

HOW TO: Create or Configure Web Extra Reports in bt-LogAnalyzer SE

The Web Extra report available in both LogAnalyzer SE and version 6, allow the customer to identify URLs that may not currently be included in the loaded Control List file. This report can be scheduled to run automatically and if email is configured, can be sent directly to Burstek for review. Burstek staff can then identify if the URL should be included or if there is another reason for it showing up on the report.

NOTE: If the 'Advanced' option, 'Treat custom URL masks as 'Undefined' is not checked, any URLs that match will not be included in the report.

To configure the 'Web Extra' report:

1. Launch the bt-LogAnalyzer SE (7) interface and type the password in the upper right hand corner (default is 12345)
2. Click on 'Reports' from either the Top Menu bar or the 'Active Links' side bar (See Figure 1)

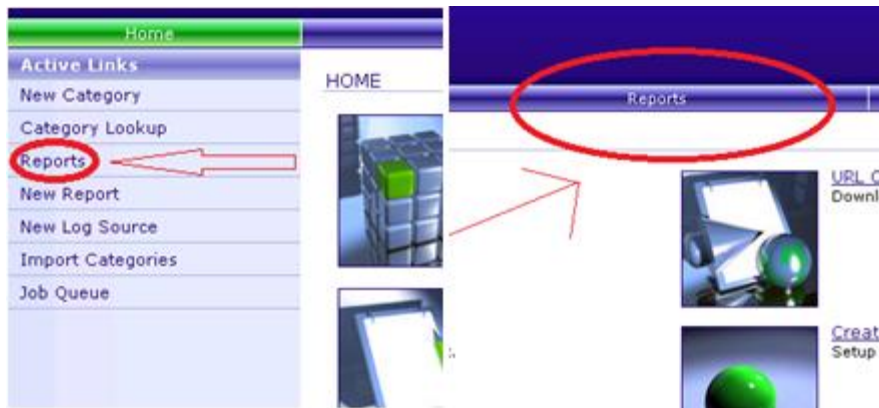


Figure 1

3. Locate the '-Web Extra' report from the list of reports and select (See Figure 2). If the report does not appear in the list please go to the 'To Create a Web Extra Report' section.
4. Click on the properties page icon

-Top Web Sites	Displays top sites by Activity and Bandwidth	No Info	▶	📄	📧	⌘	✖
-User Audit Details	Displays all activity for a particular User(s) or AD Group	No Info	▶	📄	📧	⌘	✖
-Web Extra	Displays Top Web sites and number of hits only	No Info	▶	📄	📧	⌘	✖
Exchange Email Details	Detailed statistics of Email activity	No Info	▶	📄	📧	⌘	✖
Global Top Users Email		No Info	▶	📄	📧	⌘	✖
		No Info	▶	📄	📧	⌘	✖

Properties


Figure 2

5. On the 'Common Options' tab, ensure that the 'Report Type - Global' is selected and that only the 'Top Web Sites' sub-report is checked. (See Figure 3)
6. Click 'Apply' then the 'Customize' tab (See Figure 4)

REPORT PROPERTIES ► COMMON OPTIONS

Common Options	Advanced	Customize	Schedule
Distribution	Security		

General

 Specify report name and enter report description.

Name:

Description:

Report Type

Global

User audit detail

Top Users - Category Volume

Top Users - Volume

Top Web Sites

Top Web Sites by Bandwidth

Web Access - Hourly Activity

Maximum report lines:


Figure 3

7. From the 'Customize' tab, select **Edit** button next to the 'Date/Time' for the report. (Prior Week is recommended). Click 'Apply' and then 'OK'
8. Click on the **EDIT** button next to 'Categories' and verify that only the 'Undefined' category is selected. Also ensure that 'Include all Pseudo categories' option is checked. Click 'Apply' then 'OK'

REPORT PROPERTIES ► CUSTOMIZE

Common Options	Advanced	Customize	Schedule
Distribution	Security		


Customize Options

 Setup rules for filtering log data that will define which log record to analyze.

Date/Time

 Setup date/time period for which the report should be generated.

Categories

 Setup list of categories for which the report should be generated.

Users

 Setup list of users, groups, organizational units, IP masks, IP Ranges for which the report should be generated.

Reports

 Setup list of reports which should be used as filter.

Related Log Sources

 Define list of log sources which should be used to create the report.

Figure 4

9. Click on the 'Schedule' tab
10. Set the **Start** date and time for the report as well as the 'Recurrence Schedule' (See Figure 5)
11. Click "Apply" then 'OK'

Schedule Options

Setup parameters which define when the report should be generated.

Start report generation at: 6/1/2100 00:00

Recurrence Schema

Generate once
 Generate every day
 Generate weekly

<input checked="" type="checkbox"/>	Monday	▼
<input type="checkbox"/>	Tuesday	✕
<input type="checkbox"/>	Wednesday	
<input type="checkbox"/>	Thursday	
<input type="checkbox"/>	Friday	
<input type="checkbox"/>	Saturday	
<input type="checkbox"/>	Sunday	

Generate once a month on: 0

OK Cancel Apply

Figure 5

12. Click on the 'Distribution' tab
13. Specify if when sending an email the report should be embedded HTML or added as an attachment. (See Figure 6)
14. Click on the 'New Recipient' option under 'Report Recipients' on the right side
15. For the Name type in 'Burstek' and for the 'E-mail' address type in 'sites@burstek.com'
16. Click 'OK'
17. Add any additional email recipients by selecting 'New Recipient' from the right side.
18. Click 'Apply' and 'OK'

Report Recipients

Setup report recipients email information.

Name	E-Mail	XML
Burstek	Sites@burstek.com	✕

Email Format

HTML
 HTML attachment

Report is delivered as a separate attachment to the email:

My Companies Web Extra Report

Save to Folder


Path:

Browse...

OK Cancel Apply

Figure 6

19. If you have scheduled the report to run you are finished.

20. If you wish to run the report manually, select the green arrow  next to the Web Extra report.

'To Create a Web Extra Report'

1. From the 'Reports' page select 'New Report' from the 'Active Links' section on the Left side of the screen. You can also select 'New Report' further down the left side under the 'Reports' link section.



Figure 7

2. Under the 'Common Options' tab, enter a name for the new report.
3. For the remainder of the configuration, continue with step 5 under To configure the 'Web Extra' report: