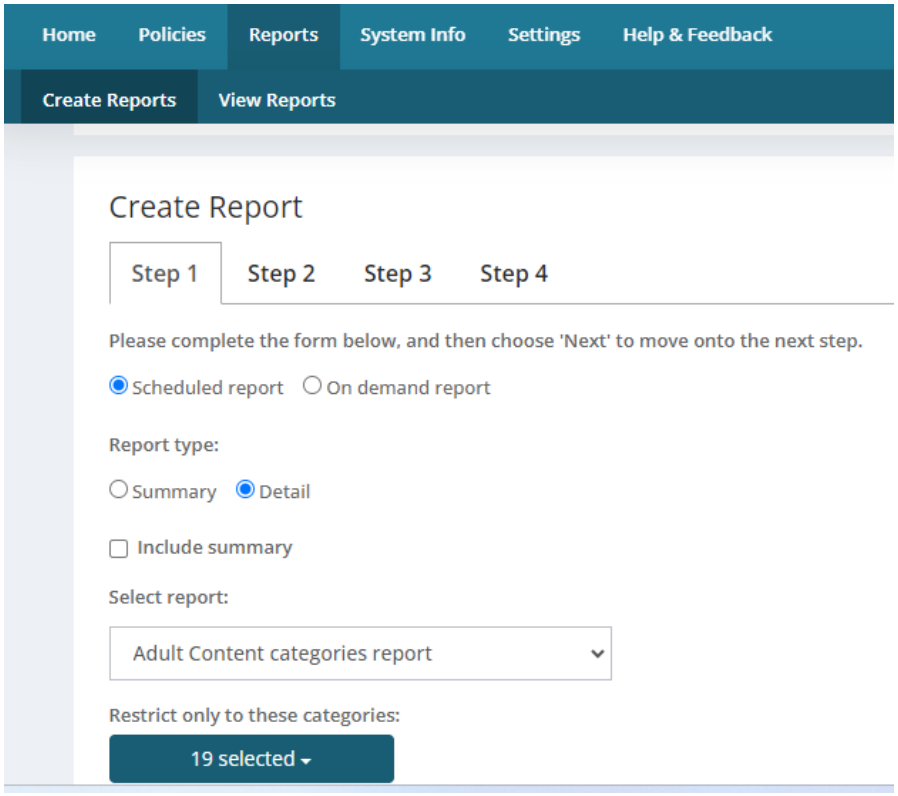
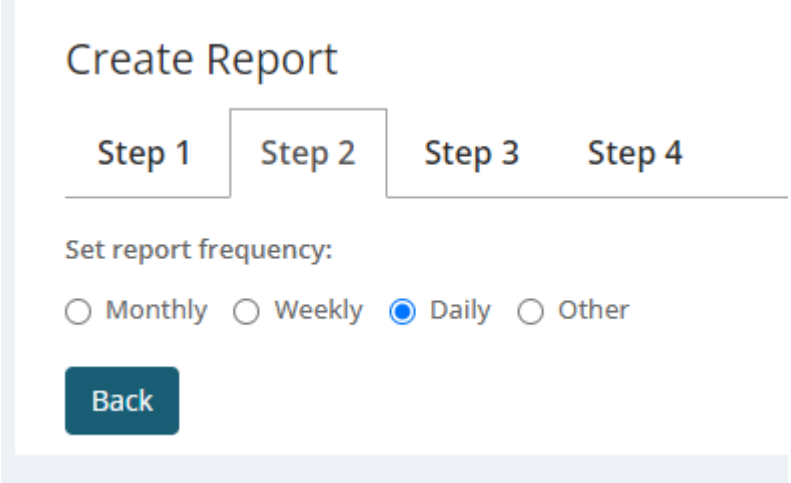
How to setup an LGFL daily Internet reports

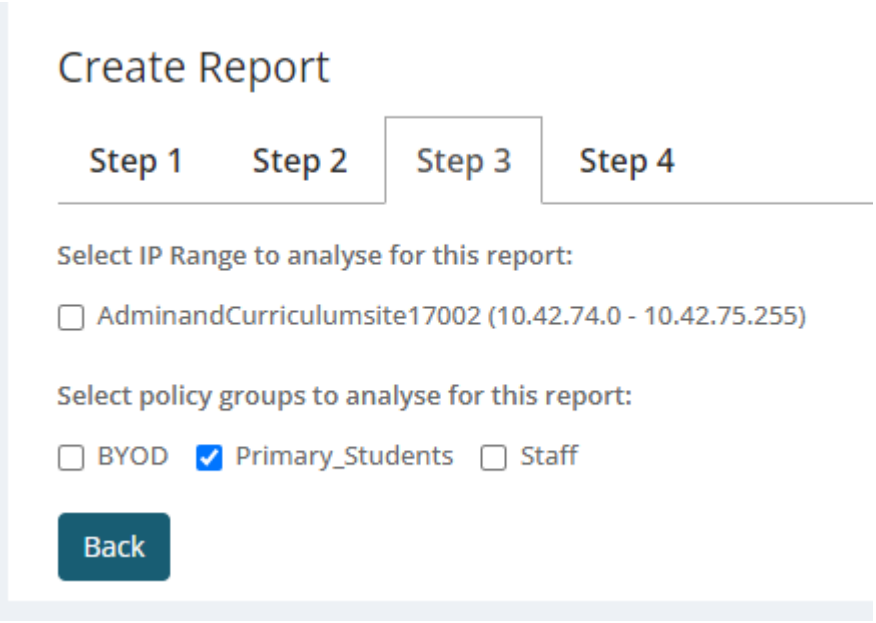
1. Click Reports > Create Report
2. Click ‘scheduled report’
3. Click ‘Detail’
4. Select ‘adult content categories report’ (You’ll see it showing 19 selected categories.



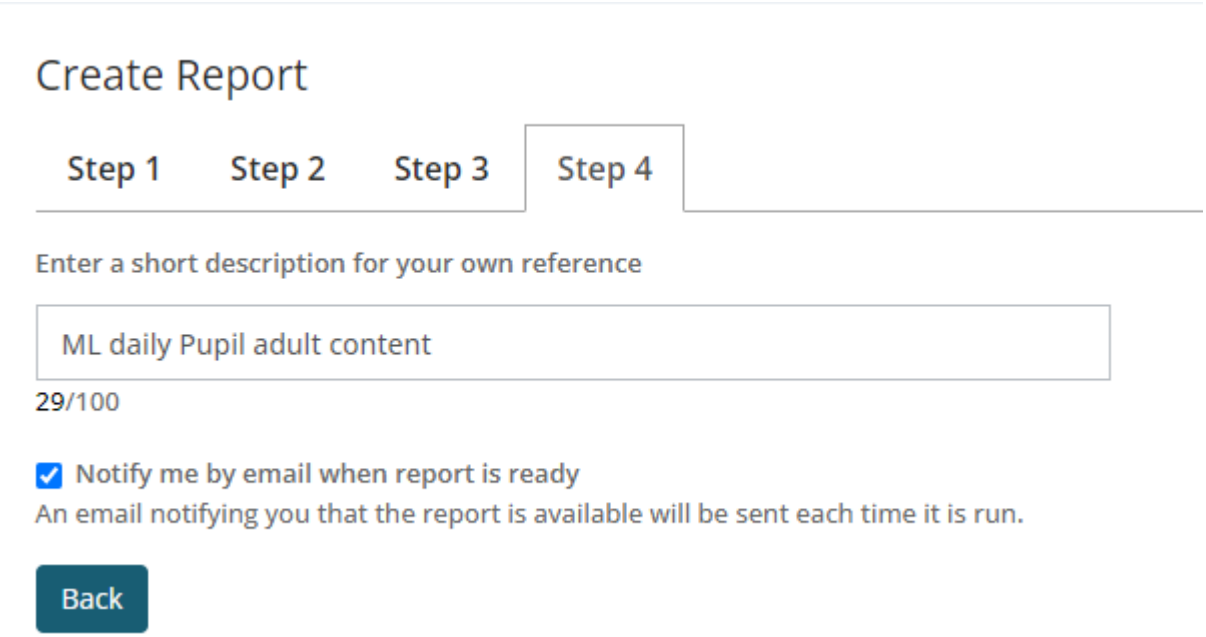
5. Suggest set the report to daily (longer periods of time mean you won’t be able to intervene very quickly if a safeguarding incident arises. This is the closest you’ll get to real-time reporting with LGFL)
6. Click next.



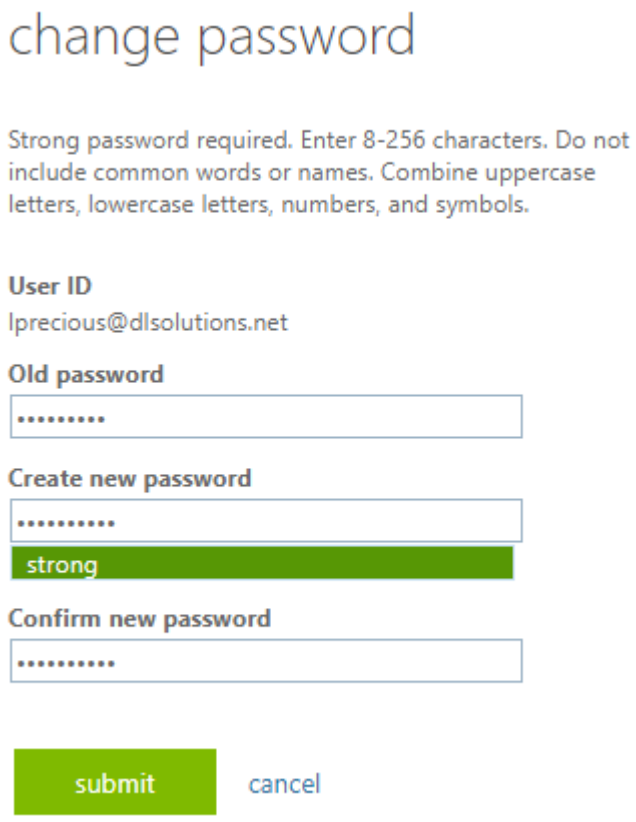
7. Select the policy you want to run this on – I have selected Primary_students (or created a separate report for chromebooks etc)
8. Click next



9. Enter a description – recommend getting the user to put their initially 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.



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