

Reporting Guide - V8.1



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Contents

Introduction	1
Working with Reports	2
Multiple Users	2
Accessing the Report Manager	2
Using the Report Manager	2
Using the Dashboard	3
Creating a New Report	4
New Reports: From Existing Templates	5
New Reports: Customizing Existing Templates	6
New Reports: Creating from Scratch	7
Selecting the Date Range	8
Choosing the Report Type	8
Choosing Report Search Criteria	12
Search Criteria: Application Detailed Report	12
Search Criteria: Application Statistics Report	14
Search Criteria: Web Detailed Report	16
Search Criteria: Web Statistics and Web Hourly Statistics Reports	18
Search Criteria: Web Session Report	20
Search Criteria: Web Top Domains and Web Top Hosts Reports	22
Search Criteria: Remote Sessions and Web Remote Upgrade Reports	25
Choosing a Report Format	28
Editing a Report Template	28
Deleting a Report	29
Running a Report	30
Viewing an Interactive Report	31
Drilling Down in a Report	32
Viewing a Saved Report	33
Saving a Report	35
Scheduling a Report	36
Editing a Report Schedule	37
Deleting a Report Schedule	37

Report Manager Settings	38
iPrisms List	38
Monitoring in Real-Time	40
Using the Real-Time Monitor	40
Editing the Real-Time Monitor Settings	42
Frequently Asked Questions	44

Introduction

iPrism is the award-winning Internet filtering product line that secures your organization from Internet-based threats such as malware, spyware, IM, P2P, and inappropriate content at the perimeter, while it helps enforce your acceptable use and security policies. This guide will help you understand the reporting capabilities of your iPrism as well as get you started using them.

The iPrism reporting engine is able to quickly and easily process large amounts of data from your iPrism and produce reports. Reporting data can also be consolidated from multiple iPrism appliances to provide enterprise-wide reports.

The key features of the reporting system are:

- High performance reporting engine enables reports to be produced quickly and easily
- Collects and indexes up to 60 million web and application events a day
- Background scheduling of reports
- Real-time, graphical status monitoring
- An easy-to-use Report Interface
- Drill-down ability in interactive reports
- Support for multiple simultaneous users
- The ability to run reports immediately or schedule them to run later in batch mode
- The ability to export graphic and text reports in PDF format; text reports can also be exported as text files or as comma-separated data, suitable for use in Microsoft Excel or Crystal Reports.

Working with Reports

The Report Manager allows access to the iPrism's reporting features. You can create and customize reports, define report grouping and sorting, select the deliverable format, and schedule reports for later use. The Report Manager also features a Dashboard that includes charts for commonly requested charts on security and users.

Multiple Users

Multiple users may log in to the iPrism and use the Report Manager at the same time. In the Report Manager, the user name appears in the upper right-hand corner of the screen, and the user has the option to log out from the Report Manager.

The following access rights can be set by the iPrism administrator to determine the information users can access:

- Full
- Access to information about a certain profile (e.g., BlockOffensive)
- Access to information about a certain IP address range (e.g., the Marketing subnet)

Users with limited access can only generate reports on the authorized information. See the section *Users & Networks* in the *iPrism Administration Guide* for information on creating users and setting reporting access rights.

Accessing the Report Manager

- From the iPrism Home Page, click **Reporting**, then **Report Manager** to access tools for generating iPrism reports, an overview dashboard of commonly requested charts, and real-time system information.

Using the Report Manager

From the Report Manager, you can define, run, and view reports using options in the Navigation Menu at left or the shortcuts. You can also use the Dashboard, a convenient overview of commonly requested charts on security and users.

The Navigation menu in the left sidebar provides quick access to the different areas of the reporting system:

- **Dashboard** is the default screen that appears when you start Report Manager. It displays charts of commonly requested charts about security and users.
- **Reports** displays the Reports screen, from which you can create, run, schedule, edit, and delete reports.
- **Schedules** displays the Report Schedules screen, from which you can create, edit, and delete report schedules.
- **Recent Reports** displays a list of recently generated reports. These reports are available for download.
- **Settings** displays the reporting settings and a list of iPrisms on the network that are available for reporting.
- **Real-Time Monitor** displays the Real-Time Monitor screen, from which you can monitor web activity in real time, as well as edit your monitoring configuration.

Using the Dashboard

The iPrism **Dashboard** displays charts of commonly requested information about security, users, requests, bandwidth, and blocked categories and hosts.

- Move the cursor over a chart to see additional information about a specific chart element or item.
- In the chart Top 10 Users by Requests you can filter the users in the chart by action taken. Click the **Filter Action** dropdown menu and select one of the following options:
 - All
 - Passed
 - Blocked
 - Overridden
 - Override Initiated
 - Warned
 - Quota Notified
 - Quota Blocked

See Using the Real-Time Monitor for action descriptions.

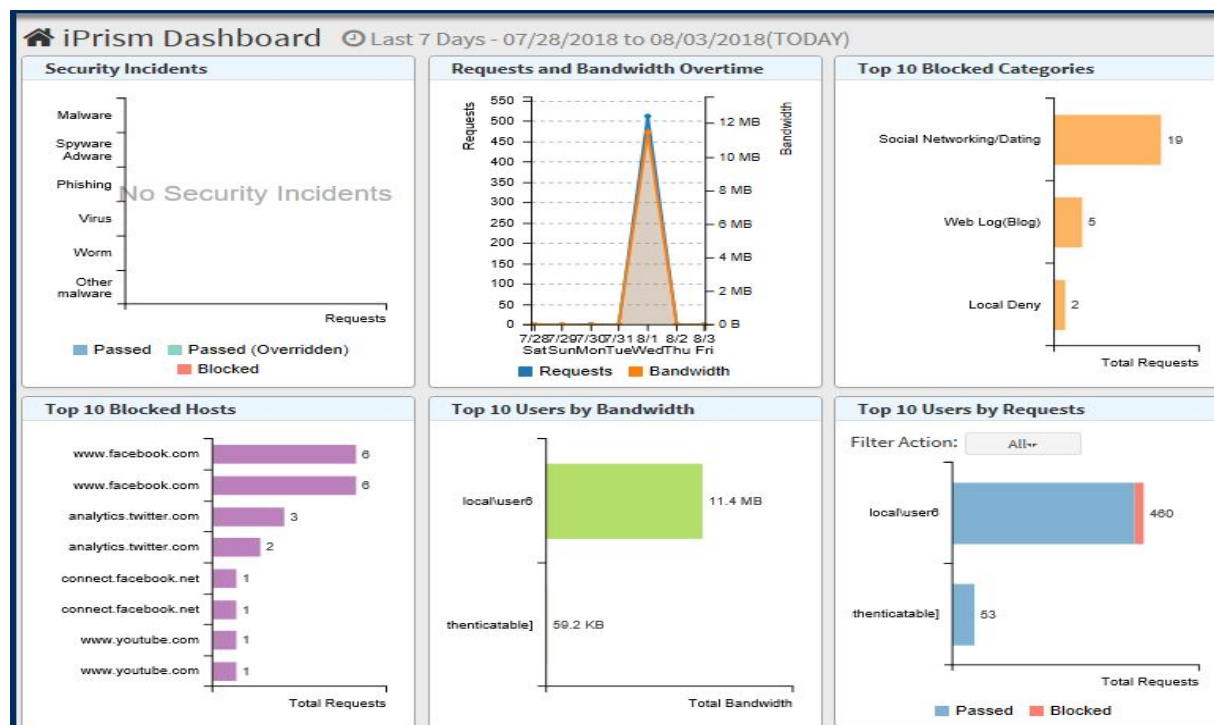


Figure 1. Report Manager Dashboard

Creating a New Report


This section explains the entire new report creation process. The individual steps, such as selecting a report type, format, and criteria, are explained in further detail in separate sections.


- Select **Reports** from the Report Manager navigation menu. The Reports screen that appears includes a list of report templates for commonly requested information about users, categories, and other subjects.


Reports


Use this screen to create, run, schedule, edit, and delete reports. The list below includes reports you have created, reports shared by other users, and predefined reports that are included with Enterprise Reporting Server.

Name	Type	Owner
Application Detailed Report	Application Detailed	Predefined
Application Statistics Report	Application Statistics	Predefined
Web Detailed Report	Web Detailed	Predefined
Web Hourly Statistics	Web Hourly Statistics	Predefined
Web Malware Report	Web Detailed	Predefined
Web Remote Report	Remote Sessions	Predefined
Web Remote Upgrade Status Report	Web Remote Upgrade Status	Predefined
Web Session Report	Web Session	Predefined
Web Statistics by Category	Web Statistics	Predefined
Web Statistics by User	Web Statistics	Predefined
Web Top by Group Report	Web Top by Group	Predefined
Web Top Domains Report	Web Top	Predefined
Web Top Hosts Report	Web Top	Predefined

 Refresh

 Create

 Copy

 Edit


 Delete

Figure 2. Reports list in Report Manager

From the Reports screen you can quickly run a report template, including predefined templates and templates shared by other iPrism users. You can also create a new report template by customizing an existing template, and create a new report template from scratch. You can delete any report template that's been created. (Predefined report templates cannot be deleted.)

New Reports: From Existing Templates

From the Reports screen you can quickly run a report using an existing report template. The Report Manager includes predefined templates for commonly requested information about users, categories, applications, and other subjects. You can also use templates an iPrism user has created and shared.

1. Select the report template you want to use.
2. Scroll down the screen and select a date range for the report. Recent date ranges are already listed, or you can enter starting and ending times for a custom date range. See [Selecting the Date Range](#) for more information on setting the reporting period.
3. Select the format type (HTML, PDF, or CSV) for the generated report. See [Choosing a Report Format](#) for information on these format types.
4. Run the report immediately, run it in the background, or schedule it to run regularly.

- To generate a report and view or download it immediately, click **Run & View Report**.
 - A report in HTML format opens in a new browser window, and you can drill down into individual results (for example, a category) for more detail. See [Viewing an Interactive Report](#) for information on viewing and working with a report in HTML format.
 - A report in PDF or CSV format is downloaded to your PC.
- To generate a report by running it in the background, click **Run in Background**. The generated report can be in either PDF or CSV format. Select the schedule settings options and click **Run Schedule** (see [Scheduling a Report](#) for information on these settings). After the report is generated, the PDF or CSV file is downloaded to your PC.
- To generate a report by scheduling it to run regularly, click **Schedule Report**. The generated report can be in either PDF or CSV format. Select the schedule settings options (see [Scheduling a Report](#) for information on these settings), and click **Run Schedule**. After the report is generated, the PDF or CSV file is downloaded to your PC.

New Reports: Customizing Existing Templates

From the Reports screen you can create a new report template by customizing an existing template.

1. Select a predefined template and click **Copy**, or select a shared template created by an iPrism user and click **Edit**.
2. In the Create New Report screen, type a name for the new report template.
3. Modify the report template as needed. See [Choosing the Report Type](#) and [Choosing Report Search Criteria](#) for more information on these settings.
4. You can run the report, save the report template for future use, or run the report and save the template.
 - To run the report, click **Run Only** and select a date range and format type for the generated report. Click **Run**. A report in HTML format will appear in a new browser window; PDF and CSV format reports will be downloaded to your PC. See [Choosing a Report Format](#) for information on these format types. See [Selecting the Date Range](#) for information on setting the reporting period.
 - To save the report template for future use, click **Save As** to save the template with a new name, or click **Save** to save the report template with the same name. Confirm the report name, and select whether the report template can be used by other iPrism users. Click **Save**. The Reports screen will reappear and the new report template will be listed in it.

- To run the report and save the template for future use, click **Save & Run**, confirm the report name, and select whether the report template can be used by other iPrism users. Click **Save & Run** and select a date range and format type for the generated report. Click **Run**. A report in HTML format will appear in a new browser window; PDF and CSV format reports will be downloaded to your PC. See [Choosing a Report Format](#) for information on these format types. See [Selecting the Date Range](#) for information on setting the reporting period.

New Reports: Creating from Scratch

From the Reports screen you can create a new report template from scratch, that is, not starting from an existing template.

1. Click **Create**.
2. In the Create New Report screen, type a name for the new report template.
3. Modify the report template as needed. See [Choosing the Report Type](#) and [Choosing Report Search Criteria](#) for more information on these settings.
4. You can run the report, save the report template for future use, or run the report and save the template.
 - To run the report, click **Run Only** and select a date range and format type for the generated report. Click **Run**. A report in HTML format will appear in a new browser window; PDF and CSV format reports will be downloaded to your PC. See [Choosing a Report Format](#) for information on these format types. See [Selecting the Date Range](#) for information on setting the reporting period.
 - To save the report for future use, click **Save**, confirm the report name, and select whether the report template can be used by other iPrism users. Click **Save**. The Reports screen will reappear and the new report template will be listed in it.
 - To run the report and save the template for future use, click **Save & Run**, confirm the report name, and select whether the report template can be used by other iPrism users. Click **Save & Run** and select a date range and format type for the generated report. Click **Run**. A report in HTML format will appear in a new browser window; PDF and CSV format reports will be downloaded to your PC. See [Choosing a Report Format](#) for information on these format types. See [Selecting the Date Range](#) for information on setting the reporting period.

Selecting the Date Range

You can select a default date range or create a date range. Only the data within the specified date and time will appear on the report.

The following options are available:

- **Today:** Includes data from midnight (12am) to 11:59pm of the current day.
- **Yesterday:** Includes data from midnight (12am) to 11:59pm of the previous calendar day.
- **Last Week:** Includes data from midnight (12am) Monday to 11:59pm Sunday - the last full week before the current date.
- **Last Month:** Includes data from midnight (12am) on the first of the month to 11:59pm on the last day of the calendar month before the current month.
- **Custom Range:** Allows you to enter any date and time range.

Choosing the Report Type

The type of report you select determines the general type of information that is included in your report: web access statistics, application use, top-access lists, and so on. iPrism provides several main report types, as described in the following table. Grouping and Sorting options by Report Type are also listed.

**Notes:**

Grouping options are not available for all reports.

Sorting options are available after you select a report type, or after you select Grouping options, if that is available for the report type you have selected.

Sorting and Grouping options by report type:

Report Type	Grouping Options	Sorting Options
Application Detailed	N/A	iPrism Host, Date & Time Date & Time IP Address, Date & Time User Name, Date & Time Profile, Date & Time Protocol, Date & Time Action, Date & Time
Application Statistics	Protocol Protocol and IP Address Protocol and Profile Protocol and User Name User Name User Name and Protocol IP Address IP Address and Protocol Profile Profile and Protocol iPrism Hostname iPrism Hostname and Protocol iPrism Hostname and iPrism Hostname and Profile iPrism Hostname and User Name	Static - available to all groupings Passed Blocked Dynamic - based on selected grouping IP Address Profile User Name Protocol
Web Detailed	N/A	Date & Time Host Name, Date & Time IP Address, Date & Time User Name, Date & Time Profile, User Name, Date & Time Action, Date & Time Bandwidth, Date & Time Rating, Date & Time URL, Date & Time

Report Type	Grouping Options	Sorting Options
Web Hourly Statistics	Hour Hour and IP Address Hour and User Name Hour and iPrism Host Name Hour and Profile	Static - available to all groupings Passed Blocked Overridden Override Initiated Warned Quota Notified Quota Reached Hits Pages Bandwidth Duration* Dynamic - based on selected grouping Category IP Address Profile Domain User Name
Web Session	N/A	Host name Domain Rating Action Hits Bandwidth Duration*

Report Type	Grouping Options	Sorting Options
Web Statistics	Category Category and User Name Category and IP Address Category and Profile Category and Domain User Name User Name and Category IP Address IP Address and Category Profile Profile and Category Domain Domain and Category Location Location and Category	Static - available to all groupings Passed Blocked Overridden Override Initiated Warned Quota Notified Quota Reached Hits Pages Bandwidth Duration* Dynamic - based on selected grouping Category IP Address Profile Domain User Name
Web Top	N/A	N/A
Web Top by Group	User Name IP Address Profile iPrism Hostname	N/A
Remote Sessions	N/A	Hostname & First Event Time First Event Time Last Event Time User name & First Event Time Machine ID & First Event Time Policy Decision, Machine ID & First Event Time

Report Type	Grouping Options	Sorting Options
Web Remote Upgrade Status	N/A	Hostname & Machine ID Machine ID Last Contact Time OS Version & Machine ID Upgrade Status Time Upgrade Package Name Upgrade State Upgrade Message

* Duration applies to local as well as remote events, which are calculated the same way.

Choosing Report Search Criteria

Report Manager's Search Criteria allows you to specify search options for a report. For example, you could create a report that highlights activity in one particular profile, or that focuses only on a certain set of categories. The default settings include all data.

The criteria are additive, meaning that the data in the report reflects all the criteria, not just one. For example, if you restrict the report to a certain range of IP addresses and a given filtering category, then the report will only contain data for activity in that category originating from those IP addresses. It will not contain activity originating from those IP addresses in other categories, or activity in those categories by other IP addresses.

Search Criteria options vary by report type.

Search Criteria: Application Detailed Report

The following search criteria are available for the Application Detailed report.

Search Criteria	Definition
Host	Returns data from the hosts that match the pattern you specify. Select an option and then enter the serial number or pattern. You can choose from the following options: <ul style="list-style-type: none">• Host Name Pattern: displays data from all iPrisms on the network with names that match the pattern you enter• Host Serial No: displays data only from the one specific iPrism you specify• Host Tag Pattern: displays data from all iPrisms on the network with tags that match the pattern you enter
Location	Returns data on the locations you specify; they can be local locations and/or remote locations. You can choose from the following options: <ul style="list-style-type: none">• Local only: displays data only from local users• Remote only: displays data only from remote users who are using iPrism's Remote Filtering capabilities• Both Local and Remote Filtering Data: displays data from both local and remote users
IP Address Range	Returns data on the range of IP addresses that you enter. The default is all IP addresses. Entering an IP address enables you to get information on a single workstation.
User	Returns data on a certain user name. The default is all users. You may also enter multiple user names separated by commas. If you do not know the user name of the person whose activity you wish to check, try entering their IP address.
Profile	Returns data on the following profiles: <ul style="list-style-type: none">• All (default)• BlockIMP2P: profiles that are blocked from using any Instant Messaging or Peer-to-Peer services• BlockP2P: profiles that are blocked from using any Peer-to-Peer services• PassIMP2P: profiles that are allowed to use Instant Messaging and Peer-to-Peer services• Any user-defined profiles created in your company to which you have access

Search Criteria	Definition
Action	Returns data on the following types of access attempts: <ul style="list-style-type: none">• All (default)• Passed: all accesses that are permitted in your system• Blocked: all accesses that are blocked in your system• Overridden: all accesses that were blocked and then overridden by the user• Override Initiated: all accesses that were blocked and to which the user requested access• Warned: all accesses that occurred after a quota warning• Quota Notified: all accesses that occurred after a quota notification• Quota Blocked: all accesses that blocked because the quota was exceeded
Protocol	Returns data on the protocol or protocols you select. The default is all protocols.
URL Pattern	Does a partial search and returns URLs that match the words you enter. Examples: If you enter playboy.com , it returns all pages in the playboy.com domain. This search string also includes all substring matches, such as www.playboy.com. The search string can also use POSIX regular expressions to define a search. For example, enter espn.* and results include all pages in the espn.com and espnfc.com domains.
Include Media	Returns the images, scripts, style sheets, and other things included on the page.
Start and End Time	Returns data on the time range that you enter.
Days of Week	Returns data for the selected days of the week. All days are selected by default.

Search Criteria: Application Statistics Report

The following search criteria are available for the Application Statistics report.

Search Criteria	Definition
Host	Returns data from the hosts that match the pattern you specify. Select an option and then enter the serial number or pattern. You can choose from the following options: <ul style="list-style-type: none">• Host Name Pattern: displays data from all iPrisms on the network with names that match the pattern you enter• Host Serial No: displays data only from the one specific iPrism you specify• Host Tag Pattern: displays data from all iPrisms on the network with tags that match the pattern you enter
Location	Returns data on the locations you specify; they can be local locations and/or remote locations. You can choose from the following options: <ul style="list-style-type: none">• Local only: displays data only from local users• Remote only: displays data only from remote users who are using iPrism's Remote Filtering capabilities• Both Local and Remote Filtering Data: displays data from both local and remote users
IP Address Range	Returns data on the range of IP addresses that you enter. The default is all IP addresses. Entering an IP address enables you to get information on a single workstation.
User	Returns data on a certain user name. The default is all users. You may also enter multiple user names separated by commas. If you do not know the user name of the person whose activity you wish to check, try entering their IP address.
Profile	Returns data on the following profiles: <ul style="list-style-type: none">• All (default)• BlockIMP2P: profiles that are blocked from using any Instant Messaging or Peer-to-Peer services• BlockP2P: profiles that are blocked from using any Peer-to-Peer services• PassIMP2P: profiles that are allowed to use Instant Messaging and Peer-to-Peer services• Any user-defined profiles created in your company to which you have access

Search Criteria	Definition
Action	Returns data on the following types of access attempts: <ul style="list-style-type: none">• All (default)• Passed: all accesses that are permitted in your system• Blocked: all accesses that are blocked in your system• Overridden: all accesses that were blocked and then overridden by the user• Override Initiated: all accesses that were blocked and to which the user requested access• Warned: all accesses that occurred after a quota warning• Quota Notified: all accesses that occurred after a quota notification• Quota Blocked: all accesses that blocked because the quota was exceeded
Protocol	Returns data on the protocol or protocols you select. The default is all protocols.
URL Pattern	Does a partial search and returns URLs that match the words you enter. Examples: If you enter <code>playboy.com</code> , it returns all pages in the <code>playboy.com</code> domain. This search string also includes all substring matches, such as <code>www.playboy.com</code> . The search string can also use POSIX regular expressions to define a search. For example, enter <code>espn.*</code> and results include all pages in the <code>espn.com</code> and <code>espnfc.com</code> domains.
Include Media	Returns the images, scripts, style sheets, and other things included on the page.
Start and End Time	Returns data on the time range that you enter.
Days of Week	Returns data for the selected days of the week. All days are selected by default.

Search Criteria: Web Detailed Report

The following search criteria are available for the Web Detailed report.

Search Criteria	Definition
Host	Returns data from the hosts that match the pattern you specify. Select an option and then enter the serial number or pattern. You can choose from the following options: <ul style="list-style-type: none">• Host Name Pattern: displays data from all iPrisms on the network with names that match the pattern you enter• Host Serial No: displays data only from the one specific iPrism you specify• Host Tag Pattern: displays data from all iPrisms on the network with tags that match the pattern you enter
Location	Returns data on the locations you specify; they can be local locations and/or remote locations. You can choose from the following options: <ul style="list-style-type: none">• Local only: displays data only from local users• Remote only: displays data only from remote users who are using iPrism's Remote Filtering capabilities• Both Local and Remote Filtering Data: displays data from both local and remote users
IP Address Range	Returns data on the range of IP addresses that you enter. The default is all IP addresses. Entering an IP address enables you to get information on a single workstation.
User	Returns data on a certain user name. The default is all users. If you do not know the user name of the person whose activity you wish to check, try entering their IP address.
Profile	Returns data on the following profiles: <ul style="list-style-type: none">• All (default)• Block offensive: profiles that are not allowed to view sites that contain pornography, profanity, violence, bomb-making, and other topics that are deemed offensive• Pass all: profiles that are allowed to view any site without restriction (browsing is monitored)• Any user-defined profiles created in your company to which you have access

Search Criteria	Definition
Action	Returns data on the following types of access attempts: <ul style="list-style-type: none">• All (default)• Passed: all accesses that are permitted in your system• Blocked: all accesses that are blocked in your system• Overridden: all accesses that were blocked and then overridden by the user• Override Initiated: all accesses that were blocked and to which the user requested access• Warned: all accesses that occurred after a quota warning• Quota Notified: all accesses that occurred after a quota notification• Quota Blocked: all accesses that blocked because the quota was exceeded
Category	Returns data on the category or categories you select. The default is all categories.
URL Pattern	Does a partial search and returns URLs that match the words you enter. Examples: If you enter <code>playboy.com</code> , it returns all pages in the <code>playboy.com</code> domain. This search string also includes all substring matches, such as <code>www.playboy.com</code> . The search string can also use POSIX regular expressions to define a search. For example, enter <code>espn.*</code> and results include all pages in the <code>espn.com</code> and <code>espnfc.com</code> domains.
Include Media	Returns the images, scripts, style sheets, and other things included on the page.
Start and End Time	Returns data on the time range that you enter.
Days of Week	Returns data for the selected days of the week. All days are selected by default.

Search Criteria: Web Statistics and Web Hourly Statistics Reports

The following search criteria are available for the Web Statistics and Web Hourly Statistics reports.

Search Criteria	Definition
Host	Returns data from the hosts that match the pattern you specify. Select an option and then enter the serial number or pattern. You can choose from the following options: <ul style="list-style-type: none">• Host Name Pattern: displays data from all iPrisms on the network with names that match the pattern you enter• Host Serial No: displays data only from the one specific iPrism you specify• Host Tag Pattern: displays data from all iPrisms on the network with tags that match the pattern you enter
Location	Returns data on the locations you specify; they can be local locations and/or remote locations. You can choose from the following options: <ul style="list-style-type: none">• Local only: displays data only from local users• Remote only: displays data only from remote users who are using iPrism's Remote Filtering capabilities• Both Local and Remote Filtering Data: displays data from both local and remote users
IP Address Range	Searches on the range of IP addresses that you enter. The default is all IP addresses. Entering an IP address enables you to get information on a single workstation if you do not know the user name of the person who uses it.
User	Returns data on activity generated by a certain user. The default is all users. If you do not know the user name of the person whose activity you wish to check, try entering their IP address.
Profile	Returns data on the following profiles: <ul style="list-style-type: none">• All (default)• Block offensive: profiles that are not allowed to view sites that contain pornography, profanity, violence, bomb-making, and other topics that are deemed offensive• Pass all: profiles that are allowed to view any site without restriction• Any user-defined profiles created in your company to which you have access

Search Criteria	Definition
Action	Returns data on the following types of access attempts: <ul style="list-style-type: none">• All (default)• Passed: all accesses that are permitted in your system• Blocked: all accesses that are blocked in your system• Overridden: all accesses that were blocked and then overridden by the user• Override Initiated: all accesses that were blocked and to which the user requested access• Warned: all accesses that occurred after a quota warning• Quota Notified: all accesses that occurred after a quota notification• Quota Blocked: all accesses that blocked because the quota was exceeded
Category	Returns data on the category or categories you select. The default is all categories.
URL Pattern	Does a partial search and returns URLs that match the words you enter. Examples: If you enter <code>playboy.com</code> , it returns all pages in the <code>playboy.com</code> domain. This search string also includes all substring matches, such as <code>www.playboy.com</code> . The search string can also use POSIX regular expressions to define a search. For example, enter <code>espn.*</code> and results include all pages in the <code>espn.com</code> and <code>espnfc.com</code> domains.
Include Media	Returns the images, scripts, style sheets, and other things included on the page.
Start and End Time	Returns data on the time range that you enter.
Days of Week	Returns data for the selected days of the week. All days are selected by default.

Search Criteria: Web Session Report

The following search criteria are available for the Web Session report.

Search Criteria	Definition
Host	Returns data from the hosts that match the pattern you specify. Select an option and then enter the serial number or pattern. You can choose from the following options: <ul style="list-style-type: none">• Host Name Pattern: displays data from all iPrisms on the network with names that match the pattern you enter• Host Serial No: displays data only from the one specific iPrism you specify• Host Tag Pattern: displays data from all iPrisms on the network with tags that match the pattern you enter
Location	Returns data on the locations you specify; they can be local locations and/or remote locations. You can choose from the following options: <ul style="list-style-type: none">• Local only: displays data only from local users• Remote only: displays data only from remote users who are using iPrism's Remote Filtering capabilities• Both Local and Remote Filtering Data: displays data from both local and remote users
IP Address Range	Returns data on the range of IP addresses that you enter. The default is all IP addresses. Entering an IP address enables you to get information on a single workstation.
User	Returns data on a certain user name. The default is all users. If you do not know the user name of the person whose activity you wish to check, try entering their IP address.
Profile	Returns data on the following profiles: <ul style="list-style-type: none">• All (default)• Block offensive: profiles that are not allowed to view sites that contain pornography, profanity, violence, bomb-making, and other topics that are deemed offensive• Pass all: profiles that are allowed to view any site without restriction (browsing is monitored)• Any user-defined profiles created in your company to which you have access

Search Criteria	Definition
Action	Returns data on the following types of access attempts: <ul style="list-style-type: none">• All (default)• Passed: all accesses that are permitted in your system• Blocked: all accesses that are blocked in your system• Overridden: all accesses that were blocked and then overridden by the user• Override Initiated: all accesses that were blocked and to which the user requested access• Warned: all accesses that occurred after a quota warning• Quota Notified: all accesses that occurred after a quota notification• Quota Blocked: all accesses that blocked because the quota was exceeded
Category	Returns data on the category or categories you select. The default is all categories.
URL Pattern	Does a partial search and returns URLs that match the words you enter. Examples: If you enter <code>playboy.com</code> , it returns all pages in the <code>playboy.com</code> domain. This search string also includes all substring matches, such as <code>www.playboy.com</code> . The search string can also use POSIX regular expressions to define a search. For example, enter <code>espn.*</code> and results include all pages in the <code>espn.com</code> and <code>espnfc.com</code> domains.
Include Media	Returns the images, scripts, style sheets, and other things included on the page.
Start and End Time	Returns data on the time range that you enter.
Days of Week	Returns data for the selected days of the week. All days are selected by default.

Search Criteria: Web Top Domains and Web Top Hosts Reports

The following search criteria are available for the Web Top Domains and Web Top Hosts reports.

Search Criteria	Definition
Host	Returns data from the hosts that match the pattern you specify. Select an option and then enter the serial number or pattern. You can choose from the following options: <ul style="list-style-type: none">• Host Name Pattern: displays data from all iPrisms on the network with names that match the pattern you enter• Host Serial No: displays data only from the one specific iPrism you specify• Host Tag Pattern: displays data from all iPrisms on the network with tags that match the pattern you enter
Location	Returns data on the locations you specify; they can be local locations and/or remote locations. You can choose from the following options: <ul style="list-style-type: none">• Local only: displays data only from local users• Remote only: displays data only from remote users who are using iPrism's Remote Filtering capabilities• Both Local and Remote Filtering Data: displays data from both local and remote users
IP Address Range	Returns data on the range of IP addresses that you enter. The default is all IP addresses. Entering an IP address enables you to get information on a single workstation.
User	Returns data on a certain user name. The default is all users. You may enter multiple user names, separated by commas. If you do not know the user name of the person whose activity you wish to check, try entering their IP address.
Profile	Returns data on the following profiles: <ul style="list-style-type: none">• All (default)• Block offensive: profiles that are not allowed to view sites that contain pornography, profanity, violence, bomb-making, and other topics that are deemed offensive• Pass all: profiles that are allowed to view any site without restriction (browsing is monitored)• Any user-defined profiles created in your company to which you have access

Search Criteria	Definition
Count	Select from the following options: <ul style="list-style-type: none">• Top Domains by Requests (default)• Top Domains by Bandwidth• Top Domains by Duration• Top Domains by Pages• Top Hosts by Requests• Top Hosts by Bandwidth• Top Hosts by Duration• Top Hosts by Pages
Action	Returns data on the following types of access attempts: <ul style="list-style-type: none">• All (default)• Passed: all accesses that are permitted in your system• Blocked: all accesses that are blocked in your system• Overridden: all accesses that were blocked and then overridden by the user• Override Initiated: all accesses that were blocked and to which the user requested access• Warned: all accesses that occurred after a quota warning• Quota Notified: all accesses that occurred after a quota notification• Quota Blocked: all accesses that blocked because the quota was exceeded
Category	Returns data on the category or categories you select. The default is all categories.
URL Pattern	Does a partial search and returns URLs that match the words you enter. Examples: If you enter <code>playboy.com</code> , it returns all pages in the <code>playboy.com</code> domain. This search string also includes all substring matches, such as <code>www.playboy.com</code> . The search string can also use POSIX regular expressions to define a search. For example, enter <code>espn.*</code> and results include all pages in the <code>espn.com</code> and <code>espnfc.com</code> domains.
Include Media	Returns the images, scripts, style sheets, and other things included on the page.

Search Criteria	Definition
Start and End Time	Returns data on the time range that you enter.
Days of Week	Returns data for the selected days of the week. All days are selected by default.

Search Criteria: Remote Sessions and Web Remote Upgrade Reports

The following search criteria are available for the Remote Sessions and Web Remote Upgrade reports.

Search Criteria	Definition
Host	Returns data from the hosts that match the pattern you specify. Select an option and then enter the serial number or pattern. You can choose from the following options: <ul style="list-style-type: none">• Host Name Pattern: displays data from all iPrisms on the network with names that match the pattern you enter• Host Serial No: displays data only from the one specific iPrism you specify• Host Tag Pattern: displays data from all iPrisms on the network with tags that match the pattern you enter
Location	Returns data on the locations you specify; they can be local locations and/or remote locations. You can choose from the following options: <ul style="list-style-type: none">• Local only: displays data only from local users• Remote only: displays data only from remote users who are using iPrism's Remote Filtering capabilities• Both Local and Remote Filtering Data: displays data from both local and remote users
IP Address Range	Returns data on the range of IP addresses that you enter. The default is all IP addresses. Entering an IP address enables you to get information on a single workstation.
User	Returns data on a certain user name. The default is all users. You may enter multiple user names, separated by commas.

Search Criteria	Definition
	If you do not know the user name of the person whose activity you wish to check, try entering their IP address.
Machine ID	Returns data on a certain machine ID (iPrism serial number) for remote iPrism appliances. The default is all machine IDs. You may enter multiple machine IDs, separated by commas. Entering a machine ID enables you to get information on a single iPrism.
Client Version	Returns data on a certain iPrism version for remote iPrism appliances. The default is all versions. You may enter multiple client versions, separated by commas.
Upgrade State	Returns data on the following states of upgraded remote iPrism appliances: <ul style="list-style-type: none">• All upgrade states (default)• Download failed• Download succeeded; reboot required• Downloaded digital signature failed verification (pre-reboot)• Digital signature verified (post-reboot)• Unpacked digital signature failed verification (post-reboot)• Upgrade succeeded• Upgrade installation failed• No upgrade occurred
Policy Decisions	Returns data on the following policy decisions used by remote iPrism appliances: <ul style="list-style-type: none">• All (default)• User-based policy• Machine-based policy• Fallback action• Default policy

Search Criteria	Definition
Profile	Returns data on the following profiles: <ul style="list-style-type: none">• All (default)• Block offensive: profiles that are not allowed to view sites that contain pornography, profanity, violence, bomb-making, and other topics that are deemed offensive• Pass all: profiles that are allowed to view any site without restriction (browsing is monitored)• Any user-defined profiles created in your company to which you have access
Action	Returns data on the following types of access attempts: <ul style="list-style-type: none">• All (default)• Passed: all accesses that are permitted in your system• Blocked: all accesses that are blocked in your system• Overridden: all accesses that were blocked and then overridden by the user• Override Initiated: all accesses that were blocked and to which the user requested access• Warned: all accesses that occurred after a quota warning• Quota Notified: all accesses that occurred after a quota notification• Quota Blocked: all accesses that blocked because the quota was exceeded
Category	Returns data on the category or categories you select. The default is all categories.
URL Pattern	Does a partial search and returns URLs that match the words you enter. Examples: If you enter <code>playboy.com</code> , it returns all pages in the <code>playboy.com</code> domain. This search string also includes all substring matches, such as <code>www.playboy.com</code> . The search string can also use POSIX regular expressions to define a search. For example, enter <code>espn.*</code> and results include all pages in the <code>espn.com</code> and <code>espnfc.com</code> domains.
Include Media	Returns the images, scripts, style sheets, and other things included on the page.
Start and End Time	Returns data on the time range that you enter.
Days of Week	Returns data for the selected days of the week. All days are selected by default.

Choosing a Report Format

Reports can be created in HTML, PDF, or CSV format. When setting up and running a report, you must select the format type for the generated report.

- **HTML - Web Page:** A report formatted as a web page opens in a new browser window as soon as it is generated. Reports in HTML format are interactive, and you can drill down into a result and get more information. Reports in HTML format cannot be run in the background, scheduled to run at specific times, sent to an email address, or saved on the iPrism for later use. See [Viewing an Interactive Report](#) for more information on using reports in HTML format.
- **PDF - Portable Document Format:** A report in PDF format (sometimes called Adobe Acrobat format) can be run immediately, run in the background, scheduled to run repeatedly, sent to an email address, and saved on the iPrism for later use.
- **CSV - Comma Separated Values:** A report in CSV format can be imported by many software applications such as Microsoft Excel and Crystal Reports. A report in CSV format can be run immediately, run in the background, scheduled to run repeatedly, sent to an email address, and saved on the iPrism for later use.

Editing a Report Template

You can edit any user-defined report template that has been created on your system. Predefined reports cannot be edited.

To edit a report template:

1. From the Navigation menu, click **Reports**.
2. Select a report from the list. The columns are as follows:
 - **Name:** The name of the report.
 - **Type:** The type of report. For more information, see [Choosing a report type](#).
 - **Owner:** The report user who created the report. Predefined indicates a predefined report built into iPrism.
 - Click the column name to sort reports by that column.
3. Click **Edit**. The Edit Report screen appears and the settings that currently define the report are displayed.
4. Modify the grouping, sorting, and search criteria in the report as needed. See [Choosing the Report Type](#) and [Choosing Report Search Criteria](#) for more information on these settings.

5. Click **Save** to save the report template with the same name, or click **Save As** to save the template with a new name. Confirm the report name, and select whether the report template can be used by other iPrism users. Click **Save**. The Reports screen will reappear and the new report template will be listed in it.

Deleting a Report

You can delete any user-defined report template that has been created on your system. When you delete a report, any associated schedules will be deleted also. Predefined reports cannot be deleted.

To delete a report template:

1. From the Report Manager navigation menu, click **Reports**.
2. Select a report from the list. Options are as follows:
 - Name : The report title.
 - Type: The report type. For more information, see [Choosing the Report Type](#).
 - Owner: The report user who created the report. "Predefined" indicates a report that was built into iPrism.
 - Click the column name to sort reports by that column.
3. Click **Delete**. A confirmation dialog box appears.



Warning: You cannot undo this action.

4. Click **OK** to delete the report. Any associated schedules will also be deleted.

Running a Report

You can run and view a report immediately or run the report in the background. You can also schedule a report to be run regularly. (See [Scheduling a Report](#) for more information on scheduled reports.)

To run a report immediately:

1. From the Report Manager navigation menu, click **Reports**.
2. Select a report template from the list. Note that you can click the column name to sort reports by that column. The columns are as follows:
 - Name: The name of the report.
 - Type: The type of report. For more information, see [Choosing the Report Type](#).
 - Owner: The report user who created the report. Predefined indicates a predefined report built into iPrism.
3. Scroll down the screen and select a date range for the report. Recent date ranges are already listed, or you can enter starting and ending times for a custom date range. See [Selecting the Date Range](#) for more information on setting the reporting period.
4. Select the format type (HTML, PDF, or CSV) for the generated report. See [Choosing a Report Format](#) for information on these format types.
5. Click **Run & View Report**.
 - A report in HTML format opens in a new browser window, and you can drill down into individual results (for example, a category) for more detail. See [Viewing an Interactive Report](#) for information on viewing and working with a report in HTML format.
 - A report in PDF or CSV format is downloaded to your PC.

To run a report in the background:

1. From the Report Manager navigation menu, click **Reports**.
2. Select a report template from the list. Note that you can click the column name to sort reports by that column. The columns are as follows:
 - Name: The name of the report.
 - Type: The type of report. For more information, see [Choosing the Report Type](#).
 - Owner: The report user who created the report. Predefined indicates a predefined report built into iPrism.

- Click the column name to sort reports by that column.
3. Scroll down the screen and select a date range for the report. Recent date ranges are already listed, or you can enter starting and ending times for a custom date range. See [Selecting the Date Range](#) for more information on setting the reporting period.
 4. Select the format type for the generated report. Reports generated in the background can be in PDF or CSV format. See [Choosing a Report Format](#) for information on these format types.
 5. Click **Run in Background**.
 6. Select the schedule settings options (see [Scheduling a Report](#) for information on these settings), and click **Run Schedule**.

After the report is generated, the PDF or CSV file is either emailed to a specified recipient or stored locally on the iPrism.

Viewing an Interactive Report

After you run a report, it opens automatically in the iPrism Report Viewer. iPrism provides column sorting and drill-down functionality.

The report header shows the report type, date, and criteria.

The screenshot displays the top section of an iPrism report. On the left is the EdgeWave iPrism logo. On the right, the report title 'Web Statistics by Category' is shown above 'Web Statistics Report' and the timestamp 'Mon, 23 Jan 2017 12:13 PM'. Below this is a section titled 'Report Criteria' which lists the following parameters:

Host Name Pattern:	All
Date & Time range:	01/23/2017 12:00:00 AM to 01/23/2017 11:59:59 PM
	All times are in Pacific Standard Time (America/Los_Angeles)
IP address range:	All Local and Remote Locations
User name(s):	All Users
Profile(s):	All Profiles
Category(s):	All Categories

Figure 3. Report Header

The report details section shows a chart of the selected data, followed by the report detail in list form. To change the data that shows on the chart, click on a column heading in the list below the chart. The selected column is highlighted.

Report Details

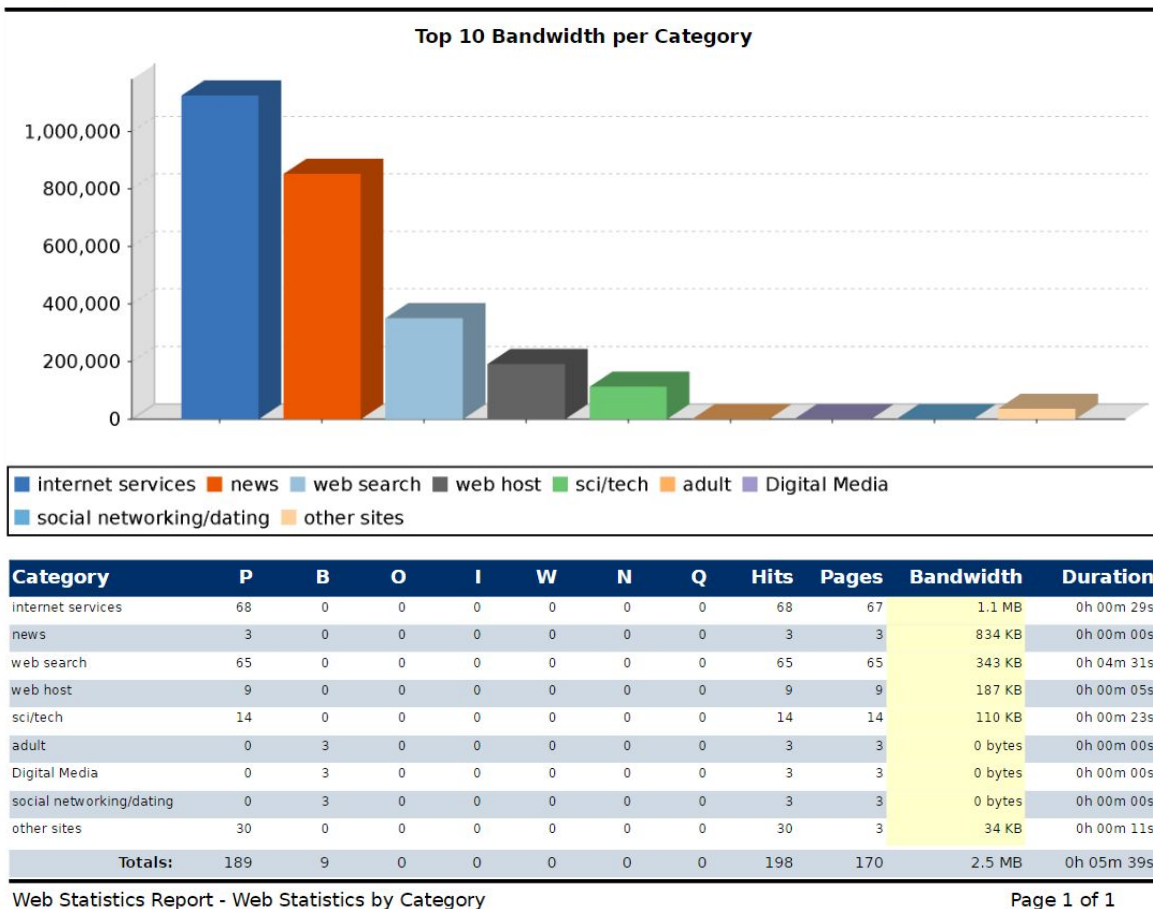


Figure 4. Report Details

Drilling Down in a Report

When you run a report interactively (i.e., select Run & View Report), iPrism reports in HTML format include full drill-down functionality to provide additional information about any section of the report.

When the report is displayed on your screen, click any field to see drill-down options for that field. A context menu shows the drill-down options.

Category	P	B	O	I	W	N	Q	Hits	Pages	Bandwidth	Duration
web search	879	2	0	0	0	0	0	881	881	4.0 MB	0h 58m 46s
internet services	33	0	0	0	0	0	0	33	<ul style="list-style-type: none"> web search by User Name web search by IP Address web search by Profile web search details 		0h 01m 45s
politics	28	1	0	0	0	0	0	29			0h 00m 32s
professional services	12	0	0	0	0	0	0	12			0h 00m 35s
file host	6	0	0	0	0	0	0	6			0h 00m 00s
news	5	2	0	0	0	0	0	7			0h 00m 01s
share wares download	1	0	0	0	0	0	0	1			0h 00m 03s

Figure 5. Drill-down Context Menu

The example above shows the drill-down options available in the Web Search category section of a Web Statistics by Category report.

- User name: Lists each user's accesses to sites in a given category.
- IP address: Lists all accesses made to sites in a given category by workstation (IP address).
- Profile: Lists all accesses made to sites in a given category, by profile.
- Details: Generates a Web Detailed report on accesses made to sites in a given category; due to its detailed nature, this may take time to run.

Viewing a Saved Report

Generated reports can be saved in PDF or CSV format and stored on the iPrism for later use. (For more information on PDF and CSV formats, see [Choosing a Report Format](#).)

To view a saved report:

1. From the Report Manager navigation menu, click **Recent Reports**.
2. Select a report from the list. Note that you can click the column name to sort reports. Options are as follows:
 - Time Generated: Day and time the report was generated.
 - Report Name : The report title.
 - Report Type: The report type. For more information, see [Choosing the Report Type](#).
 - Owner: The report user who created the report. "Predefined" indicates a report that was built into iPrism.

- Size: Report size
 - Download: A link to the generated PDF or CSV file.
3. Click the icon for the report you want to use. The file will be downloaded to your PC.

Saving a Report

Generated reports can be saved in PDF or CSV format, and then downloaded to the PC or stored on the iPrism for later use. (For more information on PDF and CSV formats, see [Choosing a Report Format](#).) Reports stored on the iPrism can be viewed and downloaded.

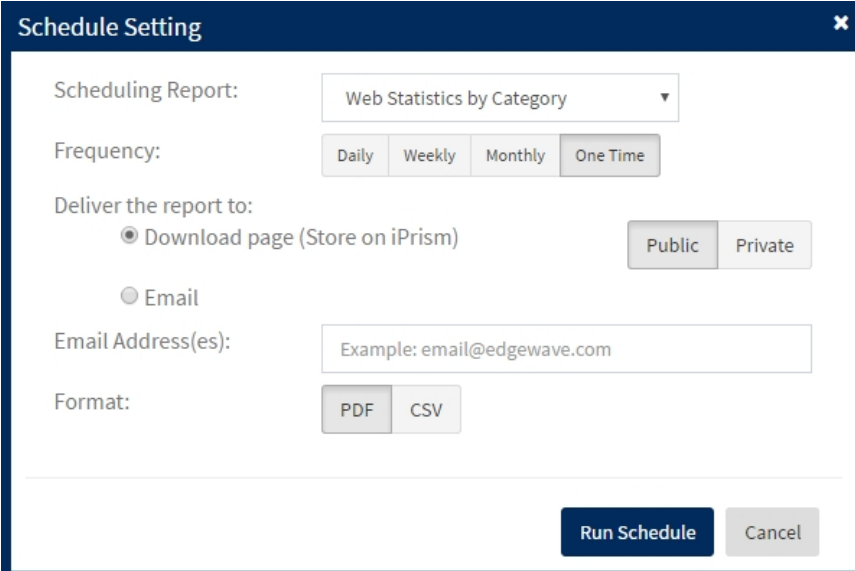
Options for saving a report are available when you run a report immediately, when you create and schedule a report to occur later, or when you create a report schedule.

To save a report when you run a report immediately:

1. Select the report template you want to use.
2. Scroll down the screen and select a date range for the report.
3. Select the PDF or CSV format type for the generated report.
4. Click **Run & View Report**. A report in PDF or CSV format is downloaded to your PC.

When you create and schedule a report to occur later, or when you create a report schedule, the report format is set in the Schedule Setting window.

To have a generated report saved in PDF or CSV format, select **Download page (Store on iPrism)** and either the PDF or CSV format.



The screenshot shows the 'Schedule Setting' window with the following fields and options:

- Scheduling Report:** A dropdown menu currently showing 'Web Statistics by Category'.
- Frequency:** Four buttons: 'Daily', 'Weekly', 'Monthly', and 'One Time'.
- Deliver the report to:** Two radio buttons: 'Download page (Store on iPrism)' (which is selected) and 'Email'.
- Email Address(es):** A text input field with the placeholder text 'Example: email@edgewave.com'.
- Format:** Two buttons: 'PDF' and 'CSV'.
- Buttons:** 'Public' and 'Private' buttons are located to the right of the 'Deliver the report to' options. At the bottom right are 'Run Schedule' and 'Cancel' buttons.

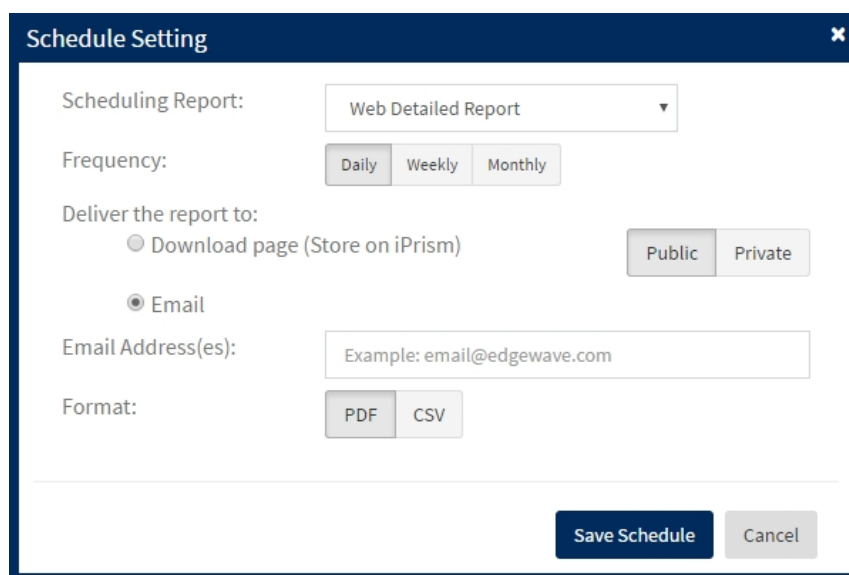
Scheduling a Report

You can schedule reports to be generated at regular intervals. Reports can then be emailed automatically to one or more recipients, or stored on the iPrism for future use.

To schedule a report:

1. Select **Schedules** from the Report Manager navigation menu.
2. In the Report Schedules screen, click **Create**.

The Schedule Setting window appears.



3. Select the report to schedule. All predefined and user-created reports in the Reports screen are available in the dropdown list of reports.
4. Select how often you want the report to run.
 - Daily: The report runs at midnight every day.
 - Weekly: The report runs at midnight every Sunday.
 - Monthly: The report runs at midnight on the first day of every month.

Depending on their size, reports are usually delivered in the early morning after they have been generated.

5. Select how the report will be delivered:
 - If you want the report stored on the iPrism to be available for later use, select Download page (Store on iPrism). Select Public for the report to be available to all iPrism users, or select Private for the report to be available to you only.
 - If you want the report delivered by email, select Email and type the email address to which you want the report delivered. Use a semicolon (;) to separate multiple email addresses.
6. Select the format for the report. See [Choosing a Report Format](#) for information on the formats available.
7. Click **Save Schedule**.

Editing a Report Schedule

To change a report schedule:

1. From the Report Manager navigation menu, select **Schedules**.
2. Select a scheduled report in the list and click **Edit**.
3. Type or select new values in any of the fields that you want to change.
4. Click **Save Schedule**.





Deleting a Report Schedule

To delete a report schedule:

1. From the Report Manager navigation menu, select **Schedules**.
2. Select a scheduled report in the list and click **Delete**.
3. Click **Yes** to confirm.

Report Manager Settings

From the Report Manager navigation menu, select **Settings** to modify settings for reporting time zone, report size limits, data retention policy, maximum attachment size, and dashboard reporting interval. The Settings section also lists information about local and remote iPrism appliances used for reporting.

- Time zone: Click the pencil icon  and select a personal time zone to be used for all times shown on reports. If no time zone is selected, the default reporting time zone will be used.
- Report size limits: This is the maximum number of rows that a report can contain. Click **Modify** and select report sizes for reports in HTML, PDF, and CSV formats.
- Data retention policy: Click the pencil icon  and select the number of days after which old data is removed from the iPrism. For example, if this value is set to 30 days, data older than 30 days is purged. If you only want iPrism to purge data when the disk is full, select **Purge data only when disk is full**.
- Maximum attachment size: Click the pencil icon  and select the maximum size report file that iPrism will send as an email attachment.
- Dashboard interval days: Dashboard charts can display up to seven days of logged information. Click the pencil icon  and select the number of days of information to be used in the Dashboard charts.

iPrisms List

The iPrisms list shows all iPrism appliances that send data to this iPrism. The inventory list displays each iPrism serial number, tag, DNS host name, and the last event received from the iPrism.

- Serial No: iPrism serial number.
- Tag: The tag enables the administrator to group iPrisms meaningfully in order for the search criteria to limit the scope of reports. For example, you could group California universities, by tagging them by state, then city, then school. For example, ca:sd:sdsu (California, San Diego, San Diego State University), ca:sd:ucsd (California, San Diego, University of California, San Diego), ca:la:usc (California, Los Angeles, University of Southern California), ca:la:ucla (California, Los Angeles, University of California, Los Angeles) etc. Administrators can specify the tag pattern "ca:sd" in the search criteria to focus only on the schools in San Diego.
- Host Name: iPrism hostname.

- Last Event Received: The timestamp of the latest event received from that particular iPrism.

Selecting an iPrism in the list displays more specific information about it. The information displayed includes:

- Number of web events as of yesterday: The total number of web access events from this iPrism.
- Number of application events as of yesterday: The total number of application access events from this iPrism.
- Description: The user description of this iPrism.
- Time zone: The time zone this iPrism is in.
- Oldest event processed: The oldest event from this iPrism that has been processed and stored.
- Newest event processed: The newest event from this iPrism that has been processed and stored.

To modify the description and tag:

1. Select an iPrism
2. Click **Modify**.
3. Enter or change the description and the tag
4. Click **OK**.
5. Click **Refresh** on the iPrism Settings screen to display the updates.



Note: If updates have not been received from an iPrism for the last 24 hours, a warning icon displays at the bottom of the iPrism Settings page, alerting the administrator to take action.

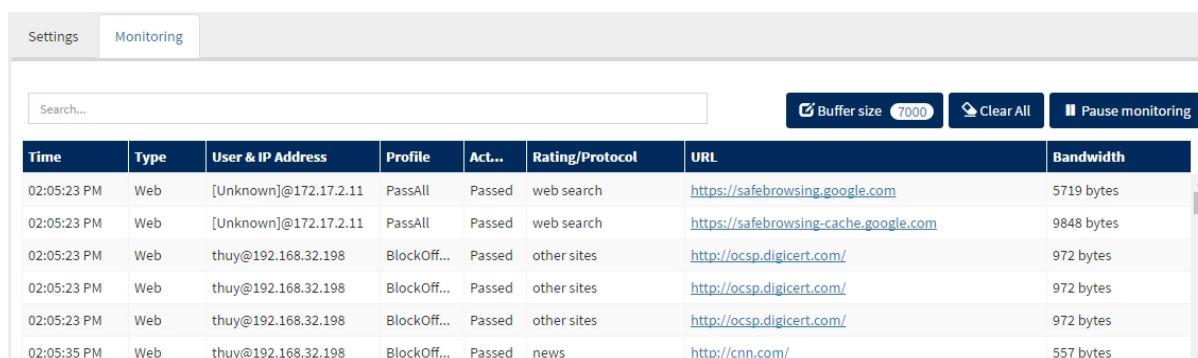
Monitoring in Real-Time

The real-time monitor lists system activity as it happens.

Using the Real-Time Monitor

To view system activity in real-time, select **Real-time Monitor** from the Report Manager navigation menu. Monitoring starts automatically and includes a real-time graph of all raw and filtered event traffic.

The real-time monitor lists the monitored activity on your system. When the monitor reaches the limit of entries it can hold, it deletes the oldest entries to make room for new ones. As activities appear on the monitor, the bar scrolls. To stop the scrolling, double-click a site. To restart the scrolling, drag the vertical scroll bar all the way to the bottom.



The screenshot shows the 'Monitoring' tab in the iPrism interface. At the top, there is a search bar and three buttons: 'Buffer size 7000', 'Clear All', and 'Pause monitoring'. Below these is a table with the following columns: Time, Type, User & IP Address, Profile, Act..., Rating/Protocol, URL, and Bandwidth. The table contains seven rows of data, showing various web activities and their bandwidth usage.

Time	Type	User & IP Address	Profile	Act...	Rating/Protocol	URL	Bandwidth
02:05:23 PM	Web	[Unknown]@172.17.2.11	PassAll	Passed	web search	https://safebrowsing.google.com	5719 bytes
02:05:23 PM	Web	[Unknown]@172.17.2.11	PassAll	Passed	web search	https://safebrowsing-cache.google.com	9848 bytes
02:05:23 PM	Web	thuy@192.168.32.198	BlockOff...	Passed	other sites	http://ocsp.digicert.com/	972 bytes
02:05:23 PM	Web	thuy@192.168.32.198	BlockOff...	Passed	other sites	http://ocsp.digicert.com/	972 bytes
02:05:23 PM	Web	thuy@192.168.32.198	BlockOff...	Passed	other sites	http://ocsp.digicert.com/	972 bytes
02:05:35 PM	Web	thuy@192.168.32.198	BlockOff...	Passed	news	http://cnn.com/	557 bytes

Figure 6. Real-Time Monitor event monitor

To pause and restart monitoring:

1. Click **Pause Monitoring**.
2. When you are ready to start again click **Start Monitoring**.

Tips:

- To view a subset of the activities, type a string, such as "business" into the Search field to automatically filter the list to all lines that contain that string in any column. Clear the Search field to view the complete list of activities again.
- To increase or decrease the number of entries the monitor holds, click **Buffer size** and change the value.

- Click and drag to resize or move any of the columns.
- Double-click the URL to access a site.

The following information is shown:

Setting	Definition
Time	When the access occurred.
Type	The type of access: Web or application.
User & IP Address	The user name and IP address of the login and computer that initiated the request.
Profile	The profile controlling this access attempt.
Action	The action iPrism took in response to the access attempt (pass, block, monitor, override, override initiated).
Rating/Protocol	For Internet/Web access, this shows the rating category, such as entertainment or business. For applications, this shows the protocol, such as AIM or Kazaa.
URL	The URL being accessed.
Bandwidth	The bytes required for this activity.

The summary information is as follows:

Setting	Definition
Requests	The total number of events currently contained in the RTM.
Web	The number of Web events.
Application	The number of application events.
Dropped	The number of events dropped.
Users	The number of unique user/IP address combinations contained in the RTM.

Setting	Definition
Passed	The number of events passed.
Blocked	The number of events blocked.
Overridden	The number of events overridden.
Override Initiated	The number of events override initiated.
Warned	The number of warnings triggered.
Quota Notified	The number of quota notifications triggered.
Quota Blocked	The number of quota blocks triggered.
Bandwidth	The bandwidth used by all events currently contained in the RTM.

Editing the Real-Time Monitor Settings

To edit the real-time monitor settings, select **Real-Time Monitor** from the Report Manager navigation menu and then click the **Settings** tab. Type or select new values as needed.



Note: On a busy network, you can improve monitoring performance by restricting real-time monitoring based on IP range, user, category, or other criteria.

The settings are as follows:

Setting	Definition
IP Address Range	Monitors the range of IP addresses that you enter. The default is all IP addresses. Entering an IP address enables you to get information on a single workstation.
User	Returns data on a specific user name. The default is all users. You may enter multiple user names separated by commas. If you do not know the user name of the person whose activity you wish to check, try entering their IP address.
Profile	Returns data on the following Web profiles:

Setting	Definition
	<ul style="list-style-type: none">• All (default)• BlockOffensive• Pass All Returns data on the following Application profiles: <ul style="list-style-type: none">• All (default)• BlockIMP2P: profiles that are blocked from using any Instant Messaging or Peer-to-Peer services• BlockP2P: profiles that are blocked from using any Peer-to-Peer services• PassIMP2P: profiles that are allowed to use Instant Messaging and Peer-to-Peer services• Any user-defined profiles created in your company to which you have access
Action	Returns data on the following types of access attempts: <ul style="list-style-type: none">• All (default)• Passed: all accesses that are permitted in your system• Blocked: all accesses that are blocked in your system• Overridden: all accesses that were blocked and then overridden by the user• Override Initiated: all accesses that were blocked and to which the user requested access
Include Media	Returns the images, scripts, style sheets, and other things included on the page.
Category	Returns data on the category or categories you select. The default is all categories.
Protocol	Returns data on the protocol or protocols you select. The default is all protocols.

Frequently Asked Questions

Why do my reports sometimes run slowly?

Usually it is because your report is queued behind someone else's. Two people cannot run the same report simultaneously. If you try to run a report that is already running, iPrism queues your request and executes it after the first report concludes.

In addition, some reports, such as the Web Top reports, use a high level of system resources; however, any report may take a long time to run if the date range is quite large. When there is a high demand for system resources, iPrism also queues reports. Wait a few minutes to allow the system to free up.

How many days of information does iPrism store?

The number of records an iPrism stores will vary by model. Some iPrism models can store over one billion records at a time. The amount of time it takes to accumulate this many records may vary from company to company.

How many entries can a report hold?

No limit is placed on scheduled reports. Large reports are broken into several smaller documents of a manageable size before being delivered by email or stored on the iPrism. You can set the number of entries in reports as well as the email attachment size in Settings. Limits should be placed on reports running interactively (i.e., when Run & View Report is selected).

For additional information and help configuring your firewall, see the Knowledgebase article "Unable to Receive Real-Time Events".

I did not receive my scheduled report in email.

Some email systems limit the size of the attachments you can receive. Some PDF reports are quite large, and may exceed the file size limits.

Try any of the following:

- In Settings in Report Manager, reduce the size of the email attachment. Reports larger than this size are automatically split up into multiple email messages.

- Edit the schedule so that iPrism saves your report locally instead of emailing it.
- Edit the schedule so that iPrism saves the report in CSV format. Large CSV reports are automatically split up into multiple email messages.
- Modify your report content so that the saved report is smaller. Web Statistics and Application Statistics typically generate smaller files than the other report types.
- Ask your system administrator if it is possible to reconfigure the email system to accept larger attachments.

The Real-time Monitor is not showing all of the application or web activity that I know is occurring.

The Real-time Monitor only shows monitored web sites. If your profile does not monitor the web sites you are accessing, they will not appear in the Real-time Monitor or on any reports.