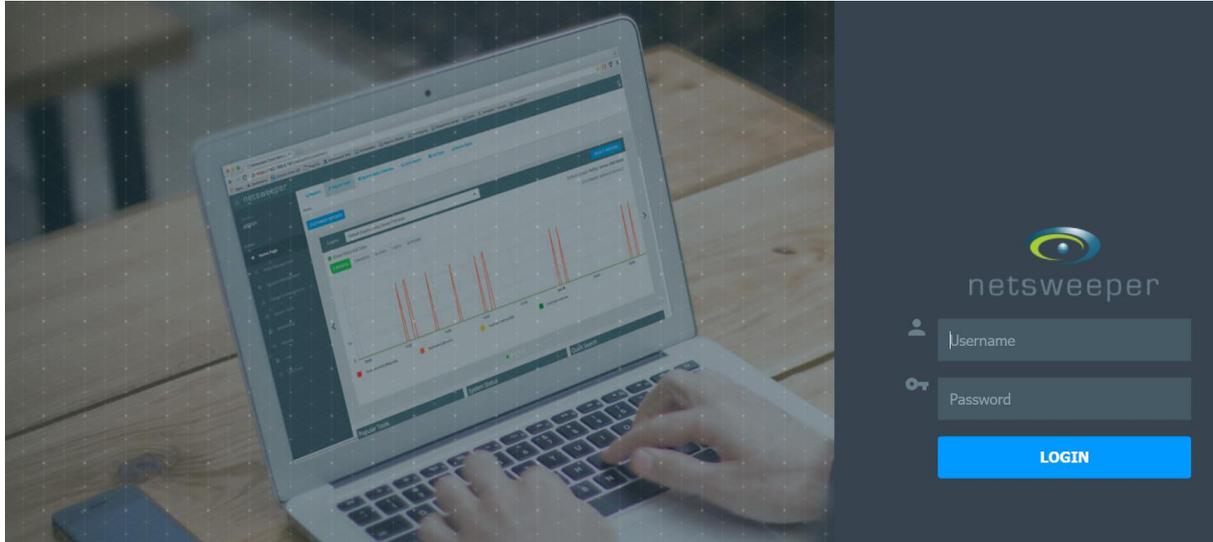


Netsweeper User Guide

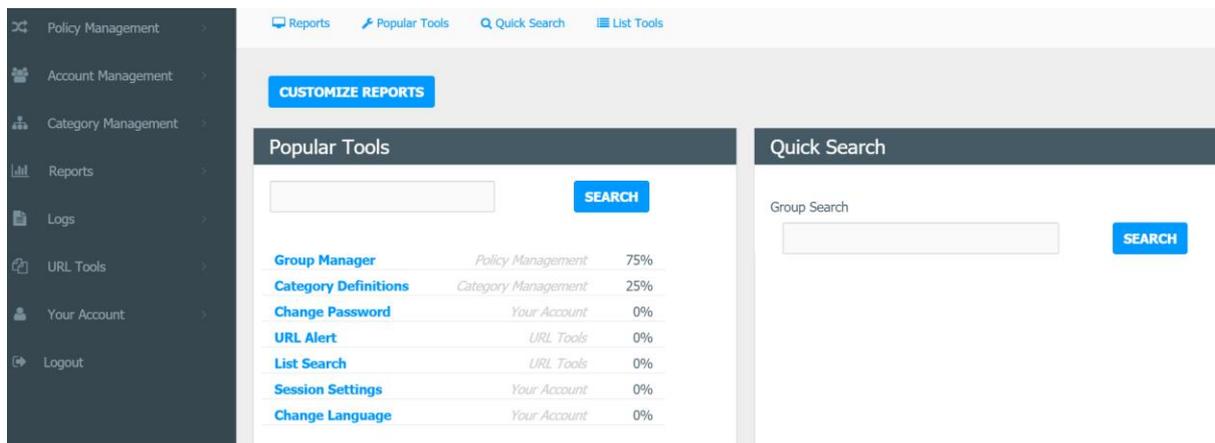
Logging In

In any browser navigate to <http://netsweeper.nsix.org.uk/> it will automatically take you to the Netsweeper Cloud Manager Portal.



Please keep your password secure, we strongly recommend the use of [Keepass](#) in school to create a database and manage passwords.

The Home Page



The screenshot shows the Netsweeper Home Page dashboard. On the left is a dark sidebar with navigation links: Policy Management, Account Management, Category Management, Reports, Logs, URL Tools, Your Account, and Logout. The main content area has a top navigation bar with 'Reports', 'Popular Tools', 'Quick Search', and 'List Tools'. Below this is a 'CUSTOMIZE REPORTS' button. The dashboard is divided into two main sections: 'Popular Tools' and 'Quick Search'. The 'Popular Tools' section contains a search input and a 'SEARCH' button, followed by a table of tool usage statistics. The 'Quick Search' section has a 'Group Search' input and a 'SEARCH' button.

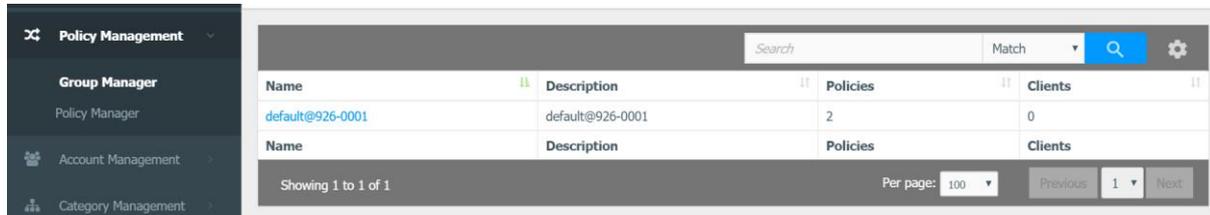
Tool	Category	Usage
Group Manager	Policy Management	75%
Category Definitions	Category Management	25%
Change Password	Your Account	0%
URL Alert	URL Tools	0%
List Search	URL Tools	0%
Session Settings	Your Account	0%
Change Language	Your Account	0%

Netsweeper User Guide

Allowing and Denying Individual URL's

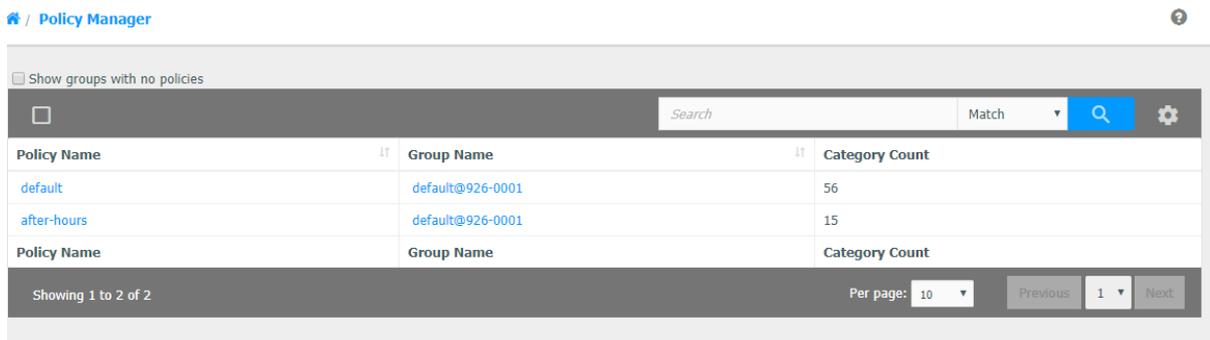
To add a blocked website to be allowed or to deny a website e.g. Facebook

Navigate to 'Policy Management' and then 'Policy Manager'



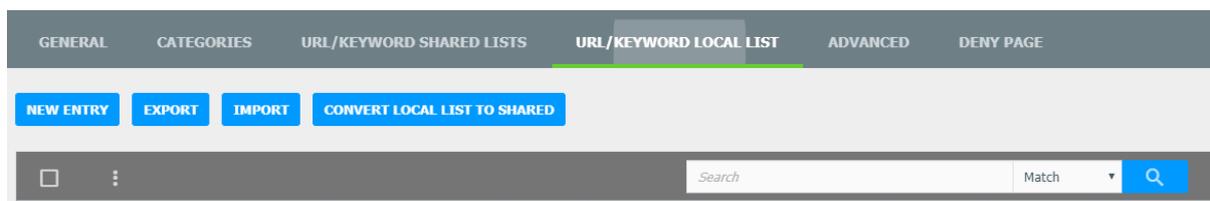
Name	Description	Policies	Clients
default@926-0001	default@926-0001	2	0

In the policy name field choose the policy you would like changed, the default name is 'default' and the associated group is 'default_926-????'



Policy Name	Group Name	Category Count
default	default@926-0001	56
after-hours	default@926-0001	15

In the next screen: select 'URL/Keyword Local List' and then click on 'New Entry'



Type in the URL facebook.com (there is no need to include https:// or www.)

Select 'Allow URL' to Allow and 'Deny URL' to Block from the 'Action' drop down box then 'Save Entry'

Netsweeper User Guide

The screenshot shows a 'New Entry' form with the following fields and values:

- New Entry: facebook.com
- Entry Type: URL
- Request Part: Request URL
- Action: Allow URL
- Expiry: YYYY-MM-DD HH:MM:SS
- Comments: (empty text area)

Buttons at the bottom: RESET FORM, CLOSE, SAVE ENTRY.

The screenshot shows a 'New Entry' form with the following fields and values:

- New Entry: facebook.com
- Entry Type: URL
- Request Part: Request URL
- Action: Deny URL
- Expiry: YYYY-MM-DD HH:MM:SS
- Comments: (empty text area)

Buttons at the bottom: RESET FORM, CLOSE, SAVE ENTRY.

All individual URL's will be shown in the next screen, the Action will show if it is *allowed* or *denied*.

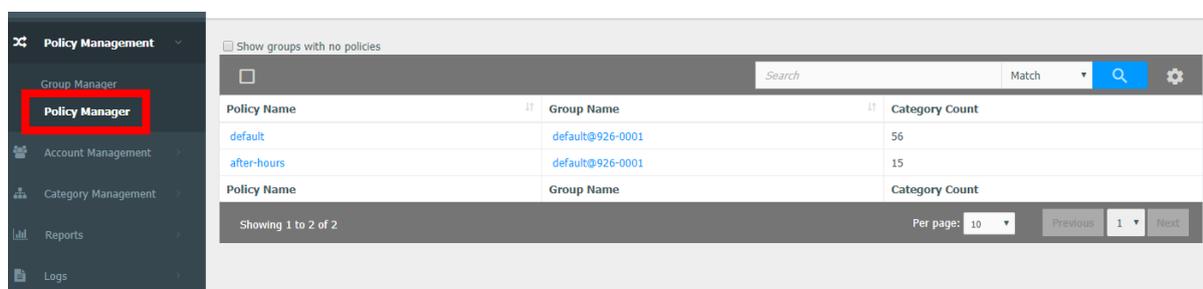
Netsweeper User Guide

gotomeeting.com	Edit	URL	URL	Allow		Mar 20, 2019 14:52:51	admin	Pupil Asset Training Exc...	Mar 20, 2019 14:52:51	History
youtube.com/?v=IUvo6vriZkq	Edit	URL	URL	Allow		Mar 20, 2019 14:52:51	admin	African video	Mar 20, 2019 14:52:51	History
facebook.com	Edit	URL	URL	Deny		Mar 21, 2019 09:34:18	926-0001		Mar 21, 2019 09:34:18	History

Changing Category Lists

Prior to Netsweeper if a school wanted to change castes we had to do it for you and this required a formal authorisation process from the school. In keeping with our move towards giving you more direct control, you can now do this yourself. Please ensure you have read the details below so you are aware of the implications of making changes to the Categories tab.

Navigate to 'Policy Management' and then 'Policy Manager'



Policy Name	Group Name	Category Count
default	default@926-0001	56
after-hours	default@926-0001	15

In the policy name field choose the policy you would like changed, the default name is 'default' and the associated group is 'default_926-????'.

In the next screen: select 'Categories'. Full details on the category groupings you will see listed on this page are available [here](#). Please therefore be aware that amending the selection to a different grouping, and pressing submit, will amend the filtering level for **the whole school**.

Netsweeper User Guide

Please therefore take this step with caution and feel free to contact us via the [Service Desk](#) to talk through the change.

