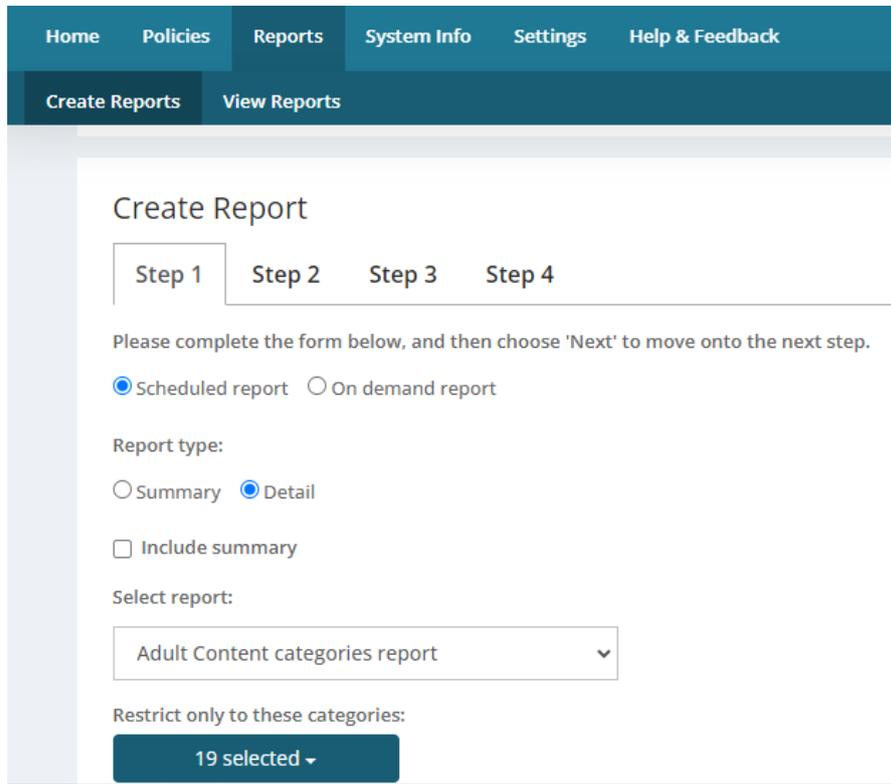


## How to setup an LGFL daily Internet reports

1. Click Reports > Create Report
2. Click 'scheduled report'
3. Click 'Detail'
4. Select 'adult content categories report' (You'll see it showing 19 selected categories).



Home Policies Reports System Info Settings Help & Feedback

Create Reports View Reports

### Create Report

Step 1 Step 2 Step 3 Step 4

Please complete the form below, and then choose 'Next' to move onto the next step.

Scheduled report  On demand report

Report type:

Summary  Detail

Include summary

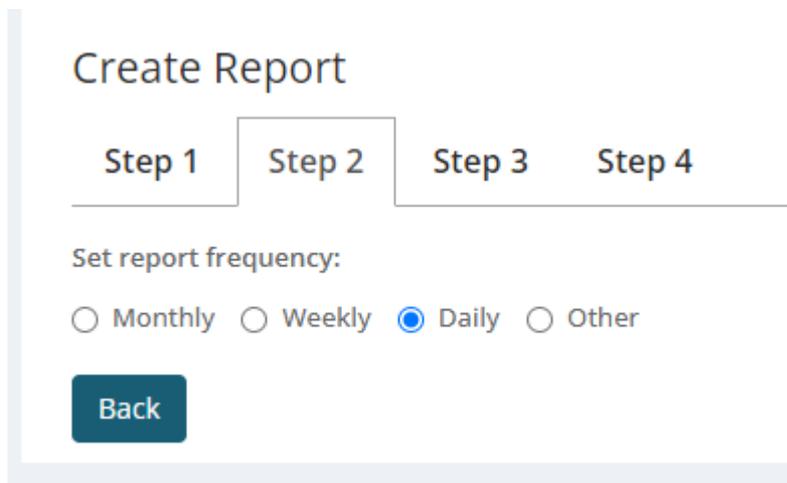
Select report:

Adult Content categories report

Restrict only to these categories:

19 selected

5. Suggest set the report to daily (longer periods of time mean you won't be able to intervene very quickly if a safeguarding incident arises. This is the closest you'll get to real-time reporting with LGFL)
6. Click next.



### Create Report

Step 1 Step 2 Step 3 Step 4

Set report frequency:

Monthly  Weekly  Daily  Other

Back

7. Select the policy you want to run this on – I have selected Primary\_students (or created a separate report for chromebooks etc)
8. Click next

## Create Report

Step 1 Step 2 **Step 3** Step 4

Select IP Range to analyse for this report:

AdminandCurriculumsite17002 (10.42.74.0 - 10.42.75.255)

Select policy groups to analyse for this report:

BYOD  Primary\_Students  Staff

Back

9. Enter a description – recommend getting the user to put their initials in the description as once the report is created you can't see who owns it. Try and be descriptive for the report – it can get confusing quickly)
10. MAKE SURE you click the 'notify me' button as this is what will generate the daily report to be emailed to the person who creates the report.

## Create Report

Step 1 Step 2 Step 3 **Step 4**

Enter a short description for your own reference

ML daily Pupil adult content

29/100

Notify me by email when report is ready

An email notifying you that the report is available will be sent each time it is run.

Back

Hopefully every day the school will get an email saying there is nothing to show. If there is something in it, you will get an email with a link to the report. The user can click on the link and view the report (once signed in to LGFL).

11. From the Change Password screen type in your current password, in the top box, type in your new password, in the middle box and then confirm your new password in the bottom box. Click Submit.

**Please Note - The password must contain ? characters and must have Upper and Lower Case Letters, as well as numbers**

## change password

Strong password required. Enter 8-256 characters. Do not include common words or names. Combine uppercase letters, lowercase letters, numbers, and symbols.

User ID

lprecious@dlsolutions.net

Old password

Create new password

strong

Confirm new password

submit

cancel