

IP Address Filtering

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Permissions

IP Address Filtering is a licensed feature. Talk to your RLDatix account manager (accountmanagers@selenity.com) for more information.

You will require an Access Role with the following permissions:

- System Options (IP Address Filtering)

1. Navigate from the homepage to **Administrative Settings | System Options | IP Address Filtering**.

IP Address Filtering

Please take caution when activating the IP Address Filtering.
The IP Address Filter is installed by default, but is not enabled.
The IP Address Filter lets you control what IP address traffic is allowed into the product, thus allowing you to deny access to unwanted IP addresses. By enabling this feature you will be restricting access to the product from the specified locations.
Once you have added an IP address entry, the feature is not enabled until the Active option has been selected.
Please note, the IP Address Filtering feature does not apply to Expenses Mobile.

 	IP Address ▲	Description	Active
There are no IP Filters defined.			

2. To add a new IP address filter, click on **New IP Filter** under 'Page Options'.

Page Options

[New IP Filter](#)

3. Type in the IP address you want to filter (the format of the address is 1.1.1.1 with values between 0 and 255).

IP Filter Details

IP Address*  Active 

Description

4. Click **Save**.

Note: You can choose to make the filter active by selecting the 'Active' check box. The description is optional and can be used for adding information about the IP address, such as where the location is.

The IP filtering will not apply unless you have at least one active IP address. Only addresses with which are activated will be allowed access to Assure Expenses.
