

02 Netsweeper Reports 1

Denied Report for a specific user

1

Login to the Netsweeper webadmin

<https://webadmin.schoolsbroadband.net/webadmin>

Login using credentials provided by Schools Broadband, please contact support@talk-straight.com if you have are missing these details.

2

Go to Custom Report

From the navigation menu navigate to Reports > **Custom Report**

3

Edit the Report

Give the report a suitable name, ensure Demand is selected as Report Type and set the date/time range you wish to run the report for.

Report Name	<input type="text" value="Test Pupil Denied Report"/>
Owner	<input type="text" value="admin"/>
Report Type	<input type="text" value="Demand"/>
Date Range	<input type="text" value="2018-11-19 00:00:00"/> <input type="text" value="2018-11-21 00:00:00"/>

Scroll down for further details

For further help please contact

01133 230 810

or email technical.support@schoolsbroadband.co.uk

Support line open 8.00am-6.00pm Mon-Fri

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Configure the Filter

Now we will configure our filter, for this report we want to select a specific user and only show denied websites.

- Click **Add Filter**
- From the Field drop down, select **Client Name**
- From the Value drop down select the user you wish to run the report on (you can start typing the username to shorten the list)
- Click **Save**

Report Name: Test Pupil Denied Report
Owner: admin

Add Filter

Field: Client Name

Condition: Equal To

Value: testpupil@inlineLab

ADD FILTER

LOAD FILTERS

ADD CONDITION

CANCEL SAVE

- Click **Add Filter**
- From the Field drop down, select **Denied Flag**
- Select Only **Denied Requests** as the Condition
- Click **Save**

Report Name: Test Pupil Denied Report
Owner: admin

Add Filter

Field: Denied Flag

Condition: Only Denied Requests
 Only Allowed Requests

Value: testpupil@inlineLab

ADD FILTER

LOAD FILTERS

CANCEL SAVE

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Filters Section

The Filters section should now look something like this;

▼ Filters

Client Name
= "testpupil@InlineLab"

Denied Flag
= Only Denied Requests

ADD FILTER

LOAD FILTERS

5

Report Output

We now want to select how the report is output, in this case we are going to summarise the data with a pie chart showing the domain the user accessed with slice size determined by request count. We will then add a detail table at the bottom of the report showing date, client IP, URI, domain of URI, search terms and denied category.

URI = https://www.google.com/search?q=URI&ie=utf-8&oe=utf-8&client=firefox-b-ab

Host of URI = www.google.com

Domain of URI = google.com

Obviously, URI contains the most detail but when making summary reports it is cleaner to stick to host of URI, therefore we add the full URI to the detail table at the bottom of the report.

Scroll down for further details

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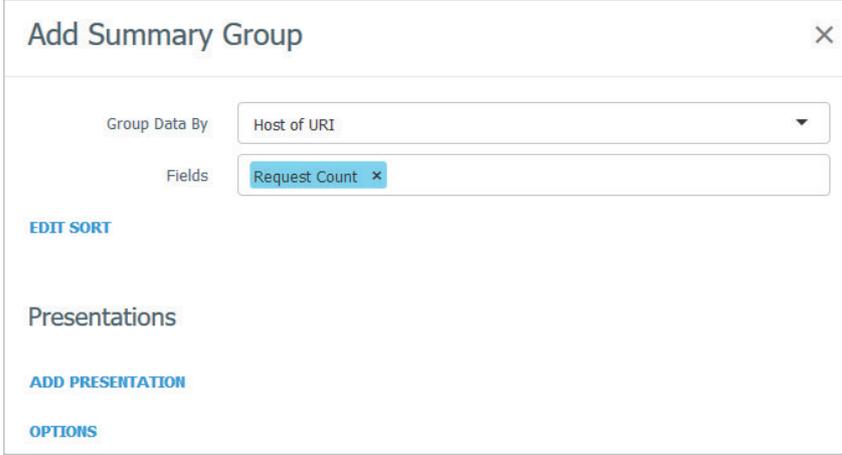
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Report Output Continued

- Under Report Output, click **Add Summary Group**
- From the Group Data By dropdown select **Host of URI**
- From the Fields section select **Request Count**



Add Summary Group [X]

Group Data By: Host of URI

Fields: Request Count [X]

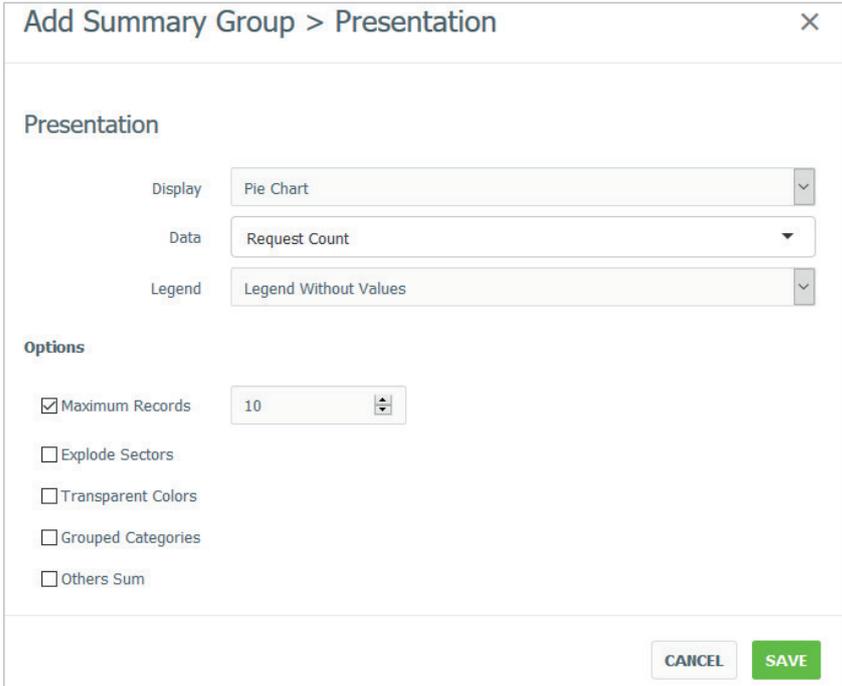
[EDIT SORT](#)

Presentations

[ADD PRESENTATION](#)

[OPTIONS](#)

- Under Presentations, click **Add Presentation**
- Select **Pie Chart** from the Display menu
- Tick the **Maximum Records** box and leave the value at 10 (once again this is for ease of viewing)
- Click **Save**



Add Summary Group > Presentation [X]

Presentation

Display: Pie Chart

Data: Request Count

Legend: Legend Without Values

Options

Maximum Records: 10

Explode Sectors

Transparent Colors

Grouped Categories

Others Sum

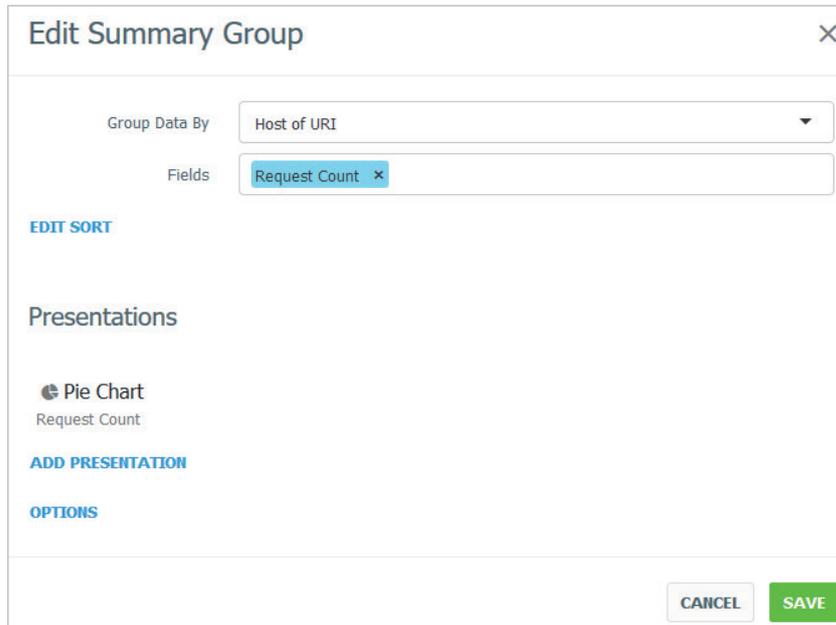
[CANCEL](#) [SAVE](#)

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Report Output Continued

h. Click **Save**



Edit Summary Group [X]

Group Data By: Host of URI

Fields: Request Count

EDIT SORT

Presentations

Pie Chart
Request Count

ADD PRESENTATION

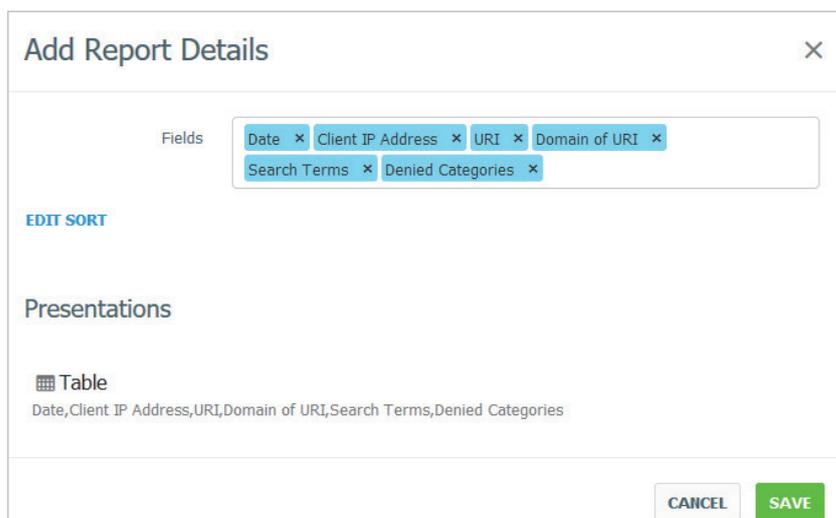
OPTIONS

CANCEL SAVE

i. Under Report Output, click **Add Report Details**

j. Select the following from the Fields box; Date, Client IP Address, URI, Domain of URI, Search Terms, Denied Categories

k. Click **Save**



Add Report Details [X]

Fields: Date, Client IP Address, URI, Domain of URI, Search Terms, Denied Categories

EDIT SORT

Presentations

Table
Date, Client IP Address, URI, Domain of URI, Search Terms, Denied Categories

CANCEL SAVE

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Configure Delivery Options

Finally, we want to configure our delivery options, in this case we are going to send the report to an email address. If you just want to view the report on the webadmin console you can skip this section and hit the Save Report button at the bottom of the page.

- Expand the Delivery Options section
- Enter an email address in the Email field
- Give the report a suitable subject
- If you wish to enter a custom message enter it in the Email Contents section
- As we have dynamic content, we are going to email a link to the report however you can choose to embed the report directly into the email or as an attachment. This can be selected in the Email Format drop down menu

▼ Delivery Options

Email

Email Subject

You can use %D for Report Date, %O for Owner and %N for Report Name

Email Contents

In the email contents you can use the following macros:
%N for report name, %D for report date, %R for link to the report itself, %RC and %RT for links to the report in CSV and text formats.

Email Format

Empty Reports

- Click **Save Report**

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New Report

You will then be taken to the newly created report and assuming the report contains data it will also be emailed to the chosen email address.

8

View Report

If you log back in to the **webadmin** later and want to view the report again (or any other created demand reports) then select **Reports > Demand Reports** from the navigation menu.

The screenshot shows the 'Demand Reports' page in the webadmin interface. The left sidebar is expanded to show 'Demand Reports' under the 'Reports' category. The main content area has a breadcrumb 'Demand Reports' and three buttons: 'REPORT WIZARD', 'QUICK SEARCH', and 'QUICK DEMAND REPORTS'. Below these is a dropdown menu labeled 'Show Reports for User:' with 'admin' selected. A search bar is also present. The main table has columns for 'Actions', 'Name', and 'Status'. The first row shows 'View / Edit / Clone' in the Actions column, 'Test Pupil Denied Report' in the Name column, and 'Processed' in the Status column. A red dot and arrow point to the 'View / Edit / Clone' link. Below the table, it says 'Showing 1 to 1 of 1'.

Actions	Name	Status
View / Edit / Clone	Test Pupil Denied Report	Processed

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