Education – Reporting User Guide for Web Filtering (Netsweeper)

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Working in partnership **BT**



Education Services

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1 Introduction

BT Lancashire Services provides Broadband Services for Educational and Other establishments. As part of this service, a web content filtering system is provided for all subscribing customers. This filtering solution is Netsweeper.

Customers will have the ability to manage access to web content through their Netsweeper management Portal.

This document aims to provide instructions on the basic reporting section and use of predefined templates in Netsweeper and will enable schools to monitor their schools web activity.

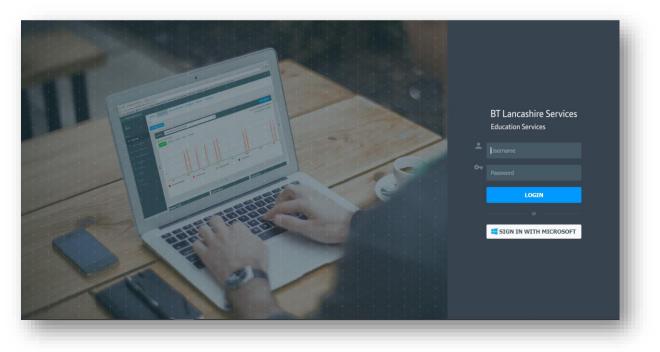
Further guidance is available on the <u>BTLS</u> or <u>Netsweeper</u> websites.

2 Logging in to Netsweeper

To log on to your Netsweeper you will need to navigate to the <u>Web Admin</u> page.

PLEASE NOTE: We recommend using Google Chrome

You will be presented with the screen below:



If your school subscribes to Office 365 through BTLS, please use the **SIGN IN WITH MICROSOFT** option using these credentials. If you have Office 365 through another provider, using third party O365 linked accounts, this is not supported.

Alternatively, your school will have been emailed a list of accounts when Netsweeper was set up. Enter your Username and Password and click **Login.** This will be a local account and may be the same username as your email account but the password may be different.

Please check with your IT Coord that you have been given an account for Netsweeper and if not, request one to be set up.

If your IT Coord is unable to help with this please contact the ICT helpdesk on 0300 123 6797 or use the Self-Service Portal link on the <u>BTLS</u> website.

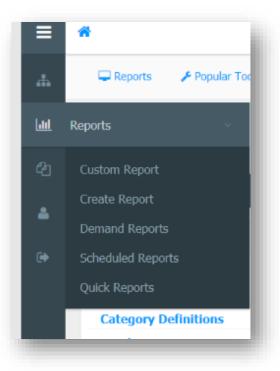
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2.1 Types of Reports

Once logged in to the <u>Web Admin</u> page a screen similar to the one below should display:

🖵 Reports 🕜 Popular Tools 🔍 Quick Search 🛛 🔚 List Tools		
CUSTOMIZE REPORTS		
Popular Tools		
·		
	SEARCH	
Demand Reports		70%
Quick Reports	Reports	10%
Category Definitions	Category Management	10%
List Search		10%
Change Language	Your Account	0%
Change Timezone	Your Account	0%
Logout		0%

To access the various types of report click the **graph** symbol to the left of the screen.



There are only 2 types of report within Netsweeper. These are **Demand Reports** and **Scheduled Reports** with others being a variation on these.

Report	Description
Demand Report	This report is only run once. When you create a Demand Report, you must specify start and end date/time. When the report is processed, it provides results for the specified date/time. You can then edit the report and run it again manually.
Scheduled Report	The Scheduled Report is like Demand Reports except that it is run automatically depending on the interval of time set. The intervals can be set from one minute to a day, week or month. When this report is run, it displays the results for the previous completed time interval. For example, if a report is set to run every hour it will provide results for the whole previous hour. If a report is set to run daily at midnight it will produce results for the whole day before midnight. You can edit these reports by changing its record selection criteria or results presentation. But you do not need to edit the start/end date/time as you would for a demand report. Running Scheduled Reports produces a set of report result instances in WebAdmin and are called report instances. Each instance contains data for one report's run interval. The oldest instances are deleted automatically. The number of instances the reporter system keeps for each report can be set in Reporter Settings.
Quick Report	These are pre-defined Scheduled Reports.
Continuous Report	A Continuous Report is also run automatically with some fixed criteria. Like a Scheduled Report, it produces results for the previous completed time interval. It does not keep results as separate instances but displays them as a broad picture line chart that includes statistics for approximately 300 previous runs. You do not need to restart or edit begin/end times for this type of report.

2.2 Creating Reports

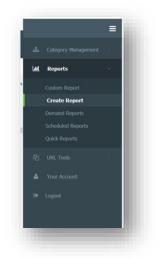
Select the type of report you wish to create from the menu.

There are various ways to do this.

Please Note: Any report you create in this way will be available within either the Demand Reports or Scheduled Reports tab but they will not be available within the Quick Reports section.

2.2.1 Create Report

From the side menu, click Create Report.



You will now be prompted to make the report selection from the Select Report drop-down menu.

	Category Management			
<u>n1</u>	Doports	Select Report:		
<u></u>	Reports		Custom Report (Table - v1) (demand)	
	Custom Report		Custom Report (Table - v1) (scheduled)	
	Create Report		Full Search Query Report(v1) (demand)	L.
	- Demand Reports		Full Search Query Report(v1) (scheduled)	
	Demand Reports		Prevent Report - Websites(v2) (demand)	
	Scheduled Reports		Prevent Report - Websites(v2) (scheduled)	
	Quick Reports		Suspicious Search Report (Domain/User - v2) (demand)	
			Cuspicious Coarch Doport (Domain/Usor v2)	•

Each report will have a specific template assigned to it and the report output will be generated based on this. Details of these are listed below.

Report Name	Report Description
Full Search Query	This report lists all the search queries from your site. This will list things like
Report	Google searches. It is best used with the Suspicious Search Report. You can use
	this to try and gain further context as to what else the user was searching for at
	the time. This report displays the data as a table.
Prevent Report	This report lists all of the websites accessed which would fall under a Category
	contained within UK prevent. This data displays as a pie chart showing traffic for
	each Category.
Suspicious Search	This report lists all the search queries identified by our Suspicious Search
Report	Keywords Shared List. This data displays as a pie chart showing traffic per User
(Domain/User)	and is useful if you are using the WAgent or Authentication Portal.
Suspicious Search	This report lists all the search queries which are identified by our Suspicious
Report (P2P/IP)	Search Keywords Shared List. This data in displayed in a pie chart showing traffic
	per IP address.
User Inspection	This report shows all traffic from a particular User. This can be used to further
Report	investigate if a User has been highlighted as attempting to access particular
(Domain/User)	content. This report displays the data as a table.

Choose the appropriate Report.

Depending upon the type of report selected additional selections can be made. On particular reports it is also possible to edit certain criteria prior to generating the report.

Denied Categories	Only URLs that have one of these categories:	GENERATE REPORT	EDIT

Click the **EDIT** button to the right of the screen to make the choices, ie block content for gambling.

	SE	LECT ALL CATEGORIES	DESELECT ALL CATEGO	DRIES	
	🔲 Aruba	Georgia	Netflix Watching a Movie	Seychelles	-
	Arts and Culture	General News	Netflix Sign Up	Sex Education	
	C Armenia	General	Netflix Search	Serbia	
URLs that have	Argentina	Games	Netflix Login	Senegal	
	AOL Video	✓ Gambling	Netflix Account	Search Keywords	
ent Time	AOL Sign Up	Gambia	Nepal	Search Engine	
*	AOL Shopping	Gabon	Nauru	Scribd Upload	
il the Report as /	AOL Search	E Friendster Play	Namibia	Scribd Social Feeds	
	AOL Login	French Polynesia	MySpace Videos	Scribd Search	•
	HIERARCHY GROUP	BLOCK			

Once all necessary and appropriate fields/boxes have been completed and saved, click **Generate Report.**



The **Generating Report** progress bar will display. This may take some time to produce depending upon the selected report.

Generating	Report	7%
Elapsed Time	:: 00:00:53	
-		_

The report will either be emailed to you or generated on screen, dependent upon the initial report selections.

2.2.2 Quick Report

From the side menu, click Quick Reports.



A screen similar to the one below will display showing various generated reports.

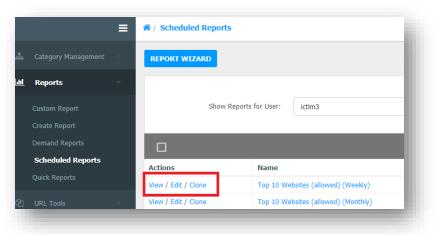
		>	MANAGE REPORTS	Daily	*		\$
1	Reports	~	Top 10 Search Terms (der	nied) (Disabled)	:	Prevent Report - Websites(v2) (Disabled)	:
			KK K Dec 10 (211 B)		▼ н ын	KK K Dec 10 (893 kB) v	
			Requests by Search Terms (De	c 10)	a	Requests by Category (Dec 10)	۰
			Search Terms	Total Requests	_	Extreme: 1%	. + .
			bertha von suttner	2033		Web Chat: 1% - Humor: 0%	_
	Quick Reports		google	1559		Weapons: 12%	
			youtube	1405		Pornography: 46%	
		>	ttrockstars	1329			
			purple mash	806		Hate Speech: 40%	
		>	office 365	641			
			snake	613			

The **Quick Reports** default view is set to **Daily**, select the drop down menu to change to **Weekly** or **Monthly** to view the appropriate report outputs.

Quick Reports		
MANAGE REPORTS	Daily	*

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If a report you would like to see is not appearing in your view, click **Scheduled Reports** from the menu to the right of the screen.



Choose **View** from the report you wish to see to generate. The generation may take some time.

Navigate back to **Quick Reports** and choose either **Daily, Weekly** or **Monthly** from the drop down menu to display the relevant reports.

		=	-	-						
.	Category Management	>	MANAGE	REPORTS		We	ekly			٠
<u>.111</u>	Reports	~	Interne	et Request A	ctivity (Disa	abled)				:
	Custom Report		ж	Dec 01 - Dec	07 (282 kB)				• И	
	Create Report		Request	s per Min (Dec	01 - Dec 07					p
	Demand Reports		request	5 per 1 m (500		/				
	Scheduled Reports		Total	Requests	🛑 Requ	ests Allowed	R	equests Denied		÷
	Quick Reports							Dec 6, 2019		
2		>	_10,000,000		~38	al l	1	มที		
4		>	5,000,000				- For			
			Omenned					Dec 6, 2019		حمقيق

2.3 Delivery of Reports

The reports can be viewed in either WebAdmin or as an email. Emailed reports can be sent as an attachment PDF, HTML, CSV, XLS, Plain Text or Zipped CSV or the email can contain web links for downloading the report.

3 Monitoring Reports

Scheduled Reports can be made visible when you log in to WebAdmin and this can be achieved by following the guidelines below.

Open up your Web Admin Portal.

🖵 Reports 🖌 Popular Tools 🔍 Quick	Search 🔳 List Tools		
CUSTOMIZE REPORTS			
Popular Tools			
		SEAR	сн
Demand Reports		Reports	70%
Quick Reports		Reports	10%
Category Definitions		Category Management	10%
List Search			10%

Click Customize Reports. You will now see a screen similar to the one below.

Available Reports		Selected Reports	
000 Websites (allowed) (Weskly) 000 Weskly) 000 Websites (allowed) (Weskly) 000 Websites (allowed) (Weskly) 000 Websites (allowed) (Weskly) 000 Websites (allowed) (Websites (allowed) (Websites (allowed) (Weskly) 000 Websites (allowed) (Websites (allowed) (Websites (allowed) (Websites (allowed) Websites (allowed) (Websites (allowed) Websites (allowed) (Websites (allowed) Websites (allowed) (Websites (al	*		*
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From the **Available Reports** section to the left of the screen, highlight the required reports you wish to display on the home page. Using the arrows buttons in the centre of the screen allows the reports to be selected and moved to the **Selected Reports** section.

The bottom half of the screen will populate with the data from the chosen reports.

USTOMIZE REPORTS	Available Reports			Selected Reports	
Top 100 Websites (allowed) (Weekly) Top 10 Websites (allowed) (Wiekly) Top 10 Users (allowed) (Wiekly) Top 10 Users (allowed) (Weekly) Top 10 Search Terms (allowed) (Weel Suppriorus Saarch Repot (Deman/Us Suppriorus Saarch Repot (Deman/Us Prevent Rapot - Weblicke/V2) (Daily) Internet Repot Allowed (Weekly) Internet Request Activity (Weekly)	kly) 1) (Weskly) ar - v2) (Weskly)	Î	* *	Tap 10 Search Terms (denvel) (Deh) Prevent Report - Websten(x2) per Week	*
	Top 10 Search Terms (denied) (Daily)			Prevent Report - Websites(v2) per Week	
M M Dec 11 (199 B)	Top 10 Search Terms (denied) (Daily)			Prevent Report - Websites(v2) per Week	• N M
	Top 10 Search Terms (denied) (Daily)	_	M N De	x 01 - Dec 07 (2.66 MB)	• • •
M H Dec 11 (199 B) Requests by Search Terms Search Terms	Top 10 Search Terms (denied) (Dally) Total Requests	_		c 01 - Dec 07 (2.66 HB) altegory Soal Henoriseg ps, Cambing 0% Soal Henoriseg ps, Cambing 0%	
Requests by Search Terms		_		c 0 - Dec 07 (2.66 HB) aleggry Social Resourcing: pty Open Prade Contextor (2) - Transh Thang: Pty	0
Requests by Search Terms Search Terms	Total Requests	_		c 81 - Dec 97 (2.66 HB) ategory Garden Units (Phi Social Hematrika: (Phi Gardeling (Phi Garde	0
Requests by Search Terms Search Terms Joogle routube	Total Requests 1542	_		c 01 - Dec (7 (2,66140) ategory Social Intervising (%) Open Hard Contex, (%) Vite Once (%) Vite Once (%) Sequence Sk	0
Requests by Search Terms Search Terms Joogle cootube trockstars	Total Requests 1542 1316 1318 829	_		c 01 - Dec 87 (246 HB) ategory bolt Resetup (Ps. Dec N Web Oct 1: Web Oct 1: Between 1: Statutes Alam PS	0
Requests by Search Terms Search Terms Joogle Joostube trockstars Jougle mash	Total Requests 1542 1516 1319	_		c 01 - Dec 87 (246 HB) ategory bolt Resetup (Ps. Dec N Web Oct 1: Web Oct 1: Between 1: Statutes Alam PS	0
Requests by Search Terms Search Terms Joogle costube trocktars pugle mash costoch	Total Requests 1542 1316 1318 829	_		c 01 - Dec 87 (246 HB) ategory bolt Resetup (Ps. Dec N Web Oct 1: Web Oct 1: Between 1: Statutes Alam PS	0
Requests by Search Terms Search Terms oodple codube trockstars ourple mash coach make	Total Reports 15-2 13-5 13-5 13-5 12-3 6 6 5 6 5	_		KIL-Dec 27 (244 HB) atopry See The Concer by Gen The Concer by Marking PS Marking PS	e بە
Requests by Search Terms Search Terms 2005e Voctobe Tocktars 2007e mash 2007e mash 2007e mash 2007e 205	Tetal Reposts 1542 1346 1358 125 425 426 429	_		K KI - Dec 27 (2.44.HB) antegory Sector 9 Seal Handroig (9) Gen Hand Carlos (9) Handroid (9) Ha	e بە
Requests by Search Terms Search Terms Joogle	Total Reports 1542 1386 1386 1388 69 69 69 69 69 03	_		KIL-Dec 27 (244 HB) atopry See The Concer by Gen The Concer by Marking PS Marking PS	e بە

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If you would like to see further or historical data for these reports click the drop-down box situated at the top of each report output.

	Top 10 Search Terms (denied) (Daily)		Prevent Report - Websites(v2) per W	eek
K N Dec 11 (199 B)		т н н	KK N Dec 01 - Dec 07 (2.66 MB)	т н н
Requests by Search Terms		ø	Requests by Category	•

You can choose from any of the selected dates available.

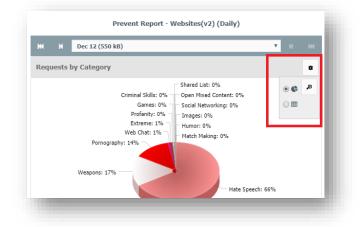
K K Dec 12 (М	
Cequest: Dec 12 (5 Dec 11 (5 Dec 11 (5			۰
	Pornography: 14% Humor: 0% Match Making: 0% Hate Speech: 66%		. ± .

Please remember, this will be restricted by the frequency run of the report you have chosen.

	*	
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	•	_

If there are a number of reports saved to your homepage use the navigate buttons (little dots) below the report displays to move between the reports.

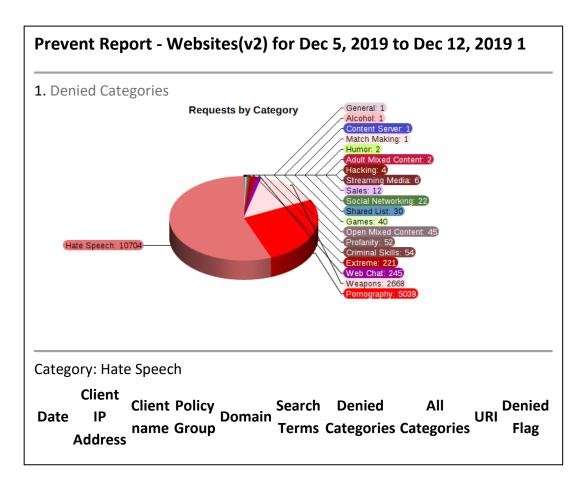
To display the reports in different formats, eg graphical, table etc, click the **Settings** (cog) button to display additional functionality.



It is also possible to enlarge the image.

If the report is emailed to you it will be a full report with a larger breakdown as shown below:

This report will have data populated for your school under the headings categorised.



4 Reports provided for use

There are seeral reports which have been developed by BTLS for your use.

There are two sections which have pre-defined reports; Demand Reports and Scheduled Reports. A breakdown of each report is shown below.

4.1 Pre-defined Demand Reports

Demand Report	
Name	Demand Report Description
Activity Report	Report based on activity per category
Category Report	Report based on activity per category
Custom Report (Table	This report allows you to customise all available settings, this can be used to
- v1)	create much more specific custom reports.
Denied Request Log Report	Report to show all denied activity
Full Search Query Report(v1)	This report displays all network activity at your site or certain Groups if specified.
Prevent Report –	This report displays all the network traffic to sites which are classed under
Websites (v2)	UK Prevent, this report automatically filters out all Adverts and Adware.
Request Log Report	Report to show all internet traffic whether allowed or denied
Suspicious Search	This report lists all of the websites accessed by Domain/User which would
Report (Domain/User	fall under a Category contained within UK prevent. This data displays as a
- v2)	pie chart showing traffic for each Category. This report looks for any words,
	defined by BTLS as suspicious, and groups them by Domain/User.
Suspicious Search	This report lists all of the websites accessed by P2P/IP address which would
Report (P2P/IP – v2)	fall under a Category contained within UK prevent. This data displays as a
	pie chart showing traffic for each Category. This report looks for any words,
	defined by BTLS as suspicious, and groups them by P2P/IP address.
Top 10 Websites	Top 10 Most visited websites allowed.
Accessed Report	
Top 10 Websites	Top 10 Most visited websites denied.
Denied Report	
User Inspection	This report can be used to identify all traffic coming from a particular user
Report (Domain/User	or IP address.
- v1)	

4.2 Pre-defined Scheduled Reports

Scheduled Report	Schoolulad Danast Description
Name	Scheduled Report Description
Adult Content Allowed	Table to show Adult content allowed (Content not blocked under Adult by
	BTLS)
Adult Content Allowed	Adult Content allowed* (Adult Category i.e. Alcohol, Tobacco, Hacking) by
by Client IP	Client IP
Adult Content Allowed	Adult Content allowed (Adult Category i.e. Alcohol, Tobacco, Hacking) by
by Clients	Client
Category Activity	Allowed HTTP/S with Page count and Type of category
(allowed)	
Category Activity	Denied HTTP/S with Page count and Type of category
(denied)	
Custom Report (Table –	This report allows you to customise all available settings, this can be used
v1)	to create much more specific custom reports.
Estimated Time Online	Estimated Time Online Per Category
(Category)	
Estimated Time Online	Estimated Time Online Per Group/Client
(Group/Client)	
Estimated Time Online	Estimated Time spent on the internet for device
Estimated Time Online	Estimated Time Online Per User
(User)	This ways at displays all activate activity at your site on contain Conversifi
Full Search Query	This report displays all network activity at your site or certain Groups if
Report (v1)	specified.
Internet Request	Request count for allowed and denied sites per minute
Activity Malicious Content	Malicous content allowed - Ad Blocking, Adware, Infected Hosts, Malicious
Allowed	Web Obfuscations, Malware, Malware Hosts, Phishing and Virus
Prevent Report –	This report displays all the network traffic to sites which are classed under
Websites (v2)	UK Prevent, this report automatically filters out all Adverts and Adware.
Suspicious Search	This report lists all of the websites accessed by Domain/User which would
Report (Domain/User –	fall under a Category contained within UK prevent. This data displays as a
v2)	pie chart showing traffic for each Category. This report looks for any
	words, defined by BTLS as suspicious, and groups them by Domain/User.
Suspicious Search	This report lists all of the websites accessed by P2P/IP address which would
Report (P2P/IP – v2)	fall under a Category contained within UK prevent. This data displays as a
	pie chart showing traffic for each Category. This report looks for any
	words, defined by BTLS as suspicious, and groups them by P2P/IP address.

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Scheduled Report Name	Scheduled Report Description
Top 10 Search Terms	Top 10 Search Terms on Search Engines allowed
(allowed)	
Top 10 Search Terms	Top 10 Search Term on Search Engines denied
(denied)	
Top 10 Users (allowed)	Number of Requests per users allowed (Per Web Filter Group)
Top 10 Users (denied)	Top 10 Users Denied by BTLS
Top 10 Websites	Top 10 Most requested website - Allowed
(allowed)	
Top 10 Websites	Top 10 Most requested website - Denied
(denied)	
Top 100 Websites	Top 100 Most requested website - Allowed
(allowed)	
Top 100 Websites	Top 100 Most requested website - Denied
(denied)	