02 Netsweeper Reports 1
Denied Report for a specific user

1 Login to the Netsweeper webadmin

https://webadmin.schoolsbroadband.net/webadmin

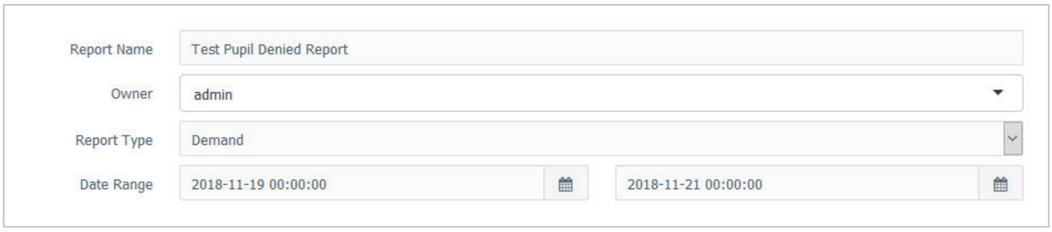
Login using credentials provided by Schools Broadband,
please contact **support@talk-straight.com** if you have are missing these details.

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	Test Pupil Denied Report	
Owner	admin	
Report Type	Demand	
Date Range	2018-11-19 00:00:00	2018-11-21 00:00:00

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For further help please contact
01133 222 333 Option 1
or email support@talk-straight.com

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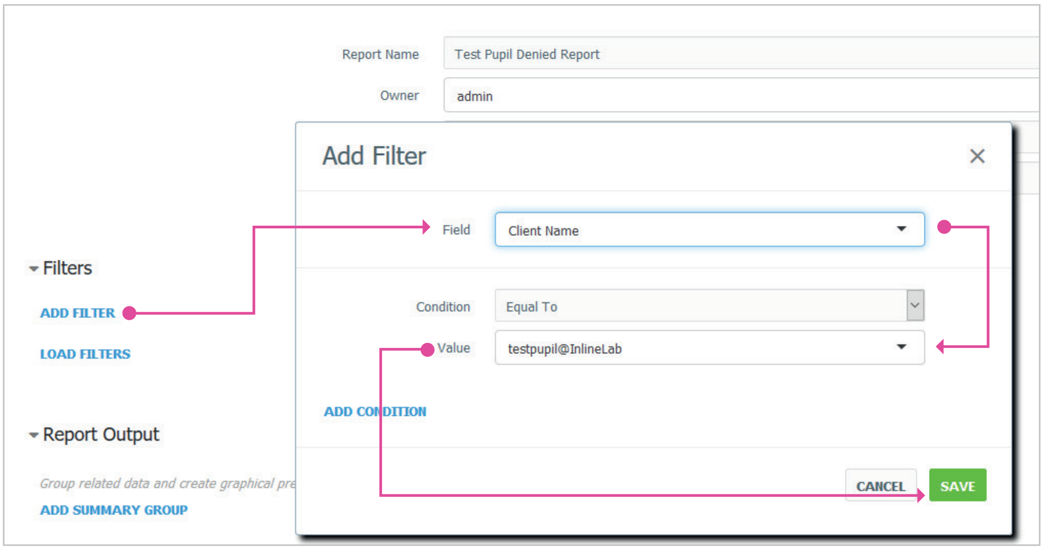
Configure the Filter

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

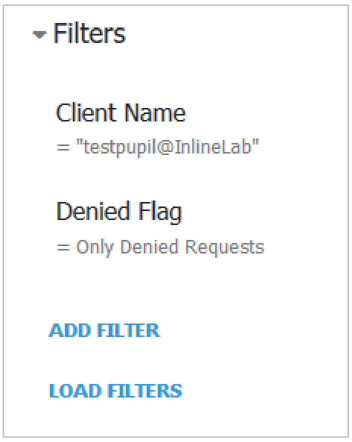
a. Click **Add Filter**
b. From the Field drop down, select **Client Name**
c. From the Value drop down select the user you wish to run the report on
(you can start typing the username to shorten the list)
d. Click **Save**



e. Click **Add Filter**
f. From the Field drop down, select **Denied Flag**
g. Select Only **Denied Requests** as the Condition
h. Click **Save**

Filters Section

The Filters section should now look something like this;



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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.

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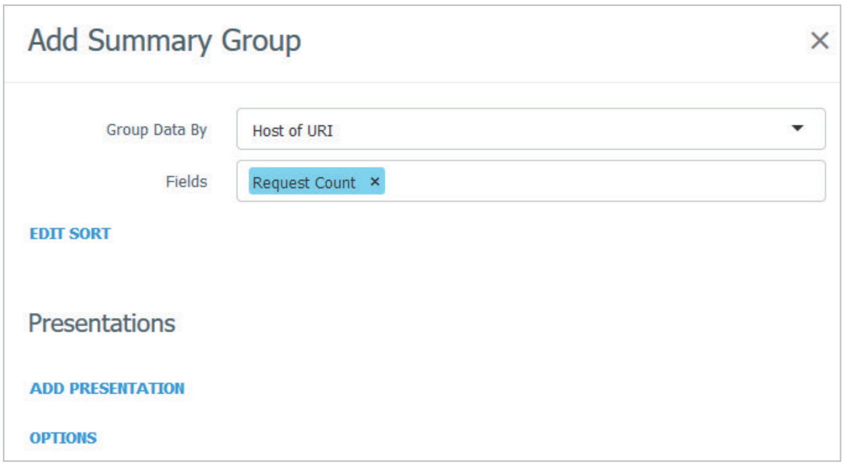
Report Output Continued

a. Under Report Output, click **Add Summary Group**

b. From the Group Data By dropdown select **Host of URI**

c. From the Fields section select **Request Count**

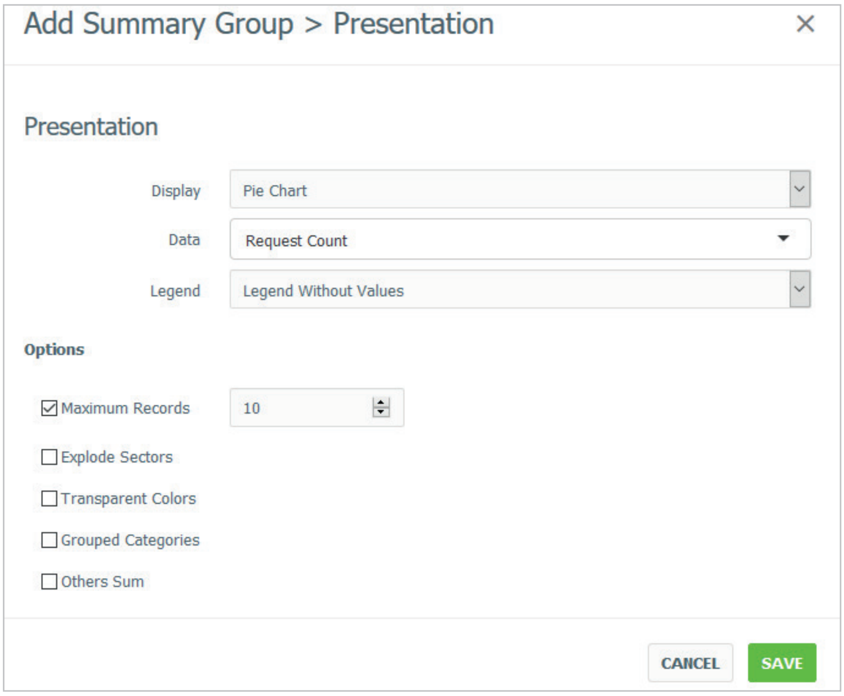


d. Under Presentations, click **Add Presentation**

e. Select **Pie Chart** from the Display menu

f. Tick the **Maximum Records** box and leave the value at 10 (once again this is for ease of viewing)

g. Click **Save**



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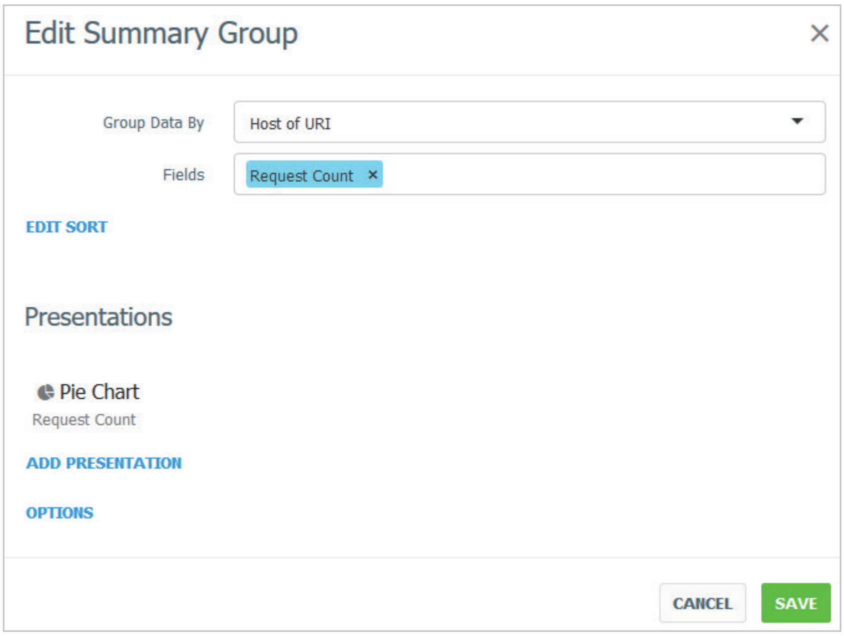
Report Output Continued

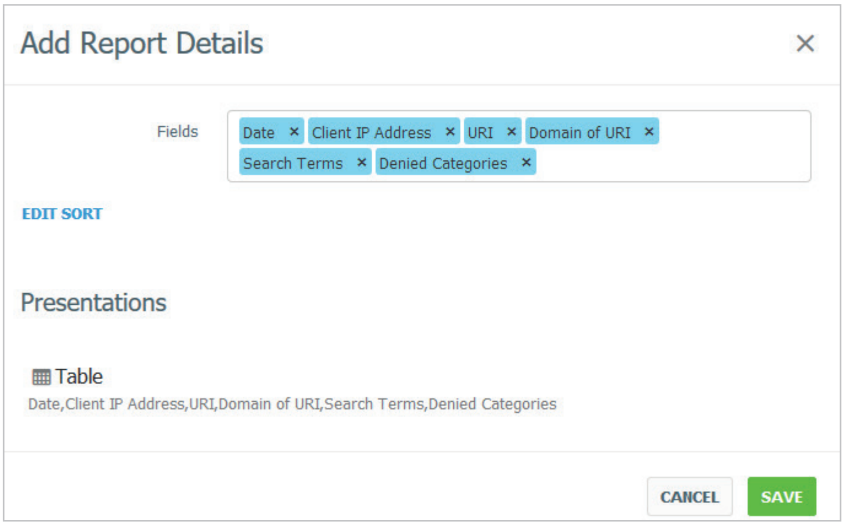
h. Click **Save**



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**



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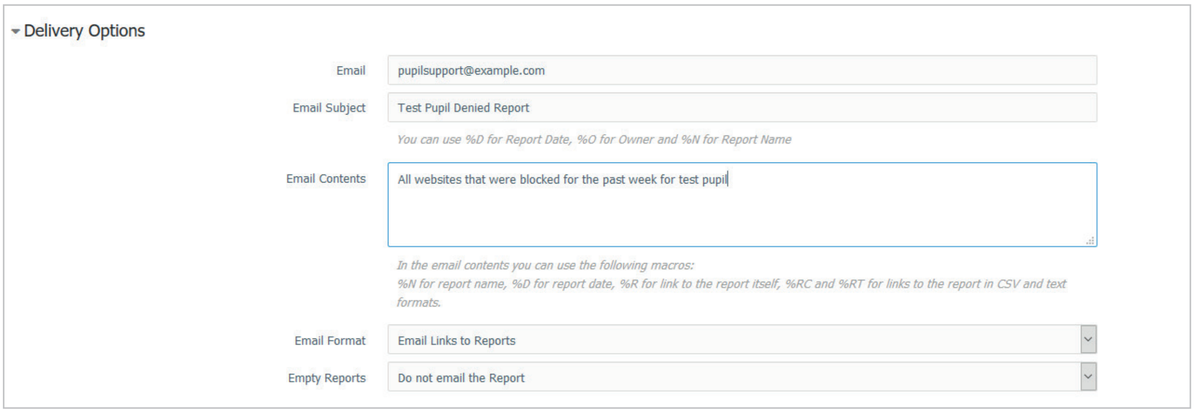
Configure Delivery Options

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.

a. Expand the Delivery Options section
b. Enter an email address in the Email field
c. Give the report a suitable subject
d. If you wish to enter a custom message enter it in the Email Contents section
e. 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



f. 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.

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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.