

## Smoothwall Portal How to Guide

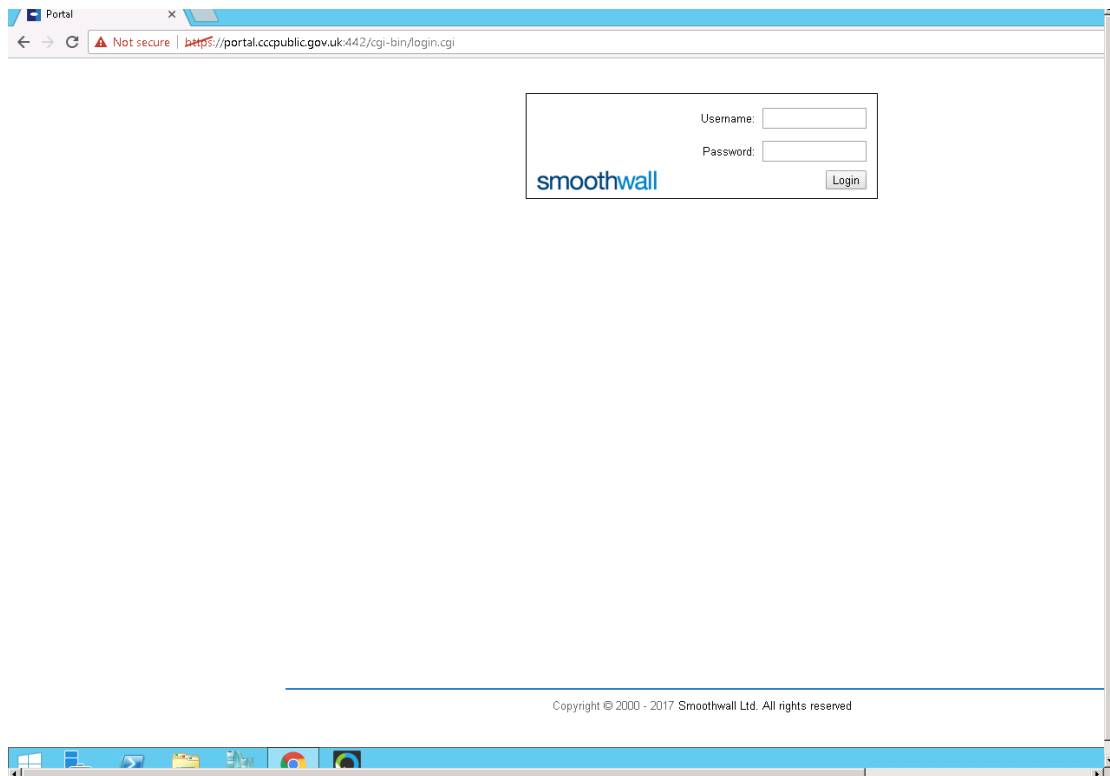
### Summary

In this guide we will show you:

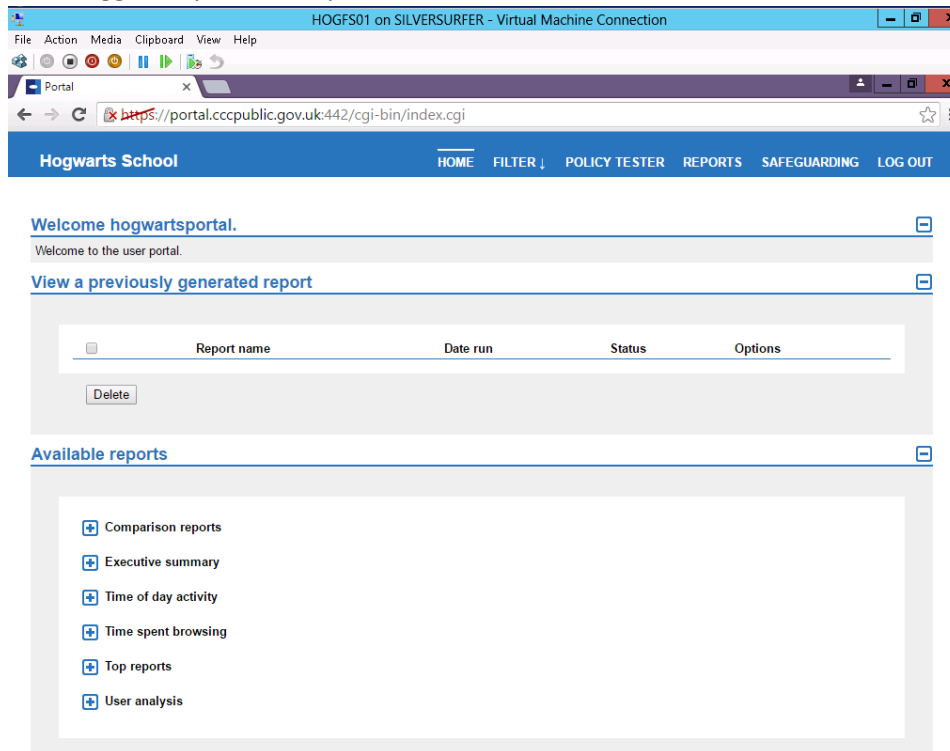
- How to login to the Smoothwall Filtering Portal
- How to Block or Unblock specific URLs
- How to Block or Unblock different Categories i.e. Social Media
- Information of the Safeguarding side of Smoothwall
- How to run Reports to show details on specific users or amount of time spent on websites etc.

### How to login:

1. Obtain your Portal login details from the Schools ICT Team.
2. On a PC/Laptop in school browse to <https://portal.cccpublic.gov.uk:442/cgi-bin/login.cgi>
3. Enter your login details on the login page



4. Once logged in you will be presented with the below Home Screen



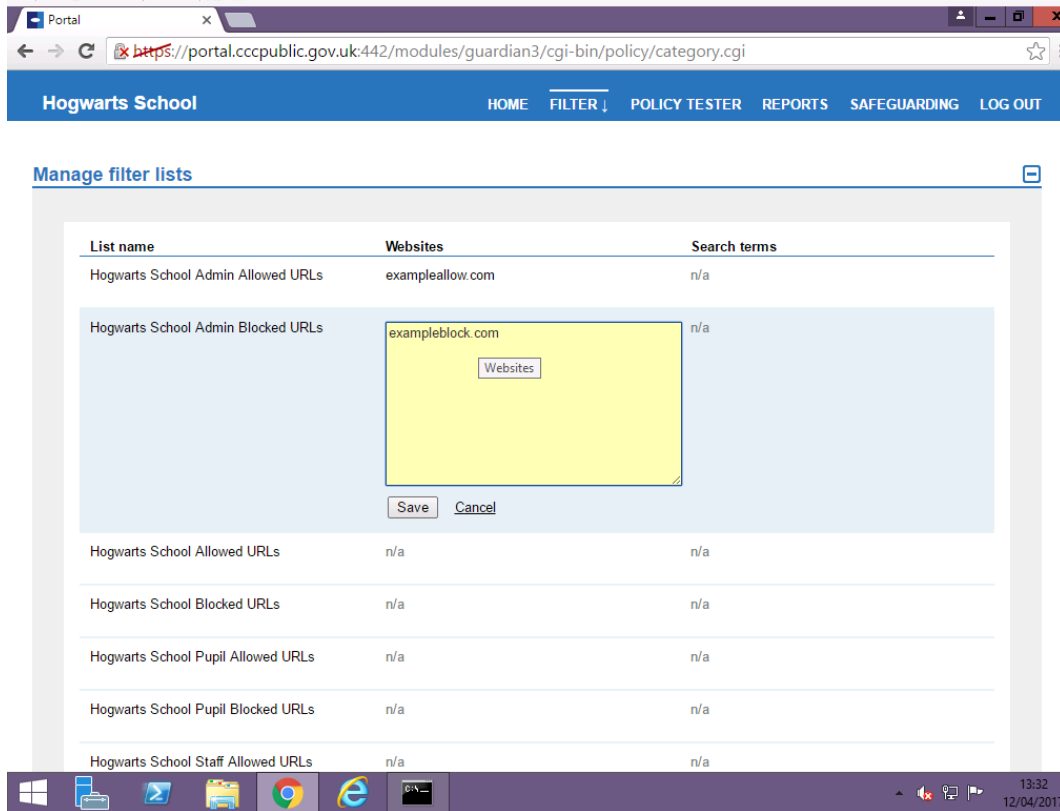
## Blocking/Unblocking

### Adding a URL

1. Log in to the user portal.
2. Go to FILTER > LIST.
3. You will be presented with a list similar to this:
  - SCHOOLNAME Admin Allowed URLs – Add URLs here to Unblock webpages for Admin/Office Staff
  - SCHOOLNAME Admin Blocked URLs - Add URLs here to block webpages for Admin/Office Staff
  - SCHOOLNAME Allowed URLs - Add URLs here to Unblock webpages for the Whole School
  - SCHOOLNAME Blocked URLs - Add URLs here to Block webpages for the Whole School
  - SCHOOLNAME Pupil Allowed URLs - Add URLs here to Unblock webpages for just Pupils
  - SCHOOLNAME Pupil Blocked URLs - Add URLs here to Block webpages for just Pupils
  - SCHOOLNAME Staff Allowed URLs - Add URLs here to Unblock webpages for just Staff
  - SCHOOLNAME Staff Blocked URLs - Add URLs here to Block webpages for just Staff

Using the above list you can decide where you want to allow/block specific websites.

Once you select the group you want to edit click the websites section, this will become live and you can either add, or remove, domains and search terms from the list.

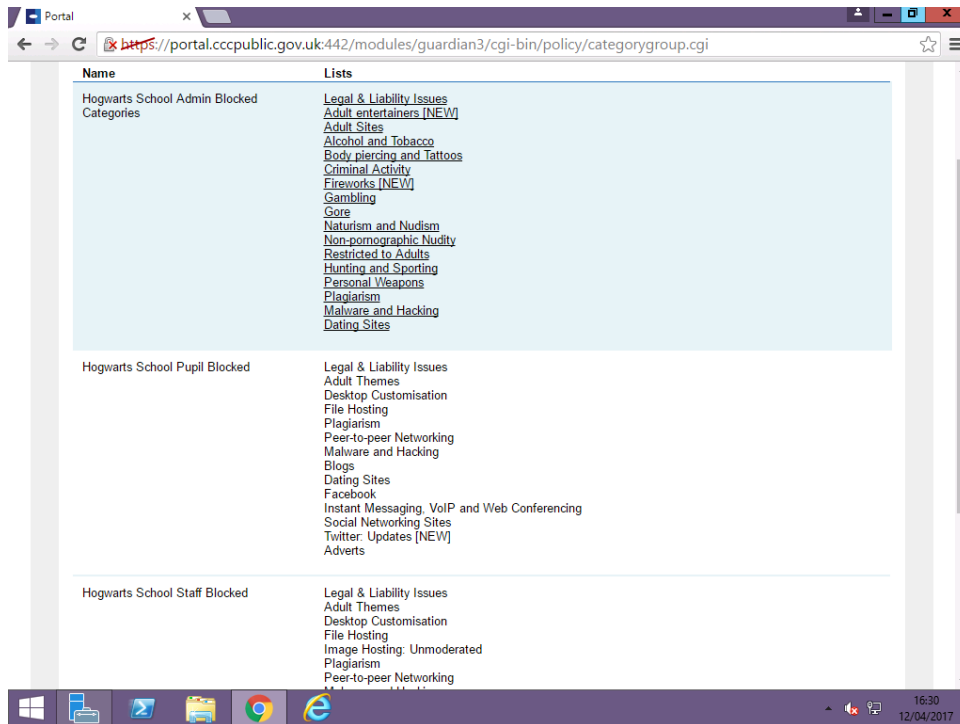


Click Save.

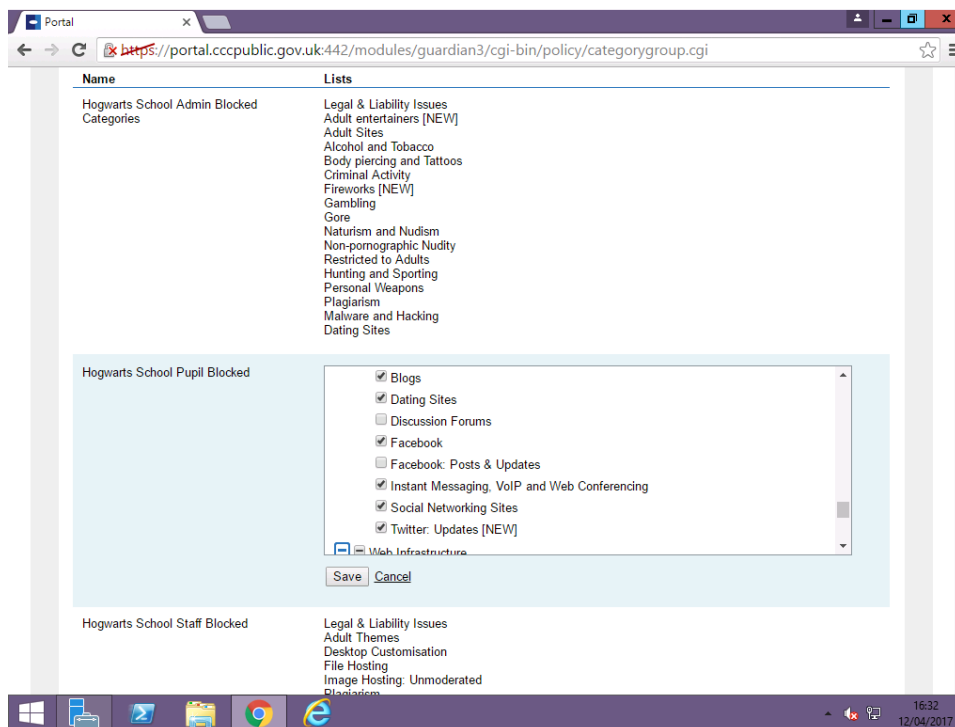
## Unblocking Categories i.e. Social Media

Blocking and unblocking:

1. Log in to the user portal — see Accessing the Use Portal.
2. Go to FILTER > LIST GROUPS.



3. Locate the relevant group Name, and click one of its entries.



- a. To add a new category to the group, select the relevant category.
  - b. To delete a category from the group, clear the relevant section.
4. Click Save

## Safeguarding

Safeguarding is a monitoring tool designed to help safeguarding leads and teachers to comply with recent government legislations regarding keeping children safe online and the PREVENT duty.

Safeguarding has seven built-in rulesets you can monitor against:

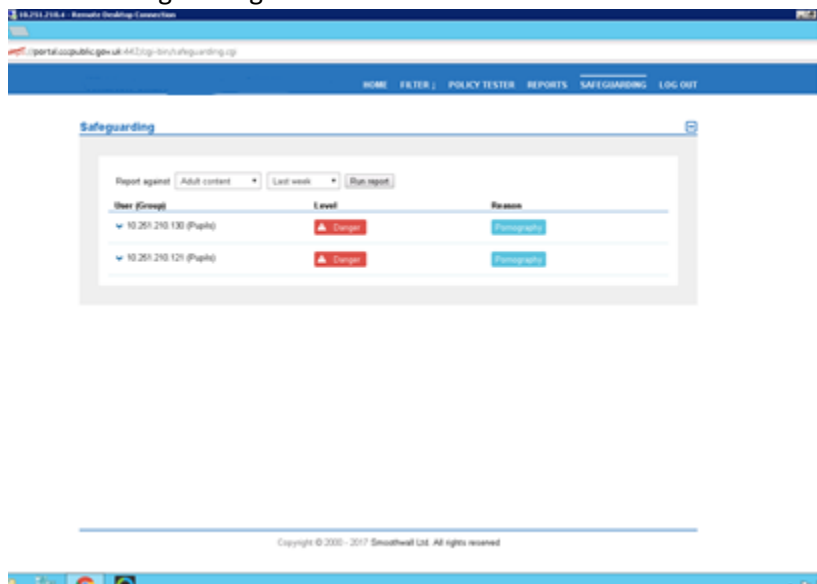
- Abuse
- Adult content
- Bullying
- Criminal activity
- Radicalisation
- Substance abuse
- Suicide

The report has two key features, the summary report and the context view.

How to use the summary Report:

After logging in to the portal,

- Click on Safeguarding



You will be presented with the summary report. This will give you a summary of all breaches against a particular ruleset for the time period selected (this can be a day, a week or a month). These are listed per user and are sorted by the severity of the breach (Danger, Caution and Advisory).

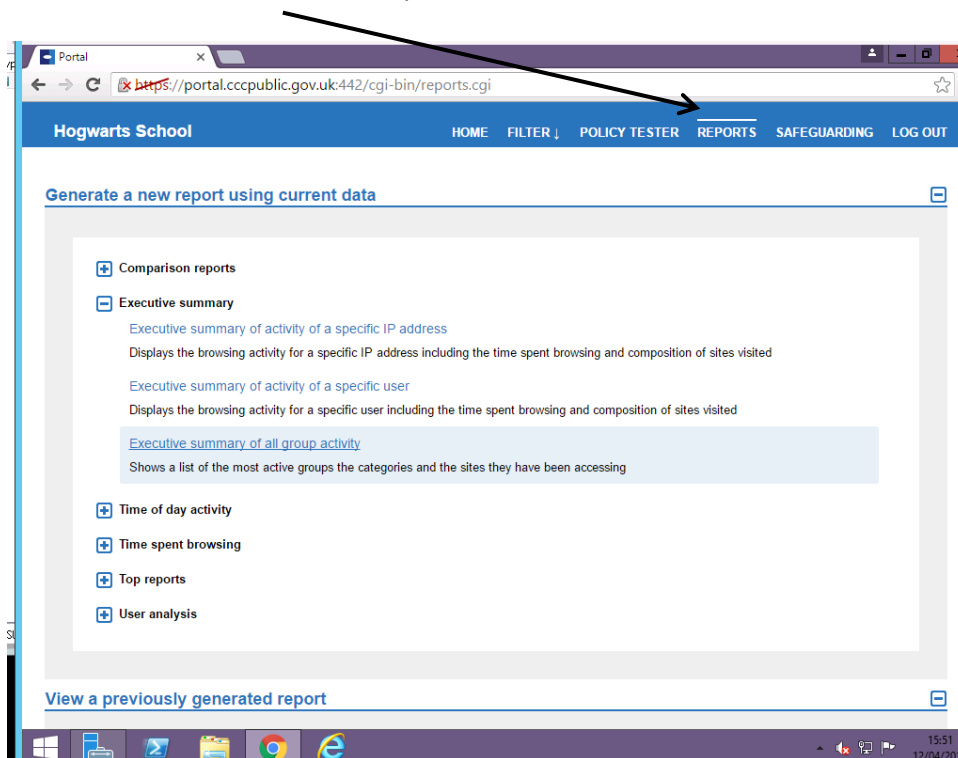
You can change the ruleset or the time period by clicking the relevant drop down button, selecting the desired value and pressing “Run report”.

From this view you can then view each user’s data by clicking on the blue arrow next to their name. This will expand the view and list the user’s activity that the breach consisted of.

## Reporting

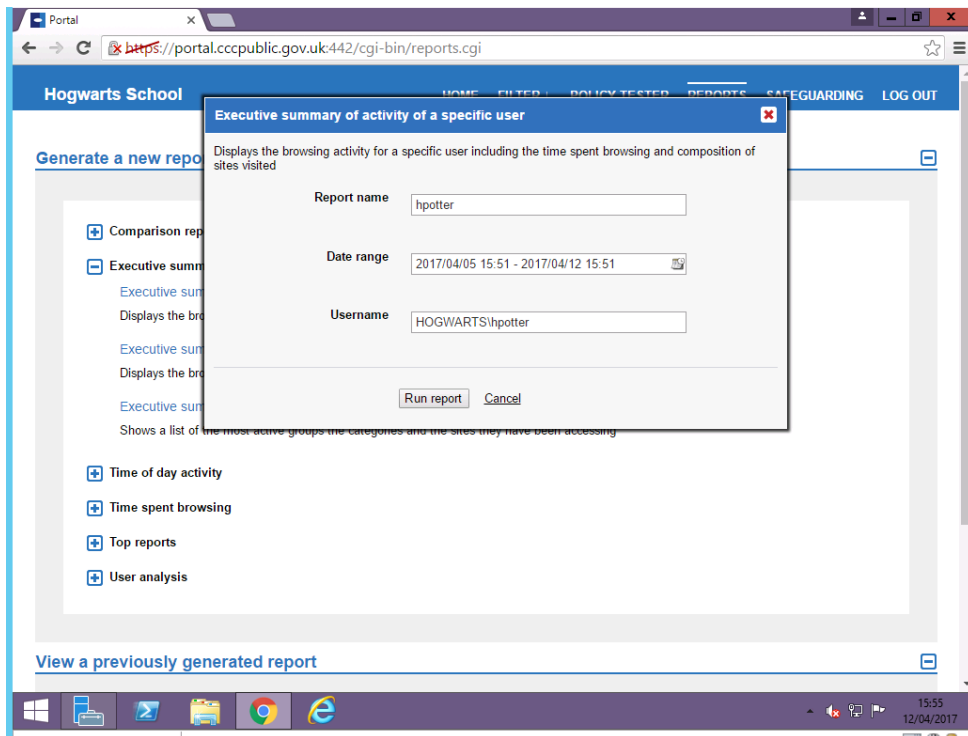
Reporting on the portal:

1. Log in to the user portal
2. Select the REPORTS menu option.



3. From the Generate a new report using current data panel, expand the report listings to locate the required report

4. Click on a report name to generate it. You are prompted to enter extra report parameters to customize the report for your operational needs, such as, a date range.



The user portal generates the report, and provides a link to it in the View a previously generated report panel.