

LbQ WebSockets - Netsweeper

1. Navigate to <https://webadmin.schoolsbroadband.net/webadmin>
 - a. Enter your login details that were provided to you by Schools Broadband at the point of your install.
 - b. Unable to locate your login details? Email support@talk-straight.com who will resend them for you.
2. Go to Policy Management
 - a. Your user groups will be listed under the policy templates.
 - b. Click on Policy Manager on the left hand side.
 - c. Select the desired policy. (These are the URLs and Keywords that you will see listed).
 - d. Click the URL/Keyword Local List tab at the top.
3. Click New Entry
 - a. Enter the URL you wish to block/unblock in the New Entry field at the top e.g. bbc.co.uk/news.
 - b. You don't need to enter `http://` or `https://` at the beginning.
 - c. The below example will block just the news section of the BBC website, if you wanted to block the whole BBC website, just enter `bbc.co.uk`
 - d. To unblock LbQ you would enter `Lbq.org` in the New Entry field, Entry Type would be URL and Action should be set to Allow URL.
 - e. Set the Action to "Allow URL" or "Deny URL" depending on your requirements
 - i. Enter a comment if required - see example below
 - ii. Click Save Entry
 - iii. Ensure entry is added as desired



The screenshot shows a 'New Entry' form with the following fields and values:

- New Entry:** `bbc.co.uk/news`
- Entry Type:** `URL` (with a dropdown arrow and a `Case insensitive` checkbox)
- Request Part:** `Request URL`
- Action:** `Deny URL`
- Comments:** `deny for bbc.co.uk/news only`

Buttons at the bottom: `RESET FORM` (blue), `CLOSE` (grey), and `SAVE ENTRY` (green).

4. To block or unblock a keyword, click on the drop-down option in the Entry Type field. Enter the key word you wish to manipulate. Using the drop-down option choose the relevant action