

Marshal 86 Admin Training

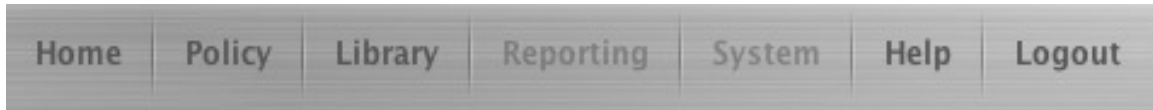


LDAP

Login:

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

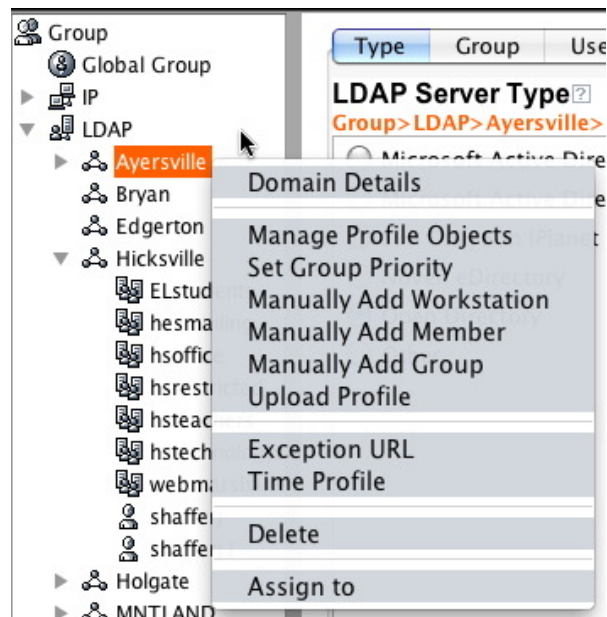
Top Tabs:



- 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

Groups:

- LDAP Options:



- *Domain Details:* The Domain Details were setup when your account was created. Please do not change the settings. If you feel the need to make a change, please contact NWOCA hardware: mail_staff_hw@nwoca.org
- *Manage Profile Objects:* Use this screen to add users to a group. In the first pull down menu on the left, choose "cn="; place an asterisk (*) in the box to the right of "cn="; choose In: "Root" in the pull down menu; and, choose "Group" in the line below. Click Search which will give a list of groups that have been established. To see individual members of the group, click on View. If you are creating a new group and want to assign members to the group, you can assign groups within groups or assign individuals to a particular group. Once you have marked your entries, you can add or delete a filtering rule.

LDAP Browser ?

Group > LDAP > Hicksville > LDAP Browser

cn=

*

In

Root

Workstation
 User
 Group
 Container

Within Results

Type	Name	DN	Profile	Members	Mark
GRP	groups_guest			View	<input type="checkbox"/>
GRP	groups_tty			View	<input type="checkbox"/>
GRP	groups_staff			View	<input type="checkbox"/>
GRP	groups_elauxillarygym			View	<input type="checkbox"/>
GRP	groups_hsfitnessforlife			View	<input type="checkbox"/>
GRP	groups_hsrestricted		Custom Rule	View	<input type="checkbox"/>
GRP	groups_janitor			View	<input type="checkbox"/>
GRP	groups_kmem			View	<input type="checkbox"/>
GRP	groups_elconferenceroom			View	<input type="checkbox"/>
GRP	computer_groups_hss			View	<input type="checkbox"/>
GRP	groups_admin			View	<input type="checkbox"/>
GRP	groups_hsgeometrylab			View	<input type="checkbox"/>
GRP	groups_msoffice			View	<input type="checkbox"/>
GRP	groups_fees_cafeteria			View	<input type="checkbox"/>
GRP	groups_hsteachers		Custom Rule	View	<input type="checkbox"/>
GRP	groups_hskonferenceroom			View	<input type="checkbox"/>
GRP	groups_nobody			View	<input type="checkbox"/>

Add or Delete a filtering rule to the marked entries

Rule 0: Minimum Filtering Level

- After creating a new sub- group, select the subgroup to create a profile.:

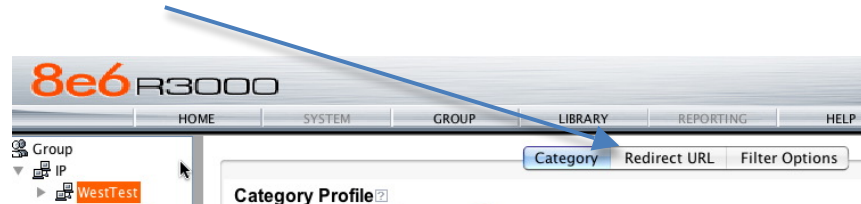


- *Group Profile:* This is the area where you will define web access to users.

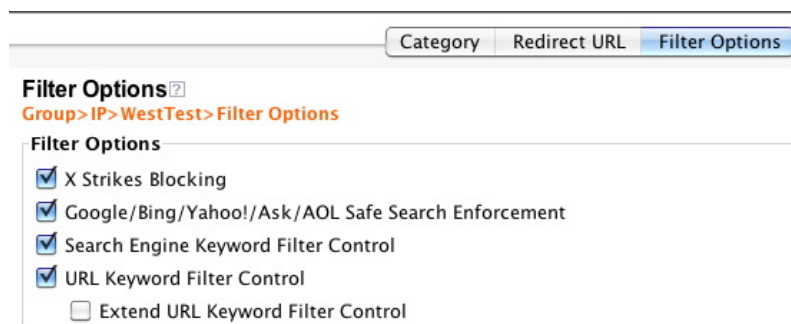
- The pull-down menu under available filter levels allows you to set a default filter set. The filter set NWOCA is using is “Rule 7 Default”. You can change the options, and you will probably want to, but be aware that the name of the Filter Levels will change to “Custom Profile” when you make modifications.
- 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:*

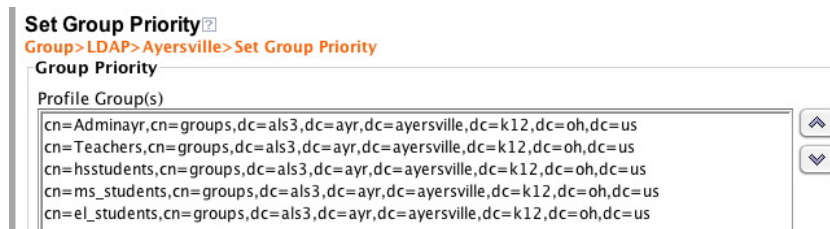


The Redirect URL allows you to create a custom page when the user is blocked from the page.



- *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.*

- *Set Group Priority*: When speaking of the order of precedence among various profile levels in the R3000, it is simply the order in which R3000 applies a profile to a given IP address and defines what group has priority over others. In the example below, the group at the top has priority over the group(s) that follow.



- *Manually Add Workstation; Manually Add Member; Manually Add Group*: Use these options to add individual items to groups.
- *Upload Profile*: Be careful using this option. If you want to use this option, follow the instructions. It would be a good idea to consult with the NWOCA Hardware Staff before using this option.
- *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:

Add

Remove

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

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 on 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

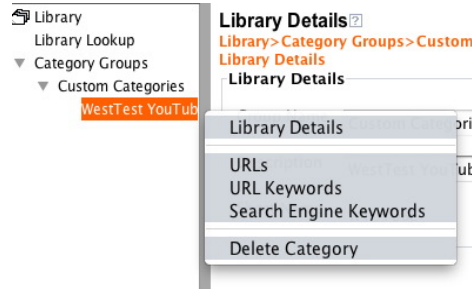
- *Library Lookup*

The screenshot displays the 'Library Lookup' interface. At the top, it says 'Library Lookup' with a help icon, followed by 'Library > Library Lookup'. There are three main sections: 1. 'URL Lookup' with a text input field containing 'www.yahoo.com' and a blue 'Lookup' button. 2. 'Search Engine Keyword Lookup' with an empty text input field and a grey 'Lookup' button. 3. 'Lookup Result' with a 'Result Category' section containing a list of items: 'Portals: *.YAHOO.COM', 'Search Engines: YAHOO.COM', and 'Portals: 98.137.149.56'. To the right of this list is a grey 'Remove' button. Below the result section is a blue link 'Email Result'. At the bottom right of the interface is a grey 'Reload Library' button.

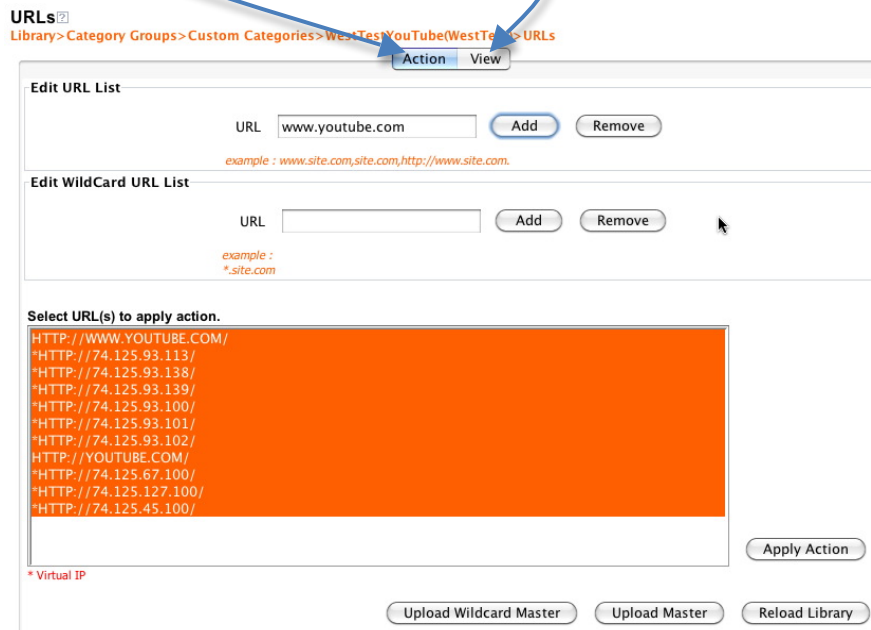
Library Lookup allows you to see the various URL's that are associated with a single URL. Often, when attempting to allow a site, there are other URL's that need to be allowed. By placing the url in the lookup window, Marshal 86 will show the related URL's in the Result Category window.

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.

- *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



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.

