

Filter User Guide

Welcome. As a Filter Guardian you play an important role in protecting others from viewing inappropriate material on the Internet. Even if you are a novice in using computers, this guide will give you step by step instructions on how to easily and effectively manage the Covenant Eyes Filter for the Filter Users you serve.

Configure the Filter at our online Member Center

The Covenant Eyes Filter is very flexible and allows a wide range of filtering of the Internet from strict to wide open browsing. Settings are established for each username, not for each computer. That means the settings for 8-year-old Tommy follow him on every computer that has Covenant Eyes 4.1 or better installed, even if the Filter settings for Mom and Dad are different.

Visit www.covenanteyes.com. In the upper right corner of this homepage, click on "Member Center." Then enter your Covenant Eyes username and password.

Configure the Filter

Halfway down the Member Center page, you will see a category called **Filter Settings**. The clickable links take you to separate pages where you may configure the filter for each user.

Step 1: Time Controls

First click on **Time Controls**. On the next page, select the username(s) you wish to configure and then click Continue.

General Options

- **Configure Days** – For each user you can decide when they may use the Internet. You can allow everyday to be the same. You may decide to allow weekend use to be different from weekday use. You can even make each day different.
- **Time Zone** - Because Covenant Eyes is used around the world, the default is Greenwich Mean Time. You will need to set the time to your Time Zone. If in doubt about your time zone click this link: <http://nist.time.gov/images/worldzones.gif>
- **Hemisphere** - Do you live north or south of the Equator? For example, North America, Europe, North Africa, and most of Asia are located in the northern hemisphere and Australia, southern Brazil, and Chile are in the southern hemisphere.
- **Do you observe Daylight Savings?** You do, if you have to adjust your clocks by an hour (forward or back) twice a year.
- When finished with these changes click the Refresh button.

Total Weekly Time Limit: You may leave this blank for no time limits, or you can enter the number of minutes each week that the user may have access to the Internet.

Daily Time Limit: Before each day(s), you may establish the number of minutes the user may have Internet access.



Hours of Internet Access

Filter Guardians may establish the hours of the day when Internet access is allowed. You may do this in two different ways.

If you click on the time chart for each day, you will notice a half-hour portion of the day turns from green to red. Green times of the day allow Internet access. Making portions of the bar red will deny Internet access for that time of the day.

You may also select Allow or Deny in the box below the hour bar chart. Then change the time range for the hours you wish to allow or deny Internet access. Then click Create.

Note: To save your settings, you must click **Save All Changes**.

Step 2: General Settings and Overrides

When you click on General Settings and Overrides you will see a page that will allow you to establish the sensitivity of the Covenant Eyes Filter and even define specifically which websites will be allowed or denied.

General Options

Allow Automatic Overrides - Filter Guardians decide which users may override the filter. Click the Allow Automatic Overrides box if you want to allow a user to override the filter. When granted this privilege, the user can decide which sites (among those sites that would normally be blocked at that user's sensitivity setting) to block or allow.

A username that is not permitted filter overrides must receive permission from the Filter Guardian to override a blocked website. To permit the user to view the blocked website, the Filter Guardian will have to enter their username and password after following the directions under Overriding the Filter (near the end of this document).

Filter sensitivity – A bar that graduates from green (More Sensitive or more restrictive) to red (Less Sensitive or less restrictive) will allow you to choose how much the filter will block for each username. The mid-point default setting will typically work well for teens and adults. We recommend parents select a More Sensitive setting for younger children. Click this link to learn more about our Age-Based Sensitivity Levels:

http://www.covenanteyes.com/help_and_support/article/?a=189.

Filter Type

1. Normal filtering restricts browsing based on Covenant Eyes scoring, plus any customized addresses that you choose to block or allow. You may type web addresses to Always Block or Always Allow.
2. Restricted filtering blocks all websites, except the Covenant Eyes website and any allowed by the Filter Guardian.

Click the Refresh button when you've made your selections under General Options.

Restricted Filtering, General Options

Restrict Browsing to Only – At this box, type a web address you will allow a user to view online, then click add. Of course, you may add several websites. The user will only be allowed to visit the list of websites you provide. For instance, you can enter the domain names of websites that a young child may visit, such as lego.com, Disney.go.com and nick.com. When you type in the domain name, the user will be able to view any page on this website.

Note: Remember to click **Save All Changes**.

Step 3: Protocol Blocking

Click on this link to block features of the Internet, such as filesharing.

Here is a list of quick definitions to help you know if you want to block specific protocols.

HTTP: This is the communications protocol that enables Web browsing.

FTP: File Transfer Protocol is used to transfer data from one computer to another over the Internet or through a network.

NNTP: This protocol is used for managing the notes posted on newsgroups.

P2P: Peer to Peer filesharing that allows direct access to files from one another's hard drives.

Kazaa: Peer to peer file sharing application, commonly used to exchange MP3 music and movie files. It can be downloaded for free and is financed by attached adware and spyware.

Morpheus: Peer to peer filesharing protocol.

WinMx: Peer to peer filesharing program running on Windows operating systems.

Instant Messaging: Electronic communication which allows immediate correspondence between two or more users, who are all online simultaneously.

AOL Instant Messenger: Instant messaging provided through AOL.

MSN: Short for Microsoft Network. The online service provides email, topic-related forums, and access to the Web.

Yahoo Messenger: Instant messaging provided by Yahoo!.

Overriding the Filter from your desktop

After being granted override privileges, the filter user may select websites to block or allow. Or the Filter Guardian must follow these steps to manage a user who does not have override privileges.

1. Right click on the CE icon next to the time and date on your desktop.
2. Click on Filter History and Settings.
3. Double click on History to reveal icons for sites that have been Allowed or Blocked.

Allowed websites you wish to block

1. To block a website that was Allowed by the filter, double click on the Allowed icon. This will bring up a list of websites.
2. Click on the website you wish to block. Once you click on the address, the screen to the right will list websites that include that domain name.
3. Click on the web address in the box on the right to highlight the address.
4. Then click on the red X.
 - a. If a user is not granted override privileges a box will pop up. The Filter Guardian may enter their username and password in the pop up box to grant the override.

- b. If the user is granted override privileges, the Covenant Eyes Filter Override screen will pop up and allow several choices. The user may allow or block the website permanently or temporarily. If the user creates a temporary allow or block, it will only be in effect until you logout of Covenant Eyes

Blocked websites you wish to allow

1. Double click on the Blocked icon under History. This will bring up a list of websites that have been blocked by the filter.
2. Click on the website you wish to allow. Once you click on the address, the screen to the right will list websites that include that domain name.
3. Click on the web address in the box on the right to highlight the address. Or hold the shift key to select several.
4. Then click on the green check mark.
 - a. If a user is not granted override privileges a box will pop up. The Filter Guardian may enter their username and password in the pop up box to grant the override.
 - b. If the user is granted override privileges, the Covenant Eyes Filter Override screen will pop up and allow several choices. The user may allow or block the website permanently or temporarily. If the user creates a temporary allow or block, it will only be in effect as long as the user is logged into Covenant Eyes. These temporary websites are erased each time the user logs out.

Override URL

You'll find this feature in the center of the pop-up box when you click on the green check mark or the red X. Notice the slider bar underneath the URL or the web address selected.

While allowing or blocking a webpage or URL, you may choose to block all URLs from a domain. For instance, while browsing you may receive a pop up or view a URL that is listed as divingsharks.com/photos=?/dorselfin. If you not only want to block this URL but everything from divingsharks.com, move the slider to the left until you are left with the website's domain name, which would be divingsharks.com.

Click OK at the bottom of the screen and the CE Filter will block every URL that comes from divingsharks.com.

Overrides - Double click on this icon to reveal the Allowed or Blocked icons. Double click on either icon to reveal the websites that are always allowed or blocked for the username.

Temporary Overrides – After setting up the temporary Allowed or Blocked websites, the user can view these websites during the same session. Please note that these temporary websites are erased each time the user logs out from Covenant Eyes.

Help us spread the word

Would you help us? Individuals, families, and organizations of all types need to know about the danger of Internet pornography and about Covenant Eyes. Please request brochures and pass them along to friends, family, and church and business leaders in your area. email: resources@covenanteyes.com and request some today. We are grateful for your help.