Smoothwall Start of Year Checklist

Organisation

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Name

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Date

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This checklist contains two sections:
- On-Premise Appliance: Specific steps to check in your On-Premise Appliance
- General: Steps to check in Cloud and/or On-Premise Appliance

If you've worked through the checklist and require additional support, contact Smoothwall Support.

On-Premise Appliance steps

#	Action	Navigation	Description	Done	Not Required	Notes
1	Check your Certificates	**System > Certificates > Certificates for Services**	Check the expiry date on both: ● Your Default Certificate Authority. ● Your Dynamic Certificates. If one or both will expire in September, renew them before students return.			
2	Update your On-Premise Appliance	**System > Maintenance > Updates & releases**	Update your system to the latest version and release available to you. The current release is Maiden.			

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#	Action	Navigation	Description	Done	Not Required	Notes
3	Check your Dashboard	Sign in to your On-Premise Appliance and select **Dashboard**	Dashboard items will show either: ● Green ticks - this is working as expected. ● Grey - you don't use this feature. ● Red crosses - Contact Smoothwall Support.			
4	Add new IP addresses to your interfaces	**Network > Configuration > Interfaces** then **Web Proxy > Authentication > Manage policies**	If your internal network has changed: 1. Update or add new internal interfaces with the new IP addresses. 2. Make sure interfaces are filtered by adding or amending a Web Proxy Policy to use the interfaces. Edit the parent policy to apply the changes in bulk.			
5	Add any new IP address range(s) to Tenants	**System > Administration > Tenants**	If you have made changes to or added new Subnets, make sure you update the IPs and add the subnets to your tenants.			
6	Check your external Firewall	Varies depending on your Firewall solution	If you use Smoothwall Filter but not Firewall and have installed a new firewall you must: ● Disable QUIC access on your firewall. ● Allow DNS, HTTP and HTTPS (UDP/TCP 53, TCP 80 and TCP 443) outbound through your Firewall.			
7	Schedule regular backups	**System > Maintenance > Archives**	You can schedule backups or take them manually.			

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#	Action	Navigation	Description	Done	Not Required	Notes
8	Check your System Alert setup	**Reports > Settings > Output Settings**	Make sure alerts are sent to the right people in your Distribution Group.			
9	Check the time	**System > Preferences > Time**	To prevent issues with Authentication and directories: ● Ensure the time set for your On-Premise appliance is correct, and adjusts itself to stay correct. ● If you've changed Servers or Network Interfaces, swap the old for the new on the Time page.			
10	Update Domains in DNS forwarders	**Network > Configuration > DNS**	If you've changed your networks, internet provider, internet line or implemented a new Firewall, your IPs and Domains may have changed. Update your conditional DNS forwarders.			

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General steps

#	Action	Navigation	Description	Done	Not Required	Notes
1	Get everything up and running	Varies depending on the systems you use	Ensure you physically turn everything on at the wall, including Smoothwall, your systems, internet providers and networks.			
2	Update email addresses	Varies depending on the system you use	You may have changed your email domains, for example from user@school.la.sch.uk to user@mat.com. To prevent being cut off from services as they are often linked to Google or Office365, add users' new email addresses to systems whilst they have access and before their old email addresses expire.			
3	Check all your Administrators and users have access	• **System > Administration > Administrative users** in On-Premise Appliance • Varies in Cloud Admin, Filter and Reporting	If you've had staffing changes, or need to give more people access to Filter or Reporting, add them as a user.			

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#	Action	Navigation	Description	Done	Not Required	Notes
4	Check your Safeguarding Alert setup	● **Reports > Safeguarding > Notifications** in On-Premise Appliance ● **Filter > Safeguarding** in Cloud Filter	Check that email alerts for Safeguarding will be sent to the right people. Check both Cloud Filter and On-Premise Appliance (if applicable), as they are managed separately . ● For the On-Premise Appliance, make sure alerts are sent to the right people in your Distribution Group. ● For Cloud Filter, check the right email addresses are added to the **Contacts** field.			
5	Install the Cloud Filter Extension to new devices	Varies depending on device	Check the Cloud Filter Extension is deployed to all new devices. ● Check your MDM solution such as Intune. ● Do spot checks using a device.			
6	Prevent 'double filtering'	**Guardian > Client interfaces > Cloud Filter**	Prevent filtering issues (things blocked or allowed when they shouldn't be) by segregating devices or enabling the 'Secret Knock'.			

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7	Update your Directories	● **Services > Authentication > Directories** in On-Premise Appliance ● **Admin Panel > Directories** in Cloud Admin	After making changes to users in your Directory Groups over the break, remap your User Groups. ● If your Web Filter Policies are based on year groups, you can either remap, or rename Year 7 to Year 8 and add a new Year 7, then remap. ● In On-Premise Appliance, check that your directories show green ticks. If they show red crosses, fix the issues or contact Smoothwall Support.			
8	Check items connected to Smoothwall	Varies depending on your setup	Check you have only applied Smoothwall to your networks that require a Firewall or Filter. For example, don't include networks for your cashless catering system, door access systems, boiler system, Building Management Systems, CCTV systems or sign in systems.			
9	Check your Web Filter Policies are applying correctly	**Guardian > Web Filter > Manage Policies**	Test that the right websites are still blocked or allowed before students return, especially if you have made any changes to your Antivirus, network, setup or systems.			

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#	Action	Navigation	Description	Done	Not Required	Notes
9	Check your Web Filter Policies are applying correctly (cont.)	**Guardian > Web Filter > Manage Policies**	- Use a student or staff member's device to check websites are blocked and allowed as expected. - Check your block and allow Web Filter Policies - Check HTTPS inspection is applied to Decrypt and Inspect or Do Not Inspect the right websites. If things are allowed or blocked or that shouldn't be: - Use the Real Time Log Viewer to identify the website so you know what to block or allow in your Web Filter Policies. - For applications, check their documentation for ports or URLs to allow or block.			