

# 02 Netsweeper Reports 1

## Denied Report for a specific user

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### Login to the Netsweeper webadmin

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

Login using credentials provided by Schools Broadband, please contact [support@talk-straight.com](mailto: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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### 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**

**Add Filter**

Field: Denied Flag

Condition:  Only Denied Requests  
 Only Allowed Requests

Client Name = "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**

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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](http://www.google.com)*

*Domain of URI = [google.com](http://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.*

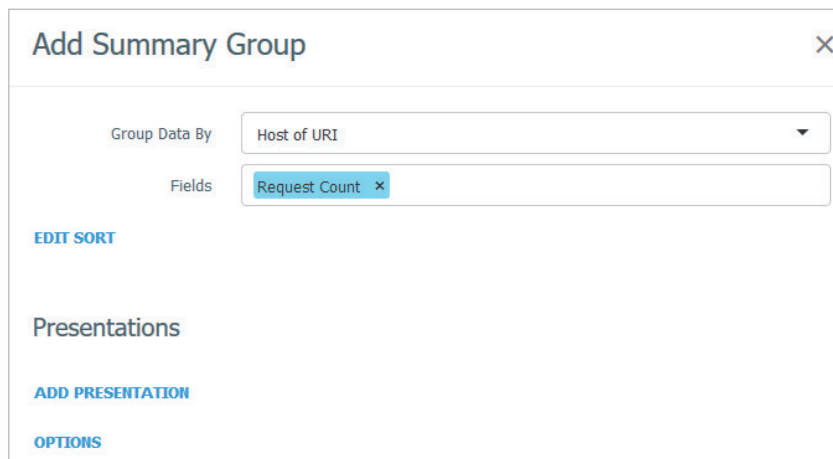
**Scroll down for further details**

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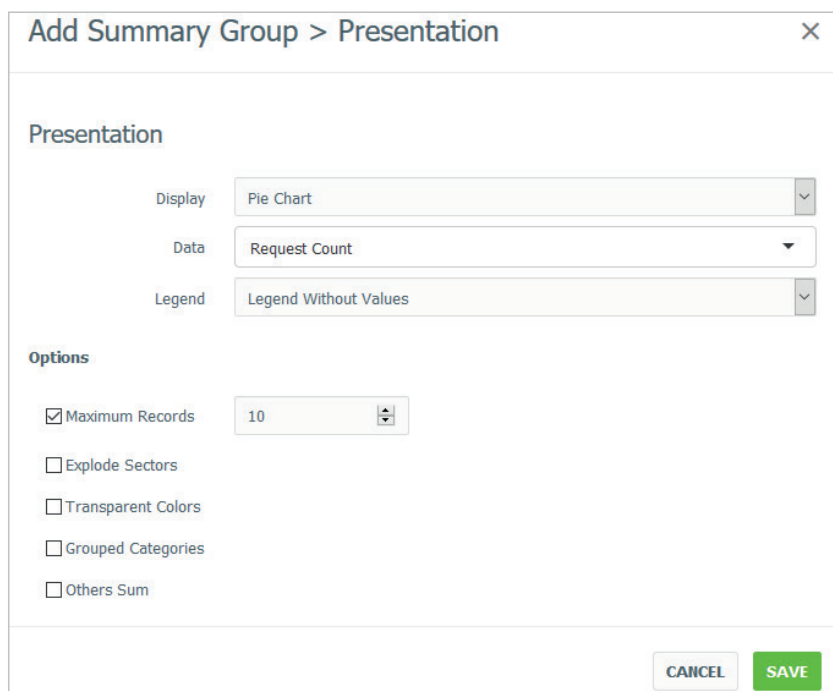
### Report Output Continued

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



The screenshot shows the 'Add Summary Group' dialog box. It has a title bar with a close button (X). Inside, there is a 'Group Data By' dropdown menu set to 'Host of URI'. Below it is a 'Fields' section with a text box containing 'Request Count' and a small 'x' icon to its right. Underneath the fields are three sections: 'EDIT SORT', 'Presentations', and 'OPTIONS'. The 'Presentations' section is currently empty.

- 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**

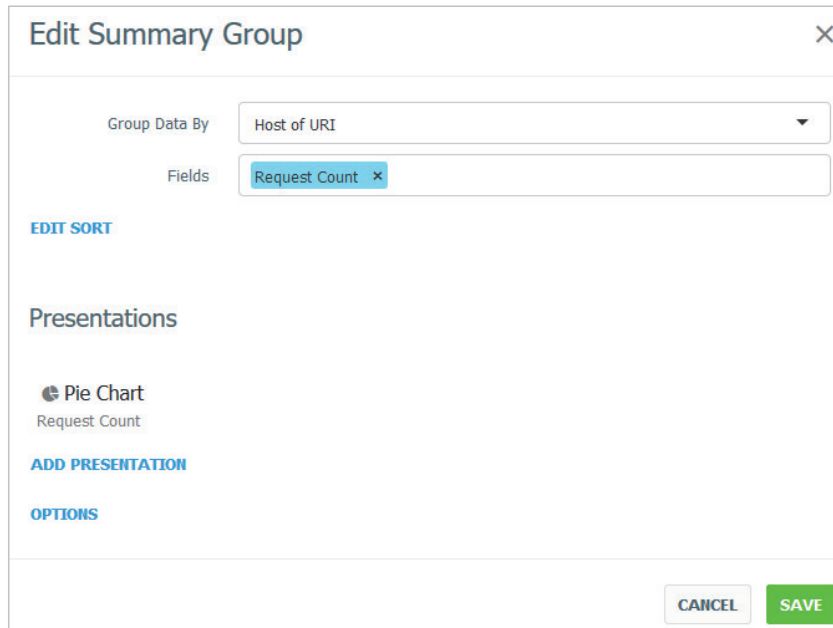


The screenshot shows the 'Add Summary Group > Presentation' dialog box. It has a title bar with a close button (X). The main area is titled 'Presentation' and contains three dropdown menus: 'Display' set to 'Pie Chart', 'Data' set to 'Request Count', and 'Legend' set to 'Legend Without Values'. Below these is an 'Options' section with several checkboxes: 'Maximum Records' (checked) with a value of '10', 'Explode Sectors', 'Transparent Colors', 'Grouped Categories', and 'Others Sum' (all unchecked). At the bottom right, there are two buttons: 'CANCEL' and 'SAVE'.

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### Report Output Continued

h. Click **Save**

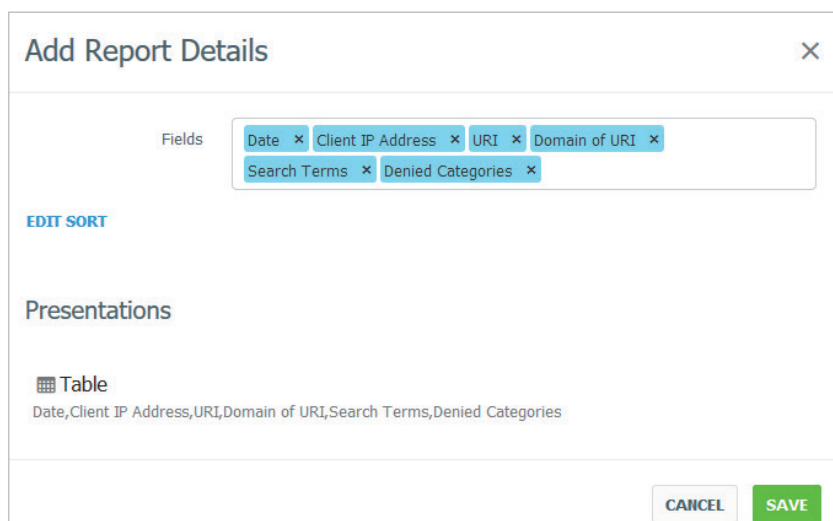


The screenshot shows the 'Edit Summary Group' dialog box. It has a title bar with a close button (X). Below the title bar, there is a 'Group Data By' dropdown menu set to 'Host of URI'. Below that is a 'Fields' input box containing 'Request Count'. There are three sections: 'EDIT SORT' (with a blue link), 'Presentations' (with a 'Pie Chart' option and 'Request Count' label), and 'OPTIONS' (with a blue link). At the bottom right, there are 'CANCEL' and 'SAVE' buttons.

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**



The screenshot shows the 'Add Report Details' dialog box. It has a title bar with a close button (X). Below the title bar, there is a 'Fields' input box containing 'Date', 'Client IP Address', 'URI', 'Domain of URI', 'Search Terms', and 'Denied Categories'. There are three sections: 'EDIT SORT' (with a blue link), 'Presentations' (with a 'Table' option and a list of fields: 'Date, Client IP Address, URI, Domain of URI, Search Terms, Denied Categories'), and 'OPTIONS' (with a blue link). At the bottom right, there are 'CANCEL' and 'SAVE' buttons.

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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**

**Scroll down for further details**

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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.

The screenshot displays the 'Demand Reports' page in the webadmin interface. The left-hand navigation menu is open, with 'Demand Reports' selected. The main content area features a 'Show Reports for User:' dropdown menu set to 'admin'. Below this is a table with the following structure:

| Actions                             | Name                     | Status    |
|-------------------------------------|--------------------------|-----------|
| <a href="#">View / Edit / Clone</a> | Test Pupil Denied Report | Processed |

Below the table, it indicates 'Showing 1 to 1 of 1'. A red dot and arrow highlight the 'View / Edit / Clone' link in the Actions column.