

# Black List

The Black List defines a set of rules for data which should not be collected or analyzed from monitored environments. For example, page views and interactions by you or other site administrators. All Black List rules are applied from the moment the rule is created and are not retroactive. The Black List can be found in the navigation pane under Administration.

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## How to Create a New Rule

1. In the Navigation pane, under Administration, click **Black List**.
2. In the Central Area, in the bottom left corner, click **Add**.
3. In the Add Rule dialog, enter the **Name** and **Description** fields.
4. In the Add Rule dialog, under **Define more criteria**, select values for the **Field** which may be Date Range, Website Item, User Name, Authentication Group, URL, Web Server IP Address, User Agent, or Client IP Address. These are all described below.
5. Choose the **Condition** you would like to define your field by.
6. Enter a **Value** in the text box or use the "..." button to open a search window that depending on the Field.

**Add Rule**

**Name:**

**Description:**

**Define more criteria:**

Field: Date Range Condition: between Value: ...

**Add**

**Filter events that match these criteria:**

**Remove**

**Cancel Save**

*Add Rule Dialog*

7. Click **Add**.
8. Choose a second set of criteria if you would like to combine rule. For example, you may want to black list a Website Item that is only accessed from a specific User Agent.
9. **Click Save.**

10. The new rule is added to the Black List. The **Valid From** Column in the Central Area displays the date and time the rule was activated.

**Note** - Separate rules in the Black List have an OR relationship, which means they do not influence or rely on each other. Multiple criteria within a single rule have an AND relationship, which means that all criteria within the rule must be met.

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**Configuration Checklist:** You haven't completed all of the tasks on your checklist: [View Checklist](#) | [Dismiss](#)

### Black List

Name	Description	Valid From
<input type="checkbox"/> Exclude Admins	Exclude administrators and site content owners	4/27/2016 4:29:41 AM
<input type="checkbox"/> Exclude Test Server IP	Exclude usage events coming from the load tests server	4/27/2016 4:30:37 AM
<input type="checkbox"/> Exclude Mobile Traffic	Exclude iPhone and Android traffic	4/27/2016 4:31:23 AM

[Remove](#) [Add](#)

*Black List dialog*

11. To edit a rule, simply click on it and edit the parameters as you would when adding a rule.
12. To delete a rule, select it using the inline check box and click **Remove** from the bottom left hand corner.

**Edit Rule** [Close]

**Name:**  
iPhone

**Description:**  
iPhone browsers

**Define more criteria:**

Field: User Agent Condition: contains Value: iphone

**Add to List**

**Filter events that match these criteria:**

User Agent contains 'iphone' [Remove]

**Cancel** **Save**

*Edit Rule dialog*

## How to Set a Date Range Criterion for a Black List Rule

1. In the Add or Edit Rule dialog select **Date Range** from the **Field** drop down list.
2. Click on Browse (...) and select a date range.
3. Click **OK** to confirm your selection.

### Customized Date Range ✕

Date Range (M/d/yyyy)

From  To

◀ Previous month
Next month ▶

**November 2015**

S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	1	2	3	4	5

**December 2015**

S	M	T	W	T	F	S
29	30	1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31	1	2

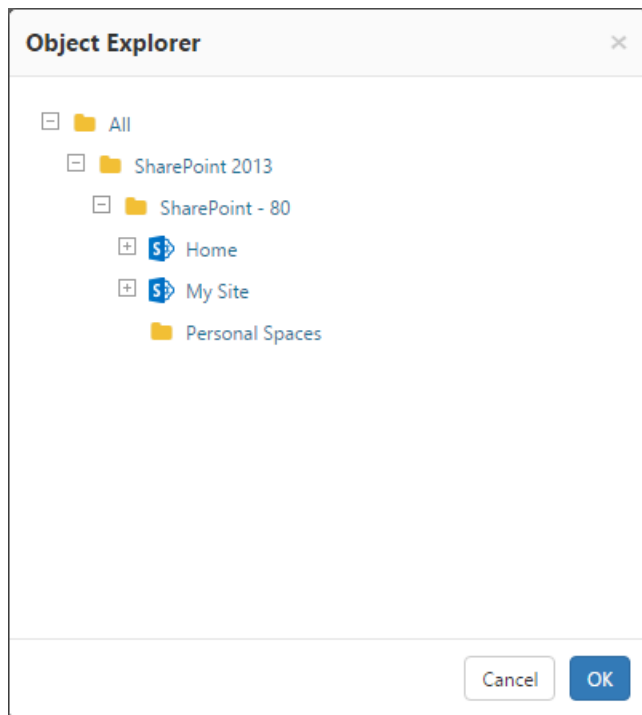
**January 2016**

S	M	T	W	T	F	S
27	28	29	30	31	1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31	1	2	3	4	5	6

*Customized Date Range Dialog*

## How to Set a Website Item for a Black List Rule

1. In the Add or Edit Rule dialog select **Website Item** from the **Field** drop down list, .
2. Select the desired **Condition** from the drop-down list, Choose **is (specific)** to select a specific item or select **is (aggregated)** to also include child items.
3. Click on Browse (...) and select an item using the Object Explorer
4. Click **OK** to confirm your selection.



*Website Item Object Explorer Dialog*

## How to Set a User Criterion for a Black List Rule

1. In the Add or Edit Rule dialog select **User Name** or **Authentication Group** from the **Field** drop down list, .
2. Select the desired **Condition** from the drop-down list.
3. Click on Browse (...) and search for and select the desired user/group.
4. Click **OK** to confirm your selection.

**Select User Name** [X]

Name:

**Search Results:**

- MYCOMPANY\abihol
- MYCOMPANY\abrals
- MYCOMPANY\abrcas
- MYCOMPANY\abrgis
- MYCOMPANY\abrhar

*Select User Name Dialog*

### How to Set a URL Criterion for a Black List Rule

1. In the Add or Edit Rule dialog select **URL** from the **Field** drop down list, .
2. Select the desired **Condition** from the drop-down list.
3. Enter a URL address in the **Value** text box.
4. Click **Save** to confirm your selection.

The image shows a dialog box titled "Edit Rule" with a close button (X) in the top right corner. The dialog is divided into several sections:

- Name:** A text input field containing "Exclude test URL".
- Description:** An empty text area.
- Define more criteria:** This section contains three input fields:
  - Field:** A dropdown menu with "URL" selected.
  - Condition:** A dropdown menu with "contains" selected.
  - Value:** A text input field containing "http://mycompany.com/test".
- Add to List:** A green button.
- Filter events that match these criteria:** A list containing one item: "URL contains 'http://mycompany.com/test'". To the right of this list is a red "Remove" button.
- Buttons:** "Cancel" and "Save" buttons are located at the bottom right of the dialog.

*Setting a URL Criterion for a Black List Rule*

### How to Set a Web Server IP Address Criterion for a Black List Rule

1. In the Add or Edit Rule dialog select **Web Server IP Address** from the **Field** drop down list.
2. Select the desired **Condition** from the drop-down list.
3. Enter an IP address in the **Value** text box.
4. Click **Save** to confirm your selection.

### Add Rule ✕

**Name:**

**Description:**

**Define more criteria:**

Field:	Condition:	Value:
<input style="border: none; border-bottom: 1px solid #ccc;" type="text" value="Web Server IP Address"/>	<input style="border: none; border-bottom: 1px solid #ccc;" type="text" value="begins with"/>	<input style="border: none; border-bottom: 1px solid #ccc;" type="text" value="192.161."/>

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**Filter events that match these criteria:**

Remove

*Setting a Web Server IP Address Criterion for a Black List Rule*

### How to Set a User Agent Criterion for a Black List Rule

1. In the Add or Edit Rule dialog select **User Agent** from the **Field** drop-down list, .
2. Select the desired **Condition** from the drop-down list.
3. Enter a User Agent string in the **Value** text box.
4. Click **Save** to confirm your selection.



**Add Rule** [X]

**Name:**  
iPhone Browser

**Description:**

**Define more criteria:**

Field: User Agent ▼ Condition: contains ▼ Value: iPhone [...]

**Add**

**Filter events that match these criteria:**  
User Agent contains 'iPhone' [Remove]

**Cancel** **Save**

*Setting a User Agent Criterion for a Black List Rule*

## How to Set a Client IP Address Criterion for a Black List Rule

1. In the Add or Edit Rule dialog select **Client IP Address** from the **Field** drop down list.
2. Select the desired **Condition** from the drop-down list.
3. Enter an IP address in the **Value** text box.
4. Click **Save** to confirm your selection.

### Add Rule ✕

**Name:**

**Description:**

**Define more criteria:**

Field:	Condition:	Value:	
<input type="text" value="Client IP Address"/> ▼	<input type="text" value="is (exactly)"/> ▼	<input type="text" value="10.0.0.100"/>	<input type="button" value="..."/>

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**Filter events that match these criteria:**

<input type="text" value="Client IP Address is (exactly) '10.0.0.100'"/>	<input type="button" value="Remove"/>
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Setting a Client IP Address Criterion for a Black List Rule