## The Webpage Filter Panel

Click on the filter panel

= smoothwall <sup>®</sup> Home	0 🔞
	Welcome to your Smoothwall portal home Click the menu or the dashboard cards below to access your licensed products.
Your licensed products	Reports       Investigate safeguarding issues with Reports.
Available to buy	
Monitor Produce accurate Smart Profile reports on safeguarding alters and patterns of behavior.	

This will take you to the Filtering Policies page

## Allowing a Webpage

You should only allow a webpage when you are certain that allowing it will not put any users at risk.

From the Filtering Policies Page go to the policies panel for your tenancy.

Filter	Your policy has been locked due to an active	Flog in to your Smoothwall device.
Policies	Watersedge Primary School	^
Custom categories	Q Search	
T Category groups	Policy Name	Action Status
Locations	V II 🖿 1. Everyone	Overridden Chabled
• Time slots	🗸 🔡 🖿 2. Primary	Overridden Chabled
Dublishing	✓ II ■ 3. Middle	Overridden Chabled
<ul> <li>Publishing</li> </ul>	V II 🖿 4. Secondary	Overridden Chabled
Settings	V II 🖿 5. Sixth Form	Overridden Chabled
Luser management	✓ Ⅲ ■ 6. Staff	Overridden Tabled
	✓ 🗄 🖿 7. Test	Overridden Disabled
		Add folder
	All Can be overridden	• Read Only
	Q. Search	
	Policy Name	Action Status
	🗸 💠 🗄 1. Everyone - Microsoft Office 365 - Everywhere - Always	Do not filter 🗸 📧 Enabled

To allow a webpage for all users click on of the icons to the left of 1. Everyone

This will expand the Everyone sub-section to show the child policies.

If you notice that your screen has this red box at the top of the window then you will not be able to block nor allow any websites. You will have to wait until the red box disappears before you can edit any of the filtering policies that you have permission to edit.

Iter	🔒 Your policy has been locked due to an active log in to your Smoothwall device. 🔒
	Policy Name Action Status
Policies	A 🗄 🖿 1. Everyone Overridden 📹 Enabled
Custom categories	Folder properties
Category groups	L Everyone
Locations	Child policies
	🕨 🧾 1.1. Everyone - Watersedge Primary Everyone Allowed URLs 🛛 Allow 🗸 💶 Enabled
Publishing	V 🗄 🔢 1.2. Everyone - Watersedge Primary Everyone Blocked URLs 🛛 Block V 💶 Enabled
Settings	🗸 🔢 🗄 1.3. Everyone - Watersedge Primary Everyone Allowed Categories 🛛 Allow 🗸 📹 Enabled
User management	🗸 🗄 🔢 1.4. Everyone - Watersedge Primary Everyone Blocked Categories 🛛 Block 🗸 📢 Enabled
	+ Add child policy
	V 🗄 🖿 2. Primary Overridden 📹 Enabled
	🗸 👖 🚺 3. Middle Overridden 💶 Enabled
	V II 🖿 4. Secondary Overridden 💶 Enabled
	V 🗄 📘 5. Sloth Form Overridden 📢 Enabled
	V II b 6. Staff Overridden C Enabled
	V II 🖿 7. Test Overridden 💭 Disabled
	Add folder

To allow a webpage for all users in your tenancy click on any of the icons to the left of the 1.1 Everyone – <Tenancy Name> Everyone Allowed URLs line.

This will expand this sub-section to show the properties of this child policy. -

$\equiv$ smoothwall <sup>*</sup>	Home / Filter / Policies			
Filter		All Cannot be overnoden		🙂 Read Only 🗸
Policies	Tena Wat	eri Lersedge Primary School Y		
Custom categories				^
Category groups		Q. Search		
Locations		Policy Name	Action	Status
🕑 Time slots		1. Everyone	Overridden	Enabled
Publishing		Folder properties		
🔅 Settings		Leveryone		
🔔 User management		Child policies		
Audit Log		↑  III 1.1. Everyone - Watersedge Primary Everyone Allowed URLs	Allow 🗸	Enabled
		Child policy properties		
	(	B Watersedge Primary Everyo O What		
		Everywhere     Where		
	l	O Always O When		
		V III 1.2. Everyone - Watersedge Primary Everyone Blocked URLs	Block 🗸	Enabled
		V 👯 🔠 1.3. Everyone - Watersedge Primary Everyone Allowed Categories	Allow 🗸	Enabled

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## - Clicking on the top line of these properties

Custom categories		
Category groups	Q, Search	
Locations	Policy Name	Action Status
🕙 Time slots	1. Everyone	Overridden enabled
Publishing	Folder properties	
🗘 Settings	Leveryone	
L User management	Child policies	
🕙 Audit Log	1.1. Everyone - Watersedge Primary Everyone Allowed URLs	Allow 🗸 💶 Enabled
	Child policy properties	
	B Watersedge Primary Everyo (8) What	
	Matenada Frinuy Gueyon Matent UKA P Everywhere (2) Where	
	C Always When	

Will open the dialogue box allowing you to add a URL to allow a website

Filter	Edit custom category		
Policies	Amend your custom category. All your changes are saved	automatically.	
📩 Custom categories	Name Watersedge Primary Everyone Allowed URLs	40.70	
-Category groups	Description - optional		
• Locations	Tenant Watersedge Primary School	0,770	
C Time slots			
Publishing	URL list		
🗘 Settings	S URL	Comment - optional	
2 User management			
• Audit Log		S Your URL list is empty	
<			_

You can enter a description for this policy if you want to using this box -

You enter the URL of the website you want to allow in the URL box

- We suggest that you enter your name in the Comment box so that you keep a record of who has allowed the website in case a colleague wants it blocked in the future.

Filter	Edit custom category
Policies	Amend your custom category. All your changes are saved automatically.
Custom categories	Nama Watersedge Primary Everyone Allowed URLs 40/70
Category groups	Description - optional
Locations	879 Twwie Watersedge Primary School
Time slots	
Publishing	URL list
Settings	S www.bet365.com
User management	Versit20 fair lowerty
3 Audit Log	Car now one int is subject

Once you have entered the data click the + Add URL button -

smoothwall Home / Filter				? PA
ter	Edit custom category			
Policies	Amend your custom category. All your changes are say	ed automatically.		
Custom categories	Name Watersedge Primary Everyone Allowed URLs	40/70		
Category groups	Description - optional			
Locations	Tenant Watersedge Primary School	0,70		
Time slots				
Publishing	URL list			
Settings	S URL	Comment - optional		
User management		_		
Audit Log	Www.bet365.com	Paul Stratford	Delete	
			G Waterse Allowed updated	dge Primary Everyone URLs category has been

The URL and the Comment are added to the URL list of allowed webpages and you get a notification in the bottom right of the window to say the Allowed URLs category has been updated.

To re-block a webpage you just need to select Delete at the right of the line.

$\equiv$ smoothwall <sup>*</sup>	Home / Filter / Dustom categories / Edit custom category		
Filter	Edit custom category		
Policies	Amend your custom category. All your changes are saved automatically.		
Custom categories	Norme Watersedge Primary Everyone Allowed URLs 40.770		
Category groups	Description - optional		
Locations	8.79 Tesar Watersedge Primary School		
🕲 Time slots			
Publishing	URL list		
🔅 Settings	S URL Comment - optional + And URL		
Luser management			
Audit Log	V www.persos.com		

You are presented with a pop-up window asking you to confirm that you want to delete the URL from the Allowed URL list.

$\equiv$ smoothwall°		0 PA
Filter	Edit custom category	
Policies	Amend your custom category. All your changes are saved automatically.	
Custom categories	Norm Watersedge Primary Everyone Allowed URLs 40/70	
Category groups	Description - optional	
Locations	toria Terriart Watersedge Primary School	
🕲 Time slots		
Publishing	URL list Delete www.bet365.com	
🔅 Settings	URL Are you sure you want to delete this?     And URL	
User management	S www.bel365.com	
Audit Log		

When you select OK the URL is removed from the Allowed URL list.