

## Chapter Twenty-Two (a): Creating a User Group

### Summary of Chapter:

- How to create a 'Group' on your NetPilot, and general information.

### What you need:

- Knowledge of admin user account and valid password for your NetPilot.

### Software Revision Required:

- Applicable to software revision 4.1.4 > NetPilots

### Creating a New Group:

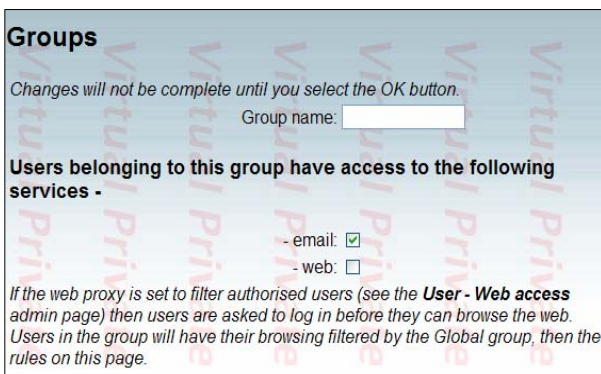
- Log on to the NetPilot as shown in Chapter One (b).

- Select the 'User Account' button on the left-hand side of the screen, then the 'Group' button at the top of the screen, (both of the buttons are highlighted below).



- You will be presented with this screen, to create a new group, select the 'Add' button as highlighted left.

- You will then be presented with the screen below:



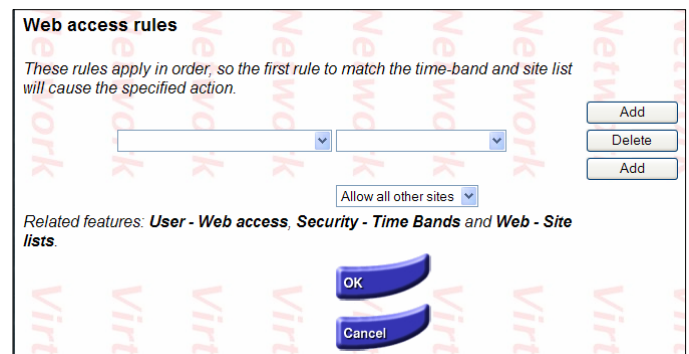
In the first half of the screen:


- In the 'Group name' text box enter a word/phrase that describes what the group will do so others will know what it is for.

- Choose whether you would like the users of the group to have access to the email or web, by selecting or unselecting the tick boxes.


In the second half of the screen:

- You will be presented with two blank drop down boxes. You can select the Site Lists and Time Bands from these two boxes.




 To add more rules you can select the ‘Add’ button at the top to add another rule above. Or the ‘Add’ button below to add another rule below. To delete a rule, just select the ‘Delete’ button by the rule you want to delete.




 In the left drop-down list of each section, select a rule.




Your box will read the rules in the order that you put them in this list. So if you want a URL, which is in a White list to override a Black List rule, then put the White list before the Black list.

 In the right drop-down list of each section, select the ‘time band’ that you want the rule to take effect, i.e. always, evenings, working hours, weekends etc.

 The last drop-down list (highlighted left), has two options, either to ‘Allow all other sites’ or to ‘Block all other sites’.



If you only want to allow the sites that you have in your White list rules, select the ‘Block all other sites’. But if you only want to block specific sites that are already in your Black/Red lists, then select ‘Allow all other sites’ as this will allow you on all sites apart from the ones you have blocked, within your Black/Red lists.

 Once you have entered in all the rules and time bands you need, select ‘OK’ and ‘OK’ again.



You should now see your new ‘Group’ in the list of Groups. To allow your ‘Group’ to take affect you will need to add it to a user, or a group of user’s. (For more information on this please see Chapter 9)




## Information on the existing 'Groups':

The 'Groups' that are already on the NetPilot are:



- |  |  |  |
|--|--|--|
|  Open       |  Limited      |  Email Only                 |
|  Controlled |  Global Rules |  Filters for Anonymous user |

There is a brief description of each 'Group' and their settings below.



### Open:

-  This has no rules, as it is open.
-  Users are allowed to use email and web openly.
-  You can add rules (Site list) to this 'Group'.




### Limited:

-  This has default rules of, 'Block advert', 'Block report porn sites', 'Block forbidden', 'Allow all others'. These can be changed.
-  Users are allowed to use email and web, but web access is limited.

### Email Only:

-  Users are only allowed to use email
-  Therefore there are no rules, and none should be added, as the users should just have access to email and email only.



### Controlled:

-  This has default rules of, 'Allow Corporate' and 'Block all others'.
-  Rules can be added, or the 'Corporate' site list can be edited.
-  Users are allowed to use email and web, but web access is controlled, as only the URL addresses entered into the 'Corporate' Whitelist will be allowed.

### Global Rules:

-  This has a default rule of, 'Block Global forbidden sites'.
-  Rules can be added, or the 'Block Global forbidden sites', site list can be edited.
-  Users are allowed to use email and web.

### Filters for Anonymous user:

-  Users are only allowed to use the web. They will not be able to use or access an email account, unless they sign in.
-  There are no rules, but rules can be added.



As you can't edit some of the rules, within these 'Groups', and they may not achieve what you want them to. It is best if you create your own 'Site list' and replace the default one's.



There are only three 'Site lists' that you can edit and they are 'Corporate' (whitelist), 'Forbidden' (black list) and 'Global forbidden sites' (blacklist). At default level these 'Site lists' are blank and will need to be edited (Please see Chapter 14), otherwise nothing will be blocked or allowed in the different groups. Meaning that any user can use the website and email as they wish.