrome, Firefox, Internet Explorer, or Safari etc.).

Schools would be unlikely to use User Agent filtering unless for some reason the school required all users to use a specific browser or a specific operating system.

Edit the "...-standard-allow" or "...-standard-block" filter as appropriate. On the left hand side choose **User Agents**. The example below will allow specific user agents to be blocked.



The screenshot shows the Cisco Cloud Web Security interface. The top navigation bar includes 'Notification', 'Home', 'Dashboard', 'Web Virus', 'Spyware', 'Web Filtering', 'Email', 'Admin', and 'Reports'. The current page is 'Web Filtering > Management > Filters > Edit Filter'. The filter name is 'mtaspiringcollege-standard-block'. The main content area is titled 'Select the user agents to be included in the filter "mtaspiringcollege-standard-block"'. It contains several sections with checkboxes:

- Chrome**: Versions
- Firefox**: All Versions
- Internet Explorer**: All Versions, Internet Explorer 9, Internet Explorer 8, Internet Explorer 7
- Safari**: All Versions, Safari 5, Safari 4, Safari 3
- Custom User Agents**: A text area for entering additional user agents. Below it are buttons for 'Revert', 'Select All', 'Clear All', and 'Make Default'.

The 'User Agents' option in the left sidebar is circled in red. The 'Save' button at the bottom right is also circled in red.

Select the User Agent that you want to allow or block and click **Save**.

There is capability to define Custom User Agents but this is beyond the scope of this document.

Application practice:

To practice log in at: filtering.n4l.co.nz

Username: cwstraining@n4l.co.nz

Password: Tra1ning!

Note: This is a training practice login. Please DO NOT change the password.

Practice 3:

Work through the above 7 examples within the dashboard and start thinking about:

- Which categories do you want to allow/block for your school?
- Are there any specific domains or URLs you either want to allow or block as an exception to the categories you want to allocate?
- Are there any content or file types you want to either allow or block?
- Are there any exceptions, applications, custom user agents you want to filter by? Why and how will you do that?
- What words do you want to put in a dictionary to allow as they might be blocked due to another filter rule?



3. Schedules

Creating Schedules

A schedule is used to decide when certain rules will apply. Pre-set up a range of schedule that you can use to apply to your rules.

Schedules can include (as examples):

- Anytime schedule which applies to the whole day, every day
- Lunch time (12 - 2pm) from Monday to Friday
- Working hours schedule from 9am - 5pm
- School day or Class Time 9am - 3pm

1. Click on **Web Filtering** tab
2. Go to the **Management** menu
3. Choose **Schedules**

You will see this screen:

Schedule Name	Time	Time Zone	Days	Edit	Delete
Master - lunch	From 12:00 To 14:00	GMT+13:00	Mon - Tue - Wed - Thu - Fri		
Master - working hours	From 09:00 To 18:00	GMT+13:00	Mon - Tue - Wed - Thu - Fri		
Master - anytime	From 00:00 To 00:00	GMT+13:00	Everyday		
lunch	From 12:00 To 14:00	Pacific/Auckland	Mon - Tue - Wed - Thu - Fri		
Weekends	From 06:00 To 23:00	Pacific/Auckland	Sat - Sun		
working hours	From 09:00 To 18:00	Pacific/Auckland	Mon - Tue - Wed - Thu - Fri		
anytime	From 00:00 To 00:00	Pacific/Auckland	Everyday		

4. Click on **Create Schedule**

Schedule Name:

Define the time interval and the time zone

From: Hours Mins To: Hours Mins

Time Zone:

Select the days

Monday Tuesday Wednesday Thursday Friday Saturday Sunday

Weekdays Weekends Everyday

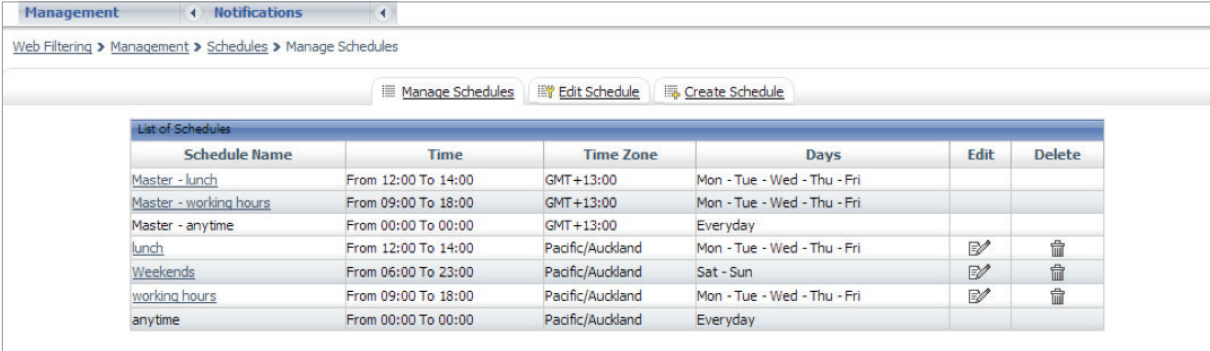
5. Name your schedule
6. Specify the start and finish times the filter applies during, in the **From** and **To** fields
7. Choose the **Time Zone**







8. Choose which days you want this schedule to apply to
9. Click **Create Schedule**

How to edit an existing schedule

1. Click on **Web Filtering**
2. Go to the **Management** menu
3. Choose **Schedules**

You will see this screen:



Schedule Name	Time	Time Zone	Days	Edit	Delete
Master - lunch	From 12:00 To 14:00	GMT+13:00	Mon - Tue - Wed - Thu - Fri		
Master - working hours	From 09:00 To 18:00	GMT+13:00	Mon - Tue - Wed - Thu - Fri		
Master - anytime	From 00:00 To 00:00	GMT+13:00	Everyday		
lunch	From 12:00 To 14:00	Pacific/Auckland	Mon - Tue - Wed - Thu - Fri		
Weekends	From 06:00 To 23:00	Pacific/Auckland	Sat - Sun		
working hours	From 09:00 To 18:00	Pacific/Auckland	Mon - Tue - Wed - Thu - Fri		
anytime	From 00:00 To 00:00	Pacific/Auckland	Everyday		

4. To edit:
 - a. Click the **Manage Schedules** tab and click on the Edit icon; or
 - b. Click the **Edit Schedule** tab and choose your schedule from the drop down menu
5. Click **Save**

Tips/ Ideas/ Notes:

You can also delete a schedule by clicking on the Delete icon

Remember, if at any time you need any additional assistance please contact our helpdesk:

N4L Helpdesk

Monday to Friday, 8am - 5pm

E support@n4l.co.nz

P 0800 LEARNING

W www.n4l.co.nz

Application practice:

To practice log in at: filtering.n4l.co.nz

Username: cwstraining@n4l.co.nz

Password: Tra1ning!

Note: This is a training practice login so, please DO NOT change the password.

Practice 4:

Select the core base schedules you want to set up for your school (choose at least 3).

Try these out in the Test School and make notes for when you want to add them to your N4L Web Filtering dashboard.



4. Rules and Policy

4.1 Creating a Rule

As we mentioned a rule is a combination of:

- Filters, and
- Schedules

1. On the dashboard homepage, click on the **Web Policy** icon
2. Click on **Create a Rule**

The screenshot shows the 'Create Rule' page in a web management system. The page has a navigation bar at the top with tabs for Home, Dashboard, Web Virus, Spyware, Web Filtering, Email, Admin, and Reports. Below the navigation bar, there are tabs for Management and Notifications. The main content area is titled 'Web Filtering > Management > Policy > Create Rule'. There are three buttons: 'Manage Policy', 'Edit Rule', and 'Create Rule'. The 'Create Rule' form includes the following sections:

- Name:** A text input field with an annotation 'Add Rule name' pointing to it.
- Description:** A text input field with an annotation 'Add Description' pointing to it.
- Rule Action:** A dropdown menu currently set to 'Block'.
- Define Group ("WHO"):** A section with instructions and a search box. An annotation 'Choose Who' points to the search box. Below is a table with columns for Group, Set as Exception, and Delete. The first row shows 'No Group Selected' and an 'Add Group' button.
- Define Filters ("WHAT"):** A section with instructions and a search box. An annotation 'Choose filter' points to the search box. Below is a table with columns for Filter, Set as Exception, and Delete. The first row shows 'No Filter Selected'.
- Define Schedule ("WHEN"):** A section with instructions and a search box. An annotation 'Choose schedule' points to the search box. Below is a table with columns for Schedule, Set as Exception, and Delete. The first row shows 'anytime'.

At the bottom right of the form are 'Create Rule' and 'Cancel' buttons.

3. **Name** the rule
4. Add a brief **Description**
5. Specify the **Rule Action** you want to associate with the rule from the drop down menu.

The options are:

- Allow means access is allowed and you can report on who has done what
- Anonymise means, in reports, details are replaced by Undisclosed to keep anonymous
- Authenticate mean extra authentication of identity will need to be made
- Block is all access denied
- Warn is allow but a warning page will pop up to warn

6. Specify who this rule will apply to in the **Define Group “WHO”** section
7. Specify which filter created will apply to this rule in the **Define Filters “WHAT”** section
8. Specify which schedule will apply in the **Define Schedule “WHEN”** section
9. Click **Create Rule**

4.2 Creating Policy

Policy is the order in which you set your rules.

There is a maximum of 100 enabled rules allowed for the policy.

#	Move	Rules	Groups/Users/IPs	Filter	Schedule	Action	Active	Edit	Delete
1	↑ ↓	Block T PC	"IPGroup-Student"	"Sunderland.com"	"anytime"	Block	<input type="checkbox"/>		
2	↑ ↓	N4L Authenticate	Anyone	"Authenticate_Filter"	"anytime"	Authenticate	<input type="checkbox"/>		
3	↑ ↓	Students Banned	"WinNT://n4testschool_NoInternet"	"Block Everything"	"anytime"	Block	<input type="checkbox"/>		
4	↑ ↓	Standard Allow	except "WinNT://n4testschool_NoInternet" or except "WinNT://n4testschool_Teachers" or except "WinNT://n4testschool_StudentsPrivileged"	"0000_N4LTestschool_standard_allow"	"anytime"	Allow	<input checked="" type="checkbox"/>		
5	↑ ↓	Standard Block	except "WinNT://n4testschool_NoInternet" or except "WinNT://n4testschool_Teachers" or except "WinNT://n4testschool_StudentsPrivileged"	"0000_N4LTestschool_standard_block"	"anytime"	Block	<input checked="" type="checkbox"/>		
6	↑ ↓	Authenticated Block	"WinNT://n4testschool_Teachers" or "WinNT://n4testschool_StudentsPrivileged"	"0000_N4LTestschool_standard_block"	"anytime"	Block	<input type="checkbox"/>		
7	↑ ↓	Authenticated Teachers	"WinNT://n4testschool_Teachers"	"news_astrology"	"anytime"	Allow	<input type="checkbox"/>		
8	↑ ↓	Authenticate Allow Study Words	"WinNT://n4testschool_Teachers" or "WinNT://n4testschool_StudentsPrivileged"	"Allow_Explicit_Words(Mark)"	"anytime"	Allow	<input type="checkbox"/>		
9	↑ ↓	N4L Test Staff	Anyone	"Authenticate_Filter"	"anytime"	Authenticate	<input type="checkbox"/>		

If one rule is above another, the rule above will take precedence over the rules below it.

To move the rules up or down in priority:

1. On the homepage, click on the **Web Policy** icon
2. Move the rules by clicking on the arrows (in the **Move** columns)
3. **Save** changes

Tips/ Ideas/ Notes:

You can also edit and delete a rule by clicking on the icons in the edit and delete columns

Remember, if at any time you need any additional assistance please contact our helpdesk:

N4L Helpdesk

Monday to Friday, 8am - 5pm

W www.n4l.co.nz

P 0800 LEARNING

E support@n4l.co.nz

5. Reporting

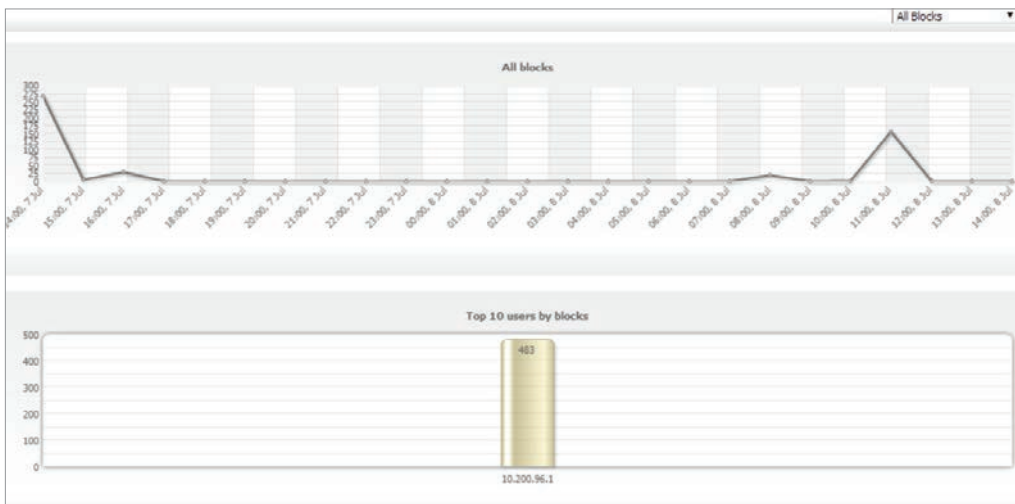
5.1 Reading your Reporting Dashboard

To make life easy and based on the most popular searches, your dashboard already has some pre-set reports in graph format ready to go. It will give you an overview of your school's activity over the past 24 hours.

To access to reporting dashboard click on the **Dashboard** tab

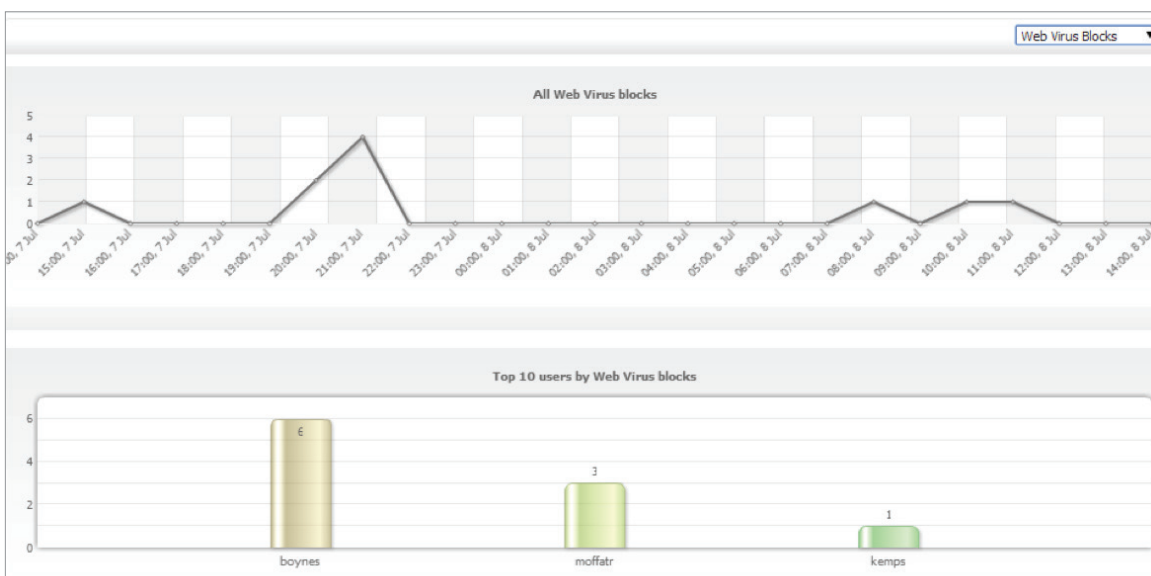
Automatically the two graphs that will be displayed:

1. All blocks and
2. Top 10 users by blocks



You can also click on the drop down menu on the top right hand and select one of the following reports:

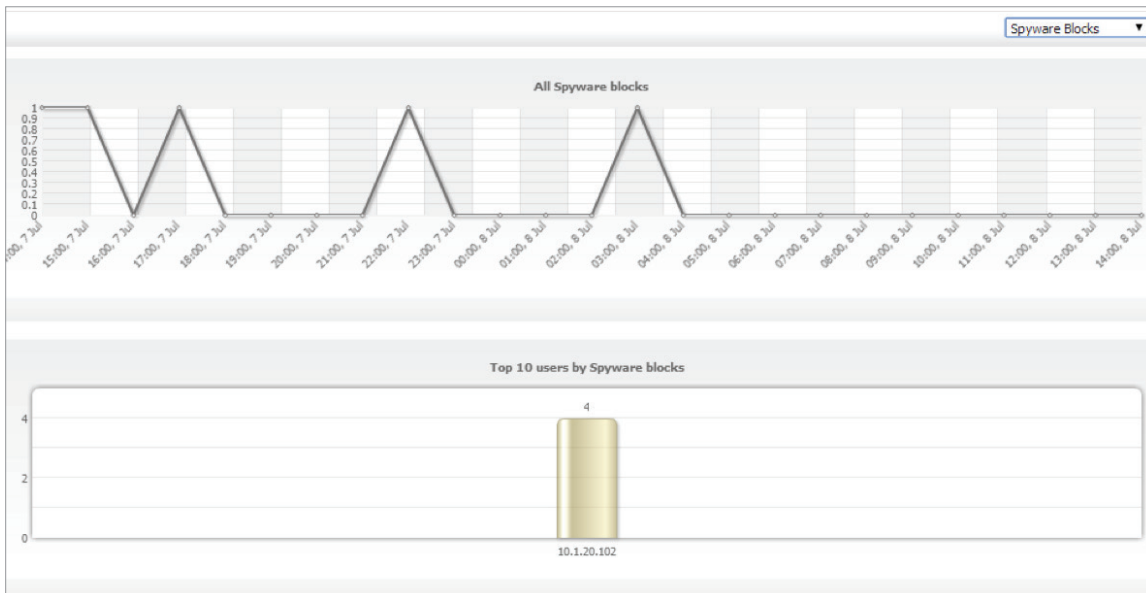
- Web Virus Blocks



- Web Filtering Blocks



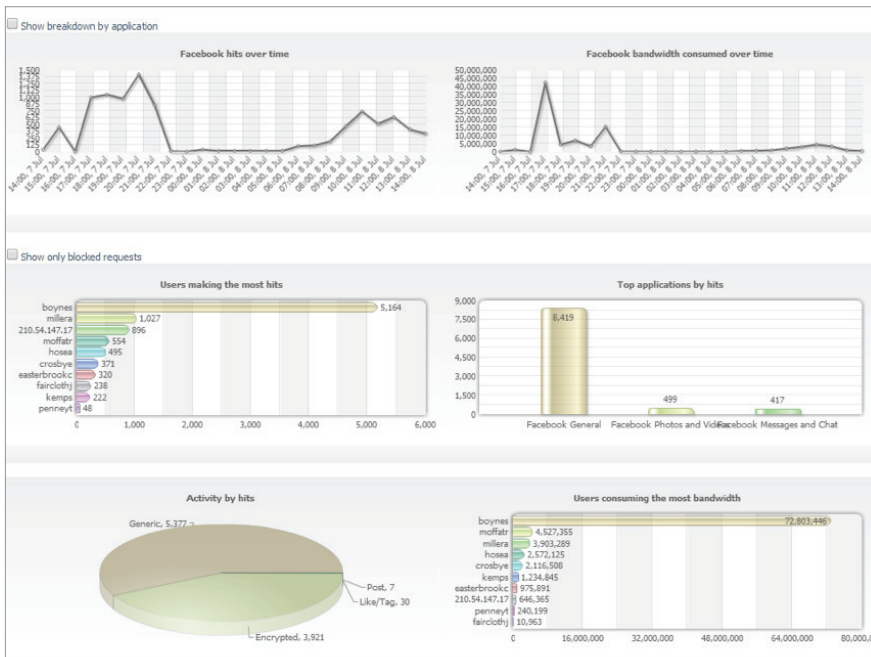
- Spyware Blocks



Note: You'll see that if you hover over the bars, it will give you the applicable IP address.

You can also click on Facebook usage which will show you:

- Hits over time
- Bandwidth consumed over time
- Users making the most hits
- Top application by hits
- Activity by hits and
- Users consuming the most bandwidth



5.2 Viewing and downloading pre-defined reports

Access pre-defined reports by:

- Clicking on the **Reports** icon; or
- Clicking on the **Reports** tab at the top

There are a range of predefined reports. Please see below a full list of all the pre-defined report sections and which reports are included.

Application Analysis

- What were the top ten applications by browse time?
- What were the top ten applications that consumed the most bandwidth?
- What were the top ten blocked applications and activities?
- Who were the top ten blocked users and from which applications?

- Who were the top ten blocked users and for which activities?
- Who were the top ten users by activity?
- Who were the top ten users that consumed the most bandwidth on media sites?
- Who were the top ten users that consumed the most bandwidth on social networking sites?

Bandwidth Analysis

- What was the bandwidth consumed by major content type?
- What was the bandwidth consumed by category?
- Which were the top ten categories that consumed the most bandwidth?
- What were the top ten social networking sites by bandwidth?
- What were the top ten multimedia sites by hits?
- Which groups consumed the most bandwidth in streaming media?
- Which groups consumed the most bandwidth?
- Which hosts consumed the most bandwidth for the top ten users?
- Which of the organization's offices consumed the most bandwidth by internal subnets?
- Which of the organization's offices consumed the most bandwidth?
- Which users consumed the most bandwidth?
- Who were the top ten users by number of hits?
- Who were the top users of streaming media?

Block Analysis

- What adware was blocked?
- What malware was blocked?
- What spyware was blocked?
- What viruses were blocked?
- What were the top ten blocked sites by hits?
- Which were the top ten blocked categories?
- Which hosts were blocked the most for the top ten users?
- Which users were blocked the most by which rules?
- Which users were blocked the most?
- Which Web filtering rules generated the most blocks and who were the top users for those blocks?
- Which Web filtering rules generated the most blocks?

Browse Time Analysis

- What was the browse time for the most popular hosts?
- Which users spent the most time on possible business use sites?
- Which users spent the most time on possible productivity reduction sites?
- Which users spent the most time online?

Browser Analysis

- What were the top ten user agents?
- What were the top ten browsers?
- What were the top ten user agent strings by hits by external IP?
- What were the top ten user agent strings by hits by groups?

Category Analysis

- What was the total number of hits for all categories?
- Which were the top ten categories visited by each internal subnet?

Facebook Analysis

- Which were the top ten categories visited by each internal subnet?
- What were the top ten Facebook applications that consumed the most bandwidth?
- What were the top ten blocked Facebook applications and activities?
- Who were the top ten blocked users from which Facebook applications?
- Who were the top ten blocked users for which Facebook activities?
- Who were the top ten users that consumed the most bandwidth on Facebook?

Group Analysis

- Which were the top ten groups by hits?
- Which were the top ten groups that consumed the most bandwidth?
- Who were the top ten users with the highest browse time for the top ten groups?

Host Analysis

- What was the number of hits for each of the most popular hosts?
- What were the top ten hosts by hits?
- What were the top ten hosts visited for each category?

Legal Liability Analysis

- What was the legal liability risk by category?
- Who were the top ten users browsing for illegal downloads?
- Who were the top ten users browsing in adult categories?

Malware Analysis

- How many phishing blocks were there over time?
- How many threat blocks were there over time?
- Which were the top ten groups with the highest number of spyware blocks?
- What were the top ten blocked adware hosts?
- What were the top ten blocked phishing hosts?
- What were the top ten blocked spyware hosts?
- What were the top ten threats blocked over HTTPS?

- What were the top ten threats blocked per protocol?
- Who were the top ten users browsing spyware hosts?
- Who were the top ten users making outbound spyware requests?
- Who were the top ten users with the highest number of virus blocks?
- Which were the top ten categories where users were blocked by Web Reputation?
- Which were the threat types blocked by Web Reputation?
- Who were the top ten users with the highest number of Web Reputation blocks?
- How many Web Reputation blocks were there over time?

Security Analysis

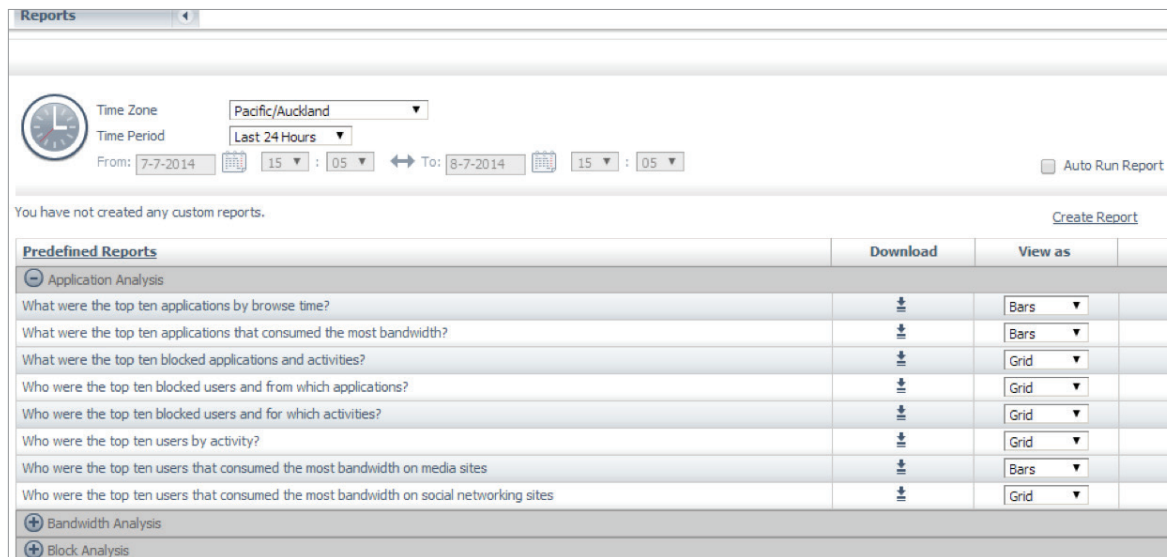
- Which were the top ten blocked categories for malware?
- Which were the top ten categories where users were blocked for spyware?
- Who were the top ten users blocked by Outbound Content Control?
- Who were the top ten users for each risk category?

User Analysis

- Who were the top ten users that browsed the leisure categories?
- Who were the top ten users by hits?
- Who were the top ten users that browsed the most?

5.2 Viewing and downloading pre-defined reports

To view a report...



The screenshot shows the 'Reports' interface with the following settings:

- Time Zone: Pacific/Auckland
- Time Period: Last 24 Hours
- From: 7-7-2014 15:05
- To: 8-7-2014 15:05
- Auto Run Report:

Below the filters, it states: "You have not created any custom reports." and includes a "Create Report" link.

Predefined Reports	Download	View as
Application Analysis		
What were the top ten applications by browse time?		Bars
What were the top ten applications that consumed the most bandwidth?		Bars
What were the top ten blocked applications and activities?		Grid
Who were the top ten blocked users and from which applications?		Grid
Who were the top ten blocked users and for which activities?		Grid
Who were the top ten users by activity?		Grid
Who were the top ten users that consumed the most bandwidth on media sites		Bars
Who were the top ten users that consumed the most bandwidth on social networking sites		Grid
Bandwidth Analysis		
Block Analysis		

1. Choose your **Time Zone**
2. Specify the **Time Period** you want to report on by :
 - a. Clicking on the **Time Period** drop down menu and choosing from the list
 - b. Choosing **Custom** in the list and specifying the start and finish times you want to report on in the **From** and **To** fields
3. Choose the folder you want a report from
4. Choose how you want to view the report
 - Grid, or
 - Bar, or
 - Columns
5. Click on the report title
6. If required, adjust the filters
7. Click **Launch Search** to view online (it will start with your chosen view)

Once selected, you will see this screen:

The screenshot shows the 'Reports' interface with the following elements:

- Search and Filters:** Includes 'Search', 'Time Analysis', and 'Detailed Search' tabs. Time Zone is set to 'Pacific/Auckland' and Time Period is 'Last 24 Hours'. Date range is from 3-8-2014 to 4-8-2014.
- Action Buttons:** Select All, Select None, Add filter, Remove, Activate, Deactivate, Save Filter Set. A callout points to 'Adjust filters if needed'.
- View Options:** View first 10 Application Name sorted by Browse Time (Min) (descending), and their first 5 Host sorted by Hits (descending).
- Table Title:** 'What were the top ten applications by browse time?'
- Table:**

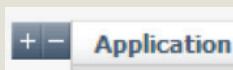
Application Name	Bandwidth (Bytes)	Browse Time (Min)	Bytes Received	Bytes Sent	Hits
Totals for Application Name	8,616,429,947	8,502	8,216,294,043	400,135,904	118,394
Google	376,303,051	1,298	276,429,270	99,873,781	12,291
Facebook General	297,229,049	949	285,945,755	11,283,294	56,421
Twitter	3,577,085	566	3,449,450	127,635	2,707
iCloud	10,273,511	506	6,634,538	3,638,973	1,773
Facebook Messages and Chat	13,285,919	452	4,458,677	8,827,242	2,914
Outlook.com	10,152,151	410	7,272,215	2,879,936	938
Facebook Photos and Videos	145,932,619	376	145,180,732	751,887	4,847
Generic Search Engine Traffic	53,353,297	320	52,683,667	669,630	2,363
Ads and Tracking	13,792,230	318	13,789,733	2,497	5,877
Dropbox	332,465	314	267,915	64,550	436
- View Options:** Show 50 rows per page. Callout: 'View as grid, chart etc'.
- Download Options:** Download report as: PDF, CSV. Callout: 'Download as ...'. Save as button.

- Click on the tabs at the bottom of the screen to view the report in different formats (grid view, bar chart or column chart)
- If required, download the report in the desired format (CSV or PDF) by clicking on the relevant icon

Tips/ Ideas/ Notes:

- When viewing standard pre-defined reports, you can refine your search results by adding filters

- You can also activate and deactivate the filters
- In the grid view you add and remove metrics by clicking on the + and - buttons



- and choosing which metrics you want to hide or show

What were the top ten blocked applications and activities?

Show 50 rows per page << first < prev 1 next >> last >>> 1 result

	(Bytes)	Browse Time (Min)	Bytes Received	Bytes Sent	Hits
0	0	5	0	0	13
0	0	5	0	0	13
0	0	5	0	0	13

Choose which columns you would like to see

BYTES SENT (% SUB)	hide	show
BYTES SENT (% OF TOT)	hide	show
HITS	hide	show
HITS (% SUB)	hide	show
HITS (% OF TOT)	hide	show

Remember, if at any time you need any additional assistance please contact our helpdesk:

N4L Helpdesk

Monday to Friday, 8am - 5pm

E support@n4l.co.nz

P 0800 LEARNING

W www.n4l.co.nz

Application practice:

To practice log in at: filtering.n4l.co.nz

Username: cwstraining@n4l.co.nz

Password: Tra1ning!

Note: This is a training practice login so, please DO NOT change the password.

Practice 6:

Go through the standard reports and identify:

- Which ones would be useful for your school?
- Who will each report be sent to?
- How often will each report be sent?

Run those reports you think would be useful, download them and send them to the person you identified as the audience.

5.3 Creating customised reports

1. To navigate to customised reports, you can either:
 - a. Click on **Reports** icon or
 - b. Click on the **Reports** tab at the top
2. Click on the **Reports** drop down menu and choose **Search**
3. On the **Search** page, you can select:
 - a. **Search** tab
 - b. **Time Analysis** tab
 - c. **Detailed Search** tab

(Note: Search and Time Analysis are the same)

Standard report:

1. In **Reports**, click on **Search** or **Time Analysis**
2. Specify the **Time Zone** and **Time Period** you want to report on by:
 - a. Clicking on the **Time Period** drop down menu and choosing from the list, or
 - b. Choosing **Custom** in the list and specifying the start and finish times you want to report on in the **From** and **To** fields
3. Add a filter (metric, attribute or filter set)
4. Add the filter specification based on option chosen
5. Add your operator
6. Add number
7. Click **Add**
8. Click **Launch Search**

The screenshot shows the N4L Search interface. At the top, there are tabs for 'Search', 'Time Analysis', and 'Detailed Search'. Below the tabs, there are settings for 'Time Zone' (Pacific/Auckland) and 'Time Period' (Last 24 Hours). There are also 'From' and 'To' date and time pickers. A toolbar contains buttons for 'Select All', 'Select None', 'Add filter', 'Remove', 'Activate', 'Deactivate', and 'Save Filter Set'. Below the toolbar, there are sections for 'Browse Time (Min) > 1' and 'Active Traffic Only'. A section titled 'Select attributes (columns) to display and sort order' allows adding or removing columns like 'Time Stamp', 'Category', 'Group', 'Host', 'Path', 'Query', 'Internal IP', 'Rule Action', and 'User'. A 'Launch Search' button is visible. At the bottom, there is a table with 8814 results, showing columns for 'Timestamp', 'Category', 'Group', and 'Host'.

Timestamp	Category	Group	Host
09-07-2014 10:26:46	search engines and portals	default	www.google.co.nz /
09-07-2014 10:26:46	search engines and portals	default	www.google.co.nz /
09-07-2014 10:26:46	search engines and portals	default	www.google.co.nz /
09-07-2014 10:26:46	search engines and portals	default	www.google.co.nz /

09-07-2014 10:26:46	search engines and portals	default	www.google.co.nz	/
09-07-2014 10:28:04	advertisements	n4testschoolparnell - standard	anx.apnanalytics.com	/tr.gif
09-07-2014 10:29:03	search engines and portals	n4testschoolparnell - standard	tbapi.search.ask.com	/v6/package
09-07-2014 10:33:13	search engines and portals	n4testschoolparnell - standard	www.google.com	/d/drive/1.16.7009.9618/gsync.msi
09-07-2014 10:33:15	search engines and portals	n4testschoolparnell - standard	www.google.com	/d/drive/1.16.7009.9618/gsync.msi
09-07-2014 10:33:16	search engines and portals	n4testschoolparnell - standard	www.google.com	/d/drive/1.16.7009.9618/gsync.msi
09-07-2014 10:33:17	search engines and portals	n4testschoolparnell - standard	www.google.com	/d/drive/1.16.7009.9618/gsync.msi
09-07-2014 10:33:18	search engines and portals	n4testschoolparnell - standard	www.google.com	/d/drive/1.16.7009.9618/gsync.msi

Show 50 rows per page << first < prev 1 2 3 4 5 next > last >> 8814 results

Time range: Last 24 Hours (from July, 2014 at 10:25 AM to July 10, 2014 at 10:25 AM)

Download report as: CSV Save as

9. Click **Save As** if you want to run this same report again
10. You can then view or download the report as a **CSV** file

Detailed report

1. In **Reports**, click on **Detailed Search**
2. Specify the **Time Zone** and **Time Period** you want to report on by:
 - a. Clicking on the **Time Period** drop down menu and choosing from the list; or
 - b. Choosing **Custom** in the list and specifying the start and finish times you want to report on in the **From** and **To** fields
3. Add a filter (metric, attribute or filter set)
4. If you want to customise the report choose your attributes by clicking on the **Add/Remove Columns** link
5. Choose which columns you want to add and delete
6. Click **Launch Search**

Select attributes (columns) to display and sort order

[Add/Remove Columns](#)

Time Stamp

Category

Group

Host

Path

Query

Internal IP

Rule Action

User

Application Name

Year

Rule Name

Application Activity

Launch Search

7. Your report will show as:

The screenshot shows a network monitoring interface with the following elements:

- Time Zone:** Pacific/Auckland
- Time Period:** Last 24 Hours
- Filters:** Browse Time (Min) > 1, Active Traffic Only
- Column Selection:** Time Stamp, Category, Group, Host, Path, Query, Internal IP, Rule Action, User, Application Name, Year, Rule Name, Application Activity
- Table Headers:** Timestamp, Category, Group, Host
- Table Data:**

Timestamp	Category	Group	Host
09-07-2014 10:30:48	search engines and portals	n4testschoolparnell - standard	www.google.co.nz /webhp
09-07-2014 10:30:50	search engines and portals	n4testschoolparnell - standard	id.google.co.nz /verify/EAAAAA0Su5-ckcrgAp6izApCF60
09-07-2014 10:30:50	search engines and portals	n4testschoolparnell - standard	www.google.co.nz /search
09-07-2014 10:30:51	search engines and portals	n4testschoolparnell - standard	www.google.co.nz /client_204
09-07-2014 10:30:51	search engines and portals	n4testschoolparnell - standard	www.google.co.nz /gen_204

8. Customise what you want to see by clicking the + and - buttons at the top left hand side of the grid

The screenshot shows the same report interface as above, but with a dialog box titled "Choose which columns you would like to see" open. The dialog box has a list of columns with "hide" and "show" buttons next to them:

- CATEGORY: hide show
- GROUP: hide show
- HOST: hide show
- PATH: hide show
- QUERY: hide show

The background table is partially visible, showing the same headers and data as the previous screenshot.

9. Click **Save As** if you want to run this same report again

10. You can either view or download the report as a **CSV** file

5.4 How to create, edit and delete a composite report

Rather than running multiple reports you can set up Composite Reports, that combine all the reports you normally run into one. Composite Reports can include pre-defined reports and customised ones.

1. Click on the **Reports** tab or icon

2. In the **Reports** drop down menu, select **Composite Reports**

3. Click **Create Composite Reports**

4. Name the report

5. Select the information you want in that report (from the list)

6. Click **Add Report**

Each report chosen get added as follows:

7. If required, change the order in which information is displayed by clicking on the report name and clicking on the arrows to move fields up and down, or click the Delete icon to remove a field.

8. Click **Create Composite Report**

9. To download the report, ensure you are on the **Manage Composite Reports** tab

10. Specify the **Time Zone**

11. Select the **Time Period** you want to report on by:

- Clicking on the **Time Period** drop down menu and choosing from the list; or
- Selecting **Custom** in the list and specifying the start and finish times you want to report on in the **From** and **To** fields

12. Click on the **Download** icon

13. The system will create a PDF copy of the report which you can view and/or save

Date run: July 10, 2014 10:48 Pacific/Auckland

What were the top ten blocked applications and activities?

09-Jul-2014 10:45 to 10-Jul-2014 10:45

Application Name Application Activity	Hits	Browse Time (Min)
Grand totals	125	14
Facebook General	69	2
- Generic	69	2
Windows Update	28	2
- Generic	28	2
Google	23	5
- Encrypted	18	2
- Generic	5	3
Dropbox	4	4
- Encrypted	2	2
- Generic	2	2
TeamViewer	1	1
- Generic	1	1

14. You can edit previously set up composite reports by:

- Clicking on the Edit icon in the **Manage Composite Reports** tab; or
- Going to the **Edit Composite Reports** tab

15. Once you've finished editing, **Save** changes

16. You can also delete reports by clicking on the Delete icon

5.5 Scheduling reports

Scheduling reports allows you to send them by email to allocated people at specific times.

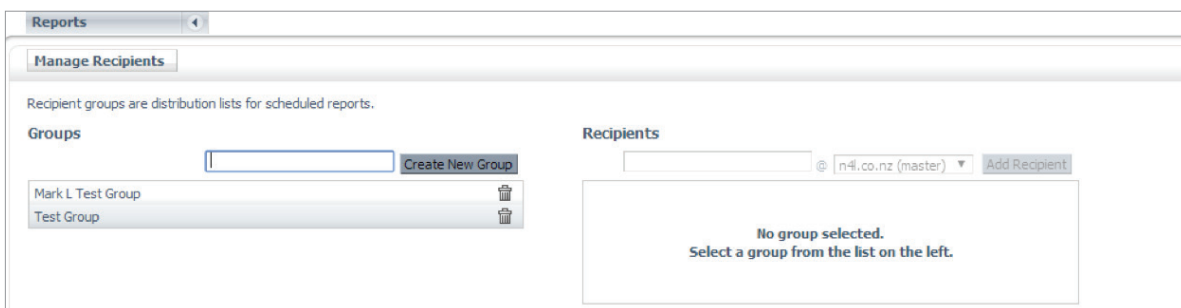
Before you can set the schedule you have to set up some email groups that the reports will go to.

For example, you might have email groups for:

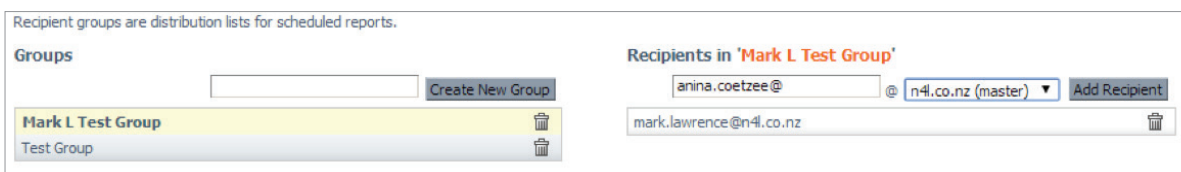
- Teachers
- Principal
- Board of Trustees
- Principal and Board

5.6 Creating Email Groups

1. Click on the **Reports** tab
2. In the **Reports** drop down menu, select **Recipients**
3. Name your new group
4. Click **Create New Group**



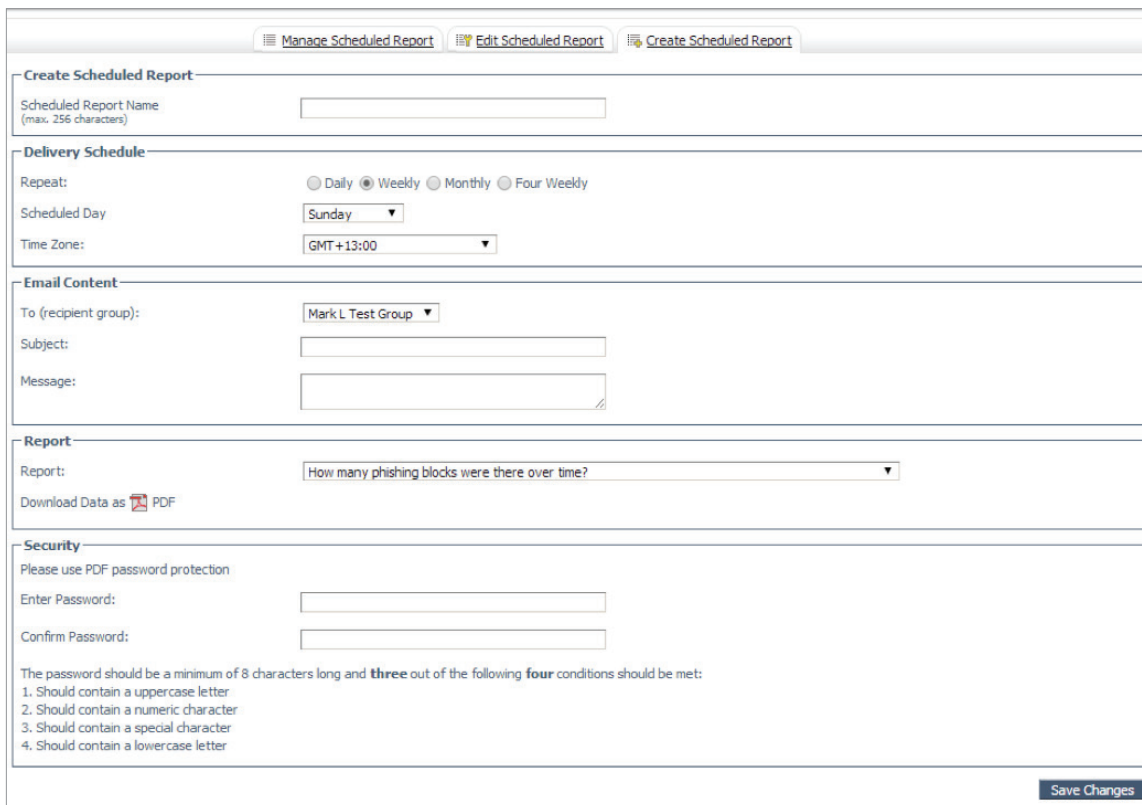
5. Click on your newly created group
6. Enter in all email addresses that apply to this group
 - You do this by:
 - a. Adding the beginning of their email and
 - b. Choosing the end bit from the drop down menu
7. Click **Add Recipient** after each entry



8. You can also remove people by clicking the Delete icon
- Now that we have our email lists all set up you can schedule reports.*

5.7 Setting up a Scheduled Reports

1. Click on the **Reports** tab
2. In the **Reports** drop down menu select **Scheduled Reports**
3. Click **Create Schedule Reports**



Manage Scheduled Report | Edit Scheduled Report | **Create Scheduled Report**

Create Scheduled Report

Scheduled Report Name (max. 256 characters)

Delivery Schedule

Repeat: Daily Weekly Monthly Four Weekly

Scheduled Day:

Time Zone:

Email Content


To (recipient group):

Subject:

Message:

Report

Report:

Download Data as  PDF

Security

Please use PDF password protection

Enter Password:

Confirm Password:

The password should be a minimum of 8 characters long and **three** out of the following **four** conditions should be met:

1. Should contain an uppercase letter
2. Should contain a numeric character
3. Should contain a special character
4. Should contain a lowercase letter

Save Changes

4. Add a **Scheduled Report Name**
5. Choose the frequency and the **Scheduled Day** you want the reports run and sent
6. Add your Email Group (previously created) that applies to this report
7. Enter
 - a. The email subject (which will show in the subject line of the recipient's inbox), and
 - b. A short message (that will show in the body of the email the recipient receives, stating the purpose and content of the attached report)
8. Select the report you want to schedule

9. Create a password (all recipient/s will need to use this password to open the report) and confirm it



Tip: The password should be a minimum of 8 characters long and three out of the following four conditions should be met:

1. Should contain an uppercase letter
2. Should contain a numeric character
3. Should contain a special character
4. Should contain a lowercase letter

10. Save Changes

11. Email the password to those you are sending the report to so they can access it on arrival

This screen will show once completed:

Manage Scheduled Reports Edit Scheduled Reports Create Scheduled Reports						
You have used 1 of your 75 available scheduled reports.						
Name	Report	Recipient	Frequency	Next Delivery	Edit	Delete
Mark L Test Report 1	What were the top ten browsers...	Mark L Test Group	Daily	10-Jul-2014 11:00 UTC		

It shows:

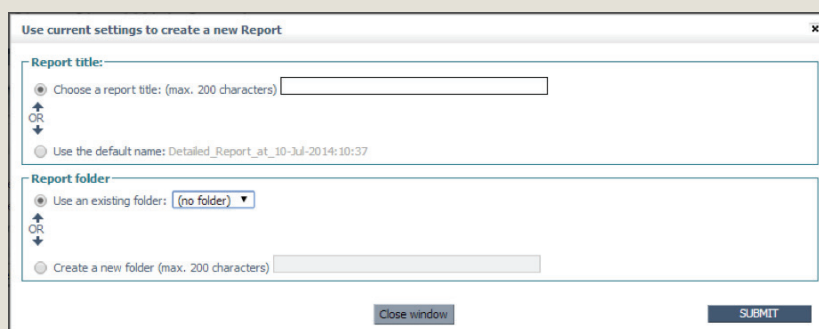
- Details of the report
- Who it is going to
- How often it will be sent
- When the next delivery will be

12. You can edit the schedule by clicking on the Edit tab or icon

13. You can delete by clicking the Delete icon

Tips/ Ideas/ Notes:

- When you click **Save As** on a customised report, this will show:



The dialog box titled "Use current settings to create a new Report" contains two main sections:

- Report title:**
 - Radio button selected: "Choose a report title: (max. 200 characters)" with an adjacent text input field.
 - Radio button: "Use the default name: Detailed_Report_at_10-Jul-2014:10:37"
- Report folder:**
 - Radio button selected: "Use an existing folder:" with a dropdown menu showing "(no folder)".
 - Radio button: "Create a new folder (max. 200 characters)" with an adjacent text input field.

At the bottom of the dialog are two buttons: "Close window" and "SUBMIT".

Choose your title and you can organise yourself with setting up folder groups

- In composite reports you cannot download as a CSV file, only PDF
- For email groups, you can have as many groups as you want. Remember if you want to send to an individual, you need to create a group with just that person's email in it.

6. Troubleshooting

6.1 How to check application of settings

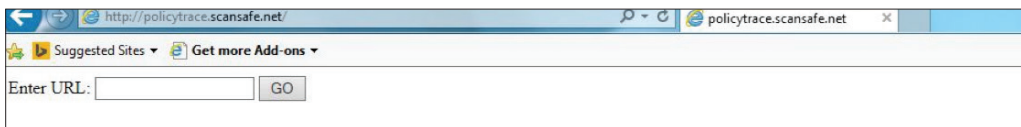
Tracing

To check your setting to ensure they are being applied as you set them up through the filtering rules and policies, you can do a policy trace:

1. Open your internet browser on a computer that is configured to the filtering dashboard
2. Type in <http://policytrace.scansafe.net>
 - 2.1. If it shows this, filtering is not enabled on that computer you should immediately contact N4L via email to support@n4l.co.nz and request that it be enabled:

User is not currently using the service

- 2.2. If it shows this:



Enter the URL in the **Enter URL** box for the site you want to run a policy trace for and click **GO**

It will be displayed in this format

```

http://policytrace.scansafe.net/trace?url=trademe.co.nz
Identified user '10.1.21.110' from IP address 10.1.21.110 as part of company 'N4L_0000_N4LTestschool'
User belongs to groups [N4LTestSchoolParnell - Standard]
User belongs to static groups [N4LTestSchoolParnell - Standard, IPGroup-Student]
Site categorized as 'Auctions'

Evaluating 4 rules after reading request headers
Evaluating rule 'Standard Allow'
Rule 'Standard Allow' doesn't match
Evaluating rule 'Standard Block'
Rule 'Standard Block' doesn't match
Evaluating rule 'School - Enforced BLOCK'
Rule 'School - Enforced BLOCK' doesn't match
Evaluating rule 'Explicit keyword master'
Rule 'Explicit keyword master' doesn't match
Evaluating default rule at stage reqmod
Deferring evaluation of default rule
Evaluating 1 rules at stage reqmod
HTTP response status: 301 Moved Permanently

Evaluating 4 rules after reading response headers
Evaluating rule 'Standard Allow'
Rule 'Standard Allow' doesn't match
Evaluating rule 'Standard Block'
Rule 'Standard Block' doesn't match
Evaluating rule 'School - Enforced BLOCK'
Rule 'School - Enforced BLOCK' doesn't match
Evaluating rule 'Explicit keyword master'
Evaluating default rule at stage response_headers
Deferring evaluation of default rule

Evaluating 4 rules after reading the first part of the response body
Evaluating rule 'Standard Allow'
Rule 'Standard Allow' doesn't match
Evaluating rule 'Standard Block'
Rule 'Standard Block' doesn't match
Evaluating rule 'School - Enforced BLOCK'
Rule 'School - Enforced BLOCK' doesn't match
Evaluating rule 'Explicit keyword master'
Evaluating default rule at stage response_body_start
Taking allow action because of adv-rule-match 'No exception exists to allow this web page'
    
```

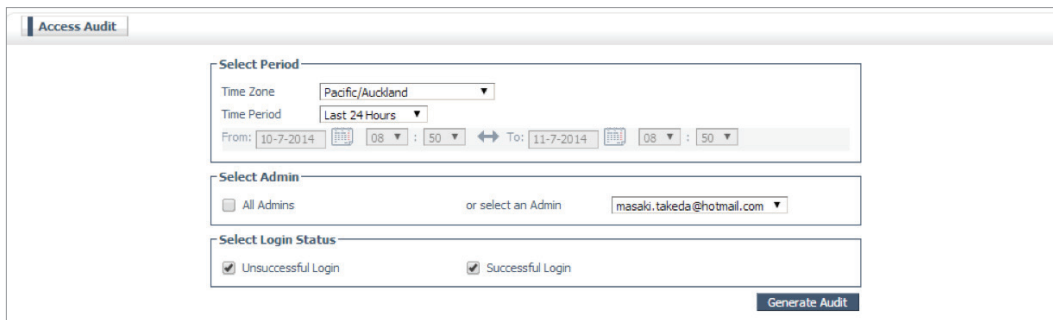
It will show all the evaluations and in the last line, the block or allow being applied based on which rule

Using these two features you can make sure everything is working the way it should be

6.2 Running Access and Activity Audits

Access Audits

This audit will show all login attempts by users of your school's filtering dashboard.

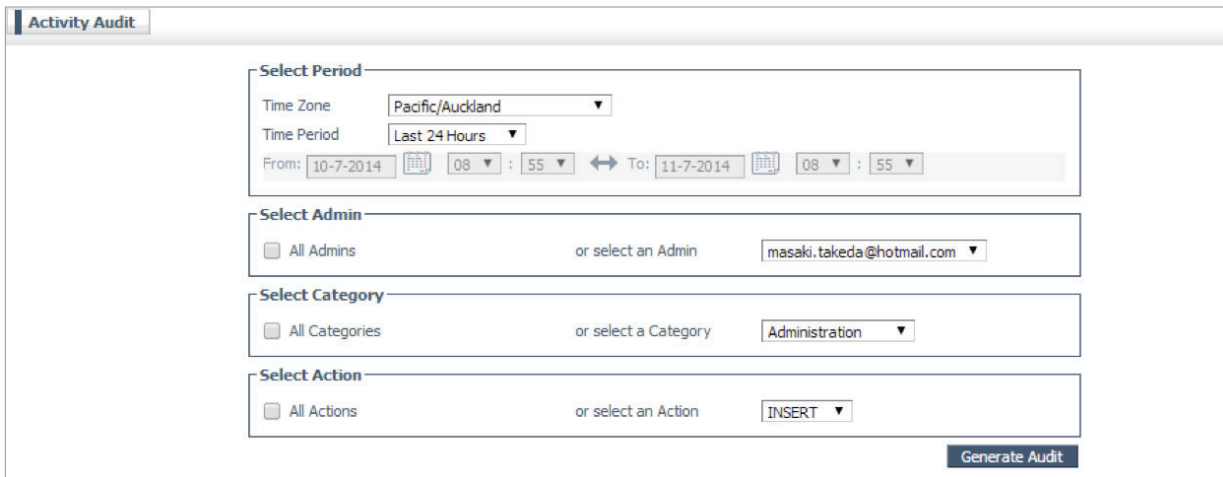


1. Click on the **Admin** tab then on the **Audit** tab
2. Select **Access Audit**
3. Specify your **Time Zone** and the **Time Period** you want to audit
4. Specify which users you want to audit by selecting
 - a. **All Admin**, or
 - b. A specific user
5. Specify the type of login attempts you want to report on:
 - a. **Successful**,
 - b. **Unsuccessful**, or
 - c. Both
6. Click **Generate Audit**

The system will create a CSV file which you can view and/or save.

Activity Audits

This audit will show all administrative activity that has occurred in your filtering dashboard.



The screenshot shows the 'Activity Audit' form with the following fields and values:

- Select Period:**
 - Time Zone: Pacific/Auckland
 - Time Period: Last 24 Hours
 - From: 10-7-2014 08:55 To: 11-7-2014 08:55
- Select Admin:**
 - All Admins or select an Admin: masaki.takeda@hotmail.com
- Select Category:**
 - All Categories or select a Category: Administration
- Select Action:**
 - All Actions or select an Action: INSERT

A 'Generate Audit' button is located at the bottom right of the form.

1. Click on the **Admin** tab then click the **Audit** tab
2. Select **Activity Audit**
3. Select your **Time Zone** and the **Time Period** you want to audit
4. Specify which users you want to audit by selecting
 - a. **All Admin** users, or
 - b. A specific user
5. Specify the categories to audit by selecting
 - a. **All Categories**, or
 - b. A specific category
6. Specify the actions you want to audit by selecting
 - a. **All Actions**, or
 - b. A specific action
7. Click **Generate Audit**

The system will create a CSV file which you can view and/or save.

Tips/ Ideas/ Notes:

Running tests on the websites covered or doing audits is a great way to figure out what might be wrong when something is not working as intended.

Remember , if at any time you need assistance please contact the N4L Helpdesk.

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