

Adult Filtering Group

This group includes URLs that reference, discuss, or show pornography, pictures, videos, or sexually oriented material. It includes nudity, soft and hard-core pornography, sadomasochism, bestiality, child porn, fetishes, stories, adult magazines, toys, or sex-related products or purchases.

Table 4 Adult Filtering Group Categories

Adult Category	No.	Description
Adult Image	230	This category is similar to Pornography, but based on the content of images instead of text.
Alcohol	160	This category includes URLs that reference alcohol, including wine, spirits, beer, cocktail recipes, homemade alcohol, or any other alcoholic drink. It also includes information about bars, pubs, nightclubs, bartending, liquor sales, as well as hangovers and other side effects of alcohol. Examples Ontario Wine Society - http://www.ontariowinesociety.com/ The Beer Store - http://www.thebeerstore.ca/ Cocktail Recipes - http://supercocktails.com/
Alternative Lifestyles	41	This category includes URLs that reference habits or behaviors related to social relations, dress, or recreation. These behaviors are typically important enough to significantly influence the lives of a sector of the population and hence can be used as a basis of social classification. Websites assigned to this category are not pornographic, but may deal with lifestyle choices that are sexual in nature. Examples Euro Naturist - http://www.euronaturist.com/ American Vegan Society - http://www.americanvegan.org/ EatVeg - http://www.eatveg.com/
Criminal Skills	4	This category includes URLs that reference instructions or methods that promote, encourage, or provide the skills to do anything that is generally considered to be illegal, criminal, harmful to the general public, and/or that are forbidden by laws. This category does not necessarily reflect the laws of any particular region or country. This category includes websites that promote academic cheating or software hacking/key breaking. It typically excludes any website that deals with the prevention of criminal activity. Examples Lock Picking - http://www.kickthefog.com/how_works.htm Free For Essays - http://www.freeforessays.com/
Extreme	9	Extreme websites contain things that are considered far from normal. These URLs are categorized as such for their degree of intensity. The pages are usually violent and may depict or promote torture, mutilation, eating disorders, or other dangerous or disturbing activities. This category does not include pornographic fetishes or widely accepted "extreme sports", such as rock climbing, skiing, or other achievements. Examples Rate my Poo - http://www.ratemypoo.com/ratemy/poo World of Death - http://www.everwonder.com/david/worldofdeath/ Faces of Death - http://facesofdeath.com/

Adult Category	No.	Description
Gambling	10	<p>This category includes websites that directly provide the ability to place a bet or to determine the outcome of a bet, as well as websites that promote or facilitate gambling. It also includes websites that range from purely factual to strategic to cheating, websites related to lotteries or looking up winning numbers, bingo websites, and websites that are for sports betting. This category excludes websites that are clearly support websites for gambling addiction.</p> <p>Examples Casinos Online - http://www.casinochoice.co.uk/ Online Gambling - http://www.onlinegambling.com/ Poker - http://www.poker.com/</p>
Hate Speech	13	<p>Hate Speech is the portrayal (written, verbal, illustrated, etc) of views that are intentionally overwhelmingly critical or offensive to a person. It is intended to degrade, intimidate, or incite violent or prejudicial actions against someone based on race, ethnic affiliation, nationality, gender, sexual orientation, religion, disability, or profession. Any description of one of these groups or group members that uses strong or crude language, explicit sexual references, or obscene gestures is considered Hate Speech.</p> <p>Examples KKK - http://kkklan.com Symbols of Hate - http://qbgm-umc.org/umw/anti-hate/symbolsofhate.html</p>
Match Making	6	<p>Match Making is the process of introducing people for the purpose of dating, mating, and friendship. The URLs in this category include topics related to dating services, dating advice and tips, relationships, listings or personal advertisements, and on-line dating services.</p> <p>Examples Lavalife - http://www.lavalife.com Speed Dating Toronto - http://www.singleinthecity.ca/ Dating Tips and Love Advise - http://www.datingfast.com/</p>
Occult	5	<p>This category includes websites involving the study of secret or hidden knowledge such as: cults, supernatural forces and events, occult lore, vampires, astrology, witchcraft, mysterious symbols, and other phenomena beyond ordinary understanding. It includes websites about these topics that are historical or factual in nature and/or promote such practices.</p> <p>Examples Occult Books, Ritual Magic Books, Spell Books - http://anathemabooks.com/ Wicca Occult Witchcraft - http://www.robotz.com/~wicked/</p>
Pornography	23	<p>This category includes URLs that reference, discuss, or show pornography, pictures, videos, or sexually oriented material. This category includes nudity, soft and hard-core pornography, sadomasochism, bestiality, child porn, fetishes, stories, adult magazines, toys, or any sexual related purchase. This category excludes sex education websites.</p> <p>Examples Playboy - http://www.playboy.com/ Hustler - http://www.hustler.com/</p>

Adult Category	No.	Description
Profanity	170	This category includes websites with words that are generally considered obscene, vulgar, or derogatory. This includes the use of so-called "four letter words", racist or sexist terms, and objectionable sexual references. Examples Profane Lyrics - http://lyricpapa.com/artist_5510_T.I Profane Spoof of MADD - http://www.mapsu.org/
Substance Abuse	7	This category includes URLs that provide information on illegal drugs used for recreational rather than medical purposes, or URLs that promote the abuse of legal drugs. This category includes websites that promote the use of any substance that produces a hallucinated effect on self or others. It excludes informational websites that are clearly intended to provide description of drugs and substances, their negative effects, and addiction potential. Example Marihuana - http://www.marihuana.com/
Weapons	166	This category includes websites with information related to the promotion, sale, or discussion of weapons. Weapons are any form of device used in combat that can injure or kill, such as guns, knives, or swords. Websites with information on how to build weapons or bombs are included in Criminal Skills. Examples Nuclear Weapons - http://nuclearweaponarchive.org/ Guns & Ammo - http://qunsandammomag.com/

Advanced Filtering Group

The advanced group includes Internet functions such as file sharing and instant messaging, as well as categories specific to Netsweeper.

Table 5 Advanced Filtering Group Categories

Advanced Category	No.	Description
Email	152	Email is a protocol that allows you to send and receive text, HTML, images, and other data files.
File Sharing	150	File sharing is the sharing and delivery of user specified files among groups of people who are logged on to a file sharing network. Napster was the first mainstream peer to peer software that enabled large-scale file sharing.
General	45	This category includes URLs that do not belong to any other category. The majority of the Internet is assigned to this category. Do not block this category unless you are filtering in an "allow list only" mode. Example U of Alberta Library - http://www.library.ualberta.ca
Global List	105	Global List is a list category that indicates the requested URL was found in a global allow or deny list. This is a list of systemwide URLs that have been deemed by the administrator of the Policy Server as appropriate or inappropriate. The global lists are set on the Policy Server and are applied for all users using that Policy Server.
Images	253	The Images category includes URLs for an image file, determined by file name extension (Example: www.netsweeper.com/images/logo.jpg). Generally, Images should not be blocked.

Advanced Category	No.	Description
Instant Messaging	151	Instant Messaging is a form of electronic communication that involves immediate correspondence between two or more users who are online simultaneously. This includes text-based clients, as well as voice and video capable Instant Messaging clients.
Invalid Serial	100	The Netsweeper Distribution Server returns the Invalid Serial category when it detects the serial number of the Policy Server is invalid. (The Policy Server sends its serial number to the NDS with each categorization request.) The Policy Server then displays an Invalid Serial Number deny page to the user. All pages will be denied until the Policy Server serial number is corrected or properly registered with the Distribution Server network.
IWF	108	Websites in this category have been identified by the Internet Watch Foundation as containing potentially illegal child abuse images. URLs in this category are omitted from all reports. This list is not managed by Netsweeper. For more information, see IWF's website at http://www.iwf.org.uk/
Local List	104	Local List is a list category that indicates the requested URL was found in a local allow or deny list. (For the Client Filter Residential Edition, this is the allow/deny list for the account as set in the Profile Manager. For the Enterprise Filter and the Client Filter Enterprise Edition, it is the allow/deny list set for each specific Group.)
Misc Protocols	154	These are other application protocols like FTP and Newsgroups (NNTP).
Network Timeout	246	The Network Timeout category indicates that the Policy Server could not obtain a category due to network latency or congestion. The New URL category is always assigned to the categorization request made when a Network Timeout occurs.
Network Unavailable	252	The Network Unavailable category indicates the Policy Server could not communicate with the Category Naming Service. This can be caused by Internet connectivity issues or other technical reasons. Categorization of new content will be unavailable until the problem has been corrected. The New URL category is always assigned to the categorization request made when the Network is unavailable.
New URL	254	New URL is a temporary category assigned to a URL that has not been categorized before or whose categorization has expired. Blocking the New URL blocks any URL that has not already been categorized or whose categorization has timed out. Normally, revisiting a URL immediately after being denied as New URL will return the appropriate category for the URL (it takes about one second to categorize a URL). If you block New URL you are failing closed (deny) on any new URL; if you do not block New URL you are failing open (allow) on any new URL.
No Text	248	No Text is used when the file extension of this page is not recognizable by the Categorization Engine. Blocking is entirely based on the file extension. Generally, No Text pages should not be blocked.
Override Filtering	103	Override Filtering is a system category indicating that filtering for this user/group is disabled and access is allowed to URLs that would otherwise be blocked. All requests are still logged and sent to the Reporting Server.
Redirector Page	47	This category indicates a URL that redirects the user to another page. Do not block this category unless you are filtering in an "allow list only" mode.
Streaming Media	155	These are application protocols like Shoutcat, iTunes, RealPlayer, Winamp, etc.

Advanced Category	No.	Description
System List	107	System List is a list category that indicates the requested URL was found in a system allow or system deny list. This is a list of systemwide URLs that have been deemed by the administrator of the Policy Server as appropriate or inappropriate. The system lists are set on the Policy Server and are applied for all filters using that Policy Server. The System List overrides the Global and Local Lists.
Unauthorized Access	101	Unauthorized Access is a system category used when the Policy Server can not assign the user to a Group Policy and there is no default Group defined. It is also known as Unknown IP since the request cannot be associated with a filtering group.
Unknown Category	106	Any categories that the Reporter does not recognize are reassigned to 'Unknown Category'. If this category starts to appear in your reports, Netsweeper has changed some of its categories or has made some new categories available. If this occurs, we recommended that you contact Netsweeper to upgrade the categories on your Policy Server.
Voice Over IP (VOIP)	153	Voice Over IP allows one to conduct telephone conversations over an Internet connection. Calls to other VOIP users are often free, while tolls are charged for calls to regular telephone and mobile telephone numbers.
WebAdmin Access	102	WebAdmin Access is a system category indicating that the WebAdmin was accessed. This can indicate the deny page was displayed to the user.

Entertainment Filtering Group

The Entertainment group contains categories that involve harmless entertainment, such as sports and games.

Table 6 Entertainment Filtering Group Categories

Entertainment Category	No.	Description
Arts & Culture	2	<p>Art is a product of human creativity. It is the creation of meaningful things; yet it does not need to be innovative to be good. Culture refers to human activity. Varying definitions of culture reflects the different theories for understanding and valuing human activity. Art that includes the human body with an erotic intent is typically included in this category and the pornography category.</p> <p>Examples</p> <p>Metropolitan Museum of Art - http://www.metmuseum.org/home.asp The Gallery of China - http://www.the-gallery-of-china.com/ Cultural Traditions - http://weddings.pirate-king.com/wedcultures.htm</p>

Entertainment Category	No.	Description
Entertainment	8	<p>Entertainment includes all things pertaining to music, recreation, amusements, fan clubs, gossip, celebrities, movies, or any other form of casual diversion. This category also includes personal websites devoted to movies and television shows. Websites overwhelmingly critical of an entertainer or group are categorized as Hate Speech.</p> <p>Examples E! Online - http://www.eonline.com/ The Internet Movie Database - http://www.imdb.com/ Warner Bros - http://www.warnerbros.com/</p>
Games	11	<p>This category includes websites that have games or information about games, electronic games, computer games, card games, board games, Internet games, and so on. This category also includes strategies, cheats, and any websites that promote game makers, websites, or sellers.</p> <p>Examples Miniclip - http://www.miniclip.com/ Games - http://www.games.com/ Game Experts - http://www.gamexperts.com/</p>
Humor	14	<p>This category includes URLs that entertain or make people laugh and feel happy. It includes jokes, funny pictures, comic pages, comedy clubs etc. This category could include some profane humor.</p> <p>Examples Aha! Jokes - http://www.ahajokes.com/ All Funny Pictures - http://www.jokesgallery.com/ Funny Pictures - http://www.humournet.co.uk/</p>
Sports	24	<p>This category includes any physical activity for the recreational purpose of competition or self enjoyment. Sports typically involve side by side competition and a scoring system. This category includes athletics, racing, hunting, baseball, football, basketball, soccer, hockey, and so on.</p> <p>Examples The Sport Network - http://www.sportsnetwork.com/ TSN - http://www.tsn.ca/ Fox Sports - http://msn.foxsports.com/</p>

Hidden Filtering Group

These are not categories, but instead are used when a user tries to search for something, to get around the filtering. The results of a search for any of the Search Keywords will be blocked, as long as the search engine used uses the safe search function.

Table 7 Hidden Filtering Group Categories

Hidden Category	No.	Description
Safe Search	245	Safe Search is a mechanism to force the Safe Search on common search engines. Netsweeper Safe Search works with the following search engines: Yahoo, Google, MetaCrawler, Excite, Lycos, AOL, dogpile, hotbot, alltheweb. Although Alta Vista offers a safe search function, we do not recommend relying on it. Note that if the Search Engine category is blocked, no search engines are allowed, whether Safe Search is turned on or not. Generally, safe search should be turned on.
Search Keywords	250	Search Keyword is a System Category. On the Policy Server, administrators have the ability to define a list of words or phrases as keywords. When the Search Keywords in URL category is turned on, any URL detected as a Search Engine is parsed looking for a match with the keywords. If there is a match, the URL is denied. When this category is turned on, any URL returned with New URL is also automatically scanned for keyword matches and denied if there is a match.

Information Filtering Group

These categories include websites that are informative, such as news sites.

Table 8 Information Filtering Group Categories

Information Category	No.	Description
General News	12	<p>This category includes websites which involve the reporting of current events by local, regional, or mass media in the form of newspapers, television, radio programs, and websites on the World Wide Web. Most news is investigated and written or broadcast by journalists (or reporters) and often distributed via news agencies. This category includes any mainstream newspaper, television stations, and radio station website.</p> <p>Examples</p> <p>BBC News - http://news.bbc.co.uk/</p> <p>CNN - http://www.cnn.com/</p> <p>The Star - http://thestar.com/</p>

Information Category	No.	Description
Journals and Blogs	1	<p>Journal and Blogs (or web logs) are electronic diaries or personal chronicles, intended for open communication and sharing of thoughts, knowledge, and opinion. This category includes websites that range from personal and medical to literary and culturally-oriented publications. This category typically does not include electronic forms of mainstream magazines and newspapers. Also does not include personal/family web pages unless there is a diary or blog component.</p> <p>Examples 45 Wyndham - http://45wyndham.blogspot.com/ Science Blog - http://www.scienceblog.com/</p>
Political	20	<p>Politics is the process and method of decision making for groups of human beings. Although it is generally applied to governments and politics, it is also observed in all human group interactions including corporate, academic, and religious. This category includes websites related to the structure or affairs of government, politics, or the state.</p> <p>Examples Political Resource - http://www.politicalresources.net/ Democrats - http://www.democrats.com/</p>
Portals	37	<p>Portals are web-based applications that provide a single starting point to retrieve information from multiple sources. For example, the content of a portal could include web searching, news, free-email, discussion groups, online shopping, references, and other services.</p> <p>Examples Yahoo! - http://www.yahoo.com/ Google Directory - http://directory.google.com/ Best of the Web - http://botw.org/</p>
Religion	26	<p>Religion is any specific system of belief, worship, or conduct that prescribes certain responses to the existence of a God or Gods. This category includes URLs related to or dealing with religious beliefs, practices, faith, churches, worship, and so on.</p> <p>Examples Deism - http://www.deism.com/ Christianity - http://www.christianity.com/</p>
Self Help	22	<p>This category includes websites which provide the information or support for an individual or a group to better themselves economically, intellectually, physically, or emotionally. This category ranges from therapy methods to support groups.</p> <p>Examples Teen Drug Use - http://helpforteens.net/ Drug Addiction Treatment - http://www.soberrecovery.com/ Ask the Dietitian - http://dietitian.com/</p>

Information Category	No.	Description
Sex Education	27	<p>Sex Education is the study of human reproduction, sexual intercourse, and other aspects of human sexual behavior. Websites in this category usually describe the various stages of reproduction including the conception, the embryo, the fetus, and the birth of the baby. It also includes topics such as sexually transmitted diseases, abortions, contraception, abstinence and sex advice.</p> <p>Examples Society for Human Sexuality - http://www.sexuality.org/ Averting HIV & AIDS - http://www.avert.org/</p>
Social Networking	33	<p>Social Networking sites are virtual communities that allow members to connect and communicate with friends, family, business contacts, and individuals who share similar interests. Social networking sites are also used to share photos and videos, plan events, schedule meetings, and share information. Much of the content contained within these sites is harmless in nature, however social networking sites can be venues for cyber bullying.</p> <p>Examples Facebook - http://www.facebook.com/ MySpace- http://www.MySpace.com/</p>
Technology	31	<p>Technology is the development and application of tools, machines, materials, and processes that help to solve human problems. This category includes websites that pertain to technology related content. It also includes websites that offer a software download, either for free as a trial or for purchase.</p> <p>Examples Netsweeper - http://www.netsweeper.com Microsoft - http://microsoft.com Technology Review - http://www.techreview.com/</p>
Travel	25	<p>Travel is the transport of people on a trip or journey, primarily for vacation, tourism, or family outings. This category includes websites that have discussions of favorite travel destinations, discounts for travelers, special events in different cities, travel guides, vacations, accommodation, transportation, regulations, maps, weather, and bookings. It also includes websites directed toward business travel.</p> <p>Examples Lonely Planet - http://www.lonelyplanet.com/ Expedia - http://www.expedia.com/ Destinations - http://www.destinations.ca/</p>

Miscellaneous Filtering Group

These categories do not fit in to one of the other larger groupings of categories.

Table 9 Miscellaneous Filtering Group Categories

Miscellaneous Category	No.	Description
Investing	15	<p>This category includes websites for Internet banking systems that allow users to invest online, view their equity portfolio, and ask the bank to buy shares or bonds on their behalf. It also includes URLs about stocks and quotes, money management, online publications, banks, discount brokerage services, mutual funds, and portfolio management.</p> <p>Examples RBC Investing and Trading - http://www.actiondirect.com/ Online Investor Complaint Service - http://www.investingcomplaints.com/ Index Funds - http://www.indexfunds.com/</p>
Job Search	16	<p>Job Search websites allow people to search and apply for employment positions. This category also includes URLs which include resume writing and interviewing skills, career information, classified advertising, job databases, and job application pages.</p> <p>Examples Career Builder - http://www.careerbuilder.com/ Monster - http://www.monster.com/ Resume Writing - http://www.rockportinstitute.com/resumes.html</p>
Sales	19	<p>The Sales category includes any website offering consumers the ability to purchase products or services online. In some cases, it may include websites that provide a catalog of products that are offered for sale off-line.</p> <p>Examples eBay - http://www.ebay.com Pets 4 Sale - http://zooclub.biz/ Best Buy - http://www.bestbuy.ca/</p>
Search Engine	28	<p>A Search Engine is a tool that helps web users to search the Internet using keywords. Some Search Engines work by automatically searching the contents of other systems and creating a database of the results, and other Search Engines include only material manually approved for inclusion in a database. Some combine the two approaches. Many Internet pages offer some form of search function. Blocking Search Engines blocks only websites whose sole purpose is Internet search.</p> <p>Examples AltaVista - http://www.altavista.com/ Google - http://www.google.com/</p>

Miscellaneous Category	No.	Description
Web Chat	54	<p>This category includes websites that contain computer programs that enable two-way communication between users within an active browser window. This category includes any type of instant messaging and forums that talk about current events, debate, and share common interests. This category does not block instant messaging applications that are run outside a browser, such as MSN, AIM, or Yahoo Messenger.</p> <p>Examples Yahoo! Chat - http://chat.yahoo.com/ Chat Zone - http://www.chat-zone.com/ Physic Forums - http://www.physicsforums.com/</p>
Web Email	53	<p>The Web Email category includes websites that permit users to send and receive text, HTML, images, and other data files to each other. This category does not block email client applications that run outside a browser, such as Outlook, Thunderbird, or Eudora.</p> <p>Examples Yahoo! Mail - http://mail.yahoo.com/ Hotmail - http://www.hotmail.com/ Lycos Mail - http://mail.lycos.com/</p>

Security Filtering Group

The security categories are the categories that pose threats to your computer, or websites that could potentially help the user get around the filtering.

Table 10 Security Filtering Group Categories

Security Category	No.	Description
Adware	17	<p>Adware, while not necessarily malware or spyware, is advertising that goes beyond what one would reasonably expect while surfing the Internet. Banner ads and pop-up ads in this category can be used to track your activity and display ads based on your surfing patterns. Ads and other marketing materials are typically drawn from an ad server at a different website.</p> <p>This category includes URLs that are advertisements. If you block the adware category, many portal pages may appear broken - what is actually happening is that the advertisements are being blocked while the main content is still displayed. Most frequently visited web pages are actually composed dynamically, drawing data from several sources at once. Each portion of a page drawn in from a unique location is categorized and filtered separately.</p>
Directory	249	<p>The Directory category includes URLs that produce a directory listing instead of a default html page. This page is generated by the remote web server if no default html page is available and directory browsing is enabled. These directory files can be images, movies, applications, or any other type of file. Each individual file within the listing will be assigned a category once requested. Generally, Directory websites should not be blocked.</p> <p>Examples http://wcwinc.8m.com http://home.nycap.rr.com</p>

Security Category	No.	Description
Host is an IP	244	<p>This category identifies a request that is in the form of an IP address. This means the DNS or host name was not used. It is possible that allowing this type of request could in some circumstances override normal content filtering settings. Generally, pages accessed by IP should be blocked.</p> <p>Examples Internal Website - http://192.168.1.1 Google - http://216.239.57.104/</p>
Intranet Servers	243	<p>Intranet Servers are remote servers which are not located on the Internet. The Netsweeper categorization servers will not be able to scan these websites for content. These are normally servers located behind firewalls and on your local area network.</p> <p>Examples Private IP - http://192.168.1.1 Invalid Top Level Domain - http://myserver.intranet</p>
Malformed URLs	247	<p>This category is used when a URL is not valid (for example, the following URL with a semicolon instead of a colon: http;\www.google.ca). Generally, malformed URL pages should be blocked.</p> <p>Example Blank host segment - http://www.com/</p>
Phishing	18	<p>This category includes URLs that are known or suspected phishing websites. These are typically financial fraud or identity theft websites. Blocking this category does not guarantee that ALL fraud or phishing websites will be blocked. Generally, phishing pages should be blocked.</p>
Proxy Anonymizer	32	<p>This category includes URLs that allow a user to mask their identity online. These websites can be used to bypass the filtering. Therefore, anonymizer pages should be blocked.</p> <p>Example Anonymizer.com - http://www.anonymizer.com</p>
Under Construction	40	<p>This category indicates a website that has been identified by the owner as being incomplete or under construction. Generally, Under Construction pages pose little threat and need not be blocked.</p>
Viruses	21	<p>This category includes known or suspected URLs associated with computer viruses. Selecting this as a category to block does NOT guarantee that all viruses websites will be blocked. Selecting this category does NOT inspect email attachments or files copied or downloaded to the computer. You should take additional precautions to avoid viruses.</p>

Table 11 Filtering Categories Sorted by Number

No.	Category	Group
1	Journals and Blogs	Info
2	Arts & Culture	Entertainment
4	Criminal Skills	Adult
5	Occult	Adult
6	Match Making	Adult
7	Substance Abuse	Adult
8	Entertainment	Entertainment
9	Extreme	Adult
10	Gambling	Adult
11	Games	Entertainment
12	General	News Info
13	Hate Speech	Adult
14	Humor	Entertainment
15	Investing	Miscellaneous
16	Job Search	Miscellaneous
17	Adware	Security
18	Phishing	Security
19	Sales	Miscellaneous
20	Political	Info
21	Viruses	Security
22	Self Help	Info
23	Pornography	Adult
24	Sports	Entertainment
25	Travel	Info
26	Religion	Info
27	Sex Education	Info
28	Search Engine	Miscellaneous
31	Technology	Info
32	Proxy Anonymizer	Security
33	Social Networking	Info
36	Educational Games	Entertainment
37	Portals	Info
40	Under Construction	Security
41	Alternative Lifestyles	Adult

No.	Category	Group
45	General	Advanced
47	Redirector Page	Advanced
53	Web E-mail	Miscellaneous
54	Web Chat	Miscellaneous
100	Invalid Serial	Advanced
101	Unauthorized Access	Advanced
102	Webadmin Access	Advanced
103	Override Filtering	Advanced
104	Local List	Advanced
105	Global List	Advanced
106	Unknown Category	Advanced
107	System List	Advanced
108	IWF	Advanced
150	File Sharing	Advanced
151	Instant Messaging (IM)	Advanced
152	Email	Advanced
153	Voice Over IP (VOIP)	Advanced
154	Misc Protocols	Advanced
155	Streaming Media	Advanced
160	Alcohol	Adult
166	Weapons	Adult
170	Profanity	Adult
230	Adult Image	Adult
243	Intranet Servers	Security
244	Host is an IP	Security
245	Safe Search	Hidden
246	Network Timeout	Advanced
247	Malformed URL	Security
248	No Text	Advanced
249	Directory	Security
250	Search Keywords	Hidden
252	Network Unavailable	Advanced
253	Images	Advanced
254	New URL	Advanced

Creating a New Category

It is possible for you to create your own custom categories. These are categories that you want to filter or monitor, that are not in the Netsweeper default categories. The maximum number of custom categories is seven.

To add a new category:

1. Select **Custom Category Manager** from the main menu.
2. Select Add New Category.
3. Enter the Category name and a short description of the category.
4. Select the **Submit** button.
5. Select **Apply Settings** from the top right and select the **Apply** button.

The category has now been created, but you must enter the URLs you want associated with the category, otherwise it will not filter anything.

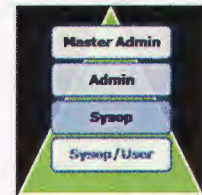
Adding URLs to the Category URL List

If there are URLs that you wish to filter as part of a category, or URLs that you feel are incorrectly categorized, you can enter them in the Category URL List and choose the category to which they belong.

To add a URL:

1. Choose one of these actions:
 - o Select **Category URL List** from the **Category Management** menu.
 - OR
 - o Click **Custom Category Manager** on the **Category Management** menu and click **Modify Category URL List**.
2. Click **Add New URL**.
3. Type the URL into the box. (See the *Netsweeper WebAdmin Guide* for proper syntax.)
4. Select the checkboxes by the categories you want to assign to this URL. Your custom categories list at the bottom of this Web page.
5. Click **Submit**.
6. Click **Apply Settings** from the task bar on the top right part of the page and then click **Apply**.
7. Once you have added a URL, you can click the link by it in the Custom Category List to go to it.

You can edit the URL by selecting **Edit** beside the link. For more information see the *Netsweeper WebAdmin Guide*.



Using the Reporting Tools



Figure 25 Reports menu

Reports	Function
Report Wizard	Helps you create the reports you need to generate the data you require about filtering activity
Demand Reports	Generates one-time reports as you order them
Scheduled Reports	Generates reports on filtering activity at the times you choose
Continuous Reports	Generates continuous reports on filtering activity
Quick Reports	Generates quick summary reports
Report Manager	Manages the overall reporting system

See the **Netsweeper Reporter Guide** at <http://support.netsweeper.com/>.

Creating Quick Reports

Netsweeper provides three built-in reporting tools:

Quick Reporting Tool	Description
Quick Reports	These are commonly used, built-in reports typically generated on a daily, weekly, or monthly basis, so that you can review Internet use on your network. They usually generate at midnight at the end of the reporting period.
Quick Demand Reports	These reports are generated once, not repeatedly. They contain the same information and layout as Quick Reports but cover any time period you specify – beginning as far back as your logs are stored.
Quick Search	This tool allows you to filter the Request Log by users or certain types of requests.

Types of Quick Reports

By default, five types of Quick Reports and Quick Demand Reports are available to all WebAdmin users. However, depending on the privileges assigned to your WebAdmin Login by the *master admin*, you may not have access to all Quick Reports and/or you may also have access to eight additional reports.

Default Quick Reports	<ul style="list-style-type: none"> • Internet Request Activity • Category Activity Allowed • Category Activity Denied 	<ul style="list-style-type: none"> • Top 10 Websites Allowed • Top 10 Websites Denied
Possible additional reports	<ul style="list-style-type: none"> • Category Activity All • Top 10 Websites All • Top 100 Websites All • Top 100 Websites Allowed 	<ul style="list-style-type: none"> • Top 100 Websites Denied • Request Log All • Request Log Denied • Request Log Allowed

If you are the *master admin*, see [Allowing and Hiding Quick Reports](#).

You can select as many Quick Reports as you like, although Reporter Settings may limit the report size or hard disk space available to store reports. Only the *master admin* can access the [Reporter Settings](#).

Using Quick Reports to Monitor Your Network

Below is a list of the Quick Reports with the common network concerns that you can monitor with them:

Quick Report	Issues the report can monitor
Internet Request Activity	When are the peak Internet usage times on my network?
	When do most denied requests occur?
	How much Internet traffic (requests per minute) does my network handle during the lunch hour?
Category Activity (All)	How many requests were made to a specific category?
Category Activity (Denied)	How many requests to access a specific category were denied?
Top 10 Websites (All)	What are the most frequently requested Web sites on my network?
Top 10 Websites (Denied)	What Web sites does the Netsweeper filter most frequently block?
Request Log (All)	What Internet resources did my users attempt to access?
Request Log (Denied)	Which Internet requests were denied?

Sample Quick Reports

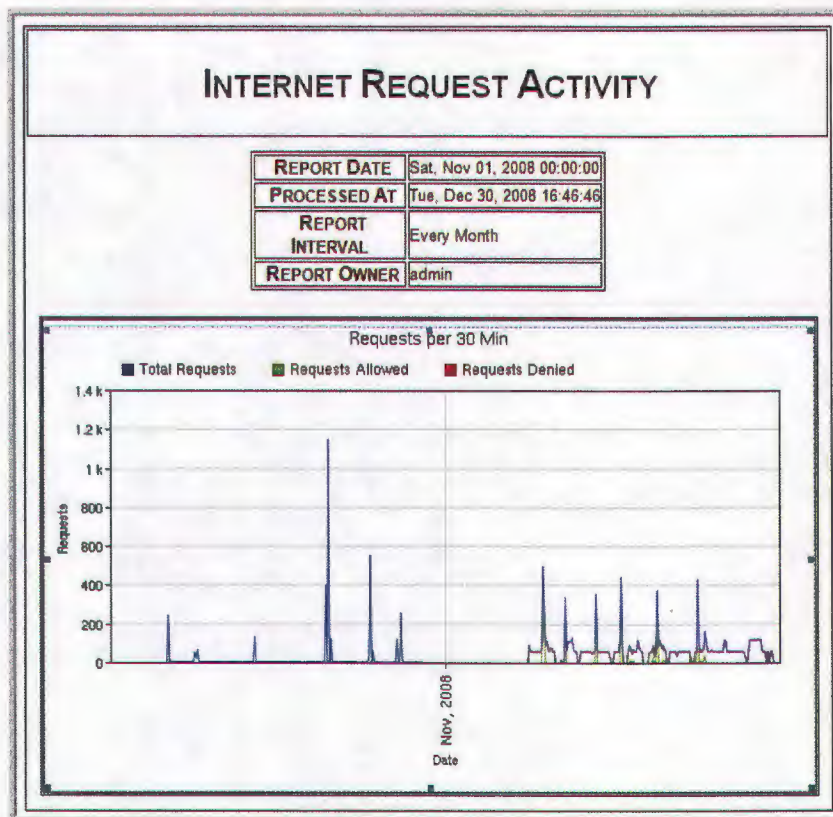


Figure 26 Internet Request Activity Quick Report

CATEGORY ACTIVITY (ALLOWED)

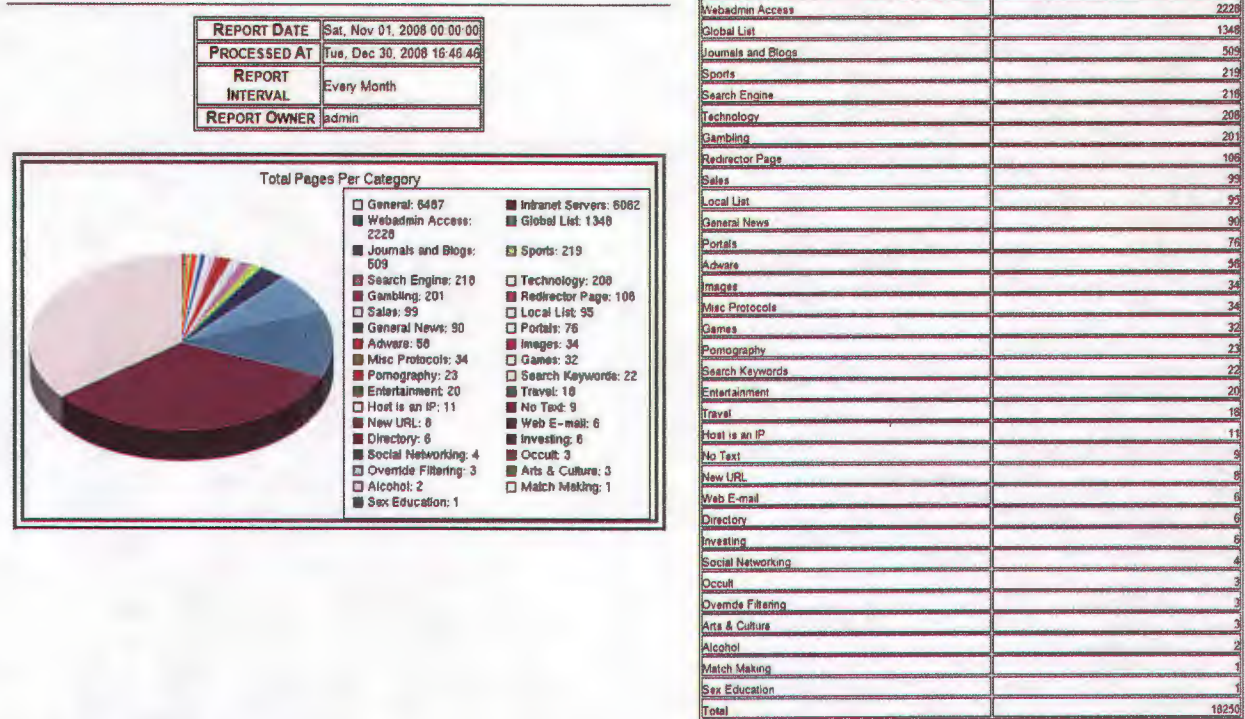


Figure 27 Category Activity Allowed Quick Report (Image is divided into two parts to allow larger display.)

TOP 10 WEBSITES (ALLOWED)

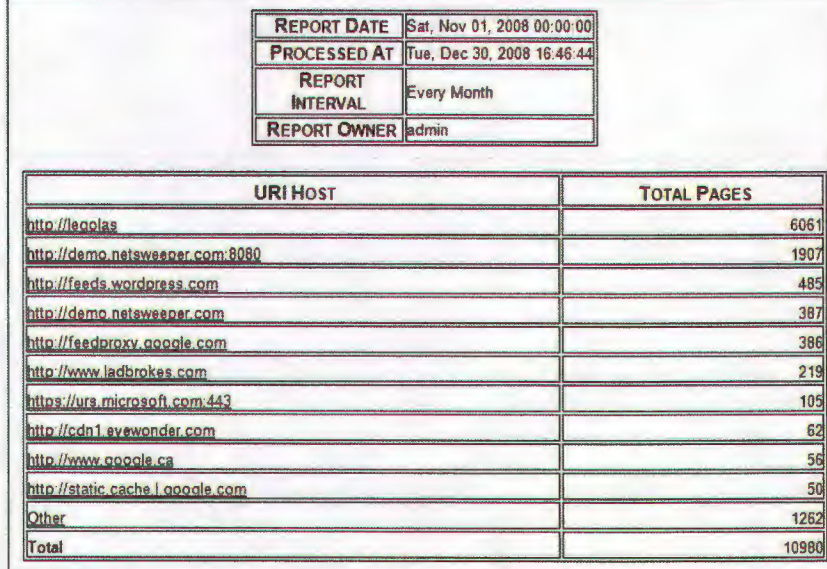


Figure 28 Top 10 Websites Allowed Quick Report

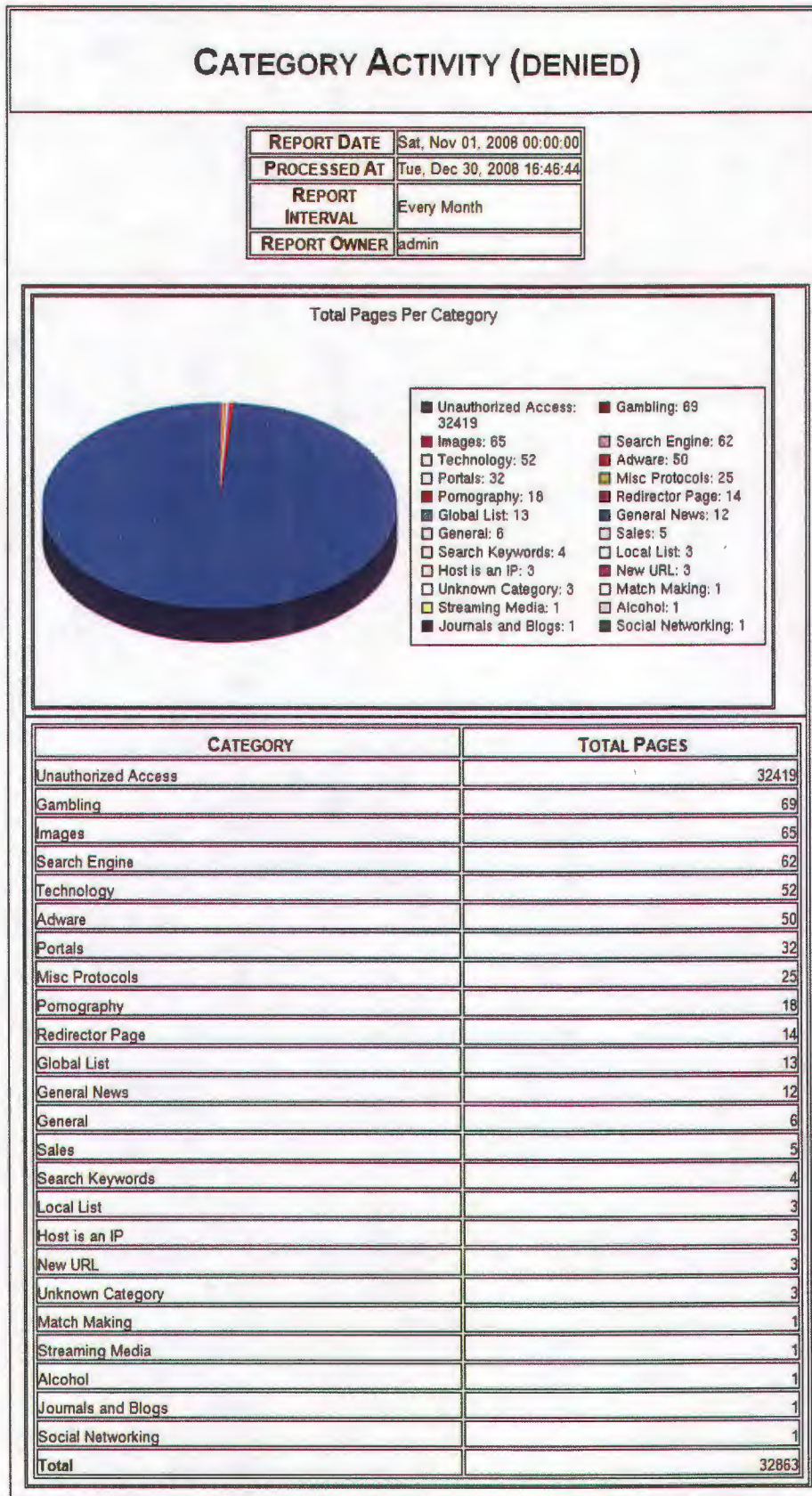


Figure 29 Category Activity Denied Quick Report

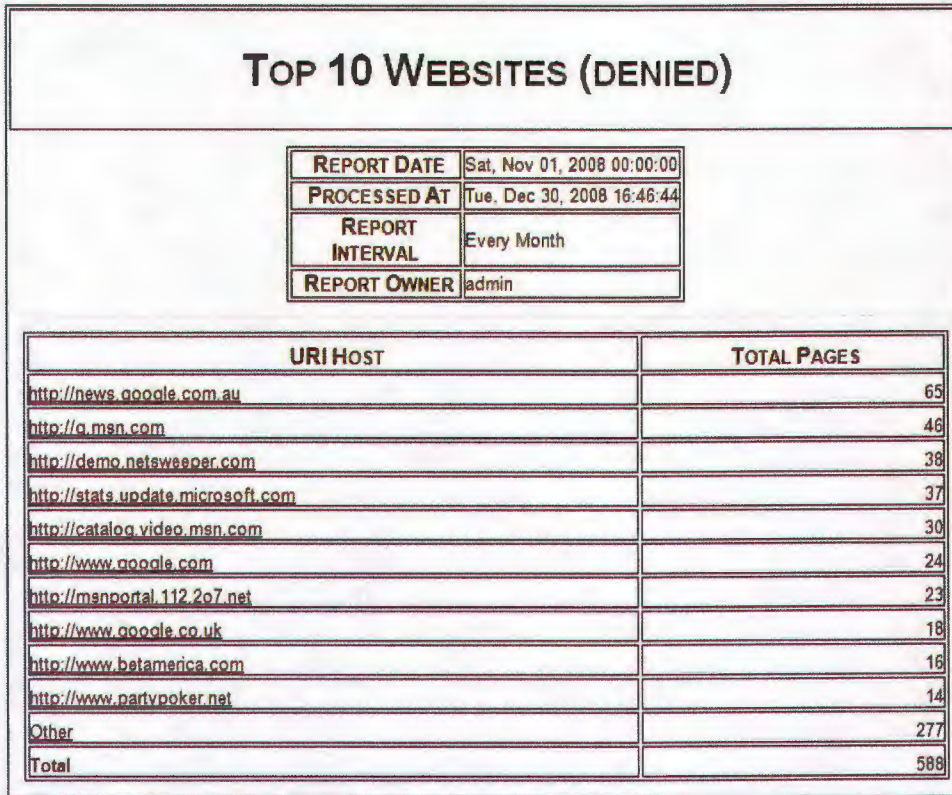


Figure 30 Top 10 Websites Denied Quick Report

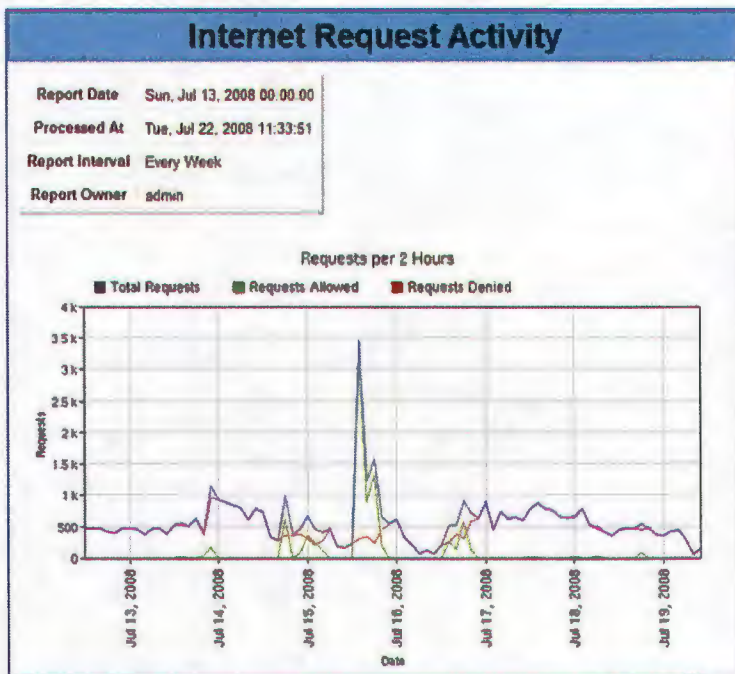


Figure 31 Internet Request Activity Report

Category Activity Report

These reports include a pie chart and table of the categories assigned to each Web page requested. A page can be assigned to one or more categories so the total indicates all the categories that were assigned, not just the number of pages that were categorized.

There are up to three Category Activity reports available on your Reporter: **all**, **allowed**, and **denied**. Using these reports you can include all pages, regardless of category (all); include only pages in allowed categories (allowed); or include only pages in denied categories (denied).

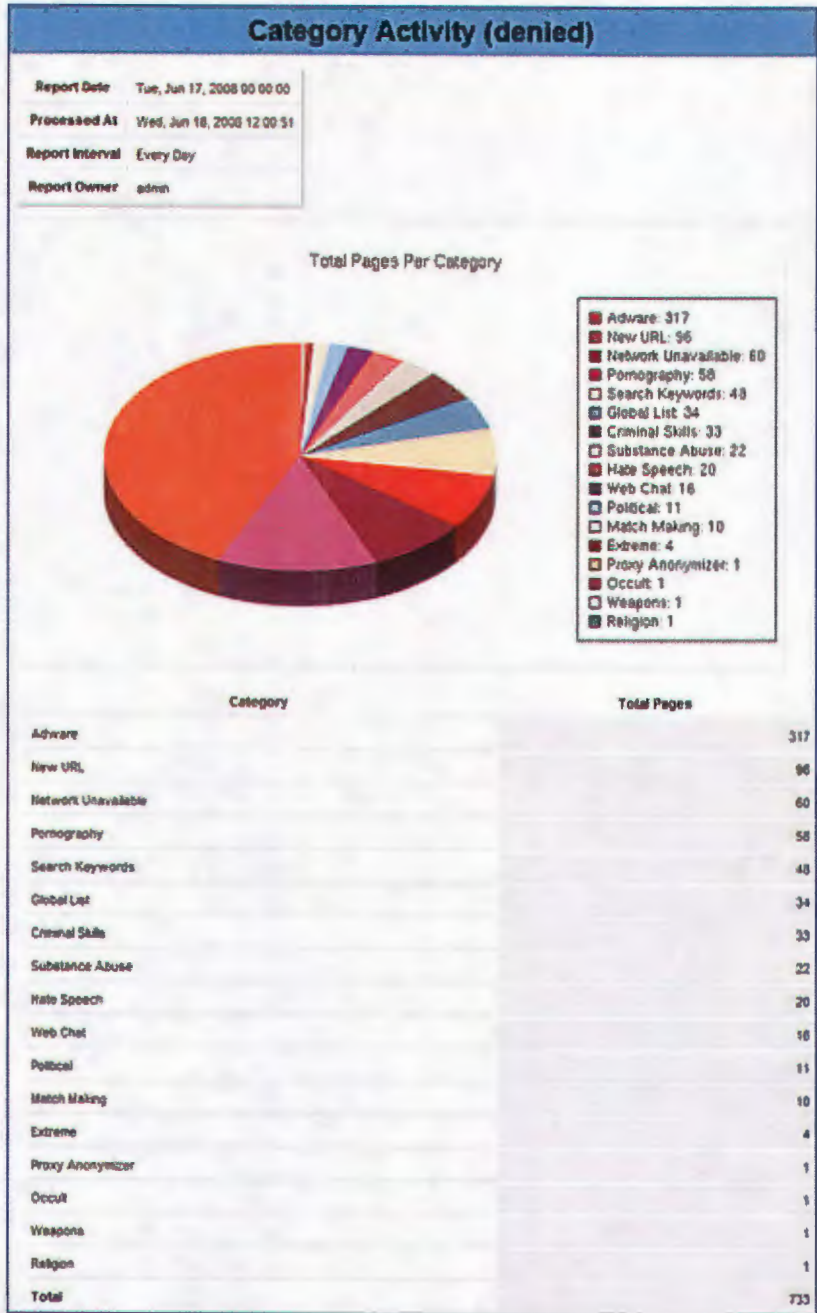


Figure 32: Category Activity Report

Requested Web Sites Reports

These reports include a table of the Top 10 or Top 100 most requested Web sites. Web sites not in the top ten are grouped together under the heading Other. This report does not include non-HTTP requests, such as email or instant messaging.

You can have up to six Top Web Site reports available on your Reporter. This report also has six variations:

Top 10 Reports	Top 100 Reports
All	All
Allowed	Allowed
Denied	Denied

Options for Top Web Sites Reports

You can set reports for the Top Web Sites to one of these options:

- All URL requests
- All allowed URL requests
- All denied URL requests

This report lists the top Web sites, not individual pages. A *Web site* is a collection of web pages that share the same host and port. The **Total Pages** column combines all requests to any Web pages at the site.

Top 10 Websites (denied)	
Report Date	Tue, Jun 17, 2008 00:00:00
Processed At	Wed, Jun 18, 2008 12:00:49
Report Interval	Every Day
Report Owner	admin
URI Host	Total Pages
http://ad.uk.doubleclick.net	93
http://ad.doubleclick.net	47
https://ssl.google-analytics.com:443	41
http://counters.freewebs.com	35
http://c2.statcounter.com	34
http://ads.adviva.net	22
http://video.google.com	15
http://ad.linksynergy.com	13
http://www.youtube.com	13
http://pagead2.googleadsyndication.com	10
Other	335
Total	658

Figure 33: Top 10 Web Sites (Denied) Report

Request Log Report

This report consists of a table that lists the **Date**, **URI**, **Category**, and **Denied Flag** for every Internet request. A request includes any attempt to access the Internet. This includes email, instant messaging, file sharing, and any other Internet-based protocols – not just Web sites. The *Denied Flag* column indicates whether a request was allowed.

Up to three Request Log reports are available on your Reporter: **all**, **allowed**, and **denied**.

Request Log(all)				
Processed At		Wed, Jun 18, 2008 14:28:08		
Report Owner		admin		
Date	URI	Category	Denied Flag	
2008-06-17 09:45:22	http://www.oceanlight.com/fish.html	Arts & Culture	Allowed	
2008-06-17 09:45:22	http://www.google.co.uk/url?us=T&ct=res&cd=2&url=http%3A%2F%2Fwww.oceanlight.com%2Ffish.html&ei=Rj3xXSKzFO5Cg1gbJhaH4Ag	Search Engine	Allowed	
2008-06-17 09:45:28	http://www.oceanlight.com/oceanlight.css	Arts & Culture, No Text	Allowed	
2008-06-17 09:45:28	http://www.oceanlight.com/thumbs/12939.jpg	Arts & Culture, Images	Allowed	
2008-06-17 09:45:28	http://www.oceanlight.com/thumbs/05764.jpg	Arts & Culture, Images	Allowed	
2008-06-17 09:45:28	http://www.oceanlight.com/config.js	Arts & Culture	Allowed	
2008-06-17 09:45:28	http://www.oceanlight.com/thumbs/08677.jpg	Arts & Culture, Images	Allowed	
2008-06-17 09:45:29	http://www.oceanlight.com/thumbs/13718.jpg	Arts & Culture, Images	Allowed	
2008-06-17 09:45:29	http://www.oceanlight.com/thumbs/12963.jpg	Arts & Culture, Images	Allowed	

Figure 34: Request Log Report

Starting Quick Reports

Each available report can be scheduled to run daily, weekly, or monthly. The first time you select a Quick Report, the report for the previous day, week, or month is automatically generated. The report may take some time to generate. You may need to refresh the page after a couple seconds before the report is accessible. Subsequent reports are created at midnight at the end of the report cycle, according to the time settings of the Policy Server (not necessarily your local time settings).

To create a Quick Report:

1. Log on to the WebAdmin.
2. Click **Reports** on the WebAdmin menu bar.
3. Select **Quick Reports** from the **Reports** menu.
4. Select the check box beside each type of Quick Report you want to create.
5. If you want the reports sent to you by email, type your email address in the **Email Reports to** box. To send the reports to multiple email addresses, by separating each address with a comma (,) and no spaces.
6. Select **Save**.

Quick Reports for admin

Please select the reports you would like and press Save when finished.

Daily Reports			Weekly Reports			Monthly Reports		
<input checked="" type="checkbox"/>	Internet Request Activity 5.78 kB	More	<input checked="" type="checkbox"/>	Internet Request Activity 338 B	More	<input checked="" type="checkbox"/>	Internet Request Activity 5.77 kB	More
<input checked="" type="checkbox"/>	Category Activity (allowed) 1 B	More	<input checked="" type="checkbox"/>	Category Activity (allowed) 12 B	More	<input checked="" type="checkbox"/>	Category Activity (allowed) 35 B	More
<input checked="" type="checkbox"/>	Category Activity (denied) 1 B	More	<input checked="" type="checkbox"/>	Category Activity (denied) 8 B	More	<input checked="" type="checkbox"/>	Category Activity (denied) 25 B	More
<input checked="" type="checkbox"/>	Top 10 Websites (allowed) 32 B	More	<input checked="" type="checkbox"/>	Top 10 Websites (allowed) 742 B	More	<input checked="" type="checkbox"/>	Top 10 Websites (allowed) 9.56 kB	More
<input checked="" type="checkbox"/>	Top 10 Websites (denied) 49 B	More	<input checked="" type="checkbox"/>	Top 10 Websites (denied) 492 B	More	<input checked="" type="checkbox"/>	Top 10 Websites (denied) 4.1 kB	More

Email Reports To: jane.doe@netsweeper.com, john.doe@netsweeper.com

Figure 35 Quick Reports page.

The report now generates.

If you type your email address in the **Email Reports To** box, the Reporter will send you the report for the last report cycle. For example, if your report runs daily, the Reporter will send you a report for yesterday's activity.

Figure 36: Create Quick Reports

Empty reports (containing no data) may not be sent, depending on your settings. If you are the *master admin*, see [Setting Report Restrictions](#).

Viewing Quick Reports over the Web

Open the WebAdmin to view reports within your browser.

To view a report:

1. Log on to the WebAdmin.
2. Select **Quick Reports** from the **Reports** menu.
3. Select the name of the report to view the latest report by with that name or select **More** and choose a report date.

Note *If you just created the report, it may not have finished processing yet. Wait a few seconds and then return to the **Quick Reports** screen and try again.*

Stopping the Delivery of a Quick Report

You can stop a Quick Report from being emailed to you or from being generated altogether. In the first case the reports is still generated on a regular basis and is still accessible using the WebAdmin. If you completely stop the report, it will no longer be accessible by email or through the WebAdmin.

To stop the emailing of a Quick Report:

Log on to the WebAdmin.

Select **Quick Reports** from the **Reports** menu.

Delete your email address from the **Email Reports To** box.

Select **Save**.

Stopping the Generation of a Quick Report

To stop the generation of a Quick Report:

1. Log on to the WebAdmin.
2. Select **Quick Reports** from the **Reports** menu
3. Remove the check mark from the Quick Report you want to stop.
4. Select **Save**.

Your report will no longer be emailed or available on the WebAdmin.

Using Quick Demand Reports

Quick Demand Reports are a special class of Quick Reports only generated once (not on a regular basis like other Quick Reports). Instead of receiving reports for a particular day, week, or month, you can create a Quick Report that covers any date range, starting as far back as the logs are stored.

Creating a Quick Demand Report

The Quick Demand Reports are only accessible from the **Demand Reports** menu option.

To create a Quick Demand report:

1. Log on to the WebAdmin.
2. Select **Demand Reports** from the **Reports** menu.
3. Select the Quick Demand Report you want.
4. Enter the **Start Date** and **End Date** for the report.

5. Enter all dates in the following format: MONTH DAY, YEAR.¹¹
6. If you chose the **Top Websites Accessed** or the **Top Websites Denied** report, type in the number of entries you want in the **Number of hosts to display** field.
7. If you want the report emailed to you, enter your email address in the email field. You can send the reports to multiple email address by separating each address with a comma (,) and no spaces.
8. Select **Submit**.

The new report will process. If you provided an email address, you should receive the report shortly. If you did not provide an email address or want to access it immediately, you can view it over the Web.

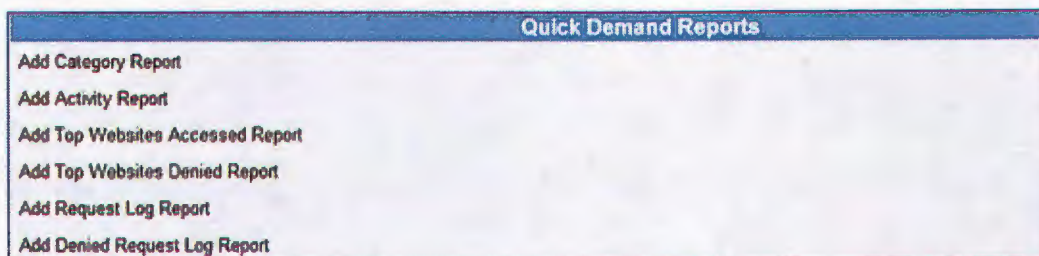


Figure 37: Quick Demand Reports

Viewing a Quick Demand Report over the Web

You can use the WebAdmin to access and view reports. However, a report may not be available immediately after you create it. The Reporter must first process the report, which may take a few minutes, depending on the size of the report and the number of reports waiting to process.

When the Reporter processes a Quick Demand Report, the status changes from Waiting to Started Processing, and finally to Processed.

You can generate Quick Demand Reports in HTML, PDF, CSV, or plain text. However, only **PDF** and the default **View** can contain graphs. Other formats contain data tables only.

1. Log on to the WebAdmin.
2. Select **Demand Reports** from the **Reports** menu.
3. If the status of your report is still **Waiting** or **Started Processing**, click **Refresh** to reload the page and check whether the report has finished processing.
4. To quickly view the report in the default format, select the name of the report.
5. Select **View** beside the name of the report you want to view. The name of each Quick Demand Report is automatically generated. It always includes the type of report and the date range that the report covers.
6. Select **View** to view the report in the default format or select **PDF**, **HTML**, **CSV**, or **Plain Text** to view the report in that format.

Report Results					
Actions	Report Date	Process Start Date	Process Time	Size	
View / Email / Delete / PDF / HTML / CSV / Text	2008-07-04 11:27:25	2008-07-04 11:27:25	00:00:00	3 B	
Actions	Report Date	Process Start Date	Process Time	Size	

¹¹ Use only the first three letters of the name of the month. For example, use *NOV* for *November*.

Figure 38: Choose format to view report

Sending a Quick Demand Report by Email

If you did not enter your address when creating the report or you want to resend the report to yourself or to others, you can still do so after the report has been created. You can also send to one or more addresses as a carbon copy (cc:) or a blind carbon copy (bcc:), as you would a regular email.

To email your report:

1. Log on to the WebAdmin.
2. Select **Demand Reports** from the **Reports** menu.
3. Select **View** beside the report you want to send.
4. Select **Email**.
5. Type in the email addresses to send the report to.

By default, the report is sent as part of the email body. Instead, you can choose to email a link to the actual report or email the report as an attachment in PDF, HTML (text only), CSV (comma separated values), or Plain Text format.

HTML (text only), CSV, and Plain Text files contain data tables only, not graphs. For this reason, only the first three options are recommended unless you plan to export the data into a third party reporting tool, such as Microsoft Excel, Microsoft Access, or Crystal Reports.

6. Select **Send Email**. Your report will now be sent.

Deleting a Quick Demand Report

If you no longer need your Quick Demand Reports, you can delete them to save room on your hard drive for other reports.

To delete a Quick Demand Report:

1. Log on to the WebAdmin.
2. Select **Demand Reports** from the **Reports** menu.
3. Select **Delete** beside the Report you want to delete.
4. Click OK to confirm the deletion.

Demand Reports for admin					
Report Wizard Search Requests Refresh					
Show Reports for User: <input type="text" value="admin"/>					
Demand Reports for admin					
Actions	Name	Status	Interval	Count	Size
View / Edit / Delete	Activity Report for Nov 21, 2006 to Nov 27, 2006	Processed	N/A	1	941 kB
View / Edit / Delete	Category Report	Processed	N/A	1	16 B
View / Edit / Delete	Category Report for Jul 2, 2008 to Jul 3, 2008	Processed	N/A	1	3 B

Figure 39: Demand Reports menu

Using Quick Search

Quick Search is a simple way of searching through the logs for specific activity. Instead of scanning through the entire log, you can reduce the number of records shown by applying report filters.

Quick Search Filter Descriptions

The following filters can be applied during a Quick Search.

Filter	Description
Date	<p>This includes requests occurring during the time specified and filters out all others. When typing in the date, use the format shown on screen or click the calendar icon to select a date from the calendar. Each demand report should have a date filter. By default, a filter spanning the last 24 hours is automatically assigned.</p> <p>Since logs are not stored forever, the report cannot include data from dates no longer stored in the logs.</p> <p>To determine how long Netsweeper stores the logs, see Using the Request Log.</p>
IP Address	<p>Every computer on your network is assigned a unique IP address. In most cases, each computer on the filtered network uses a static (unchanging) IP address. The IP Address filter is most useful when specifying range of IP addresses.</p> <p>If you want to include non-sequential IP addresses or do not know the users' IP addresses, use the Client Name or Group Policy filters instead.</p> <p>Some deployments may use dynamically assigned IP addresses, using DHCP along with some form of external authentication. These deployments use the Client Name filter instead of the IP Address filter.</p>
Client Name	<p>A client name represents a specific computer.</p> <p>Admins or sysops can enter multiple Client Names in the Client Name field, separating names by commas and no spaces: user1,user2,user3,user4.</p> <p>Each Client belongs to a Group. Select Client Manager from the main menu to view the Client Names assigned to you. Not all administrators have the permissions required to access the Client Manager.</p> <p>If you want to include an entire Group (or several Groups), use the Policy Groups filter instead.</p>

Filter	Description
Policy Groups	This filter includes only the requests made by users (clients) in the policy groups specified. To include some groups in the report, excluding all others, select the names of the groups you want to include in the Policy Groups filter, separating the group names by commas and no spaces. For example: <i>group1,group2,group3</i> .
URL	Each web request is identified by a Uniform Resource Locator (URL). The URL is the full address that appears in the address bar of your browser when you visit a Web site. When you type one or more URLs in this filter, the report excludes requests to all other URLs. A <i>URL</i> identifies a specific page at a Web site, not the entire site. For example, http://www.netsweeper.com/Contact is a different URL than http://support.netsweeper.com If you wish to include all the pages at a particular Web site (such as netsweeper.com), use the Host filter instead.
Host	Unlike URLs, hosts can house multiple web resources, such as an entire Web site; not just a single web page. To include requests to all URLs that have the same host, select the host in the Host filter. You can enter multiple hosts, separated by commas with no spaces. For example: http://example1.com , http://example2.co.uk , http://example3.ca
Denied Flag	<i>Yes</i> indicates the request was denied, and <i>no</i> indicates that it was allowed. You can use the Denied Flag filter to list only denied requests or allowed requests. By default, all requests are included in the report unless you change this filter.
Categories	This allows you to include only requests assigned to selected categories. To apply this filter, click Show List and select the categories you want to include. If you select no categories, the filter is not applied and the report includes all categories.

Performing a Quick Search

To perform a Quick Search:

1. Log on to the WebAdmin.
2. Click **Reports** on the menu bar and then click **Demand Reports**.
3. Select **Search Requests**.
4. Select the Quick Search filters you want.

The more filters you apply and the more specific your criteria, the faster the report will process and the smaller it will be.

Filters

Date format is: YYYY-MM-DD hh:mm:ss
Available date range is: 2008-06-05 04:59:57 to 2008-07-04 11:42:57

Date from 2008-07-03 00:00:00 to 2008-07-04 00:00:00

IP Address from _____ to _____

Client Name _____ (comma delimited)

Policy Groups _____ (comma delimited)

URL _____ (comma delimited)

Host _____ (comma delimited)

Denied Flag All Requests Only Denied Requests Only Allowed Requests

Categories Only URLs that have one of these categories. Show List

Figure 40: Quick Search Filter Options

5. Select **Search**. Your Report now processes under the name **Quick Search Made at** [current date and time]. The search status is **Waiting** until the search finishes. When finished, the search status is **Processed**.
6. Click **Refresh** on the **Demand Reports** page to see any updates to the status.
7. If your search has not yet processed, wait a minute or so and then click **Refresh** again.
8. Once your search is **Processed**, select the name of the Quick Search to view the results. If the Quick Search results report is very large, it may take some time to load.

Viewing Your Quick Search Results

A Quick Search may not be available immediately after you create it. The Reporter must first process the search, which may take less than a second or up to a few minutes, depending on the size of the report and the number of other reports currently waiting to be processed on your server.

While the Reporter is processing a report, the status of the report changes from **Waiting** to **Started Processing** and finally to **Processed** when the Report is ready.

You can generate reports in HTML, PDF, CSV, or plain text. However, only PDF and the default View format can contain graphs.

To view a report:

1. Click **Reports** on the WebAdmin menu bar and then click **Demand Reports**.
2. If the status of your report is **Waiting** or **Started Processing**, click **Refresh** to reload the page and check whether the report has finished processing.
3. Repeat this step periodically until the Report is **Processed**.
4. If your search status is **Processed**, select the name of the report you want to view.
5. The report will display in the WebAdmin.

OR

To view a report in a different format:

1. Click **Reports** on the WebAdmin menu bar and then click **Demand Reports**.
2. Click **View** beside the name of the report.
3. Select the format you want: PDF, HTML, CSV, or (Plain) Text.

Sending Your Quick Search Results by Email

If you want to save a copy of your Quick Search results or send them to another user, you can email the results after performing the search.

To email Quick Search Results:

1. Select **Demand Reports** from the **Reports** menu.
2. Click **View** beside the report you want to email.
3. Click **Email**.
4. Type your email address in the **Email Address** field if you want the report emailed to you. You can still view the report using the WebAdmin if you leave the **Email Address** field blank.
5. Select your desired **Report Delivery** option. This option defines the format the report should be sent in (as the email body; as a link to the full report; or as a PDF, HTML, CSV, or plain text attachment).
6. Click **Send Email**.

Deleting Your Quick Search Results

If you no longer need a report, you can delete it.

To permanently delete Quick Search Results:

1. Select **Demand Reports**, **Scheduled Reports**, or **Continuous Reports** from the **Reports** menu, depending on the type of report you want to delete.
2. Click **Delete** beside the report you want to delete.
3. Click **OK** to confirm the deletion.

Creating Custom Reports

The Report Wizard is an application that allows you to create a concise, focused report that includes only the information you need. This makes your report much easier to understand.

To use the Report Wizard:

1. Choose a report type: **Demand**, **Scheduled**, or **Continuous**. See [Choosing a Report Type](#).
2. Apply the filters you want. See [Applying Report Filters](#).
3. Choose any summary or detail groups you want.
4. Generate the report.
5. View, modify, or delete the report.

If you want to use some of the more advanced features beyond those described in this chapter, see [Advanced Features](#).

Choosing a Report Type

Report type	When used?
Demand	A customized one-time report covering any time period and generally for a specific purpose. It can display both Detail and Summary Groups .
Scheduled	A customized Quick Report, created once and run routinely to monitor users' Internet access at regular intervals, beginning before or after the current time. It can display both Detail and Summary Groups .
Continuous	A customized up-to-date line graph of summary information intended for frequent update (as often as once a minute). Useful for monitoring current activity on your network.

Once you have chosen the type of report you, your next task is to decide which filters to apply. Using one or more filters can focus your report by including only the data required and thereby making the report easier to read and interpret. If you are creating a Demand or Scheduled Report, you must decide what level of detail the report should include by choosing a Summary Group or a Detail Group. See [Using Report Groups](#). Continuous Reports can only use Summary Groups.

Even if you do not set up the emailing of a report, you can view your reports in the WebAdmin. You can also delete or edit a report after it is created.

Sorting Reports Created with the Report Wizard

You can sort the reports you create with the Report Wizard and display them by any combination of the following criteria:

- Group (filtering group)
- Client (workstation)
- Request (processed Internet resource request)
- File (requested file)
- Page (requested Web page)
- Host (main server for a Web site)
- Pages denied
- Pages allowed
- Category
- Time or date range

Creating a Demand Report

Unlike other reports, Demand Reports are only generated once. These reports can cover any time period, provided that data for the time period is currently stored in the logs. Reports that start earlier than the current logs or use an end date that occurs in the future will appear to have no data for those time periods.

Starting the Report Wizard

To start the Report Wizard:

- Log on to the WebAdmin.
- Select **Report Wizard** from the **Reports** menu.
- Select **Demand Report**.
- Click **Next>**.

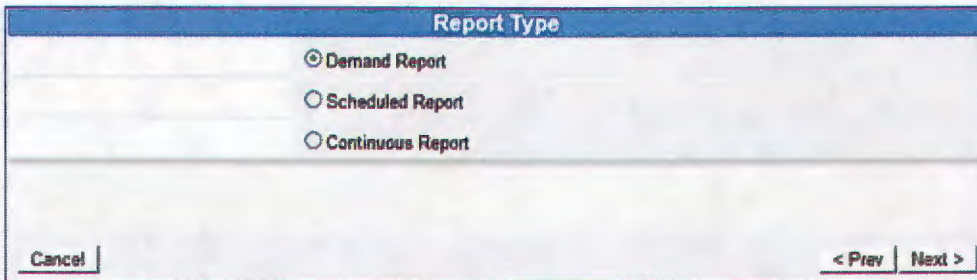


Figure 41: Select Demand Report as report type

Applying Report Filters

Report filters are used to simplify and focus the reports. Only Internet requests that meet the requirements of your report filters are included in the report. The **Date** filter is the only filter applied by default. It includes only requests that occurred during the specified time. Filters left blank are not applied.

- Set the **Date** filter by changing the **From** and **To** fields.
- Apply any additional report filters you want.

Filter	Description
IP Address	Only includes requests made from IP addresses in the range you specify
Client Name	Only includes only specific users (clients)
Policy Groups	Only includes specific filtering groups
URL	Only includes requests to specific web pages
Host	Only includes requests to specific Internet hosts (entire Web sites)
Denied Flag	Includes either allowed or denied requests

Categories	<p>Only includes web requests assigned to the categories you select</p> <p>To apply the Categories filter:</p> <p>Click Show List and select the categories you want to include.</p>
-------------------	--

- Click **Next>**.

Figure 42: Report Wizard Filters

- Add at least one report Group to your report. You can add multiple Summary Groups, followed by one Detail Group.

Figure 43: Add New Report Group

Adding a Summary Group

A **Summary Group** shows graphs or tables that provide an overview of the data and general trends on your network. See [Using Report Groups](#).

In creating your Summary Groups, remember that selecting multiple Summary Groups can cause your report to grow very large and possibly exceed the maximum allowed report size on your server.

Note If you do not want to create any Summary Groups, skip ahead to *Adding a Detail Group*. Remember that you must create at least one Group (detail or summary) before you can continue.

To add a Summary Group:

1. Select **Add New Report Group**.
2. Confirm that **Summary Group** is selected and click **Next>**.

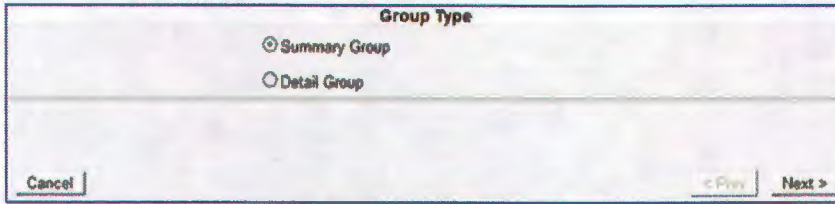


Figure 44: Add new Summary Group

3. Select the field on which the requests should be grouped.

See [Choosing Summary Groups](#) for help choosing a Summary Group.

The criteria or field you choose affects the type of graph or table that you can use with the report. The following table shows the types of graphs and tables available for each field.

Graph or Table Type	Data Table	Pie Graph	2D Bar Graph	3D Bar Graph	Line Graph
URL	✓				
Host of URL	✓				
IP Address	✓	✓	✓	✓	
User	✓	✓	✓	✓	
Policy Group	✓	✓	✓	✓	
Category	✓	✓	✓	✓	
Denied Flag	✓	✓	✓	✓	
Date Range	✓		✓	✓	✓

✓ indicates whether the field or criteria displays in the indicated graph or table format.

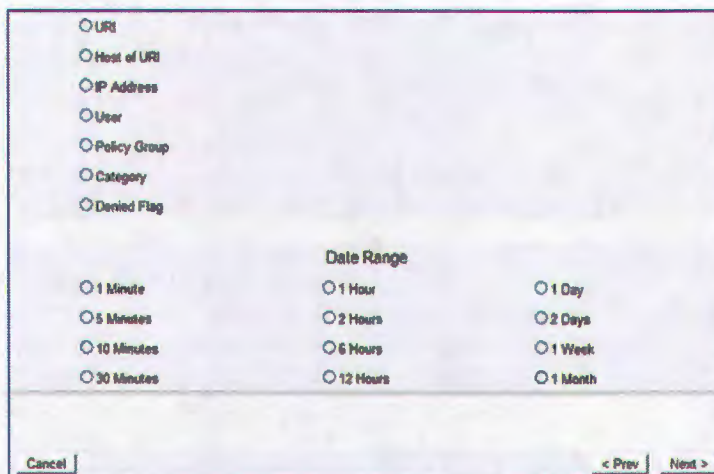


Figure 45: Select a Summary Group

4. Click **Next>**.
5. Select the data fields you want in the report.

The first column of a table is always the field by which the information is grouped. Successive columns appear, from left to right, in the order in which you select them.

To change the order of the columns, select a field name and drag it up or down in the list. You do not have to select all the fields.

See [Defining Requests, Pages, and Files](#) for the difference between requests, pages, and files.

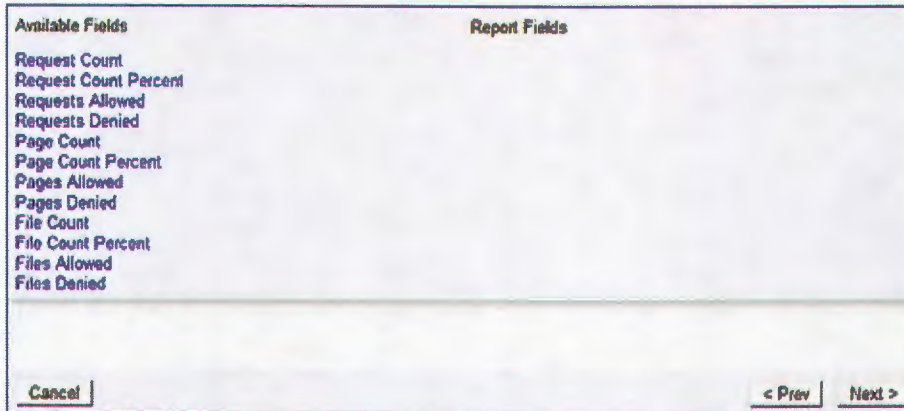


Figure 46: Select Summary Fields

6. Click **Next>**.
7. To accept the default ordering, click **Next>**.

You can change the sort order by selecting **Ascending** or **Descending** beside the name of the field by which you want the report sorted.

8. Adjust the order by clicking-and-dragging a field name up or down the list.
9. Select the types of graphs you want in the report and the graph options you want applied. See [Using Graphs and Tables](#).
10. If you selected more than one graph, you can also select a vertical or horizontal layout for the graphs.

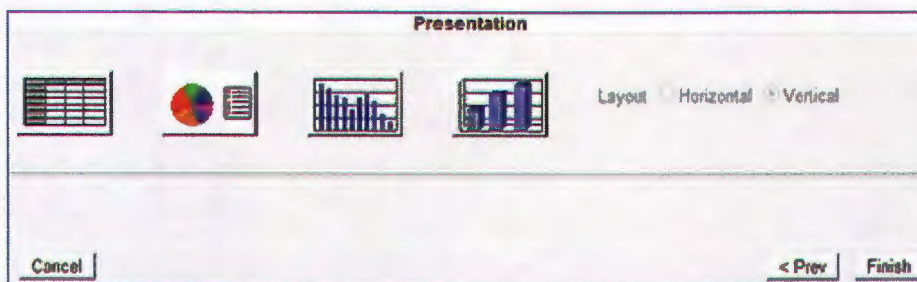


Figure 47: Choose Report Presentation

11. Select **Finish**.
12. You can now add another Summary Group, add a Detail Group, or finish the Report. To finish the report, skip to [Finishing the Report](#).

Adding a Detail Group

A Detail Group displays a table that lists information about each individual request in the report. You can only create one Detail Group per report.

To create a Detail Group:

1. Select **Add New Report Group**.
2. Select **Detail Group** and click **Next>**.

Figure 48: Add Detail Group

3. Select one or more **Available Fields** to include as columns in the table.

The first field you select is used as the first column in the table, the second field as the second column, and so on. You can remove fields from the report by clearing selected Report Fields. You can rearrange the order of the fields by clicking and dragging a field up or down.

Figure 49: Choose Detail Groups

4. Click **Next>**.
5. Select **Ascending** or **Descending** beside the field you want the rows ordered in. You can also select **Ascending** or **Descending** beside additional fields to specify additional ordering priority. Each additional ordering priority is used only to break a tie in the previous priority—when there are two or more entries with the same value in the previous field. See [Sorting your Report](#).
6. Click **Next>**.

Modify the table options, if needed. See [Data Tables](#).

Figure 50: Confirm Presentation

7. Select **Finish**.

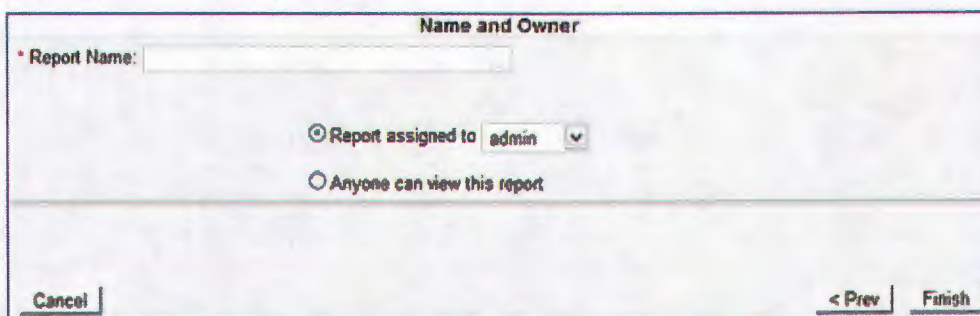
Finishing the Report

After you finish adding a Report Group, you are returned to the page where you can add a new Report Group.

After you have created report groups, finish the report.

To finish the report:

1. Click **Next>**.
2. In the Email conditions box, type the email addresses of report recipients in the **Email Address** box.
You can view the report in the WebAdmin if you leave the Email Address field blank. You can also select additional emailing options and conditions. See [Using Email Options](#).
3. Click **Next>**.
4. Type a descriptive name for the report in the **Report Name** field.
5. If you have *admin* level privileges, you can also assign this report to another account or make the report available to all accounts on the WebAdmin. If you assign the report to another account, only that account will have access to it.



The screenshot shows a form titled "Name and Owner". It contains a text input field for "Report Name:" with a red asterisk indicating it is required. Below this is a radio button labeled "Report assigned to" with a dropdown menu showing "admin". There is also an unselected radio button labeled "Anyone can view this report". At the bottom left is a "Cancel" button, and at the bottom right are "< Prev" and "Finish" buttons.

Figure 51: Name the Report

6. Select **Finish**.

The report now processes. If you entered your email address, you should receive the report in an email soon shortly.

Creating a Scheduled Report

This section describes how to create a Scheduled Report using the Report Wizard. Scheduled Reports are created once and generated on a regular basis. For example, Scheduled Reports can be generated once every day, usually at midnight at the end of every day.

Starting the Report Wizard

To start the Report Wizard:

1. Log on to the WebAdmin.
2. Select **Report Wizard** from the **Reports** menu.
3. Select **Scheduled Report**.

- Click **Next>**.

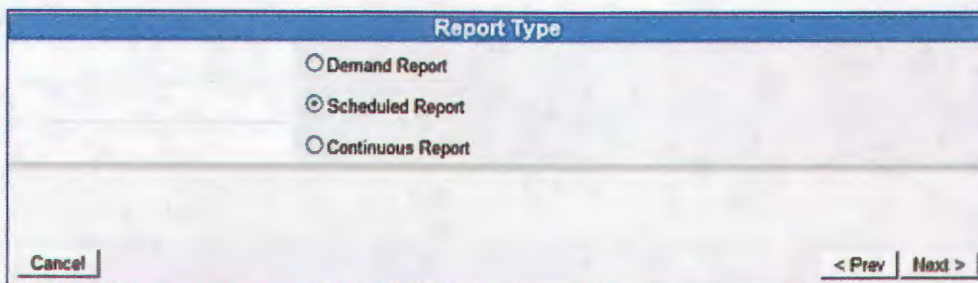


Figure 52: Select Scheduled Report as report type

- Select a **Run Interval**.

A report run Every Minute creates a report once every 60 seconds that includes only requests made during the last 60 seconds. Likewise, a report run Every Month is run once per month and includes the entire month's requests in the report.

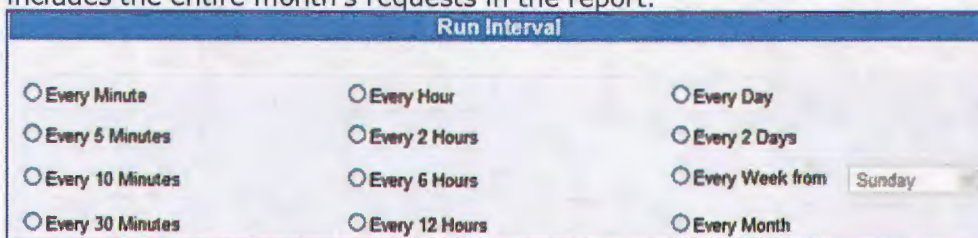


Figure 53: Run Interval options

- Click **Next>**.
- Apply any filters you want.

Filters help condense and simplify the reports. The report only includes those Internet requests that meet the requirements of your report filters. See [Using Report Filters](#).

Available Report Filters

Filter	Description
Relative Date	Allows you to specify when the report should start and end. By default, each interval starts at midnight, so that reports that run every hour run on the hour, reports that run every day run at the end of each day, and so on.
IP Address	Includes only requests made from IP addresses in the range you specify.
Client Name	Includes only specific users (Clients)
Policy Group	Includes only specific groups of users (Groups).
URL	Includes requests to specific web pages.
Host	Includes requests to specific Internet hosts (entire Web sites)
Denied Flag	Includes either only allowed requests or only denied requests.
Categories	Includes only web requests assigned to the categories you select. To apply the Categories filter, select Show List.

- Click **Next>**.

Filters

Relative Date from 00 :00 :00 to 24 :00 :00

IP address from [] to []

Client Name [] (comma delimited)

Policy Groups [] (comma delimited)

URL [] (comma delimited)

Host [] (comma delimited)

Denied Flag All Requests Only Denied Requests Only Allowed Requests

Categories Only URLs that have one of these categories: [Show List](#)

Figure 54: Report Wizard Filters for Scheduled Reports

9. Add at least one report group to your report. You can add multiple Summary Groups, followed by, at most, one Detail Group.

Group Type

Summary Group

Detail Group

Cancel < Prev Next >

Figure 55: Add New Report Group

Adding Summary Groups

A Summary Group shows graphs or tables that provide an overview of the data and general trends on your network, not detailed information about each request. See [Using Report Groups](#). When creating your Summary Groups, remember that selecting multiple Summary Groups can cause your report to grow to be quite large.

Larger reports take longer to generate and download and may even exceed the maximum report size limit on your server. Check with your *master admin* account user to find out how much hard disk space is allocated for reports on your Reporting Server.

Note If you do not want to create any Summary Groups, skip ahead to [Adding a Detail Group](#). Remember that you must create at least one Group (detail or summary) before you can continue.

To add a Summary Group:

1. Select **Add New Report Group**.
2. Click **Next>**.

Group Type

Summary Group

Detail Group

Cancel < Prev Next >

Figure 56: Add new Summary Group

3. Select the field by which to group the requests.

The field you choose affects the type of graph that you can use with the report.

The following table shows which types of graphs and tables are available for each field.

Graph or Table Type	Data Table	Pie Graph	2D Bar Graph	3D Bar Graph	Line Graph
URI	✓				
Host of URI	✓				
IP Address	✓	✓	✓	✓	
User	✓	✓	✓	✓	
Policy Group	✓	✓	✓	✓	
Category	✓	✓	✓	✓	
Denied Flag	✓	✓	✓	✓	
Date Range	✓		✓	✓	✓

4. Click **Next>**.

5. Select the data fields you want in the report.

The order in which you select the data fields is the order in which they will display.

6. To change the display order of the selected summary fields, click-and-drag each selected field up or down the list. You do not have to select all the fields.
7. See [Differentiating between Requests, Pages, and Files](#) for more on the differences between requests, pages, and files.

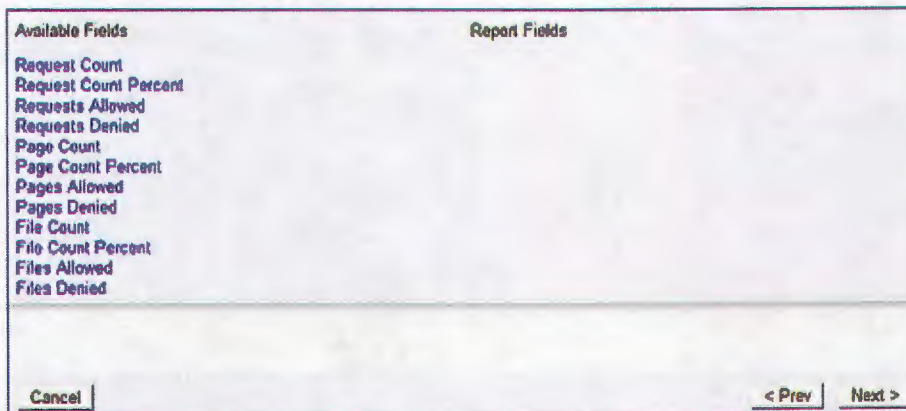


Figure 57: Select Summary Fields

8. Click **Next>**.

9. To accept the default order, click **Next>**.

10. Change the order by selecting **Ascending** or **Descending** beside the field by which you want the report sorted. To adjust the order, click and drag a field up or down the list.) See [Sorting Your Report](#).

11. Select the types of graphs and the graph options.

12. If you selected more than one graph, you can also select the horizontal layout to have the graphs display side by side in the report instead of vertically.

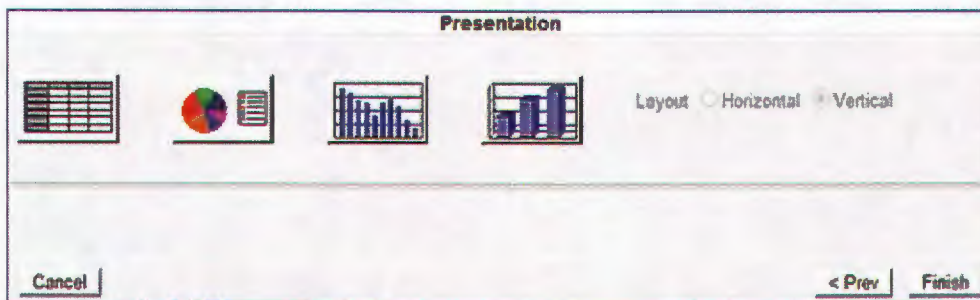


Figure 58: Choose Report Presentation

13. Select **Finish**.
14. You can now add another Summary Group, add a Detail Group, or Finish the Report. To finish the report, skip to **Finishing the Report**.

Adding a Detail Group

A Detail Group displays a table of information about each individual request in the report. You can only create one Detail Group per report.

To create a Detail Group:

1. Select **Add New Report Group**.
2. Select **Detail Group** and click **Next>**.

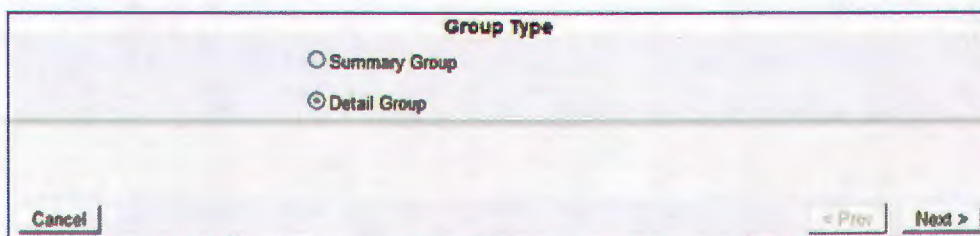


Figure 59: Select Detail Group

3. Select one or more **Available Fields** to include as columns in the table. The first field you select becomes the first column in the table; the second field becomes the second column, and so on. You can remove fields from the report by selecting Report Fields.
4. To change the order of the fields, click and drag a field up or down.

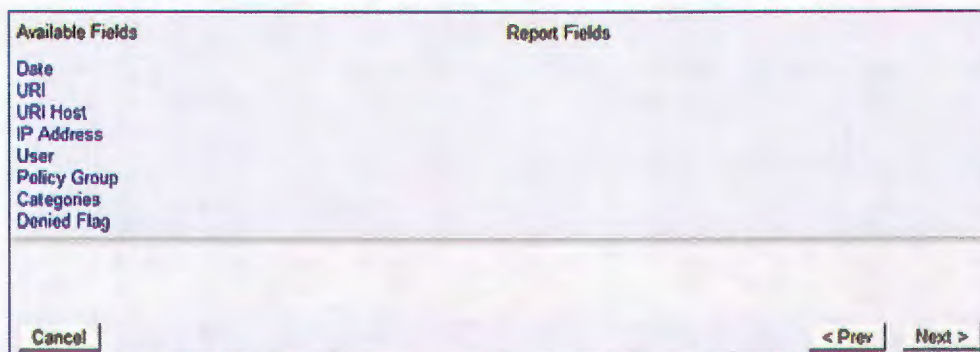


Figure 60: Select Detail Groups

5. Click **Next>**.

6. Select **Ascending** or **Descending** beside the field you want the rows ordered in.
7. Select **Ascending** or **Descending** beside additional fields to specify additional ordering. Additional ordering is used only when there are two or more entries with the same value in the previous field. See [Sorting Your Report](#).
8. Click **Next>**.
9. Adjust the table options as desired. See [Data Tables](#).

Figure 61: Confirm Report Presentation

10. Select **Finish**.

After creating the Detail Group, you must complete a few final steps to finish the report.

Finishing the Report

To finish the report:

1. Once you finish adding a Report Group, click **Next>**.
2. Select a **Start Date**. If you select **Current Date**, the first report will be run at the end of the current report period (for example, at the end of the day, if you selected **Every Day** as your run interval). If you select a date in the past, the Reporter will create up to five additional reports immediately, plus each subsequent report starting with the current report period will run at the end of the period.
3. Type your email address in the **Email Address** field, if you want the report emailed to you. You can view the report using the WebAdmin if you leave the Email Address field blank. You can also select additional emailing options and conditions. See [Using Email Options](#). In general, we recommend the default settings.
4. Click **Next>**.
5. Type a descriptive name for the report in the **Report Name** field.
6. If you have *admin* level privileges, you can assign this report to another Login account or to make the report available to all Login accounts on the WebAdmin. If you assign the report to another account, only that account will have access to it.

Figure 62: Name the Report

7. Select **Finish**.

Your report will now process. If you set the report up to be emailed, the designated email recipients should receive the report in an email soon after it processes.

Creating a Continuous Report

This section describes how to create a Continuous Report using the Report Wizard. Continuous Reports contain frequently updated summaries of your network traffic.

Starting the Report Wizard

To start the Report Wizard:

1. Log on to the WebAdmin.
2. Select **Report Wizard** from the main menu.
3. Select **Continuous Report**.
4. Click **Next>**.

Figure 63: Select Continuous Report as Report Type

5. Select a **Run Interval**.

The span of a Continuous Report depends on its *run interval* (how frequently it runs). The following table lists the approximate time span of a report based on the **Run Interval**:

Run Interval	Time Span
Every minute	5 hours
Every 5 minutes	1 day
Every 10 minutes	2 days
Every 30 minutes	1 week

Every hour	2 weeks
Every 2 hours	25 days
Every 6 hours	2.5 months
Every 12 hours	5 months
Every day	1 year
Every 2 days	2 years
Every week	6 years
Every month	25 years

6. Click **Next>**.

Applying Report Filters

Reports filters are used to simplify and focus the reports. Only Internet requests that meet the requirements of your Report Filters are included in the report. See [Using Report Filters](#).

You can apply a report filter to narrow your report results.

Filter	Description
IP Address	Only includes requests from IP addresses in the range you specify
Client Name	Only includes users (clients) you select
Policy Groups	Only includes groups you select
URL	Only includes requests for specific web pages
Host	Only includes requests to specific Internet hosts, that is, entire Web sites
Denied Flag	Only includes either allowed requests or denied requests
Categories	Only includes web requests assigned to the categories you select.

To apply a filter, select the filter name and click **Next>**.

Adding Summary Groups

A Summary Group shows graphs or tables that provide an overview of the data and general trends on your network, not detailed information about each request. For Continuous Reports, you can only add one Summary Group per report.

To add a Summary Group:

1. Select **Add New Report Group**.
2. Select the field by which you want the requests grouped.

See [Choosing Summary Groups](#).

Five summary fields are available for Continuous Reports: IP Address, User, Policy Group, Category, and Denied Flag.

3. Click **Next>**.

- Select the data fields you want to include in the report. The order in which you select the data fields is the order in which they will display.

Figure 64: Select Summary Fields

- Select **Finish**.

Finishing the Report

To finish the report:

- After you add the Summary Group, click **Next>**.
- Type a descriptive name for the report.
- If you have *admin* level privileges, you can assign this report to another Login account or make the report available to all Login accounts on the WebAdmin.

If you assign the report to another Login account, only that account will have access to it.

Figure 65: Name the Report

- Select **Finish**.
Your report now processes. See [Viewing a Report](#).

Additional Report Options

Once the report processes, you can view it from the WebAdmin, send it by email, edit it, or delete it.

Viewing a Report

A report may not be available immediately after you create it. The Reporter must first process the report, which may take less than a second or up to a few minutes, depending on the size of the report and the number of other reports currently waiting to be processed on your server.

While the Reporter is processing a report, the status of the report changes from **Waiting** to **Started Processing** and finally to **Processed** when the Report has finished processing.

You can view reports in HTML, PDF, CSV, or plain text. However, only PDF and the default view format can contain graphs.

To view a report:

1. Select **Demand Reports**, **Scheduled Reports**, or **Continuous Reports** from the main menu, depending on the type of report you want to view.
2. If the status of your report is **Waiting** or **Started Processing**, click **Refresh** to reload the page and check whether the report has finished processing.
3. Repeat this step every few minutes until the status displays as **Processed**.
4. Click **View** beside the name of the report to view it in the default format. Or, select **PDF**, **HTML**, **CSV**, or Plain **Text** to view the report in one of those formats.

The report will open in a new window.

Report Results				
Actions	Report Date	Process Start Date	Process Time	Size
View / Email / Delete / PDF / HTML / CSV / Text	2008-07-04 11:27:25	2008-07-04 11:27:25	00:00:00	3 B
Actions	Report Date	Process Start Date	Process Time	Size

Figure 66: Report Results

Sending a Report by Email

If you want to resend the report to yourself or send it to others after creating it, even if you chose not to email the report when first creating it, you can do so after the report has been created. You can also send it to one or more addresses as a carbon copy (cc:) or a blind carbon copy (bcc:), exactly as you would a regular email.

To email your report:

1. Select **Demand Reports**, **Scheduled Reports**, or **Continuous Reports** from the main menu, depending on the type of the report you are sending.
2. Select **View** beside the report you want to send.
3. Select **Email**.
4. Type in the email destinations for the report.
5. By default, the report is sent as part of the email body.
You can choose to email a link to the report or to email the report as an attachment in PDF, HTML (text only), CSV (comma separated values), or Plain Text format.
6. Click the **Send Email** button.