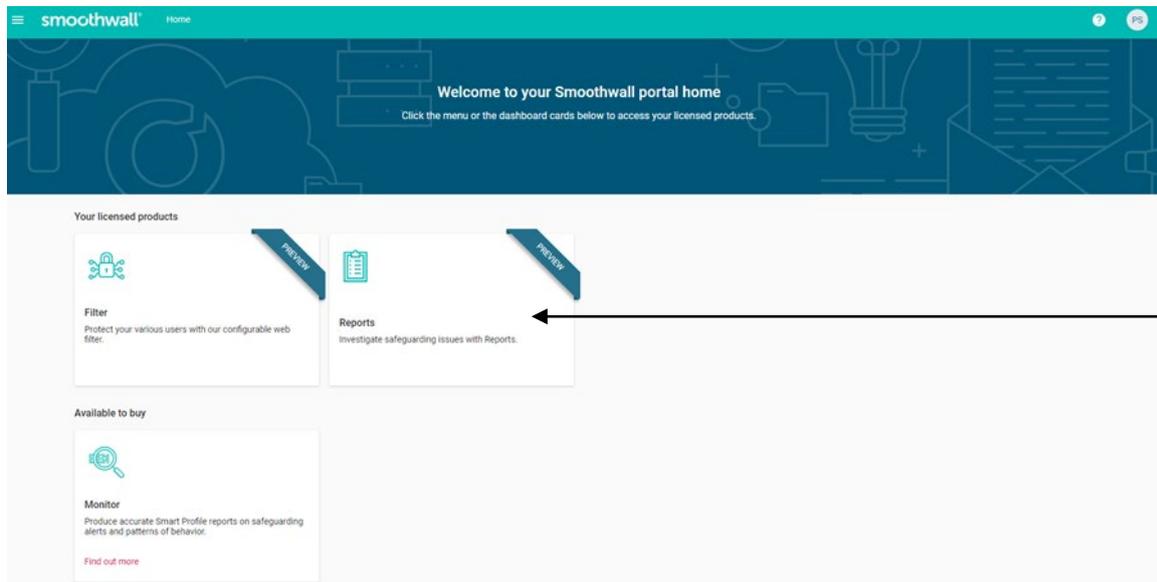
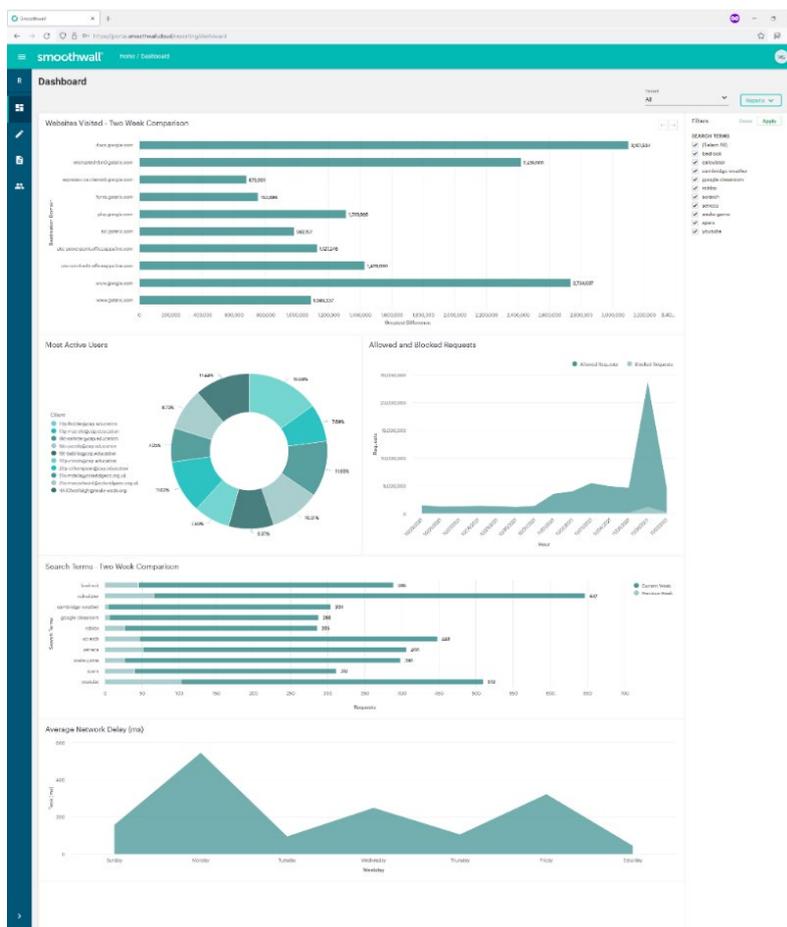


Producing Reports on User Activity

On your Smoothwall homepage click on the Reports panel



This will take you to your Reports dashboard which will look like this:

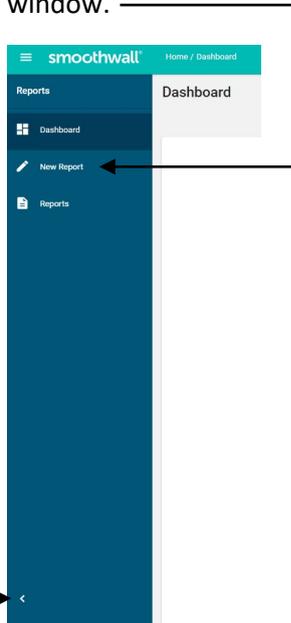


There are 2 dashboards available to you, one for the last 24 hours activity and one for the last 2 weeks. You can choose which dashboard to view by clicking on this button

The dashboard provides you with graphics detailing different aspects of web activity. You are not able to edit the dashboard although you will be able to filter the websearches that are reported on.

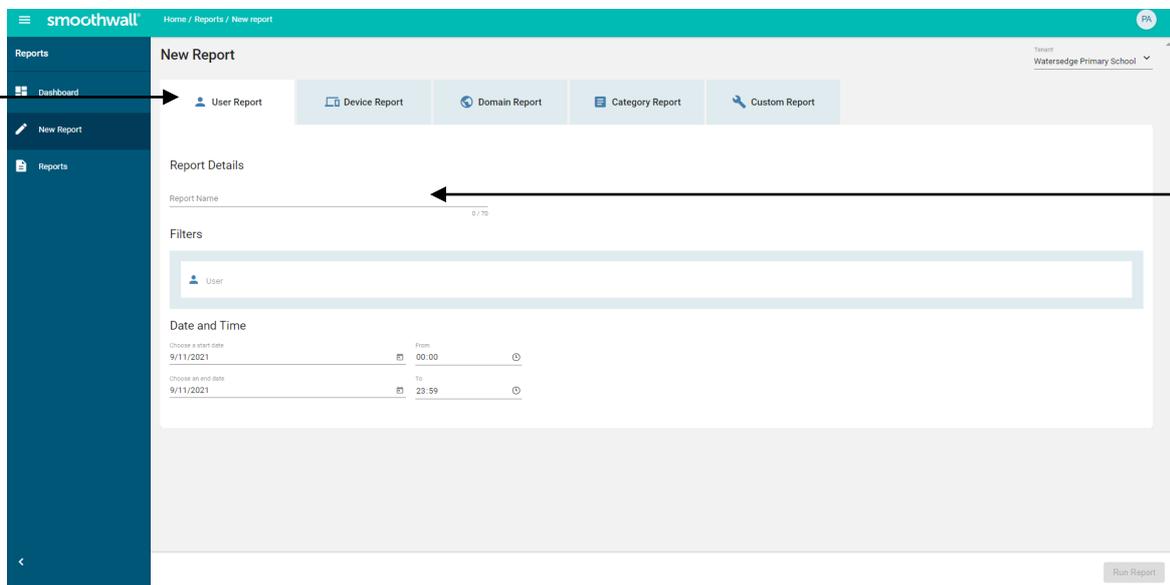
Writing a new report for a specific user

To write a new report you should select the New Report option from the menu at the left of the window.



This menu can be minimised or maximised by clicking on the arrow at the bottom of the window.

The New Reports Window opens and it gives you the opportunity to report on 5 different areas.

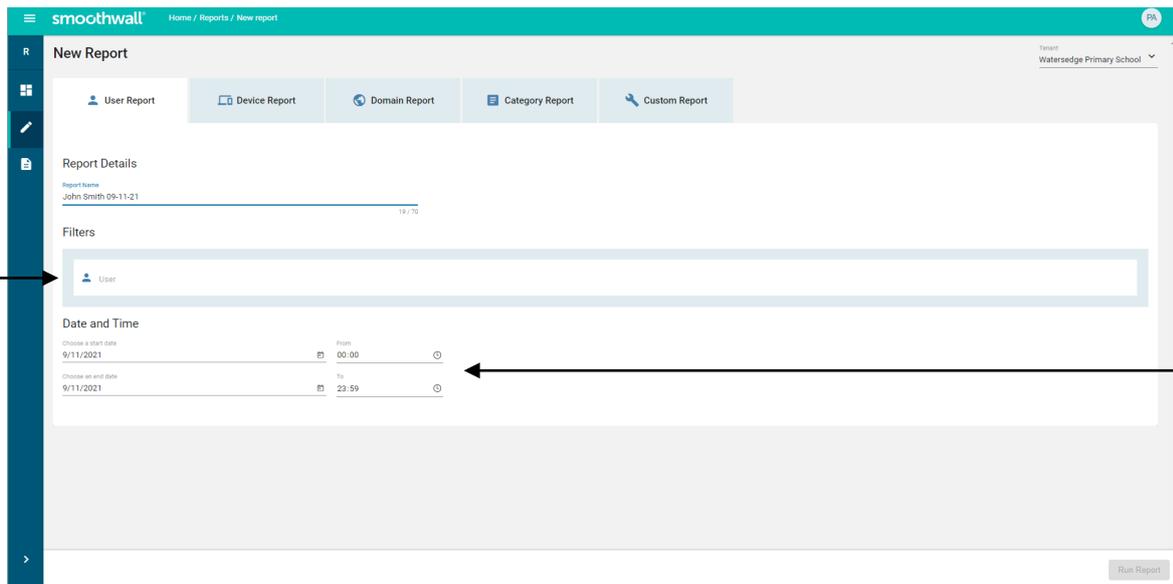


The first tab allows you to report on the activity of a specific user.

To create a report you need to populate the fields on the screen.

Firstly you need to name the report. We suggest that you name each report using the <student name><date> format.

Once you have given your report a name you need to identify the user you want to report on.



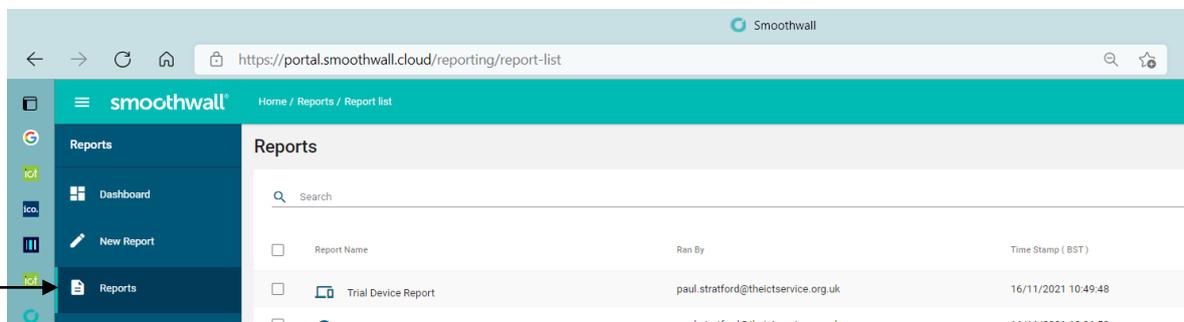
In the Filters section enter the username of the user you want to report on.

- If you are a Microsoft365 school the username will be in the format <Domain>\<username>. As you start typing in the name of your domain (or tenancy) you should be given the full list of users that you can report on after you have typed in enough letters to allow Smoothwall to identify your specific domain.
- If you are a Google Workspace school then your username will be in the format username@domain.

Having identified the user that you want to report on you need to tell Smoothwall the period of time that you want the report to cover. We suggest that you report on as short a period of time as possible. We don't advise running a report for more than a 48 hour period. If you run a report for a longer period than that you will probably find that Smoothwall takes a long time to produce the data.

Reports are not created immediately although a sensibly designed one shouldn't take too long to produce. Once the report has been generated you will receive a notification by email.

To view the report you need to go to the Reports menu and select the report which you have created.

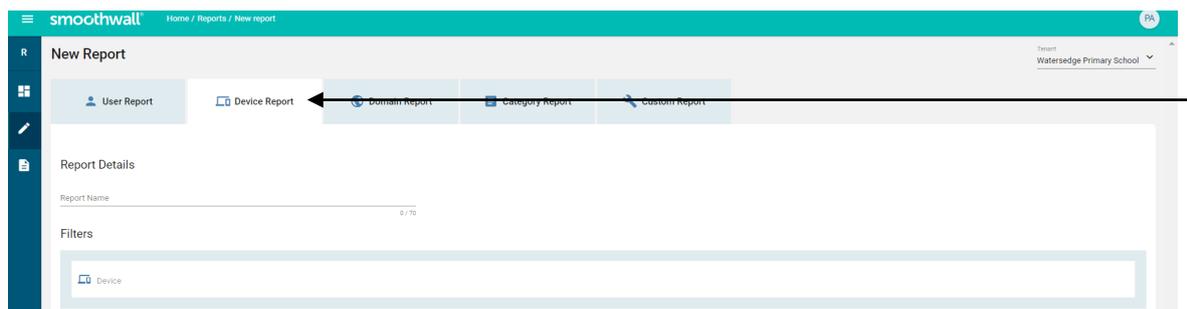


Writing a new report for a specific device

There might be an occasion in which you want to produce a report to see what users have been doing on a specific device. A member of staff might, for instance, have seen a student accessing inappropriate material on a device but did not know the students name. In this situation you can produce a report showing the activity on a particular device.

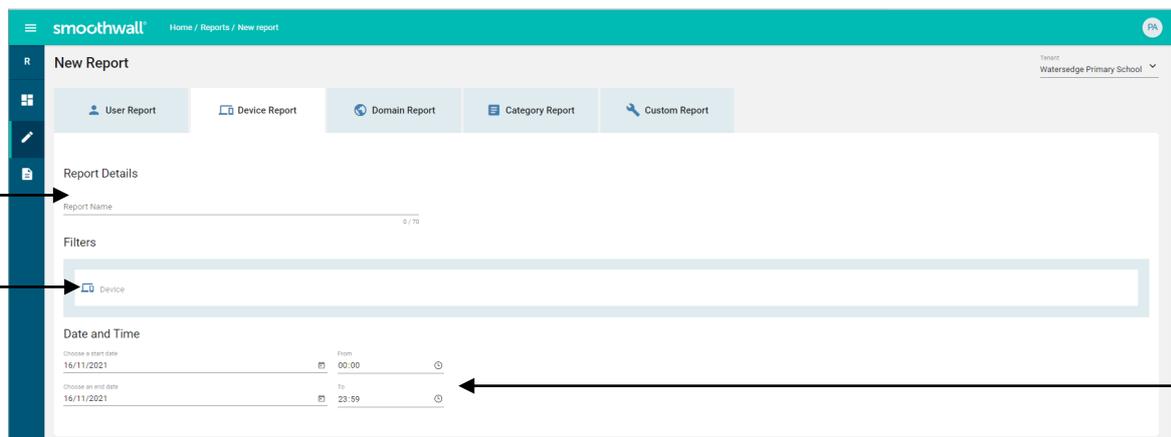
Start by going to the New Report option in the Reports menu.

Then click on the Device Report tab in the New Report page.



You now need to enter the data in the Report Details section.

You have to give your report a name, we suggest that you use the device name and date you are reporting on.



You have to identify the device you want to report on, you should use its IP address.

You then have to enter the period of time you want to generate the report for. We recommend that you report on a short a period of time as possible. This will speed up the creation of the report.

You can view the report once it has been created in the same way that you can view a report on a specific user.

The Other Reports

We only expect schools or trusts to produce the other reports for very specific reasons.

The Domain Report and Category Report allow you to see the activity across your tenancy. You can create the reports in the same way that you create a User or Device Report.

The Domain Report will let you see all the online activity for your users in the named Domain for the period of time specified. For example if you wanted to see all of the users who had visited You Tube you could run this report and it would show you exactly which videos had been seen by which users. It is a resource intensive report so if you decide you want to do this we suggest that you run the report at the end of the day.

The Category Report will allow you to see all of the activity which has been blocked because it falls into one of the safeguarding categories monitored by Smoothwall such as pornography, gambling or bullying.

The Custom Report Tab allows you to create a report which combines some, or all, of the 4 individual reports. For instance you could, if you wanted to, report on a users activity on a specific device or all the users searches which were blocked because they fell into a specific safeguarding category. Whilst it is valuable to have the capability to do this we think it unlikely that this tool will be used on a regular basis.