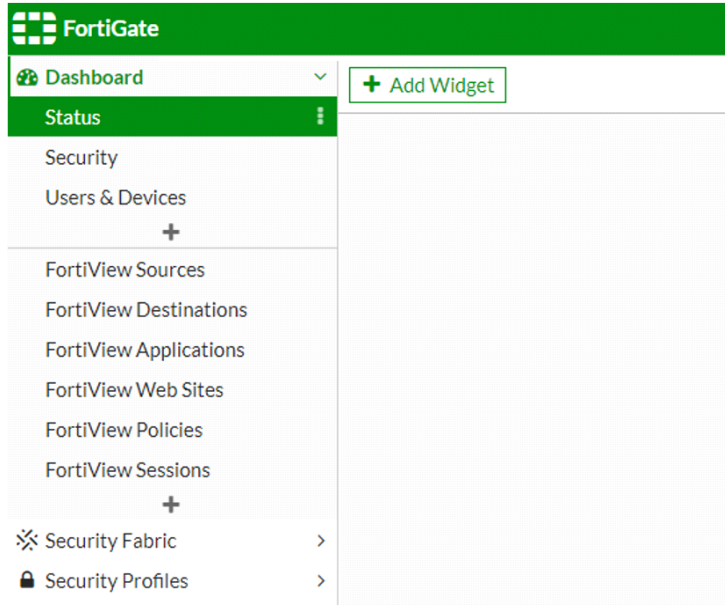# FWaaS Web Filtering – QUICK START GUIDE
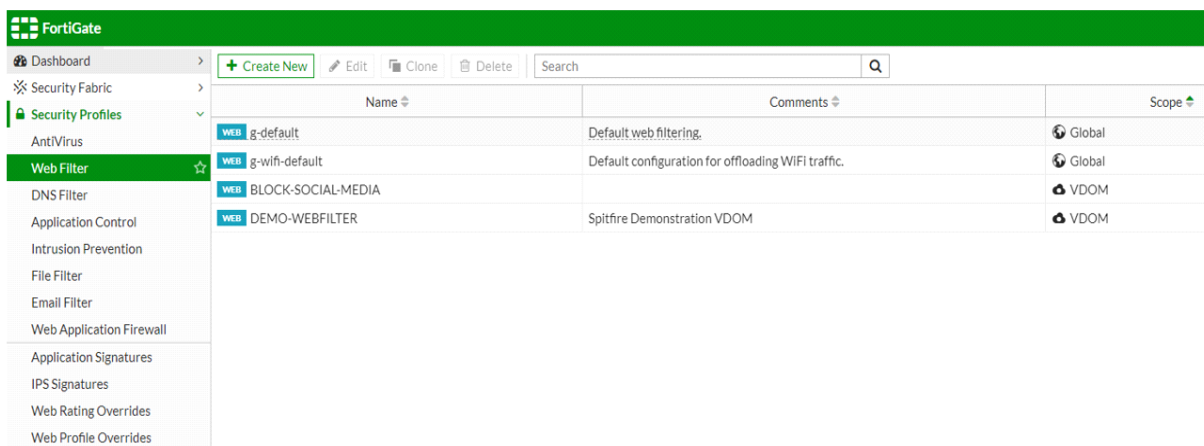
Log in Dashboard

- Use your provided Username and password

Accessing the Web Filter

- Click on "Security Profiles"
- Click on "Web Filtering"
- As per below a similar list will appear based on the number of web filters set up

- Look for the standard web filter named " customer name-WEBFILTER"
- Highlight/Select the web filter in the list and click on Edit

Amending the Web Filter

- Following on from the last instructions you will be able to see the below
- Here you can block or allow different categories as seen in the list

- To "Block" or "Allow" right click on the category and choose the required option as per below

"Allowing" a website

- To allow a website which belongs to a Category which is blocked, click on "Web Rating Overrides" found on left hand side.
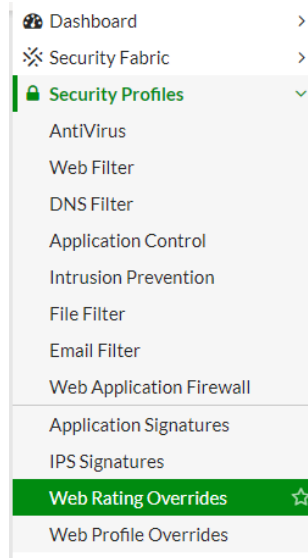
- Click "Create New" from the top
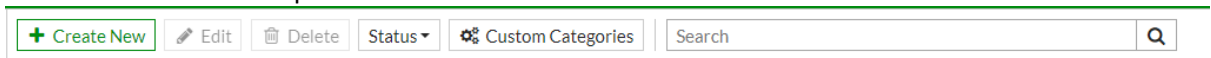
- The below will be seen

- Enter the URL of the website that is to be allowed and select as per below from the "Override to" section:

- Once set the traffic to the website will be allowed even if the website belongs to a blocked category

If you have any further queries, you can contact Spitfire Support on:
020 7501 3030 or support@spitfire.co.uk