SimplyCast

BLOCKLIST MONITOR USER GUIDE

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Overview

The platform includes the Blocklist Monitor, an application designed to help maintain your online reputation. When emails that you have sent are labeled as spam or reported, it can result in your IP address becoming blocklisted, restricting your email deliverability.

Through the Blocklist Monitor application, the platform will automatically track entered IP addresses across more than 40 blocklists. If any of the IPs you have entered become blocklisted, you will receive a notification, allowing you to work towards removing the negative listing.
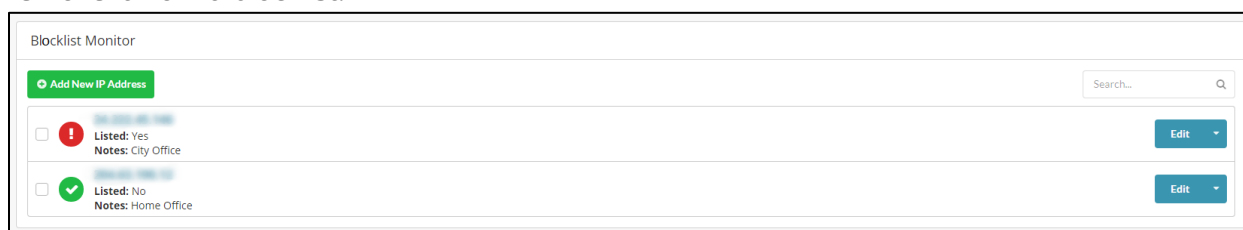
Blocklist Monitor Dashboard

The Blocklist Monitor dashboard can be accessed by navigating to the Applications dropdown menu at the top of your screen and selecting the Blocklist Monitor option. The dashboard is where you can see the status of the IP addresses you are currently tracking and add new IP addresses to track.

From the Blocklist Monitor Dashboard, you are able to:

View the List of IP Addresses Being Tracked

From the main dashboard, you will see the option to add a new IP Address, a list of IP addresses you are currently tracking, notes you have made regarding certain IP addresses, and each IP address's current listing status. If the IP address is blocklisted, you will also see how to remove it from a blocklist.

Navigate Multiple IP Addresses

To navigate multiple IP addresses, use the scrolling bar on the right-hand side of the Blocklist Monitor dashboard underneath the search bar.

Add IP Addresses to Track

To add a new IP address to track, click the green "Add New IP button" at the top of the Blocklist Monitor dashboard.

A sidebar will appear to the right of the screen prompting you to enter the IP address that you would like to track. There is also a section titled Notes which allows you to insert any details you wish to include about the IP address.

After you have entered all of the information, you can choose to either create the tracking tag or cancel. To begin tracking the IP address, click green Create button on the bottom right side of the sidebar. To cancel the tracker, click the grey button at the bottom right side of the screen.

Search for an IP Address

To search for an IP address, enter the address or associated note you wish to find into the search bar to the right of the dashboard. The list of IP addresses will automatically filter.
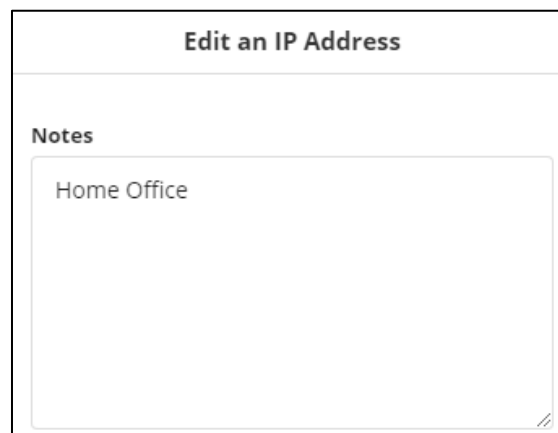
Edit an IP Address's Notes

To edit information pertaining to an IP address currently being tracked, click the blue "Edit" button located to the far right of the IP address name and a sidebar will appear to the right.

In the sidebar's text box, type any notes you wish to include or add to existing note. Once you have finished editing the IP address name, you can either save your changes or cancel them.

To save your changes, click the blue Save button on the bottom right corner of the screen to save your changes and close the sidebar.

To cancel your changes, click the blue Cancel button at the bottom right corner of the sidebar to close the window without saving your changes.
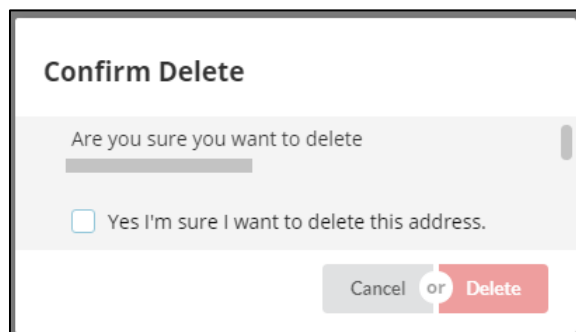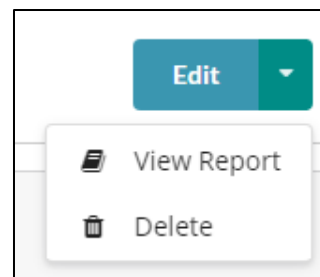
Delete an IP Address

If you wish to delete an IP address and discontinue tracking it, you either delete a select IP address or select multiple IP addresses.

To delete a single IP address that is being tracked:

· Click downward facing arrow on the blue Edit button and click Delete from the available dropdown menu. This will prompt a pop-up window to appear to confirm your intent to discontinue tracking the IP address.
· To confirm your intent, click the checkbox. To finish the deletion process, click the red Delete button on the bottom right hand corner of the pop-up window.
· If you wish to cancel the deletion process, click the grey Cancel button on the bottom right hand corner of the pop-up window to discontinue the process and return the dashboard.

To delete multiple IP addresses that are being tracked:

· Click the checkboxes on the left of the IP addresses you wish to delete. Then, click the red Delete IP Address(es) button that will appear next to the green Add New IP Address button. This will prompt the same confirmation pop-up window to appear to confirm your intent to discontinue tracking the IP address.
· To confirm your intent, click the checkbox. To finish the deletion process, click the red Delete button on the bottom right hand corner of the pop-up window.
· If you wish to cancel the deletion process, click the grey Cancel button on the bottom right hand corner of the pop-up window to discontinue the process and return the dashboard.
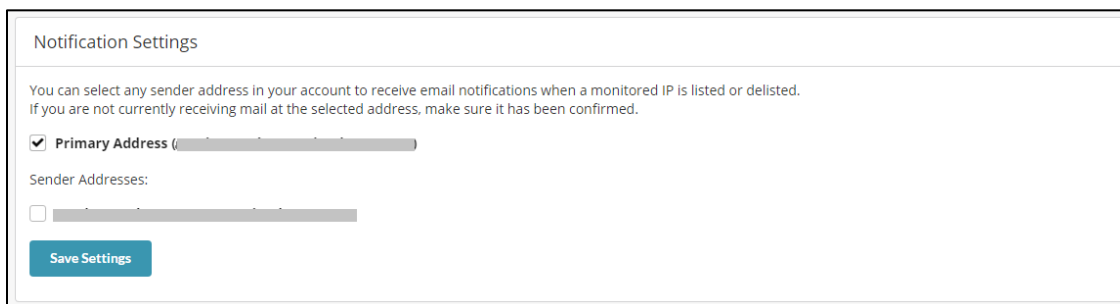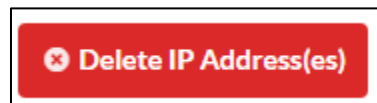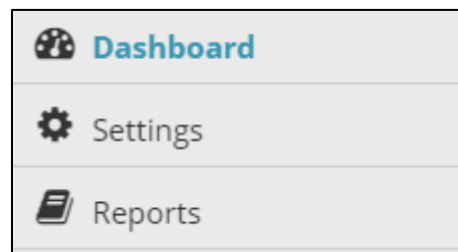
Settings

This tab in the Blocklist Monitor allows you to configure notifications that can be immediately sent to a designated email address if a tracked IP address is ever listed on a blocklist site.

To set up email notifications for your IP address(es) being tracked:

- Select the Settings tab found in the menu on the left side of the Blocklist Monitor dashboard.
- If this is your first time setting up notifications, the application will pre-select the email address you used to sign up to SimplyCast as the primary address.
- Select or deselect this email address by clicking the checkbox next to the pre-selected primary address.

If this email address will serve as your Primary Address to which the notifications will be sent, click the blue Save Settings button. If this email address is NOT the address you would like to use as your primary address, deselect the address by clicking the checkbox. You can then click the blue Save Settings button.

Should you wish for the notifications to be sent to a different, or multiple, sender addresses, click the checkboxes next to each email address you would like to receive notifications. After you have selected the sender address(es), click the blue Save Settings button.

Reports

The Blocklist Monitor Reports dashboard allows you to take a detailed look at the IP addresses you are tracking, such as the blocklists the IP address is being checked against. It also contains the information needed to have an IP address removed should it become blocklisted.

View the List of Reports

To access the Reports dashboard, click the Reports option on the left side of the main Blocklist Monitor dashboard.

Each report is displays three columns: IP Address, Notes, and Listed.

- **IP Address:** The IP address(es) being tracked
- **Notes:** The notes associated with the IP address(es)
- **Listed:** This column displays whether or not the IP address is currently blocklisted If the text associated with IP address is red, it means the IP address has been blocklisted.

If the text is black, then the IP address is not currently blocklisted.

Navigate Multiple Pages of Reports

If you are tracking enough IP addresses, they will be displayed on multiple pages in the Reports dashboard. To view a report for an IP address that does not appear on the first page of the list, navigate down to the bottom of your screen where you will find the page numbers indicating the total number of IP addresses being tracked.

Proceed to another page of reports by clicking either the page number you would like to visit or the Next button. Enter the number of the page you wish to view in the Enter Page field provided and click Go to proceed directly to that page. You can also choose how many reports to display at a time by clicking on the "Showing…" link located to the right of the number of displayed reports.

Displaying 1 - 2 of 2 | Showing 10 | Prev **1** Next | Enter page   Go

Search Reports

If you are trying to find a particular IP address report to view, you can simply use the search bar located at the top right of the screen above the list of reports in the Blocklist Monitor Reporting page. As you type in the IP address or text in the IP address's note section, the results will automatically be filtered to show the matches to the typed-in text.

Search…   🔍

Filter Reports

You have the ability to filter your IP address reports to show projects from a particular date, at a particular time, or within a certain window of time.

To filter your Blocklist Monitor reports:

- Find the gray Filter button located at the top right-hand side of your screen in the main Blocklist Monitor Reporting page, directly above the list of projects beside the search bar.
- Click the Filter button and a dropdown menu will appear in which you will see two boxes that say Click to Set Date.

- Click either box and another dropdown menu will show up with two fields labeled Date and Time in which you can manually insert the date and time you would like to filter the Blocklist Monitor reports from.
- Below these fields there is a calendar you can also use to choose the date you would like to filter reports from.
- Click Apply to implement the filter or click Clear if you do not wish to filter your reports, which will close the dropdown menu.

View a Blocklist Report

To view the report of a particular IP Address:

- Select the IP addresses you would like to see the report for by checking off the box that appears to the left of IP address.
- The blue View Report button on top of the project list will become active and able to be clicked on once you have checked off an IP address.
- Click View Report and you will be directed to the report for that particular IP address.

IP Address Blocklist Reports

When you view a blocklist report for an IP address that you are tracking, it will appear in the form of a table with four columns:

- **Blocklist:** The blocklist databases the IP address is currently being tracked against
- **Last Checked:** This column displays the last time and date the IP address was checked against a specific blocklist
- **Listed Since:** The date and time the IP address was blocklisted by a specific database. If the IP address has not been reported, it will display as "Not Blocklisted."
- **Removal:** Contains links to information detailing the steps that must be followed to remove the IP address from the blocklist

If you wish to search for a specific blocklist site, enter the name into the search bar on the right side of your screen above the Removal column. The results will automatically filter.

You can also choose how many blocklists to display at a time by clicking on the "Showing…" link located to the right of the number of displayed projects, or by entering the page you would like to skip to at the bottom of the table and clicking Go.