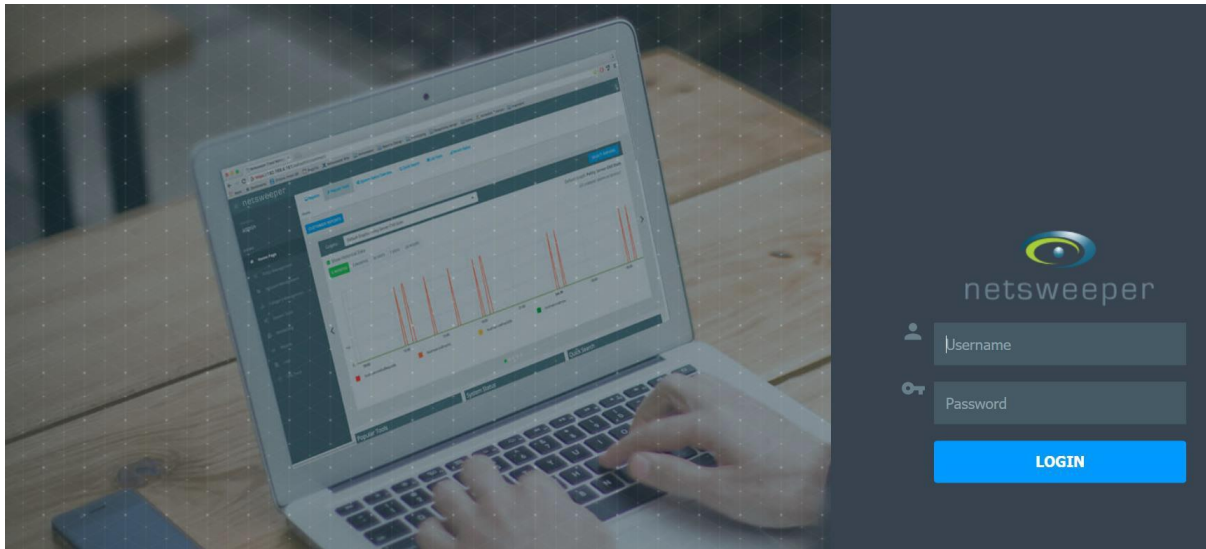


# Netsweeper User Guide

## Logging In

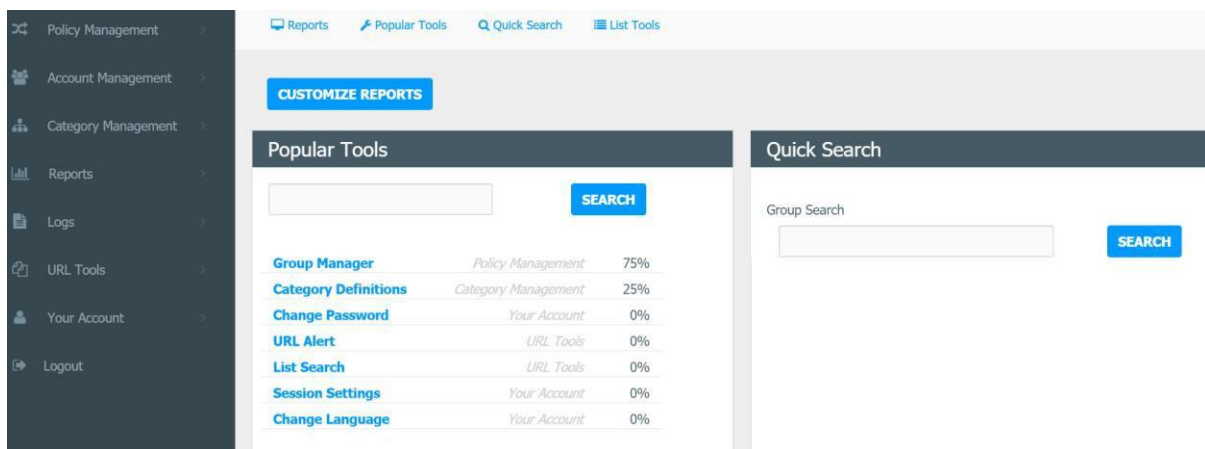
In any browser navigate to – <http://netsweeper.nsix.org.uk/webadmin/start/> it will automatically take you to the Netsweeper Cloud Manager Portal.

Please note: This is only accessible on the Udata network



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

## The Home Page

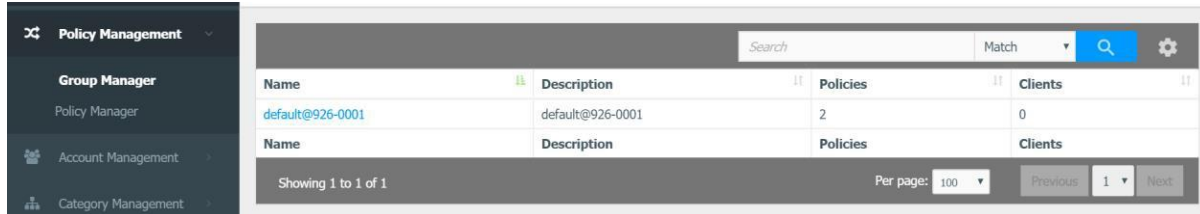


# Netsweeper User Guide

## Allowing and Denying Individual URLs

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

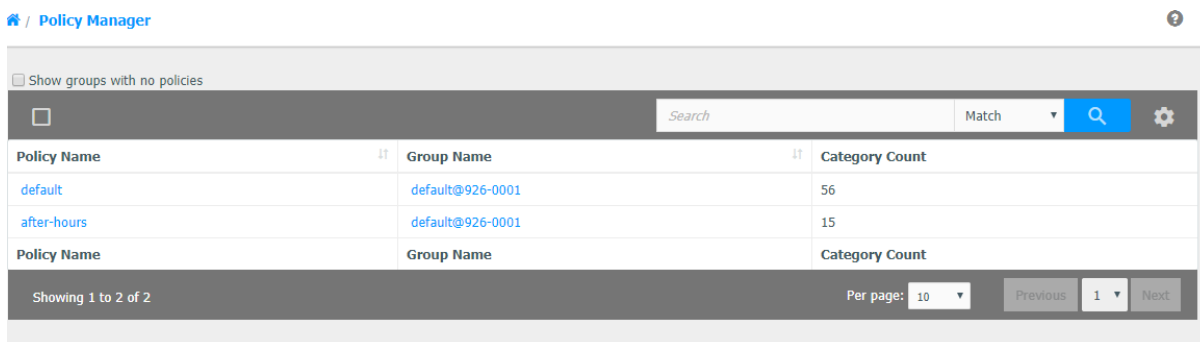
Navigate to 'Policy Management' and then 'Policy Manager'



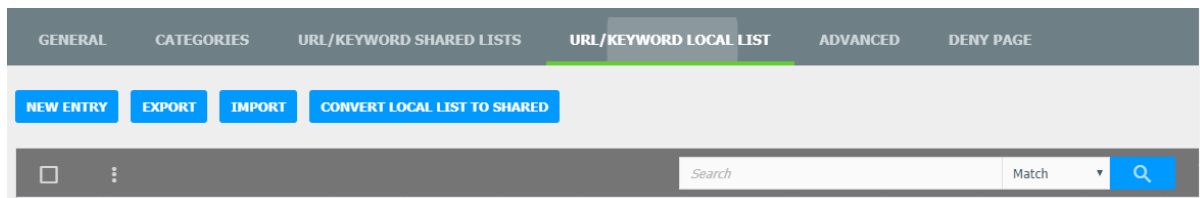
In the policy name field choose the policy you would like changed, the default name is 'default' and the associated group is 'default@926-????'

Schools with Level2 filtering can make changes to wf?@926-???? policies which apply to selected users using the additional ports.

Some schools have an after-hours policy applied typically after 6pm to support evening classes



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



Type in the URL for example facebook.com (there is no need to include www but we recommend adding https://). Please note, special guidance applies to YouTube – please see [here](#)

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

# Netsweeper User Guide

## New Entry



New Entry

Entry Type: URL  Case insensitive

Request Part: Request URL

Action: Allow URL

Expiry: YYYY-MM-DD HH:MM:SS

Comments:

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

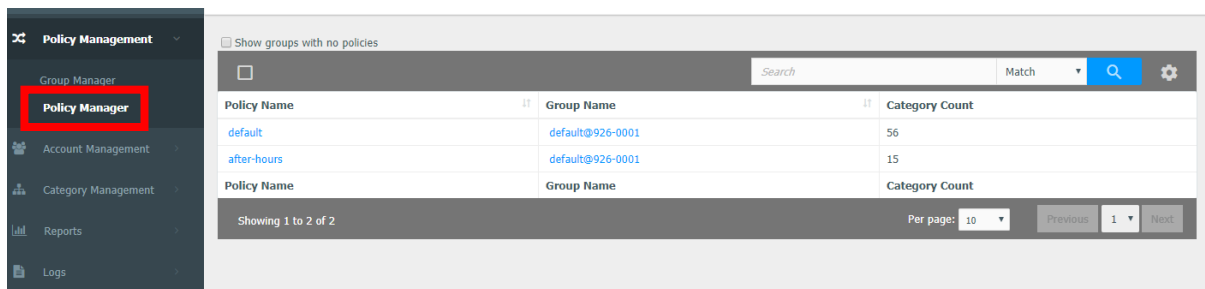
URL	Type	Action	Created	Modified	User	Created	Modified
<a href="#">sites.google.com/site/newstudyha...</a>	URL	Deny		Sep 13, 2016 10:53:47	NCC	Sep 13, 2016 10:53:47	Sep 13, 2016 10:53:47
<a href="#">dinosaurhome.com</a>	URL	Deny		Sep 13, 2016 10:54:03	NCC	Sep 13, 2016 10:54:03	Sep 13, 2016 10:54:03
<a href="#">facebook.com</a>	URL	Deny		Sep 13, 2016 10:54:18	NCC	Sep 13, 2016 10:54:18	Sep 13, 2016 10:54:18
<a href="#">twinkl.co.uk</a>	URL	Allow	Nov 14, 2016 09:15:33	Sep 13, 2016 10:54:31	User_2	Nov 14, 2016 09:15:33	Sep 13, 2016 10:54:31

# Netsweeper User Guide

## Changing Category Lists

Prior to Netsweeper if a school wanted to change castes (Primary, Secondary etc.) 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'



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 groups are listed here. Please therefore be aware that amending the selection to a different option (as shown below), and pressing submit, will amend the filtering level for **the whole school**.

In summary, Primary 2 and Secondary 2 will allow social media sites.

Feel free to contact us via the Service Desk if you require further advice and guidance.

