

## IP List Management Tool User Documentation

The same interface is used for entering, deleting, and searching records in the list. Each record contains a range start address and a range end address. Each record also contains a mandatory organization name, and an expiration date. If a record is not meant to expire, leave the expiration field blank. When entering a single IP address, leave the 'Range end' field blank and it will be automatically populated with the 'Range start' address.

### **Entering a single IP address:**

To enter a single IP address, leave the “Range end” field empty, and click 'Add'.

The range end will automatically be set to the same address as the range start.



The screenshot shows the 'IP List Management' form. It has four main input fields: 'Range start:', 'Range end:', 'Organization:', and 'Expires:'. The 'Range start:' field contains '192.168.5.1' with a small note below it: 'Use this field for a single address'. The 'Range end:' field is empty. The 'Organization:' field contains 'ABC CEO Office'. The 'Expires:' field is empty, with a note below it: 'Several formats are accepted, such as 2010/08/16 or 2010-08-16'. Below the fields are two buttons: 'Add' and 'Search'. The 'Add' button is highlighted with a red underline.

### **Entering a range of IP addresses:**

Enter the starting and ending IP addresses for the range.

Each number in an IP address can range from 1 to 254. IP address ranges are sometimes casually notated with the \* symbol. For example: 220.200.20.\* - 220.220.80.\* would mean 220.200.**20.1-220.220.80.254**. To avoid mistakes when managing the IP list, please enter ranges using numbers, rather than the asterisk symbol.

If a record is meant to expire, enter the expiration date. Most common date formats are accepted.



The screenshot shows the 'IP List Management' form. It has four main input fields: 'Range start:', 'Range end:', 'Organization:', and 'Expires:'. The 'Range start:' field contains '192.168.4.1' with a small note below it: 'Use this field for a single address'. The 'Range end:' field contains '192.168.5.254'. The 'Organization:' field contains 'ABC East Coast'. The 'Expires:' field contains 'Jan 12 2012', with a note below it: 'Several formats are accepted, such as 2010/08/16 or 2010-08-16'. Below the fields are two buttons: 'Add' and 'Search'. The 'Add' button is highlighted with a red underline.

### **Searching:**

You can search for partial matches for organization name, enter a single address to find any entered ranges which contain the address, or enter a range of IP addresses to see whether any records are included in the range.

To demonstrate each type of search, suppose you have an IP list with the records shown in the following screenshot:

## IP List Management

Range start:

Use this field for a single address

Range end:

Organization:

Expires:

Several formats are accepted, such as 2010/08/16 or 2010-08-16

Add

Search

Range start ▲	Range end	Organization	Added by	Updated	Expires	Delete
10.10.10.1	10.10.11.254	XYZ inc	ezra	Tue, 09/07/2010 - 11:12	2012-02-16	Delete
192.168.4.1	192.168.5.254	ABC East Coast	ezra	Tue, 09/07/2010 - 11:10	2011-01-12	Delete
192.168.5.1	192.168.5.1	ABC CEO Office	ezra	Tue, 09/07/2010 - 11:10	Never	Delete

The examples below show the results you would see if you performed the given searches.

### Searching by organization name:

Enter part or all of the organization name and click 'search'. As you type, the name of existing organizations will appear as suggestions. The results will include partial matches for organization name and are case insensitive.

## IP List Management

Range start:

Use this field for a single address

Range end:

Organization:

Search

Clear search

Range start ▲	Range end	Organization	Added by	Updated	Expires	Delete
192.168.4.1	192.168.5.254	ABC East Coast	ezra	Wed, 09/08/2010 - 17:10	2011-01-12	Delete
192.168.5.1	192.168.5.1	ABC CEO Office	ezra	Wed, 09/08/2010 - 17:11	Never	Delete

### Searching for records that include a specific address:

To see whether a single address is included either explicitly as a single-address record or implicitly as part of an existing range, enter the address and click 'search'.

## IP List Management

Range start:

Use this field for a single address

Range end:

Organization:

Search

Clear search

Range start ▲	Range end	Organization	Added by	Updated	Expires	Delete
192.168.4.1	192.168.5.254	ABC East Coast	ezra	Wed, 09/08/2010 - 17:10	2011-01-12	Delete

## Searching for records included in a range:

To see whether any records are included in a range of addresses, enter the starting and ending addresses for the search range and click 'search'. Records with single addresses included in the range, and ranges that overlap with the search range will be displayed.

### IP List Management

**Range start:**  **Range end:**  **Organization:**

Use this field for a single address

[Clear search](#)

Range start ▲	Range end	Organization	Added by	Updated	Expires	Delete
192.168.4.1	192.168.5.254	ABC East Coast	ezra	Wed, 09/08/2010 - 17:10	2011-01-12	<a href="#">Delete</a>
192.168.5.1	192.168.5.1	ABC CEO Office	ezra	Wed, 09/08/2010 - 17:11	Never	<a href="#">Delete</a>