



School Guardian



Portal User's Guide

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During their development, all SmoothWall products are subjected to exhaustive penetration testing. There are no insecurities in a standard SmoothWall system or SmoothWall add-on module.

All files that implement SmoothWall security policies are part of the system configuration and must only be altered using the recommended configuration procedures outlined in this documentation.

SmoothWall Ltd. disclaims all responsibility for any configuration and/or installation changes that may compromise network security.

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Using the School Guardian Portal

In this chapter:

- Welcome.
- Accessing and using the School Guardian portal.

Welcome

Welcome to the School Guardian portal. Depending on how your system administrator has configured the portal, you can use the portal to generate many different reports.

Overview of the Portal

You access and use the portal via a web browser. The following sections explain how.

Note: Ask your system administrator for the address to the portal and the user name and password you need to access it.

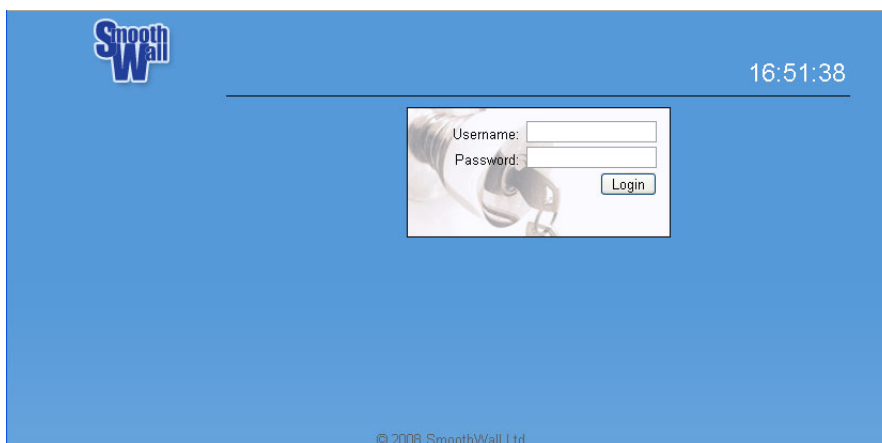
Accessing the Portal

You access the portal using the web browser of your choice.

To access the portal:

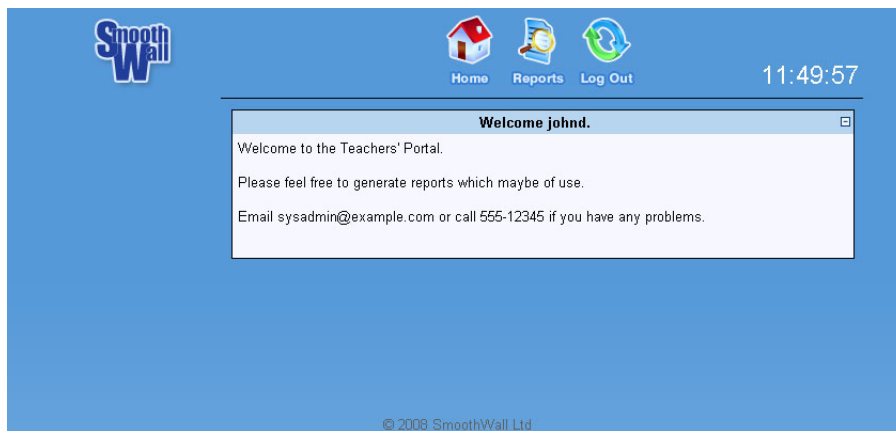
- 1 Start your web browser and enter the address to the portal, for example:
`http://192.168.72.141/portal`
- 2 Click OK to accept any certificate and other security information.

School Guardian displays the login page for the portal, for example:



- 3 Enter your user name and password and click **Login**.

School Guardian displays the portal home page, for example:






- 4 To leave the portal, click **Log Out**. School Guardian closes the home page and displays the login page again.

Portal Pages and Buttons

The portal contains the following pages:

Page	Description
Home	The home page enables you to view recently generated reports.
Reports	The reports page lists reports you can view and/or generate.

The portal contains the following buttons:

Button	Description
 Home	Home – Click to return to the home page.
 Reports	Reports – Click to access the reports page. For more information, see <i>Working with Reports</i> on page 2.
 Log Out	Log Out – Click to log out from the portal. After you log out, you will have to log in again to use the portal

Working with Reports

Note: Your system administrator decides which reports are displayed on the portal. If you would like more or different reports, please contact your administrator.

Generating Reports

The following section explains how to generate reports.

To generate a report:

- 1 Click **Reports** to access the reports page. The portal displays the reports available.

Note: Your system administrator decides which reports are available on the reports page.

- 2 Click on a report name to generate and view it. School Guardian generates and displays the report.

Saving Reports

The portal enables you to save reports in various formats.

Note: You must have a program which supports the format in which you want to save the report to be able to view the report once you have saved it.

To save a report:

- 1 Generate the report, see *Generating Reports* on page 3 for more information. The portal generates and displays the report.
- 2 Click on one of the following formats to save the report in that format:

Format	Description
csv	The report will be saved in comma separated text format.
excel	The report will be saved in Microsoft Excel format.
pdf	The report will be saved in Adobe's portable document format.
tsv	The report will be saved in tab separated text format.

- 3 Select to open or save the report as prompted by your web browser.

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