

Marshal 86 Admin Training

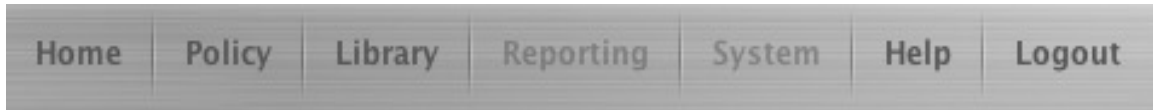


IP

Login:

- M86.nwoca.org:88 (Username and Password when prompted)

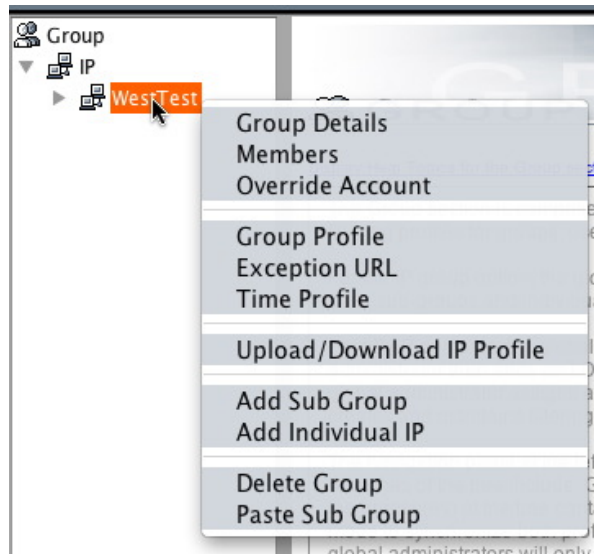
Top Tabs:



- **Home:** Provides information about the product (version numbers, etc.)
- **Policy:** Shows the groups that have been created for your school/district. Depending upon your setup, one or two main groups will be displayed: IP and LDAP.
- **Library:** This area has a lookup that shows all of the URL's that are involved in blocking or allowing one site. This is also the area where custom categories can be created.
- **Help:** Provides access to an on-line users guide
- **Logout:** Closes the program

Policy:

- **IP Options:**



- *Group Details:*

Group Details ?
Group>IP>WestTest>Group Details

Group Administrator

Group Name

Password

Confirm Password

- **Members:** New members can be added and removed in this section. The display will be different depending whether *group* or *subgroup* is selected. Follow the directions on the screen to make modifications.
- **Override Account:** Override accounts can be created in the section. If the user exists in an IP Group, make sure that you created the Override Account in the correct IP Group. For users that do not exist in an IP Group, you can create an Override Account at the Global Group Profile level. A user cannot have an Override Account at both the Global Group and IP Group levels—the IP Group takes priority. Once you have created an Override Account, select the account and click “View/Modify” to define a filtering profile for that account. When finished, click “Apply.” If you fail to define a specific filtering profile for the Override Account, the user will default to the Minimum Filtering Level.

Override Account
Group>IP>WestTest>Override Account

Account Details

Name

Password

Confirm Password

Current Accounts

bachman
holden

- **Group Profile:** This is the area where you will define web access to users.

Category Profile
Group>IP>WestTest>Category Profile
Group: WestTest Current Profile: Custom Profile

Available Filter Levels
Custom Profile

Minimum Filtering Level
Alcohol
Child Pornography
Criminal Skills

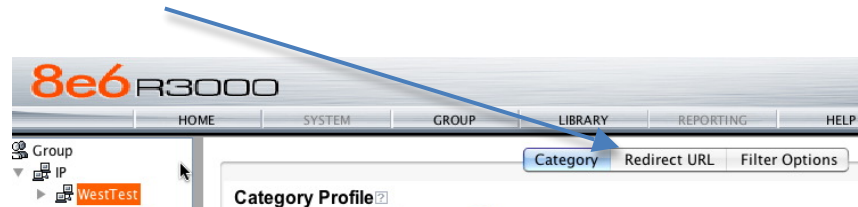
Rule Details

Category	Pass	Allow	Warn	Block	Quota
Category Groups					
Adult Content					
Bandwidth					
Image Servers & Image Search Engines					
Internet Radio	✓				
Peer-to-peer/File Sharing				✓	
Video Sharing	✓				
VoIP	✓				
Web Based Storage				✓	
Streaming Media	✓				
Business/Investments	✓				
Community/Organizations	✓				
Education	✓				
Entertainment	✓				
Government/Law/Politics	✓				
Health/Fitness	✓				
Illegal/Questionable				✓	

Uncategorized Sites

Overall Quota 0 Min

- The pull-down menu under available filter levels allows you to set a default filter set. The filter set NWOCA is using is “Rule 7 Default”. You can change the options, and you will probably want to, but be aware that the name of the Filter Levels will change to “Custom Profile” when you make modifications.
- The minimum filter level has been set by NWOCA and cannot be altered.
- The types of filters that can be applied to categories are:
 - *Pass*: forces a category to obey the rules set by Marshal 86. For example, if the category “Games” has sites that are “allowed”, users will be able to access them. If a site in the “Games” category is considered inappropriate, it will be not be allowed.
 - *Allow*: this allows (always allow) all URL’s in the category
 - *Warn*: provides a warning page prior to the access of a URL
 - *Block*: this blocks (never allow) all URL’s in the category
 - *Quota*: this feature lets users visit specified sites for a defined time period – This filtering profile component lets the administrator specify a set number of minutes/hits in which an end user can access a library category or category group before receiving a warning message or quota block page. If a specified number of minutes is defined for the Overall Quota, the end user can only spend that maximum amount of time at all quota-marked libraries/categories before being blocked from accessing URLs in any quota-marked library/category. If the end user is blocked from Internet access via the quota feature, he/she will need to wait until the quota is reset before accessing any Internet content.
- Sub-categories are listed under each main category. For example, there are several sub-categories listed under Bandwidth. If there is a checkmark next to the main category, all of the sub-categories will have the same profile. If there is no checkmark next to a main category, the subcategories will have a variety of category options.
- *Uncategorized sites*: It is recommended that this be set to “Pass”. This will force an uncategorized site to follow the Marshal 86 algorithm. Using “Allow” or “Block” will indiscriminately allow or block sites that are uncategorized.
- *Redirect URL*:



The Redirect URL allows you to create a custom page when the user is blocked from the page.

Category	Redirect URL	Filter Options
Filter Options ? Group>IP>WestTest>Filter Options		
Filter Options		
<input checked="" type="checkbox"/> X Strikes Blocking		
<input checked="" type="checkbox"/> Google/Bing/Yahoo!/Ask/AOL Safe Search Enforcement		
<input checked="" type="checkbox"/> Search Engine Keyword Filter Control		
<input checked="" type="checkbox"/> URL Keyword Filter Control		
<input type="checkbox"/> Extend URL Keyword Filter Control		

- *Filter Options:*
 - X Strikes Blocking: Blocks the user from Internet access after going to a blocked site 5 times. The user account will be reinstated after 5 minutes.
 - Safe Search Enforcement: Applies the parental safe search filter used by the browsers listed. If this is applied, users cannot change the filter options of a browser to be more lenient.
 - Search Engine Keyword Filter Control: Causes search engine keywords to be filtered. For example, if a search was made for an obscene or inappropriate word, the search would be blocked.
 - URL Keyword Filter Control: You can add **search engine keywords** to their filters under **Library>Category Groups>Custom Category** as needed to block bad words or any keyword searches on other search engines. The **bad words** can be blocked using a keyword and url keyword checked in the **filter options** section. To find **filter options** and enable them go to the profile of the group and look for the tabs on top, select **filter options** and make your selections. You can also add international language keywords. You may also block by keywords as phrases, up to 75 alphanumeric characters. **Sex** is not a keyword that is put in by default because education customers need to search on sex education. *Over blocking can result in blocking international domains like "uk" because any word that starts with uk will get blocked.*

- *Exception URL:* This is where you can enter exceptions to your filter set. URL's can be Blocked or By-Passed. The purpose of Exception URLs is to temporarily block or allow access to specific URLs. Because of the additional overhead they create, it is recommend using custom categories for long-term URL management. For example, you can create a category to hold URLs that you want to block, and create another category to hold URLs that you want to allow (or "white list").

Exception URL ?
 Group>IP>WestTest>Exception URL

Block URL

Block URLs:

Add
Remove

ByPass URL

ByPass URLs:

*.kickyoutube.com/
 *.youtube.com/
 http://www.youtube.com/watch?v=vKVk8uwg594

Add
Remove

Apply

- *Time Profile:* This will restrict a single user or a group to a specific filter set for a period of time. It could be used to allow a group or individual access to more restrictive or more lenient filter controls for a period of time on a regular basis or one instance. Choose Time Profile from the menu for a group or individual. Click Add. The following Menu will appear:

Time Profile: test

Recurrence
Rule
Redirect
Filter Options
Exception

Recurrence duration time

Start: 12:15 PM 05/10/10 1:15 PM 05/10/10

Recurrence pattern

Daily Every 1 day(s)
 Weekly
 Monthly
 Yearly

Range of recurrence

Start: 05/10/10

No end date
 End by: 05/10/10

Specific rules and options can be added. In the above screen shot, notice that the Rules tab allows you to create a specific filter set for passes and allows; the other tabs allow you to similarly set up specific rules for the time period.

- *Add Sub Group / Add Individual IP / Delete Group / Paste Sub Group:* These allow you the flexibility to create sub groups as you see necessary. Follow the screen directions.

Library

- *Library Lookup*

Library Lookup[?]
Library > Library Lookup

URL Lookup

URL

Search Engine Keyword Lookup

Search Engine Keyword

Lookup Result

Result Category

Portals: *.YAHOO.COM	<input type="button" value="Remove"/>
Search Engines: YAHOO.COM	
Portals: 98.137.149.56	

[Email Result](#)

Library Lookup allows you to see the various URL's that are associated with a single URL. Often, when attempting to allow a site, there are other URL's that need to be allowed. By placing the url in the lookup window, Marshal 86 will show the related URL's in the Result Category window.

If you want to see how a search engine keyword is categorized, place a keyword in the Search Engine Keyword window and click on Lookup. The categories will appear in the Result Category window, as in the example below.

Library Lookup [?](#)
Library > Library Lookup

URL Lookup
URL
 [Lookup](#)

Search Engine Keyword Lookup
Search Engine Keyword
 [Lookup](#)

Lookup Result
Result Category

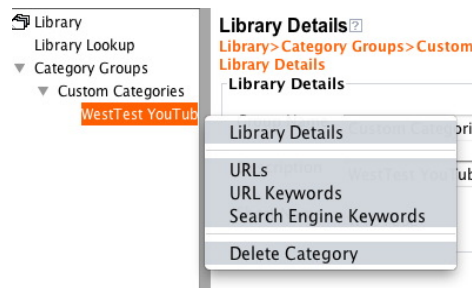
Information Technology

[Remove](#)

[Email Result](#)

[Reload Library](#)

- *Custom Categories*
 - To create Custom Categories, choose Library > Category Groups > Custom Categories > Group > Library Details



- **Action Button:** After entering the Library Details, choose URL's. By placing the URL of the place you want to allow or prevent, you can automatically add all associated URL's. For example, if you want to allow YouTube.com, place it in the URL list and click Add. Then select the URL's in the "URL's to apply action" window and click on *Apply Action*. The custom category will be created. After clicking on *Apply Action*, click on *Reload Library*. Note: you will need to keep a text file of the URL's and add new URL's to the text file. Use *Upload Master* to put the entire list to the Library.
- **View Button:** To view the URL's in a custom category, click *View* and then click the *View List* button in the lower right-hand corner

URLs

Library > Category Groups > Custom Categories > WestTestYouTube(WestTest) > URLs

Action View

Edit URL List

URL Add Remove

example : www.site.com,site.com,http://www.site.com.

Edit WildCard URL List

URL Add Remove

example : *.site.com

Select URL(s) to apply action.

```

HTTP://WWW.YOUTUBE.COM/
*HTTP://74.125.93.113/
*HTTP://74.125.93.138/
*HTTP://74.125.93.139/
*HTTP://74.125.93.100/
*HTTP://74.125.93.101/
*HTTP://74.125.93.102/
HTTP://YOUTUBE.COM/
*HTTP://74.125.67.100/
*HTTP://74.125.127.100/
*HTTP://74.125.45.100/

```

Apply Action

* Virtual IP

Upload Wildcard Master Upload Master Reload Library

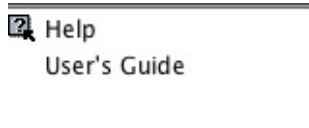
You will need to identify the pass/allow/warn/block/quota settings for the custom categories you create. You can do this by accessing the group profile, then find your category under Custom Categories.

Help:

Choose the Help tab at the top Menu:



Choose "User's Guide". An online help site will appear in a separate screen when you click on User's Guide.



Appendix

X-Strike Notice:

Warning:

X Strikes Blocking has been enforced!

The R3000 has applied the "X Strikes lockout" feature on the workstation(s) listed below.

These workstations cannot access most Web sites on the Internet for a designated period of time, or until they are unlocked by an administrator or authorized staff member.

Affected workstations are:

.....Name @ 10.12.2.233 (Locked: 2010/05/20 12:21:16, Expires: 2010/05/20 12:26:16)

Click here <<http://10.254.1.55:88/XStrike.jsp>> to unsubscribe from this email list or to access the Unlock Workstation page.

Access Denied:

ACCESS DENIED![HELP](#)

Internet access to the requested website has been denied based on your user profile and organization's Internet Usage Policy.

User/Machine: IPGROUP
IP: 10.248.3.147
Category: Tobacco
Blocked URL: http://www.thompsoncigar.com/

For further options, [click here](#).

To submit this blocked site for review, [click here](#). For assistance, contact your Administrator.

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