Client Worksheet
Websense Web Security and Websense Web Filter (v7)

Before identifying the actual users, groups, and machines in your network that you want to filter, take a moment to consider the basic filtering concerns of your organization.

What are the fundamentals of your organization's Internet acceptable use policy? What are the main areas of concern? Limiting access to adult content? Network security? Ensuring productivity?

Primary concerns:

Additional concerns:

Next, identify the common Internet access needs shared by members of the organization. Do users typically need access to Web-based email or conferencing tools? Are there industry-specific sites or Web tools that many users need to access?

Primary needs:

Additional needs:

Use the Internet access concerns and needs that you have identified to think about the fundamental filtering restrictions that you want to apply broadly within the organization. Who should be filtered by these restrictions? List them in the **Default** box, below. These are users who can be filtered by the Default policy.

Use the **Exception** boxes to identify clients (individuals or groups, by name or IP address) who need a distinct type or level of Internet access (whether more or less restrictive than the standard).

Use the **Exempt** area to list clients that should not be filtered. See the Configuration Guide for help in determining which method of exempting clients from filtering is best suited to your organization.

Default:

Exception:

Exception:

Exception:

Exception:

Exempt: