In confidence

Education - Web Filtering (Netsweeper): Reporting User Guide

Reference:

Reporting User Guide for Web Filtering (Netsweeper) WebAdmin

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Owners:

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1 Overview

Lancashire County Council Education Digital Services provides broadband services for education and other establishments. As part of this broadband service, a web content filtering system is provided for all subscribing customers. This solution is Netsweeper.

Customers 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 information is available on the <u>Lancashire County Council Education Digital Services</u> or <u>Netsweeper</u> websites.



2 Logging into Netsweeper

To log in to Netsweeper you will need to navigate to the Web Admin page.

PLEASE NOTE: We recommend using Google Chrome

You will be presented with the screen below:



If your school subscribes to Office 365 through Lancashire County Council Education Digital Services, 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>Lancashire County Council Education Digital Services</u> website.



2.1 Types of Reports

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

Accounts Quick Search Tools SEARCH Category Lookup Category Lookup Groups Policies 23,26% Scheduled Reports Reports 23,26% My Account Accounts Accounts Accounts 11,63% Demand Reports Reports 11,63% Clients Policies 11,63%	Accounts Popular Tools Quick Search Reports SEARCH Category Lookup My Account Scheduled Reports Reports 23.26% Category Lookup Tools Search Search Category Lookup Tools Search Search Category Lookup Tools Scheduled Reports Reports Scheduled Reports Category Lookup Tools Tools Scheduled Reports Scheduled Reports Category Lookup Tools Tools Scheduled Reports Scheduled Reports Category Lookup Tools Tools Scheduled Reports Reports Category Lookup Category Lookup Tools Ti.63% Scheduled Reports Reports Scheduled Reports Client Search Client Search Scheduled Reports Reports Scheduled Reports <th>Search</th> <th>Reports 🥜 Popular Tools</th> <th>Q Quick Search</th> <th>List Tools</th> <th></th> <th></th>	Search	Reports 🥜 Popular Tools	Q Quick Search	List Tools		
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Category Lookup Tools 11.63% Demand Reports Reports 11.63% Clients Policies 11.63%	Category Lookup Tools 11.63% Demand Reports Reports 11.63% Clients Policies 11.63%		Accounts	Accounts	11.63%		
Clients Policies 11.63%	Clients Policies 11.63%		Category Lookup	Tools	11.63%	Client Search	
			Demand Reports	Reports	11.63%		
Trace Request Tools 2.33%	Trace Request Tools 2.33%		Clients	Policies	11.63%		
			Trace Request	Tools	2.33%		
			List Tools				



To access the various types of report click on the **Reports section**. A range of options are presented.

There are only two different 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.



2.2 Creating Reports

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Select the type of report you wish to create from the menu. There are various ways to do this.

2.2.1 Create a Report

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.

From the side menu, click **Create Report**.



You now need to use the **Select Report** drop-down menu to pick the report you want to create.

Sea	rch			_
x	Policies	Select Report		
~	Policies		Custom Report (Table - v2) (demand)	•
*	Accounts		Custom Report (Table - v2) (scheduled)	
			Full Search Query Report(v1) (demand)	
අ	Tools		Full Search Query Report(v1) (scheduled)	L
• -			Prevent Report - Websites(v2) (demand)	L
<u>.111</u>	Reports		Prevent Report - Websites(v2) (scheduled)	L
	Create Report		Suspicious Search Report (Domain/User - v2) (demand)	-
	Demand Reports			
	Scheduled Reports			
	Quick Reports			

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	This report lists all the search queries from your site. This will list things like
Query 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	This report lists all the search queries identified by our Suspicious Search
Search Report	Keywords Shared List. This data displays as a pie chart showing traffic per User and is useful if you are using the WAgent or Authentication Portal.
(Domain/User)	
Suspicious	This report lists all the search queries which are identified by our Suspicious
Search Report	Search Keywords Shared List. This data in displayed in a pie chart showing traffic per IP address
(P2P/IP)	
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 content. This report displays the data as a table.
(Domain/User)	

Choose the appropriate report.

Depending on 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
			_

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

				CANOL SA	NE.
		LECTALL CATEGORIES	DESERVED ALL CATEGO	unis.	
	(i) Araba	II Georgie	 Matthe Watching a Move 	El Seychedian.	+
	(3 Arts and Culture	El Géneral Novo	EI Metfler Sign Its	© Sex tokastion	
	😳 Armenta	El General	ER Autilia, Search	E Sertin	
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	III AOL Sheating	E Gabon	III Meuro	11 Scribit Upload	
the Report so A	() ACE Search	El Priescillar Play	112 Marcillule	El Santod Sixial Peeds	
	GI AOL Legin	El Franch Polymola	El MySpece Velece	El Soltel Search	1
	HERMORE GROUP	NOCI			

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



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The **Generating Report** progress bar will display. This make 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.

uests by Search Terms (Dec 10) sts by Category (Dec 10) Reg ø Hacking: 0% Adult Mixed 0 Search Terms Total R DX me: 1% ÷ 2033 No Chat: 1% bertha von sutt nor: 0% 1559 6: 12% google youtube 1405 ttrockstars 1329 806 purple mash 641 office 365 613 snake

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.

希/ Quick Reports						
MANAGE REPORTS	Daily					

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

A / Quick Reports						
MANAGE REPORTS	Daily	~				

This will display a list of the Reports available for Quick Reports, these will have checkboxes under Daily, Weekly and Monthly headings. **Check the Box** for the Report you would like under the relevant frequency. Then click **Save**.

PLEASE NOTE: These Reports will take a while to generate upon creation.					
Manage Reports			×		
Search					
Report Name	Daily	Weekly	Monthly	•	
Select All					
Suspicious Search Report (P2P/IP - v2)					
Suspicious Search Report (Domain/User - v2)					
Prevent Report - Websites(v2)					
Full Search Query Report(v1)					
		CA	NCEL SAVE		

The above screenshot has a number of Reports configured to run Weekly.

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

약 Policies	>	Top 10 Websites (allowed - v2) M M Oct 31 (240 B)			
අ <u>ට</u> Tools	>	Requests by Domain (Oct 31)			
		Domain	Total Pages		
lill Reports	~	sophosupd.com	1546		
Create Report		sophosxl.net	1503		
		visualstudio.com	609		
Demand Reports		microsoftazuread-sso.com	240		
Scheduled Reports		msft.net	175		
Quick Reports		azure.com	135		
		sophosupd.net	125		

2.3 Delivery of Reports

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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 WebAdmin portal.

Search		🖵 Reports	🗲 Popular Tools	Q Quick Search	i≣ List Tools		
X Policies	>	CUSTOMI	ZE REPORTS				
🕍 Accounts	>	Popular ⁻	Tools				
ර ු Tools	>	Topular	10013				
ull Reports	>					SEA	ARCH
🖹 Logs	>	Scheduled	Reports			Reports	33.33
_		Groups				Policies	16.67
🚢 My Account	>	Quick Repo	orts			Reports	11.67
		Category L	ookup			Tools	8.33
		Demand R	eports			Reports	8.33
							0.07

Click Customise reports. You will now see a screen similar to the one below.



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.

DEFENSION DEPOSITS			Salacited Facests	
	Available Reports			
Top 200 with the (divers) (mining) Top 20 with the (planned) (mining). Top 20 with the (planned) (mining) Top 20 waters (planned) (mining) Top 20 waters (planned) (mining) Top 20 waters (planned) (mining) Top 20 waters (planned) (mining) Statement (planned) (mining) Statement (planned) (mining) Statement (mining) (mining) Statement (mining)	M() C(Preside) M()	:	Top 10 Starts Terms (James) (John) Fearant Ragen - Ministric (Cyne Minis	
■ ■ Det II: 2004 6 Requests by Search Terms	Top 10-Saarik Toron (desired) (deshy)		Provent Equat - Rehalted(al) per Week	
	Top 10 Sourch Torres (desire) (Daily) Total Response		Book Conception (1972) Book Conception	-
Reports by Search Yorms			Box 41 - Box 41 - State 448 Asspendit by Colouring Simple Site Simple Site	
Requests by Search Yerms Bearch Terms	Total Requests		K Deckin-Sec V2044488 Inspection Sec V2044488 Instrumentary Sec V2044488 Instrumentary Sec V20444888 Instrumentary Sec V2044888 Instrumentary Sec V2044888 Instrumentary Sec V2044888 Instrumentary Sec V2044888 Instrumentary Sec V204488 Instrumentary Sec V20448 Instrumentary Sec V204 Instrumentary Sec V204 Instrumentary Se	
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Rapando ky Sannob Yamas Rannob Tamma panja panja Randalam panja mash anado mala	Total Requests 1943 1944 1944 1944 1944 1944 1944 1944		K The Star Star Star Star Star Star Star Star	
Reports by Search Torms Reach Torms probe probe deviation projes math anath solar affor (25	Teld Tayonis 190 190 190 190 190 190 190 190 190		a a briti-the W244HB toquards for (stoppy) William A Boot Theorem A Boot T	

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 V	Neek
M N Dec 11 (199 B)	• n n	M N Dec 01 - Dec 07 (2.66 HII)	• a a
Requests by Search Terms		Requests by Category	

You can choose from any of the selected dates available.



Prevent Report - Websites(v2) (Disabled)	_	
HI H Dec 12 (550 kB)	я	
Request: Ly Concernent (1500 kB)	Γ	•
Extreme: 196 Extreme: 196 Web Chat: 196 Pornography: 1496 Weapons: 1796 Hate Speech: 6696		÷

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

•		- 6
	•	-
	-	_

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

To display the reports in different formats, e.g. 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.



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Reports provided for use 4

There are several reports which have been developed by Lancashire County Council Education Digital Services 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 – v1)	This report allows you to customise all available settings, this can be used to 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 – Websites (v2)	This report displays all the network traffic to sites which are classed under 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 Report (Domain/User - v2)	This report lists all of the websites accessed by Domain/User which would 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 Domain/User
Suspicious Search Report (P2P/IP – v2)	This report lists all of the websites accessed by P2P/IP address which would 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 Report (Domain/User – v1)	This report can be used to identify all traffic coming from a particular user or IP address.

4.2 Pre-defined Scheduled Reports.

Scheduled Report Name	Scheduled Report Description
Adult Content Allowed	Table to show Adult content allowed (Content not blocked under Adult by Lancashire County Council Education Digital Services)
Adult Content Allowed by Client IP	Adult Content allowed* (Adult Category i.e. Alcohol, Tobacco, Hacking) by Client IP
Adult Content Allowed by Clients	Adult Content allowed (Adult Category i.e. Alcohol, Tobacco, Hacking) by Client
Category Activity (Allowed)	Allowed HTTP/S with Page count and Type of category
Category Activity (denied)	Denied HTTP/S with Page count and Type of category
Custom Report (Table – v1)	This report allows you to customise all available settings, this can be used to create much more specific custom reports
Estimated Time Online (Category)	Estimated Time Online Per Category
Estimated Time Online (Group./Client)	Estimated Time Online Per Group/Client
Estimated Time Online (IP)	Estimated Time spent on the internet for device
Estimated Time Online (User)	Estimated Time Online Per User
Full search Query Report (v1)	This report displays all network activity at your site or certain Groups if specified.
Internet Request Activity	Request count for allowed and denied sites per minute
Malicious Content Allowed	Malicious content allowed - Ad Blocking, Adware, Infected Hosts, Malicious Web Obfuscations, Malware, Malware Hosts, Phishing and Virus
Prevent Report – Websites (v2)	This report displays all the network traffic to sites which are classed under UK Prevent, this report automatically filters out all Adverts and Adware.
Suspicious Search Report (Domain/User v2)	This report lists all of the websites accessed by Domain/User which would 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 Domain/User
Suspicious Search Report (P2P/IP – v2)	This report lists all of the websites accessed by P2P/IP address which would 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 Search Terms (allowed)	Top 10 Search Terms on Search Engines allowed
Top 10 Search terms (denied)	Top 10 Search Term on Search Engines denied
Top 10 Users (allowed)	Number of Requests per users allowed (Per Web Filter Group)
Top 10 Users (denied)	Top 10 Users Denied by Lancashire County Council Education Digital Services
Top 10 Websites (allowed)	Top 10 Most requested website - Allowed
Top 10 Websites (denied)	Top 10 Most requested website - Denied
Top 100 Websites	Top 100 Most requested website - Allowed
(allowed)	
Top 100 websites (denied)	Top 100 Most requested website - Denied



5 FAQ

If you have any queries, information can be found on our website within our <u>FAQ section</u>. If you require further assistance please log this via our <u>Schools Online ICT Incident Reporting Service</u> or call 0300 123 6797.

You will need to provide the following details:

- School Name and Site Code
- Contact Name and Number
- Description of issue