



Managed Security Web Portal **User Guide**



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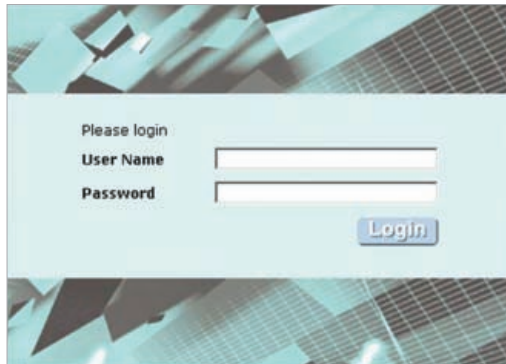
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Introduction

This document is an end user guide that will explain how to login, make changes, and save changes in the Managed Security Web Portal.

Login

From a web browser enter <https://managedsecurity.windstream.net>
You will be presented with a login screen as shown below:



Enter your **User Name** and **Password** (you either provided these credentials to your Sales Engineer or you can provide them during service turn-up).

Once you have successfully logged in you will be presented with the web portal home page.



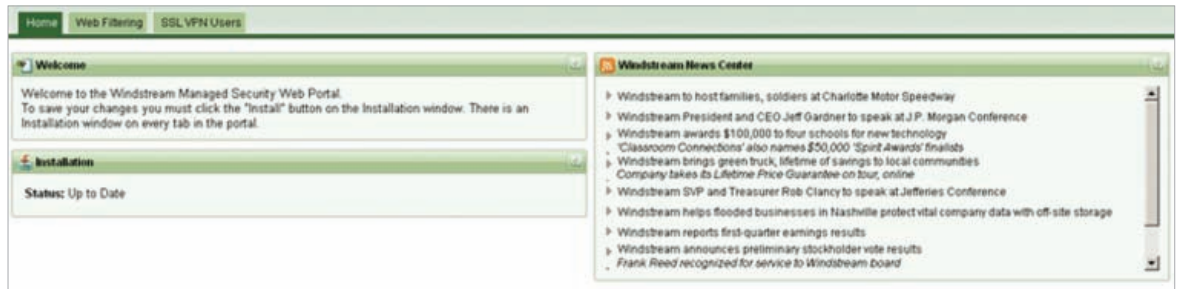
Portal Layout

On the Security Web Portal you will have two or more tabs. The first tab is your **Home** screen and the second tab is for **Web Filtering**. And if you subscribed to the Remote Protect feature you will have a **SSL VPN Users** tab.



Home Tab

Each time you login to the web portal you will begin on the Home screen. The Home screen has a **Welcome** pane, **Installation** pane, and **Windstream News Center** pane.



Navigation pane (not pictured)

Allows you to switch between security appliances (only available if you have multiple devices).

Welcome pane

Provides basic instructions for the portal and a link to detailed instructions for the portal.

Installation pane

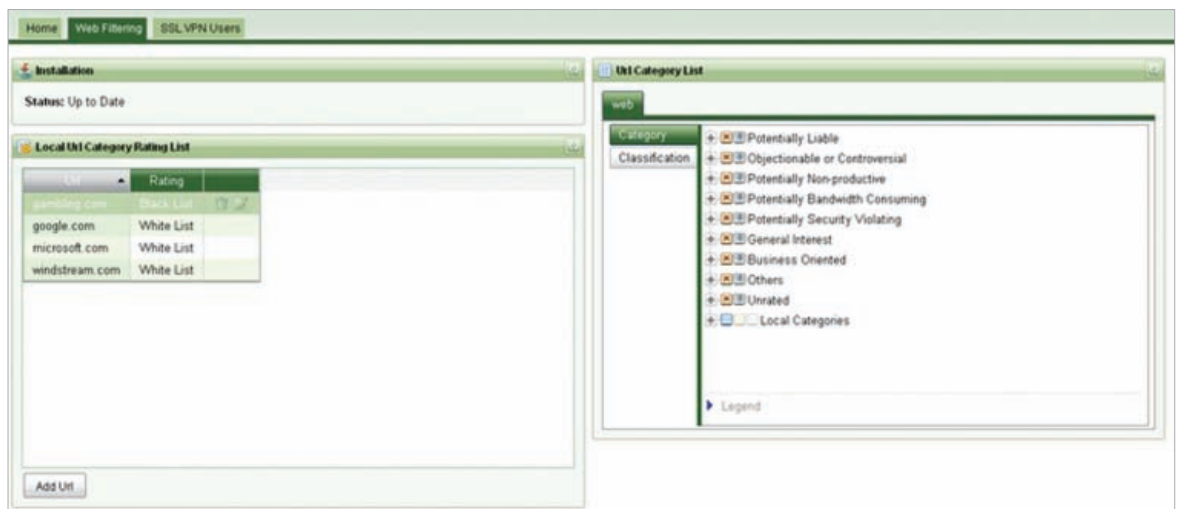
Allows you to save changes made from the web portal.

Windstream News Center pane

Displays Windstream specific news releases.

Web Filtering Tab

The Web Filtering tab has an **Installation** pane and two panes that allow you to make changes to your Web Filtering policy.



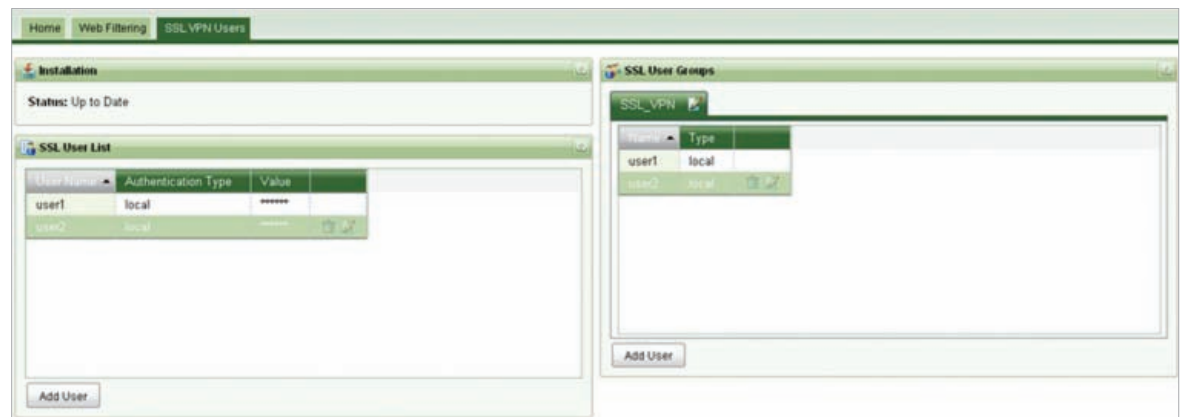
Navigation pane (not pictured)	Allows you to switch between security appliances (only available if you have multiple devices).
Installation pane	Allows you to save changes made from the web portal.
Local Url Category Rating List	Allows you to add, remove and change category rating for specific websites.
Url Category List	Allows you to configure your website category policy.

There will be a default Web Filtering policy applied to your service. You may modify your Web Filtering policy in two ways. The first way is **Web Filtering by Domain**, i.e., yahoo.com. You may add a specific website to a **Black List**, **White List** or **Category**. The Black List will block the web page for all users. The White List will allow the web page for all users.

The second way is **Web Filtering by Category** which sorts hundreds of millions of web pages into a wide range of categories users can allow, block, or monitor.

SSL VPN Users Tab

The SSL VPN Users tab has an **Installation** pane and two panes that allows you to create, delete and modify your SSL VPN users.



Navigation pane (not pictured)	Allows you to switch between security appliances (only available if you have multiple devices).
Installation pane	Allows you to save changes made from the web portal.
SSL User List	Allows you to add and remove users and modify user passwords.
SSL User Groups	Allows you to add and remove users from your SSL VPN group or groups.

Web Filtering Administration

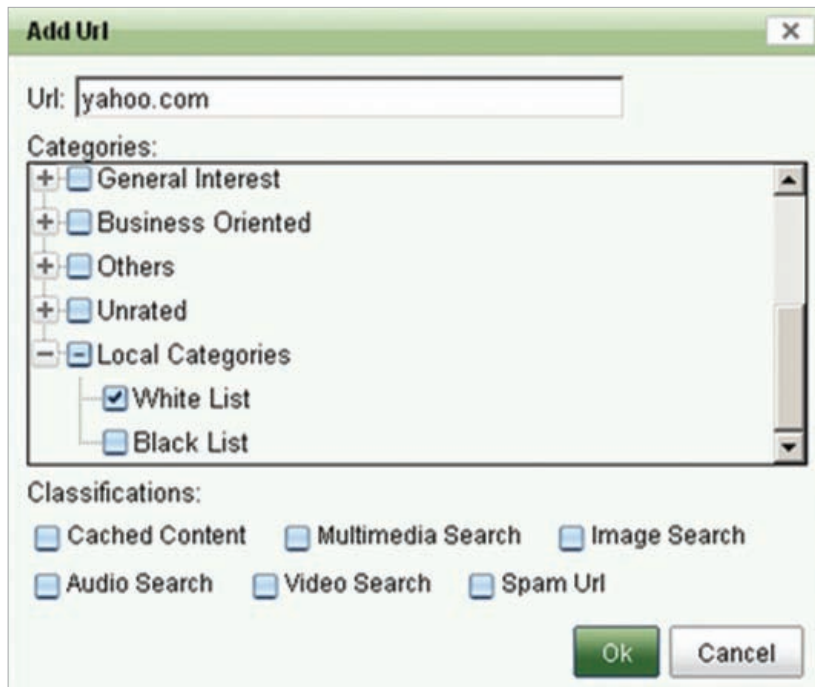
Your Web Filtering policy can be completely customized by using the web portal. You can administer your Web Filtering Policy by **website** and by **category**. Any changes made to a specific website will affect the filtering of that one website only. Changes made to a Category will affect any website that is grouped in the Category.

Web Filtering by Website

You can customize which category a website is grouped into. You can also put any website in a **Black List** or **White List**. All websites placed into the Black List will be blocked and all websites placed into the White List will be allowed.

Add a Website to the White List or Black List

To add a website to a White List or Black List, go to **Web Filtering** tab > **Local Url Category Rating List** pane and select **Add Url**. The Add Url window opens. Enter a website domain in the **Url** box, for example, yahoo.com. Then scroll down to **Local Categories** and click the **+** icon. Then the White List and Black List are visible. Select the appropriate list and click **Ok**. The Add Url window will close and the website will be added to the Local Url Category Rating List.



Reminder: You must click the **Install** button on the Installation pane to make this change effective.

Note: Black List will block any website matching the defined domain. White List will allow any website matching the defined domain.

Delete a Website from a White List, Black List or Category

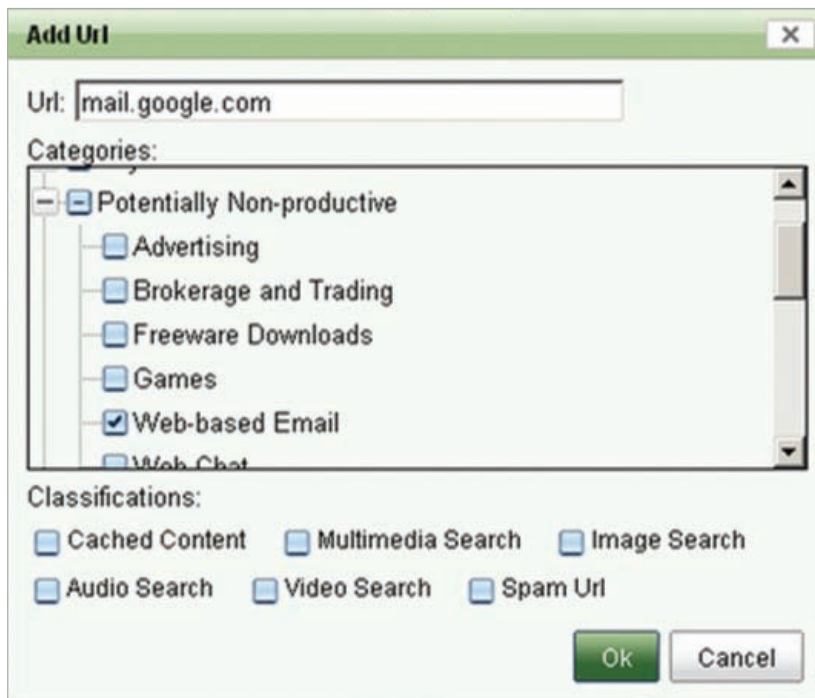
To delete a website from a **White List**, **Black List** or **Category** go to **Web Filtering** tab > **Local Url Category Rating List** pane and select the **Trash Can** icon next to the website you want to delete. The Confirm window will open. Click **Yes**. The Confirm window will close and the website will be removed from the Local Url Category Rating List.



Reminder: You must click the **Install** button on the **Installation** pane to make this change effective.

Add a Website to a Category

To add a website to a **Category**, go to **Web Filtering** tab > **Local Url Category Rating List** pane and select **Add Url**. The Add Url window opens. Enter a website domain in the **Url** box, for example, yahoo.com. Then click the **Category** you want the website to be in and click **Ok**. The Add Url window will close and the website will be added to the Local Url Category Rating List.

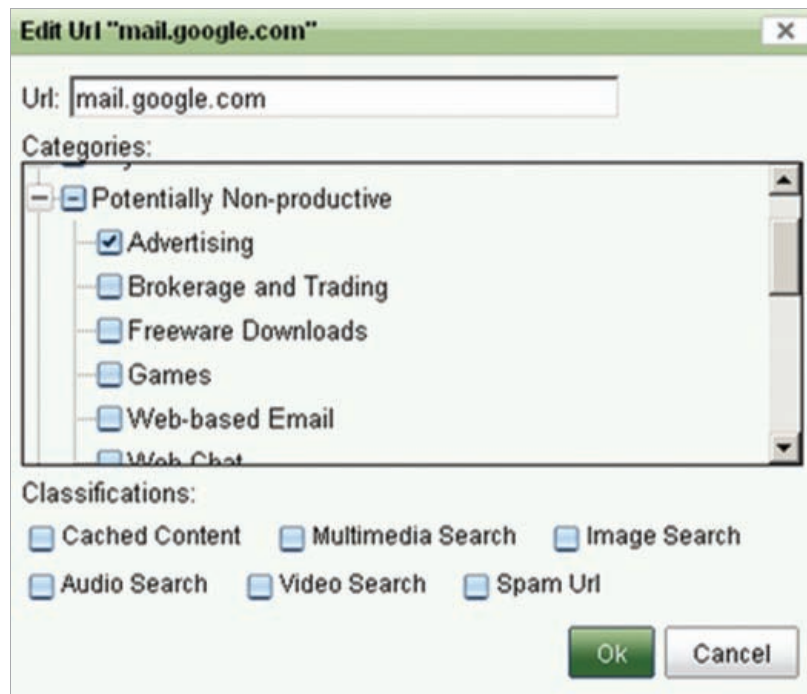


Reminder: You must click the **Install** button on the **Installation** pane to make this change effective.

Note: The website you just added will now be allowed or blocked based on the Category policy.

Changing a Website's Category


To change a **Category** for a specific website, go to **Web Filtering** tab > **Local Url Category Rating List** pane and select the **Edit** icon for the website you wish to change. The Edit Url window opens with the website in the **Url** box. Select the **Category** you want to put the website in and click **Ok**. The Edit Url window will close and the website will be changed in the Local Url Category Rating List.



Reminder: You must click the **Install** button on the **Installation** pane to make this change effective.

Note: The website you just changed will now be allowed or blocked based on the **Category** policy.

Removing a Website from a Category

To delete a website from **Category**, go to **Web Filtering** tab > **Local Url Category Rating List** pane and select the **Trash Can**  icon next to the website you want to delete. The Confirm window will open. click **Yes**. The Confirm window will close and the website will be removed from the Local Url Category Rating List.



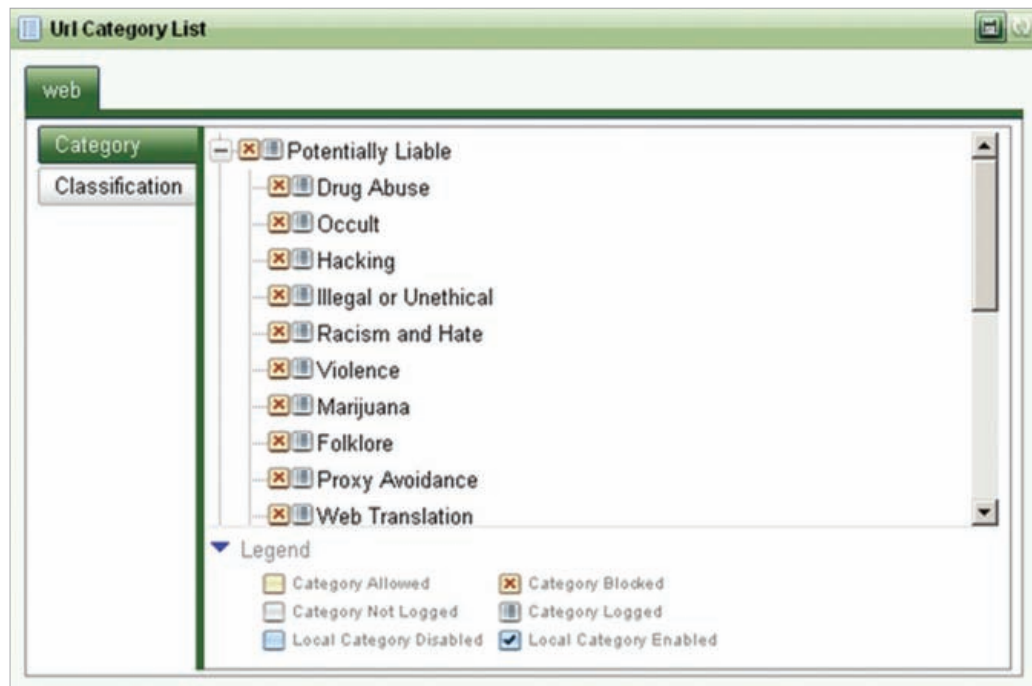
Reminder: You must click the **Install** button on the **Installation** pane to make this change effective.

Note: The website you just deleted will now be filtered based on the global **Category** policy.

Web Filtering by Category




The Web Filtering service automatically sorts hundreds of millions of web pages into a wide range of categories. You can allow, block and monitor any Category using the Web Portal. Blocked pages are replaced with a message indicating that the page is not accessible according to the Internet usage policy.

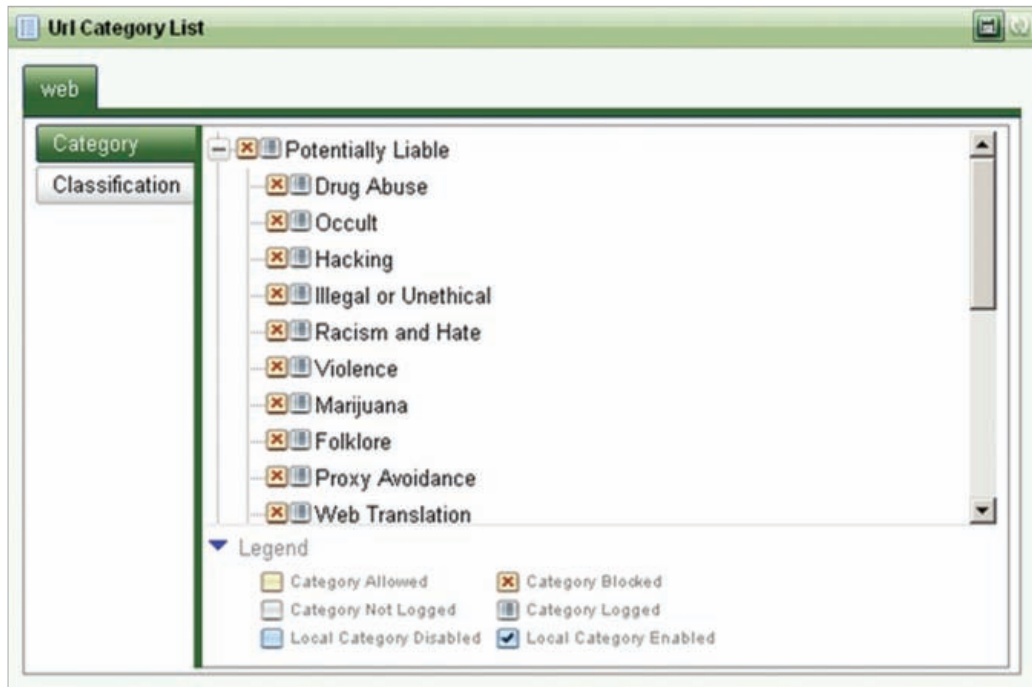
Please make note when you make changes to the **URL Category List** a flashing icon will appear in the upper right hand corner. You must click this **disk**  icon to save all the changes to this pane.



Warning: Do not make any changes to Local Categories Category in the Url Category List or you will get undesirable behavior.

Blocking a Category or Sub-Category




To block a category of websites, go to **Web Filtering** tab > **Url Category List** pane and click the yellow  box next to the **Category** you want blocked. Ensure there is a red **X**  in the box. Click the **flashing disk**  icon in the upper right hand corner.

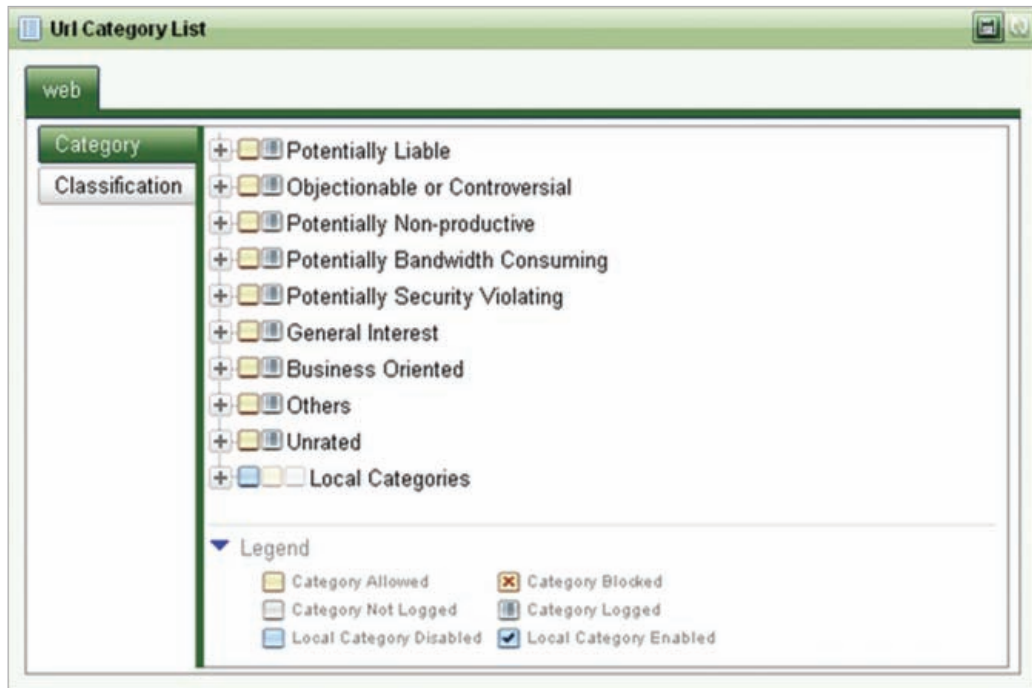


Reminder: You must click the Install button on the Installation pane to make this change effective.

Warning: Do not make any changes to Local Categories Category in the **Url Category List** or you will get undesirable behavior.

Allowing a Category or Sub-Category

To allow a category of websites, go to **Web Filtering** tab > **Url Category List** pane and click the yellow  box next to the **Category** you want blocked. Ensure there is a red X  in the box. Click the flashing disk  icon in the upper right hand corner.



Warning: Do not make any changes to Local Categories Category in the **Url Category List** or you will get undesirable behavior.

SSL VPN User Administration

If you have subscribed to the Remote Protect feature pack your web portal will have a **SSL VPN Users** tab. From this tab you can add users, remove users and modify user passwords.

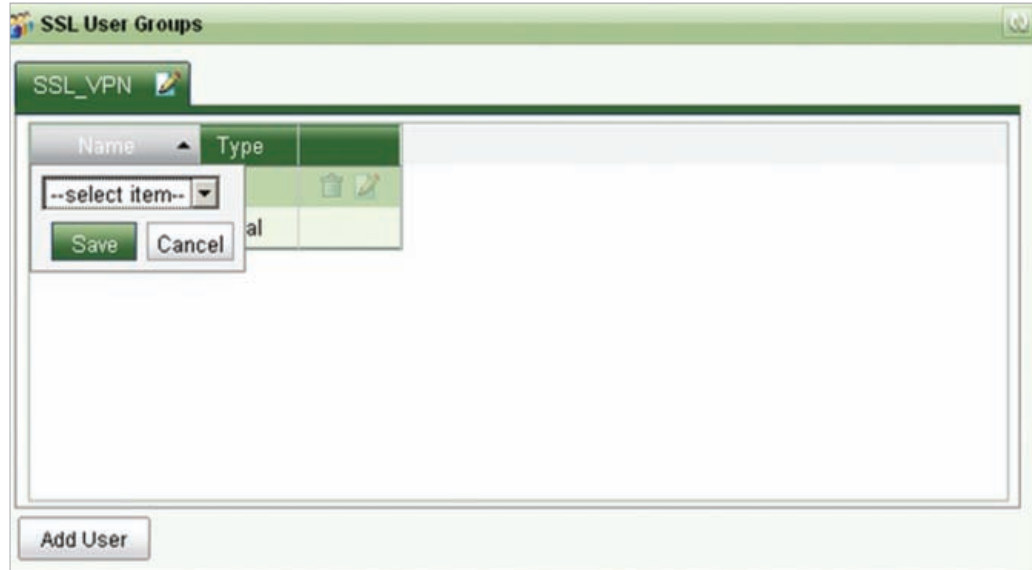
Add a User

To add a new user for SSL VPN, go to **SSL VPN Users** tab > **SSL User List** pane and select **Add User**. The Add User window opens. Enter the new user in the **User Name** box. Ensure the **Authentication Method** drop down menu shows **Password**. Then enter a password in the **Password** box. Then click **Ok**.



The screenshot shows a dialog box titled "Add User". It has three input fields: "User Name" with the text "user2", "Authentication Method" with a dropdown menu showing "Password", and "Password" with seven asterisks. At the bottom, there are two buttons: "Ok" and "Cancel".


Then you must add the new user to the **SSL VPN User Groups**. To add a new user to the User Group, go to **SSL VPN Users** > **SSL User Groups** and click **Add User**. A drop down menu appears in the **Name** column. Select the new user name from the drop down menu and click **Save**.

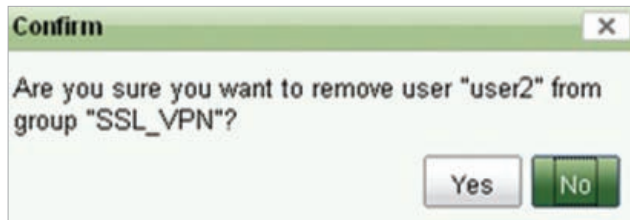


The screenshot shows a window titled "SSL User Groups". A tab labeled "SSL_VPN" is active. Below the tab is a table with columns "Name" and "Type". A dropdown menu is open over the "Name" column, showing "--select item--". There are "Save" and "Cancel" buttons next to the dropdown. At the bottom left, there is an "Add User" button.

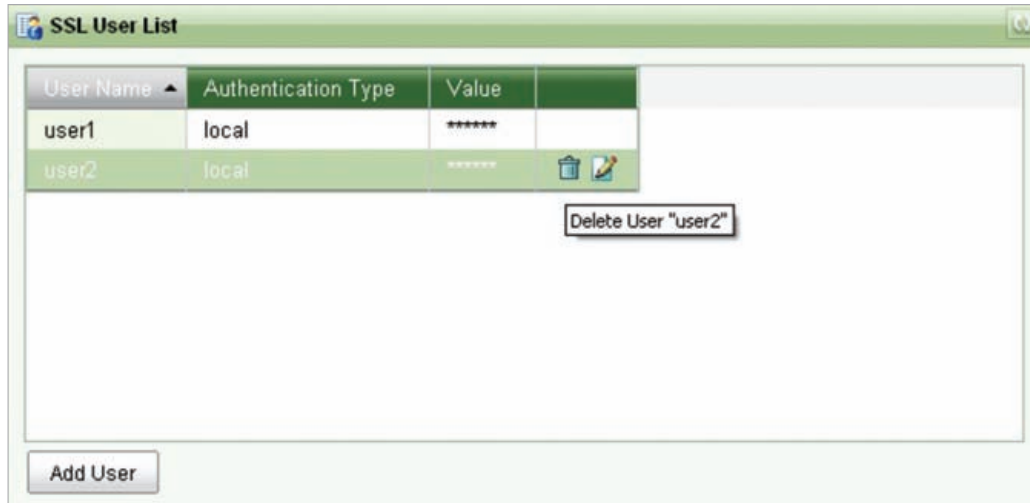
Reminder: You must click the **Install** button on the Installation pane to make this change effective.

Delete a User

To delete a user from the User Group, go to **SSL VPN Users** tab > **SSL User Groups** pane and click the **Trash Can**  icon next to the user you want to delete. The Confirm window will open. Click **Yes**.



To delete a user from SSL User List, go to **SSL VPN Users** tab > **SSL User List** pane and select the **Trash Can** icon next to the user name you want to delete.



The Confirm window will open. Click **Yes**. The Confirm window will close and the user name will be removed from the SSL User List.



Reminder: You must click the **Install** button on the Installation pane to make this change effective.

Note: You must remove the user from SSL User Groups before you delete the user from SSL User List.

Change a User's Password

To change a user's password, go to **SSL VPN Users** tab > **SSL User List** pane and select the **Edit** icon. The Edit User window opens. Ensure the **Authentication Method** drop down menu shows **Password**. Then enter a new password in the **Password** box. Then click **Ok**.

The screenshot shows a dialog box titled "Edit User 'user1'". It contains three input fields: "User Name" with the value "user1", "Authentication Method" with a dropdown menu set to "Password", and "Password" which is currently empty. At the bottom right, there are two buttons: "OK" and "Cancel".

Reminder: You must click the **Install** button on the Installation pane to make this change effective.

Applying Changes

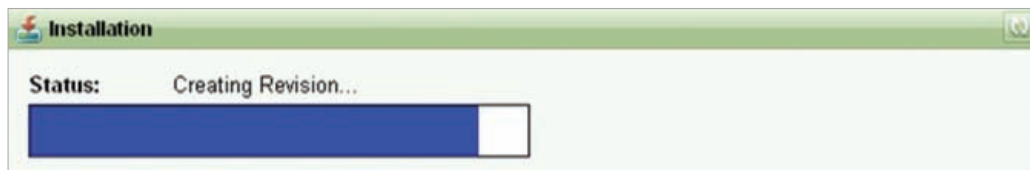
In order to apply any changes you have made in the Web Portal you must use the Installation pane. This pane is on every tab in the Web Portal. The Installation pane has a **Status** indicator. If the indicator shows **Up to Date** then the portal is synchronized with your Security Appliance.



If the **Status** indicator shows **Unsaved Changes** then an **Install** button will appear. You must click the **Install** button for your changes to be saved.



After clicking the **Install** button the Web Portal will create a revision of your most recent configuration and install changes to you security appliance as shown below.




Once your changes have been saved the **Installation** pane **Status** indicator will show **Up to Date**. At this time your changes have been applied.

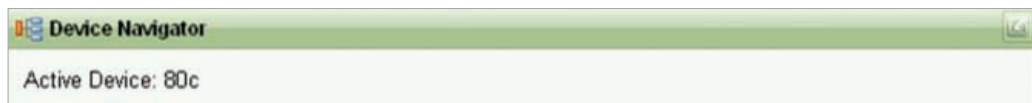


Administering Multiple Devices

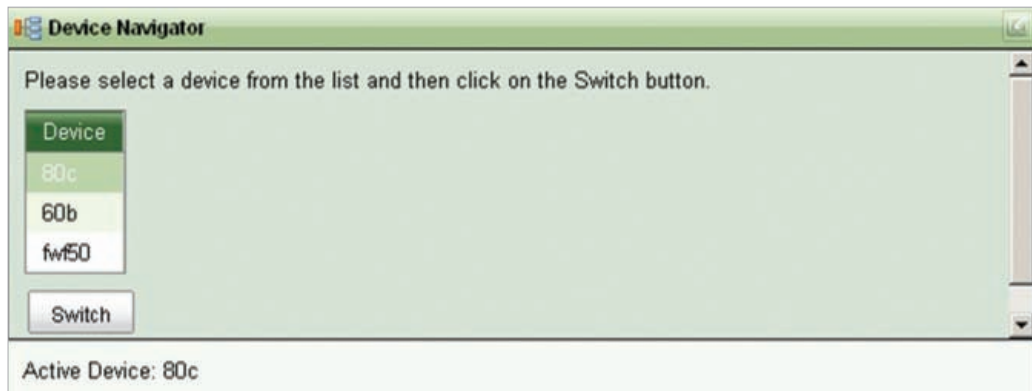
The Portal allows you to make administer multiple devices. You can only make changes to one device at a time. At this time you cannot make a global change across all devices at one time. If you have multiple devices a **Device Navigator** will appear at the top left of every tab. You can change devices from any tab.

Changing Devices

To change devices, go to the **Device Navigator** pane and click the **Navigator**  icon in the top right corner.



The **Device Tree** opens. Click the device you wish the administer and click **Switch**.



The **Active Device** indicator changes to the new device.



All changes you make now will apply to the **Active Device**.

Logout

To Logout of the Web Portal click on the **Logout**  icon in the top right hand corner of the screen.

